

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Thursday, August 26, 2010, Tonkawa Campus

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

Absent:

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

1. **Call to order.** Chair Dr. Jesse Mendez called the meeting to order at 12:57 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.** Jason Johnson, Dean of Students, Tonkawa 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, July 15, 2010, meeting were approved on the motion of Regent James as seconded by Regent L. Smith. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.

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

6. **Executive staff reports**

A. Ms. Judy Colwell, Vice President for Academic Affairs, presented attachment #4. Ms. Colwell advised she had nothing more to add to her report.

B. Dr. Edwin Vineyard, Vice President for the Enid Campus, presented attachment #6. Dr. Vineyard announced that NOC Enid has been awarded a \$10,000.00 grant for IT and Student Services for an Outdoor Classroom for Science and Botany. Dr. Vineyard advised that the NOC/NWOSU Advisory Council met in Enid and discussed the current scholarship fund drive.

C. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, presented attachment #5. Ms. Quirey stated that the Back to School Picnic was a huge success. Ms. Quirey advised that 101 students have been admitted on academic probations under suspension appeal.

D. Ms. Anita Simpson, Vice President for Financial Affairs, presented attachment #2. Ms. Simpson thanked all NOC staff for their hard work. Ms. Simpson mentioned that Regina Switzer has taken retiring Gretchen Harris' position as Assistant Attorney General who represents NOC. Ms. Simpson noted that the Bond Issue for Enid has \$178,000.00 encumbered balance. Ms. Simpson advised that Crawford & Associates would be helping Financial Affairs get ready for the External Audit.

E. Dr. Rick Edgington, Associate Vice President of Enrollment Management, presented attachment #9. Dr. Edgington advised that the High School Coordinators in Tonkawa and Enid were given a list of 300 students to contact. These students were here last semester but have not enrolled for fall yet. Dr. Edgington thanked the coordinators and his office for a much less chaotic week.

F. Ms. Sheri Snyder, Vice President for Development and Community Relations, presented attachment #3. Ms. Snyder announced that a press conference is scheduled for Wednesday, September 1. Those unable to attend can watch the conference by live feed via the NOC website. Ms. Snyder stated the NOC/NWOSU Joint Advisory Board campaign has committed a total of \$130,000.00 so far. September 10th is the wrap up date for the campaign with a goal of \$200,000.00.

G. Mr. Mike Machia, Director of Information and Instructional Technology, presented attachment #7. Mr. Machia advised he had nothing more to add to his report.

H. Mr. Larry Dye, Associate Vice President of Physical Operations, presented attachment #8. Mr. Dye thanked his crew for a smooth start of the fall semester. He mentioned that Maverick Pride Day on the Tonkawa Campus was a huge success. Mr. Dye stated Red Zone starts at noon on Saturday, followed by a concert by Banana Seat from 7:00 p.m.-10:00 p.m.

7. **President's report.** Mr. Tom Poole, Interim President, stated that school started really well and he wanted to thank all the employees for their hard work. Mr. Poole discussed the Honeywell retrofit system for the campus with the Regents and asked if the Board felt like the plan would be doable. Regent Lynn Smith is in favor of sending out an RSP. Mr. Poole asked about the possibility of moving the faculty from the Marshall Building to Zollars and closing the Marshall Building. Regent Lynn Smith suggested that an analysis of the Marshall Building be done and he asked Dr. Ed Vineyard to put together a plan for the Marshall Building. Mr. Poole asked Dean Jason Johnson to report on Maverick Pride Day. Dean Johnson advised that Maverick Pride day was a positive start with lots of food, fun, and prizes. The Enid Campus had about 200 participants for their Pride Day and the Stillwater Campus had about 100 for their Pride Day on Sunday. Mr. Poole further discussed the changes made to the Organizational Chart for the Enid Campus and Dr. Vineyard advised that the changes are going really well for day-to-day operations. Due to budget cuts, Mr. Poole brought up the discussion regarding the Gala, which is scheduled for April 3, 2010. Several options were discussed but no decisions were made. Mr. Poole mentioned that NOC should look at a Two Year budget approach to balance this year's budget and plan money for next year. Mr. Poole stated that he has been approached by individuals inquiring about buying Clay Hall on the Enid Campus. In order for NOC to sell Clay Hall, NOC would need to ask the City of Enid's Development Authority to look in to it. Mr. Poole advised that the NOC maintenance department would be responsible for the new University Center in Ponca City.
8. **Other reports. Personnel Actions.** Resignations/Terminations/New Hires. Ms. Anita Simpson discussed and handed out a listing of resignations, terminations and new hires for July and August 2010.
9. **University Center Lease Agreement.** On the motion of Regent L. Smith as seconded by Regent J. Smith, the Regents approved the entering into a Lease Agreement between Northern Oklahoma College/University Center with the University Center at Ponca City Foundation, Inc. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
10. **Residential Rental Property.** On the motion of Regent Brown as seconded by Regent L. Smith, the Regents approved the demolition or removal of auxiliary residential rental property located at 300 and 3001/2 South Pine. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez. Regent James suggested that NOC offer the property for sale/removal online.
11. **403(b) Third Party Administrator.** On the motion of Regent James as seconded by Regent Brown, the Regents approved to enter into an agreement with American Fidelity Assurance Company to serve as Third party Administrator for Northern Oklahoma College 403(b) Plan for employee contributions. Voting aye were Regents Brown, James, J. Smith, L. Smith, and Mendez.
12. **403(b) Plan Modification.** On the motion of Regent Brown as seconded by Regent J. Smith, the Regents approved the modification of the 403(b) Plan for employee initially effective January 2, 2009 to allow employee contributions into 403(b) Roth IRAs, loans, and hardship withdrawals through the Third Party Administrator. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
13. **Annexation of Property.** On the motion of Regent L. Smith as seconded by Regent J. Smith, the Regents voted to approve the annexation of existing college property including soccer, baseball, softball fields, maintenance facilities, and residential rental property into the Tonkawa city limits. Voting aye were Regents Brown, James, J. Smith, L. Smith, and Mendez.
14. **Section 13 600-650 allocation request for various projects.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$340,000.00 for various projects: Instruction: Furniture & Equipment, \$40,000.00; Instruction: Furniture & Equipment-Enid, \$20,000.00; Instruction: Furniture & Equipment-Stillwater, \$25,000.00; Office Furniture & Equipment, \$5,000.00; Office Furniture & Equipment-Enid, \$5,000.00; Computers and Networking, \$5,000.00; Computers and Networking-Enid, \$15,000.00; Computers and Networking-Stillwater, \$10,000.00; Computer Software and Fees, \$10,000.00; Campus Dining Facilities, \$10,000.00; Campus Dining Facilities-Enid, \$5,000.00; Physical Plant and Equipment, \$30,000.00; Dorm: Furniture & Equipment, \$10,000.00; Construction of Residence Halls, \$150,000.00. On the motion of Regent L. Smith as seconded by Regent Brown, the Regents approved the Section 13 600-650 allocations. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.

15. **Monthly Financial Report.** Ms. Simpson presented the monthly financial report for approval. On the motion of Regent James as seconded by Regent J. Smith, the Regents approved the monthly financial report. Voting aye were Regents Brown, James, J. Smith, L. Smith, and Mendez.
16. **Monthly Purchases.** Ms. Simpson presented the monthly purchases for approval. Purchases of \$5,000.00 or more were for Smart Podiums-Marshall 211 and Harmon 104 & 103, *Pro Presenters LLC*, \$6,746.95, Capital funds; Fountain Square Renovation-Plumbing, *Hometown Mechanical LLC*, \$5,725.00, Auxiliary funds; Field Work-Sports Fields, *Diemer Construction*, \$5,000.00, sole source, Capital funds; Compressor-Cafeteria, *Southwest Compressors*, \$6,205.00, emergency, Capital funds; Compressor-Threlkeld, *Trane*, \$5,100.00, emergency, Capital funds; Compressor-Harmon Science Building, *Southwest Compressors*, \$6,205.00, emergency, Capital funds; Women's Basketball Uniforms-Tonkawa, *Baptist's Athletic Supply*, \$8,134.71, Auxiliary funds; ID Machine Supplies-Tonkawa & Enid, *Addtronics*, \$6,756.00, sole source, E&G budget; Fountain Square Renovation-Lighting, *Voss Lighting*, \$5,577.25, Auxiliary funds. Purchases of \$10,000.00 or more were for Nursing Books-Library, *Baker & Taylor*, \$14,255.64, State contract, Capital funds; Fountain Square Renovation-HVAC, *B. C. Mechanical LLC*, \$15,780.00, Auxiliary funds; Headwall Units For Beds-Nursing Skills Lab, 7-Enid, 7-Stillwater, *Hospital Furniture Restoration*, \$39,405.00, Capital funds (lowest bid equipment did not fit construction parameters-compressor outside); Fountain Square Renovation-Doors, *Construction Building Specialties*, \$17,622.00, Auxiliary funds; ID System Upgrade-Tonkawa & Enid, *Addtronics*, \$24,661.12, State contract, Capital funds; Rooftop Unit-Student Union, *Stollhand Heating & Air Conditioning*, \$11,250.00, Capital funds; Architectural Services-University Center Facility, *Lewis Associates Architects*, \$47,680.00, sole source, Stimulus funds; 46 Tables & 100 Task Chairs-Stillwater Nursing Classrooms, \$20,000.00, Estimate, Capital funds. On the motion of Regent James 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
17. **Presidential Search.** On the motion of Regent L. Smith as seconded by Regent Brown, the Regents voted to begin the Presidential Search on September 1, 2010 by advertising for thirty days in the Sunday papers such as Business World, Oklahoma Journal, Higher Ed. Com, and NOC Website. Members of the Search Committee are Regents Dr. Jesse Mendez and Lynn Smith, Mrs. Anita Simpson-Tonkawa, Mr. Bart Allen-Tonkawa, Mr. Todd Ging-Enid, Mrs. Barbara Stadler-Stillwater, and Dean Jason Johnson-Tonkawa. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez.
18. **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."
19. **Items for next agenda.**
20. **Announcement of next scheduled meeting;** Thursday, September 16, 2010, 12:30 p.m., Tonkawa Campus.
21. **Adjournment.** Motion for adjournment by Regent James and seconded by Regent Brown. Voting aye were Regents Brown, James, J. Smith, L. Smith and Mendez. Meeting adjourned at 3:04 p.m.

CHAIR

VICE-CHAIR

SECRETARY

MEMBER

MEMBER