

# NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

## Minutes

Thursday, September 17, 2009, Tonkawa 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

1. **Call to order.** Chair Lynn Smith called the meeting to order at 3:02 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.**

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 Wednesday, August 19, 2009 meeting were approved on the motion of Regent J. Smith as seconded by Regent Mendez. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.

5. **Regents' report.** Regent Lynn Smith discussed the change of procedure for the Leadership Team reports. The Leadership Team will submit their reports electronically a week before the next Regents Board meetings. This procedure will reduce paper usage and time. Each Regent and Leadership Team member will get an electronic copy of all the reports.

6. **Recognition of exemplary program(s).** Ms. Kim Webb, Chair of the Nursing Division, presented a Power Point presentation explaining the community outreach programs. The nursing students have been going into elementary schools showing the students how to properly wash their hands. She explained that the students were asked to wash their hands as long as it takes them to sing "Twinkle Twinkle Little Star." She further explained that the Nursing Division will participate in "Drive by Shootings" which will allow the community to get a flu shot free of charge as they "drive by."

7. **Executive staff reports**


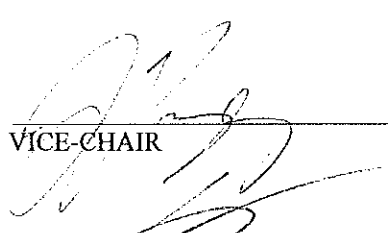
- A. Ms. Judy Colwell, Vice President for Academic Affairs, presented attachment #1. In addition to the attached report, Regent Brown stated that the Fast-track program to help students complete an Associate of Science Degree in Business Administration in twelve months is a tremendous idea. Regent Mendez agreed.
- B. Dr. Edwin Vineyard, Vice President for the Enid Campus, presented attachment #2. In addition to the attached report, Dr. Vineyard reported that Dr. Fears' lecture on Theodore Roosevelt: an Autobiography, was very well attended. He stated that the Enid campus had a Welcome Back cookout for the students and the event was very successful. He noted that they are working on a grant for Upward Bound for both Enid and Tonkawa.
- C. Ms. Debbie Quirey, Associate Vice President of the Stillwater Campus, presented attachment #3. Ms. Quirey stated that enrollment for the fall semester is 2,049. She shared that the visit she and Dr. Stacy had with President Hargis was very positive. President Hargis was very complementary of the Gateway program.
- D. Mr. Mick Weiberg, Vice President for Student Services, had no report at this time. During the Regents meeting, it was announced that Mr. Weiberg will be retiring effective November 1, 2009. He stated that

NOC hosted a joint hazmat exercise with ConocoPhillips, Tonkawa, Blackwell, and Ponca City. He advised that the exercise went very well and NOC had a good response time for our maneuvers. He also stated that the hazmat team was very complementary of NOC.

- E. Ms. Anita Simpson, Vice President for Financial Affairs, presented attachment #4.  
In addition to the attached report, Ms. Simpson stated that the OCIA 2005 F/G and 2006 Bond Issue encumbrance deadline is November 30, 2009. She mentioned that there is proposed legislation to make campuses smoke free. Current legislation states that smoking is not prohibited within 25 feet of building entrances. Ms. Simpson stated that the new requirements under O.S. 59, Section 46.21b raised the threshold of needing an architect from the construction level of \$40,000 to the construction level of \$158,000 and two stories in height for all buildings used by a municipality, county, state, public trust, public agency or the federal government. Ms. Simpson handed out information about the Higher Education Employee Benefit Group of Oklahoma which included an analysis of OSEEGIB rates to BCBSOK proposed rates.
- F. Dr. Rick Edgington, Associate Vice President of Enrollment Management, presented attachment #5.
- G. Ms. Sheri Snyder, Vice President for Dev/Community Relations, presented attachment #6.
- H. Mr. Mike Machia, Director of Information and Instructional Technology, presented attachment #7.
- I. Mr. Larry Dye, Associate Vice President of Physical Operations, presented attachment #8.  
In addition to the attached report, Mr. Dye advised that the contractor started work today on the gym foyer project.
- 8. **President's report.** Dr. Roger Stacy presented attachment #9.  
Regent Brown reported that she, Regent L. Smith and Dr. Roger Stacy will attend the Regents Education Program (REP) on October 6, 2009. Dr. Stacy stated that because of fall break on October 15-16, the Board of Regents meeting might need to be moved to Wednesday, October 14, 2009 and he requested that the December Regents meeting be moved to December 10, 2009 instead of December 17, 2009.
- 9. **Other reports**
- 10. **FY2008-2009 Internal Audit Report.** Mrs. Simpson advised that the Audit Committee met before the Regents meeting. No recommendations in expenditures. She advised the audit firm was very complementary to NOC. On the motion of Regent Brown as seconded by Regent J. Smith, the Regents approved the FY2008-2009 Internal Audit Report. Voting aye were Regents Brown, James, Mendez, J. Smith and L. Smith.
- 11. **Group Three Trustee(s) of Northern Oklahoma College Foundation, Inc.** Ms. Snyder presented two trustees for approval. She requested Mr. Rick Tozzi, Ward Petroleum Company, Enid, to fill the term ending June 30, 2011, and Mr. John Martin, retired businessman and community leader, Enid, for a 3 year term ending June 30, 2012. On the motion of Regent Mendez and seconded by Regent James, the Regents approved Mr. Rick Tozzi and Mr. John Martin as trustees to the Group Three Trustee(s) of Northern Oklahoma College Foundation, Inc. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.
- 12. **Provide Student Refund Management Services.** Ms Simpson requested to enter into a service agreement with Higher One to provide student refund management services. She advised that NOC will need to make an initial two year commitment with an option to renew for four-one year periods. This will allow the student to get a text message when the money is in his/her account, thus allowing the student to get their money quicker. On the motion of Regent Brown as seconded by Regent Mendez, the Regents voted to approve the request to enter into a service agreement with Higher One to provide student refund management services. Voting aye were Regents Brown, James, Mendez, J. Smith and L. Smith.
- 13. **Section 13 600-650 allocation request for various projects.** Ms. Simpson presented Section 13 600-650 allocation requests of \$187,500.00 for approval. On the motion of Regent James as seconded by Regent Brown, the Regents approved the request. Voting aye were Regents Brown, James, Mendez, J. Smith and L. Smith.

September 17, 2009

14. **Monthly Financial Report.** Ms. Simpson presented the monthly financial report for the month of August 2009. On the motion of Regent Brown as seconded by Regent Mendez, the Regents approved the monthly financial report. Voting aye were Regents Brown, James, Mendez, J. Smith and L. Smith.
15. **Monthly Purchases.** Ms. Simpson presented the purchases for September 2009. Purchases for \$5,000.00 or more were for: Compressor – Tonkawa Cafeteria, *Southwest Compressors*, \$5,688.00, emergency; Compressor Earl Butts Residence Hall, *Southwest Compressors*, \$6,105.00, emergency; Compressor – Thrilled Hall, *Trane Co.*, \$5,569.98, emergency; Virus/Security Software Licenses, *CompuCom*, \$6,255.00, sole source; Carpet & Tile Replacement – Thrilled & Bush-Duvall, *Jack Harris Furniture*, \$8,675.25; Locking Software – Computer Labs, *Centurion Technologies*, \$7,787.50, sole source; 2000 Mitsubishi Mini-Truck – Sheep Center, *L & M Mini's*, \$6,800.00, sole source. Purchases for \$10,000.00 or more were for: Asbestos Removal – Briggs Auditorium, *Environment Action Inc.*, \$24,763.18; Enid Maintenance Building, *Sooner Construction Company*, \$29,043.00; External Auditing Services, *Cole & Reed PC*, \$10,470.00, sole source; Workstations – Learning Assistance Center, *Workplace Resource*, \$10,963.42, OU Contract #100818; Virtual Reference Subscription, *Gale Engage Learning*, \$10,700.64, sole source; 25 Notebooks – Faculty, *PC Mall Gov*, \$42,103.25; 7 Notebooks – Information Technology Staff, *PC Mall Gov*, \$16,904.58, sole source; 35 Lab Tables – Enid Science, *Carolina Biological Supply Co.*, \$14,854.90; Telescoping Bleachers – Magbee Center East Side, *School Specialty*, \$42,500.00. On the motion of Regent Mendez as seconded by Regent J. Smith, the recommendation was approved. Voting aye were Regents Brown, James, Mendez, J. Smith, and L. Smith.
16. **New Business.** Consideration of “any matter not known about or which could not have been reasonably foreseen prior to the time of posting agenda.” Mick Weiberg, Vice President for Student Services, suggested that NOC start to look at options for new dorms using the Master Lease Real Property Renovation.
17. **Items for next agenda.**
18. **Announcement of next scheduled meeting:** Wednesday, October 14, 2009, 2:00 p.m., Stillwater Campus  
No dinner will be served.
19. **Adjournment.** On the motion of Regent Brown as seconded by Regent Mendez, 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 6:30 p.m.

  
CHAIR  
SECRETARY  
MEMBER  
VICE-CHAIR  
MEMBER