

# NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

## Minutes

Wednesday, September 19, 2012, Stillwater Campus

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

**Absent:** Rex Horning

**Staff present:** Dr. Cheryl Evans, Dr. Judy Colwell, Larry Dye, Bill Johnson, Debbie Quirey, Anita Simpson, Sheri Snyder, Dr. Ed Vineyard, Dr. Mark Edwards, Pam Stinson, and Jill Dark.

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. Four Regents were present, one absent.
2. **Introduction of visitors and guests.** Jim Hinkle and Wade Fisher from Hinkle & Company, Amy Foss, Northern Oklahoma College Comptroller.
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 26, 2012, meeting was approved on the motion of Regent Brown as seconded by Regent Cowan. Voting aye were Regents Cowan, Smith, Brown and James.
5. **Regents Report.**
  - Regent Cowan discussed attending the Legislative Forum.
6. **Administrative Updates**
  - Ms. Anita Simpson discussed the Budget Needs Request from the Oklahoma State Regents for Higher Education.
  - Ms. Debbie Quirey discussed the Stillwater Chamber of Commerce Meeting.
7. **President's Update.**
  - Upward Bound Program – will be learning soon about funding
  - Clay Hall sale is complete
  - Town Hall meetings will be scheduled on each campus to assist with the Strategic Plan.
  - MOU with OSU has been signed and submitted
  - DEEP Award – NOC received a rebate. First Higher Ed Institution to take part in the program
  - NOC Branding Launch will be 2:30 p.m. on Friday, September, 21, 2012. Presentation will be video streamed on the NOC website.
8. **Other reports.** Resignations/Terminations/New Hires. Ms. Simpson advised that NOC hired eighteen fulltime employees and four fulltime employees resigned.
9. **The New Criteria for Accreditation.** Dr. Pamela Stinson, Higher Learning Commission liaison for NOC discussed Criterion Three: Teaching and Learning: Quality Resources and Support.
10. **FY2011 – 2012 Internal Audit Report.** Mr. Jim Hinkle and Mr. Wade Fisher presented the FY2011-2012 Internal Audit. Section 1- Expenditures – No findings. Section 2 – Travel Claims – No findings. Section 3 – Bookstore & Property Rentals – 2 findings. Section 4 - Payroll – 1 finding.

On the motion of Regent Smith as seconded by Regent Cowan, the Regents approved the FY2011 – 2012 Internal Audit Report. Voting aye were Regents Cowan, Smith, Brown and James.
11. **Northern Oklahoma College 2012 – 2013 Institutional Degree Completion and Academic Plan.** Dr. Colwell presented the 2012 – 2013 Institutional Degree Completion and Academic Plan for Northern Oklahoma College. On the motion of Regent Brown as seconded by Regent Smith, the Regents approved the 2012 – 2013 Institutional Degree Completion and Academic Plan as presented. Voting aye were Regents

Cowan, Smith, Brown and James.

12. **Approval of Low-Productivity Reports.** Dr. Colwell presented the Low Productivity Reports for Northern Oklahoma College requested by the Oklahoma State Regents for Higher Education. The report addressed the low productivity status related to majors and/or graduation rates for fifteen NOC degree programs. On the motion of Regent Brown as seconded by Regent Cowan, the Regents approved the transfer of Low-Productivity Reports. Voting aye were Regents Cowan, Smith, Brown and James.
13. **Program Modification.** Dr. Colwell requested the deletion of the Associates of Science in Chemistry/Physics and Associates of Science in Engineering, Pre-Professional based on the States Regents' approval on September 6, 2012 to create an umbrella Associate of Science in Mathematics and Physical Sciences with options in Mathematics, Chemistry/Physics, Pre-Engineering, and Astronomy. On the motion of Regent Cowan as seconded by Regent Brown, the Regents approved the deletion of the Associates of Science in Chemistry/Physics and Associates of Science in Engineering, Pre-Professional. Voting aye were Regents Cowan, Smith, Brown and James.
14. **Program Modification.** Dr. Colwell requested the deletion of the Associates of Science in Medicine, Pre-Professional based on the States Regents' approval on September 6, 2012 to create an umbrella Associate of Science in Biological Sciences, with options in Pre-Pharmacy and Pre-Medicine. On the motion of Regent Brown as seconded by Regent Smith, the Regents approved the deletion of the Associates of Science in Medicine, Pre-Professional. Voting aye were Regents Cowan, Smith, Brown and James.
15. **Program Modification.** Dr. Colwell requested the deletion of the Associates of Arts in Secondary Education. On the motion of Regent Smith as seconded by Regent Brown, the Regents approved the deletion of the Associates of Arts in Secondary Education. Voting aye were Regents Cowan, Smith, Brown and James.
16. **Program Modification.** Dr. Colwell requested the deletion of the Associates of Applied Science in Bio-Technology. On the motion of Regent Smith as seconded by Regent Brown, the Regents approved the deletion of the Associates of Arts in Bio-Technology. Voting aye were Regents Cowan, Smith, Brown and James.
17. **Program Modification.** Dr. Colwell requested the deletion of the Associates of Applied Science in Industrial Technology based on the State Regents' approval on April 8, 2011 to restructure the AAS in Engineering Technology and the AAS in Industrial Technology to combine the two programs into a single Associate of Applied Science in Engineering and Industrial Technology and to move the options of both programs under the restructured program. On the motion of Regent Smith as seconded by Regent Cowan, the Regents approved the deletion of the Associates of Applied Science in Industrial Technology. Voting aye were Regents Cowan, Smith, Brown and James.
18. **Athletic Program Change.** On the motion of Regent Smith as seconded by Regent Brown, the Regents approved the deletion of the Women's Volleyball Program on the Enid Campus at the conclusion of the Fall 2012 Season. Voting aye were Regents Cowan, Smith, Brown and James.
19. **Athletic Program Change.** On the motion of Regent Brown as seconded by Regent Smith, the Regents approved the addition a Women's Softball Program on the Enid Campus beginning Fall 2013 Season. Voting aye were Regents Cowan, Smith, Brown and James.
20. **Nepotism Policy.** On the motion of Regent Smith as seconded by Regent Brown, The Regents approved the Nepotism Policy for Northern Oklahoma College. Voting aye were Regents Cowan, Smith, Brown and James.
21. **Life, Long-term Disability, Voluntary Life Insurance Coverage.** On the motion of Regent Brown as seconded by Regent Cowan, the Regents approved the conversion of Life, Long-term Disability, Voluntary Life Insurance Coverage with Lincoln Financial Group beginning calendar year 2013. Voting aye were Regents Cowan, Smith, Brown and James.
22. **Monthly financial report.** Ms. Simpson presented the July and August monthly financial reports. On the motion of Regent Cowan as seconded by Regent Brown, the Regents approved the July and August monthly financial reports. Voting aye were Regents Cowan, Smith, Brown and James.
23. **Monthly purchases.** Ms. Simpson presented the monthly purchases for approval. Purchases of \$5,000.00 or more were for Bus Insurance Renewal, *McKenzie-Noles Agency, Inc.*, \$6,491.00, Sole source, Funding source: Auxiliary Funds; Office Furniture, Scholarships & Webmaster – Tonkawa, *Southwest Business Products*,

\$8,623.57, Sole Source, Funding source: Capital Funds; Replacement & Installation of Compressor – KPAC, *Ward's Air Conditioning, Inc.*, \$7,837.00, Emergency, Funding source: Capital Funds; Labor for Campus-Wide Repairs/Upgrades to AC Units all Buildings – Tonkawa, *Johnson Controls*, \$9,315.65, Sole source, Funding source: Capital Funds; Maintenance Contract Renewal, Video Center Control – All Campuses, *Direct Communications*, \$9,250.00, Sole source, Funding source: Capital Funds; Uniforms – Enid Men's Basketball, *Baptist's Athletic Supply*, \$6,053.70, Funding source: Auxiliary Funds; Drug Screening for Nursing Students – All Campuses, *Sur-Scan*, \$7,840.00, Sole source, Funding Source: Auxiliary Funds; Repair of Storm Damaged Fence, Tennis Courts – Tonkawa, *Holder's Quality Fencing*, \$6,200.00, Funding source: Capital Funds; Uniforms – Tonkawa Women's Basketball, *Teamline Oklahoma*, \$5,535.19, Funding source: Auxiliary Funds; Uniforms – Tonkawa Men's Basketball, *Teamline Oklahoma*, \$7,263.70, Funding source: Auxiliary Funds; Hay & Bedding for Sheep Center, *John Neighbors*, \$7,250.00, Sole source, Funding source: E&G Funds; Uniforms – Enid Volleyball, *Baptist's Athletic Supply*, \$6,953.59, Funding source: Auxiliary Funds; Smartcard Supplies, Card Access System – Enid & Tonkawa, *Addtronics*, \$5,244.00, Sole source, Funding source: E&G Funds; Re-Piping Labs 204/206 & 208, *Deterle Plumbing & Heating*, \$8,267.77, Emergency, Funding source: Auxiliary Funds; Freezer Counter, Work Top, Cafeteria – Tonkawa, *Curtis Restaurant Supply*, \$5,960.83, Funding source: Capital Funds; Institutional Membership Dues, *AACC (American Association of Community Colleges)*, \$5,310.00, Sole source, Funding source: E&G Funds; Renewal of Support & Computer Access Licenses – Go to Assist, *Citrix Online, LLC*, \$8,406.00, Sole source, Funding source: Capitol Funds; Replace 2 Rooftop Heat & Air Units, Administration Building – Tonkawa, *Sooner Heat & Air, LLC*, \$9,330.00, Funding source: Capital Funds; Replacement Compressor, Threlkeld, *Trane*, \$9,812.37, Emergency, Funding source: Capital Funds; Electrical Parts for Dishwasher Install, Cafeteria – Tonkawa, *Hunzicker Brothers, Inc.*, \$7,000.00, Sole source, Funding source: Capital Funds; Monitors & Docking Stations, Classrooms, Faculty & Staff – All Campuses, *B2B Computer Products, LLC*, \$5,480.00, Funding source: Capital Funds; Fiber Equipment for Renovation of Classroom for PTech – Harold, *Anixter*, \$8,345.55, Funding source: Capital Funds; Vectra Genysis 4 Therapy Unit – Athletic Training, *Medco Sports Medicine*, \$5,410.59, Funding source: Capital Funds; Bronze Aluminum Doors, Marshall Building – Enid, *Oklahoma Glass & Wallpaper*, \$7,539.00, Funding source: Capital Funds.

**Purchases of \$10,000.00 or more** were for ADA Compliant Door Locks, Harmon Science – Enid, *Stanley Security Solutions*, \$16,944.20, Sole source, Funding source: Capital Funds; Housing Charges for 9 Students, Fall Semester, *RAE Properties*, \$13,860.00, Sole source, Funding source: Auxiliary Funds; Additional Electrical Service, Parts for Upgrade – Boehme, Bell, Bush, Threlkeld & Cafeteria, *Hunzicker Brothers, Inc.*, \$12,000.00, Sole source, Funding source: Capital Funds; Plumbing Services, Science Lab – Tonkawa, *Well's Plumbing Company*, \$13,643.86, Emergency, Funding source, Auxiliary Services; Blanket Purchase Order – Supplies, Sheep Center, *Two Rivers Consumers Coop Association*, \$15,000.00, Sole source, Funding source: E&G Funds; Blanket Purchase Order – Supplies, Sheep Center, *Livestock Nutrition Center*, \$15,000.00, Sole source, Funding source: E&G Funds; Best Computer & Email Security License Renewal – All Campuses, *CompuCom*, \$17,024.00, Sole source, Funding source: Capital Funds; Annual Document Management Support Contract, *Business Imaging Systems, Inc.*, \$29,656.82, Sole source, Funding source: Capital Funds; Print Shop Paper Supplies, *XPEDX*, \$12,427.53, State contract/sole source, Funding source: Auxiliary Funds; 5 Suzuki Used Mini Trucks, 3 – Tonkawa, 2 – Enid, *GNR Imports*, \$26,100.00, Sole source, Funding source: Capital Funds; 2 – 2013 Ford Explorers, 1 – Tonkawa, 1 – Enid, *Wilmes Supercenter Store*, \$47,228.00, Government Contract, Funding source: Capital Funds; 4 – 2013 Ford Tauruses, *Wilmes Super Store*, \$83,395.68, Government Contract, Funding source: Capital Funds.

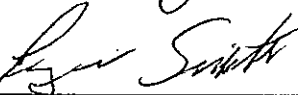
On the motion of Regent Cowan as seconded by Regent Brown, the Regents approved the monthly purchases. Voting aye were Regents Cowan, Smith, Brown and James.

24. **Section 13 600-650 allocation request.** Ms. Simpson requested approval of the Section 13 600-650 allocation request of \$570,000.00 for various projects: Instruction Furniture & Equipment, \$110,000.00; Instruction Furniture & Equipment - Enid, \$5,000.00; Instruction Furniture & Equipment - Stillwater, \$5,000.00; Computers & Networking, \$15,000.00; Computer Software Fees & Licenses, \$60,000.00; Repair of Educational Facilities, \$20,000.00; Repair of Educational Facilities - Enid, \$10,000.00; ADA Compliance – Enid, \$20,000.00; Campus Dining Facilities, \$45,000.00; Campus Dining Facilities – Enid, \$5,000.00; Physical Plant & Equipment, \$65,000.00; Physical Plant & Equipment - Enid, \$15,000.00; Office Furniture & Equipment, \$10,000.00; Dorm Furniture & Equipment, \$15,000.00; Dorm Furniture & Equipment – Enid, \$5,000.00; Purchase of Vehicles, \$105,000.00; Purchase of Vehicles – Enid, \$60,000.00.

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 Cowan, Smith, Brown and James.

25. 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."
26. Items for next agenda.
27. Announcement of next scheduled meeting; Tuesday, October 16, 2012, 12:00 p.m., Tonkawa Campus.
28. Adjournment. Meeting adjourned at 2:12 p.m.

  
CHAIR

  
VICE-CHAIR

  
SECRETARY

  
MEMBER

  
MEMBER