

# NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

## Minutes

Thursday, June 11, 2009, Tonkawa Campus

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

**Absent:** Ms. Debbie Quirey

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

Chair Keith James 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. All five regents were present plus Jeff Smith, who will be sworn in as a new Regent in the July meeting. Regent James noted that Rex Ackerson, Shannon Bradford, and Audrey Schmitz were present, who represented the faculty. Regent James introduced Ms. Gretchen Harris, Assistant Attorney General for the State of Oklahoma and she is the legal representative for two-year colleges. She has been in her position for the last five years and this was her first visit to Northern Oklahoma College.

1. **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.

2. **Vote to approve minutes.** The minutes of the Thursday, May 21, 2009 and Thursday, May 28, 2009 meetings were corrected and approved on the motion of Regent Detten as seconded by Regent Brown. Voting aye were Regents Brown, Detten, Mendez, Smith, and James.

3. **Miscellaneous Reports.**

A. **Regents' report.** Regent Smith announced that he attended the OPIE meeting and was very impressed with the Chesapeake facilities but more importantly, he was quite impressed with what he sees happening between industries, two-year colleges and tech centers across the state. Regent James noted that he and Regent Smith attended the bid opening on the Enid campus on Tuesday. Regent James further noted that they are expecting Roy Easley, architect for the project, shortly to discuss the bids.

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

C. **Executive staff reports.**

1. Ms. Judy Colwell, Vice President for Academic Affairs, advised that she attended the monthly COI (Council on Instruction) meeting in Oklahoma City. She reported that the members of the Council on Instruction were considering the development of a Reach Higher program for degree completion for those that have some college hours. This program applies to two year schools, as well. She advised that 87,386 have completed forty or more credit hours with a G.P.A. of 2.0 or better and these students have not received a degree in the state system. Out of the 87,386 who have completed 40+ hours, 44,028 are from two year schools exclusively. NOC ranks in the top ten of higher education institutions in Oklahoma in terms of the number of individuals in their service area with 40 or more hours completed but who have not completed a degree. She advised that the majority of declared majors for two-year colleges were in the areas of Liberal Arts/General Studies, Health Professions, Business, and Education. Northern will be participating in the planning, development, and implementation of the Reach Higher program for two-year colleges as they progress throughout this coming year. Ms. Colwell continued her report by stating that enrollment trends for all three campuses are currently being analyzed to determine ways to most efficiently plan academic programs and schedules. Summer school is in full swing and performance evaluations of staff within academic affairs are nearly complete. She further reported on the OPIE meeting held that Chesapeake Energy in Oklahoma City on June 4 and announced the upcoming "Making Place Matter" planning meeting planning for the involvement of institutions in community and economic development as well as service learning and citizenship.

2. Dr. Ed Vineyard, Vice President for the Enid Campus, announced that since the last Regents' meeting, June classes are under way and off to a good start. He noted that Mike Machia, Larry Dye, and Gene Long are working on the construction project and they are busy getting rooms ready for the 3-4 camps going on this week. They have cheerleading camp, baseball camp, and Upward Bound starting today, tomorrow, and Saturday. Every dorm room is full. CSI camp will be starting next week and that brings challenges to find dorm rooms. On June 24-25, they will change over from Zollars to Marshall Hall. All traditional classes have moved from Zollars so it will be free for construction to begin.
3. Ms. Debbie Quirey, Associate Vice President of Stillwater Campus, was in Delaware. No report was given on her behalf.
4. Mr. Mick Weiberg, Vice President for Student Services, announced that the summer crew was busy getting the dorms back in shape. He announced that Coach Greg Krause had a very successful girls' basketball camp and three other camps are coming up soon. He has been on a bus search as discussed earlier. He advised that on June 22-24, he and Larry Smith and a diesel person are going to look at buses, drive them, and check them out. He advised that both men come highly recommended.
5. Ms. Anita Simpson, Vice President for Financial Affairs, advised that she will pass at this time due to all the other items on the agenda.
6. Dr. Rick Edgington, Associate Vice President of Enrollment Management and Registrar, referenced the summer 2009 Preliminary Enrollment Report because another session begins June 29-July 6. He advised that the Tonkawa and Enid campuses are holding their own while the Gateway Program shows a decrease. Dr. Stacy asked that Ms. Simpson include another column for E&G Revenue that impacts increase or decrease in enrollment. Compared to last year, NOC is down \$51,000.00 in revenue for summer school. He noted that 2,700 post cards were sent to students who applied for enrollment but who have not yet enrolled or students who had enrolled in last semester but have not enrolled for the fall semester. He announced that they are going to send out more post cards to students who were here in the spring semester but have not enrolled for the fall semester. NOC is still experiencing a loss in enrollment at the Gateway program in Stillwater. At this point in time, compared to last year, our budget is impacted \$75,363.95. He reported that the final graduation report for spring shows 248 for Tonkawa, 142 for Enid, and 36 for the Gateway Program. He mentioned that Community College Monthly listed Northern Oklahoma College 25<sup>th</sup> in the nation for Native American graduates.
7. Ms. Sheri Snyder, Vice President for Development and Community Relations, advised that the nearly 2,800 post cards mailed were pulled from the entire data base of all students from all three campuses. She announced that next week, post cards will go out to students who have enrolled for the fall semester but have not come back. Another target area is students that have applied online and are going through the application process. She advised that her area will be reviewing these, as well. She announced that the summer schedule is to work on Strategic Planning and setting up goals for next year. She noted that she is in the process of setting up a Foundation Board of Trustees Nomination meeting in July. The Foundation scholarship agreements will be finalized and her office will work with Student Services to award fall scholarships on all three campuses connected to the Foundation. She advised that her area is in the process of designing and production of Academic, recruitment and promotional material for this next year. Some of the larger items that they are working on include finishing the College Catalog, Crimson Rambler Annual Report, as well as putting together application packets to get them started for the fall semester. She noted that NOC has two Relay for Life teams that are raising money for the American Cancer Society. She introduced Audrey Schmitz, Fine Arts instructor, who thought it would be nice to give something back to the community for their donation to Relay for Life so it was decided to make "HOPE" pendants, ornaments, and paper weights out of clay. After the first firing, they called in volunteers from the Relay for Life Team to help paint, which was a fun time. She and Audrey advised that the "HOPE" ornaments are in the Development Office conference room. Regent Smith asked about the size of the Foundation Board. She advised that the Board lost some members which put them in a position to appoint new trustees. She advised that the Board could remain as big as or bigger than in the past. There is a minimum of 7 and can go up to as many as 20 members. The Board lost 3 members in the last 3 1/2 years.

8. Mr. Mike Machia, Director of Information and Instructional Technology, announced that IT is busy with the construction and renovation in Enid. He advised that the wiring is finished on three floors and the Science Building was finished yesterday. He noted that he is filling in on the Enid campus for the fulltime coordinator who is out because of a family emergency. He announced that Steve Szymanski is the new IT technician for the Enid campus.
  9. Mr. Larry Dye, Associate Vice President of Physical Operations, reported that the Physical Plant is very busy with summer projects. He thanked Regents James and Smith for coming to the bid opening on the Enid Campus. He noted that his crew is working on the dorms replacing ceiling tile, painting, and putting down new carpet. Due to a summer storm, they are busy cleaning up tree damage and repairing minor roof damage. He advised that the Marshall and Zollars is a very large project but going well. He announced that we have a new person taking care of the golf course. He mentioned that the bridges on the golf course need repaired and they are looking at options for repairing them. He suggested that we get the golf equipment appraised before possibly purchasing it. He also noted that repairs on the Child Development building in Stillwater has begun. They are removing walls and painting, etc. and he advised it should be ready to go when school starts in August.
  10. **President's Report.** Dr. Stacy thanked Regents James and Smith for attending the bid opening on the Enid campus. He announced that he and Dr. Brenda Stacy attended the OSU College of Education Distinguished Faculty Banquet.
- D. **Other Reports:** Ms. Gretchen Harris, Assistant Attorney General, State of Oklahoma, is the legal representative for two-year community colleges and has been in her position for the last five years. Prior to the Board Meeting, she reviewed the current NOC Employee Handbook and staff and faculty contracts and made suggestions regarding changes/updates to the handbook and contracts. She further suggested that the NOC Employee/Student Handbook be put on the NOC website and that would be the only place to make **changes in order to keep up to date information available.**
4. **Tuition and Fees.** Dr. Roger Stacy announced that the Council of Presidents promised Governor Henry, Senate and Legislature that NOC will not increase tuition and fees if the Stimulus money comes through. On the motion of Regent Smith as seconded by Regent Mendez, the Regents approved the recommendation that NOC not increase tuition and fees for the Tonkawa, Enid, and Stillwater campuses for FY 2010. Voting aye were Regents Brown, Detten, Mendez, Smith and James.
  5. **Budget Revision FY 2009.** Ms. Simpson presented the budget revision for FY 2009. On the motion of Regent Detten as seconded by Regent Mendez, the Regents approved the budget revision for FY 2009. Voting aye were Regents Brown, Detten, Mendez, Smith and James.
  6. **Campus Master Plan.** Ms. Simpson presented the Campus Master Plan for FY 2011-2015. On the motion of Regent Brown and seconded by Regent Detten, the Regents approved the campus master plan for FY 2011-2015. Voting aye were Regents Brown, Detten, Mendez, Smith and James.
  7. **Institutional Budget for FY 2010.** Ms. Simpson presented the Institutional budget for 2010. On the motion of Regent Detten as seconded by Regent Smith, the Regents approved the request. Voting aye were Regents Brown, Detten, Mendez, Smith and James.
  8. **Declare Vehicles Surplus Property.** Ms. Simpson presented a request to consider approval to declare some vehicles in Enid surplus property. On the motion of Regent Brown as seconded by Regent Detten, the Regents approved some of the vehicles in Enid surplus property. Voting aye were Regents Brown, Detten, Mendez, Smith and James.
  9. **President's House Renovation.** Ms. Simpson recommended approval of expenditure of Section 600-650 Capital funds for the purpose of renovating the President's house. On the motion of Regent Brown as seconded by Regent Smith that expenditure not exceed \$72,000.00, the recommendation was approved. Voting aye were Regents Brown, Detten, Mendez, Smith, and James.

10. **Bids for Enid Campus Remodeling.** Ms. Simpson requested approval of bids for the remodeling of the Zollars building, restrooms for the Administration building and restrooms for the Marshall building located on the Enid Campus. On the motion of Regent Smith as seconded by Regent Mendez, the Regents approved the bid from Diversified Construction. Voting aye were Regents Brown, Detten, Mendez, Smith and James.
11. **Section 13 600-650 allocation request.** Ms. Simpson presented Section 13 600-650 allocation requests of \$435,000.00 for approval. On the motion of Regent Brown as seconded by Regent Mendez, the Regents approved the request. Voting aye were Regents Brown, Detten, Mendez, Smith and James.
12. **Election of board officers.** The Regents voted to elect officers of the Northern Oklahoma College Board of Regents for 2009-2010. On the motion of Regent Brown as seconded by Regent Mendez, Regent Smith was elected Chair for the 2009-2010 academic year. Voting aye were Regents Brown, Detten, Mendez, and James. Regent Smith abstained. On the motion of Regent Smith as seconded by Regent Brown, Regent Mendez was elected Vice Chair for the 2009-2010 academic year. Voting aye were Regents Brown, Detten, Smith and James. Regent Mendez abstained. On the motion of Regent Detten as seconded by Regent Smith, Regent Brown was elected secretary for the 2009-2010 academic year. Voting aye were Regents Detten, Mendez, Smith and James. Regent Brown abstained.
13. **Monthly Financial Report.** Ms. Simpson presented the monthly financial report for the month of May 2009. On the motion of Regent Smith as seconded by Regent Mendez, the Regents approved the monthly financial report. Voting aye were Regents Brown, Detten, Mendez, Smith and James.
14. **Monthly Purchases.** Ms. Simpson presented the purchases for June 2009. Purchases for \$5,000 or more were for Custodial Services – Stillwater Campus, *A&L Janitorial Services*, \$74,400.00; Networking Equipment – Marshall Building, *CMS Communications Inc*, \$8,510, emergency; Canon iR505N Digital Copier – Enid, *Enid Typewriter Company*, \$7,460.00, State contract; 2 Year Service Renewal – IT Servers, *HP Express Services*, \$6,200.00, sole source; 2 Used Scissor Lifts, *RSC Equipment Rental*, \$7,920.00, sole source. Purchases of \$10,000.00 or more were for Enid Maintenance Building, *Sooner Construction Co*, \$52,677.00; Asbestos Removal – Briggs Auditorium, *Environmental Action Inc*, \$31,211.85, OU Contract #200005932; Catering Kitchen Equipment – Enid, *Market Source*, \$25, 932.00; 20 Replacement Computers, 5 Desktops – Tonkawa, 13 Desktops – Enid, 2 Desktops – Stillwater, 4 Notebooks - Enid, *Hewlett-Packard Co*, \$21,724.00, WSCA contract; Golf Course Equipment – Enid, \$12,000.00, estimate; Wireless Services – Cowboy Mall, *Oklahoma State University*, \$36,861.29, sole source. On the motion of Regent Brown as seconded by Regent Detten, the recommendation was approved. Voting aye were Regents Brown, Detten, Smith, and James. Regent Mendez abstained from voting.
15. **Travel Claims.** Ms. Simpson presented travel claims for signatures.
16. **Executive Session.** Ms. Gretchen Harris, Assistant Attorney General, State of Oklahoma, advised that wording for an Executive Session has been changed per the Attorney General Office, State of Oklahoma. The Board of Regents for Northern Oklahoma College, passed on an Executive Session.
17. **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.
18. **Items for next agenda.**
19. **Announcement of next scheduled meeting: July 16, 2009, Enid Campus**
20. **Adjournment.** On the motion of Regent Detten as seconded by Regent Brown, the Regents voted to adjourn. Voting aye were Regents Brown, Detten, Mendez, Smith, and James. Chair Keith James announced the meeting adjourned at 8:15 p.m.

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CHAIR

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VICE-CHAIR

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SECRETARY

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MEMBER

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MEMBER