



**MINUTES  
Board of Regent's Regular Meeting  
April 12, 2016**

The Board of Regents for Western Oklahoma State College met Tuesday, April 12, 2016, at 7:30 p.m. in the Regents' Room (HLC 108) at Western Oklahoma State College for a regular meeting. Regents present were Chairperson Dana Darby, Vice Chairperson Cindy Clayton, Secretary Brent Howard, and members, Mark Dodson, Justin Lewis, Scott Northrip, and Lindsey Treadwell.

1. **Call to Order, Roll Call and Announcement of Quorum of the Board. Announcement of Filing the Meeting Notice and of Posting the Agenda in Accordance with the Open Meeting Law.** The meeting was called to order by Chairperson Darby. Roll call was conducted by Ms. Briar Jenkins, who noted that a quorum was present and stated that the meeting notice had been filed with the Secretary of State and posted at the main entrance in compliance with the requirements of the Open Meeting Law.
2. **Introduction of Guests:** The following guests were present: Mr. Chad Wiginton, Vice President for Student Support Services; Mr. Chase Castillo, Student Senate President; Ms. Tricia Latham, Vice President for Business Affairs; Ms. Lisa Greenlee, Vice President for Academic Affairs; Mr. Richard Rose of Crawford & Associates; Ms. Heather Hood, Controller; Mr. Steve Prater, Dean of Distance Learning & CTO; Mr. Josh Thiemann, Computer Information Systems Specialist; Ms. Jacque Bellamy, Faculty Senate President; Ms. Melissa Smith, Staff Senate Chair, Ms. Katie Brewer, Staff Senate Vice Chair; Ms. Judith Meyer, Director of Public Information; and Ms. Briar Jenkins, Administrative Secretary to the President.
3. **Introduction of New Member Justin Lewis.** President Birdine introduced to the Board our newest board member Mr. Justin Lewis from Frederick, Oklahoma.
4. **Recognition of Lindsey Treadwell by the Board of Regents.** Chairperson Darby presented a board plaque honoring her 2 years of distinguished service on behalf of the board of regents.
5. **Recognition of Lindsey Treadwell by the WOSC Student Senate.** Student Senate President Mr. Chase Castillo presented an award and thanked Regent Treadwell for her years of distinguished services on behalf of Western students. Treadwell served two years of her first seven-year term.
6. **Faculty Senate Report.** Ms. Jacque Bellamy, Faculty Senate Chair reported:
  - A. **Senate Officer Nominations.** The senate officer nominations for FY17 have been made and the new chair will be elected on Friday, April 15 by secret ballot. Lisa Chaney will remain as faculty senate secretary.

- B. **Academic Freedom Policy.** Bellamy, Dr. Jennifer Patterson, Ag Instructor and Ms. Nicole Keenum, Mathematics Instructor will work on the drafting of an academic freedom policy.
  - C. **Revenue Generation.** The Senate is currently brainstorming ideas for additional revenue generation and savings ideas to help Western during the challenging economic climate.
  - D. **Child Development.** CHLD received confirmation of its continued accreditation with NAEYC.
  - E. **Pending Agreements.** There is a pending articulation agreement with Cameron University in Liberal Arts with an emphasis in Early and Elementary Education, as well as some agreements being pursued with other universities in the state.
  - F. **Mathematics.** Bellamy reported on the mathematics department's work on a pathway to assist students to be more successful in their courses.
7. **Staff Senate Report.** Ms. Melissa Smith, Staff Senate Chair gave an update on POISE in the Admissions office, an upcoming tornado safety table top exercise led by the safety and security section, interviews for next years' Western Ambassador team, intramural sports activities, next week's Mr. and Mrs. WOSC Luncheon and to date 261 degrees will be conferred to Western graduates this spring.
8. **Report and Response to the Final Internal Audit Report for FY16.** Ms. Tricia Latham, Vice President for Business Affairs along with Mr. Richard Rose with Crawford and Associates presented the final internal audit report for FY16 as outlined in Tab A, Attachments 1-10. Regent Northrip moved that the Board approve the final internal audit report as presented. Regent Clayton seconded the motion, and the following votes were recorded: Dodson, yes; Clayton, yes; Howard, yes; Treadwell, yes; Lewis, yes; Northrip, yes; Darby, yes. Motion was adopted unanimously.
9. **Report on Underserved Population – Recruitment/Marketing Strategies.** Mr. Chad Wiginton, Vice President for Student Support Services reported on Western's retention efforts. One FY16 school year goal, as recommended by the Higher Learning Commission, is to reach Western's most underserved population, which is the Hispanic community. In an effort to reach this population, a focus group of 10 current Hispanic students has been convened. The students suggested the formation of a soccer club, a Hispanic student association, and more events that reach our specifically to the Hispanic population.
10. **Report on Retention Initiatives – Pharos/Navigators/P3.** Mr. Chad Wiginton, Vice President for Student Support Services reported on the Pioneer Partner Program, a professional mentor program; the Western Navigators, a peer mentor program and Pioneers Aiming to Help (PATH); a newly implemented software program. This new program is having a significant impact on retention efforts. In addition the hiring of Ms. Veronica Headings, Retention Specialist, which was made possible by an AT&T grant, has also enhanced those efforts.
11. **Update on Radiologic Technology Program Discussion with Great Plains Technology Center.** Ms. Lisa Greenlee, Vice President for Academic Affairs reported that the current state economic climate has mandated that any under-producing programs be examined, as well as those that are expensive to maintain. The Radiologic Technology program is the college's most expensive program and is experiencing a low application pool and the demand for graduates is not as high in

this area. Great Plains has agreed to supply \$30,000 a year for the next two years to help pay the salary for the clinical coordinator and maintain Western's partnership with the tech center. However, the agreement is not a long-term solution. If other funding sources are not found, the program will be deleted and the remaining students taught-out.

12. **Update on Fort Sill/WOSC Agreement.** Ms. Lisa Greenlee, Vice President for Academic Affairs reported on the pending agreement between Fort Sill and Western for a warrant officer training program. The memorandum of understanding for both parties is still awaiting approval. Greenlee hopes to see the MOU signed by this summer with the first students enrolling by fall 2016.
13. **Consent Docket.** Regent Dodson moved that the Board approve the consent docket as outlined under Tab B, Attachments 1-6 and Tab C Attachments 1-4. Regent Howard seconded the motion, and the following votes were recorded: Clayton, yes; Northrip, yes; Lewis, yes; Dodson, yes; Howard, yes; Treadwell, yes; Darby, yes. Motion was adopted unanimously.
14. **Discussion and Possible Action Regarding Surplus Agriculture.** Ms. Tricia Latham, Vice President Business Affairs notified the board on a contract for the Surplus Agriculture Lease contract. Mr. Dustin Lucas has tendered payment for the first year of the lease and has signed the contract, fully agreeing to the terms set forth therein as outlined in Tab D, Attachments 1-4. Regent Clayton moved that the Board approve this contract as presented. Regent Treadwell seconded the motion, and the following votes were recorded: Dodson, yes; Howard, yes; Clayton, yes; Lewis, yes; Treadwell, yes; Northrip, yes; Darby, yes. Motion was adopted unanimously.
15. **Discussion and Possible Action Regarding Potential Managed Print Contract with Standley Systems.** Ms. Tricia Latham, Vice President for Business Affairs presented a proposal from Standley Systems LLC to optimize the fleet through "right sizing." They would refresh our fleet and convert to leased hardware utilizing the State of Oklahoma contract pricing for Savin Copiers and Hewlett Packard printers. The optimized plan; as outlined in Tab E, Attachments 1-11, has priced a 5 year lease contract that would reduce our fleet by 41%. The equipment maintenance plan includes all parts, labor, emergency service requests and all supplies with the exception of paper and supplies. The proposed annual cost for the MPC contract is \$48,480, with an estimated calculated savings to the institution of \$28,692 annually, or \$143,460 for the full five year lease. This represents a 37% savings. Regent Dodson moved that the Board approve to contract with Standley Systems for their managed fleet services. Regent Northrip seconded the motion, and the following votes were recorded: Lewis, yes; Howard, yes; Treadwell, yes; Northrip, yes; Clayton, yes; Dodson, yes; Darby, yes. Motion was adopted unanimously.
16. **Discussion and Possible Action Regarding Grievance Procedure and Form.** Ms. Tricia Latham, Vice President for Business Affairs presented a Grievance Procedure and Form as outlined in Tab F, Attachments 1-8 to have available for employee grievances. Regent Howard moved that the Board approve the policy as presented. Regent Dodson seconded the motion, and the following votes were recorded: Treadwell, yes; Lewis, yes; Clayton, yes; Northrip, yes; Howard, yes; Dodson, yes; Darby, yes. Motion was adopted unanimously.
17. **Discussion and Possible Action Regarding Increase in Residence Hall Room and Board Rates for FY17.** Ms. Tricia Latham, Vice President for Business Affairs presented two pricing scenarios as outlined in Tab G, Attachments 1-7. Regent Lewis moved that the Board approved both pricing scenarios as presented. Regent Northrip seconded the motion, and the following votes were

recorded: Dodson, yes; Clayton, yes; Howard, yes; Lewis, yes; Northrip, yes Treadwell, yes, Darby, yes. Motion was adopted unanimously.

18. **Discussion and Possible Action Regarding Deletion of A.A.S. Office Systems Technology Degree Program.** Ms. Lisa Greenlee, Vice President for Academic Affairs proposed the deletion of the A.A.S Office Systems Technology degree program including both options, General Office Assistant and Medical Office Assistant as outlined in Tab H, Attachments 1-4. Regent Howard moved that the Board approve the deletion of the A.A.S Office Systems Technology degree program including both options, General Office Assistant and Medical Office Assistant as presented. Regent Clayton seconded the motion, and the following votes were recorded: Treadwell, yes; Dodson, yes; Lewis, yes; Clayton, yes; Howard, yes; Northrip, yes; Darby, yes. Motion was adopted unanimously.
19. **Discussion and Possible Action Regarding the Deletion of Simulator Maintenance Technology Option.** Ms. Lisa Greenlee, Vice President for Academic Affairs proposed the deletion of the Simulator Maintenance Technology option under the A.A.S. Applied Technology degree as outlined in Tab I, Attachments 1-4. Regent Northrip moved that the Board approve the deletion of the Simulator Maintenance Technology option under the A.A.S. Applied Technology degree as presented. Regent Lewis seconded the motion, and the following votes were recorded: Howard, yes; Lewis, yes; Northrip, yes; Treadwell, yes; Clayton, yes; Dodson, yes; Darby, yes. Motion was adopted unanimously.
20. **President's Report and Recommendations.** President Birdine reported on the following:
  - A. **Many Thanks.** President Birdine shared his gratitude towards our Western family for all their diligence and preparation in compiling reports to keep our institution and Board informed.
21. **Proposed Executive Session Pursuant to Section 307 (B)(1) of the Open meeting Act.** At 8:54 p.m. Regent Darby moved that the Board go into Executive Session. Regent Howard seconded the motion and the following votes were recorded: Howard, yes, Capps, yes; Treadwell, yes; Darby, yes; Dodson, yes. Motion was adopted unanimously.
22. **Open session and Possible Action Regarding Matters discussed in Executive Session.** At 9:24 p.m. Regent Howard moved that the Board return to Open Session. Regent Capps seconded the motion and the following votes were recorded: Treadwell, yes; Darby, yes; Howard, yes; Capps, yes; Dodson, yes. The motion was adopted unanimously.
23. **Discussion of Personnel Matters.** Regent Dodson moved to accept the personnel recommendations as outlined in Tab J, Attachments 1-3 which include the retirement resignations of Mr. Mike Tucker, English Instructor, Mr. Otis Pelt, Lead HVAC Technician. Regent Lewis seconded the motion, and the following votes were recorded: Clayton, yes; Dodson, yes; Treadwell, yes; Lewis, yes; Howard, yes; Northrip, yes; Darby, yes. Motion was adopted unanimously.
24. **Adjournment.** At 9:25 p.m.

**NOTE:** The meeting was held in accordance with the Open Meeting Law. The agenda was posted 24 hours in advance in the display case across from A-1 at Western Oklahoma State College.