



**MINUTES
Board of Regent's Regular Meeting
August 16, 2016**

The Board of Regents for Western Oklahoma State College met Tuesday, August 16, 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 Cindy Clayton, Vice Chair Brent Howard, Secretary Scott Northrip, and members Dr. Dana Darby and Justin Lewis. Regents Mark Dodson and Robert Williams were absent.

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 Clayton. 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: Ms. Tricia Latham, Vice President for Business Affairs; Ms. Lisa Greenlee, Vice President for Academic Affairs; Mr. Chad Wiginton, Vice President for Student Support Services; Mr. Chrystal Overton, Academic Dean; Ms. Jacque Bellamy, Faculty Senate Chair; Ms. Melissa Smith, Staff Senate Chair; Ms. Katie Brewer, Staff Senate Chair-Elect; Mr. Larry Duffy, Executive Secretary for the Foundation; Mr. Nicholas Hood, Distance Learning Facilitator/Interactive Media; Ms. Heather Hood, Controller; Mr. Steve Prater, Dean of Learning Support Service/CTO; and Ms. Briar Jenkins, Administrative Secretary to the President.
3. **Presentation of Plaque for Former Chairman Dr. Dana Darby.** On behalf of the Board of Regents, Chairperson Clayton presented a plaque to Regent Dana Darby in appreciation of her work and dedication while serving as Chairperson on the Board of Regents for 2015-2016.
4. **Faculty Senate Report.** Ms. Jacque Bellamy represented the Faculty Senate and reported that the faculty is actively pursuing advising and grants. During Fall In-Service the faculty received training in advising. Academic Dean Chrystal Overton has arranged for Linda Mason from the Oklahoma State Regents for Higher Education to come and give an introduction to grants and help the faculty get started. Bellamy also reported the Academic Freedom policy is almost written along with the survey that goes with it. Bellamy closed by stating that the Faculty Senate has voted to meet on the second Monday each month at Noon and invited any board member to attend.
5. **Staff Senate Report.** Ms. Melissa Smith represented the Staff Senate and reported on its first "Welcome Back Bash." The "Campus Kudos" and "Staff Pride" committee booths were highlighted at the event and provided staff with committee descriptions and sign-up sheets. Smith also reported on a Halloween booth to bring the Halloween booth which was provided to determine if the staff had a desire to serve our community.
6. **WOSC Foundation Update.** Mr. Larry Duffy, Executive Secretary for the Foundation Inc. reported that the Foundation updated the board on WOSC Foundation, Inc. activities and programs. He thanked the board for supporting the recent Jim Holland Golf Tournament which raised approximately \$13,000 in funds, bringing the total endowment to approximately \$255,000. He also highlighted the Partners in

Education Excellence Program, the President's Partners Program and the Payroll Deduction program. Duffy reported that the Foundation will have an audit on August 23-24, 2016, and he will return with its results at the October Board meeting. Duffy reported on a new lectureship called the Duffy Family Lectureship in Music. In closing Duffy encouraged the board to stop by and view the new Partners wall.

7. **Consent Docket.** Regent Northrip moved that the Board approve the consent docket as outlined under Tab Mc, Attachments 1-4 and Tab N, Attachments 1-4. Regent Lewis seconded the motion and the following votes were recorded: Howard, yes; Lewis, yes; Northrip, yes; Darby, yes; Clayton, yes. Motion was adopted unanimously.
8. **Distance Learning Sites Update (Altus AFB, Elk City and Lawton sites).** Mr. Chad Wiginton, Vice President for Student Support Services and Chrystal Overton, Academic Dean used a PowerPoint presentation to brief the board on three of Western's learning sites; Altus Air Force Base, Elk City and Lawton. A learning site is any location where a student can get fifty percent of a degree at that location. The Higher Learning Commission is scheduled to be on campus some time during the fall 2016 semester for a Multi-Location Visit. During the visit, a representative from HLC will tour Western's Altus Air Force Base office as well as the Elk City nursing site. Per HLC policy, an on-site visit is required at least every five years to any institutions with three or more off-campus additional locations.
9. **Western Oklahoma State College Promotional Video.** Ms. Lisa Greenlee, Vice President for Academic Affairs shared with the board members a video called "The Heritage." This video was created in order to encourage and remind the faculty and staff of Western Oklahoma State College's history, its roots and its on-going legacy. Nicholas Hood was recognized for his outstanding work in creating this video.
10. **Discussion and Possible Action Regarding Policies and Procedure for the Care of Livestock.** Ms. Tricia Latham, Vice President for Business Affairs presented a new policy and a procedure for the Care of Livestock as outlined in Tab O, Attachments 1-4. As recommended by an audit performed during the spring 2016 semester, the audit recommendations called for College management to 1) review the standard livestock lease form, and 2) to design and implement a policy and procedure for tracking and maintaining the documentation of all feed, medication, and veterinary services provided to all livestock. Regent Darby moved that the board approve policies and procedure as presented. Regent Northrip seconded the motion, and the following votes were recorded: Howard, yes; Lewis, yes; Northrip, yes; Darby, yes; Clayton, yes. Motion was adopted unanimously.
11. **Discussion and Possible Action Regarding a Request for Purchase and Salvage of Vehicles.** Ms. Latham presented a request to purchase and salvage vehicles to help keep our fleet of vehicles as current as outlined in Tab P, Attachments 1-4. Regent Howard moved that the board approve the request as presented. Regent Darby seconded the motion, and the following votes were recorded: Lewis, yes; Howard, yes; Northrip, yes; Darby, yes; Clayton, yes. The motion was adopted unanimously.
12. **Discussion and Possible Action Regarding Approval for Updated Project Lead the Way (BioMed) Agreement with Southwest Technology Center.** Ms. Greenlee presented a request to add a Pre-Veterinary Animal Science Option-Associate of Science in Agriculture Science Degree as outlined in Tab Q, Attachments 1-23. Regent Northrip moved that the board approve the updated agreement as presented. Regent Darby seconded the motion, and the following votes were recorded: Howard, yes; Northrip, yes; Lewis, yes; Darby, yes; Clayton, yes. The motion was adopted unanimously.
13. **Discussion and Possible Action Regarding the Addition of Pre-Veterinary Animal Science Option-Associate of Science in Agriculture Science Degree.** Ms. Greenlee presented a request to add a Pre-Veterinary Animal Science Option-Associate of Science in Agriculture Science Degree as outlined in Tab

R, Attachments 1-4. Regent Darby moved that the board approve the addition as presented. Regent Northrip seconded the motion, and the following votes were recorded: Lewis, yes; Darby, yes; Northrip, yes; Howard, yes, Clayton, yes. Motion was adopted unanimously.

14. **Discussion and Possible Action Regarding the Deletion of Associate in Applied Science Applied Technology-Applied Agricultural Technology Option.** Ms. Greenlee presented a request to delete the Associate in Applied Science Applied Technology-Applied Agricultural Technology Option as outlined in Tab S, Attachments 1-4. Regent Howard moved that the board approve the deletion as presented. Regent Lewis seconded the motion, and the following votes were recorded: Darby, yes; Howard, yes; Lewis, yes; Northrip, yes; Clayton, yes. Motion was adopted unanimously.
15. **President's Report and Recommendations:** President Birdine reported on the following:
 - **Code of Ethics:** President Birdine asked Greenlee to brief the board on the rationale for annually signing a code of ethics. During the Higher Learning Commission comprehensive visit in 2015, it was recommended to adopt such a code and re-signing it on a routine basis as a reminder of the importance of their roles and what is expected of them personally to fulfill this significant responsibility.
 - **Evaluations:** Birdine reported that a formal written evaluation process of Western's CEO has been developed including evaluations for the executive officers. Birdine proposed that the Executive Evaluations take place at the December 2016 board meeting.
16. **Proposed Executive Session Pursuant to Section 307 (B)(1) of the Open Meeting Act.** At 8:30 p.m. Regent Northrip moved that the Board go into Executive Session. Regent Lewis seconded the motion and the following votes were recorded: Lewis, yes; Howard, yes; Northrip, yes; Darby, yes; Clayton, yes. Motion was adopted unanimously.
17. **Open Session and Possible Action Regarding Matter Discussed in Executive Session.** At 8:51 p.m. Regent Northrip moved that the Board return to Open Session. Regent Lewis seconded the motion, and the following votes were recorded: Howard, yes; Lewis, yes; Northrip, yes; Darby, yes; Clayton, yes. Motion was adopted unanimously.
18. **Discussion of Personnel Matters.** Regent Howard moved to accept the personnel recommendations as outlined in Tab T, Attachments 1-10 which include the employments of Ms. Jessica Segraves, Radiologic Technology Coordinator, Ms. Gabria Lindenfelser, Freshman Nursing Instructor (Elk City), Ms. Katherine Hamilton, Freshman Nursing Instructor (Altus), Mr. Mark Sells, Science Faculty, and the personnel resignations of Ms. Judith Meyer, Director of Public Information, Ms. Nancy Estes, Radiologic Technology Coordinator, Ms. Hollie Guerra, Secretary to the Deans, Ms. Stacy King, Freshman Nursing Instructor (Altus), and Mr. Maurice "Moe" Walton, Gear Up Liaison/Coach.
19. **Adjournment.** At 8:52 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.