

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS
Minutes

Wednesday, July 22, 2020, NOC Tonkawa

Regents Present: Jodi Cline, Dale DeWitt, Jami Groendyke, and Michael Martin.

Regent(s) Absent: Stan Brownlee

Employees Present: Dr. Cheryl Evans, Anita Simpson, Sheri Snyder, Dr. Rick Edgington, Dr. Pamela Stinson, Jason Johnson, Diana Watkins, Raydon Leaton, Denise Bay, Scott Cloud, and Dr. Kathleen Otto.

Guest: Honorable Judge Bandy.

Due to the lack of a Quorum, the start of the meeting was delayed. Information from the Executive Council was shared and no action items were discussed.

INFORMATION TO THE BOARD

1. **NOC Fact Book Presentation.**

- Dr. Kathleen Otto, Institutional Research and Assessment Director, presented each Regent with a copy of the 2019-2020 NOC Fact Book. This report is used for various purposes, including community presentations, grant research, and HLC review. This is the eighth year of publication.

2. **Regents Comments.**

- No comments were made.

3. **Administrative Comments.**

- Mr. Jason Johnson announced the hiring of the new Athletic Director, Alan Foster. Mr. Johnson stated that Foster comes to us with 30 years of experience and will be a good fit.
- Ms. Sheri Snyder stated that her department has been working on the “Come-back Plan” and communication will be sent out to employees and students by the end of the week. Ms. Snyder also noted that her department has been preparing graduation packets to be sent out for the virtual graduation ceremony.
- Dr. Edgington reviewed preliminary enrollment reports for summer 2020 noting that enrollment numbers reflect a 10% decrease. Retention Specialists continue to make phone calls encouraging students to enroll.

- Dr. Pam Stinson noted that this year's commencement as always has been an institution-wide effort. She stated that NOC is very fortunate to have Sheri Snyder and her staff and appreciated all of the additional communication and organizational work they put in when we had to shift to a virtual commencement ceremony.
- Ms. Anita Simpson noted that the new roof on Gantz has been completed minus the inspections.
- Ms. Anita Simpson stated that Jennifer Robbins has been hired as the new Food Service Director. She noted that Ms. Robbins has been in the process of hiring new positions that need to be filled for Food Services.

4. **President's Update.**

- Dr. Evans stated that due to COVID-19, the Department of Education provided an extension to NOC's onsite Program Review Response Report. Dr. Evans noted that she would like to have the report submitted to DOE by the time school begins.
- Dr. Evans noted that Title III - NASNTI Grant received extra funding through the Cares Act Grant.
- Dr. Evans stated that transportation is being evaluated and that fewer employees will be traveling during the fall semester due to COVID-19. She also noted that vans are being considered for spring travel for large groups, such as athletics.

(Regent Martin arrived at the meeting at 2:00 p.m.)

5. **Call to Order.** Chair Jodi Cline called the meeting to order at 2:01 p.m. Notice of the meeting had been given to the Secretary of State and the agenda posted. A quorum was declared present.
6. **Introduction of visitors, guests, and/or speakers.** Honorable Judge Bandy
7. **Reciting of the Northern Oklahoma College Mission Statement.** Northern Oklahoma College, the State's first public community college, is a multi-campus, land-grant institution that provides high quality, accessible, and affordable educational opportunities and services which create life changing experiences and develop students as effective learners and leaders within their communities and in a connected, ever-changing world.
8. **New Regent Administration of Oath of Office.** Jami Groendyke was sworn in by the Honorable Judge Bandy. Ms. Groendyke took the oath to become a Regent for Northern Oklahoma College.

BOARD ACTION

9. **Vote to approve minutes.**
 - The minutes of the Monday, June 22, 2020 meeting were approved on the motion of Regent Martin as seconded by Regent DeWitt. Voting aye were Regents Cline, DeWitt, Groendyke, and Martin.
10. **2020-2021 Employee Handbook.**
 - Ms. Simpson reviewed recent changes to the NOC Employee Handbook. On the motion of Regent DeWitt as seconded by Regent Martin, the Regents approved updates to the 2020-2021 Employee Handbook. Voting aye were Regents Cline, DeWitt, Groendyke, and Martin.
11. **Course Catalog and Student Handbook Updates.**
 - Dr. Pam Stinson presented updates made to the Course Catalog and Student Handbook for approval. On the motion of Regent Martin as seconded by Regent Groendyke, the Regents approved updates to the Course Catalog and Student Handbook as presented. Voting aye were Regents Cline, DeWitt, Groendyke, and Martin.
12. **Tenure Request.**
 - Dr. Pam Stinson presented the following faculty for tenure: Lynn DeMuth (Math Teacher - Tonkawa campus), Wendy O'Neill (Math Teacher - Enid campus), Kathi Shamburg (Math Teacher - Enid campus). Dr. Stinson explained tenure is an acknowledgment an instructor has done a good job, and they must be here at least three years to be eligible for tenure. It is a quality check requiring faculty to comply and provide evidence of teaching effectiveness and institutional contributions. On the motion of Regent DeWitt as seconded by Regent Groendyke, the Regents approved tenure request as presented. Voting aye were Regents Cline, DeWitt, Groendyke, and Martin.
13. **Monthly Financial Report.**
 - Ms. Simpson presented for approval of the monthly financial report dated June 30, 2020. On the motion of Regent Martin as seconded by Regent DeWitt, the Regents approved the monthly financial report as presented. Voting aye were Regents Cline, DeWitt, Groendyke, and Martin.
14. **Monthly Purchase Report.**
 - Ms. Simpson presented July 2020 purchases for approval. **Purchases of \$25,000 or more** were for: (#I.) Video Conferencing Equipment for Hybrid-Zoom Classrooms – All Campuses – Aspen Custom Electronics, Inc. - \$320,708.71; Funding Source: Capital Funds, Sole Source. (#II.) Replacement of 59 Desktops and 32 Surface Tablets – CDW-Government, Inc - \$83,691.49, ProVantage - \$95,600.26; Funding Source: Capital Funds, State Contract. On the motion of Regent DeWitt as seconded

by Regent Groendyke, the Regents approved July 2020 Monthly Purchases. Voting aye were Regents Cline, DeWitt, Groendyke, and Martin.

15. **Monthly Allocations Report.**

- Ms. Simpson presented for approval Section 13/New College Fund 600 & 650 allocation requests for the following projects: Computers & Networking - Tonkawa – \$260,000.00, Computers & Networking - Enid - \$145,000.00, Computers & Networking – Stillwater - \$100,00.00, Computer Hardware, Software, Licenses & Fees - \$30,000.00, Residence Halls: Renovation, Furniture & Equipment – Enid - \$120,000.00. On the motion of Regent Martin as seconded by Regent DeWitt, the Regents voted to approve the Section 13/New College Fund 600 & 650 allocation request for \$655,000.00 as presented. Voting aye were Regents Cline, DeWitt, Groendyke, and Martin.

INFORMATION TO THE BOARD

16. **Other Reports.**

- ***Personnel Changes.*** Ms. Anita Simpson reported twelve resignation and two new hires.
- ***Information Technology Plan.*** Ms. Anita Simpson presented each Regent with a copy of the Information Technology and Telecommunication Plan. Prepared by Michael Machia, Information Technology Director. Ms. Simpson reviewed the FY21 Operations Budget and the Operation Details.
- ***Jenzabar Implementation Update.*** Dr. Evans noted that the Jenzabar Implementation training is staying on track and on time and is still expected to go live in November.

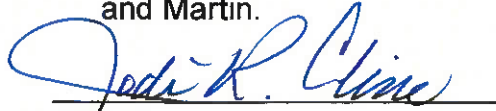
ROUTINE AND OTHER

17. **New Business.**

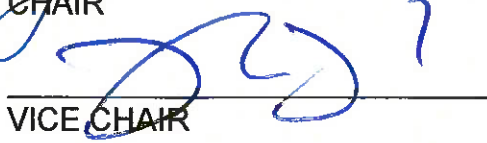
18. **Items for the next agenda.**

19. **Announcement of next scheduled meeting: The next regular scheduled meeting is Wednesday, September 23, 2020, at 1:00 p.m., 100 South University, Gantz Center, Room 100, on the Enid campus.**

20. **Adjournment.** – Motion made at 2:38 p.m. to adjourn by Regent Martin as seconded by Regent DeWitt. Voting aye were Regents Cline, DeWitt, Groendyke, and Martin.



CHAIR

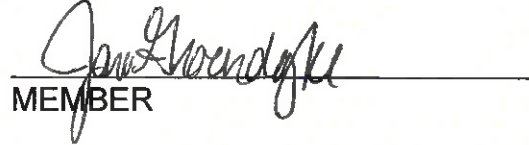


VICE CHAIR

SECRETARY



MEMBER



MEMBER