

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS
Minutes

Monday, June 22, 2020, NOC Tonkawa

Regents Present: Stan Brownlee, Jodi Cline, Dale DeWitt, and Chad Dillingham.

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

Guest: Jami Groendyke

1. **Call to Order.** Chair Dale DeWitt 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. Quorum was declared present.
2. **Introduction of visitors, guests, and/or speaker.**
3. **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.

BOARD ACTION

4. **Vote to approve minutes.**
 - The minutes of the Wednesday, May 20, 2020 meeting were approved on the motion of Regent Brownlee as seconded by Regent Dillingham. Voting aye were Regents Brownlee, Cline, Dillingham, and DeWitt.
5. **Course Catalog and Student Handbook.**
 - Dr. Pam Stinson and Jason Johnson presented the 2020-2021 Course Catalog and Student Handbook for approval. On the motion of Regent Dillingham as seconded by Regent Cline, the Regents approved changes to the FY2020-2021 Course Catalog and Student Handbook as presented. Voting aye were Regents Brownlee, Cline, Dillingham, and DeWitt.

6. **Athletic Handbook.**
 - Mr. Jeremy Hise presented for approval recent updates to the FY2020-2021 Athletic Handbook. On the motion of Regent Brownlee as seconded by Regent Dillingham, the Regents approved changes to the FY2020-2021 Athletic Handbook as presented. Voting aye were Regents Brownlee, Cline, Dillingham, and DeWitt.

7. **Exchange for Service Agreement.**
 - Ms. Sheri Snyder reviewed the Exchange for Services Agreement between Northern Oklahoma College and Northern Oklahoma College Foundation, Inc. On the motion of Regent Dillingham, as seconded by Regent Brownlee, the Regents approved the Exchange for Services Agreement between Northern Oklahoma College and Northern Oklahoma College Foundation, Inc. Voting aye were Regents Brownlee, Cline, Dillingham, and DeWitt.

8. **Resource Agreement to Support Development Activities.**
 - Ms. Snyder presented for approval the Agreement between Northern Oklahoma College and Northern Oklahoma College Foundation, Inc. to allocate resources to Support Development Activities for the Friend-Raising/Fund-raising Support Fund and the Community and Stake Holder Relations Support Fund. On the motion of Regent Cline as seconded by Regent Brownlee the Regents voted to approve the Resource Agreement to Support Development Activities. Voting aye were Regent Brownlee, Cline, Dillingham, and DeWitt.

9. **Group One Trustee(s) of the Northern Oklahoma College Foundation, Inc.**
 - On the motion of Regent Dillingham as seconded by Regent Brownlee, the Regents voted to approve Regents Jodi Cline and Michael Martin to serve on the Northern Oklahoma College Foundation Board for the next year. Voting aye were Regents Brownlee, Cline, Dillingham, and DeWitt.

10. **Group Three Trustee(s) of the Northern Oklahoma College Foundation, Inc.**
 - On the motion of Regent Brownlee as second by Regent Cline, the Regents voted to approve new terms for trustees, Mr. David Cummings, Mr. Mike Loftis, and Mr. Bert Mackie as presented for the slate of Group Three Trustee (s) to the Northern Oklahoma College Foundation Board. Voting aye were Regents Brownlee, Cline, Dillingham, and DeWitt.

11. **Revised Academic Calendar.**

- Dr. Pam Stinson presented for approval the revised academic calendar modifications due to Covid-19. The following modifications were presented:
 - Eliminating fall break Oct. 16 and continuing with class instruction during this period;
 - Concluding in-person classroom instruction by Nov. 20, prior to Thanksgiving Break Nov. 23-27;
 - Continuing class activities virtually during Pre-Finals Week, Nov. 30-Dec. 4; and,
 - Conducting final exams online Dec. 7-11.
 - On-campus services and project labs will remain open for students.
 - On-campus housing and food services in Tonkawa and Enid will remain open for those choosing to return to campus after Thanksgiving Break.

On the motion of Regent Dillingham as seconded by Regent Brownlee, the Regents approved the Revised Academic Calendar as presented. Voting aye were Regents Brownlee, Cline, Dillingham, and DeWitt.

(Regent Martin arrived to the meeting at 1:24 p.m.)

12. **Tuition and Mandatory Fees Increases for FY2020.**

- **Tonkawa and Enid Campuses** - Ms. Anita Simpson presented for approval the Tuition and Mandatory Fee Increases for FY2020-2021 for Tonkawa and Enid campuses. Increases requested were 4.8% resident tuition and mandatory fees. Overall this amount is an increase of \$97.50 per semester or \$195.00 for the academic year for students on the Tonkawa and Enid campuses who complete 30 credit hours.
- **NOC/OSU Gateway Program** – Ms. Simpson presented for approval the Tuition and Mandatory Fees increases for FY2020-2021 for Stillwater NOC/OSU Gateway Program. The NOC/OSU Gateway Program tuition and fees increased \$82.50 per semester or \$165.00 for the academic year (based on 30 credit hours) to coincide with OSU rates. On the motion of Regent Brownlee as second by Regent Cline, the Regents approved the Tuition and Mandatory Fees Increases FY2020-2021 for Tonkawa and Enid campuses and Stillwater NOC/OSU Gateway Program. Tuition and Mandatory Fees increases will be added upon approval by the OSRHE. Voting aye were Regents Brownlee, Cline, Dillingham, Martin, and DeWitt.

13. **Institutional Budget for FY2021.**
 - Ms. Simpson presented for approval the Institutional Budget for FY2021. On the motion of Regent Cline as second by Regent Dillingham the Regents approved the Educational and General Budget FY2020-2021 Part 1 - Primary Budget of \$23,727,453 for FY2021. Voting aye were Regents Brownlee, Cline, Dillingham, Martin, and DeWitt.

14. **Campus Master Plan.**
 - Ms. Anita Simpson presented for approval the Campus Master Plan FY2022-2029. On the motion of Regent Brownlee as second by Regent Dillingham, the Regents approved the Campus Master Plan FY2022-2029. Voting aye were Regents Brownlee, Cline, Dillingham, Martin, and Dillingham.

15. **Monthly Financial Report.**
 - Ms. Simpson presented for approval the monthly financial report dated for May 31, 2020. On the motion of Regent Brownlee as seconded by Regent Martin, the Regents approved the monthly financial report as presented. Voting aye were Regents Brownlee, Cline, Dillingham, Martin, and DeWitt.

16. **Monthly Purchase Report.**
 - Ms. Simpson presented June 2020 purchases for approval. **Purchases of \$25,000 or more** were for: (#I.) Annual Renewal Microsoft Volume Licenses – CDW Government Inc. - \$35,287.07; Funding Source: Capital Funds. (#II.) Document Imaging Maintenance Agreement Renewal – Business Imaging Systems, Inc. - \$34,626.95, Funding Source: Capital Funds. On the motion of Regent Brownlee as seconded by Regent Martin, the Regents approved June 2020 Monthly Purchases. Voting aye were Regents Brownlee, Cline, Dillingham, Martin, and DeWitt.

17. **Monthly Allocations Report.**
 - Ms. Simpson presented for approval Section 13/New College Fund 600 & 650 allocation requests for the following projects: Computer Hardware, Software, Licenses & Fees – \$70,000.00, Classroom Building – Stillwater - \$1,070,000.00. On the motion of Regent Cline as seconded by Regent Dillingham, the Regents voted to approve the Section 13/New College Fund 600 & 650 allocation request for \$1,140,000.00 as presented. Voting aye were Regents Brownlee, Cline, Dillingham, Martin and DeWitt.

18. **Election of NOC Board of Regents Officers.**
 - On the motion of Regent Dillingham as seconded by Regent Brownlee, the Regents appointed Regent Jodi Cline as Chair, Regent Michael Martin as Vice Chair and Regent Stan Brownlee as Secretary.
19. **Proclamation for Regent Chad Dillingham.**
 - Dr. Evans read a proclamation honoring Regent Chad Dillingham. Regent Dillingham served on the board for four years. Dr. Evans expressed that it has been an honor to work beside Regent Dillingham and that he will be dearly missed. Chairman DeWitt presented a plaque to Regent Dillingham.

INFORMATION TO THE BOARD

20. **Regents Comments.**
 - Regent Martin congratulated Regent Dillingham on his years of service and expressed his appreciation and stated that he would be missed.
21. **Administrative Comments.**
 - Ms. Anita Simpson stated that 80% of the Cares Act Funding has been disbursed to 1,521 students. She also noted that the 2020 Service Awards have been announced.
 - Ms. Sheri Snyder stated that this week the 2020 Service Awards announcement and the Budget Communications email will go out to employees. She also noted that the commencement committee is in favor of a virtual graduation ceremony. There will be a communications email sent out to students.
 - Dr. Edgington reviewed preliminary enrollment reports for summer and fall 2020 noting that their enrollment numbers reflect a 10% decrease. Retention Specialists continue to make phone calls encouraging students to enroll.
 - Ms. Diana Watkins noted that former NOC Gateway and PLC student, Lee Whitten was named a finalist for the Screencraft Screenwriting Writing Fellowship for his screenplay titled "Inventory". The finalist represents the top 1.6% of almost 3,000 screenplay submissions. They are chosen based on the following criteria: (i) originality; (ii) story; (iii) characterization; (iv) visual inventiveness; and (v) overall impression.
 - Mr. Raydon Leaton noted that the new roof on Gantz has been completed minus the inspections.
22. **President's Update.**
 - Dr. Evans stated that July 1st all faculty teaching summer school return to work on campus for advisement.
 - Dr. Evans noted that she will be attending the OSRHE Budget Hearing via Zoom on June 24, 2020.

- Dr. Evans stated that Northern Management Services did not sign the annual contract approved by the Regents at the May meeting and will not continue providing service to NOC. She also stated that she has talked to other institutions and she recommends internal operations. NOC will add food service as an auxiliary enterprise.
- Dr. Evans noted that the 2020 Graduation Commencement Ceremony will be virtual on August 8 and hopes the ceremony will hold the same excitement for students.
- Dr. Evans gave thanks to Jeremy Hise for his time and service to Northern Oklahoma College and wished him the best of luck in future endeavors.

23. **Other Reports.**

- ***Personnel Changes.*** Ms. Anita Simpson reported nine resignations.
- ***June 2020 Quarterly Update of Strategic Plan 2019-2025.*** Dr. Pamela Stinson stated that despite changes required by the pandemic, progress has been made in every goal area with additional student support, retention and graduation efforts, professional development opportunities, and grant work. Much of these efforts have been directed at providing students and employees support for distance education and teleworking.
- ***NOC Graphic Standards Guide.*** Ms. Sheri Snyder presented each regent with a copy of the updated NOC Graphic Standards Guide. The guidelines are reviewed each summer for potential changes and provides a clear and consistent message for the institution when marketing NOC.
- ***2020 OSRHE Academic Plan.*** Dr. Stinson reviewed NOC's 2020-2021 Academic Plan submitted to OSRHE, highlighting academic partnerships and new programs to support retention and graduation efforts.

24. **Updated Organizational Chart.**

- Dr. Evans stated that the updated organizational chart will be posted and shared with employees this afternoon so they are aware of the changes coming in place for the new year.

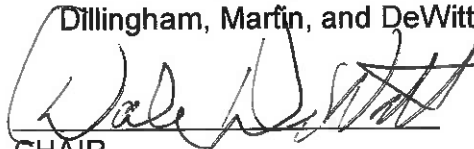
ROUTINE AND OTHER


25. **New Business.**


26. **Items for the next agenda.**

27. **Announcement of next scheduled meeting: The next regular scheduled meeting is Wednesday, July 22, 2020, at 1:00 p.m., Events Hall Banquet Room 202 in the Renfro Center on the Tonkawa campus.**

28. **Adjournment.** – Motion made at 2:41 p.m. to adjourn by Regent Brownlee as seconded by Regent Dillingham. Voting aye were Regents Brownlee, Cline, Dillingham, Martin, and DeWitt.


CHAIR


MEMBER


VICE CHAIR

MEMBER

SECRETARY