

**NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS**  
**Minutes**

Wednesday, July 17, 2019, NOC Tonkawa

**Regents Present:** Chair Dale DeWitt, Stan Brownlee, Jodi Cline, Chad Dillingham, and Michael Martin.

**Employees Present:** Dr. Cheryl Evans, Anita Simpson, Sheri Snyder, Jason Johnson, Dr. Rick Edgington, Larry Dye, and Denise Bay.

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.
2. **Introduction of visitors, guests, and/or speaker.** Kay County District Attorney, Judge Lee Turner.
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.
4. **New Regent Administration of Oath of Office.** Michael Martin was sworn in by the Honorable Judge Lee Turner. Mr. Martin took the oath to become a regent for Northern Oklahoma College.

**BOARD ACTION**

5. **Vote to approve minutes.**
  - The minutes of the Wednesday, June 19, 2019, meeting were approved on the motion of Regent Cline as seconded by Regent Dillingham. Voting aye were Regents Brownlee, Cline, DeWitt, Dillingham and Martin.
6. **2019-2020 Employee Handbook.**
  - Ms. Simpson reviewed recent changes to the NOC Employee Handbook. On the motion of Regent Cline and seconded by Regent Brownlee, the Regents voted to approve the 2019-2020 Employee Handbook. Voting aye were Regent Brownlee, Cline, DeWitt, Dillingham, and Martin.

7. **Monthly Financial Report.**

- Ms. Simpson presented for approval the monthly financial report dated June 30, 2019. On the motion of Regent Dillingham and seconded by Regent Brownlee, the Regents approved the monthly financial report presented. Voting aye were Regents Brownlee, Cline, DeWitt, Dillingham, and Martin.

8. **Monthly Purchases.**

- Ms. Simpson presented July 2019 purchases for approval. **Purchases of \$25,000 or more** were for: (#I.) Online Tutoring Services, 2019-2020 – Tutor.com - \$27,000.00; Funding Source: Capital Funds (Sole Source). (#II.) Blackboard Learning Core Renewal, 2019-2020 – Blackboard Inc. - \$25,753.40; Funding Source: Capital Funds (Sole Source). On the motion of Regent Brownlee and seconded by Regent Dillingham, the Regents approved July 2019 Monthly Purchases. Voting aye were Regents Brownlee, Cline, DeWitt, Dillingham, and Martin.

9. **Monthly Allocation Requests.**

- Ms. Simpson presented for approval Section 13/New College Fund 600 & 650 allocation requests for the following projects: Computer Hardware, Software, Licenses & Fees; \$75,000.00. On the motion of Regent Brownlee and seconded by Regent Dillingham, the Regents voted to approve the Section 13/New College Fund 600 & 650 allocations request for \$75,000.00 as presented. Voting aye were Regents Brownlee, Cline, DeWitt, Dillingham, and Martin.

## **INFORMATION TO THE BOARD**

10. **Regents Comments.**

- Regent DeWitt showed appreciation for the hard work that goes into the campus landscaping. Regent DeWitt noted that it always looks nice.

11. **Administrative Comments.**

- Larry Dye invited Regents to the annual surplus sale, Saturday, July 20, 2019, beginning at 9:00 a.m. at the NOC Ag Barn on the Tonkawa campus.
- Dr. Edgington reviewed preliminary enrollment reports for fall 2019 which indicated overall enrollment is down from a year ago.
- Anita Simpson gave a brief update on Jenzabar training. She stated that at last week's meeting, Module Managers submitted configuration worksheets and that the JRM is going to Go Live the week of August 26-August 30<sup>th</sup>. Financial Aid PowerFAIDS will go live in November.

12. **President's Update.**

- Dr. Evans gave thanks to Regent Dillingham for serving as Chair of Board and welcomed new Chair, Regent DeWitt.
- Dr. Evans stated that the Department of Education completed an audit visit in June and the findings were minor. She noted that Regents will have a chance to review the audit report once it's been submitted to Northern.
- Dr. Evans invited Regents to attend the Jets Baseball team celebration on Saturday, September 14<sup>th</sup> at David Allen Memorial Ballpark. Coaches and players will be presented with championship rings.
- Dr. Evans provided a brief update on the Enid Vice President position and stated the position should be filled by the end of the month.

13. **Other Reports.**

- **Personnel Changes.** Ms. Anita Simpson reported 1 new hire.
- **Academic Plan.** Dr. Evans reviewed NOC's 2019-2020 Academic Plan submitted to OSRHE.
- **NOC Graphics Standard Guide.** Ms. Sheri Snyder presented each regent with a copy of the updated NOC Graphic Standards Guideline. The guideline is reviewed each summer for potential changes and provides a clear and consistent message for the institution when marketing NOC.
- **NOC Fact Book.** Dr. Cheryl Evans presented each regent with a copy of the 2019-2020 NOC Fact Book. The Fact Book is prepared by Kathleen Otto, the Director of Institutional Research, and this is the seventh year of the publication. This report is used for various purposes including community presentations, grant research and HLC review.
- **Information Technology Plan.** Ms. Simpson presented each regent with a copy of the Information Technology and Telecommunication Plan. The Information Technology and Telecommunications Plan is prepared by Michael Machia in Information Technology. Ms. Simpson reviewed the FY20 Operations Budget and the Operation Details.

**ROUTINE AND OTHER**

14. **New Business.** Consideration of "any matter not known about or which could not have been reasonably foreseen prior to the time of the posting of the agenda."
15. **Items for the next agenda.**
16. **Announcement of next scheduled meeting:** The next regular scheduled meeting is Tuesday, September 17, 2019, at 1 p.m. in Gantz Center, Gantz 102 on the Enid Campus. Enid PLC students and Jets Baseball team will join us for lunch at Noon in Gantz 100. No meeting is scheduled for August 2019.

17. **Adjournment.** – Motion made at 2:15 p.m. to adjourn by Regent Martin as seconded by Regent Cline. Voting aye were Regents Brownlee, Cline, DeWitt, Dillingham, and Martin.

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
MEMBER

  
\_\_\_\_\_  
VICE CHAIR

  
\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
SECRETARY