

# NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

## Minutes

Tuesday, September 18, 2018, NOC Enid

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

**Employees Present:** Dr. Cheryl Evans, Anita Simpson, Sheri Snyder, Jason Johnson, Sherry Alexander, Dr. Rick Edgington, Dr. Pamela Stinson, Dr. Ed Vineyard, Larry Dye, Jeremy Hise, Scott Cloud, and Denise Bay.

1. **Call to Order.** Chair Chad Dillingham 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.** Mr. Raydon Leaton, Coach of Jets Baseball and Mr. Scott Mansfield, Assistant Coach of Jets Baseball; Blair Turney and Terri Sunderland, NOC Recruiters; and Sandra Jensen and Shila Rakey, NOC Retention Specialist; Diane Fugett and Vickie Crouch, Stillwater Nursing Faculty.
3. **Reciting of the Northern Oklahoma College Mission Statement.** Northern Oklahoma College, the State's oldest 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. **Vote to approve minutes.** The minutes of the Wednesday, July 18, 2018 meeting were approved on the motion of Regent DeWitt as seconded by Regent Dillingham. Voting aye were Regents Brownlee, Cline, Cowan, DeWitt and Dillingham.

## INFORMATION TO THE BOARD

5. **Program Showcase.** Terri Sunderland and Blair Turney, Recruiters and Sandra Jensen and Shila Rackey, Retention Specialist for Northern Oklahoma College provided a brief overview of their Communication Strategy Plans for the 2018-2019 school year. Some of the communication strategies for Recruiters will

include; preparing for the ACT Prep Workshop, Fall Northern Exposure, providing PLC Scholarship Information, Spring ACT Prep Workshop, Freshman Fridays, High School visits, continuing campus tours, making personal phone calls to current NOC students who have not enrolled for the following semester. They will also be using automated email, texts and bulk mailing system. The Retention Specialist noted that they are constantly looking for new ways to improve the communication gap so they can be more advocates for the students and letting them know the resources they have available to them. Both feel like the new software upgrade will help tremendously with the communication gap and allow them to do their jobs better.

6. **Regents' Comments.**

No comments were reported.

7. **Administrators' Updates.**

- Dr. Rick Edgington reported on the Preliminary Enrollment Reports for Fall 2018 noting that we're 112 students down; 3% down on headcount and 6% down on credit hours.
- Ms. Anita Simpson reported that the old furniture from the Cowboy Mall building has been put to use at other campuses. The Stillwater Surplus Auction was cancelled.
- Ms. Sheri Snyder reminded everyone of the OSU/Texas Tech Tailgating event. She also noted tickets for the David Grann event on October 17 will go on sale starting Thursday, September 27, 2018.
- Dr. Ed Vineyard thanked everyone for coming out and celebrating the Enid Open House, 20<sup>th</sup> Anniversary Event and also extended an invite to attend the Bonnie and Clyde event on November 12, 2018.

8. **President's Update.**

- Dr. Evans noted that she really enjoyed the 15<sup>th</sup> Celebration and the 20<sup>th</sup> Anniversary and thanked everyone for coming out. She stated that NOC is currently in the process of going through vendor presentations and will be soon choosing the best fit for selecting the ERP system upgrade. Once presentations are completed, NOC will choose a vendor by the end of November and will be presented to the BOR in December for approval. Explanation of the software will begin in January and can take up to 18 to 24 months to fully implement.

9. **Other Reports.**

- a. ***Personnel Changes.*** Ms. Anita Simpson reported 8 resignations/terminations and 21 new hires for July and August.
- b. ***Stillwater Facility Update.*** Sherry Alexander thanked everyone for coming out to the Open House and that everyone is loving and adjusting very well to the new building.

10. **Strategic Plan Quarterly Update Report.**
  - Dr. Pamela Stinson provided a report on the 2013- 2018 Strategic Quarterly Plan with highlights of accomplishments throughout the five-year plan as of August 2018. The report was also posted on the institutional website.
  
11. **The New Criteria for Accreditation.**
  - Dr. Pamela Stinson reported that HLC has approved the new Stillwater location at 615 N. Monroe Street and the request has been submitted and approved to close NOC locations for Cowboy Mall and Fountain Square locations.
  
12. **Institutional Assessment Plan.**
  - Dr. Stinson did a quick review over the 2018-2019 Institutional Assessment Plan, posted in September on the "assessment" link of the website. The institutional plan addresses general education, program and institutional assessments, including retention and graduation rates, as well as co-curricular assessments for student service areas, including scholarships, residence life, admission and enrollment, and student activities. Enrollment data, course and program pass rates, focus groups, and student surveys are used as part of the assessment plan.

## **BOARD ACTION**

13. Dr. Evans read a proclamation honoring the NOC Jets Baseball team and Coach Raydon Leaton and Assistant Coach, Scott Mansfield for being NJCAA Region II Division II Baseball Champions and placing 3<sup>rd</sup> in the NJCAA Division II World Series.
  
14. **2018-2019 Athletic Handbook.**
  - Mr. Jeremy Hise presented for approval recent updates to the FY2018-2019 Athletic Handbook. On the motion of Regent Cowan as seconded by Regent Brownlee, the Regents voted to approve changes to the FY2018-2019 Athletic Handbook. Voting aye were Regent Brownlee, Cline, Cowan, DeWitt and Dillingham.

15. **Consider Approval of Program Reviews.**
- Dr. Pam Stinson presented for approval program reviews for the Associate of Arts degree in Education-Elementary Option, Associate of Applied Science degree in Digital Media Animation and Design, and Associate of Applied Technology-Military Service Option. On the motion of Regent DeWitt as seconded by Regent Brownlee, the Regents voted to approve the program reviews for all three degrees. Voting aye were Regents Brownlee, Cline, Cowan, DeWitt and Dillingham.
16. **Monthly Financial Report.**
- Ms. Simpson presented for approval the monthly financial report's dated July 31, 2018, and August 31, 2018. On the motion of Regent Cowan as seconded by Regent Brownlee, the Regents approved the monthly financial report as presented. Voting aye were Regent Brownlee, Cline, Cowan, DeWitt, and Dillingham.
17. **Monthly Purchases.**
- Ms. Simpson presented August and September's 2018 purchases for approval. **Purchases of \$25,000 or more** were for: (#I.) Online Tutoring Services, 2018-2019 – Tutor.com - \$30,000.00; Funding Source: Capital Funds; Sole Source. (#II.) Residence Hall Furniture – Tonkawa - \$29,325.00; Funding Source: Capital Funds; Sole Source. (#III.) 18 Wireless Microphones and 9 Receivers - \$28,305.00; Funding Source: Capital Funds; Sole Source. On the motion of Regent Cowan as seconded by Regent Dillingham, the Regents voted to approve the August and September 2018 Purchases Report. Voting aye were Regents Brownlee, Cline, Cowan, DeWitt, and Dillingham.
18. **Monthly Allocation Request.**
- Ms. Simpson presented for approval Section 13/New College Fund 600 & 7650 allocation requests for the following projects: Computer & Networking – Tonkawa - \$25,000.00, Computer Software Fees & Licenses - \$60,000.00, Repair of Educational Facilities – Tonkawa - \$10,000.00, Repair of Educational Facilities – Enid - \$10,000.00. On the motion of Regent DeWitt as seconded by Regent Brownlee, the Regents voted to approve the Section 13/New College Fund 600 & 650 allocation request for \$1045, 000.00. Voting aye were Regents Brownlee, Cline, Cowan, DeWitt, and Dillingham.
19. **Board of Regents Meeting Date Change.**
- The board was asked to consider changing the December 11, 2018 meeting date in Tonkawa to December 18, 2018. On the motion of Regent Dillingham as seconded by Regent Cowan, Regents approved the December 18, 2018 meeting date. Voting aye were Regents Brownlee, Cline, Cowan, DeWitt and Dillingham.

**ROUTINE AND OTHER**

- 20. **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."
- 21. **Items for the next agenda.**
- 22. **Announcement of next scheduled meeting:** There will be a **Special Meeting** on **September 18, 2018, 3:00 p.m.**, at **Dillingham Insurance** in the **Dillingham Board Room, 2402 West Willow Road Enid, OK** and a **5:30 p.m. Special Meeting** at the **Sidewalk Café, 114 West Randolph Avenue, Enid, OK 73703.** The next scheduled BOR meeting: **Wednesday, October 17, 2018, 1:00 p.m., President's Large Conference Room 106B, Vineyard Library – Administration Building in Tonkawa.** **Tonkawa PLC Students will join us for lunch.**
- 23. **Adjournment.** – Motion made at 2:40 p.m. to adjourn by Regent Cowan as seconded by Regent Cline. Voting aye were Regents Brownlee, Cline, Cowan DeWitt and Dillingham.

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CHAIR  
*Wale DeWitt*  
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VICE CHAIR  
*Jeff Cowan*  
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SECRETARY

*M. Brownlee*  
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MEMBER  
*Jodi R. Cline*  
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MEMBER