

NORTHERN OKLAHOMA COLLEGE BOARD OF REGENTS

Minutes

Wednesday, July 17, 2024, NOC Tonkawa

Regents Present: Jamie Groendyke, Sandy Linton, Mike Loftis, and Jason Turnbow.

Employees Present: Diana Watkins, Anita Simpson, Sheri Snyder, Dr. Rick Edgington, Jason Johnson, Dr. Marsh Howard, Jeremy Hise, Scott Cloud, and Denise Bay.

1. **Call to Order.** Chair Jason Turnbow called the meeting to order at 2:00 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.** Pam Keeler, Administrative Assistant to Academic Affairs, Kevin Ditmore, Director of Tonkawa Economic Development, Judge Lee Turner, Kay County District Judge, Alan Foster, Athletic Director.
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. **Public Comments.** No comments to report.
5. **New Regent Administration of Oath of Office.** Sandy Linton was sworn in by the Honorable Judge Lee Turner. Ms. Linton took the oath to become a Regent for Northern Oklahoma College.

BOARD ACTION

6. **Vote to approve minutes.**
 - The minutes of the Wednesday, June 22, 2024 meeting were approved on the motion of Regent Groendyke as seconded by Regent Loftis. Voting aye were Regents Groendyke, Linton, Loftis, and Turnbow.

7. **FY2024 Internal Audit Report.**

- Mr. Justin Kersey of Crawford & Associates, P.C., delivered the FY2024 Internal Audit Report. The report outlined four findings in the areas of Miscellaneous Claims Encumbrance, Athletics, Clery Act, and Follow-up on Prior Year Recommendations within the College's Pre-Audit System. On the Motion of Regent Groendyke, seconded by Regent Linton, the Regents voted to approve the FY2024 Internal Audit Report. Voting aye were Regents Groendyke, Linton, Loftis, and Turnbow.

8. **Course Catalog.**

- Diana Watkins presented the FY2024-2025 Course Catalog for approval. The areas of revision included:
 - *Added Electronic Communication*
 - *Added Graduation Opt-Out policy*
 - *Updated Admission Guidelines*On the motion of Regent Groendyke as seconded by Regent Loftis, the Regents approved revisions to the FY2024-2025 Course Catalog as presented. Voting aye were Regents Groendyke, Linton, Loftis, and Turnbow.

9. **Student Handbook.**

- Jason Johnson presented recent updates to the FY2024-2025 Student Handbook for approval. The areas of revision included:
 - *- Parking Fine Increase*
 - *- Added Sex-based Harassment Definition*
 - *- Updated Course Fees*
 - *- Updated Scholarship Policies*
 - *- Added Electronic Communication*
 - *- NOC Unsupervised Camera Policy*
 - *- NOC Policy on the use of photos and videos.*On the motion of Regent Linton as seconded by Regent Loftis, the Regents approved changes to the FY2024-2025 Student Handbook as presented. Voting aye were Regents Groendyke, Linton, Loftis, and Turnbow.

10. **Athletic Handbook.**

- Alan Foster presented recent updates to the FY2024-2025 Athletic Handbook for approval. The areas of revision included:
 - *- Eligibility for Competition*
 - *- Updated Administration of Scholarship Awards Policy*
 - *- Added Photo, Video, and Audio Release Form*On the motion of Regent Loftis as seconded by Regent Groendyke, the Regents approved changes to the FY2024-2025 Athletic Handbook as presented. Voting aye were Regents Groendyke, Linton, Loftis, and Turnbow.

11. **Employee Handbook.**

- Diana Watkins reviewed recent changes to the NOC Employee Handbook. On the motion of Regent Groendyke as seconded by Regent Loftis, the Regents approved changes to the FY2024-2025 Employee Handbook as presented. Voting aye were Regents Groendyke, Linton, Loftis, and Turnbow.

12. **Group three Trustee(s) of Northern Oklahoma College Foundation, Inc.**

- On the motion of Regent Linton as seconded by Regent Groendyke, the Regents voted to approve the removal of the following Group Three Trustee(s) from the NOC Foundation Board; Mr. Peter Dillingham. The Regents voted to add a new Group Three Trustee(s), Clayton Hammock – Enid Area (Term ends 6-30-2027) as presented for the slate of Group Three Trustee (s) to the Northern Oklahoma College Foundation Board. Voting aye were Regents Groendyke, Linton, Loftis, and Turnbow.

13. **Food Service Contract.**

- Ms. Simpson requested approval to negotiate and sign a five-year contract with Great Western Dining for the school's food service starting in the fall of 2024. On the motion of Regent Groendyke as seconded by Regent Linton, the Regents approved the five-year contract with Great Western Dining beginning in the fall of 2024. Voting aye were Regents Groendyke, Linton, Loftis, and Turnbow.

14. **Monthly Financial Report.**

- Ms. Simpson presented for approval of the monthly financial report dated for June 30, 2024. On the motion of Regent Loftis as seconded by Regent Groendyke, the Regents approved the monthly financial report as presented. Voting aye were Regents Groendyke, Linton, Loftis, and Turnbow.

15. **Monthly Purchases.**

- No Purchases to approve.

16. **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 - \$50,000.00, Campus Safety, Security & ADA – Tonkawa - \$7,500.00, Campus Safety, Security & ADA – Enid - \$7,500.00, Energy Performance Management System-Debt Service - \$275,000.00, Classroom Building – Stillwater - \$1,070,000.00. On the motion of Regent Groendyke as seconded by Regent Linton, the Regents voted to approve the Section 13/New College Fund 600 & 650 allocation request for \$1,410,000.00 as presented. Voting aye were Regents Groendyke, Linton, Loftis, and Turnbow.

(Regent Loftis left the meeting at 3:15 p.m.)

INFORMATION TO THE BOARD

17. Administrative Comments.

- Diana noted that Dr. DeLisa Ging, Language Arts Faculty, worked with 17 faculty on using Blackboard Ultra. She also noted that the 2024 Sheep Field Day was held on July 15 hosted by the NOC Sheep Center and the NOC Livestock Judging Team and is held annually the day prior to the Big 3 Field Days at Oklahoma State University. This year's event had a record number of entries with 95 teams and 45 individual participants.
- Sheri Snyder stated that the college issued a formal Request for Proposal (RFP) for Website Redesign and Hosting Services on June 25 to seven (7) potential vendors. The deadline for submission was July 9, but only received 1 completed bid. After meeting with all potential vendors, the college has decided to reject any bids connected to this RFP, dated June 25, 2024, and due July 9, 2024. She stated that the plan is to make some slight modifications to the RFP, particularly regarding the timeline and submission process, and re-issue another RFP soon. Our goal is to release the new RFP before the end of July and give potential vendors one month to review the scope and submit new proposals. We intend to present the finalists to the Board of Regents for selection at the September 25th meeting.
- Jeremy Hise noted that he continues to communicate with OSU regarding the current TSET grant and preparations for the construction/implementation grant due in 2025. He also invited Regents to the 25th anniversary celebration of NOC Enid Baseball and David Allen Memorial Ballpark on Saturday, September 14. The event will feature a Jet's baseball alumni team against a team of Enid High School, American Legion, and Connie Mack baseball teams who played at David Allen Memorial Ballpark.
- Rick Edgington reviewed the Fall 2024 Preliminary Enrollment reports dated July 17, 2024, noting that the headcount for the fall is down 1% and credit hours are up by 3% from Fall 2024.
- Anita Simpson stated that the final payment to the Department of Education for the fine related to the Clery Act has been made. She also stated that the FY2025 Student Cost Survey has been submitted to the State Regents. Ms. Simpson acknowledged that we received the \$1.2 million of 295 Deferred Maintenance funding.
- Marsh Howard announced that with the generous support of NOC Science instructor Christopher Storm and his wife, Dr. Juliana Nykolaiszyn, the Gateway Student Scholarship has been established. This restricted

scholarship fund will provide students with the opportunity to pursue their educational goals at Northern Oklahoma College.

- Jason Johnson noted that 62 NOC athletes were recognized as NJCAA Academic All-Americans, with 24 of them achieving First Team status by maintaining a 4.0 GPA. Additionally, seven athletic programs achieved a team GPA of 3.0 or higher.

18. **President's Update.**

- Diana Watkins stated that she and Anita Simpson attended this year's budget hearing with the State Regents. She also expressed her gratitude to Anita for spending countless hours working on the budget to identify ways to provide salary increases for staff employees. She emphasized that giving staff raises was a top priority.

19. **Regents' Comments.**

20. **Other Reports.**

- ***Personnel Changes.*** Ms. Anita Simpson reported four resignations and two new hires.
- ***Information Technology.*** Ms. Anita Simpson reviewed the FY25 IT Operations Budget and the Operations Details.
- ***Academic Plan for FY2024-2025.*** Diana Watkins gave a brief update on the high-impact practices that NOC reports on each year in an Academic Plan submitted to the State Regents. The Plan encompasses initiatives in areas such as college readiness, degree completion, and academic partnerships. She also stated that the Academic Plan for FY2024-2025 was submitted to the State Regents at the end of June.
- ***Graphic Standard 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 provide a clear and consistent message for the institution when marketing NOC.

ROUTINE AND OTHER

21. **New Business.**

22. **Items for the next agenda.**


23. **Announcement of next scheduled meeting:** The next regular scheduled meeting is Wednesday, September 25, 2024, at 2:00 p.m., in the Gantz Center, James Room, Enid Campus.

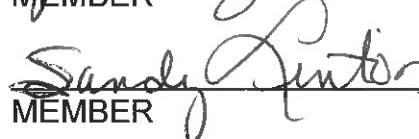
24. Adjournment. – Motion made at 3:32 p.m. to adjourn by Regent Groendyke as seconded by Regent Linton. Voting aye were Regents Groendyke, Linton, and Turnbow.


CHAIR


VICE CHAIR


SECRETARY


MEMBER


MEMBER