



November 8, 2024

Regional University System of Oklahoma  
305 N.W. 5<sup>th</sup> St., #407  
Oklahoma City, OK 73102-4741

Dear Board Members:

The recommendations of Northwestern Oklahoma State University are as follows:

**I. PERSONNEL**

**A. Faculty Resignation**

**Dr. Zach Tolman**, Assistant Professor of Instrumental Music and Director of Bands, has submitted a letter of resignation effective October 15, 2024. Dr. Tolman has been employed with the University since August 13, 2024.

**B. Retirement With Resolution**

**Dr. Sheila Brintnall**, Professor of Mathematics, has submitted a letter stating her intention to retire effective Dec. 1, 2024. Dr. Brintnall has been employed with the University since August 11, 1995. A resolution recognizing her years of service to Northwestern is attached.

**II. PURCHASES**

**The following purchases are being made in accordance with Board Policy (over \$50,000 and under \$150,000):**

Software for Student/Faculty Coaching: Inside Track/Strada Collaborative, Inc., Indianapolis, Indiana, at a cost not to exceed \$110,000. (Fund 430 Grants)

**III. GRANTS AND CONTRACTS**

None at this time

Sincerely,

A handwritten signature in cursive script that reads "Bo Hannaford".

Bo Hannaford, Ed.D.  
President