

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING June 19, 2014

#### **I. Call to Order**

The Seminole State College Board of Regents' regular monthly meeting was called to order at 1:30 p.m. in the Enoch Kelly Haney Center Board Room.

#### **II. Roll Call of Members**

Roll call was conducted. Regent Morgan, Regent Bradford and Regent Adams were absent.

#### **III. Introduction of Guests**

President Utterback introduced visitors, administrators, faculty, and staff present at the meeting.

#### **IV. Minutes**

There being no additions or corrections to the minutes of the regular meeting held May 20, 2014, Regent James made a motion to approve the minutes as written and Regent Cain seconded the motion.

#### **V. Communications to the Board**

**Financial Report** – Katherine Benton, Vice President for Fiscal Affairs presented a review of the College's revenue and expenses through May 31, 2014. Regent Donaho made a motion to approve the Financial Report as presented and Regent James seconded the motion. This motion was approved unanimously.

*- E&G and Auxiliary Purchases over \$15,000 for May - None*

#### **VI. Hearing of Delegations**

None

#### **VII. President's Report**

President Utterback discussed items under the President's Report and the Business portion of the agenda by utilizing a PowerPoint presentation. (See enclosed copy of the PowerPoint presentation)

Personnel Update – President Utterback updated the Board members on new hires. Jeff Chang was hired as a Business Instructor and Susan Walker was hired as an Assistant Professor of Life Sciences.

Campus Activities – President Utterback told the Board members about several campus activities. These were:

- ✚ SSC Nursing Students participated in a disaster drill
- ✚ Upward Bound summer activities began in June
- ✚ Visiting Denmark students attended the OK Southeast Striper Festival
- ✚ Kids Camp started in June on the SSC campus
- ✚ The College received a successful accreditation review from the Higher Learning Commission
- ✚ SSC students traveled to Denmark
- ✚ A retirement reception was scheduled for Mona Griffin, Becky Moreland, Jeanie Nix and Janet Waddell

Year-in-review – President Utterback presented a year-in-review PowerPoint presentation that highlighted the 2013-2014 academic year. (See enclosed PowerPoint presentation)

## VIII. Business

Acceptance of Internal Audit from BKD, CPAs and Advisors – President Utterback presented the Board with a copy of the internal audit of bursar collections and miscellaneous claims from BKD, CPAs and Advisors. The audit committee, consisting of Regents Wilson and James (Regent Bradford was absent), met prior to the Board meeting to discuss this audit. Regent James stated that this was a very clean audit and commended Katherine Benton and her staff. Regent James made a motion to approve this audit as presented and Regent Donaho seconded this motion. This motion was approved unanimously.

Consideration of Approval of Tuition Increase – President Utterback presented the Board with information about a proposed tuition increase, a letter of support from the Student Government Association and a memo from Vice President Katherine Benton about the increase. President Utterback recommended approval of the tuition increase. Regent Donaho made a motion to approve the tuition increase as written and Regent Cain seconded this motion. This motion was approved unanimously.

Consideration of Approval of Increase to the Student Activity Fee – President Utterback presented information about a proposed increase to the Student Activity Fee. This action would increase this fee from \$7.15 to \$8.50 per credit hour. This fee has not been increased in six years. President Utterback recommended approval of this increase. Regent James made a motion to increase the Student Activity Fee as presented and Regent Donaho seconded this motion.

**Consideration of Approval of Increase to the Infrastructure Fee** – President Utterback presented information about a proposed increase to the Infrastructure Fee. This action would increase this fee from \$6.00 to \$7.00 per credit hour. This fee also has not been increased in six years. President Utterback recommended approval of this increase. Regent Cain made a motion to increase the Infrastructure Fee as presented and Regent Donaho seconded this motion.

**Recommendation to Enter into Executive Session** – President Utterback gave the Regents the option of entering into executive session to discuss personnel matters. Regent James made a motion to enter into executive session and Regent Donaho seconded this motion.

**Consideration of Approval to Change Position Title** – After returning to open session, President Utterback recommended approval to change Lana Reynolds' title to Executive Vice President for Institutional Advancement and formally designating her as the person in charge of campus in the absence of the President. Regent Donaho stated that Ms. Reynolds is the perfect person for this position and made a motion to make the change. Regent James seconded this motion. This motion was approved unanimously.

**Consideration of Approval of the Educational and General Budget for FY15** – President Utterback presented the Board with a copy of materials for the FY 2014-2015 budget for review. President Utterback highlighted several aspects of this year's budget. President Utterback also shared information about appropriations history, revenue history, expenditure history and expenditures by function and object. President Utterback commended Katherine Benton on a stellar job of conserving funds and stretching resources to balance the budget over the coming year. President Utterback recommended approval of the FY2015 Education and General Budget. Regent James made a motion to accept the budget as presented and Regent Donaho seconded this motion. This motion was approved unanimously.

**IX. Consent Agenda**

Regents were presented information concerning items on the Consent Agenda. President Utterback recommended approval of these items. Regent Donaho made a motion to approve the Consent Agenda items and Regent James seconded the motion. This motion was approved unanimously.

The Consent Agenda contained FY-15 agreements as follows:

- Ed Cadenhead for Legal Services - \$250 Monthly Fee – plus hourly rate
- Agreement with Mid Continent Credit Services, Inc. – for collections
- Campus America Software Maintenance Agreement – \$86,355
- Avaya, Inc. – for Telephone System Maintenance – \$20,732.88
- Oiler park Lease - \$1
- Campus Cruiser for Online Course Service – \$55,117.65

- Suddenlink - \$4,549.40 per month
- Jenzebar - \$86,679.77

**X. Special Presentation**

On behalf of the Regents, President Utterback made a special presentation to Seminole State College Board of Regents Chair, David Wilson who completed his service as a Regent in June.

**XI. Adjournment**

There being no further business or discussion the meeting was adjourned at 3:00 p.m.

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Chair





# Seminole State College

Board of Regents

Regular Meeting

June 19, 2014

Enoch Kelly Haney Board Room



# President's Report

# New Hires



**Jeff Chang**  
Business Instructor



**Susan Walker**  
Assistant Professor of  
Life Sciences

SSC Nursing  
Students  
Participate in  
Disaster Drill





# Upward Bound Student Activities Begin





# Upward Bound Students Volunteer at Regional Food Bank





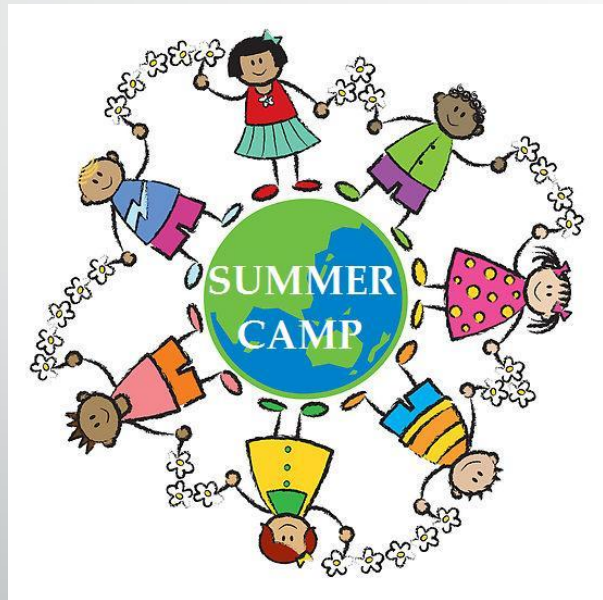


Oklahoma Southeast  
Striper Festival  
"Denmark Catch!"



# Kids Camp

## 2014







**Successful Accreditation  
Review!**



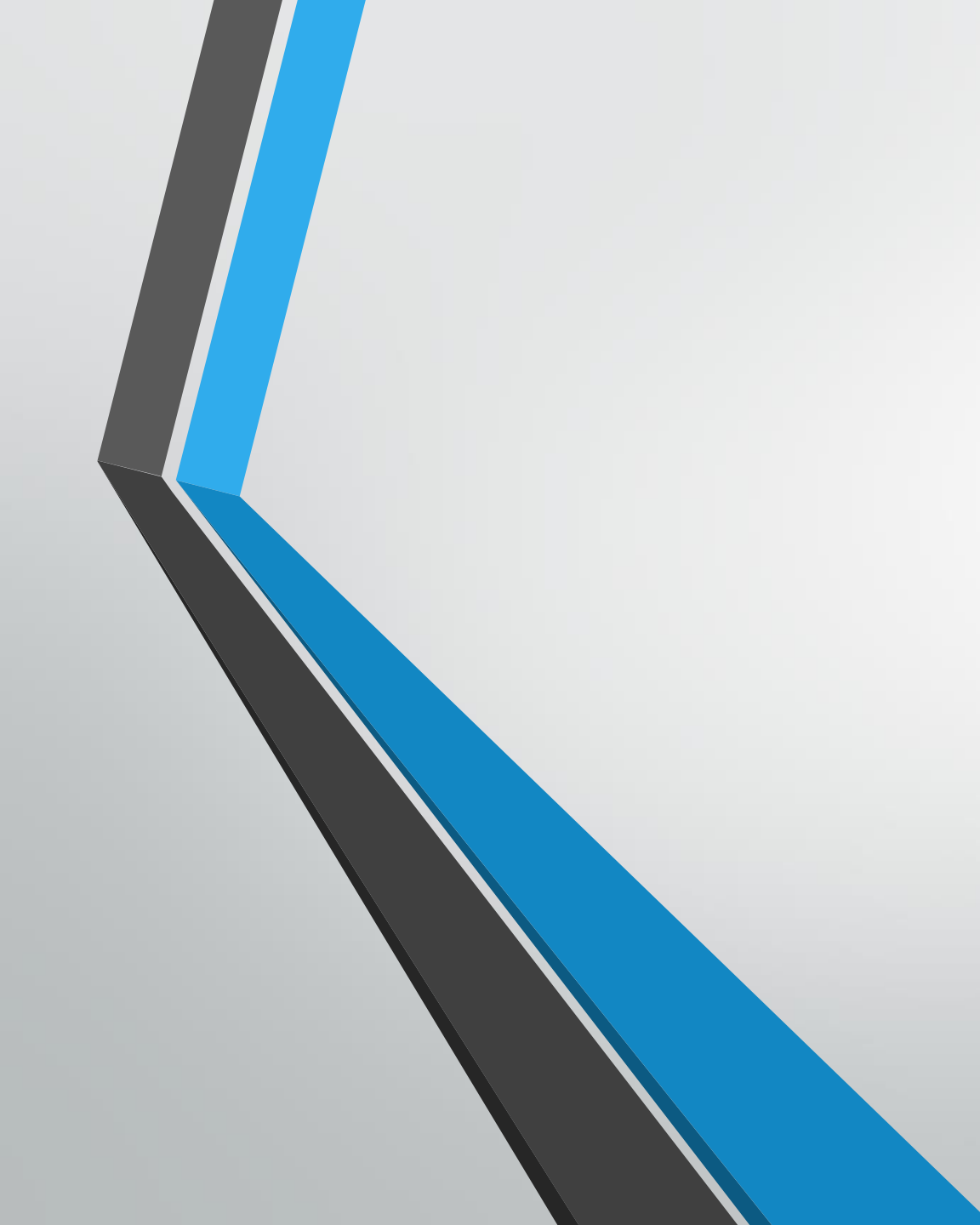
*Seminole State College*  
PLC Students  
travel to Denmark







Retirement Reception to be held on June 25<sup>th</sup> for  
Mona Griffin, Becky Moreland, Jeanie Nix, and Janet Waddell



# Year-in-Review



Trisha Kingsbury selected to attend the National Education for Women (N.E.W.) Leadership Institute







Farewell to Regent  
Jeff Miller



# Seminole State College Employees Help Tornado Victims



Tornado Near Shawnee









# Summer Upward Bound Programs for High School Students





# Upward Bound Summer Programs





# Upward Bound Summer Programs



# “Kids on Campus” Summer Youth Program



Archery  
Lego Construction  
Outdoor Education  
Piano  
Pottery  
Reading  
Swimming  
Basketball





# Lana Reynolds selected to serve on Board of Advocates for Children's Hospital











# Retirement Reception











# Faculty Promotions



Christian Morgan  
Chair – Language Arts and  
Humanities Division



Jessica Isaacs  
English Professor





FEDERAL HOME LOAN BANK OF TOPEKA  
SECURITY STATE BANK

Pay To **SEMINOLE STATE COLLEGE - RBRC** \$ **25,000.00**  
The Order Of

**Twenty Five Thousand Dollars**

INVESTMENT IN THE FUTURE  
Memo

*Bryan D. Smith* PRESIDENT  
Authorized Signature





# Denmark Exchange Program





Seminole State College Dance Team





# Denmark Students Arrive



The B&IS Division

Welcomes You

SILKEBORG.

HOPE  
You Enjoy  
your  
visit!





# Oklahoma State Chamber D.C. Fly-In



# Oklahoma State Chamber D.C. Fly-In









# President's Leadership Class Activities







Ropes Course at St. Crispin's



Pizza and a  
Movie  
“The Butler”







**President's Leadership Class  
Activities**





# CONSTITUTION JEOPARDY!

Seminole State College  
Seminole, OK  
September 17<sup>th</sup>, 2014









# SSC Educational Foundation Golf Tournament



Over \$24,000 raised!



# Seminole Nation Days Parade

## September 21<sup>st</sup>



# “Live from Seminole State College”





# Area Services Fair





# Journal Record “50 Making a Difference”







Student Government  
Officers go to  
Washington, D.C.





ACCT Professional Board Staff Network (PBSN)  
Executive Committee





# Seminole Chamber of Commerce Honors Personnel



Tim Powell  
Housekeeping Supervisor



Kendall Rogers  
Assistant Professor of  
Sociology and Psychology

# Haney Prints Donated by Bob and Sharon Stewart of Tecumseh







# Trojan Day at Sonic



# “Sewing Hope”

*Presentation by Sister Rosemary  
and Reggie Whitten*







*Sewing*  
HOPE







SSC PTK Honor Society Induction





Students tour the  
Chickasaw Nation  
Cultural Center



## President's Leadership Activities



Oklahoma Bureau of Narcotics





Army Ammunition Plant







Oklahoma Food Bank







Women of Distinction





Chief Leonard Harjo  
Seminole Nation



## SSC Students Celebrate Native American Indian Heritage Month







# SSC Night at the Lights







**FINALS EVE BREAKFAST**



# Student Groups Gathered Toys for Needy Children



Leadership Development  
Class



Psi Beta





Classified Staff and Professional Staff Associations  
Gather Christmas gifts for “Little Angels”







Retirement Reception for  
Debbie Hammond –  
Admissions Clerk



# Chamber Honors Personnel



**Natasha Rodgers**  
Administrative Assistant Fiscal  
Affairs



**Jamie Mills**  
Math Instructor/Student Athletic  
Academic Advisor





Oklahoma President of AT&T  
**Bryan Gonterman**  
with the  
President's Leadership Class



**St. Gregory's University  
and  
Seminole State College  
Form Partnership**









*The Southeast Oklahoma Legislative Tour hosted by  
Seminole State College*





2014 Kirk Global Studies  
Scholarship Recipients





# Trojan Baseball Kick-Off Banquet







**Lloyd Simmons, Ryan Franklin, and Eric Gagne**  
**Trojan Baseball Kick-Off Banquet**

# Trojan Baseball Kick-Off Banquet







**Women's Leadership Luncheon  
February 4th**





Higher Education Day at the Capitol





Nigh Institute  
Scholar  
Carson Sosbee

## SSC Students Participate in Oklahoma Academic Mind Games Challenge







**Dave Helseth**  
Associate Professor  
of Life Science

**Chris Parsons**  
Secretary,  
Employment Readiness

**Seminole Chamber Honors  
SSC Personnel**



# Native American Literature Students visit the American Indian Cultural Center and Museum under Construction







Black Heritage Month Observance

# Counselors Workshop



Support me as well as respect  
myself. I AM SOMEBODY, and  
I can make a difference. I  
can be the helping hand  
that leads another back to a  
path of hope and aspiration.  
I WILL NOT STAND SILENT  
as others try to spread  
hatred through my community.  
Instead, I pledge to lift up  
these victims and show them  
that their lives matter.  
I will be the change because  
I AM SOMEBODY."







Big Bird Award from OETA



Clayton Powell – Selected for the  
All-Oklahoma Academic Team



Ally Hanan – Selected  
for the OACC  
Scholarship



President's Leadership Class  
Visit the Oklahoma Weather Center





# President's Leadership Class Visit the OG+E Konawa Plant





**OSRHE Economic Development Partnership Award  
given to First United Bank**





Bill Wantland  
donates  
Seminole Junior College  
National Debate  
Trophy







HANDELSKOLEN  
SILKEBORG BUSINESS COLLEGE

Bindsevs Plads 1 / DK - 8600 Silkeborg

VI SKABER  
SUCCESER







**Nursing Program Receives  
Renewed 5-Year Accreditation**





# Student Spring Break Trip to New York City







Edgar Cruze and David Hooten Concert





# Phi Theta Kappa Induction



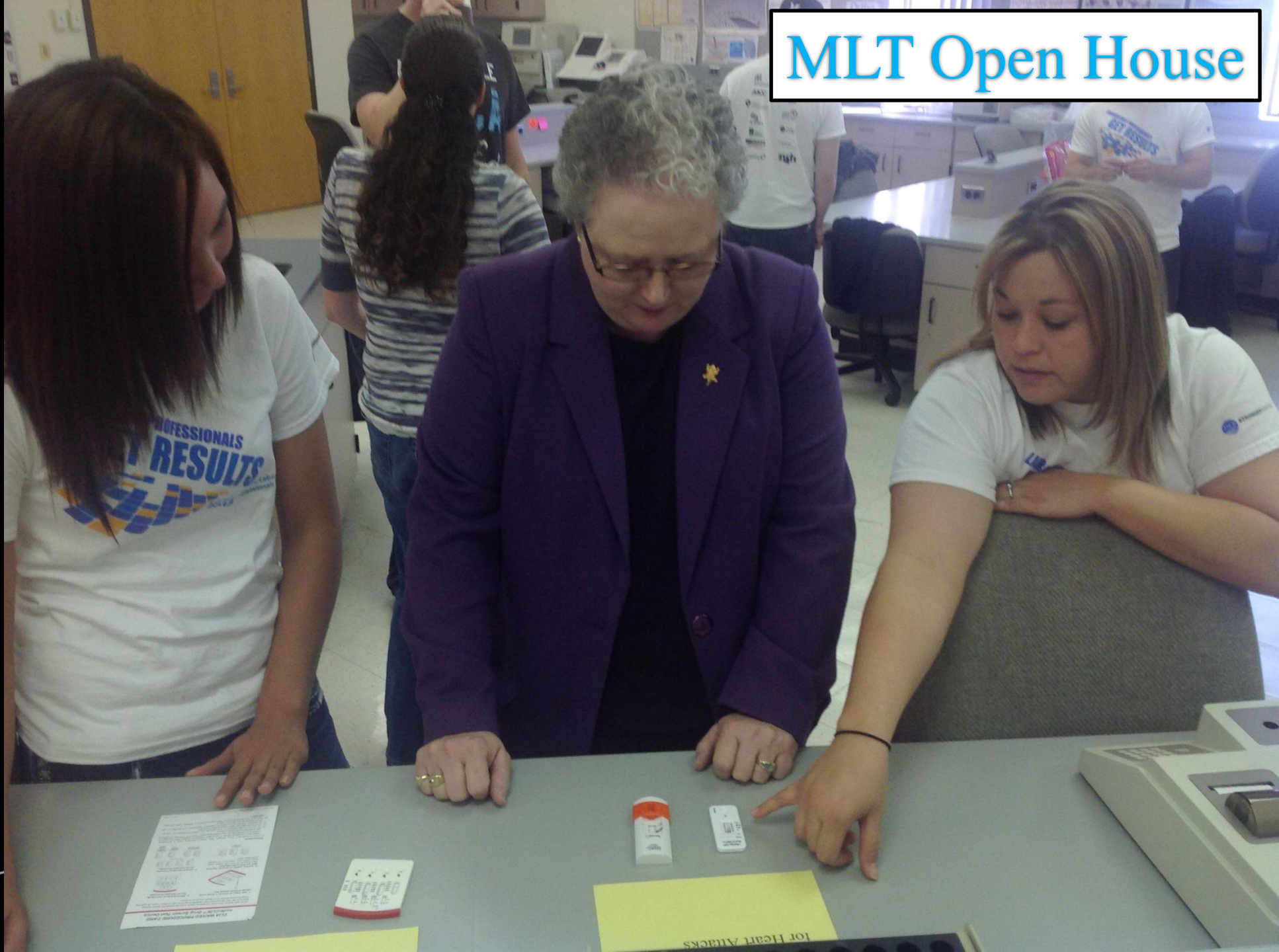


# Faculty Members Awarded Tenure





# MLT Open House







Students help with Jazzy's Egg Run





**Sigma Kappa Delta  
English Students Honored**







**Math Students Tour  
Enviro Systems**



**Mechell Downey**  
Administrative Assistant  
to the President

**Teresa Norman**  
Web Specialist

# Seminole Chamber Honors SSC Personnel





**National MLT Week**

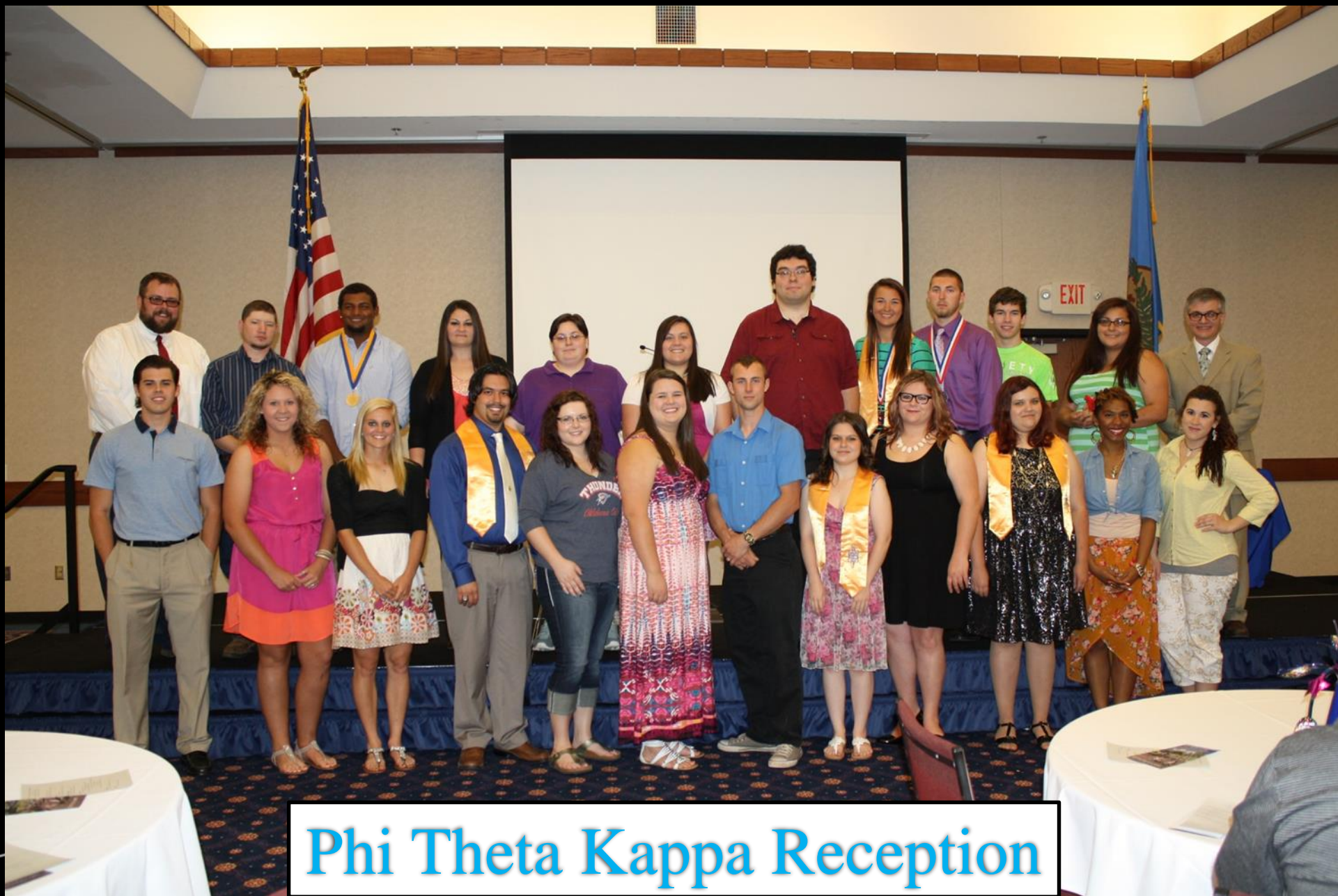




**PLC Students Visit Wind Farms**







Phi Theta Kappa Reception





**Incoming Regent Ryan Franklin**







Regent Marilyn Bradford  
Pottawatomie County  
Child Advocate of the Year





**Seminole State College Tennis**





*NJCAA National Tournament Team!*







Spring Recognition Banquet  
May 1, 2014







Retirement Reception

Dave Helseth & Fred  
Bunyan

May 6, 2014







Commencement 2014





*Seminole State College*

*Year-in-Review*





# Business Items





## Item A

Review and consider approval of FY14  
Internal Audit of bursar collections  
and miscellaneous claims conducted  
by BKD, CPAs and Advisors.

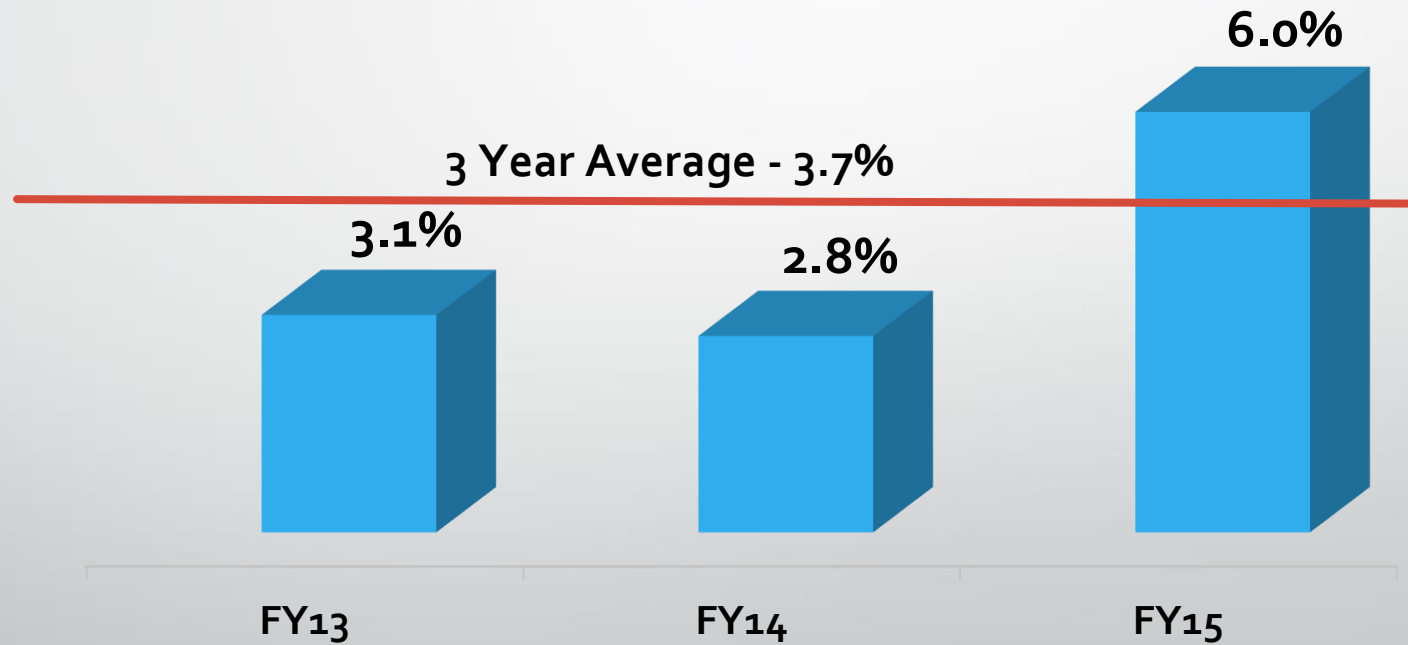


## Item B

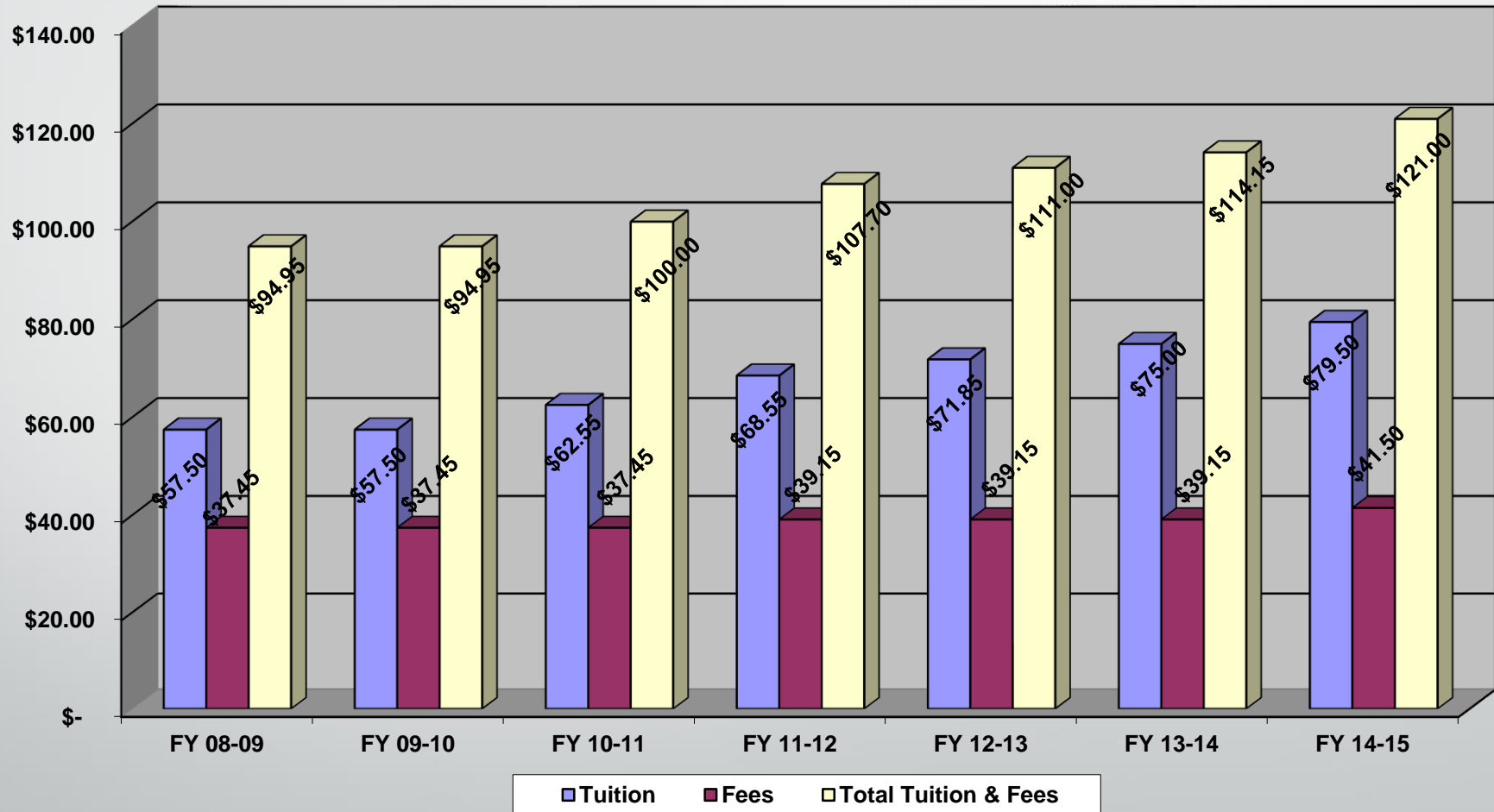
Review and consider approval of 6%  
tuition increase.



# SSC Tuition & Fee Increases for the Past 3 Years

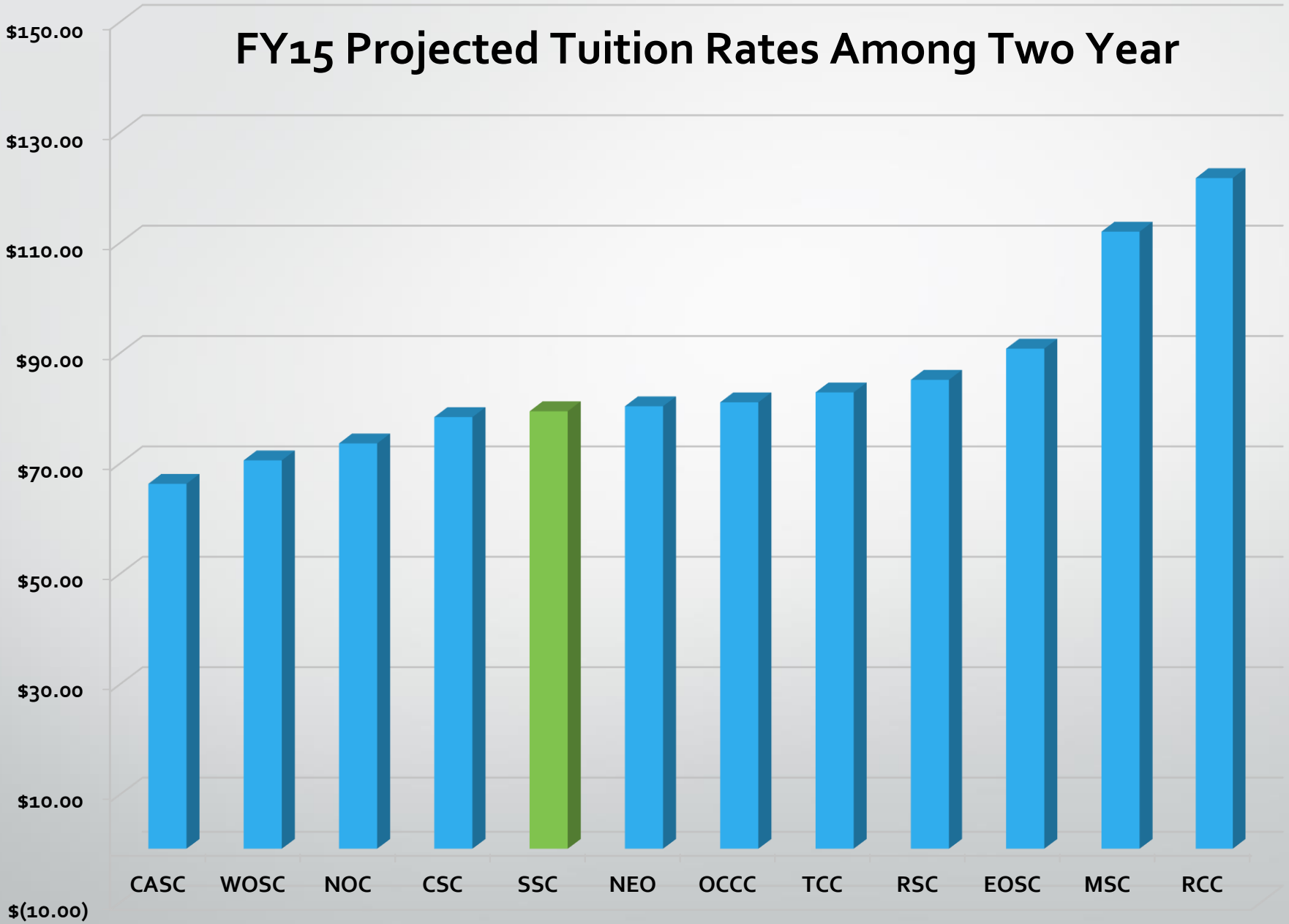



## Seminole State College Tuition & Fee History - FY09 to FY15





# FY15 Projected Tuition Rates Among Two Year





## Item C

Review and consider approval of increase in the Student Activity fee from \$7.15 to \$8.50 per credit hour.





## Item D

Review and consider approval of increase in the Infrastructure fee from \$6.00 to \$7.00 per credit hour.

# Item E

*Possible vote to go into Executive Session pursuant to Title 25, Oklahoma Statutes, Section 307 (B) (1), for discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation for Vice President of Institutional Advancement.*

Consider recommendation regarding the position of Vice President for Institutional Advancement.





## Item F

Possible discussion and possible action regarding the position of Vice President for Institutional Advancement.



## Item G

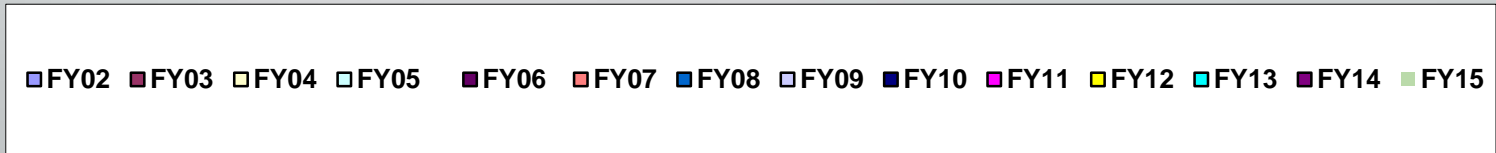
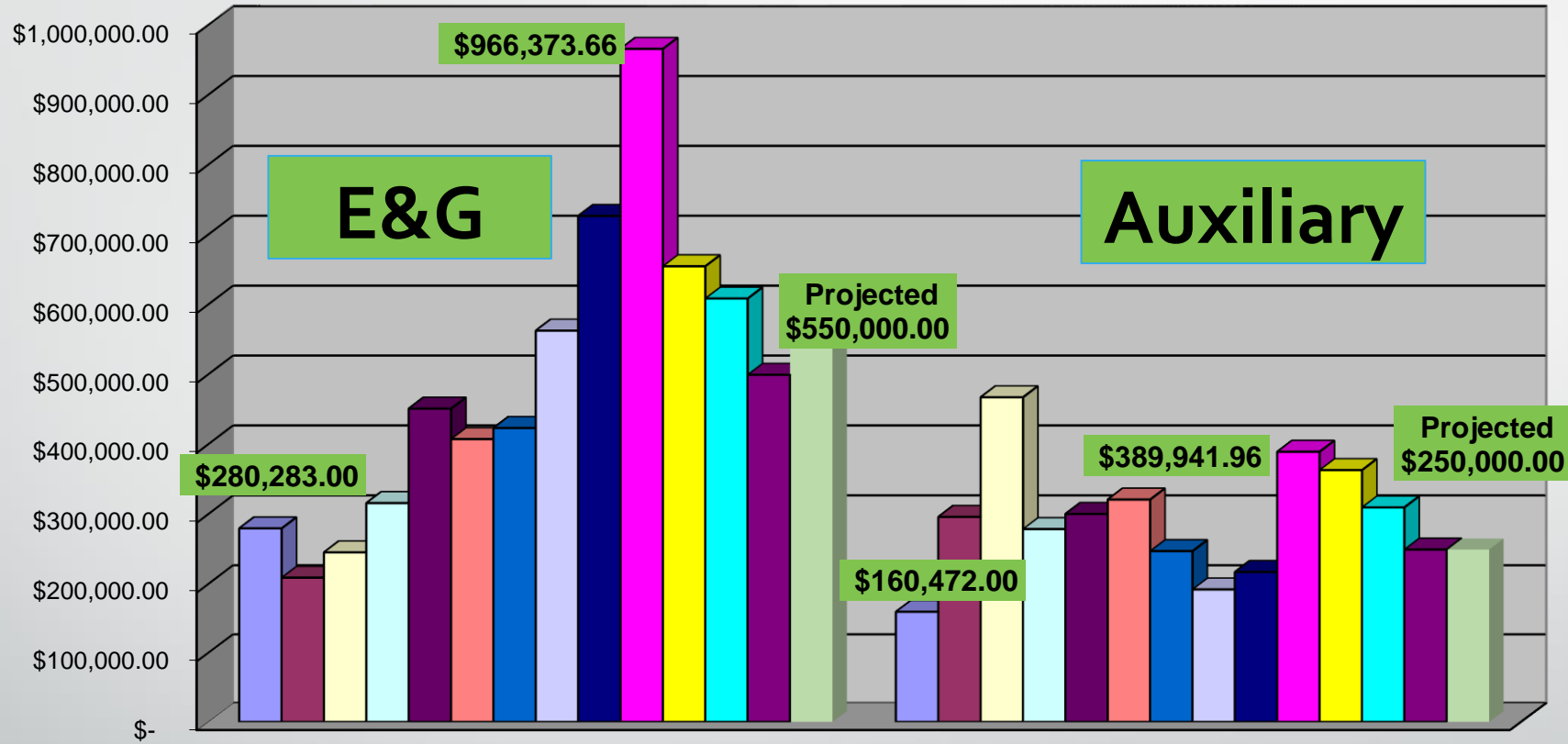
Review and consider approval of  
the Educational and General  
Budget for FY 2015.



# State Appropriation History

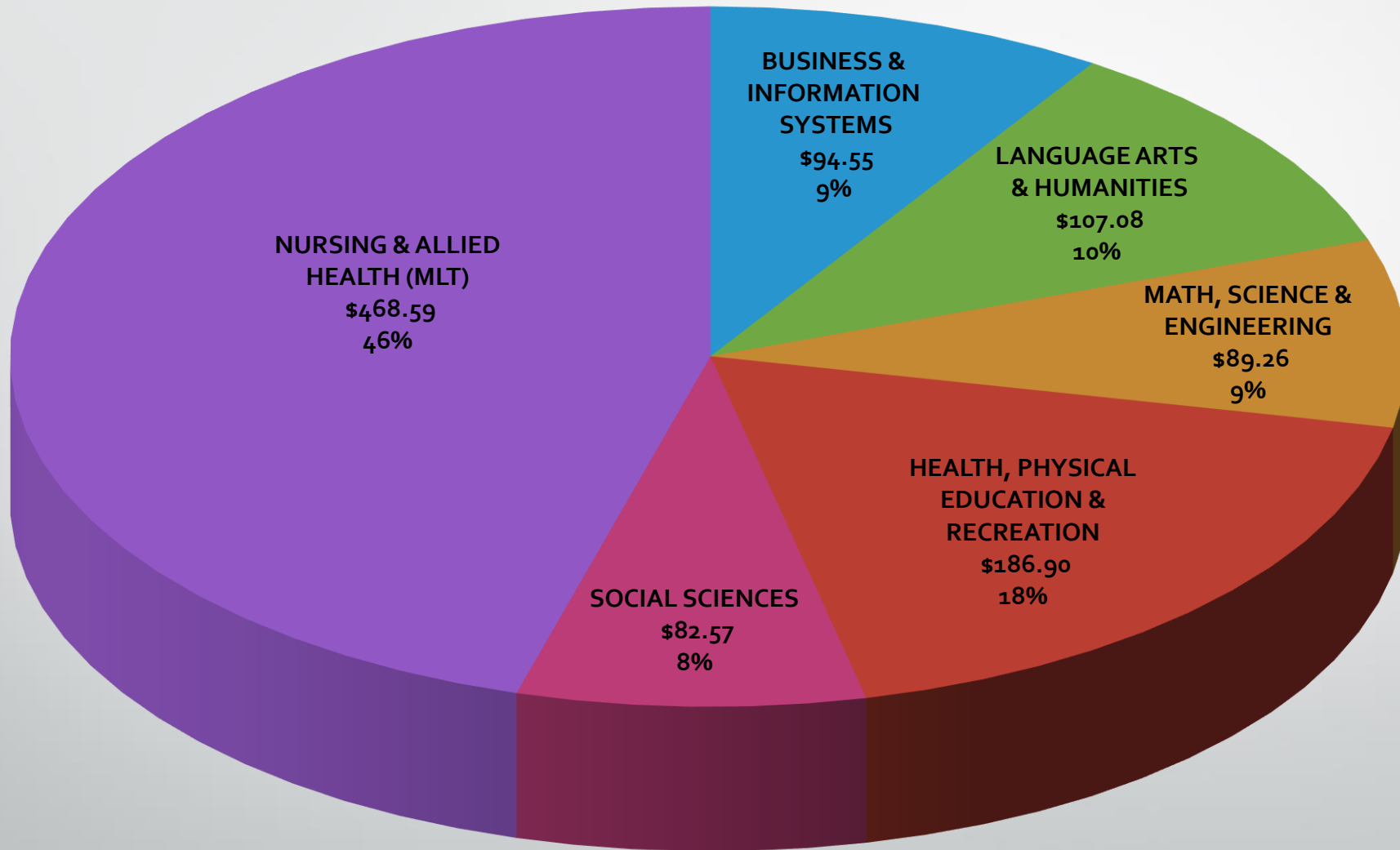


# Cash Reserve History

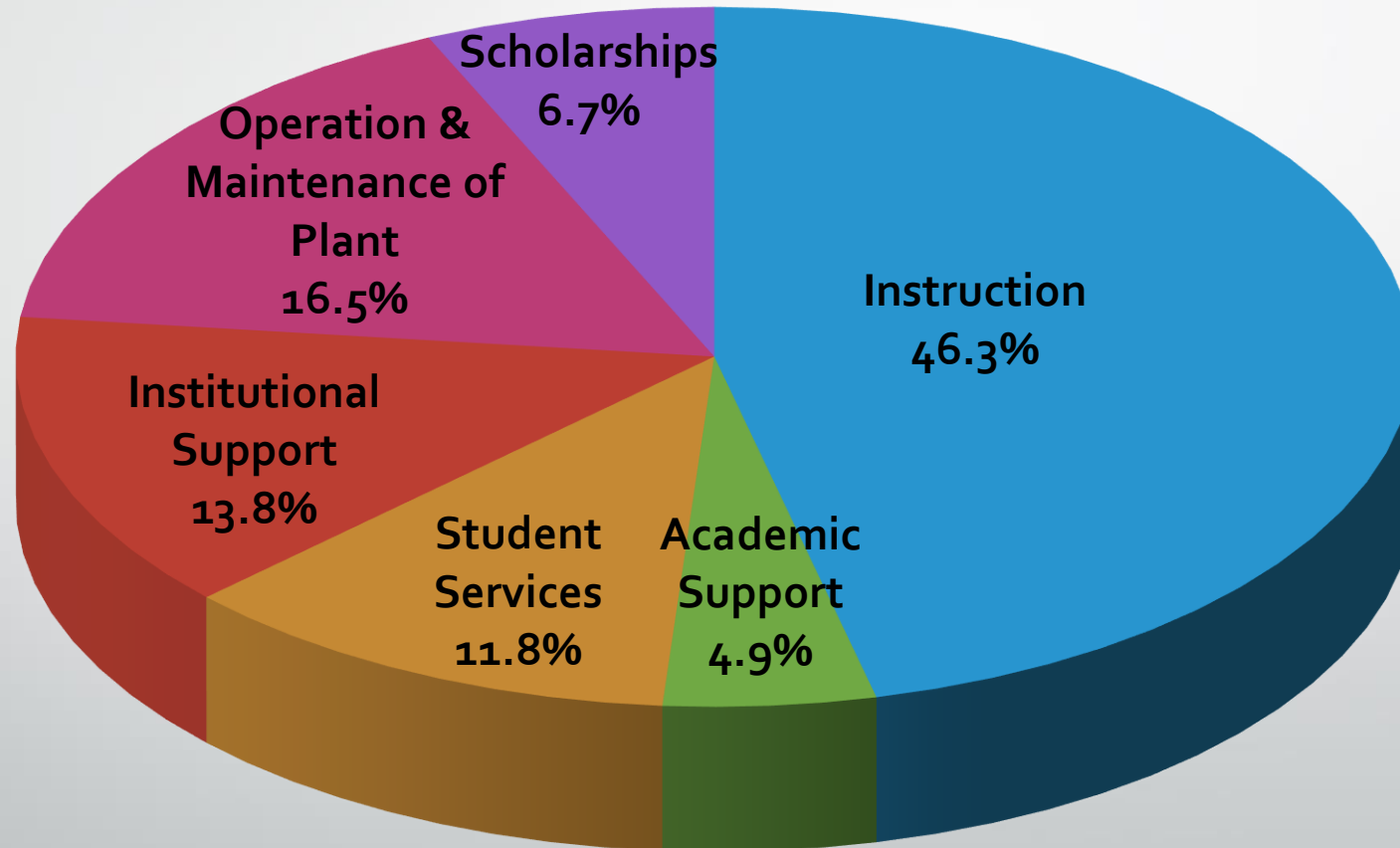




# FY14 Cost Per Credit Hour by Division

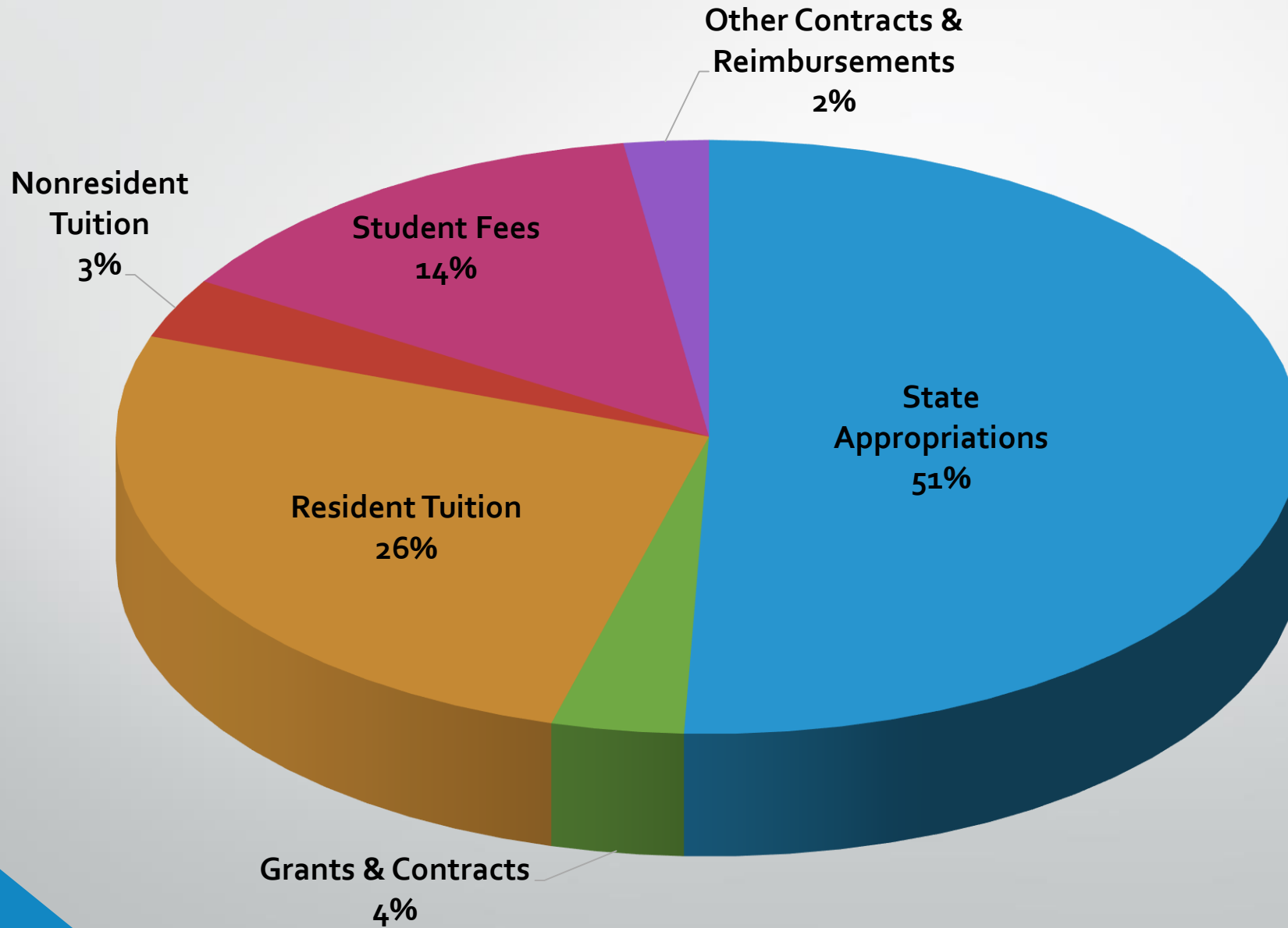


# FY15 Budget by Function

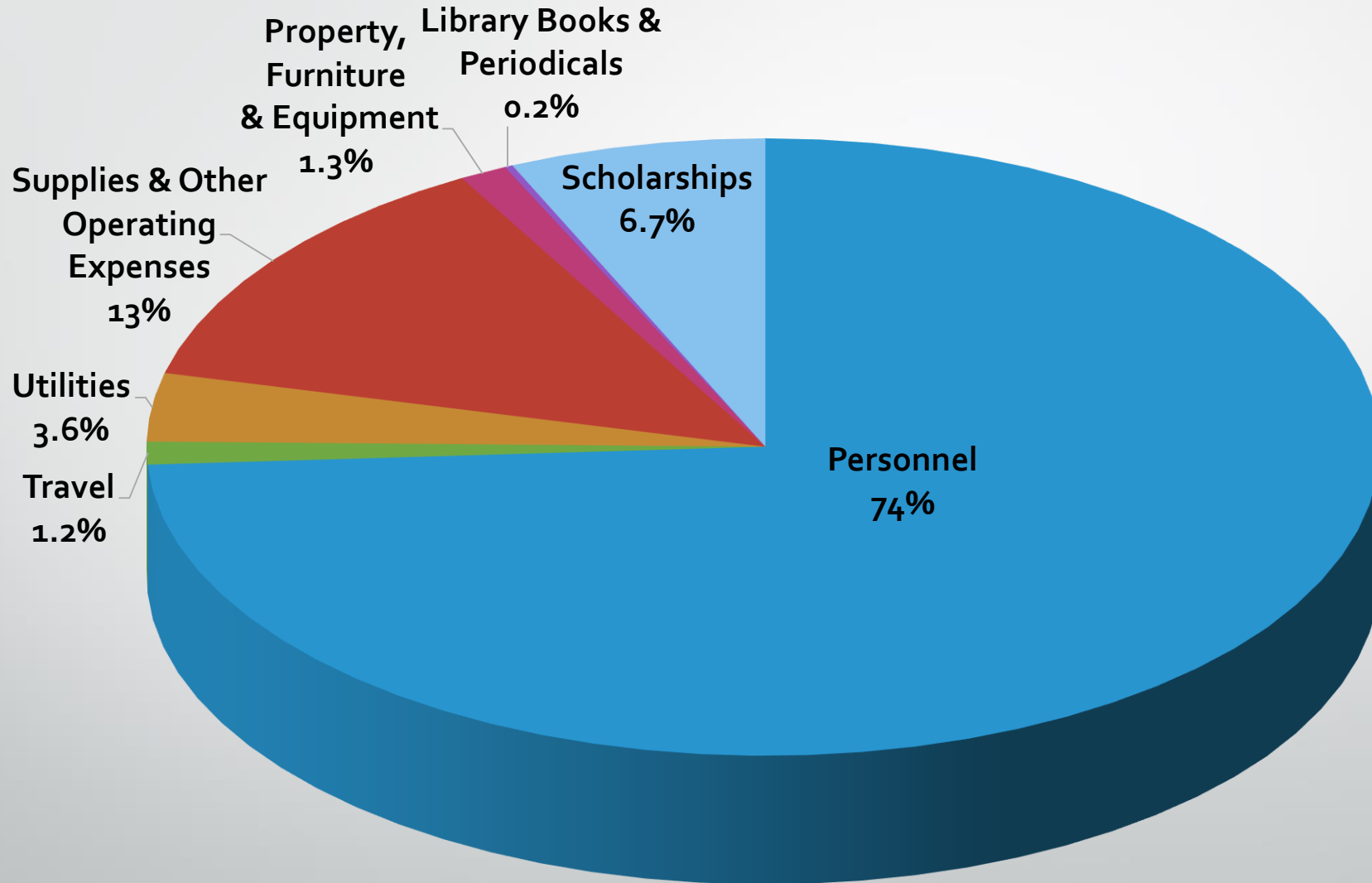




# FY15 Budgeted Revenue

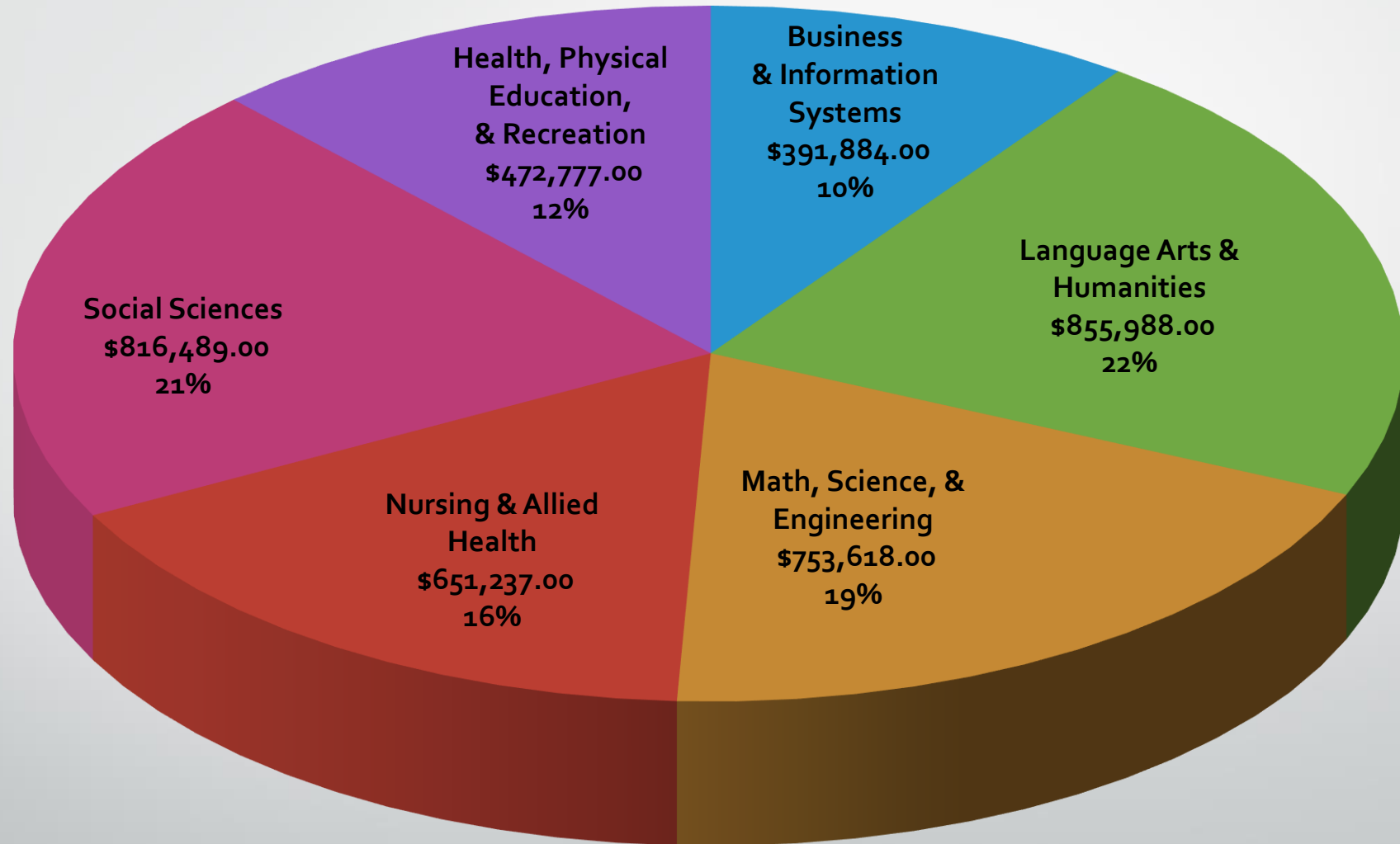


# FY15 Budget by Object





# FY15 Instructional Budgets



# Consent Agenda

Approval of the following items:

FY-15 Agreements:

- Ed Cadenhead for Legal Services - \$250 Monthly Fee – plus hourly rate
- Agreement with Mid Continent Credit Services, Inc. – for collections
- Avaya, Inc. – for Telephone System Maintenance – \$20,732.88
- Oiler park Lease - \$1
- Campus Cruiser for Online Course Service – \$55,117.65
- Suddenlink - \$4,549.40 per month
- Jenzebar - \$86,679.77





# Special Presentation



# Adjournment

Next Meeting: July 17<sup>th</sup>