

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING May 22, 2008

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 Wilson and Regent Nansel were absent.

III. Introduction of Guests

President Utterback introduced visitors, administrators, faculty, and staff present at the meeting. Special recognition was given to members of the Language Arts and Humanities Division. Members present included: Jeff Cox, Division Chair; Kelli McBride, English Instructor and Faculty Senate Vice Chair; and Rachelle Palmer, English Instructor. Other guests present were: Mona Ridley, Human Resources Director; Tina Jones, Testing Supervisor; Rusty Beene, Athletic Director; and Donna Chambers, Nursing Instructor.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held February 13, 2008, Regent Donaho made a motion to approve the minutes as written and Regent Miller seconded the motion. This motion was approved unanimously.

V. Communications to the Board

Financial Report – Ms. Katherine Benton, Vice President for Fiscal Affairs presented a review of the College's revenue and expenses through April 30, 2008. Regent Miller made a motion to approve the Financial Report as presented and Regent Donaho seconded the motion. This motion was approved unanimously.

Report of Purchases over \$15,000:

- February – Pearson Education - \$41,338.35
- March – None
- April – 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 on several personnel changes. Upcoming retirements include: Larry Birdwell, Math/Science Instructor; Jim Coleman, Director of Business Services; Ernie Conatser, Groundskeeper; Jeff Cox, Language Arts and Humanities Division Chair; Norma Gillespie, GEAR UP/TRiO; Dr. Rebecca Kennedy, Vice President for Academic Affairs; and Dr. Richard Wood, History/Government Instructor. Resignations include: Ryan Nix, Upward Bound Adviser; Cindy Wheeler, Testing Center Supervisor; Marilyn Boren, Housekeeper; and Karen Romine, Nursing Instructor. Position changes include: Tina Jones has moved from Accounting Clerk to Testing Center Supervisor; and Darren Wise has moved from Veterans Upward Bound to Upward Bound.

Campus Activities – President Utterback updated the Board on several campus activities. These activities included: Higher Ed Day at the Capitol; homecoming; Oklahoma Association of Community Colleges student and faculty awards; President's Leadership Class spring break trip; Grand Opening of the softball complex; Regent Donaho's presentation at the American Association of Community Colleges (AACC) conference; the SSC Educational Foundation Recognition Banquet; commencement; SSC Tennis placed 5th at the National Championship; Marilyn Bradford, Shawnee Public Schools Superintendent has been appointed to the SSC Board of Regents; and President Utterback has been appointed the AACC Board. President Utterback also informed the Board about a retirement reception for Dr. Kennedy to be held just prior to the June 19 Board meeting in the campus pavilion.

Higher Learning Commission Update – President Utterback updated the Board on the progress of the Self-Study Steering Committee. President Utterback gave the Board information about the website for this study and encouraged the Board members to explore this site.

VIII. Business

Approval of Internal Audit of Miscellaneous Claims – President Utterback presented the Board with a copy of the internal audit of miscellaneous claims from BKD, LLP. Regent Huser discussed the contents of the audit and stated that this audit showed no exceptions. Regent Huser made a motion to approve the internal audit of miscellaneous claims and Regent Flowers seconded this motion. This motion was approved unanimously.

Approval of Increase in Mandatory Fees– President Utterback presented the Board with a memo from Katherine Benton, Vice President for Fiscal Affairs, outlining the proposed increases in fees and a letter from Student Government President, Justin Huff supporting increases in fees and tuition. The fees increased will be the Activity Fee, Technology Fee, Library Fee and the Infrastructure Fee. These increases will assist the College in the operation of new facilities across campus and will help cover expenses related to a “wireless campus.” President Utterback recommended approval of these increases. Regent Donaho made a motion to approve the increases in fees as presented and Regent Miller seconded this motion. This motion was approved unanimously.

Approval of Increase in Tuition – President Utterback presented the Board with a memo from Katherine Benton, Vice President for Fiscal Affairs, outlining the increase in tuition. This increase will help offset the flat funding in state appropriations for FY09 and the mandatory cost increase in the Oklahoma Teachers Retirement System rates, health and dental insurance, utilities, and operation of new facilities across campus. President Utterback recommended approval of this increase. Regent Miller made a motion to approve the increase in tuition as presented and Regent Donaho seconded this motion. This motion was approved unanimously.

Approval of Recommendation to Close Campus on Fridays During the Summer – President Utterback presented the Board with a recommendation to close campus on Fridays during June and July. President Utterback stated that at least six other rural community colleges are closing their campus on Fridays in the summer months. This would be a cost-saving measure and a morale booster for the classified staff. Staff will still work the same number of hours by extending their work days. Classified Staff President Tina Jones addressed the Board and discussed the benefits of this recommendation. Regent Donaho made a motion to approve the recommendation to close campus on Fridays and Regent Flowers seconded this motion. This motion was approved unanimously.

Approval of Authorization for the President to finalize payment to Boldt Builds for the Construction of the Seminole Nation Residential Learning Center – President Utterback presented the Board with a list of change orders from Boldt Builds on the construction of the Seminole Nation Residential Learning Center and recommended approval to authorize the President to negotiate final payment to Boldt Builds. Ed Cadenhead also recommended approval of the authorization of President Utterback to negotiate final payment to Boldt. Regent Flowers made a motion to authorize President Utterback and SSC legal counsel Ed Cadenhead to proceed with negotiations for final settlement with Boldt Builds and Regent Huser seconded this motion. This motion was approved unanimously.

Approval of Contract with Cole & Associates for Professional Services –

President Utterback presented the Board with a copy of a contract with Cole & Associates for professional services and recommended approval. This agreement would assist the College in writing a grant application in the Title III program for Native American Serving Non-Tribal Institutions. If awarded this grant it will provide approximately \$600,000 in additional funding. The costs associated with these services are approximately \$19,000 to write the grant and an additional annual fee of \$5000 if funded. Regent Flowers approved this contract with Cole & associates 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 Flowers made a motion to approve the Consent Agenda items and Regent Huser seconded the motion. This motion passed unanimously.

The Consent Agenda was as follows:

- Ratification of Agreement with Hyde International
- Program Modification to the Associate in Applied Science in Nursing
- Approval of the Faces of the Future Survey Graphics Report
- Approval of the FY09 Campus Master Plan Projects for Annual Submission to the Oklahoma State Regents for Higher Education

X. Adjournment

The meeting was adjourned at 2:10 p.m.

William Harrison, Jr., Chair