

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING December 12, 2013

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 Adams was 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 Health, Physical Education and Recreation Division. Members present included: Rita Story-Schell, Division Chair; Donny Tuley, Men's Basketball Coach; Todd George, Assistant Baseball Coach; Link Dearing, Assistant Baseball Coach; and Amber Flores, Head Softball Coach. Special recognition was also given to Kendall Rogers, Faculty Senate President; Dawna Hamm, Business/Information Systems Division Chair; and PLC class members: Nick Vassaur, Trisha Kingsbury and Clayton Powell.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held August 22, 2013; Regent Donaho made a motion to approve the minutes as written and Regent Morgan 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 November 30, 2013. Regent James made a motion to approve the Financial Report as presented and Regent Bradford seconded the motion. This motion was approved unanimously.

- *Report on Purchases over \$15,000 for October* – None
- *Report on Purchases over \$15,000 for November*
 - o \$24,000.00 - Crawford & Associates, PC; Financial Statement Preparation
 - o \$18,110.00 - Pearson Education; Bookstore - Purchase for Resale, Textbooks

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 informed the Board about several personnel changes. Steve Hendrix has been hired as an Assistant Professor of Political Science. Dr. Matthew Allen has been hired as an Assistant Professor of Life Science. Retirement letters have been received from Loretta Rush, Assistant Professor of Biological Science; Dave Helseth, Associate Professor of Life Science and Janet Waddell, Admissions Clerk.

2014 Meeting Dates – President Utterback presented the Board a copy of the 2014 Regular Board Meeting Dates.

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

- Denmark student visit
- SSC Phi Theta Kappa inducted new members on October 25th
- The Native American Association and Denmark students visited the Chickasaw Nation Cultural Center on November 15th
- Sister Rosemary Nyirumbe visited campus on November 18th
- President's Leadership Class activities – visit to the Oklahoma Bureau of Narcotics, Army Ammunition Plant, Oklahoma Food Bank and Women of Distinction Event
- Chief of the Seminole Nation Leonard Harjo visited campus in observance of Native American Indian Heritage Month
- SSC Night at the Lights at Magnolia Park was held on December 2nd
- Finals Eve Breakfast was held December 9th
- The Leadership Development Class and Psi Beta student groups gathered toys for needy children
- The SSC Classified Staff Association and the Professional Staff Association gathered Christmas gifts for "Little Angels"
- Carson Sosbee was selected to be the 2014 Nigh Institute Scholar
- The SSC Educational Foundation will host the annual Holiday Reception on December 16th at the Shawnee Country Club
- Higher Education Day at the Capitol will be held on February 11th

VIII. Business

Approval of Annual Contract with Suzie Brewster & Associates – President Utterback presented the Board with a copy of a proposed 2014 annual contract with Suzie Brewster and Associates for consulting services. President Utterback told the Board that the services we receive from Suzie Brewster & Associates are invaluable for helping us deal with the federal government on special funding. President Utterback recommended approval of this contract. Regent Bradford made a motion to approve the annual contract with Brewster & Associates and Regent Morgan seconded this motion. This motion was approved unanimously.

Approval of a salary adjustment package for full-time employees of Seminole State College – President Utterback gave the Board information about a proposed salary adjustment package for full-time employees. This proposal includes a 2% raise for employees who have been with the College for less than 5 years, a 4% raise for employees who have been with the College 5-10 years and a 6% raise for employees who have been with the College for over 10 years. President Utterback recommended approval of the salary adjustment package. Regent Bradford made a motion to authorize the salary adjustment package for full-time faculty and staff as presented and Regent Donaho seconded this motion. This motion was approved unanimously.

Motion to Enter into Executive Session – President Utterback recommended that the Board enter into executive session to discuss the terms of his employment. Regent James made a motion to enter into executive session and Morgan seconded this motion. This motion was approved unanimously.

Motion to Enter into Open Session – Chairman Wilson recommended that the Board enter back into open session to present a motion on the items discussed in executive session. Regent Donaho made a motion to enter back into open session and Regent Morgan seconded this motion. This motion was approved unanimously.

Consideration of Terms of Employment of Dr. James W. Utterback as President of Seminole State College – Regent Bradford stated that the Board appreciates the service of Dr. Utterback and his desire to continue to serve as President of Seminole State College. Regent Bradford made a motion to renew President Utterback's contract which will include a 6% salary increase and additional extra duty compensation of \$14,000 effective January 1st. Regent James 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 this item. Regent Donaho made a motion to approve the Consent Agenda items and Regent Morgan seconded the motion. This motion was approved unanimously.

The Consent Agenda was as follows:

- 2013-2014 Academic Calendar
- Program Modification to the Associate of Applied Science in Business
- Program Modification to the Associate of Science for Office Management
- Program Review of the Associate in Science in Computer Science
- Program Review of the Associate in Science in Business
- Program Review of the Associate in Science in Business Technology

X. Adjournment

There being no further business or discussion the meeting was adjourned 2:40 p.m.

David Wilson, Chair

Seminole State College Board of Regents

Regular Meeting
December 12, 2013
Haney Center, Board Room

President's Report – *Personnel Update*

New Hires



Steve Hendrix
Assistant Professor
of Political Science



Matthew Allen, Ph.D.
Assistant Professor
of Life Science

Retirements



Loretta Rush
Assistant Professor of
Biological Science



Dave Helseth
Associate Professor of
Life Science



Janet Waddell
Admissions Clerk

President's Report



Thursday, January 16, 2014	1:30 p.m.
Thursday, February 20, 2014	1:30 p.m.
<i>Thursday, March 27, 2014</i>	<i>1:30 p.m.</i>
Thursday, May 15, 2014	1:30 p.m.
Thursday, June 19, 2014	1:30 p.m.
Thursday, July 17, 2014	1:30 p.m.
Thursday, August 21, 2014	1:30 p.m.
Thursday, October 23, 2014	1:30 p.m.
Thursday, December 11, 2014	1:30 p.m.

President's Report - *Campus Activities*



Denmark Student Update

President's Report - *Campus Activities*



SSC PTK Honor Society Inducts
New Members – October 25th

President's Report - *Campus Activities*



The Native American
Student Association
and Denmark Students
toured the Chickasaw
Nation Cultural Center

November 15th



President's Report - *Campus Activities*



Sister Rosemary Nyirumbe Visited Campus
November 18th

President's Report - *Campus Activities*

President's Leadership Activities



Oklahoma Bureau of Narcotics



Army Ammunition Plant



Oklahoma Food Bank



Women of Distinction

President's Report - *Campus Activities*



Chief Leonard Harjo
Seminole Nation



SSC Students Celebrate
Native American Indian Heritage Month

President's Report - *Campus Activities*



December 2nd



SSC Night at the Lights

President's Report - *Campus Activities*



December 9th

Finals Eve Breakfast

President's Report - *Campus Activities*



Leadership
Development Class



Psi Beta

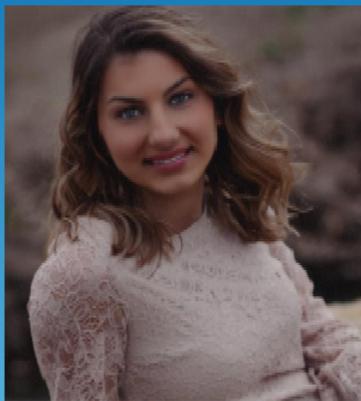
*Student Groups Gathered Toys for
Needy Children*

President's Report - *Campus Activities*



Classified Staff and Professional Staff Associations
Gather Christmas gifts for "Little Angels"

President's Report - *Campus Activities*



2014 Nigh Institute
Scholar
- Carson Sosbee -

SSC Educational Foundation Holiday Event

December 16, 2013



You are invited to a
HOLIDAY RECEPTION
Sponsored by the Seminole State College Educational Foundation
Monday, December 16, 2013
7 p.m. - 10 p.m.
at the Shawnee Country Club
501 Augusta Drive - Seminole, Oklahoma
*All Contributions to the SSC Educational Foundation
will be Greatly Appreciated!*

Sponsorship Levels:
Platinum - \$1,000 Gold - \$500 Silver - \$250 Bronze - \$100

SSC Educational Foundation, P.O. Box 351, Seminole, OK 74818

*Proceeds from this event will be used to help sponsor
Freshman members of the President's Leadership Class
who will be traveling to Denmark in June 2014.*

*Please Join Us As We Celebrate the End of An Exciting Year
for Seminole State College!*

President's Report - *Campus Activities*



**Higher Education Day
at the Capitol**
February 11, 2014

Business Items



Item A

Review and Consider Approval of
Annual Contract with
Suzie Brewster & Associates for
Consulting Services



Item B

Review and Consider Approval of
a Salary Adjustment Package for
Full-Time Employees

Item C

Review and Consider
Terms of Employment of
Dr. James Utterback as President

Possible Executive Session

Item D

Consideration and Possible Action
Regarding Terms of Employment
and Compensation for
Dr. James Utterback as President

Consent Agenda

Approval of the following items:

- 2014-2015 Academic Calendar
- Program Modification to the Associate of Applied Science in Business
- Program Modification to the Associate of Science for Office Management
- Program Review of the Associate in Science in Computer Science
- Program Review of the Associate in Science in Business
- Program Review of the Associate in Science in Business Technology

Adjournment

**Next Meeting:
January 16, 2014**

