

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING December 11, 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 Franklin 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 Nursing Division. Members present included: Chrystal Bray, Simone Guthrie, Malinda Browning, and Kelly Hankal. Other guests included: Christian Morgan and Rayshell Clapper.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held October 25, 2014; Regent Morgan made a motion to approve the minutes as written and Regent Cain 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, 2014. Regent Donaho made a motion to approve the Financial Report as presented and Regent James seconded the motion. This motion was approved unanimously.

- *Report on Purchases over \$15,000 for October -*
 - ✓ Hinkle & Company, PLLC - \$15,000.00, Annual External Audit
 - ✓ Apple, Inc., 115 Ipads, GEAR Up grant purchase, Sole Source - \$52,670.00
- *Report on Purchases over \$15,000 for November - 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 informed the Board about several personnel changes. Jana Manlapig has been named Student Support Services Director and Bill Knowles has been named Interim Social Sciences Division Chair.

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

- Mechell Downey assumed presidency of the ACCT Professional Board Staff Network
- NASA students visited the Seminole Nation Museum
- The President's Leadership Class visited the Homeland Corporate Headquarters
- Lana Reynolds gave an update on the Denmark Exchange Program
- Chris Marshall, SGA President attended the national SGA conference in Washington, D.C.
- SSC had "Hump Day" on Wednesday, November 7th
- PTK inducted new members and officers
- SSC Medical Laboratory Technology students toured the Chickasaw Nation medical center laboratory
- NASNTI hosted Native November events
- The President's Leadership Class volunteered at the Regional Food Bank in Oklahoma City
- Student Government and the Leadership Development Class gathered food for Thanksgiving holiday distribution
- SSC Night at the Lights in Seminole was held at Magnolia Park
- The SSC dance team volunteered at Northwood Elementary School
- The Board was given an update on the success of the SSC Tennis Teams
- Classified Staff organized campus adoption of 40 Salvation Army angels
- SSC Athletes wrapped over 700 gifts for the Seminole Rotary Dinner
- Finals Eve Breakfast was held on December 8th
- The Board was informed of the SSC Educational Foundation Holiday Reception
- The Board was given the proposed dates for the 2015 Regular Board Meeting Dates
- President Utterback participated in a forum on *Community Colleges and Minority Serving Institutions* in Washington, DC
- Peek Into Engineering funding was again approved by the Oklahoma State Regents for Higher Education
- The Board was given a construction update on the Boren Center Construction
- President Utterback gave the Board an update on efforts to address budget issues

VIII. Business

Approval of Change Order from Atlas Construction – President Utterback presented information to the Board on a proposed change order for the construction of the Boren Center. This change order will increase the number of days to complete the construction of the Boren Center by 60 days due to a delay in the start of the project. President Utterback recommended approval of this change order. Curtis Morgan made a motion to approve the change order as presented and Regent Donaho seconded this motion. This motion was approved unanimously.

Approval of Change Order from Atlas Construction – President Utterback presented information to the Board on a proposed change order for the construction of the Boren Center. This change order would increase the cost of construction by \$52,576.65 due to the delay in the start of the project and an increase in material costs to complete the construction. President Utterback recommended the approval of this change order. Regent James made a motion to approve the change order as presented and Regent Cain seconded this motion. Regent Morgan voted against this business item.

Approval of Annual Contract with Suzie Brewster & Associates – President Utterback presented the Board with a copy of a proposed 2015 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 Morgan made a motion to approve the annual contract with Brewster & Associates and Regent Cain seconded this motion. This motion was approved unanimously.

Approval of Memorandum of Understanding with Ramona Munsell and Associates – President Utterback presented the Board with a copy of a proposed memorandum of understanding with Ramona Munsell and Associates Consulting, Inc. President Utterback recommended approval of this contract. Regent Donaho made a motion to approve the contract with Ramona Munsell and Associates; and 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 these items. Regent James made a motion to approve the Consent Agenda items and Donaho seconded the motion. This motion was approved unanimously.

- 2015-2016 Academic Calendar
- Program Modification to the Associate in Science in Health, Physical Education

X. Adjournment

There being no further business or discussion the meeting was adjourned at 2:10 p.m.

Marilyn Bradford, Chair



**Seminole State College
Board of Regents Regular Meeting**

Enoch Kelly Haney Center

Board Room

December 11, 2014

President's Report



Personnel Update



Jana Manlapig
Named Student Support Services Director



Bill Knowles
Named Interim Social Sciences Division Chair

Downey Assumes Presidency at ACCT Leadership Congress in Chicago



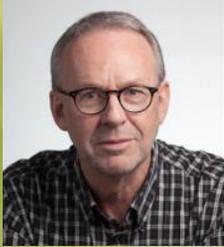
NASA Students Learn about Seminole Nation



President's Leadership Class visits Homeland Corporate Headquarters



Update on Denmark Exchange Program



Torben Jessen

President, Silkeborg College
Silkeborg, Denmark

- Denmark Student Visitors - 3 Groups
- Faculty to Denmark in Fall, 2013
- Faculty Lecturer to Denmark in Spring, 2014
- SSC Presidential Leadership Students to Denmark, June, 2014 and June, 2015
- 2 Denmark Students Summer Internship



Chris Marshall

**Student Government
Association President attended
National SGA conference in
Washington, DC**

Hump Day at Seminole State College Wednesday, November 7th



Phi Theta Kappa Inducts New Members & Officers *Dr. Mills Speaks at Ceremony*



SSC Medical Laboratory Technology Students Tour Chickasaw Nation Medical Center Lab



NASNTI hosts Native November Event



PLC Volunteers at the Regional Food Bank in Oklahoma City



Student Government and Leadership Class Gather Food for Holiday Distribution



'SSC Night at the Lights' in Seminole

Holiday Crafts, 20 Gallons of Hot Chocolate & 400 Cookies!



SSC Dance Team Volunteers at Northwood Elementary School



SSC Tennis Teams

ITA JUNIOR/COMMUNITY COLLEGE TEAM RANKINGS



ITA MEN'S TEAM RANKINGS: TOP 5

1. ASA
2. Laredo
3. Tyler
4. Cowley
5. Seminole State

ITA WOMEN'S TEAM RANKINGS: TOP 5

1. ASA
2. Tyler
3. State College of Florida
4. Georgia Perimeter
5. Seward

Staff Organizes Campus Adoption of 40 Salvation Army Angels



SSC Athletes Wrapped over 700 Gifts for Seminole Rotary Dinner



Finals Eve Breakfast



~ You Are Invited To A~

Holiday Reception

Sponsored by the Seminole State College Educational Foundation

Monday, December 15, 2014
7 p.m. - 10 p.m.

at the Shawnee Country Club
501 Augusta Drive
Shawnee Oklahoma

*All donations 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
dedicated to the building of an
underground Safe Room in the new
Dan and Andrea Boren Center.*

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



SSC Educational Foundation Holiday Reception

2015 Regular Board Meeting Dates

Thursday, January 15, 2015	1:30 p.m.
Thursday, February 19, 2015	1:30 p.m.
Thursday, March 26, 2015	1:30 p.m.
Thursday, May 21, 2015	1:30 p.m.
Thursday, June 25, 2015	1:30 p.m.
Thursday, July 16, 2015	1:30 p.m.
Thursday, August 20, 2015	1:30 p.m.
Thursday, October 22, 2015	1:30 p.m.
Thursday, December 10, 2015	1:30 p.m.

President Utterback Invited to Participate in Forum on *Community Colleges and Minority Serving Institutions* in Washington, DC



Peek Into Engineering – Funding Approved



Summer 2015
\$29,040

Construction Update – Boren Center



Update on Efforts to Address Budget Issues...

- **Administrative Strategic Planning Meeting – November 3, 2014**
- **Meeting of 20 Campus Leaders – November 18, 2014**
- **Half-Day Retreat Scheduled for Tuesday, January 6, 2014 for Campus Directors and Administrators**

Approach to Budgeting

- **Consider all Potential Incremental Funding, Including State Appropriations**
- **Examine & Prioritize Expenditures to Achieve the Mission of SSC**
- **Scrutinize Existing Budget for Cost Reduction Opportunities**
- **Remaining Budget Shortfall Determines Increase *(if necessary)* to Designated Tuition & Fees**

Update on Efforts to Address Budget Issues...

- **Restructuring of Scholarship Program – Estimated \$100,000 Savings**
- **Holding Social Science Instructor, Nursing Instructor and Assistant Coaching Positions Open – Estimated \$150,000 Savings**
- **Meeting with Vendor to Explore Energy Cost Savings Measures**
- **Looking at Title III –(Munsell Contract) - Software for Recruiting and Retaining Students - *(3% Retention Increase = \$203,000)***

“Change is not overcoming inertia as much as it is redirecting, guiding, tweaking what already is and what has already happened. We must believe that we can make choices and that those choices can alter the future.”

Max McKeown

Item A

Review and consider approval of a change order from Atlas Construction for the construction of the Boren Center regarding an increase in the number of contract days to completion.

Item B

Review and consider approval of a change order from Atlas Construction for the construction of the Boren Center regarding an increase of \$52,576.65 for due to the fluctuation of material costs.

Item C

Review and consider renewal of annual contract with Suzie Brewster & Associates for consulting services.

Item D

**Approval of Memorandum of Understanding
with Ramona Munsell & Associates Consulting,
Inc.**

Consent Agenda

Approval of the following items:

- **2015-2016 Academic Calendar**
- **Program Modification to the Associate in Science in Health, Physical Education**



Adjournment

Next Meeting January 15, 2015