

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING October 22, 2015

#### 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. Members of the Social Sciences Division were introduced. Member present included: Bill Knowles, Division Chair; Kendall Rogers, Assistant Professor; Holly Cantrell, Division Secretary; Steve Hendrix, Assistant Professor; Christal Stevenson, Associate Professor; and Dr. Steve Bolin, Associate Professor. Auditor Wade Fisher of Hinkle and Company was also introduced to the Board.

#### IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held August 20, 2015, Regent Cain made a motion to approve the minutes as written and Regent Morgan 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 September 30, 2015. Regent Donaho made a motion to approve the Financial Report as presented and Regent Cain seconded the motion. This motion was approved unanimously.

*Report on Purchases over \$15,000 -*

- *Report on Purchases over \$15,000 for August - None*
  - Bank of America - \$16,823.24; GEAR Up Annual Conference, 15 in attendance with 12 guests from 9 of the 15 schools including 5 Principals, 1, Counselor, and 6 Teachers
- *Report on Purchases over \$15,000 for September*

Minutes

SSC Board of Regents Regular Meeting

October 22, 2015

Page 2

- \$24,876.00 - Seminole Ford-Mercury, Inc.; new vehicle purchase off of state contract amount, 2016 Ford Explorer
- \$15,750.00 - ATI Testing; Purchase for Resale, Bookstore
- \$15,973.15 - Branded Custom Sportswear; Purchase for Resale, Bookstore
- \$73,939.00 - Cengage Learning; Purchase for Resale, Bookstore
- \$26,396.78 - MBS Textbook Exchange, Inc.; Purchase for Resale, Bookstore
- \$46,148.74 - McGraw Hill Global Education; Purchase for Resale, Bookstore
- \$17,432.50 - McGraw Hill Global Education; Purchase for Resale, Bookstore
- \$26,431.61 - Nebraska Book Company, Inc.; Purchase for Resale, Bookstore
- \$109,441.56 - Pearson Education; Purchase for Resale, Bookstore

**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 personnel changes. Lauren Anderson was hired as a Recruiter/Advisor and Holly Vance was hired as a GEAR UP Advisor.

The following appointments have been made among existing employees:

Twila Kappel – Talent Search Advisor  
Holly Newell – Sponsored Programs Compliance Officer  
Janet Farrow – Educational Talent Search Advisor  
Shaina Moon – Student Support Services STEM Advisor  
Leanne Gillum – Financial Aid Specialist

Additionally, a letter of resignation was received from Justin Streater, Financial Aid Director.

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

- ✚ President Utterback discussed budget issues with the Regents.
- ✚ The SSC Educational Foundation golf tournament was held on September 11<sup>th</sup>. Over \$19,000 was netted.
- ✚ Students enjoyed back-to-school activities during welcome week in August.
- ✚ A retirement reception was held for Tracy Jacomo, Social Sciences Professor on August 26<sup>th</sup>.

## Minutes

### SSC Board of Regents Regular Meeting

October 22, 2015

Page 3

- ✦ Incoming Presidential Leadership Class members were welcomed by sophomore PLC members and the SSC administration.
- ✦ The PLC Freshmen members completed the ropes course at St. Crispin's Episcopal Center.
- ✦ The PLC class members visited the Masonic Temple and the Oklahoma Territorial Museum in Guthrie in September.
- ✦ The SSC Student Government Association elected new officers and the SGA president attended the National Summit in Washington, D.C.
- ✦ Two SSC nursing students received \$1000 scholarships from the Women's Volunteer Authority.
- ✦ SSC celebrated Constitution Day with a game of "Who wants to be a Constitutionaire?" on September 17<sup>th</sup>.
- ✦ Students were given traditional fair food and enjoyed BMX stunts during Fair Day on September 21<sup>st</sup>.
- ✦ SSC GEAR UP presented Seminole High School with Smart Boards and flat panel televisions.
- ✦ President Utterback told the Board about the visiting Denmark instructor, Henrik Staal, who is teaching at SSC this fall.
- ✦ Jamie Mills, Rayshell Clapper, and Kendall Rogers presented at the Rural Community College Alliance annual conference in Reno, Nevada.
- ✦ President Utterback informed the Board that SSC has received a Title III grant in the amount of \$2.2 million over the next five years.
- ✦ Members of the SSC Classified Staff Association attended a one-day OACC staff conference.
- ✦ The PLC members attended the Jasmine Moran Children's Museum Tribute to Nadia Comenici and Bart Conner.
- ✦ The 2015 Phi Theta Kappa induction was held.
- ✦ Chris and Sassy Lindley donated \$20,000 to the SSC Educational Foundation to establish a student scholarship.
- ✦ Janna Manlapig, Julie Hicks and Katherine Benton attended the Governor's third annual STEM Summit in Oklahoma City.
- ✦ President Utterback was selected to participate in the ACCT Invitational Symposium on Student Success.
- ✦ Mechell Downey completed her term as the ACCT PBSN President at the annual conference in San Diego, CA.
- ✦ An update was presented on the SSC Trojan Tennis team results at Nationals.
- ✦ SSC hosted area high school counselors on October 20<sup>th</sup>.
- ✦ President Utterback updated the Board on recent appointments to the Foundation Board of Trustees.
- ✦ Upcoming events presented to the Board were:
  - Visiting Poet Dr. Todd Fuller to speak on campus on October 28<sup>th</sup>.
  - Volleyball team will be holding a "Pink Out" event for breast care awareness at the game on October 28<sup>th</sup>.
  - A reception for Senator Jason Smalley will be held on November 9<sup>th</sup>. The State Regents for Higher Education will be presenting Senator Smalley with a "Distinguished Service Award" at this event.

- The SSC Educational Foundation will hold its annual “Holiday Fundraiser” on December 14<sup>th</sup> at DeGraff’s Restaurant in Shawnee, OK.

*Report from Academic Affairs* – Vice President for Academic Affairs Dr. Tom Mills presented the Board with information about the SSC Engagement, Completion & Success Initiative.

## VIII. **Business**

**Approval of the FY15 External Audit** – President Utterback presented information to the Board about the FY15 external audit completed by Hinkle & Company, PLLC. Audit committee members: Regent Karen James and Regent Bryan Cain met before the Board meeting to discuss the audit. Regent James commended the SSC staff on a job well-done on an audit without exceptions. Regent Morgan made a motion to accept the FY15 external audit as presented. Regent McQuiston seconded this motion. Roll call vote was as follows: Morgan – yes, Donaho – yes, Cain – yes, Adams – yes, McQuiston - yes, Franklin – absent and James – yes.

**Approval of the Agreement for Exchange of Services with the SSC Educational Foundation** – President Utterback presented the Board with a copy of the agreement for exchange of services with the SSC Educational Foundation and recommended approval. Regent Cain made a motion to approve the policy changes as presented and Regent Morgan seconded this motion. This motion was approved unanimously.

**Approval of Policy Regarding Sponsored Programs** – President Utterback presented a proposed policy regarding the sponsored programs. This policy was created to comply with requirements from the U.S. Office of Management and Budget. President Utterback recommended approval. Regent Donaho made a motion to approve the proposed policy regarding sponsored programs as presented and Regent McQuiston seconded the motion. This motion was approved unanimously.

## IX. **Adjournment**

There being no further business or discussion the meeting was adjourned at 2:50 p.m.

---

Karen James, Chair