

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING December 14, 2006

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

The Seminole State College Board of Regent's 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 William Harrison 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 & Recreation Division: Rita Story-Schell, Division Chair and Women's Basketball Coach; Kristina Socarras, Assistant Softball Coach; Mark Dicus, Softball Coach; Rusty Beene, Athletic Director; Carlos Sanchez, Assistant Softball Coach; Tracy Lucas, Division Secretary; and Jeff Shafer, Baseball Coach. Special recognition was also given to Tracy Jacomo, Faculty Senate President; Darren Wise, Veterans Upward Bound Coordinator; and Dr. Carmen Notaro.

#### **IV. Minutes**

There being no additions or corrections to the minutes of the regular meeting held October 18, 2006, Regent Flowers made a motion to approve the minutes as written and Regent Nansel 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, 2006. Regent Nansel made a motion to approve the Financial Report as presented and Regent Miller seconded the motion. This motion was approved unanimously.

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

None

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

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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. These were as follows: Dr. Jacqueline Stewart will be retiring as of December 31, 2007, Kendall Rogers will be transferred from GEAR UP Activities Specialist to Psychology Instructor to replace Dr. Stewart and Lisa Sylvester, Veterans Upward Bound Advisor has resigned.

*SSC Board of Regents Meeting Dates for 2007* – President Utterback presented the Board with the regular meeting dates for 2007. President Utterback pointed out three meeting dates that were not on the normally scheduled day of the week.

*Campus Activities* – President Utterback told the Board about several recent campus activities. These included: the Dan Boren Business Development Center Ribbon Cutting held on October 23<sup>rd</sup>, “Coffee with the President” held on November 29<sup>th</sup>, the Student Government Association entry in the Chamber Christmas Parade on December 6<sup>th</sup>, the International Luncheon on December 7<sup>th</sup>, the Permanent Issue Concert on December 7<sup>th</sup>, the Seminole State College 75<sup>th</sup> Anniversary Celebration on December 11<sup>th</sup>, and the “Finals Eve Breakfast” on December 11<sup>th</sup>. President Utterback also updated the Board on the recent success of the men's and women's basketball teams and invited everyone to attend the SSC Educational Foundation Holiday Event at 7:00 p.m. at the Old Shawnee Country Club on December 15, 2006.

*Higher Learning Commission Self-Study Steering Committee* – President Utterback informed the Board that Pam Koenig has been named as the Committee Chair for the SSC Self-Study for the Higher Learning Commission in preparation for the 2009-2010 continuing accreditation self-study. Ms. Koenig serves as Chair of the Social Sciences Division.

*Higher Ed Day at the Capitol* – President Utterback announced that “Higher Ed Day at the Capitol” has been scheduled for Wednesday, February 27, 2007.

## VIII. Business

### **Selection of Manhattan Construction Company to serve as Construction Manager for the Wellness/Title IX Improvements Project**

President Utterback presented the Board with a memo from Katherine Benton, Vice President for Fiscal Affairs recommending approval of the selection of Manhattan Construction to serve as construction manager for the Wellness/Title IX Improvements Project. This memo stated that after following the guidelines set by the Department of Central Services for selecting construction managers, Manhattan Construction Company had been selected for this project. President Utterback also presented the Board with information about Manhattan Construction Company. President Utterback recommended approval of the

selection of Manhattan Construction Company for this project and authorization for the President to enter into a contract with this company subject to approval by the College's attorney. Regent Flowers made a motion to approve the selection of Manhattan Construction Company to serve as Construction Manager for the Wellness/Title IX Improvements Project and to authorize the President to enter into a contract with this company subject to approval by the College's attorney. Regent Donaho seconded this motion. This motion was approved unanimously.

**Selection of Manhattan Construction Company to serve as Construction Manager for the Student Success/Placement and Retention Project** –

President Utterback presented the Board with a memo from Katherine Benton, Vice President for Fiscal Affairs recommending approval of the selection of Manhattan Construction to serve as construction manager for the Student Success /Placement and Retention Project. This memo stated that after following the guidelines set by the Department of Central Services for selecting construction managers, Manhattan Construction Company had been selected for this project. President Utterback also presented the Board with a proposed contract for review by the College attorney, Ed Cadenhead. President Utterback recommended approval of the selection of Manhattan Construction Company for this project and to authorize the President to enter into a contract with this company subject to approval by the College's attorney. Regent Nansel made a motion to approve the selection of Manhattan Construction to serve as construction manager for the Student Success /Placement and Retention Project and authorize the President to enter into a contract with this company subject to approval by the College's attorney. Regent Miller seconded this motion. This motion was approved unanimously.

**Selection of Oscar J. Boldt Construction to serve as Construction manager for the Maintenance Building Project** –

President Utterback presented the Board with a memo from Katherine Benton, Vice President for Fiscal Affairs recommending approval of the selection of Oscar J. Boldt Construction to serve as construction manager for the Maintenance Building Construction Project. The memo stated that after following the guidelines set by the Department of Central Services for selecting construction managers, Oscar J. Boldt Construction had been selected for this project. President Utterback recommended approval of the selection of Oscar J. Boldt Construction for this project and requested authorization of the President to enter into a contract with this company subject to approval by the College's attorney. Regent Donaho made a motion to approve the selection of Oscar J. Boldt Construction as construction manager for the Maintenance Building Construction Project and authorize the President to enter into a contract with this company subject to approval by the College's attorney. Regent Flowers seconded this motion. This motion was approved unanimously.

**Approval of Revisions to Policy II-3-1 Regarding Presidential Duties** –

President Utterback presented the Board with a copy of Policy II-3-1 regarding Presidential Duties with proposed changes and recommended approval. Regent Flowers stated that he is in support of these changes and described these changes

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as housekeeping changes, not new additions, except the addition of “develop new positions.” Regent Flowers made a motion to approve the changes to Policy II-3-1 as presented and Regent Huser seconded this motion. This motion was approved unanimously.

**Approval of Revision to Policy II-4-1 Regarding Contract Renewals –**

President Utterback Presented the Board with a copy of Policy II-4-1 regarding contract renewals with proposed changes. These changes would alter the contract notification from May 15<sup>th</sup> to April 15<sup>th</sup> of each year for non-tenured faculty and professional staff members. Regent Flowers asked if this is a change that the instructors want. Tracy Jacomo stated that it is something that the faculty members would like to have in the policy manual. Regent Donaho made a motion to approve the changes to Policy II-4-1 as presented. Regent Flowers seconded this motion. This motion was approved unanimously.

**Approval of Revision of Policy II-4-18 Regarding Other Employee Benefits –**

President Utterback presented the Board with a copy of Policy II-4-18 regarding other employee benefits with proposed changes and recommended approval. Regent Nansel made a motion to approve the changes to Policy II-4-18 as presented. Regent Miller seconded this motion. This motion was approved unanimously.

**Approval of Revision of Policy II-4-30 Regarding the Tuition and Fee**

**Reimbursement Plan** – President Utterback presented the Board with a copy of Policy II-4-30 regarding the tuition and fee reimbursement plan with proposed changes and recommended approval. Regent Flowers made a motion to approve the changes to Policy II-4-30 as presented. Regent Nansel seconded this motion. This motion was approved unanimously.

**Approval of Revision of Policy III-1-3 Regarding the SSC Purchasing Policy**

– President Utterback presented the Board with a copy of Policy II-1-3 regarding the SSC purchasing policy with proposed changes. Regent Flowers asked Ed Cadenhead if the College is in compliance with bidding requirements. Mr. Cadenhead responded that the College is in compliance. Regent Flowers also asked how many purchases over \$10,000 the College has in a year’s time. President Utterback stated that there are approximately 30 purchases over \$10,000 per year. Regent Flowers asked that item (C.) under Bidding Requirements for Equipment, Supplies, Contractual Services, and Professional Services be changed to: Seminole State College Board of Regents will be notified of purchases over \$15,000 and move the remaining wording of item (C.) under a new letter (D.) Regent Flowers made a motion to approve the changes to Policy II-1-3 with noted changes. Regent Huser seconded this motion. This motion was approved unanimously.

**Approval of Purchase of Furniture for the New Residential Learning Center**

– President Utterback presented the Board with information about purchasing furniture for the new residential learning center utilizing the state contract. This

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purchase will be made from Oklahoma Correctional Industries (OCI) in the amount of \$200,409.61. President Utterback recommended approval. Regent Nansel made a motion to approve the purchase of furniture from OCI as presented and Regent Donaho seconded this motion. This motion was approved unanimously.

**Approval of Purchase of Computer Equipment from Gateway** – President Utterback presented the Board with information about a purchase of computer equipment from Gateway in the amount of \$69,686.25. These computers will provide full-time faculty with updated computer equipment. President Utterback recommended approval. Regent Flowers suggested that technology, such as the internet and laptops, be utilized to present future Board packets. Regent Flowers made a motion to approve the purchase of computer equipment from Gateway as presented and Regent Donaho seconded this motion. This motion was approved unanimously.

**Renewal of Annual Contract with Suzie Brewster & Associates** – President Utterback presented the Board with a copy of the 2007 annual contract with Suzie Brewster and Associates for consulting services and recommended approval. Regent Miller made a motion to approve the contract with Suzie Brewster and Associates as presented and Regent Donahao seconded this motion. This motion was approved unanimously.

X. **Adjournment**

There being no further business or discussion, the meeting was adjourned at 3:15 p.m.

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David Wilson, Chair