

Minutes

**SEMINOLE STATE COLLEGE
BOARD OF REGENTS REGULAR MEETING
May 17, 2006**

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 William Harrison, Jr; Regent Marci Donaho, Regent David Wilson; Regent Roger Nansel; Regent Bill Huser and Chairman Derrill Cody were present. Regent Flowers was absent.

III. Introduction of Guests

President Utterback introduced visitors, administrators, faculty, and staff present at the meeting. Special recognition was given to Marta Osby, Faculty Senate President-Elect and Tom Thompson with D.A. Davidson & Co.

IV. Minutes

There being no additions or corrections to the minutes of the Regular Meeting held March 30, 2006, Regent Wilson made a motion to approve the minutes as written and Regent Huser seconded the motion. This motion was approved unanimously.

V. Communications to the Board

Financial Report – President Utterback and Ms. Katherine Benton presented a review of the College’s revenue and expenses through April 30, 2006. Regent Donaho made a motion to approve the Financial Report as presented and Regent Wilson seconded the motion. This motion was approved unanimously.

VI. Hearing of Delegations

None

VI. President’s Report

President Utterback discussed items under the President’s Report utilizing a PowerPoint presentation (See enclosed copy of the PowerPoint presentation.)

Legislative Update – President Utterback presented the Board with a copy of an article from the *Seminole Producer* about Seminole State College written by Senator Harry Coates. President Utterback presented the Board with information about proposed additional higher education allocations waiting for approval at the Capitol.

Building Committee Meeting with Architects – President Utterback informed the Board that the members of the Building Committee met with Meyer Architecture Plus and discussed the Higher Education Bond Projects on April 18, 2006.

Commencement – President Utterback commented on the success of commencement held on Saturday, May 13, 2006. Lieutenant Governor Mary Fallin was the speaker. He informed the Board that a special event on that day was recorded and shown on Channel 9 News. The Coker Family had a mother, son and daughter graduating. President Utterback showed the Board a video clip of the Channel 9 news story. Regent Donaho commented on the Nursing Pinning held on Saturday. She stated that the ceremony was very touching.

Personnel Update – President Utterback informed the Board about several personnel changes and retirements. He stated that Denny Debter, GEAR UP Academic Advisor; Greg Maphet, Social Sciences Instructor; and Stephanie Jung, Humanities Instructor has resigned. Carol Hamm, English Instructor has announced her retirement. Dianna O’Connell has moved to Upward Bound Project Coordinator and Damaris Haney has moved to GEAR UP Advisor.

American Association of Community Colleges’ Presentation – President Utterback informed the Board that he presented at the American Association of Community Colleges annual conference on April 23rd in Long Beach, California. He is a member of the AACC Commission on Diversity, Equity and Inclusion of which he is a member. He stated that he presented on the retention of Native American students. He shared two charts that he used in his presentation. One chart showed that 23% of the SSC student body is made up of Native Americans. The other chart showed the tribes represented at SSC.

VIII. Business

Consideration of Selection of Floyd Law Firm as Bond Counsel – President Utterback presented the Board with a memo from Lana Reynolds, Vice President for Institutional Advancement, about the process used to select a Bond Council representative for Seminole State College’s student housing project and a copy of the proposal from Floyd Law Firm in Norman, Oklahoma. After soliciting proposals for this project, only one firm submitted a proposal, Floyd Law Firm. Regent Cody spoke highly of this firm and stated that he has no reservations in

recommending this firm to represent the College. Regent Huser made a motion to approve the selection of Floyd Law Firm as Bond Counsel for the SSC student housing project and Regent Nansel seconded this motion. This motion was approved unanimously.

Consideration of Selection of D.A. Davidson & Co. for Underwriter Services

– President Utterback presented the Board with a copy of a memo from Lana Reynolds, Vice President for Institutional Advancement, explaining the process used to select a company for underwriting services for the SSC student housing project. Regent Cody inquired about specific steps in the solicitation and evaluation of the underwriting firms. President Utterback went over the timeline of the housing project and explained events that have occurred thus far. President Utterback also presented the Board with a copy of a proposal from D.A. Davidson & Co. to provide underwriting services for this project. Tom Thompson, Senior Vice President for D.A. Davidson and Co. addressed the Board. He told the Board about his company and the bond finance process. Katherine Benton also explained the Department of Central Services process for RFPs. Regent Cody stated, “On a project this size the Board need to dig in and look at every aspect.” Regent Cody again stated that he felt that this company has a great reputation and has no reservations about hiring them. Regent Nansel made a motion to approve the selection of D.A. Davidson & Co. to provide underwriting services for the SSC student housing project and Regent Huser seconded this motion. This motion was approved unanimously.

Consideration of Approval and Acceptance of Assignment of Contract between Seminole State College Educational Foundation and Architects in Partnership

– President Utterback presented the Board with a memo from Lana Reynolds, Vice President for Institutional Advancement, about the architect selection process used by the SSC Educational Foundation for the student housing project, a copy of a partial assignment of contract and a copy of the full contract between Architects in Partnership, P.C. (AIP) and the Seminole State College Educational Foundation Seminole Area Community Development, LLC. The Board was also presented a history of the process used to get to the point of selecting an architect. This information included a time line, cost estimate, housing study and an environmental study. President Utterback stated that he had the State Construction Administrator review the process used to select AIP and he stated that we had a couple of options. The existing contract that the Foundation has with AIP could be assigned to the Board of Regents and let the Board assume the part of the contract that has to do with the residence hall or the Board could choose to contract with the Foundation for architectural services and let the Foundation then sub-contract with AIP. President Utterback said that the State Construction Manager stated that the process used to select this architect is in compliance with the Department of Central Services requirements. Ed Cadenhead stated that he has reviewed the contract and he has no concerns about the contract. Regent Cody reviewed the process used to select this architect and he stated that the process used was very good and he is confident that the process was sufficient. Regent Wilson made a motion to approve the partial assignment

of contract between Architects in Partnership, P.C. and the Seminole State College Educational Foundation Seminole Area Community Development, LLC. Regent Donaho seconded this motion. This motion was approved unanimously.

Approval of Proposed Residence Hall Design – President Utterback presented the Board with the artist’s rendition of the proposed student housing project from Architects in Partnership, P.C. and recommended approval. He stated that the College is still making minor adjustments to lower costs and make slight appearance changes but he stated that the overall appearance should remain as presented. Regent Huser made a motion to approve the student housing designs presented and Regent Harrison seconded this motion. This motion was approved unanimously.

Authorization to Apply for Bond Financing through the Oklahoma Development Finance Authority not to Exceed \$10 Million– President Utterback presented the Board with a copy of the application for financing to The Oklahoma Development Finance Authority and SSC student housing project development assumptions. Tom Thompson explained the benefits of paying off the bonds for the Roesler Residential Learning Center. He stated that the interest rate would be better if the College refinances the Roesler debt. Mr. Thompson also went over the fees and costs involved in bond financing. Regent Cody asked Mr. Thompson if the College would be better off financially if the projects were rolled together. Tom Thompson stated that the College would be better off financially if they were combined. Regent Nansel asked about the difference between the amount to be financed and the amount of the cost estimate. President Utterback stated that adjustments will be made to the construction of the facility to reduce costs and he has made several presentations to organization for additional funding. President Utterback said that he feels that this is an important step that will allow the College to grow and recommended approval. Regent Donaho made a motion to authorize the College to apply for bond financing through the Oklahoma Development Finance Authority and Regent Wilson seconded this motion. This motion was approved unanimously.

Approval of Purchase of 60 Computers from Gateway – President Utterback presented the Board with a memo from Jack Whisennand, Director of MIS, requesting approval to purchase sixty computers from Gateway in the amount of \$1,069 each. These computers will be purchased with Higher Education Bond Issue funds designated for acquisition and improvement of computer network equipment. President Utterback recommended approval. Regent Wilson made a motion to approve the purchase of these computers from Gateway and Regent Huser seconded this motion. This motion was approved unanimously.

Authorization to Enter into Food Service Agreement for FY07; and Notification to Food Service Vendors – President Utterback presented the Board a memo from Katherine Benton, Vice President for Fiscal Affairs, recommending authorization to enter into a food service contract with Sodexo for FY07 and authorization to notify food service vendors of this change in companies. Also

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included in the Board packet was a Food Service Bid Analysis of the vendors who submitted proposals to the College. President Utterback recommended approval. Regent Wilson made a motion to authorize the College to enter into a food service contract with Sodexo for FY07 and notification to the current food service vendor. Regent Harrison 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 Nansel made a motion to approve the Consent Agenda items and Regent Wilson seconded the motion. This motion passed unanimously.

The Consent Agenda was as follows:

1. Acceptance of Course Embedded Assessment Report
2. Acceptance of Degree Assessment Report
3. Approval of FY07 Campus Master Plan Projects for Annual Submission to the Oklahoma State Regents for Higher Education

X. Adjournment

There being no further business or discussion, the meeting was adjourned at 3:19 p.m.

Derrill Cody, Chair