

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING October 25, 2012

I. Call to Order

The Seminole State College Board of Regents' regular 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. Regents present were: Chairperson Marci Donaho, Secretary/Treasurer David Wilson, Mike Ervin, Marilyn Bradford and Jeff Miller.

III. Introduction of Guests

President Utterback introduced visitors, administrators, faculty, and staff present at the meeting. Special recognition was given Mona Ridley, Faculty Senate President and Jim Hinkle from Hinkle & Company, PLLC who was in attendance at the Board meeting. Special guests at the meeting were members of the Language Arts and Humanities Division. Those who attended were: Christian Morgan, Associate Professor of English; Mindy Choate, Assistant Professor of English; Karis Collins, student worker; Tony Wittmann, Secretary – Language Arts and Humanities; Kelly Kirk, Professor of Art/Global Studies; Jim Wilson, Assistant Professor of English; Roger Brewer, Photography Instructor; Terri Hooten, Adjunct Instructor; and John Bartos, Art History Instructor.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held June 21, 2012, Regent Miller made a motion to approve the minutes as written and Regent Wilson 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 September 30, 2012. Regent Bradford made a motion to approve the Financial Report as presented and Regent Ervin seconded the motion. This motion was approved unanimously.

Report of Purchases over \$15,000:

- *Report on Purchases over \$15,000 for June – None to Report*
- *Report on Purchases over \$15,000 for July*
 - \$18,000.00 - Daves Dip Stick, Inc.; 2011 Ford Van

Minutes

SSC Board of Regents Regular Meeting

October 25, 2012

Page 2

- \$22,000.00 - Embassy Suites Hotel; GEARUP Attendance at Annual Conference in Washington D.C.; 17 attended: 7 staff and 10 partner school representatives
 - \$26,467.92 - DELL Marketing L.P.; TANF: Employment Readiness purchase of computer equipment through state contract
- *Report on Purchases over \$15,000 for August –*
- \$20,481.06 - DELL Marketing L.P.; TANF: Employment Readiness purchase of computer equipment through state contract
 - \$22,054.45 - McGraw Hill, Inc.; Bookstore: Purchase for Resale Textbooks
 - \$22,619.76 - DELL Marketing L.P.; Instruction: Purchase of computers for Faculty
 - \$20,000.00 - Hinkle & Company, PLLC; Annual Financial Audit
- *Report on Purchases over \$15,000 for September –*
- \$42,004.89 - Cengage Learning; Bookstore: Purchase for Resale Textbooks
 - \$16,047.95 - Apple, Inc.; Upward Bound Math/Science: Purchase of Ipad and Ipad Cart
 - \$47,950.00 - El Dorado Trading; Bookstore: Purchase for Resale #500 T84 Plus calculators for the #15 area public schools in the GEARUP program
 - \$72,460.05 - 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)

Update from Student Affairs – Dr. Brad Walck, Vice President for Student Affairs updated the Board of Regents on enrollment trends at Seminole State College.

Update from SSC Educational Foundation – Vice President for Institutional Advancement Lana Reynolds updated the Board members on the Seminole State College Educational Foundation activities and fundraising events.

President's Updates:

Regent Resignation: President Utterback told the Board that Regent Kenneth Henderson has resigned his position on the Board of Regents.

Campus Activities: President Utterback told the Board about several activities on and off campus. Dustie Butner received an award at the annual OCPRA conference for the Annual Report publication. Lana Reynolds has been selected as "50 Making a Difference" by the *Journal Record*. Seminole State College has been named "Top 100 Degree Producers: American Indian Associates." SSC staff prepared 250 welcome bags for students moving into the residence halls. The President's Leadership Class had several activities and trips such as: Parent's Reception at the Jasmine Moran Children's Museum, ropes course at Lake Arcadia, the Oklahoma Bombing Memorial, and the Oklahoma State Penitentiary in McAlester. Constitution Day was held on September 17th with an "Open Mic." Dr. Linda Goeller received the Great Ideas for Teaching (GIFT) recognition at the annual OACC conference. SSC student Haley Perry was selected as the OACC scholarship recipient. SSC was awarded a new Upward Bound Math & Science grant in the amount of \$1,250,000 over the next five years. The Seminole Chamber of Commerce named Darryn Lewis as the Chamber support staff of the month and Jeffrey Christiansen as the Chamber educator of the month for October. A congressional staff luncheon was held on October 16th. President Utterback presented the Board with the 2011-2012 annual report.

Personnel Update: President Utterback updated the Board on new hires and recent position changes. He stated that Simone Guthrie, Chrystal Bray and Brenda Hudson have been hired as an Associate Professor of Nursing; Ryan Quinn has been hired as the Men's Basketball Coach; Stacy Henson has been hired as the Parent and Community Involvement Coordinator; and Kelly Hankal has been hired as the Assistant Professor of MLT. Personnel with new positions were: Sadiia Jones, Assistant Athletic Director; Theran Hernandez, Educational Talent Search Advisor; Dr. Tom Mills, Dean of Instructional Compliance.

VIII. Business

Election of Officers – President Utterback presented the Board with the section of the Board Policy regarding the election of officers and information about current members' terms. Regent Wilson made a motion to elect the following Regents as officers: Jeff Miller, Chair; David Wilson, Vice Chair; and Marilyn Bradford, Secretary. Regent Bradford seconded this motion. This motion was approved unanimously.

Review and Approval of the FY12 External Audit conducted by Hinkle & Company, PLLC – President Utterback presented the Board with a copy of the FY12 Seminole State College external audit conducted by Hinkle & Company, PLLC. The Audit Committee consisting of Regents Wilson, and Miller (Regent Donaho was absent.) met before the meeting to review this audit. Jim Hinkle with

Hinkle & Company, PLLC gave an overview of the audit and stated the firm is issuing an unqualified opinion. Regent Donaho and Regent Wilson commended Vice President Benton and her staff on a good audit. Regent Wilson made a motion to approve the FY12 external audit as presented and Regent Miller seconded this motion. This motion was approved unanimously.

Review and Approval of Revision of Policy II-4-1 Concerning General Policies Regarding College Personnel – President Utterback presented the Board with copies of proposed revisions to Policy II-4-1 concerning general policies regarding College personnel. President Utterback recommended approval. Regent Wilson made a motion to approve the revisions to Policy II-4-1 as presented and Regent Donaho seconded this motion. This motion was approved unanimously.

Review and Approval of Revision of Policy II-4-10 Concerning Outside Employment – President Utterback presented the Board with copies of proposed changes to Policy II-4-10 regarding outside employment. President Utterback recommended approval. Regent Donaho made a motion to approve the revisions to Policy II-4-10 as presented and Regent Bradford seconded this motion. This motion was approved unanimously.

Review and Approval of Revision of Policy II-4-13 Concerning Employee Discipline – President Utterback presented the Board with copies of proposed changes to Policy II-4-13 regarding employee discipline. President Utterback recommended approval. Regent Wilson made a motion to approve the revisions to Policy II-4-13 as presented and Regent Ervin seconded this motion. This motion was approved unanimously.

Review and Approval of Revision of Policy II-4-17 Concerning Employee Insurance Benefits – President Utterback presented the Board with copies of proposed changes to Policy II-4-17 regarding employee insurance benefits. President Utterback recommended approval. Regent Bradford made a motion to approve the revisions to Policy II-4-17 as presented and Regent Wilson seconded this motion. This motion was approved unanimously.

Review and Approval of Revision of Policy II-4-19 Concerning Employee Leaves and Absences – President Utterback presented the Board with copies of proposed changes to Policy II-4-19 regarding leaves and absences for full-time employees. President Utterback recommended approval. Regent Donaho made a motion to approve the revisions to Policy II-4-19 as presented and Regent Bradford 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 Bradford made a motion to approve the Consent Agenda items and Regent Donaho seconded the motion. This motion was approved unanimously.

The Consent Agenda was as follows:

Approval of the following items:

- ✓ Agreement with Seminole High School for Use of Baseball Facilities
- ✓ Agreement with the Seminole State College Educational Foundation for lease of the bus

X. Adjournment

The meeting was adjourned at 3:22 p.m.

Regent Jeff Miller, Chair