

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING January 16, 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. Regents Adams, Ervin and James were 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 Business/Information Systems Division. Members present included: Dawna Hamm, Division Chair; Jeff Chang, Adjunct Instructor; and Brad Shatzel, Assistant Professor of Business. Special recognition was also given to Christian Morgan, Language Arts and Humanities Division Chair; Rayshell Clapper, Associate Professor of English and members of the President's Leadership Class: Clayton Powell and Trisha Kingsbury.

#### IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held December 12, 2013; Regent Donaho made a motion to approve the minutes as written and Regent Bradford 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 December 30, 2013. Regent Bradford made a motion to approve the Financial Report as presented and Regent Morgan seconded the motion. This motion was approved unanimously.

- *Report on Purchases over \$15,000 for December* – 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. Retirement letters have been received from Mona Griffin, Head Cashier and Becky Moreland, Communications Clerk/Switchboard. Jeanie Nix has moved into the position of Financial Aid Director, Sarah Ledford has moved into the position of Student Support Services Advisor, Julie Hix has moved into the position of GEAR UP Director and Holly Newell has changed duties within the Educational Talent Search Advisor position.

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

- Seminole Chamber of Commerce honored Natasha Rodgers as the Support Staff of the Month and Jamie Mills as the Educator of the Month
- Members of the President's Leadership Class visited with Bryan Gonterman, Oklahoma President of AT&T
- St. Gregory's University President, Gregory Main and Seminole State College President Dr. Jim Utterback signed a partnership agreement
- President Utterback discussed issues with the Cooperative Alliance Agreements
- President Utterback informed the Board that the Peek Into Engineering Summer program has been funded for this coming Summer
- President Utterback presented the Board with the annual "Year in Review" document
- Regent Marci Donaho was recently selected by the *Journal Record* as one of Oklahoma's Most Admired CEOs
- The Trojan Baseball Season Kick-Off Banquet will be held February 8<sup>th</sup>
- Higher Education Day will be held on February 11<sup>th</sup>

## **VIII. Business**

**Approval of Revision to Policy II-7-9 Concerning Tobacco Use on Campus** – President Utterback presented information to the Board on an Executive Order from Governor Mary Fallin and a memo from the State Regents for Higher Education requesting the addition of electronic cigarettes and vaping devices to existing policies which ban tobacco use on State property. President Utterback recommended approval of the proposed changes to Policy II-7-9. Regent Morgan made a motion to approve the changes to Policy II-7-9 as presented and Regent Donaho seconded this motion. This motion was approved unanimously.

**Approval to Streamline Fees by Combining the Hybrid Online Course Fee with the Outreach/Non-Campus Fee** – President Utterback presented the Board with information about a proposal to streamline fees by combining the Outreach/Non-Campus Fee with the Hybrid/Online Course Fee to create a new Distance Education-Outreach Fee. Regent Bradford made a motion to approve proposed fee changes as presented and Regent Morgan seconded this motion. This motion was approved unanimously.

**Approval of Increase to the Electronic Academic Access Fee** – President Utterback gave the Board information about a proposed increase to the Electronic Academic Access Fee. This increase will help offset costs associated with the course instruction platform used for coordinating direct access by students to review lectures, course syllabi, assignments, instructional materials, and current grades. Regent Donaho made a motion to approve the increase to the Electronic Academic Access Fee as presented and Regent Morgan seconded this motion. This motion was approved unanimously.

**Approval of AFPlanServ Guidelines** – President Utterback presented information to the Board about the Employee 403(b) Plan Eligibility Notice and recommended approval. The one change in this notice would be a clause to allow employees to borrow against their retirement plan. Regent Morgan made a motion to approve this notice as presented and Regent Donaho seconded this notice. This motion was approved unanimously.

**IX. Adjournment**

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

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David Wilson, Chair