

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING January 24, 2008

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. All Regents were present.

III. Introduction of Guests

President Utterback introduced visitors, administrators, faculty, and staff present at the meeting. Special recognition was given to members of the Math, Science and Engineering Division: Paula Rutledge, Division Chair; Gerhard Laule, Physical Science Instructor; Annette Troglin, Developmental Math Instructor; Lori Eberhart, Biological Science Instructor; Beverly Williams, Biological Science Instructor; Larry Birdwell, Math/Science Instructor; and Richard Walcott, Math/Science/Engineering Instructor. Special recognition was also given to members of the President's Leadership Class who were present: Jalisa Miles, Brett Gowdy, Kyler Johnson, Tyler Crabtree, Stephanie Pollock, Cody Barlow, John Tonubbee, Larry Morgan, Siah Scott and Taylor Wassam. Also in attendance were Marta Osby, Faculty Senate President; and Rusty Beene, Athletic Director.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held October 17, 2007, Regent Nansel 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 December 31, 2007. Regent Miller made a motion to approve the Financial Report as presented and Regent Donaho seconded the motion. This motion was approved unanimously.

Report of Purchases over \$15,000 – *Cole & Reed - \$20,520*

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)

SSC Board of Regents Meeting Dates for 2008 – President Utterback presented the Board with a list of meeting dates for 2008.

Personnel Update – President Utterback updated the Board on several personnel changes. Jarrod Tollet was hired as an Upward Bound Math & Science Advisor. Marilyn Goll has been hired as a Upward Bound Advisor. Norma Gillespie has been transferred to the GEAR UP offices. Steve Cotner has been hired as Financial Aid Advisor. Janna Manlapig has been hired as Employment Readiness Skills Instructor, Gregg Anderson has been hired as a Veteran's Upward Bound Advisor and Nathan Jahn has been hired as the Men's and Women's Golf Coach. Also, several resignations have been received. Jeff Stevens resigned as Men's and Women's Golf Coach, Braden Brown has resigned as Student Retention Specialist, and a formal letter of resignation has been received by Judy Parks, GEAR UP Education Specialist. The President also informed the Board that Larry Smith recently graduated from the University of Oklahoma Economic Development Institute and he presented a copy of an article written about Perthena Latchaw, MLT Director, in a publication called *Critical Values* about her work in Africa.

Congressional Award Announcement - President Utterback announced to the Board that the College has recently received official word from Senator Inhofe that the College will be receiving a \$97,000 Congressional Award for the MLT Program.

2007 Accomplishments– President Utterback presented the Board with the 2007 Accomplishments document. He stated that this document reflects highlights of the past year. He said he was hopeful that all faculty, staff and administration share pride in these accomplishments. He also presented an update on the goals for 2007.

Higher Ed Day at the Capitol – President Utterback announced that “Higher Ed Day at the Capitol” has been scheduled for Wednesday, February 27, 2008. The President invited all Board members to attend.

Renewal of “Peek Into Engineering” – President Utterback informed the Regents that the Oklahoma State Regents for Higher Education have renewed the “Peek Into Engineering” (PIE) Summer Academy for summer 2008. This will be the third year for this academy to be held at Seminole State College.

Campus Activities– President Utterback informed the Board of many activities that have occurred on campus since the last Board meeting in October 2007. These included: Native American Day, President’s Leadership activities, the MLT Accreditation Visit, Statehood Day observance, the signing of the Mid-America Christian University and Seminole State College cooperative agreement, Coffee with the President, Counselor’s Workshop, Permanent Issue Concert, the donation of a bus from the Henderson family, presentation of “learning trunks” to the Jasmine Moran Children’s Museum from the Social Problems class students, the Business and Information Systems Advisory Committee Meeting, the Nursing Pinning Ceremony in December, the Foundation’s Holiday Event, the PTK Book Drive, the Coats for Kids drive, and the Southeast Oklahoma Legislative Briefing. The President invited everyone to attend the Trojan Alumni Banquet to be held on Saturday, February 2nd.

TRiO Programs Update – President Utterback updated the Board on the TRiO programs funding. He stated that since the renewal of the Upward Bound Programs and the Veterans Upward Bound Programs in addition to the new Math & Science Upward Bound Program the annual funding for TRiO is \$2,096,672 with 1,685 students participating in these programs.

Higher Learning Commission Update– President Utterback updated the Board on the progress of the Self-Study Steering Committee.

Construction Update – President Utterback proudly informed the Board that occupancy permits have been received on the new residence hall, the new maintenance building and the softball complex. President Utterback commended all who were involved in the success of these construction projects.

VIII. Business

Discussion of Retirement of Dr. Rebecca Kennedy – President Utterback presented the Board with a retirement letter from Dr. Rebecca Kennedy, Vice President for Academic Affairs. Dr. Kennedy addressed the Board and expressed her gratitude for working at Seminole State College and in higher education. President Utterback thanked Dr. Kennedy for her years of service at Seminole State College. No action was needed for this item. (Discussion Only)

Approval of Annual Contract with Suzie Brewster & Associates – President Utterback presented the Board with a copy of the 2008 annual contract with Suzie Brewster and Associates for consulting services and recommended approval. President Utterback told the Board that the services we receive from Suzie Brewster & Associates are invaluable. President Utterback recommended approval. Regent Donaho made a motion to approve the renewal of this contract with Suzie Brewster and Associates and Regent Nansel seconded this motion. This motion was approved unanimously.

Approval of the Instructional Material Guidelines Board Policy – President Utterback presented the Board with a copy of a proposed Instructional Material Guidelines Policy. This policy was created to fulfill of a requirement in new State Law, House Bill 2103. Regent Miller made a motion to approve the policy as presented and Regent Donaho seconded this motion. This motion was approved unanimously.

Approval of Increase in the Outreach/Non-Campus Fee – President Utterback presented the Board with a memo from Katherine Benton, Vice President for Fiscal Affairs recommending approval of a \$5 per credit hour increase in the Outreach/Non-Campus Fee. The increase will help offset faculty mileage and software equipment requirements and will only affect students who are taking outreach and non-campus courses. Regent Huser made a motion to approve the increase to the Outreach/Non-Campus Fee by \$5 and Regent Miller seconded this motion. This motion was approved unanimously.

Approval of Increase in the Lab Course Fee – President Utterback presented the Board with a memo from Katherine Benton, Vice President for Fiscal Affairs recommending approval of a \$5 per credit hour increase in the Lab Course fee. This increase will assist in covering increasing costs of supplies in the respective lab courses. Regent Donaho made a motion to approve the increase to the Lab Course Fee by \$5 and Regent Nansel seconded this motion. This motion was approved unanimously.

Discussion of Pending Change Orders and Final Payment to Boldt Construction – President Utterback presented information about pending change orders and final payment to Boldt for the construction of the Seminole Nation Residential Learning Center. He stated that he thought he might have the change orders in hand to be approved by the Board of Regents, but these were not available at the time of the meeting. The President discussed additional changes to the residence hall that he would like to have done before final acceptance of the building would take place. No action was needed on this item. (Discussion Only)

Consideration of Terms of Employment of Dr. James W. Utterback as President of Seminole State College – Chairman William Harrison, Jr. made a recommendation to enter into executive session to discuss the terms of employment of Dr. James W. Utterback as President of Seminole State College. Regent Donaho made a motion to enter into executive session and Regent Wilson seconded this motion. This motion was approved unanimously.

Regent Wilson made a motion to enter into open session and Regent Flowers seconded this motion. This motion was approved unanimously.

Regent Huser made a motion to rehire the President, to increase President Utterback's salary by 3% and increase the President's annuity contribution by 2%. Regent Donaho seconded this motion. This motion was approved unanimously. President Utterback expressed his gratitude to the Board for their support.

IX. Consent Agenda

Regents were presented information concerning items on the Consent Agenda. President Utterback recommended approval of these items. Regent Flowers made a motion to approve the Consent Agenda items and Regent Wilson seconded the motion. This motion passed.

The Consent Agenda was as follows:

1. Ratification of the 2008-2009 Academic Calendar
2. Acceptance of the 2007 ACT "Faces of the Future" Survey Report

X. Adjournment

There being no further business or discussion Regent Donaho made a motion to adjourn and Regent Harrison seconded this motion. This motion was approved unanimously.

The meeting was adjourned at 2:35 p.m.

William Harrison, Jr., Chair