

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING June 19, 2008

#### I. Call to Order

The Seminole State College Board of Regents' regular monthly meeting was called to order at 1:00 p.m. in the Enoch Kelly Haney Center Board Room.

#### II. Roll Call of Members

Roll call was conducted. 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 Donna Chambers, Nursing and Health Sciences Division Chair; Rusty Beene, Athletic Director; and Christian Morgan, Faculty Senate President.

#### IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held May 22, 2008, Regent Donaho made a motion to approve the minutes as written and Regent Miller 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 May 31, 2008. Regent Huser made a motion to approve the Financial Report as presented and Regent Wilson seconded the motion. This motion was approved unanimously.

#### **Report of Purchases over \$15,000:**

*May – 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. (Click on link to see presentation)

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Personnel Update – President Utterback updated the Board on several personnel changes. Resignations have been received from Nina Kirk, Nursing and Health Sciences Division Chair; Valarie Watts, Nursing Instructor; and Debra Daugomah, GEAR UP Adviser. Lorain McKay has been hired as a Nursing Instructor, and Mark Allen has been hired as an Assistant Baseball Coach. Position changes include Sharon Bryant moving from Employment Readiness Director to Veterans Upward Bound Director and Donna Chambers being selected as the new Nursing and Health Sciences Division Chair.

Campus Activities – President Utterback updated the Board on several campus activities. There will be a retirement reception held for longtime College employee Ernie Conatser on June 25, 2008 at 2:30 p.m. in the E.T. Dunlap Student Union Meeting Room. The SSC Educational Foundation Golf Tournament will be held on Friday, September 5, 2008 at the Jimmie Austin Golf Course in Seminole and a ribbon cutting and open house will be held at the Seminole Nation Residential Learning Center on Wednesday, September 17, 2008 at 2:30 p.m.

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

Year-in-review – President Utterback presented a year-in-review PowerPoint presentation that highlights the 2007-2008 academic year. (See enclosed PowerPoint presentation)

## VIII. Business

Approval of /dt 2008-2009 Educational and General Budget– President Utterback presented the Board with a copy of the proposed Education and General Budget for FY09. President Utterback highlighted several aspects of this year's budget. He told the Board that the budget includes a 3% raise for full-time faculty and staff despite any increase in funding. President Utterback also shared information about appropriations history, revenue history, expenditure history and expenditures by function and object. President Utterback recommended approval of the FY2008-2009 Education and General Budget. Regent Wilson made a motion to approve the FY09 budget as presented and Regent Donaho 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 Wilson made a motion to approve the Consent Agenda items and Regent Miller seconded the motion. This motion passed unanimously.

The Consent Agenda was as follows:

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1. Ratify Holiday Schedule for 2008-2009 Academic Year
2. Approve Annual Contracts
  - Ed Cadenhead for Legal Services - \$250 Monthly Fee – plus hourly rate
  - Lease Agreement with City of Seminole for use of Oiler Park Baseball Facility - \$1
  - Novell – for Computer Software Maintenance Agreement - \$18,411.62
  - Symantic/Norton – for Campus-wide anti-virus Software - \$5,575.02
  - Web CT – for on-line course Software - in the amount of - \$13,300.00
  - Microsoft – for Computer Software Agreement - \$11,499.84
  - ESP Computer Software Maintenance Agreement - \$4,463.38
  - Kaycee Software Inc. – for Bookstore Software - \$4,260.00
  - Business Imaging Systems Maintenance Agreement - \$8,170.50
  - OneNet Hosting Fee - \$4,500.00
  - Dell Computer Systems Maintenance Agreement - \$7,072.00
  - Extreme Networks Agreement - \$4,582.00
  - Campus America Software Maintenance Agreement - \$65,983.50

**X. Special Presentation**

On behalf of the Regents, President Utterback made special a presentation to Seminole State College Board of Regents Chair, Mr. William Harrison, Jr., who completed 14 years of service as a Regent.

**XI. Adjournment**

The meeting was adjourned at 1:40 p.m.

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William Harrison, Jr., Chair