

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING January 22, 2009

#### **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 Bradford was absent.

#### **III. Introduction of Guests**

President Utterback introduced visitors, administrators, faculty, and staff present at the meeting. Special recognition was given to Jeff Cox, Division Chair of the Language Arts and Humanities Division.

#### **IV. Minutes**

There being no additions or corrections to the minutes of the regular meeting held December 11, 2008, Regent Donaho 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, 2008. Regent Miller made a motion to approve the Financial Report as presented and Regent Wilson seconded the motion. This motion was approved unanimously.

- E&G and Auxiliary 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)

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Campus Activities– President Utterback told Board members about several recent and upcoming campus activities. These included: the Seminole State College Educational Foundation Holiday Event on December 15, 2008 (Over \$14,000 was raised), the SSC Classified held a basket drive for the Shawnee Rescue Mission, the men’s and women’s basketball team hosted GEAR UP students on a special game day, the Oklahoma State Regents for Higher Education renewed the “Peek Into Engineering” summer academy for the summer of 2009 at Seminole State College, a retirement reception was held for Cynthia Yerby, SSC counselor, over 400 attended the “Crystal Darkness” town hall meeting and viewing of the documentary on methamphetamine addiction, the Trojan Alumni Banquet was scheduled on February 7<sup>th</sup>, and Higher Education Day was set at the State capitol on February 10<sup>th</sup>.

Construction Update – President Utterback updated the Board Members on the construction of the Student Services Center and the newly constructed tennis courts. President Utterback mentioned problems between the engineer and contractor that bid on the HVAC for the Student Services Center. This item may come back to the Board of Regents for further action in the near future.

Higher Learning Commission Update – President Utterback presented the Board with an update on the Higher Learning Commission visit preparation. Documents are nearing completion for the Higher Learning Commission self-study report.

President Utterback attends Inauguration – President Utterback informed the Board that he was able to attend the inauguration of President Barak Obama and he shared his experiences at this event.

2008 Accomplishments– President Utterback presented the Board with the 2008 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.

## VIII. Business

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 Donaho made a motion to approve the increase to the Outreach/Non-Campus Fee by \$5 and Regent Huser 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 Nursing Course fee. This increase will assist in covering increasing costs of supplies in the respective nursing courses. Regent Wilson made a motion to approve the increase to the Nursing Course Fee by \$5 and Regent Donaho seconded this motion. This motion was approved unanimously.

**Approval of Increase in Room & Board Rates** – President Utterback presented the Board with a memo and other information about room and board rates from Katherine Benton, Vice President for Fiscal Affairs. Vice President Benton’s memo recommended approval of a 5% increase in room and board rates beginning Fall, 2009. This increase would allow our rates to remain competitive with other colleges in the state and assist in covering the mandatory costs that increase annually. President Utterback also recommended approval of the increase. Regent Miller made a motion to approve the 5% increase in room and board rates and Regent Donaho seconded this motion. This motion was approved unanimously.

**Consideration of Terms of Employment of Dr. James W. Utterback as President of Seminole State College** – Chairman Roger Nansel 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 Flowers made a motion to enter into executive session and Regent Wilson seconded this motion. This motion was approved unanimously.

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

Regent Huser made a motion increase President Utterback’s salary by 3% and increase the President’s annuity contribution by 3%. Regent Donaho seconded this motion. This motion was approved unanimously. President Utterback expressed his gratitude and appreciation 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 Wilson made a motion to approve the Consent Agenda items and Regent Flowers seconded the motion. This motion passed.

The Consent Agenda was as follows:

Ratification of the 2009-2010 Academic Calendar

**X. Adjournment**

There being no further business or discussion the meeting was adjourned at 2:32 p.m.

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Roger Nansel, Chair