

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS SPECIAL MEETING March 26, 2009

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. Regent Nansel was 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 Social Sciences Division. Members present included: Pam Koenig, Social Sciences Division Chair; Tracy Jacomo, Sociology Instructor; and Marta Osby, Government Instructor. Other guests included Rayshell Palmer, Faculty Senate representative, and Mona Ridley, Human Resources Director.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held January 31, 2009 and February 5, 2009, Regent Wilson 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 February 28, 2009. Regent Donaho made a motion to approve the Financial Report as presented and Regent Bradford seconded the motion. This motion was approved unanimously.

January – McGraw Hill, Inc. - \$30,563.80, Textbook Purchases
February – Cengage Learning - \$46,123.35, Textbook Purchases
Pearson Education - \$87,146.68, Textbook Purchases

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 updated the Board on several personnel changes. Dustie Butner has been hired as the Coordinator of Media Relations and Dawnette Long has been hired as the GEAR UP Advisor. Larry Birdwell has formally announced his retirement and Ernest Clark has resigned as the Retention Specialist for the NASNTI grant.

Campus Events – President Utterback told Board members about several recent and upcoming campus activities. These included: the naming of Christian Morgan as the Chamber of Commerce Faculty of the Month and Donnie Blankenship as the Classified Staff of the Month, the Nursing Accreditation site visit was held on February 11th and 12th, Homecoming was held on February 24th, the Interscholastic Meet was held on March 5th, the PTK Honor Society donated to the “Smiles to the Hospital” program, Kelli McBride presented at the OACC conference on March 12th and 13th, Natasha Rodgers and Cody Barlow were recognized as the All-Oklahoma Academic Team members for Seminole State College, and Ashley Owens was chosen as the SSC Nigh Institute Scholar for 2009. Upcoming events include: the Spring Recognition Banquet on May 5th, Commencement on May 15th, and the Global Studies trip will be held from June 3rd - 15th. Three long-time employees will be honored at retirement receptions. Dr. Richard Wood's will be on April 29th. Mr. Larry Birdwell's will be on May 4th and JoAnn DeArmond's will be held on May 12th. Former Israeli Ambassador Yoram Ettinger will be visiting the SSC campus on April 21st at 2:30 p.m.

Higher Education Day at the Capitol – President Utterback informed the Regents that Higher Education Day at the Capitol was held on February 10th and was very well attended.

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.

VIII. Business

Recommendation to Enter into Executive Session – President Utterback gave the Regents the option of entering into executive session to discuss personnel matters. The Regents decided not to enter into executive session.

Consideration of Approval to Grant Tenure to Mrs. Tracy Jacomo –

President Utterback presented the Board with a copy of the tenure application for Mrs. Tracy Jacomo and a letter of recommendation from Dr. Paul Gasparro, Vice President for Academic Affairs. President Utterback commended Mrs. Jacomo for her dedication to students and her community. President Utterback recommended approval of her tenure. Regent Donaho made a motion to approve tenure for Mrs. Tracy Jacomo and Regent Wilson seconded this motion. This motion was approved unanimously.

Approval of Changes to Policy II-4-16 Regarding Retirement – President

Utterback presented the Board with a copy of Policy II-4-16 concerning retirement with proposed changes. The changes included the addition of the retirement incentive program. President Utterback recommended approval of these changes to institutionalize the retirement incentive program. Ed Cadenhead reviewed these changes and recommended approval. Regent Bradford made a motion to approve the changes to Policy II-4-16 as presented and Regent Donaho seconded this motion. This motion was approved unanimously.

Approval of Changes to Policy II-7-10 Regarding a Drug-Free Workplace–

President Utterback presented the Board with a copy of Policy II-7-10 regarding a Drug-Free Workplace. These changes are minor and will update the wording and for compliance with the U.S. Department of Education guidelines. The Drug Free Workplace Act of 1988 (P.L. 100-690) requires the College to review this policy every two years. Regent Bradford made a motion to approve changes to Policy II-7-10 as presented and Regent Huser seconded this motion. This motion was approved unanimously.

Acceptance of Bid on Glass Package for the Student Services Center –

President Utterback presented the Board with information about the bids for the glass package for the Student Services Center. President Utterback asked for two different bids, one with sliding doors and one without. Two bids were received. The lowest bid was from Shawnee Glass Co., Inc. President Utterback recommended approval of awarding the bid to Shawnee Glass Co., Inc. which includes the sliding glass doors. This amount should not exceed \$66,194.00. Regent Donaho made a motion to approve the bid from Shawnee Glass Co., Inc. as presented for the Student Services Center and Regent Huser seconded this motion. This motion was approved unanimously.

Approval of Naming of Newly Remodeled Park Area – President Utterback

discussed the official naming of the newly remodeled park area. He stated that in light of the generous gifts and labor of Kenneth and Rose Henderson, he would like to recommend that the park be named Henderson Park. Regent Wilson made a motion to approve the naming of the park area, Henderson Park and Regent Huser seconded this motion. This motion was approved unanimously.

IX. Consent Agenda

Regents were presented information concerning an item on the Consent Agenda. President Utterback recommended approval of this item. 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:

Approval Fall 2008 Course-Embedded Assessment Report

X. Adjournment

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

Roger Nansel, Chair