

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING June 25, 2009

#### I. Call to Order

The Seminole State College Board of Regents' special 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 Donaho was absent.

#### III. Introduction of Guests

President Utterback introduced visitors, administrators, faculty, and staff present at the meeting. Special recognition was given to Courtney Lee, Human Resources Director; Kelli McBride, Faculty Senate President, and Mona Ridley, Social Sciences Instructor.

#### IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held May 21, 2009, Regent Flowers 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, 2009. Regent Miller 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. (See enclosed copy of the PowerPoint presentation)

*Personnel Update* – President Utterback updated the Board on some personnel changes. He stated that Mona Ridley has been transferred to Psychology Instructor from Human Resources, Courtney Lee has been transferred to Human Resources Director from GEAR UP and a resignation letter has been received from Darren Wise, Upward Bound II Coordinator.

*Campus Activities* – Dr. Utterback told the Board about several campus activities. The Seminole State College baseball team competed at the JUCO World Series in Grand Junction Colorado in May. Ten Trojan athletes from various sports have been named Academic All-Americans. Katy Cox, Andrew Carter, Cassie Kleber, and Katie Sanderson have been named Distinguished Academic All-Americans. Emily Kiesel, Drew Taylor, Courtne ST. Clair, Ky Burgess, Delany Pennock, and Nick Stiefer have been named Academic All-Americans. Barbara Oivera and Martin Arguello who are members of the Seminole State College Tennis team have been named to the International Tennis Association All-American list. President Utterback commended these students on their academic achievements.

*Cargill Associates Fund Raising Survey* – President Utterback presented the Board members with a copy of the Cargill Associates Fund Raising Survey that was completed this Spring. This group used various instruments, such as online-surveys, interviews, etc., to garner feedback from people on and off campus on a possible fundraising venture and the direction we should go in the future.

*Year-in-review* – President Utterback presented a year-in-review PowerPoint presentation that highlights the 2008-2009 academic year. (See enclosed PowerPoint presentation)

*Higher Learning Commission Update* – President Utterback, Kelli McBride, and Dr. Gasparro updated the Board on the progress of the Self-Study Steering Committee's preparations for the Fall accreditation visit from the Higher Learning Commission. A final draft of the self-study will be ready very soon.

## **VIII. Business**

**Approval of Educational and General Budge for FY 2010**– President Utterback presented the Board with a copy of the proposed Education and General Budget for FY2010. President Utterback highlighted several aspects of this year's budget. President Utterback also shared information about appropriations history,

revenue history, expenditure history and expenditures by function and object. President Utterback commended Katherine Benton on a stellar job of finding out how to pinch every penny twice and stretch our resources to come out with a balanced budget over the coming year. The budget does not include raises for faculty and staff right now. The plan is to see what our fall enrollment is and then make a decision about raises. President Utterback recommended approval of the FY2010 Education and General Budget. Regent Flowers made a motion to approve the FY2010 budget as presented and Regent Huser seconded this motion. This motion was approved unanimously.

**Acceptance of Internal Audit from BKD, LLP** – President Utterback presented the Board with a copy of the internal audit of miscellaneous claims from BKD, LLP. The audit committee, consisting of Regents Nansel, Huser and Flowers, met prior to the Board meeting to discuss this audit. Regent Flowers stated that this was probably one of the cleanest audits we have ever had. Regent Huser made a motion to approve this audit as presented and Regent Flowers seconded this motion. This motion was approved unanimously.

**Approval of Recommendation to Freeze Tuition and Mandatory Fees for FY2010** – President Utterback presented the Board with information about tuition and fees at Seminole State College. He recommended freezing tuition and fees for FY2010 given the current economy. This recommendation comes from leadership in the Higher Education system and the Legislature. Regent Bradford made a motion to freeze tuition for this fiscal year and Regent Flowers seconded this motion. This motion was approved unanimously.

**Approval of Agreement for Exchange of Services with the Seminole State College Educational Foundation** – President Utterback presented the Board with a copy of the Exchange of Services agreement between Seminole State College and the Seminole State College Educational Foundation. This agreement, required by law, is an updated version of a previously approved agreement. Regent Flowers made a motion to approve the Exchange of Services Agreement subject to review by Board attorney, Ed Cadenhead and Regent Wilson seconded this motion. This motion was approved unanimously.

**Approval of Purchase of Classroom Video Capture System from SKC Communication Products** – President Utterback asked the Board for approval to purchase a Classroom Video Capture System from SKC Communication Products in the amount of \$40,922.25. SKC Communication Products is part of a state contract. This purchase will be made from grant funding. Regent Wilson made a motion to approve the purchase of the classroom video capture system not to exceed the amount of \$40,922.25 and Regent Miller seconded this motion. This motion was approved unanimously.

## **IX. Consent Agenda**

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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 unanimously.

The Consent Agenda was as follows:

1. Holiday Schedule for 2009-2010 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 - \$14,352.00
  - Symantic/Norton – for Campus-wide anti-virus Software - \$4,690.25
  - Web CT – for on-line course Software - in the amount of - \$14,600.00
  - Microsoft – for Computer Software Agreement - \$9,680.00
  - ESP Computer Software Maintenance Agreement - \$4,697.71
  - Kaycee Software Inc. – for Bookstore Software - \$4,760.00
  - Business Imaging Systems Maintenance Agreement - \$8,941.50
  - OneNet Hosting Fee - \$3,800.00
  - Dell Computer Systems Maintenance Agreement - \$7,072.00
  - Campus America Software Maintenance Agreement - \$65,541.42
  - Avaya, Inc. – for Telephone System Maintenance - \$30,064.92
  - Peak Uptime Extreme Switch Software/Hardware Maintenance - \$7,537.48

**X. Special Presentation**

On behalf of the Regents, President Utterback made special a presentation to Seminole State College Board of Regents Chair, Mr. Roger Nansel, who completed seven years of service as a Regent in June.

**XI. Adjournment**

The meeting was adjourned at 2:39 p.m.

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Regent Jon Flowers