

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING December 9, 2010

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. Regents present were: Chairman Bill Huser, Jeff Miller, Marilyn Bradford, Leesa Adams and David Wilson.

III. Introduction of Guests

President Utterback introduced visitors, administrators, faculty, and staff present at the meeting. Special recognition was given to members of the Health, Physical Education and Recreation Division. Members present included: Rita Story-Schell, Division Chair; and Jeff Shafer, Baseball Coach. Special recognition was also given to the Faculty Senate President Dave Helseth.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held October 28, 2010; Regent Wilson made a motion to approve the minutes as written and Regent Bradford 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 November 30, 2010. Regent Miller made a motion to approve the Financial Report as presented and Regent Wilson seconded the motion. This motion was approved unanimously.

- *Report on Purchases over \$15,000 for October*

- ✓ \$16,693.00, Seminole Ford-Mercury, Inc., 2011 Ford Escape - Purchased off of state contract
- ✓ \$64,635.88, Pearson Education, Purchase for Resale Textbooks
- ✓ \$32,083.90, McGraw Hill, Inc., Purchase for Resale Textbooks
- ✓ \$16,419.65, SKC Communication, NASNTI Federal Grant Equipment, Sole Source Purchase

- *Report on Purchases over \$15,000 for November*

- ✓ \$24,750.00, Crawford & Associates, PC, Annual Financial Statement Preparation
- ✓ \$24,000.00, Cole & Reed, PC, Annual Audit
- ✓ \$22,372.88, Department of Central Services, Property

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 informed the Board of a personnel change. Adjunct English Instructor Jim Little has submitted a letter of resignation. Mr. Little will be teaching English to Afghanistan military students in Saudi Arabia and Kuwait. Jessica Isaacs, Christian Morgan, Kelli McBride, Rayshell Clapper, Jim Wilson and Jason Garrison have been selected to present at the Popular Culture and American Culture Annual Conference in April, 2011 in San Antonio.

Campus Activities– President Utterback told the Board members about several recent and upcoming campus activities. The Leadership Development Class held a Thanksgiving food drive for the Salvation Army. A Steering Committee for the pond and park project has been formed to assist with the development of the north pond area. New SSC Educational Foundation officers have been elected. Kenny Pryor will be the incoming chair of the Foundation. New trustees have also been appointed to the Foundation. These are: Gordon Melson and Dr. Vicky Carter. The SSC Athletic Booster Club held a cookout on October 29th. A Sneak-A-Peak event and Fun Day was held on campus on November 10th. Phi Theta Kappa inducted twenty-five students and the Ben and Bonnie Walkingstick Student Services Center were dedicated on November 30th. “Coffee with the President” and “Finals Eve Breakfast” was held on December 6th. The Foundation's Holiday Reception will be held on December 13th at the new Shawnee Country Club.

2011 Meeting Dates – President Utterback presented the Board a copy of the 2011 Regular Board Meeting Dates.

VIII. Business

Approval of Annual Contract with Suzie Brewster & Associates – President Utterback presented the Board with a copy of a proposed 2011 annual contract with Suzie Brewster and Associates for consulting services, a list of federal funding received in 2010 and the anticipated possible federal funding for 2011. President Utterback told the Board that the services we receive from Suzie Brewster & Associates are invaluable for helping us deal

with the federal government on special funding. President Utterback recommended approval of this contract. Regent Wilson made a motion to approve the annual contract with Brewster & Associates and Regent Bradford seconded this motion. This motion was approved unanimously.

Authorization of a \$500 Stipend for Full-Time Faculty and Staff – President Utterback presented the Board with information about the history of pay increases at Seminole State College, the increase in cost-of-living over the last three years, the increase in family insurance over the past three years, the anticipated stipends for other institutions and the cost of the stipend if given to SSC employees. President Utterback stated that the College would be fine. Regent Bradford made a motion to authorize a \$500 stipend for full-time faculty and staff and Regent Miller 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 Bradford seconded the motion. This motion was approved unanimously.

The Consent Agenda was as follows:

Addition of Associate in Enterprise Development as part of the Reach Higher Degree Completion Program

X. Adjournment

There being no further business or discussion the meeting was adjourned at 1:58 p.m.

William Huser, Chair