

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING December 15, 2011

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: Chair Marci Donaho, David Wilson, Jeff Miller, and Marilyn Bradford.

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; Jeff Shafer, Baseball Coach; and Angie Byrd, Volleyball Coach. Special recognition was also given to the Faculty Senate President Elect Mona Ridley.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held October 27, 2011; Regent Miller 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 November 30, 2011. Regent Bradford made a motion to approve the Financial Report as presented and Regent Miller seconded the motion. This motion was approved unanimously.

- *Report on Purchases over \$15,000 for October*
 - ✓ \$15,951.35; Novacoast, Annual Network Software License
 - ✓ \$73,295.38; Campus America, Annual Administrative Software License
 - ✓ \$23,465.51; Department of Central Services, Annual Insurance Renewal
 - ✓ \$17,661.01; Elsevier Health Sciences, Textbooks Purchase for Resale-Bookstore
- *Report on Purchases over \$15,000 for November*
 - ✓ \$27,339.20; Condensed Curriculum International, Pharmacy Tech Course

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 personnel changes. Mindy Choate has been hired as an English Assistant Professor, Dwayne Forrester has been hired as the Employment Readiness Director, Melissa Marshall has been hired as the Employment Readiness Skills Instructor, and Emma Speer has been hired as the NASNTI Student Development Specialist. Kathy Hoover has been given the title of Director of Sponsored Programs. Retirement receptions were held for Travis Qualls, Math Instructor and Mary Whitley, Business Office Clerk.

Campus Activities – President Utterback told the Board members about several recent and upcoming campus activities. Oklahoma State Regent Mike Turpen spoke at the Counselor's Workshop and the SSC Leadership Development students on November 1st. President's Leadership Class students volunteered at the Children's Museum fund raiser on November 3rd, visited with Oklahoma Speaker of the House Kris Steele, and attended a program on Tribal Leadership at East Central University. Seminole State College hosted a Drug and Alcohol Prevention Program on November 28th. Peter Simon, Concert Pianist performed on campus and in the community during the week of November 28th – December 2nd. A "Coffee with the President" was held on November 30th. Ray McQuiston, Distribution Manager for VF Jeanswear spoke with the SSC Leadership Development Class. A Finals Eve Breakfast was held on December 5th, the Student Bank Board visited the Federal Reserve Bank on December 6th, and Oklahoma Speaker of the House Designate T.W. Shannon visited campus. The Seminole State College Educational Foundation held their Holiday Party on December 12th and rose over \$25,000. The Seminole Rotary Club held a debate on abolishing Oklahoma State Income Tax on December 14th. The Board was given an update on the renovation of the Student Union. The Board was informed that the Peek Into Engineering Summer Academy has been funded for next summer in the amount of \$28,600.

2012 Meeting Dates – President Utterback presented the Board a copy of the 2012 Regular Board Meeting Dates.

State Appropriated Funding – President Utterback discussed state appropriated funding per FTE and the disparity in funding among the various tiers of higher education.

VIII. Business

Approval of Annual Contract with Suzie Brewster & Associates – President Utterback presented the Board with a copy of a proposed 2012 annual contract with Suzie Brewster and Associates for consulting services. 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 Miller made a motion to approve the annual contract with Brewster & Associates and Regent Wilson seconded this motion. This motion was approved unanimously.

Authorization of a one-time Stipend for Faculty and Staff – President Utterback presented the Board with information about actions that other institutions in the state are doing for their employees. This proposed one-time stipend for faculty and staff at the College is 1% of their annual salaries, with a minimum of \$250 and would be paid in early January. Regent Wilson made a motion to authorize this one-time stipend for faculty and staff and Regent Bradford 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:

- Approval of the Course-Embedded Assessment Report for 2010-2011
- 2012-2013 Academic Calendar

X. Adjournment

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

Marci Donaho, Chair