

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING January 27, 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: Chairman Bill Huser, Marci Donaho, 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 Business Information Systems Division. Members present included: Patricia Cokeley, Division Chair; Fred Bunyan, Business Instructor and Dawn Hamm, Business/Accounting Instructor. 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 December 9, 2010; Regent Wilson made a motion to approve the minutes as written and Regent Donaho 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, 2010. Regent Donaho made a motion to approve the Financial Report as presented and Regent Bradford seconded the motion. This motion was approved unanimously.

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

- o \$34,593.67 - McGraw Hill, Inc., Textbooks; purchase for resale
- o \$15,584.40 - Condensed Curriculum International, Pharmacy Tech program through Business & Industry

#### 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 that Brady Huston has been hired as an Assistant Baseball Coach, Wellness Instructor and Residence Hall Advisor.

*Regent Retirement* – President Utterback informed the Board members that Regent Bradford has announced her retirement from the Shawnee Public School system effective May/June 2011. President Utterback congratulated her.

*Campus Activities*– President Utterback told the Board members about several recent and upcoming campus activities. The annual Foundation Holiday Reception was held on December 13<sup>th</sup> and raised over \$21,000. Seminole State College was recognized as one of the top 50 fastest growing community colleges in the nation by *Community College Week*. Funding for the Summer “Peek Into Engineering” Academy has been renewed for the upcoming summer. President Utterback spoke to the Wewoka Public School Faculty and Staff on January 3<sup>rd</sup> as part of their in-service event. President Utterback and Larry Smith, RBRC Director attended and presented economic development information at the annual Shot Show held in Las Vegas, NV. Dr. Martin Luther King day was observed with a presentation by Ray Jordan, retired educator, football coach and athletic director. The Southeast Oklahoma Legislative Briefing hosted by the Oklahoma State Regents was held on January 18<sup>th</sup> at Krebs. President Utterback presented the Board with information about HB 1463 and SB 858. President Utterback and Dr. Tom Mills will be presenting at the American Association of Community Colleges annual conference in April. President Utterback informed the Board members that Higher Education Day at the Capitol will be held on February 22<sup>nd</sup> and invited members to attend. President Utterback informed the Board members that the Oklahoma Board of Nursing Newsletter showed that the SSC Nursing students had a NCLEX pass rate of 92% in 2009 which is above the state and national rate.

*Accomplishments* – President Utterback presented the Board with the 2010 Accomplishments document. He stated that this document reflects highlights of the past year. Each Vice President highlighted a few accomplishments in their area. President Utterback said he was hopeful that all faculty, staff and administration share pride in these accomplishments.

## **VIII. Business**

**Approval of Annual Contract with Ramona Munsell and Associates** – President Utterback presented the Board with a copy of a proposed contract with Ramona Munsell and Associates for consulting services. President Utterback told the Board that the services we receive from Ramona Munsell and Associates are invaluable for helping us apply for federal grants. President Utterback recommended approval of this contract.

Regent Wilson made a motion to approve the annual contract with Ramona Munsell and Associates Consulting Services, Inc. and Regent Bradford seconded this motion. This motion was approved unanimously.

**Approval of Increase in 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 Lab Course Fee. The increase will help offset the cost increases in lab supplies and will only affect students who are taking lab courses. Regent Donaho made a motion to approve the increase to the Lab Course Fee by \$5 and Regent Wilson seconded this motion. This motion was approved unanimously.

**Approval of Medical Laboratory Technician Fee** – President Utterback presented the Board with a memo from Katherine Benton, Vice President for Fiscal Affairs recommending approval of a \$10 per credit hour fee for Medical Laboratory Technician courses. This fee will help offset increases in equipment and operations and will only affect students who are taking MLT courses. Regent Wilson made a motion to approve the Medical Laboratory Technician Fee and Regent Donaho seconded this motion. This motion was approved unanimously.

**Approval of Hybrid Course Fee** – President Utterback presented the Board with a memo from Katherine Benton, Vice President for Fiscal Affairs recommending approval of a \$10 per course fee for hybrid courses. This fee will help alleviate the costs associated with course development and information technology support and will only affect students who are taking hybrid courses. Regent Bradford made a motion to approve the Hybrid Course Fee and Regent Donaho seconded this motion. This motion was approved unanimously.

**Approval of Electronic Access Fee** – President Utterback presented the Board with a memo from Katherine Benton, Vice President for Fiscal Affairs recommending approval of a \$5 per course fee for electronic academic access courses. This fee will help alleviate the costs associated with course development and information technology support. Regent Bradford made a motion to approve the Electronic Academic Access Fee and Regent Donaho seconded this motion. This motion was approved unanimously.

**Motion to Enter into Executive Session** – President Utterback recommended that the Board enter into executive session to discuss the terms of his employment. Regent Bradford made a motion to enter into executive session and Wilson seconded this motion. This motion was approved unanimously.

**Motion to Enter into Open Session** – Chairman Huser recommended that the Board enter back into open session to present a motion on the items discussed in executive session. Regent Donaho made a motion to enter back into open session and Regent Wilson seconded this motion. This motion was approved unanimously.

**Consideration of Terms of Employment of Dr. James W. Utterback as President of Seminole State College** – Regent Bradford stated that the Board appreciates the service of Dr. Utterback's and his desire to continue to serve as President of Seminole State College. Regent Bradford made a motion to renew President Utterback's contract at the same level

of compensation Regent Donaho seconded this motion. This motion was approved unanimously. President Utterback expressed his gratitude and appreciation to the Board and his colleagues 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 Donaho seconded the motion. This motion was approved unanimously.

The Consent Agenda was as follows:

- Memorandum of Understanding for Cooperation between Seminole State College and the SOPO NGWA Law Firm, LLC
- Approval of the 2011-2012 Academic Calendar

**X. Adjournment**

There being no further business or discussion the meeting was adjourned at 3:00 p.m.

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William Huser, Chair