

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING June 23, 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 Huser, Donaho, Henderson, Adams, Wilson and Bradford.

III. Introduction of Guests

President Utterback introduced visitors, administrators and staff present at the meeting. Special recognition was given to Dr. Steve Bolin, Faculty Senate President; Donna Chambers, Nursing Division Chair; and Susan McLaughlin, Nursing Instructor.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held May 27, 2011. Regent Henderson 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 May 31, 2011. Regent Wilson made a motion to approve the Financial Report as presented and Regent Henderson seconded the motion. This motion was approved unanimously.

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

➤ *May - \$33,292.38 - Hewlett-Packard Company; purchase of a server*

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 items. Michael Hanson has been hired as the Maintenance Coordinator. Dr. Noble Jobe has been hired to teach Biology. Jamie Mills has transferred to a position teaching Math. Melissa Bryant has been hired to teach Math and Damaris Haney has been transferred to Talent Search Adviser. Dustie Butner has been elected to the Leadership Council of the OSU Alumni Association. Several representatives attended the AACC Annual Conference in New Orleans. Regent Wilson attended this conference and gave the Board a short overview of the meetings he attended.

Campus Events – President Utterback told the Board members about several campus activities since the May Board meeting. These were: President Utterback will be presenting at the AACC Future Leaders Institute on June 28th; Congressman Lankford visited the SSC campus on June 9th; work on the pond area continues with the addition of an observation deck and plans for a gazebo and Trojan horse statue; Courtney Dearth of Tecumseh, a former SSC student, has received an appointment to the Air Force Academy; Business and Industry held “Kids College”; Upward Bound and GEAR UP have held camps on campus; a retirement reception was held on June 21st for Kelly Chastian, Maintenance Coordinator; the SSC Global Studies class traveled to Germany, Switzerland, Italy, and Paris.

Textbook Rental Highlights – President Utterback gave the Regents an update on the highlights and benefits of the Textbook Rental Program to our students and the College.

VIII. Business

Review and Consider Approval of Tuition Increase – President Utterback presented the Board with information about a proposed tuition increase, a memo from Vice President Katherine Benton about the increase and a letter of support from the Student Government Association President Lynette Gomez. President Utterback recommended approval of the tuition increase. Regent Henderson made a motion to approve the tuition increase as written and Regent Wilson seconded this motion. Roll call was as follows: Wilson, Yes; Donaho, Yes; Adams, Yes; Bradford, No; Henderson, Yes; and Huser, Yes.

Review and Consider Approval of Increase in the Assessment Fee – President Utterback presented the Board with information about a proposed increase in the Assessment Fee. Regent Henderson made a motion to approve the increase to the Assessment Fee as presented. Regent Wilson seconded this motion. Roll call was as

follows: Wilson, Yes; Donaho, Yes; Adams, Yes; Bradford, No; Henderson, Yes; and Huser, Yes.

Review and Consider Approval of Increase in the Student Facility Fee – President Utterback presented the Board with information about a proposed increase in the Student Facility Fee. Regent Donaho made a motion to approve the increase to the Student Facility Fee as presented and Regent Henderson seconded this motion. Roll call was as follows: Wilson, Yes; Donaho, Yes; Adams, Yes; Bradford, No; Henderson, Yes; and Huser, Yes.

Review and Consider Approval of the Educational and General Budget for FY2012 – President Utterback presented the Board with a copy of materials for the FY 2011-2012 budget for review. 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 conserving funds and stretching resources to balance the budget over the coming year. President Utterback recommended approval of the FY2012 Education and General Budget. Regent Henderson made a motion to accept the budget as presented and Regent Donaho seconded this motion. This motion was approved unanimously.

IX. Consent Agenda

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

- Acceptance of the Associate in Arts for Language Arts and Humanities Degree Program Review
- Approve Annual Contracts:
 - Ed Cadenhead for Legal Services - \$250 Monthly Fee – plus hourly rate
 - Campus America Software Maintenance Agreement - \$77,220.00
 - Avaya, Inc. – for Telephone System Maintenance - \$31,563.00
 - Campus Cruiser for Online Course Service - \$48,859.00
 - Renewal of Sodexo Contract

X. Adjournment

There being no further business or discussion the meeting was adjourned at 3:20 p.m.

Bill Huser, Chair