

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING October 27, 2011

#### I. Call to Order

The Seminole State College Board of Regents' regular 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 Marci Donaho, Secretary/Treasurer David Wilson, Kenneth Henderson, Marilyn Bradford and Leesa Adams.

#### III. Introduction of Guests

President Utterback introduced visitors, administrators, faculty, and staff present at the meeting. Special recognition was given Dr. Steve Bolin, Faculty Senate President; Pam Koenig, Dean of Instructional Compliance; and Braden Brown, Business Services/Maintenance Director. President Utterback also recognized Jim Hinkle from Hinkle & Company, PLLC who was in attendance at the Board meeting.

#### IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held July 28, 2011, Regent Henderson made a motion to approve the minutes as written and Regent Huser 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 September 30, 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 of Purchases over \$15,000:**

- *Report on Purchases over \$15,000 for July*
  - Apple, Inc., \$26,427.95, IT equipment purchased from sole source, TRiO Talent Search Grant
- *Report on Purchases over \$15,000 for August*
  - McGraw Hill, Inc., \$32,939.63, purchase for resale, Bookstore Textbooks
  - Cengage Learning , \$22,721.63, purchase for resale, Bookstore Textbooks

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

- Cengage Learning, \$52,887.85, purchase for resale, Bookstore Textbooks
- Pearson Education, \$106,449.15, purchase for resale, Bookstore Textbooks

**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 personnel changes. Position transfers were: Richard Thornton, from financial aid advisor to Upward Bound coordinator; Holly Newell, from Employment Readiness instructor to Talent Search advisor; Dianna O'Connell, from GEAR UP director to Talent Search advisor; Shelly Howell, from Employment Readiness director to NASNTI director; Michael Schnell, from GEAR UP to NASNTI education technology specialist. New hires were: Marissa Lightsey, Talent Search advisor; Ronnie Williamson, Talent Search West advisor, Theran Hernandez, Upward Bound I advisor, Rusty Beene, Veterans Upward Bound coordinator; Jane Smith, financial aid advisor; and Jennifer Liu, NASNTI student development specialist. Grant positions that have ended are two GEAR UP advisor positions and the textbook rental coordinator. Dr. Paul Gasparro, Vice President for Academic Affairs resigned to accept a presidency in Ohio.

*Campus Activities* – President Utterback told the Board about several activities on campus. These included: a farewell reception was held on September 8<sup>th</sup> for Dr. Gasparro, a Seminole State College delegation visited congressional offices in Washington, D.C. September 10<sup>th</sup> through the 14<sup>th</sup>, the Native American Serving Non-Tribal Institutions grant has been funded, Voter Registration Day was held on September 15<sup>th</sup>, Constitution Day was held on September 16<sup>th</sup>, the SSC Educational Foundation Invitational was held on September 20<sup>th</sup>, the Nursing Accreditation Visit was held September 20<sup>th</sup> through 22<sup>nd</sup>, Michelle Altman the Chief of Staff for Congressman visited campus on September 28<sup>th</sup>, an Accelerated Learning In-Service for faculty and staff was held on September 28<sup>th</sup>, President Utterback announced that he is the Chairman of the OETA Board, Braided Paths: Conversation in Indian Country was held on October 13<sup>th</sup>, Mechell Downey was named to the Professional Board Staff Network for ACCT, the Global Studies group visited Ireland October 13<sup>th</sup> through the 21<sup>st</sup>. Upcoming activities are: a Counselor's Workshop is scheduled for November 1<sup>st</sup>, the Oklahoma Literature and the Oklahoma Voice will be held on November 1<sup>st</sup> and 2<sup>nd</sup>, Pianist Peter Simon will be on campus the week of November 28, the College has received a \$25,000 grant from the Department of Transportation for trees and irrigation. The Board was updated on several President's Leadership Class activities and student activities. President Utterback presented the Board members with

information about several requests for information from legislators and the Oklahoma Council on Public Affairs.

### **VIII. Business**

**Review and Approval of the FY11 External Audit conducted by Hinkle & Company, PLLC** – President Utterback presented the Board with a copy of the FY11 Seminole State College external audit conducted by Hinkle & Company, PLLC. The Audit Committee consisting of Regents Wilson, and Donaho (Regent Miller was absent.) met before the meeting to review this audit. Jim Hinkle with Hinkle & Company, PLLC gave an overview of the audit and stated the firm is issuing an unqualified opinion. Regent Donaho and Regent Wilson commended Vice President Benton and her staff on a good audit. Regent Wilson made a motion to approve the FY11 external audit as presented and Regent Bradford seconded this motion. This motion was approved unanimously.

**Review and Approval of Revision of Policy II-4-1 Addressing Emeritus Status** – President Utterback presented the Board with copies of proposed revisions to Policy II-4-1 addressing emeritus status. President Utterback recommended approval. Regent Bradford made a motion to approve the revisions to Policy II-4-1 as presented and Regent Henderson seconded this motion. This motion was approved unanimously.

**Review and Approval of Revision of Policy II-4-19 Regarding Leaves and Absences for Full-Time Employees** – President Utterback presented the Board with copies of proposed changes to Policy II-4-19 regarding leaves and absences for full-time employees. President Utterback recommended approval. Regent Wilson made a motion to approve the revisions to Policy II-4-19 as presented and Regent Henderson seconded this motion. This motion was approved unanimously.

**Review and Approval of Agreement for Exchange of Services with the Seminole State College Educational Foundation** – President Utterback presented the Board with a copy of the Agreement for Exchange of Services with the Seminole State College Educational Foundation. President Utterback recommended approval. Regent Henderson made a motion to approve this agreement as presented and Regent Bradford seconded this motion. This motion was approved unanimously.

**Authorization to Dedicate 350 Feet of a Water Main to the City of Seminole Utilities Authority** – President Utterback requested authorization to dedicate 350 feet of a water main north of the intersection of State Highways 9 and 3 on the east side of the road to the City of Seminole Utilities Authority. This dedication is part of a real estate transaction made to square up the property where Sarkeys Dormitory is located. Regent Bradford made a motion authorize the President to dedicate 350 feet of a water main to the City of Seminole utilities authority and Regent Henderson seconded this motion. This motion was approved unanimously.

**Authorization to Pursue Refinancing the 2002 Bond Issue** – President Utterback presented the Board with information about current interest rates and requested authorization to pursue refinancing the 2002 bond issue. President Utterback stated that refinancing at this time would benefit the College financially because interest rates are very low. Final documents will be brought to the Regents for approval before refinancing. Regent Henderson made a motion to authorize the President to pursue refinancing the 2002 bond issue and Regent Wilson seconded this motion.

**Recommendation to Enter into Executive Session** – President Utterback gave the Regents the option of entering into executive session to discuss the selection and hiring a Vice President for Academic Affairs and a possible claim against the U.S. Department of Education regarding GEAR UP funding. Regent Henderson made a motion to enter into executive session and Regent Wilson seconded that motion. This motion was approved unanimously.

Regent Huser made a motion to enter into open session and Regent Henderson seconded this motion. This motion was approved unanimously.

President Utterback recommended that the Board of Regents will interview the top three candidates for Vice President for Academic Affairs. A final selection will be made after those interviews. Regent Huser made a motion to approve President Utterback's recommendation and Regent Henderson seconded that motion. This motion was approved unanimously.

**IX. Adjournment**

The meeting was adjourned at 3:22 p.m.

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Regent Marci Donaho, Chair