

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING June 15, 2017

#### 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 Franklin and McQuiston were absent.

President Emeritus – East Central University John Hargrave, administered the Oath of Office to new member, Paige Sheffield and President Utterback welcomed her to the Board.

#### III. Introduction of Guests

President Utterback introduced visitors, administrators, faculty, and staff present at the meeting.

#### IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held March 23, 2017; Regent Donaho made a motion to approve the minutes as written and Regent Morgan seconded the motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Sheffield, yes and Adams, yes.

#### V. Communications to the Board

**Financial Report** – Mr. Braden Brown, Vice President for Fiscal Affairs, presented a review of the College's revenue and expenses through May 31, 2017. Regent Cain made a motion to approve the Financial Report as presented and Regent Donhao seconded the motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Sheffield, yes and Adams, yes.

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

➤ *March*

- ATI Testing – Purchase for Resale - \$15,000
- Jenzabar – Software Implementation - \$87,698.90

➤ *April* – Seminole State College – Upward Bound Summer Room Deposit - \$150,000

➤ *May* – None

**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 a letter of resignation had been received from Dara Campbell, Assistant Professor of Agriculture and Recruiter. Kristin Dunn had been appointed as Director of Community Relations, Dr. Linda Goeller had been recently recognized by the University of Texas at Austin. Laci DiLibero has been hired as the Physical Therapist Assistant Program Coordinator and Wendy Rich has been hired as an Assistant Professor/Recruiter and will directly oversee the Agriculture Program. President Utterback told the Regents that a Presidential Transition Team has been formed to ease the transition of the new President into her position.

*Campus Activities*– President Utterback told the Board members about several recent and upcoming campus activities. These were:

- Students were recognized by OACC
- Student Support Services hosted a “First to Finish” panel
- The Seminole Chamber of Commerce honored Melanie Rinehart and Tammy Kasterke
- Oklahoma's Promise Day was held at the Oklahoma State Capitol
- AACC recognized retiring President Utterback at their annual conference
- Kim Hyden and Paige Sheffield were appointed as new Regents for SSC
- Bill Knowles completed his Doctorate
- A campus honors reception was held to honor longevity, leadership and Phi Theta Kappa graduates
- Committees appointments have been made in preparation for the upcoming Higher Learning Commission accreditation visit
- Community Agriculture leaders met over breakfast at Seminole State College to discuss the SSC Ag program
- The Oklahoma State Legislature recognized retiring President Utterback
- The 2017 SSC Commencement was held on May 5<sup>th</sup>
- A tree was planted in honor of retiring President Utterback by the SSC Faculty Senate
- The annual Howlers and Yawpers creativity symposium was hosted by the Language Arts and Humanities Division
- SSC received a \$5000 agriculture grant from AACC and RCCA
- Current Ag student Zach Ilbery and SSC recruiter Lauren Anderson attended the state FFA convention to recruit students to SSC
- A community retirement dinner for President Utterback was held on April 27<sup>th</sup>

- Two SSC students went on the OACC Study Abroad trip to the Dominican Republic
- President Utterback and President Hargrave were honored by the Oklahoma State Regents for Higher Education
- President Utterback was honored by the Oklahoma Council of Presidents
- President Utterback gave the Regents an update on SSC spring sports
- Two separate groups of Students and Faculty attended the Global Studies trips. One group went to China and the other group went to Ireland.
- SSC Kid's camps are being held offering art, Lego, Minecraft, basketball and reading camps. Swimming lessons are also being offered in the SSC pool.
- President Utterback gave an update on the construction of the Dan and Andrea Boren Center
- Two Upward Bound grants have been refunded totaling \$3 million over the next 5 years
- A retirement cookout was held on campus for President Utterback on June 13<sup>th</sup>
- A retirement reception for Rusty Beene will be held on campus on June 28<sup>th</sup>
- President Utterback told the Regents about an upcoming Regents Education Program event on September 19<sup>th</sup>

#### **VIII. Business**

**Approval of Increase of Resident Tuition and Non-Resident Tuition** – President Utterback presented the Board information about a proposed tuition increase, a letter of support from the Student Government Association and a memo from Vice President Braden Brown about an increase from \$90.50 to \$96.00 in resident tuition and an increase from \$277.00 to \$294.00 per credit hour for nonresident tuition. Regent Cain made a motion to approve the tuition increase as presented and Regent Sheffield seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Sheffield, yes and Adams, yes.

**Approval to Increase the Student Activity Fee** – President Utterback presented information about a proposed increase to the Student Activity Fee. This action would increase this fee from \$8.50 to \$11.00 per credit hour. President Utterback recommended approval of this increase. Regent Morgan made a motion to approve the increase as presented and Regent Donaho seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Sheffield, yes and Adams, yes.

**Approval to Increase the Infrastructure Fee** – President Utterback presented information about a proposed increase to the Infrastructure Fee. This action would increase this fee from \$7.00 to \$9.00 per credit hour. President Utterback recommended approval of this increase. Regent Donaho made a motion to approve the increase as presented and Regent Morgan seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Sheffield, yes and Adams, yes.

**Ratification of the Acceptance of a Bid from Great Western Dining Service, Inc.** – President Utterback presented information about a bid for dining service operation. He requested ratification of a contract with Great Western Dining Service, Inc. Regent

Donaho made a motion to ratify the contract with Great Western Dining Service, Inc. as presented and Regent Cain seconded the motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Sheffield, yes and Adams, yes.

**Approval to rename the Milt Phillips Music Building** – President Utterback presented information about Mr. Milt Phillips who is the namesake of the Milt Phillips Music Building. He stated that music courses are no longer offered in this building and it is confusing to students. Social Science courses are offered in this building. The Phillips family was contacted about the proposed change and had no objections. President Utterback recommended approval of the renaming. Regent Sheffield made a motion to approve the change as presented and Regent Morgan seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Sheffield, yes and Adams, yes.

**Approval of the FY2018 Educational and General Budget** – President Utterback presented the Board with a copy of materials for the FY18 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 Vice President for Fiscal Affairs Braden Brown and his staff on a stellar job of conserving funds and stretching resources to balance the budget over the coming year. President Utterback recommended approval of the FY18 Education and General Budget. Regent Cain made a motion to approve the FY18 Education and General Budget as presented and Regent Donaho seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Sheffield, yes and Adams, yes.

**Motion to Enter into Executive Session** – The Board retired into executive session to discuss the terms of employment for President Utterback. Regent Cain made a motion to enter into executive session and Regent Morgan seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Sheffield, yes and Adams, yes.

**Motion to Enter into Open Session** – Regent Donaho recommended that the Board enter back into open session to present a motion on the items discussed in executive session. Regent Cain made a motion to enter back into open session and Regent Morgan seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Sheffield, yes and Adams, yes.

**Authorization of Payment of Life and Medical Insurance to President Utterback** – Regent Donaho made a motion to authorize payment of life and health insurance as discussed in executive session for Dr. Utterback. Regent Morgan seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Sheffield, yes and Adams, yes.

**IX. Consent Agenda:**

Regents were presented information concerning items on the Consent Agenda. President Utterback recommended approval of these items. Regent Cain made a motion to approve

the Consent Agenda items and Regent Morgan seconded the motion. This motion was approved unanimously.

The Consent Agenda was as follows:

Approval of the following items:

- Degree Program Modification for the Associate in Applied Science in Nursing Program
- Memorandum of Understanding with Gordon Cooper Technology Center for the Physical Therapy Assistant Program
- Memorandum of Understanding with Gordon Cooper Technology Center for the Medical Laboratory Technology Program
- Approval of the 2017-2018 Events and Employee Holiday Schedule
- FY-18 Agreements:
  - Oiler Park Lease – \$1
  - Brightspace for Online Course Service – \$22,061.32
  - Jenzabar for Software – Approximately – \$93,000.00
  - Continuant for Telephone Support – \$12,061.32

**X. Special Presentation**

On behalf of the Regents, President Utterback made a special presentation to Seminole State College Board of Regents Chair Leesa Adams who completed her service as a Regent in June. Also, on behalf of the Regents, Chair Leesa Adams made a special presentation to retiring President Jim Utterback.

**XI. Adjournment**

There being no further business or discussion the meeting was adjourned at 3:10 p.m.

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