

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING December 11, 2008

#### I. Call to Order

The Seminole State College Board of Regents' regular monthly meeting was called to order at 1:15 p.m. in the Enoch Kelly Haney Center Board Room.

#### II. Roll Call of Members

Roll call was conducted. Regent Flowers was absent.

#### III. Introduction of Guests

President Utterback introduced visitors, administrators, faculty, and staff present at the meeting. Special recognition was given to members of the Social Sciences Division. Members present included: Pam Koenig, Division Chair; Bill Knowles COPS Coordinator/Government Instructor; Kendall Rogers, Psychology Instructor; Carlene Armour, Secretary for the Social Sciences Division; Tracy Jacomo, Sociology Instructor; Marta Osby, Government Instructor; Dr. Richard Wood, History/Government Instructor; and Diana Lynd, Child Development Coordinator/Instructor. Members of the President's Leadership Class were also present at the meeting. Members present were: Bill Hobia, Cherise Taylor and Jarrod Whitlock.

#### IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held October 15, 2008, 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 November 30, 2008. Regent Miller made a motion to approve the Financial Report as presented and Regent Huser seconded the motion. This motion was approved unanimously.

- *E&G and Auxiliary Purchases over \$15,000 for October – None*
- *E&G and Auxiliary Purchases over \$15,000 for November*
  - o Cole & Reed, Auditors, \$17,566.52 for External Audit
  - o LABSCO, \$38,820.00 for purchase for the MLT Program from Federal Grant Funding

**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 of several personnel changes. These were as follows: Ernest Clark has been hired as the Curriculum Specialist for the Native American Serving Non-Tribal Institution (NASNTI) grant, Heather Kreeger has been hired as the Testing Center Adviser, Yashanda Scruggs has been hired as the Retention Specialist for the NASNTI grant, Michael Schnell has been hired as the Technology Specialist for the NASNTI grant, Deedra Eldredge has been hired as Enrollment Management Adviser, Cynthia Yerby has announced her retirement effective January 1<sup>st</sup> and Jim Coleman has announced his retirement effective January 1<sup>st</sup>.

*Campus Activities*– President Utterback told the Board members about several recent and upcoming campus activities. These included: the Board of Regents dates for 2009, Phi Theta Kappa Induction held on November 10<sup>th</sup>; Native American Day held on November 17<sup>th</sup>; Presidential Leadership Class trip to the Seminole Nation Historical Museum and the Seminole Nation Tribal Headquarters; the Social Science class served at the Ada Community Thanksgiving Dinner; the SSC Leadership Class held a food drive for the Seminole Interfaith Ministries Food Pantry; Reggie Whitten, Oklahoma City Attorney spoke to the Leadership Development Class on December 2<sup>nd</sup>; Coffee with the President was held on December 3<sup>rd</sup>; Peter Simon, Concert Pianist, held an inaugural concert for the donated Baldwin piano in the Haney Center; Psi Beta held their induction on December 4<sup>th</sup>; the Faculty held their Holiday Party on December 9<sup>th</sup>; Permanent Issue held their concert on December 9<sup>th</sup>; Finals Eve Breakfast was held the evening of December 10<sup>th</sup>; Chancellor for Higher Education Glen Johnson visited Seminole State College on December 11<sup>th</sup>; and the SSC Educational Foundation Holiday Event will be held on December 15<sup>th</sup> at the Shawnee Country Club. President Utterback invited Board members to attend the Seminole Chamber of Commerce annual banquet on January 12<sup>th</sup>. The speaker for this event will be U.S. Congressman Dan Boren.

*Higher Learning Commission Update* – President Utterback presented the Board with an update on the Higher Learning Commission visit preparation. Pam Koenig updated the Board on the progress of the self-study report.

*Construction Update* – President Utterback updated the Board Members on the construction of the Student Services Center, the tennis court construction and the development of the walking trails around the pond area.

**VIII. Business**

**Approval of Annual Contract with Suzie Brewster & Associates** – President Utterback presented the Board with a copy of the 2009 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 Donaho made a motion to approve the annual contract with Brewster & Associates and Regent Miller seconded this motion. This motion was approved unanimously.

**Approval of Revision of Seminole State College Board Policy II-4-16** – President Utterback presented the Board with a copy of Board Policy II-4-16 concerning retirement benefits for Oklahoma Teachers Retirement. He proposed that Seminole State College pay all of the teacher's retirement when someone is hired instead of using the cap of \$2100 for the first year of employment. President Utterback stated that this is a big financial burden on new employees. President Utterback recommended approval of this change. Regent Bradford made a motion to approve the changes to Policy II-4-16 and Regent Huser seconded this motion. This motion was approved unanimously.

**Approval of Revision of Seminole State College Board Policy III-1-4** – President Utterback presented the Board with a copy of Board Policy III-1-4 concerning inventory threshold. President Utterback stated that this change would change the inventory threshold from \$500 to \$5000 pursuant to Senate Bill 1358 which amends 74 O.S. 2001, Section 110.1. This comes after a recommendation to the Audit Committee from the auditors. President Utterback recommended approval of this change. Regent Donaho made a motion to approve the change to Board Policy III-1-4 as presented and Regent Miller seconded this motion. This motion was approved unanimously.

**IX. Adjournment**

There being no further business or discussion the meeting was adjourned at 2:15 p.m.

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Roger Nansel, Chair