

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING October 15, 2008

#### 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. Regent Miller 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 Language Arts and Humanities Division. Member present included: Jeff Cox, Division Chair; Marie Dawson, Speech Instructor; John Bartos, Art Instructor; Rayshell Palmer, English Instructor; and Kelly Kirk, Art Instructor. Members of the President's Leadership Class were also present at the meeting. Members present were: Calli Wood, Becky Tiger, Chelsea Smith, Chance Marsey, Nash McMurtrey, Steven Gomez, Addisum Austin, Shallon Tyra, Michelle Jones, Jessica Schimmel, and Dani Trueblood. Kevin Marshall and Mike Gibson from Cole and Reed were also in attendance to discuss the external audit item on the agenda.

#### IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held August 21, 2008, Regent Flowers made a motion to approve the minutes as written and Regent Wilson 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, 2008. Regent Flowers made a motion to approve the Financial Report as presented and Regent Donaho seconded the motion. This motion was approved unanimously.

- *E&G and Auxiliary Purchases over \$15,000 for August*
  - o *\$19,266.36 – McGraw Hill Bookstore Purchase for Resale*
  - o *\$16,048.96 – Purchase for the MLT Program from Federal Grant*
  
- *E&G and Auxiliary Purchases over \$15,000 for September*
  - o *\$47,954.47 – Cengage Learning, Bookstore Purchase for Resale*
  - o *\$16,048.96 – Pearson Education, Bookstore Purchase for Resale*

**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. Shelly Watson has been hired as the Director of the NASNTI grant, Holly Newell has been hired as the Skills Instructor for the Employment Readiness program and Braden Brown has been hired as the new Director of Business Services.

*Campus Activities*– President Utterback told the Board members about several recent campus activities. These included: the ribbon cutting for the Seminole Nation Residential Learning Center, Presidential Leadership Class trips to a Leadership Conference at the Skirvin Hotel in Oklahoma City and the State Capitol, and the election of the 2008-2009 Student Government Officers (Cedar Shirey, President, Calli Wood, Vice President and Siah Scott, Secretary). He also told the Board about two national recognitions of Seminole State College students. Cedar Shirey, President of the Student Government Association, received a \$1000 scholarship from the National Indian Education Association, and Trojan Catcher Joe Patterson, received ABCA Player of the Year. Regent Marilyn Bradford also was honored with the naming of the Marilyn Bradford Courtyard at the Early Learning Childhood Center in Shawnee.

*Native American Serving Non-Tribal Institutions Grant* – President Utterback congratulated Lana Reynolds on her oversight of the successful application for a Native American Serving Non-Tribal Institutions grant in the amount of \$1.2 million in Federal funding. This grant provides funding over the next two years with a possibility of additional funding for an additional three years. This grant will help all students at Seminole State College by allowing the college to hire additional tutors and counselors and improving technology on campus. Only six of these grants were awarded in the United States.

*Washington, D.C. Report* – President Utterback updated the Board on a recent trip that he, Lana Reynolds and Larry Smith made to visit congressional offices in Washington, D.C. The College hosted a reception for staff members of the Oklahoma delegation.

*Seminole State College Educational Foundation Golf Tournament Update* – President Utterback updated the Regents on the success of the Seminole State College Educational Foundation Golf Tournament. Over \$11,000 was raised for the Foundation.

Higher Learning Commission Update – President Utterback presented the Board with an update on the Higher Learning Commission visit preparation.

#### **VIII. Business**

**Acceptance of the FY08 External Audit** – President Utterback presented the Board with a copy of the annual FY08 external audit by Cole & Reed, P.C. Kevin Marshall, representative from Cole & Reed, addressed the Board members about the audit findings. He stated that the audit is an unqualified audit, clean, which evaluated internal controls and compliance. The Board audit committee met with the auditors before the Board meeting to review the audit and any findings. Regent Flowers stated that this was an unqualified audit and made a motion to approve the external audit as presented and Regent Wilson seconded this motion. This motion was approved unanimously.

**Approval of Bid for Purchase and Installation of Fire and Sprinkler System for the Student Services Center** – President Utterback presented the Board with a memo from Katherine Benton, Vice President for Fiscal Affairs, that presented information about bids received for the fire and sprinkler system for the construction of the Student Services Center. One bid was received from Reliable Fire Systems, Inc. Katherine Benton and President Utterback recommended approval of the hiring of Reliable Fire Systems, Inc. for this project. Regent Bradford made a motion to approve the bid from Reliable Fire Systems, Inc. and Regent Donaho 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 with a proposed change to the master retirement plan for Seminole State College. The minor change in wording was recommended to comply with the new IRS Code of 1986; 20 CFR§2510.3-2(f). Regent Bradford made a motion to approve the change to Board Policy II-4-16 as presented and Regent Huser seconded this motion. This motion was approved unanimously.

#### **IX. Adjournment**

There being no further business or discussion the meeting was adjourned at 2:12 p.m.

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Roger Nansel, Chair