

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING February 17, 2010

#### 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 Henderson and Donaho were 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 were: Marta Osby, Division Chair and Government Instructor; Dr. Steve Bolin, History Instructor; Jeffery Chrisitansen, Government Instructor; Christal Stevenson, English/Psychology Instructor; and Bill Knowles, COPS Coordinator/Government Instructor. Other guests included: Christian Morgan, English Instructor; Jeff Cox, Language Arts and Humanities Division Chair/English Instructor; Kelly Kirk, Art Instructor; and Kelli McBride, English Instructor.

#### IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held December 10, 2009, Regent Miller 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 January 31, 2010. Regent Bradford 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 December*

- ✓ Condensed Curriculum International; \$16,883.10, Pharmacy Tech Program
- ✓ Cole & Reed, P.C.; \$22,700.00, External Audit

- *E&G and Auxiliary Purchases over \$15,000 for January*

- ✓ Pearson Education, \$28,670.00; Textbooks
- ✓ McGraw Hill, Inc., \$29,802.69; 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)

*Renewal of Summer Academies Program* – President Utterback presented the Board with a copy of the announcement of renewal letter from the Oklahoma State Regents for Higher Education for the 2010 Summer Academies for Mathematics, Science and Multidisciplinary Studies.

*Campus Activities* – President Utterback told the Board members about several campus activities since the December Board meeting. These were: Seminole State College staff moved into the new Student Services Center; the College held a retreat at St. Crispin's on January 7<sup>th</sup>; students, faculty, and staff observed Martin Luther King, Jr. Day on January 15<sup>th</sup>; College representatives attended a Distinguished Service Award luncheon for Governor Brad Henry held by the Oklahoma State Regents for Higher Education on January 12<sup>th</sup>; Senator Harry Coates was recognized on campus by the Oklahoma State Regents for Higher Education on January 14<sup>th</sup>; College representatives attended a Southeast Oklahoma Legislative Briefing at Pete's Place in Krebs on January 18<sup>th</sup>; President Utterback spoke at the Prague Chamber Forum on January 21<sup>st</sup>; and SSC Educational Foundation Chair Mark Schell was named "Citizen of the Year" by the Seminole Chamber of Commerce on January 26<sup>th</sup>.

*Higher Education Day at the Capitol* – President Utterback told the Board members that Higher Education Day at the Capitol was held on February 16<sup>th</sup> and was attended by several College supporters and many students from the Seminole State College Campus.

*Accomplishments* – President Utterback presented the Board with the 2009 Accomplishments document. He stated that this document reflects highlights of the past year. He said he was hopeful that all faculty, staff and administration share pride in these accomplishments.

**VIII. Business**

**Approval of Increase in Room and Board for FY11** – President Utterback presented the Board with a memo from Vice President for Fiscal Affairs Katherine Benton that recommended a 3.2% increase in room and board rates during FY2010-2011. President Utterback also presented a sister institution room and board comparison chart. This modest increase will help the College cover the increases in food service costs. Regent Wilson made a motion to approve a 3.2% increase in room and board rates for FY2010-2011 and Regent Bradford seconded this motion. This motion was approved unanimously.

**Motion to Enter into Executive Session** – President Utterback recommended that the Board enter into executive session to discuss three items. These items were: granting tenure to Ms. Kelli McBride, Instructor, Language Arts and Humanities Division; granting tenure to Mr. Bill Knowles, Instructor, Social Sciences Division; and reviewing the terms of employment of Dr. James W. Utterback as president of Seminole State College. Regent Miller made a motion to enter into executive session and Wilson seconded this motion. This motion was approved unanimously.

**Motion to Enter into Open Session** – Chairman Flowers recommended that the Board enter back into open session to present a motion on the items discussed in executive session. Regent Wilson made a motion to enter back into open session and Regent Bradford seconded this motion. This motion was approved unanimously.

**Consideration of Approval to Grant Tenure to Ms. Kelli McBride** – President Utterback presented the Board with a copy of the tenure application for Mrs. Kelli McBride and a letter of recommendation from Dr. Paul Gasparro, Vice President for Academic Affairs. President Utterback commended Mrs. McBride for her dedication to students. President Utterback recommended approval of her tenure. Regent Bradford made a motion to approve tenure for Mrs. Kelli McBride and Regent Huser seconded this motion. This motion was approved unanimously.

**Consideration of Approval to Grant Tenure to Mr. Bill Knowles** – President Utterback presented the Board with a copy of the tenure application for Bill Knowles and a letter of recommendation from Dr. Paul Gasparro, Vice President for Academic Affairs. President Utterback commended Mr. Knowles for his commitment to students and to this institution. President Utterback recommended approval of his tenure. Regent Wilson made a motion to approve tenure for Mr. Bill Knowles and Regent Huser seconded this motion. This motion was approved unanimously.

**Consideration of Terms of Employment of Dr. James W. Utterback as President of Seminole State College** – Chairman Jon Flowers stated that the Compensation Committee met and is extremely pleased with the direction that the College is going. Regent Huser made a motion to renew President Utterback's contract with no changes to the contract at the request of President Utterback. Regent Miller seconded this motion. This motion was approved unanimously. President Utterback expressed his gratitude and appreciation to the Board and his colleagues for their support.

## **IX. Consent Agenda**

Regents were presented information concerning items on the Consent Agenda. President Utterback recommended approval of this item. Regent Bradford made a motion to approve the Consent Agenda items and Regent Wilson seconded the motion. This motion approved unanimously.

The Consent Agenda was as follows:

Ratification of the 2010-2011 Academic Calendar

**X. Adjournment**

There being no further business or discussion the meeting was adjourned at 2:26 p.m.

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Jon Flowers, Chair