

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING January 17, 2013

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 present were: Chair Jeff Miller, Mike Ervin, Marilyn Bradford, David Wilson, and Marci Donaho.

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: Division Chair Marta Osby, Pam Koenig, Dr. Steve Bolin, Jeffrey Christiansen, Bill Knowles, Kendall Rogers, and Christal Stevenson. Special recognition was also given to: Mona Ridley, Faculty Senate President and Kathy Hoover, Sponsored Programs Director.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held October 25, 2012; Regent Bradford made a motion to approve the minutes as written and Regent Ervin 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 December 31, 2012. Regent Wilson made a motion to approve the Financial Report as presented and Regent Bradford seconded the motion. This motion was approved unanimously.

- *Report on Purchases over \$15,000 for October* –
 - ✓ \$16,607.68 - Elsevier Health Sciences, Bookstore, Purchase for Resale Textbooks
 - ✓ \$39,167.70 - Apple Inc., iPad Carts, GEARUP - Federal Grant
 - ✓ \$47,306.10 - Apple Inc., iPad Carts, GEARUP - Federal Grant

- *Report on Purchases over \$15,000 for November* –
 - ✓ \$24,783.69 - Crawford & Associates, PC, Annual Audit & Financial Statements
 - ✓ \$21,236.87 - McGraw Hill, Inc., Bookstore, Purchase for Resale Textbooks

- ✓ \$24,150.69 - Dell Marketing L.P., #23 Math Lab Computers and 3 Developmental Classroom Computers, NASNTI - Federal Grant

- *Report on Purchases over \$15,000 for December – 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](#))

Campus Activities– President Utterback told the Board about several personnel changes. Ronnie Williamson was transferred to the Upward Bound Math/Science II Coordinator, Randy Key has been hired as the Head Volleyball Coach and a letter of intent to retire has been received from Gerhard Laule, Professor of Physical Science. The President also told the Board about several campus activities. These were: the Trojan Golf Tournament and Alumni Baseball Game, November 2-3; Denmark guest's visit to campus November 6-10; "Pizza and Politics" November 7 in the residence hall; PLC students volunteering at the Regional Food Bank on November 8; new benches at Oiler Park in memory of honored fans; SSC Night at the Lights" at Magnolia Park; SGA's food drive which collected 500 cans of food; SSC Faculty's attendance at a college fair in Czechoslovakia; "Finals Breakfast" at the beginning of finals week; Classified Staff's project to collect gifts for "Little Angels"; Summer Academy funding renewal for the upcoming year; Winter Retreat January 7; and the annual Southeast Oklahoma Legislative Briefing in Krebs, OK on January 15. The President invited all to attend the Trojan Baseball Season Kick-off Banquet on February 2 and Higher Education Day at the Capitol on February 12.

Highlights of 2012 – President Utterback presented a document highlighting campus activities in 2012. President Utterback said he was hopeful that all faculty, staff and administration would share pride in these accomplishments.

Special Report from the Office of Sponsored Programs – Kathy Hoover, Sponsored Programs Director presented the Board an update on and federal compliance current federal funding.

VIII. Business

Approval of Revision of the Hybrid/Online Course Fee – President Utterback presented the Board with a memo from Katherine Benton, Vice President for Fiscal Affairs recommending approval of a revision of the Hybrid/Online Course Fee. This fee will only be charged to those courses designated as Hybrid or Online. Regent Ervin made a motion

to approve the revision to the Hybrid/Online Course Fee and Regent Bradford seconded this motion. This motion was approved unanimously.

Approval of Revision of the Remedial/Zero Level Course Fee – President Utterback presented the Board with a memo from Katherine Benton, Vice President for Fiscal Affairs recommending approval of a revision of the Remedial/Zero Course Fee. This fee will only be charged to those courses designated as remedial or zero level courses. Regent Donaho made a motion to approve the revision to the Hybrid/Online Course Fee and Regent Wilson seconded this motion. This motion was approved unanimously.

Approval of Annual Contract with Suzie Brewster & Associates – President Utterback presented the Board with a copy of a proposed 2013 annual contract with Suzie Brewster and Associates for consulting services. President Utterback told the Board that the services received from Suzie Brewster & Associates are invaluable for helping with the federal government programs and special funding. President Utterback recommended approval of this contract. Regent Wilson made a motion to approve the annual contract with Brewster & Associates and Regent Bradford seconded this motion. This motion was approved unanimously.

Approval of Loan Agreement with Jim Thorpe Association Oklahoma Sports Hall of Fame – President Utterback presented the Board with a copy of a proposed loan agreement with the Jim Thorpe Association Oklahoma Sports Hall of Fame for the loan of the George Barr baseball collection owned by Seminole State College. He recommended approval. Regent Wilson made a motion to approve the agreement as presented and Regent Ervin 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 the terms of his employment. Regent Wilson made a motion to enter into executive session and Regent Donaho seconded this motion. This motion was approved unanimously.

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

Consideration of Terms of Employment of Dr. James W. Utterback as President of Seminole State College – Regent Bradford stated that the Board appreciates the service of Dr. Utterback and his desire to continue to serve as President of Seminole State College. Regent Bradford made a motion to renew President Utterback's contract without any changes. Regent Donaho 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 Wilson made a motion to approve the Consent Agenda items and Regent Bradford seconded the motion. This motion was approved unanimously.

The Consent Agenda was as follows:

- ✓ Approval of the Annual Academic Calendar
- ✓ Acceptance of the Annual Assessment Report
- ✓ Acceptance of the following Degree Program Reviews:
 - Associate in Science for Behavioral Sciences
 - Associate in Arts for Child Development
 - Associate in Science for Criminal Justice
 - Associate in Science for Health Related Degrees
 - Associate in Science for Life Sciences
 - Associate in Science for Mathematics
 - Associate in Science for Physical Sciences
 - Associate in Science for Pre-Engineering
 - Associate in Arts for General Studies
 - Associate in Arts for Social Sciences

X. Adjournment

There being no further business or discussion the meeting was adjourned at 3:02 p.m.

Jeff Miller, Chair

Seminole State College
Board of Regents
Regular Meeting

January 17, 2013
Enoch Kelly Haney Board Room

President's Report

		
Ronnie Williamson Transferred to Upward Bound Math/Science II Coordinator	Randy Key Hired as Volleyball Coach	Gerhard Laule Professor of Physical Science Announces Retirement

Personnel Update

Campus Update

Trojan Golf Tournament and Alumni Baseball Game
November 2-3



A collage of four photographs. The top-left photo shows three people standing outdoors. The top-right photo shows two men in dark jackets standing together. The bottom-left photo shows a large group of people sitting on a grassy field. The bottom-right photo shows three golf balls on a green.

Denmark Guests visit Campus November 6 - 10



A collage of four photographs. The top-left photo shows a group of people in a hallway. The top-right photo shows a group of people standing in front of a brick building. The bottom-left photo shows a group of people in a hallway. The bottom-right photo shows a group of people standing in front of a brick building.

"Pizza and Politics" Election Watch Party
November 7



Two photographs. The top photo shows a large group of people sitting at a long table covered with a white tablecloth, decorated with American flags. The bottom photo shows a close-up of a pizza with toppings. The text "S. J. Sarkeys Atrium" is visible in the background of the top photo. The text "PIZZA AND POLITICS" is overlaid on the bottom photo.



A circular logo with the text "Election 2012" and a stylized globe.

President's Leadership Class Volunteers at the Regional Food Bank - November 8



Two photographs. The left photo shows a group of students working at a long table with blue bins. The right photo shows two students standing together. The text "Rock 'n Box" is overlaid on the right photo.

Rock 'n Box
Students repacked 4,608 pounds of bulk pinto beans.

New Benches at Oiler Park



Memory of Former Fans Honored with Benches at Oiler Park

Family Members of Honored Fans with Coach Simmons

Seminole State College "Night at the Lights" at Magnolia Park



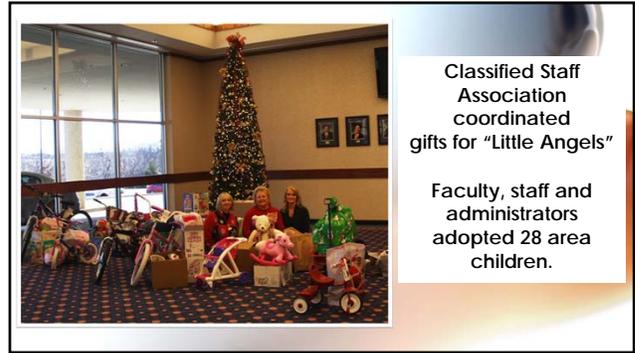
Student Government Association Food Drive



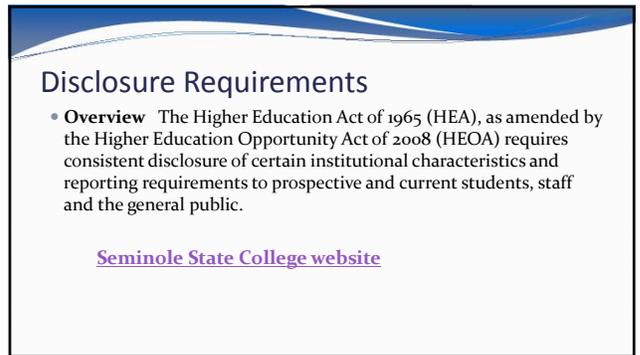
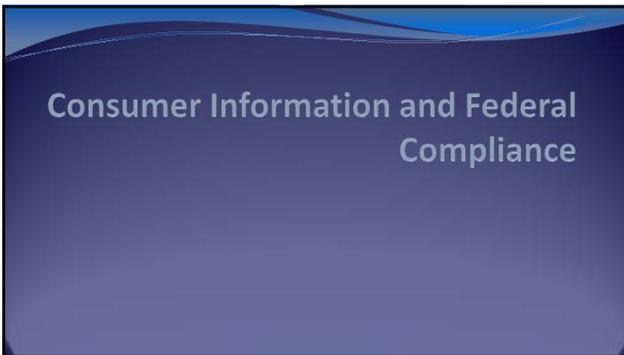
Over 500 cans collected!

SSC Faculty Attend College Fair in Czechoslovakia

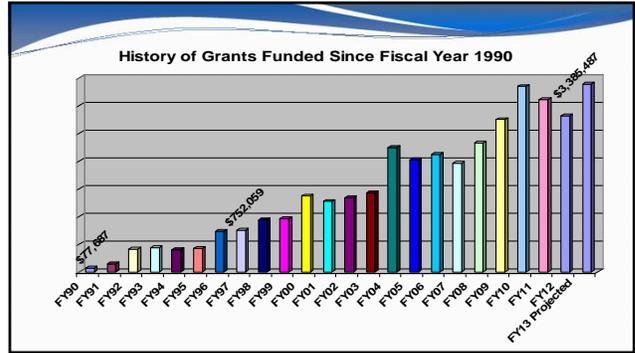








Office of Sponsored Programs



Grant Summary

- SSC currently has 12 federal grants.
- SSC Educational Foundation grants are not included in this summary
- They have a combined annual budget of \$3,385,487
- Grants are funded thru 2017
- 32 full-time people are employed by the grant programs
- 24 area public schools are served by the grants

Grant Statistics

- Upward Bound serves 235 students
- Talent Search serves 1200 students
- GEAR UP serves 710 students
- Student Support Services serves 280 college students
- NASNTI serves students campus-wide
- Employment Readiness has open enrollment
- The Scholars Program serves approximately 50 SSC students

Current Projects

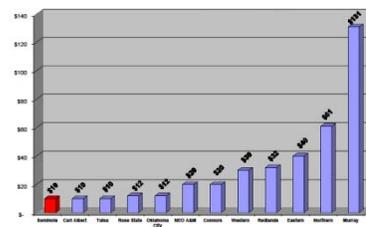
- Daily evaluation of available funding
- Student Support Services grant competition during 2013
- Health Sciences Student Support Services competition during 2013
- Campus-wide efforts are encouraged thru [Office of Sponsored Programs](#)

Business Items

Item A

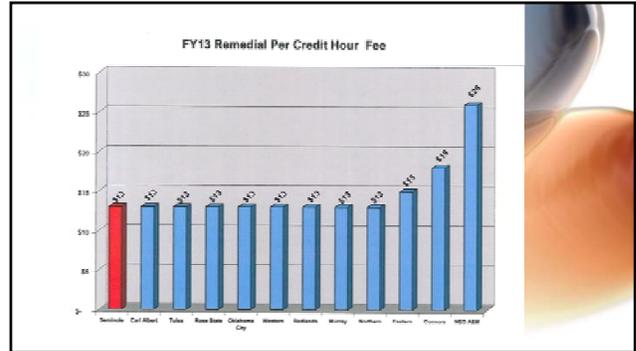
Review and consider approval to increase the Hybrid/Online Course Fee.

FY13 Internet Per Credit Hour Fee



Item B

Review and consider approval to increase the Remedial/Zero Level Course Fee.



Item C

Review and consider approval of renewal of annual contract with Suzie Brewster & Associates for consulting services.

Item D

Review and consider approval of loan agreement with the Jim Thorpe Association Oklahoma Sports Hall of Fame for the display of baseball collection.

Item E

1. Review and consider terms of employment of Dr. James W. Utterback as President of Seminole State College
2. Proposal to enter Executive Session

Item F

1. Proposal to Reconvene in Open Session
2. Consideration of Possible Action regarding Terms of Employment and Compensation of Dr. James W. Utterback as President of Seminole State College

Consent Agenda

Approval of the following items:

- Annual Academic Calendar
- Acceptance of the Annual Assessment Report
- Acceptance of the following Degree Program Reviews:
 - Associate in Science for Behavioral Sciences
 - Associate in Arts for Child Development
 - Associate in Science for Criminal Justice
 - Associate in Science for Health Related Degrees
 - Associate in Science for Life Sciences
 - Associate in Science for Mathematics
 - Associate in Science for Physical Sciences
 - Associate in Science for Pre-Engineering
 - Associate in Arts for General Studies
 - Associate in Arts for Social Sciences

Adjournment

Next meeting: February 21, 2013