

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING December 10, 2015

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 Franklin, Adams and McQuiston 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 Business and Education Division. Members present included: Brad Schatzel, Division Chair; Tammy Kasterke, Jeff Cheng, and Rita Story-Schell. Other guests included: Kendall Rogers, Jamie Mills, Christal Stevenson, Marc Hunter, Dr. Randy Smith, Braden Brown, Christian Morgan and Courtney Jones.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held October 22, 2015; Regent Donaho made a motion to approve the minutes as written and Regent Morgan seconded the motion. This motion was approved unanimously.

V. Communications to the Board

Presentation by Dr. Randy Smith – Dr. Randy Smith, President of the Rural Community College Alliance presented an award to Rayshell Clapper, Kendall Rogers and Jamie Mills for their presentation at the RCCA annual conference. Their presentation was awarded the “Presentation of the Year Award.”

Financial Report – Ms. Katherine Benton, Vice President for Fiscal Affairs, presented a review of the College's revenue and expenses through November 30, 2015. Regent Morgan made a motion to approve the Financial Report as presented and Regent Cain seconded the motion. This motion was approved unanimously.

- *Report on Purchases over \$15,000 for October - None*
- *Report on Purchases over \$15,000 for November*

- Crawford & Associates, PC – Annual Financial Statement preparation: \$20,294.50
- MV Sport – Purchase for Resale, Bookstore; \$15,800.91

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)

2016 Board of Regents Meeting Dates – President Utterback presented the Regents with a list of proposed Board meeting dates for 2016.

Regent Donaho Induction – President Utterback informed the Board that Regent Marci Donaho was recently inducted into the Seminole Hall of Fame and was elected to be a Seminole Public Schools Board member.

Personnel Update – President Utterback informed the Board about several personnel changes. Melanie Rinehart was hired as the Director of Financial Aid and Paige Hannabass was hired as the Upward Bound Math and Science Coordinator.

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

- The President's Leadership Class volunteered at the Regional Food Bank of Oklahoma.
- SSC Students held a Trick or Treat Trail at the Seminole State College ponds for area children.
- The SSC Belles basketball team filled Halloween bags for the Great Pumpkin Event at the Children's Museum.
- The SSC PLC Class held a "Kindness Campaign" on campus.
- SSC pre-engineering students toured Enviro Systems.
- The SSC volleyball team traveled to Regional/District playoff in Arizona.
- The Oklahoma State Regents for Higher Education honored Oklahoma Representative Justin Wood.
- SSC and the Oklahoma State Regents for Higher Education honored Oklahoma Senator Jason Smalley.
- Over 200 SSC students participated in CAAP testing.
- SSC Students honored Veterans on Veteran's Day.
- SSC Students participated in a College Completion event held by Phi Theta Kappa.
- A scuba class was held in the SSC pool.
- The Leadership Development Class held a food drive.
- NASNTI and NASA held Native November events.
- The PLC toured Tinker Air Force Base.
- Students Volunteered and performed at the City of Seminole light display.
- Two SSC clubs participated in the City of Seminole annual Christmas Parade.
- The SSC Permanent Issue Band held a Winter Concert.

- The SSC Medical Laboratory Technician students toured the laboratory at the OU Children's Hospital in Oklahoma City.
- A Final's Eve Breakfast was held the night before finals began.
- President Utterback presented information about Charter Schools in Oklahoma.

VIII. Business

Approval of annual contract with Suzie Brewster and Associates – President Utterback presented the Board with a copy of a proposed 2016 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 Morgan seconded this motion. Roll call was as follows: Morgan – yes; Donaho – yes; Cain – yes; James – yes.

Approval of contract with Jenzabar for administrative and student software – President Utterback presented information about a proposed contract with Jenzebar to install new software for campus which will replace the current obsolete software, Poise. President Utterback recommended approval of this contract subject to review by the College attorney and any recommended revisions thereof. Regent Donaho made a motion to approve the contract with Jenzabar subject to review by the College attorney and any recommended revisions thereof and Regent Cain seconded this motion. Roll call was as follows: Morgan – yes; Donaho – yes; Cain – yes; James – 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 Morgan seconded the motion. This motion was approved unanimously.

- 2016-2017 Academic Calendar
- Program Review for the Associate in Applied Science in Medical Laboratory Technology
- Program Modification to the Associate in Science in Elementary Education

X. Adjournment

There being no further business or discussion the meeting was adjourned at 2:10 p.m.

Karen James, Chair