

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING January 19, 2017

#### 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 Donaho 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 were: Dr. Steve Bolin, Division Chair; Sam Rivera, Kendall Rogers, Christal Knowles, Marta Osby, Steve Hendrix, and Jeffrey Christiansen. Special recognition was also given to members of the President's Leadership Class. Members present were: Adam Choate, Hunter Dugan, Parker Johnson, and Leah Cervantes.

#### IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held November 10, 2016; Regent Cain made a motion to approve the minutes as written and Regent McQuiston seconded the motion. This motion was approved unanimously.

#### V. Communications to the Board

**Financial Report** – Mr. Braden Brown, Vice President for Fiscal Affairs, presented a review of the College's revenue and expenses through December 30, 2016. Regent Franklin made a motion to approve the Financial Report as presented and Regent Morgan seconded the motion. Roll call was as follows: Morgan, yes; Cain, yes; Franklin, yes; McQuiston, yes; Adams, yes.

- ***Purchases over \$15,000 for November***
  - \$29,962.87 – *OMES Risk Management – Campus Property Ins.*
  
- ***Purchases over \$15,000 for December***
  - \$33,388.60 – *CDW – Grant Related Computer Equip.*
  - \$15,237.50 – *Flinn Scientific, Inc. – Grant Related Science Lab Equip.*
  - \$42,672.18 – *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 members that Angela Harjo has been hired as a Talent Search Advisor and Stephanie Dirlbeck has been hired as a GEAR UP Advisor. Also, Sam Rivera's position will now be Instructor/Advisor and Ed Lemmings' position will be Director of Campus Safety and Security.

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

- "SSC Night at the Lights" was held at Magnolia Park
- PLC students visited the Oklahoma City Bombing Memorial
- A "Coffee with the President" was held in early December
- SSC students held a food drive benefitting the Seminole Food Pantry
- A De-Stressor Week was held the week before finals were given
- The Seminole Chamber of Commerce recognized Jason Cook as the Educator of the Month and Kristin Dunn as the Support Staff of the Month
- SSC Athletes wrapped over 700 gifts for the Annual Rotary Community Christmas Dinner
- SSC students, faculty and staff participated in Operation Holiday Cheer
- The SSC Educational Foundation held their annual Holiday Event and raised over \$34,000
- SSC Employees completed a step-based walking challenge
- SSC Employees collected gifts for little angels
- President Utterback gave the Board members a sports update and a showed highlight video on an incoming tennis player
- President Utterback gave the Board members an update on the Boren Center construction
- The Oklahoma State Regents gave SSC notice that the "Peek Into Engineering" program has been funded for another year
- The Native American Student Association visited the Seminole Nation of Oklahoma
- SSC held a Martin Luther King Day and Black History observance event
- Regent Ray McQuiston was given a promotion at VF Jeanswear to Director of Distribution
- President Utterback visited with Devery Youngblood about a new organization called *Oklahoma Tomorrow*

**Upcoming Events** – President Utterback informed the Board members of several upcoming events. These were: The Dixie Woodall Court Dedication is to be held January 23rd. Higher Education Day will be held on February 14<sup>th</sup> and The Trojan Alumni Baseball Banquet will be held on February 4<sup>th</sup>.

**Highlights of 2016** – President Utterback presented a document highlighting campus activities in 2016. President Utterback said he was hopeful that all faculty, staff and administration would share pride in these accomplishments.

## VIII. **Business**

**Motion to Enter into Executive Session** –The Board retired into executive session to discuss the terms of his employment. Regent McQuiston made a motion to enter into executive session and Regent Morgan seconded this motion. Roll call was as follows: Morgan, yes; Cain, yes; Franklin, yes; McQuiston, yes; Adams, yes.

**Motion to Enter into Open Session** – Regent Morgan recommended that the Board enter back into open session to present a motion on the items discussed in executive session. Regent Cain made a motion to enter back into open session and Regent Morgan seconded this motion. Roll call was as follows: Morgan, yes; Cain, yes; Franklin, yes; McQuiston, yes; Adams, yes.

**Consideration of Terms of Employment of Dr. James W. Utterback as President of Seminole State College** – Regent Adams stated that the Board appreciated the service of Dr. Utterback and approved his desire to retire as President of Seminole State College effective June 30, 2017. Regent McQuiston made a motion to accept President Utterback’s retirement as presented. Regent Franklin seconded this motion. Roll call was as follows: Morgan, yes; Cain, yes; Franklin, yes; McQuiston, yes; Adams, yes.

**Consideration and Action regarding the terms of employment of Lana Reynolds** – Regent Morgan made a motion to appoint Ms. Lana Reynolds as Executive Vice President and Acting President in the absence of President Utterback and effective June 30, 2017. Ms. Reynolds would become Acting President with contract details as discussed. Regent Cain seconded this motion. Regent Morgan expressed his appreciation to Ms. Reynolds and her loyalty and dedication to Seminole State College. Roll call was as follows: Morgan, yes; Cain, yes; Franklin, yes; McQuiston, yes; Adams, yes.

## IX. **Consent Agenda**

Regents were presented information concerning items on the Consent Agenda. President Utterback recommended approval of these items. Regent Morgan made a motion to approve the Consent Agenda items and Regent Cain seconded the motion. Roll call vote was as follows: Morgan, yes; Cain, yes; Franklin, yes; McQuiston, yes; Adams, yes.

Ratification of the following items:

- ✓ Renewal of annual contract with Suzie Brewster & Associates for consulting services.

- ✓ Review of the Associate in Arts Program
- ✓ Review of the Associate in Science in Elementary Education Program
- ✓ Review of the Associate in Science in Health, Physical Education and Recreation Program
- ✓ Review of the Associate in Arts in Language Arts Program
- ✓ Deletion of the Associate in Science in Physical Sciences
- ✓ Deletion of the Associate in Science in Mathematics

**X. Adjournment**

There being no further business or discussion the meeting was adjourned at 2:49 p.m.

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Leesa Adams, Chair