

Agenda

**SEMINOLE STATE COLLEGE
BOARD OF REGENTS REGULAR MEETING
Thursday, October 26, 2023**

**Lunch – 12:15 P.M.
Room #204**

**Business Session
Enoch Kelly Haney Center – Board Room
1:00 P.M.**

I. CALL TO ORDER

II. ROLL CALL OF MEMBERS

III. INTRODUCTION OF GUESTS

IV. READING AND APPROVAL OF MINUTES

[Meeting August 23, 2023](#)

V. COMMUNICATIONS TO THE BOARD

[Financial Report – September 30, 2023](#)

Purchases over \$15,000 for August

- Howard Industries \$18,249.00
- Crawford and Associates \$23,024.03

Purchases over \$15,000 for September – None

VI. HEARING OF DELEGATIONS

None at the time of filing of the agenda.

[PRESIDENT'S REPORT](#)

Personnel Update

Honors and Awards

Campus Activities

Discussion with Seminole Nation

Chickasaw Nation Scholarship Program

Efforts to Partner with Seminole High School on Agriculture Education

Baseball Alumni Fund Raising Effort for Sports Complex Field

Upcoming Events

VIII. BUSINESS ITEMS

A. Review and consider approval of the FY23 external audit conducted by Hinkle & Company

Board Action: Approve/Reject Audit

B. Review and consider approval of Board Policy regarding name, image and likeness (NIL) usage

Board Action: Approve/Reject/Revise

D. Review and consider renewal of agreement for exchange of services with the SSC Educational Foundation

Board Action: Approve/Reject/Revise

C. Consideration of any matter not known about, or which could not have been reasonably foreseen prior to the posting of the agenda

Board Action: As Appropriate

CONSENT AGENDA

Approval of the following items:

- ✚ Program Modification – Psychology Associates in Science (202)
- ✚ Program Modification – Pre-Engineering Associates in Science (214)
- ✚ Program Modification – Computer Science Associates in Science (226)

IX. ADJOURNMENT

If you need a disability-related accommodation or wheelchair access information, please contact: Office of ADA compliance at 405-382-9216. Requests should be made by October 25, 2023.

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING August 23, 2023

I. Call to Order

The Seminole State College Board of Regents' regular monthly meeting was called to order at 1:00 p.m. in the Board Room of the Enoch Kelly Haney Center.

II. Roll Call of Members

Roll call was conducted. Regents Franklin, Donaho and Cain were absent. The members present were Kim Hyden, Robyn Ready and Ryan Pitts.

III. Introduction of Guests

President Reynolds introduced administrators, guests and staff present at the meeting. Special recognition was given to members of the Business and Education Division. Members present included: Tammy Kasterke, Division Chair; Stephen Brooks, Assistant Professor; and Brad Schatzel, Assistant Professor. Other special guests included: Maddie Hudgins, Recruiter; Holly Wilson-Byrd, Director of Human Resources; Clint Robertson, Director of Physical Plant; and Dr. Ricky Streight, Faculty Senate President.

IV. Minutes

There being no additions or corrections to the minutes of the meeting held July 20, 2023; Regent Ready made a motion to approve the minutes as written and Regent Pitts seconded the motion. Roll call was as follows: Morgan, abstain; Pitts, yes; Ready, yes; and Hyden, yes.

V. Communications to the Board

Financial Report – Melanie Rinehart, Vice President for Fiscal Affairs presented a review of the College's revenue and expenses through July 31, 2023. Regent Pitts made a motion to approve the Financial Report as presented and Regent Morgan seconded the motion. Roll call was as follows: Morgan, Yes; Pitts, yes; Ready, yes; and Hyden, yes.

Purchases over \$15,000 for July –

- ✓ Academic HealthPlans - \$28,174.00 – Athletic Insurance
- ✓ Shi International - \$63,932.48 – Cyber Security Software

VI. Hearing of Delegations

None

VII. President's Report

President Reynolds 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 Reynolds gave the Board a personnel update. Letters of resignation have been received from: Shane Marshall, Campus Policy Chief; and Robyn Tyler, Librarian. Hannah Odom has been appointed to the position of Student Accounts Specialist. New hires included: Madisen Hudgins, Recruitment Specialist; Rachelle Jones, Talent Search Advisor; Leah Martin, GEAR UP Coordinator; and Jeremy Strickland, GEAR UP Director.

Oiler Park Update – President Reynolds gave the Regents an update on the discussions with the City of Seminole regarding the lease of Oiler Park.

Enrollment Update – President Reynolds gave an update on enrollment numbers.

Campus Activities – President Reynolds told the Board members about several campus activities. These were:

- ✓ SSC Talent Search held summer camps. Forty-seven 9th and 10th graders from fifteen area schools attended the camps.
- ✓ Ben Foster, Prague and Mandy Peimeux, Wewoka attended the 2023 Youth Leadership Summit in San Francisco, California
- ✓ In-Service was held from August 9-11
- ✓ The President Leadership Class Orientation was held on August 11th.
- ✓ Move-in days were August 11th through August 13th.
- ✓ Student Activities group held Welcome Week the first week of classes with free cotton candy, pen engraving, movie night, free ice cream, pop up game show, and fun food Friday.
- ✓ The first day of classes was August 14th at the Jasmine Moran Children's Museum
- ✓ President Reynolds welcomed the athletes on campus during the first week of classes.
- ✓ The Osage Ballet was held on campus on August 15th.
- ✓ Regents Hyden and Pitts attended the Oklahoma Academy Salute with President Reynolds on August 18th.
- ✓ The PLC Parents' Reception was held on August 21st.
- ✓ U. S. Congresswoman Stephanie Bice visited campus on August 22nd.
- ✓ The Native American Film Festival will present special guest author David Grann on September 21st for a book signing and speech.

- ✓ The SSC Educational Foundation 2023 Invitational Golf Tournament will be held on September 29th.
- ✓ The Regents Education Program held by the Oklahoma State Regents for Higher Education will be held at Rose State College on October 11th.
- ✓ President Reynolds presented the 2022-2023 Annual Report to the Regents

VIII. Business

Approval of bid for renovations to the natatorium building – President Reynolds presented the Board with a memo from Vice President for Fiscal Affairs Melanie Rinehart and Vice President for Student Affairs Dr. Bill Knowles, a copy of a bid from Scott & Reid in the amount of \$541,592 for the renovation and a bid from Lighthouse Electric & Integrated Systems in the amount of \$92,493 for the installation of a fire alarm system in the entire Raymond Harber Field House facility. President Reynolds recommended approval of these bids. Regent Morgan made a motion to approve the bids as presented and Regent Pitts seconded the motion. Roll call was as follows: Morgan, yes; Pitts, yes; Ready, yes; and Hyden, yes.

Approval of revision to Board Policy II-5-1 regarding compensation and general information – President Reynolds presented a proposed revision to Board Policy II-5-1 regarding compensation and general information. President Reynolds stated that the revisions to the policies in Chapter 5 of the SSC Policy Manual are in response to a request from the SSC Faculty Senate last Spring and will align the policies with current practices. President Reynolds recommended approval of this revision. Regent Ready made a motion to approve the revision to Policy II-5-1 as presented and Regent Pitts seconded this motion. Roll call was as follows: Morgan, yes; Pitts, yes; Ready, yes; and Hyden, yes.

Approval of revision to Board Policy II-5-2 regarding full-time pay ranges – President Reynolds presented a proposed revision to Board Policy II-5-2 regarding full-time pay ranges. President Reynolds recommended approval of this revision. Regent Morgan made a motion to approve the revision to Policy II-5-2 as presented and Regent Pitts seconded this motion. Roll call was as follows: Morgan, yes; Pitts, yes; Ready, yes; and Hyden, yes.

Approval of revision to Board Policy II-5-3 regarding salary scale adjustments for faculty with administrative duties – President Reynolds presented a proposed revision to Board Policy II-5-3 regarding salary scale adjustments for faculty with administrative duties. President Reynolds recommended approval of this revision. Regent Ready made a motion to approve the revision to Policy II-5-3 as presented and Regent Pitts seconded this motion. Roll call was as follows: Morgan, yes; Pitts, yes; Ready, yes; and Hyden, yes.

Approval of revision to Board Policy II-5-4 regarding longevity pay increases – President Reynolds presented a proposed revision to Board Policy II-5-4 regarding

longevity pay increases. President Reynolds recommended approval of this revision. Regent Ready made a motion to approve the revision to Policy II-5-4 as presented and Regent Pitts seconded this motion. Roll call was as follows: Morgan, yes; Pitts, yes; Ready, yes; and Hyden, yes.

Approval of revision to Board Policy II-5-5 regarding overload and adjunct pay – President Reynolds presented a proposed revision to Board Policy II-5-5 regarding overload and adjunct pay. President Reynolds recommended approval of this revision. Regent Ready made a motion to approve the revision to Policy II-5-5 as presented and Regent Pitts seconded this motion. Roll call was as follows: Morgan, yes; Pitts, yes; Ready, yes; and Hyden, yes.

IX. Adjournment

There being no further business or discussion the meeting was adjourned at 1:54 p.m.

Kim Hyden, Chair

**Seminole State College
Combining Statement of Net Assets
As of September 30, 2023**

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Cash and Cash Equivalents	3,805,008	1,034,053	1,256,751	2,135	(5,244)	35,225	1,075	-	6,129,004
Accounts Receivable, net	-	-	-	-	-	-	-	-	-
Other Accrued Income	76,407	-	-	-	-	-	-	-	76,407
Capital Assets, net	-	-	-	-	-	-	-	16,062,551	16,062,551
Total Assets	3,881,414	1,034,053	1,256,751	2,135	(5,244)	35,225	1,075	16,062,551	22,267,962
Accounts Payable	(650)	34,004	-	-	-	-	-	-	33,354
Other Accrued Expenses	-	-	-	2,135	-	-	-	-	2,135
Due To/From Other Funds	-	-	-	-	-	-	-	-	-
Long-Term Debt	-	-	-	-	-	-	-	12,216,443	12,216,443
Total Liabilities	(650)	34,004	-	2,135	-	-	-	12,216,443	12,251,932
Beginning Net Position	3,883,077	310,614	796,141	-	(5,244)	79,918	(2,800)	3,846,108	8,907,813
Change in Net Position	(1,013)	689,435	460,611	-	-	(44,692)	3,875	-	1,108,216
Ending Net Position	3,882,064	1,000,049	1,256,751	-	(5,244)	35,225	1,075	3,846,108	10,016,029

Seminole State College
Combining Statement of Revenues, Expenses and Changes in Net Assets
For the Period July 1 through September 30, 2023

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Revenues									
Tuition and fees, net	\$ 1,710,872	\$ 400,261	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,111,134
State appropriations	1,547,324	-	724,960	-	-	-	-	-	2,272,284
Federal grants and contracts	-	2,965,752	-	-	-	-	48,000	-	3,013,752
State and private grants and contracts	41,150	533,193	-	-	-	-	-	-	574,342
Housing & Food Service	-	388,448	-	-	-	-	-	-	388,448
Bookstore	-	524,056	-	-	-	-	-	-	524,056
Other revenues	179,000	388,867	-	-	-	-	-	-	567,867
Total operating revenues	3,478,346	5,200,576	724,960	-	-	-	48,000	-	9,451,882
Expenditures									
Compensation and benefits	2,171,819	805,150	-	-	-	20,734	44,125	-	3,041,828
Contractual services	383,526	186,650	10,883	-	-	-	-	-	581,059
Supplies and materials	93,245	2,109,083	103,399	-	-	5,657	-	-	2,311,383
Scholarships and fellowships	490,437	957,530	-	-	-	-	-	-	1,447,967
Communications	24,132	3,553	-	-	-	5,824	-	-	33,509
Depreciation	-	-	-	-	-	-	-	-	-
Utilities	166,279	45,386	-	-	-	-	-	-	211,665
Other expenditures	149,921	403,788	150,067	-	-	12,478	-	-	716,254
Total Operating Expenses	3,479,359	4,511,140	264,349	-	-	44,692	44,125	-	8,343,666
Operating income (loss)	(1,013)	689,435	460,611	-	-	(44,692)	3,875	-	1,108,216
Transfers from (to)	-	-	-	-	-	-	-	-	-
Change in Net Position	(1,013)	689,435	460,611	-	-	(44,692)	3,875	-	1,108,216

Seminole State College
Combining Statement of Changes in Cash and Cash Equivalents
For the Period July 1 through September 30, 2023

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Cash and Cash Equivalents	\$ 3,350,516	\$ 376,686	\$ 690,489	\$ 2,135	\$ (5,244)	\$ 75,925	\$ (2,800)	\$ -	\$ 4,487,707
Change in Net Position	(1,013)	689,435	460,611	-	-	(44,692)	3,875	-	1,108,216
Changes not providing (using) cash	455,505	(32,068)	105,652	(0)	-	3,992	-	-	533,081
Cash and Cash Equivalents, Ending	<u>\$ 3,805,008</u>	<u>\$ 1,034,053</u>	<u>\$ 1,256,751</u>	<u>\$ 2,135</u>	<u>\$ (5,244)</u>	<u>\$ 35,225</u>	<u>\$ 1,075</u>	<u>\$ -</u>	<u>\$ 6,129,004</u>

Seminole State College
Education and General - Statement of Budgeted Revenues and Expenditures
For the Period July 1 through September 30, 2023

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
REVENUE				
State Appropriations	\$ 564,004	\$ 1,547,324	6,026,441	\$ 1,578,928
Tuition	1,077,650	762,286	2,649,748	977,757
Non-Resident Tuition Fees	216,121	237,211	654,027	241,336
Remedial Course Fee	18,832	21,385	37,832	13,960
Tuition	1,312,602	1,020,882	3,341,607	1,233,053
STEM Academic Excellence Fee	40,630	49,654	115,470	42,608
LAH Academic Excellence Fee	18,590	21,473	47,456	17,511
Bus & Ed Academic Excellence Fee	22,905	27,147	66,418	24,508
Health Science Academic Excellence Fee	4,197	4,787	12,457	4,597
Social Science Academic Excellence Fee	19,832	22,385	49,022	18,089
Physical Therapist Assistance Fee	1,306	1,606	3,668	1,353
Technology Service Fee	94,020	110,847	261,000	96,309
Bus And Ind Additional Fees	-	-	500	185
Nursing Fee	29,453	32,409	76,062	28,067
Laboratory Fees	27,718	31,848	70,787	26,120
Medical Lab Tech Fee	1,412	1,892	8,776	3,238
Electronic Academic Access Fee	31,712	37,734	76,800	28,339
Dist Education/Outreach Fee	105,378	134,603	306,377	113,053
Academic Course Fees	397,152	476,386	1,094,793	403,979
Late Payment Fees	183	937	5,458	2,014
Application For Admission Fees	3,155	4,373	11,225	4,142
Assessment Fee	30,482	36,145	86,063	31,757
Refund Per Legal Settlement	-	-	-	-
Ace Testing Fees	-	770	2,590	956
Hybrid Course Fee	-	-	-	-
Sr Citizens Discount	-	-	-	-
Enrollment Seminars	-	69	-	-
Clep Testing Fees	-	35	190	70
Library Automation Fee	28,725	33,886	79,643	29,388
Clearing Other Special Enrollment	-	-	-	-
Records Fee	20,877	24,607	57,765	21,315
Parking Fees	14,868	17,007	27,040	9,978
Student Id Fee	3,770	5,343	14,964	5,522
Accident Shield Fee	35,748	42,016	97,035	35,806
Special Testing Fees	150	525	3,350	1,236
International Student Fee	485	1,125	8,138	3,003
Compliance Fee	20,153	23,976	57,360	21,166
Safety Fee	19,854	22,794	49,978	18,442
Other Student Fees	178,450	213,605	500,799	184,795
Total Tuition and Fees	1,888,204	1,710,872	4,937,199	1,821,826
Other Income	8,086	220,150	500,544	184,701
Total Revenue	2,460,295	3,478,346	11,464,184	3,585,455
EXPENDITURES				
Instruction	462,156	1,368,394	5,322,846	1,346,680
Research	-	-	-	-
Public Service	-	-	-	-
Academic Support	19,597	89,638	337,427	85,369
Student Services	144,094	467,044	1,695,523	428,967
Institutional Support	140,528	519,220	1,914,437	484,353
Physical Plant	164,969	563,314	2,462,821	623,094
Scholarships and Tuition Waivers	1,275	471,749	995,000	995,000
Total Expenditures	932,619	3,479,359	12,728,054	3,963,463
Total Revenue Over (Under) Expenditures	\$ 1,527,676	(1,013)	\$ (1,263,870)	\$ (378,008)

Seminole State College
Auxiliary Summary Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2023

	CURRENT MONTH	YEAR TO DATE	BUDGET	
			ANNUAL	YEAR-TO-DATE
<u>REVENUES</u>				
Contractual Food Service	\$ 207,563	\$ 217,028	\$ 815,542	\$ 221,827
Bookstore	211,554	547,373	1,346,480	626,113
Institutional Support	211,334	257,125	622,685	213,581
Seminole/Roesler Residential Centers	367,767	390,273	1,073,670	332,838
Student Activities	126,534	149,354	353,477	126,191
Total Revenues	1,124,752	1,561,153	4,211,854	1,520,551
<u>EXPENDITURES</u>				
Contractual Food Service	64,784	107,950	815,542	232,429
Bookstore	34,821	296,794	951,358	311,986
Institutional Support	915,234	507,583	1,115,000	421,470
Seminole/Roesler Residential Centers	30,719	177,047	799,351	241,528
Student Activities	560	1,558	358,530	135,524
Total Expenditures	1,046,119	1,090,933	4,039,781	1,342,938
Revenue Over (Under) Expenditures	\$ 78,633	\$ 470,220	\$ 172,073	\$ 177,613

Seminole State College
Food Service - Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2023

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Meals revenue	\$ 207,563	\$ 217,028	\$ 800,000	\$ 217,600
Other revenue	-	-	15,542	4,227
Total revenue	<u>207,563</u>	<u>217,028</u>	<u>815,542</u>	<u>221,827</u>
Supplies	-	1,204	5,370	1,530
Miscellaneous Expenditures	-	-	-	-
Contractual Service	64,098	105,305	800,000	228,000
Professional Services	686	1,441	10,172	2,899
Total expenditures	<u>64,784</u>	<u>107,950</u>	<u>815,542</u>	<u>232,429</u>
Net profit (loss)	<u>\$ 142,779</u>	<u>\$ 109,078</u>	<u>\$ -</u>	<u>\$ (10,602)</u>

Seminole State College
Bookstore Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2023

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
Sales revenue	\$ 211,098	\$ 524,056	\$ 1,313,375	\$ 610,719
Other revenue	456	23,318	33,105.00	\$ 15,394
Total revenue	<u>211,554</u>	<u>547,373</u>	<u>1,346,480</u>	<u>626,113</u>
Purchase For Resale	<u>18,173</u>	<u>249,540</u>	<u>781,500</u>	<u>276,651</u>
Professional Salaries, F.T.	3,425	10,274	42,245	7,041
Classified Salaries, F.T.	4,823	14,468	38,049	6,342
Classified Salaries, P.T.	-	1,273	1,295	216
Student Wages	-	-	5,000	833
Fringe Benefits	4,857	13,844	45,769	7,628
Compensation expenditures	<u>13,104</u>	<u>39,859</u>	<u>132,358</u>	<u>22,060</u>
Travel	50	50	2,000	708
Supplies	848	3,696	7,000	2,478
Miscellaneous Expenditures	125	125	1,000	354
Contractual Service	2,520	3,523	24,800	8,779
Sponsorships	-	-	1,500	531
Postage	-	-	1,200	425
Other expenditures	<u>3,544</u>	<u>7,394</u>	<u>37,500</u>	<u>13,275</u>
Total expenditures	<u>34,821</u>	<u>296,794</u>	<u>951,358</u>	<u>311,986</u>
Net profit (loss)	<u>\$ 176,733</u>	<u>\$ 250,579</u>	<u>\$ 395,122</u>	<u>\$ 314,128</u>

Seminole State College
Institutional Support- Statement of Budgeted Revenues and Expenditures
For the Period July 1 through September 30, 2023

	<u>ACTUAL</u>		<u>BUDGET</u>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
<u>REVENUE</u>				
Student Service Fee	\$ 102,070	\$ 120,840	\$ 288,042	98,798
Infrastructure Fee	108,846	130,068	313,283	107,456
Student Fees	<u>210,916</u>	<u>250,907</u>	<u>601,325</u>	<u>206,254</u>
Other Income-Overpayment	27	780	8,368	2,870
Refunds / Reimbursements	-	10	20	7
Interest Income	-	-	1,484	509
Seminar fees	-	-	-	-
Vending maching commissions	142	354	1,243	426
Photocopy revenue	-	-	-	-
ATM other	-	4,248	-	-
Repair and replacemnet, damaged property	-	-	-	-
Haney Center	250	825	10,245	3,514
Other income	<u>418</u>	<u>6,217</u>	<u>21,360</u>	<u>7,326</u>
Total Revenue	<u>211,334</u>	<u>257,125</u>	<u>622,685</u>	<u>213,581</u>
<u>EXPENDITURES</u>				
Professional Services	900	29,364	150,000	56,700
Personnel expenditures	<u>900</u>	<u>29,364</u>	<u>150,000</u>	<u>56,700</u>
Travel	-	-	3,000	1,134
Supplies	180	1,587	7,000	2,646
Miscellaneous Expenditures	9,286	10,386	49,000	18,522
Contractual Service	477	676	-	-
Housing and book scholarships	904,392	465,570	900,000	340,200
Haney Center	-	-	6,000	2,268
Total Expenditures	<u>915,234</u>	<u>507,583</u>	<u>1,115,000</u>	<u>421,470</u>
Total Revenue Over (Under) Expenditures	<u>\$ (703,900)</u>	<u>\$ (250,458)</u>	<u>\$ (492,315)</u>	<u>(207,889)</u>

Seminole State College
Housing - Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2023

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Rental revenue - Dorms	\$ 367,117	387,183	\$ 1,055,388	327,170
Other revenue	650	3,090	18,282	5,667
Total revenue	<u>367,767</u>	<u>390,273</u>	<u>1,073,670</u>	<u>332,838</u>
Professional Salaries, F.T.	3,466.50	10,400	41,598	6,933
Professional Salaries, P.T.	858.33	2,442	41,598	6,933
Professional Services	450.00	450	6,000	1,950.00
Fringe Benefits	2,544.06	7,452	32,135	5,355.83
Personnel expenditures	<u>7,319</u>	<u>20,743</u>	<u>121,331</u>	<u>21,172</u>
Travel	-	162	1,500	488
Supplies	3,571	9,464	36,320	11,804
Miscellaneous Expenditures	25	3,055	500	163
Lease Payments	-	90,825	500,000	162,500
Contractual Service	4,578	9,436	8,700	2,828
Utilities	15,227	43,363	131,000	42,575
Other expenditures	<u>23,400</u>	<u>156,304</u>	<u>678,020</u>	<u>220,357</u>
Total expenditures	<u>30,719</u>	<u>177,047</u>	<u>799,351</u>	<u>241,528</u>
Net profit (loss)	<u>\$ 337,047</u>	<u>213,225</u>	<u>\$ 274,319</u>	<u>\$ 91,309</u>

Seminole State College
Student Activities - Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2023

	<u>ACTUAL</u>		<u>BUDGET</u>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Student activity fee	\$ 113,972	\$ 134,404	\$ 317,770	\$ 113,444
Cultural & recreation fee	12,563	14,950	35,707	12,747
Total Revenue	<u>126,534</u>	<u>149,354</u>	<u>353,477</u>	<u>126,191</u>
Athletic Administration	-	79	216,915	81,994
National Tournaments	-	-	50,000	18,900
Golf-Women	-	-	800	302
Golf-Men	-	-	800	302
Womens Soccer	-	-	17,619	6,660
Men's Basketball	-	-	9,000	3,402
Women's Basketball	-	-	3,295	1,246
Volleyball	-	-	3,600	1,361
Baseball	-	-	18,560	7,016
Softball	-	-	19,441	7,349
Student Government	-	-	6,500	2,457
Livestock Judging Team	-	-	-	-
PLC	560	1,479	12,000	4,536
SSC Aggie (AFAC)	-	-	-	-
Phi Theta Kappa (AFAC)	-	-	-	-
NASA (AFAC)	-	-	-	-
Student Nurse Association(AFAC)	-	-	-	-
Total Expenditures	<u>560</u>	<u>1,558</u>	<u>358,530</u>	<u>135,524</u>
Revenue Over (Under) Expenditures	<u>\$ 125,974</u>	<u>\$ 147,796</u>	<u>\$ (5,053)</u>	<u>\$ (9,333)</u>

Seminole State College
Restricted Funds - Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2023

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
PELL	\$ 1,299,571	\$ 1,299,571	\$ -
PELL Recovery	25	-	25
SEOG	37,228	37,228	-
Direct Loans	471,271	471,271	-
Student loan repayment	42	-	42
College Work Study	6,409	12,654	(6,245)
SSC Foundation	-	22,667	(22,667)
Private Scholarships	219,244	252,712	(33,468)
Private Loans	61,532	-	61,532
Cherokee Student Grants	24,750	24,750	-
Sac & Fox Student Grants	14,234	15,488	(1,254)
Creek Tribe Student Grants	-	-	-
Shawnee Tribe Student Grants	7,500	7,500	-
Choctaw Tribe Student Grants	8,700	9,300	(600)
Citizen Pottawatomie Stud Grnt	17,550	20,400	(2,850)
Chickasaw Tribe Stdt Grants	37,803	31,252	6,551
OHLAP	151,084	28,569	122,515
Misc Indial Tribal Grants	6,300	4,800	1,500
Oklahoma Tuition Aid Grant	104,000	-	104,000
Subtotal Financial Aid	<u>2,467,242</u>	<u>2,238,161</u>	<u>229,081</u>
Title III Engaging Students in Science	-	-	-
Ub Math/Science #2	100,849	100,849	-
Ub Math/Science #1	101,248	101,248	-
Upward Bound #2	106,597	106,455	142
Upward Bound #1	148,794	148,474	320
Talent Search West	83,106	83,106	-
Talent Search Central	100,411	100,470	(60)
TANF	27,901	33,317	(5,416)
TANF - Ada	-	14,641	(14,641)
PIE Academy	-	1,116	(1,116)
Dream Catcher Gear Up	213,698	215,538	(1,840)
STEM Student Support	69,394	71,694	(2,300)
Student Support Serices	70,830	71,043	(213)
NASNTI Grant	94,816	52,506	42,310
NASNTI Grant	-	42,478	(42,478)
Scholars for Excellence	6,185	18,633	(12,448)
Carl Perkins	-	-	-
Subtotal Federal Grants	<u>1,123,827</u>	<u>1,161,566</u>	<u>(37,739)</u>
Care Bears	3,889	492	3,397
Nursing Student'S	714	1,415	(701)
Residential Deposits	4,500	-	4,500
Professional Staff Council	425	300	125
Upward Bound #2 Fund Raiser	1,305	-	1,305
Upward Bound M/S Fund Raiser	2,420	-	2,420
Ub Ms #2 Fund Raiser	665	-	665
Upward Bound #1 Fundraiser	4,345	-	4,345
Subtoal Other Restricted	<u>18,263</u>	<u>2,207</u>	<u>16,056</u>
Total	<u>\$ 3,609,332</u>	<u>\$ 3,401,934</u>	<u>\$ 207,398</u>

Seminole State College
Campus Organizations - Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2023

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
NURSING COPY MACHINE	-	450	(450)
FACULTY SENATE	956	-	956
SEMINOLE STATE AGGIE CLUB	-	1,139	(1,139)
UB #1 SUMMER FOOD PROGRAM	5,304	-	5,304
PHI THETA KAPPA	114	-	114
UBMS SUMMER FOOD PROGRAM	3,886	2,130	1,756
UB M/S #2 SUMMER FOOD PROGRAM	4,707	-	4,707
UB2 SUMMER FOOD PROGRAM	5,168	-	5,168
MLT BOC FEE	385	450	(65)
CLASSIFIED STAFF ASSOCIATION	60	214	(154)
MU ALPHA THETA (MATH HONORS)	-	72	(72)
SHOTGUN SHOOTING TEAM	-	200	(200)
OTHER ORGANIZATIONS AND ACTIVITIES	8,511	12,618	(4,108)
	<u>\$ 30,091</u>	<u>\$ 18,273</u>	<u>\$ 11,818</u>

Chief of Police
822 23

Rick Amos

405-220-2447

rick.amos73@gmail.com

Seminole, OK

Objective

Seeking to join Seminole State College as the Campus Chief of Police.

Education

Seminole High School – graduated in May of 1992 – Seminole, OK

CLEET certified Peace Officer through the Collegiate Officer Program
East Central University – Ada, OK

Bachelors of Arts in Criminal Justice/Business Administration
East Central University – Ada, OK

Experience

Responsibilities: supervisor over training staff, coordination of basic academy schedules and daily activities, continuing education training on various subjects, trained educators on crisis management and active shooters, preparation of reports and court testimony, investigation of crimes



July 2022 - present

School Resource Officer &
Training Officer
Seminole Public Schools

Sept. 2021 - July 2022

Patrol Officer/Shift Supervisor
Seminole Nation Police

July 2021 - Sept. 2021

Patrol Officer
Seminole Police Department

March 2021 - July 2021

Patrol Officer/Investigations
Seminole Nation Police

July 2020 - Feb. 2021

Law Enforcement Instructor,
Basic Academy Instructor, Co-
Academy Coordinator, Firearms
Instructor, LEDT Instructor,
Range Master
CLEET

Dec. 2019 - July 2020

School Resource Officer
Seminole Public Schools

References

Dr. Bob Gragg – Superintendent of Seminole Public Schools
405-401-4902

Angela Willmettt – Assistant Superintendent of Seminole Public Schools
405-585-8415

Ed Smith – Chief of Police at Nicoma Park
580-309-1231

Todd Young – Pontotoc County Sheriff's Department
580-320-9939

Seminole State College,

My name is Rick Amos. I am reaching out in regards to the Campus Chief of Police position that is open at Seminole State College. I have twenty-three years in the law enforcement field. During those years of service, I have had great opportunities to work in various areas of law enforcement. Those areas include teaching, training, and supervising new officers to the field as well as veteran officers.

I have worked at Seminole State College as a part-time officer off and on for several years. I have come to respect Seminole State College and the administration in regards to the ethics and moral values as it relates to serving the students and staff.

I am excited about the possibility of this position. Thank you for your consideration and this great opportunity. I look forward to hearing from you and am hopeful to meet with you for an interview during the selection process. Feel free to reach out to me at 405-220-2447 or rick.amos73@gmail.com.

Respectfully,

Rick Amos

Erin Medley

From: Ricky Amos <rick.amos73@gmail.com>
Sent: Monday, August 21, 2023 9:02 PM
To: HR
Subject: Campus Chief of Police
Attachments: Rick Amos cover letter.docx; Rick Amos resume.docx

CAUTION

This email originated from outside of SSC. Do not click links or open attachments unless you recognize the actual sender and know the content is safe.

Please see attached documents for your consideration of the Campus Chief of Police position.

Respectfully,
Rick Amos
405-220-2447

Chris Gootos

11416 NW 117th CT, Yukon, OK 73099
cgootos@gmail.com (405) 819-2467

Summary

7 years' IT experience in: Network & Server Administration, SharePoint Creation & Management, Cybersecurity, Digital Forensics & Azure Desktop Virtualization

3 years' Teaching experience as a professor in the following areas: Cybersecurity & Digital Forensics, Network Infrastructure, Network Security and Information Assurance

Experience

Professor Information Technology

Oklahoma State University Institute of Technology - Okmulgee
Jul 2021 - Present (2 years 3 months)

Professor Computer & Information Technology

Rose State College
Jul 2020 - Present (3 years 3 months)

IT Manager

Jim Norton Toyota of OKC
Jul 2016 - Nov 2021 (5 years 5 months)
Network security, network design and implementation, WiFi, hardware and software procurement, server administration, desktop support.

Desktop Support Analyst

Apex Systems
Nov 2015 - Jul 2016 (9 months)
Provided Level 2 support for Boeing Aerospace worldwide
Log tickets in HP Service Manager with correct solutions to measure metrics
Maintained Customer Satisfaction above 96% during tenure
Worked with: MS-Office Suite, TCP/IP, Acrobat, Database, SharePoint, Desktop Support, Wireless Networking, Printers, Scanners, Hardware Support, Application Support, Troubleshooting, Resolutions

Education

Champlain College

Master of Science - MS, Digital Forensics
Jul 2021 - May 2024

Oklahoma State University Institute of Technology - Okmulgee

Bachelors of Technology - Information Technology, Cybersecurity & Digital Forensics
May 2017 - Aug 2020



Oklahoma State University-Oklahoma City

Associates of Applied Sciences - Management Information Systems, Management Information Systems

2014 - 2016

Licenses & Certifications

- ■ **MTA-Networking Fundamentals** - Microsoft

- ■ **Microsoft Office Specialist** - Microsoft

- ■ **Microsoft Technology Associate: Database Certification** - Microsoft

- ■ **Upgrading Your Skills to MCSA: Windows Server 2016** - Microsoft

Skills

Teaching • IT Management • Cybersecurity • Digital Forensics • Network Administration • Server Administration • Active Directory • Microsoft Azure



Seminole State College

Application for Employment

Return to: Human Resources Office, P. O. Box 351, Seminole, OK 74818
 or take to Ben & Bonnie Walkingstick Student Services Center, Fiscal Affairs,
 or email to hr@sscok.edu Applications will remain active for 90 days.

Please type or print in ink

Last name as shown on Social Security Records		First	Middle
Gootos, Christopher Jon			
Address		City, State, Zip	
11416 NW 117th CT		Yukon, OK 73099	
Home Phone	Work Phone	Email	Do you have a current driver's license?
405-819-2467		cgootos@gmail.com	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally entitled to work in the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Documentation of your identity and employment eligibility must be provided upon hire as required by the Immigration Reform and Control Act of 1986.</i>		Are you at least 18 years old? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Type of position preferred: <input type="checkbox"/> Custodial/Housekeeping <input type="checkbox"/> Technical/Paraprofessional <input type="checkbox"/> Service/Maintenance <input type="checkbox"/> Skilled Crafts <input checked="" type="checkbox"/> Contract Professor	Type of employment desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Temporary	List any specific position you wish to be considered for, in addition to being placed in the applicant pool: <input checked="" type="checkbox"/> Contract Professor	
Do you have any relatives employed at SSC? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, please list) _____ (Name, Relationship, and Department)			

Education

School	Name of School	Course of Study	No. of Years Completed	Did you graduate? Month/Year	Hours/Degree or Diploma
High School or GED	Heritage Hall	General	4	5/1984	HS
Business/Trade /Technical					
College	OSUIT	BT/IT	4	9/2020	BT/IT
Graduate	Champlain	MS-Forensics	2	Summer 2024	18 of 30
If you have had military experience, you are encouraged to list any job skills you acquired which could help you qualify for SSC Jobs.					
Where did you hear of this opening? <input type="checkbox"/> Newspaper <input type="checkbox"/> Website <input type="checkbox"/> Other: list- Michael Schnell					

Seminole State College in compliance with Title VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

EMPLOYMENT EXPERIENCE

Please list all prior employment beginning with current or most recent employment first.

If necessary, you may attach additional sheets with employment history.

May we contact your present employer? Yes No Name: _____

Employer:	OSUIT	Telephone/Email:	_____
Employer's Address:	1801 E 4th St, Okmulgee, OK 74447		
Immediate Supervisor:	Trey Hill	Title:	Interim Dean
Your Title/Rank:	3	Department:	School of Creative & Information Tech
<input type="checkbox"/> Temporary <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Full Time	Starting Salary:	_____ Last or Present Salary: _____	
Date Employed:	Month July Year 2021	Date Separated:	Month _____ Year _____
Specific Duties:	Professor in IT		
Reason for Leaving:	_____		

Employer:	Rose State College	Telephone/Email:	_____
Employer's Address:	6420 SE 15th, Midwest City, OK 73110		
Immediate Supervisor:	_____	Title:	_____
Your Title/Rank:	Professor	Department:	Business Information Technology
<input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Starting Salary:	_____ Last or Present Salary: _____	
Date Employed:	Month Aug Year 2020	Date Separated:	Month May Year 2021
Specific Duties:	_____		
Reason for Leaving:	Temporary full-time hire		

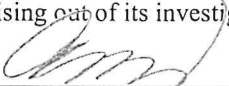
REFERENCES

Name:	Michael Schnell		
Address:	Weleetka, OK		
Telephone and Email:	405-317-3882	michael.schnell@okstate.edu	
Name:	Brett Weber		
Address:	Edmond OK		
Telephone and Email:	405-306-3891	brett.weber@okstate.edu	
Name:	Aaron Laster		
Address:	McCloud, OK		
Telephone and Email:	405-370-9009	alaster34@yahoo.com	

I understand the misrepresentation of fact in this application will be sufficient grounds for termination of my employment or cancellation of job offer without notice anytime hereafter. I specifically authorize Seminole State College (SSC) to investigate my background, including any and all references available, criminal, and other judicial records, where applicable to the position for which I am applying and consistent with applicable law. I authorize SSC to use all legal means at its disposal to assess my suitability for employment. I make this authorization in return for SSC's consideration of me for employment, and I specifically release and hold SSC harmless for any and all liabilities arising out of its investigation of my application for employment.

9/13/2023

DATE


SIGNATURE OF APPLICANT (Read above statement before signing)

Asst Prof of Nursing
8/24/23

MISTY GRAY

22855 Jean Amerson Dr. Tecumseh, OK 74873 | 405-795-8994 | mdgrayrn@outlook.com

08/24/2023

Crystal Bray
Nursing Director
Seminole State College
2701 Boren Blvd
Seminole, OK 74868

Dear Crystal Bray:

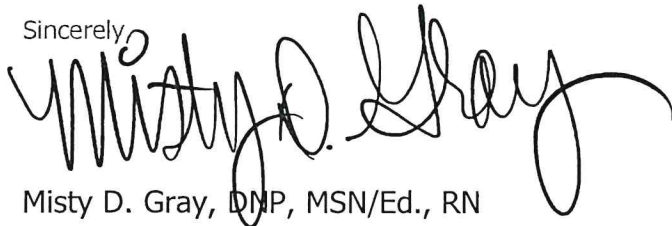
I am enthusiastically writing in regard to the open nursing faculty position open at your college. As a Doctor of Nursing Practice nurse, I have had years of experience in education and feel that I would be an excellent fit for your department.

I bring with me sixteen years of nursing experience in home health and hospice, orthopedics, surgery, NICU, nursery, post-partum, and emergency nursing. Further, I have 7 years of clinical nursing professor experience and five years didactic experience. I am ready and willing to jump in ready to go with your program. I believe that your policies, guidelines, and goals for the program align with my personal goals as a nursing professor.

I am excited to hear about your simulation program development. I proudly helped to build and enhance the simulation program at East Central University. I was given the job of Simulation Coordinator and have furthered my education with a Simulation certificate. I would love to obtain my Simulation Certification and assist you with growing your simulation program.

Thank you for taking the time to review my candidacy for your open job vacancy. Please review my attached curriculum vitae, application, and references. I look forward to the opportunity to talk to you further about this position.

Sincerely,



Misty D. Gray, DNP, MSN/Ed., RN

Misty Gray, DNP, MSN/Ed., RN

22855 Jean Amerson Dr.

Tecumseh, OK 74873

405-795-8994

misty.gray82@gmail.com

EDUCATION:

Robert Morris University- August 2021

Simulation Instruction and Management Certificate Course

Grand Canyon University- February 2021

Doctor of Nursing Practice

Oklahoma Baptist University- December 2017

Masters of Science in Nursing Education

St. Gregory's University- 2015

Bachelor of Science in Nursing

Seminole State College- 2012

Associates Degree in Nursing

Gordon Cooper Technology Center- 2007

Licensed Practical Nursing

Oklahoma State University-Oklahoma City- 2001-2003

General Education Courses

PROFESSIONAL EXPERIENCE:

St. Anthony Shawnee Hospital, Staff Nurse- 08/2022-Present

- Care for patients in the emergency department
- Charge Nurse as needed
- Serve as preceptor
- ACE Program Instructor with Seminole State College
- Provide department education

East Central University, Nursing Instructor- 01/2018-12/2023

- Simulation Coordinator
- Child-Adult Nursing Instructor
- Professional Leadership and Management Instructor
- Critical Care RN-BSN Instructor

- Healthcare Communications RN-BSN Instructor
- Physical Assessment Lab Instructor
- Medical-Surgical Clinical Instructor
- Professional Leadership and Management Clinical Instructor
- SIM Committee Member (2019-present)
- Testing Committee Member (2018-2019,2019-2020)
- Curriculum Committee Member (2018-2019, 2019-2020)
- Creation of three online RN-BSN courses
- Completed ACEN report and assisted with their visit
- Knowledge of Oklahoma Board of Nursing requirements for nursing programs

St. Gregory's University, Adjunct Faculty- 08/2017-12/2017

- Medical-Surgical Clinical Instructor
- Curriculum Revision- Foundations Course
- Taught Stroke Education
- Skills Lab Assistant

St. Anthony Shawnee Hospital, RN, Charge Nurse- 05/2012- 10/2017

- Charge Nurse in Emergency Department
- Staff Nurse and Charge Nurse in Nursery
- Staff Scheduling Coordinator
- Writing of and revision of policies
- Provided education to staff on annual competencies and specific requested topics
- Preceptor in Emergency Department and Nursery
- Member of Nursing Professional Practice Committee

Unity Health Center (now St. Anthony Shawnee), LPN- 03/2011-08/2011

- Perioperative Nurse

Southwest Orthopaedics and Sports Medicine, LPN- 03/2011-08/2011

- Scheduled Surgeries for Physicians
- Billing/Reimbursement Coding
- Casting and Splinting

Oklahoma Orthopaedics and Sports Medicine, LPN- 02/2009-05/2009

- Scheduled Surgeries for Physicians
- Gathered Prior Authorizations
- Billing/Reimbursement Coding
- Casting and Splinting

Prairie View Home Health and Hospice, LPN- 09/2007-02/2009

- Worked both home health and hospice

Communication Services- 06/2003-09/2007

- Customer Service Representative for AT&T Mobility

Pottawatomie County Assessor's Office- 09/2004-10/2005

- Clerk
- Filing

Atwoods- 05/2000-06/2003

- Cashier
- Office Assistant

LICENSURES/CERTIFICATIONS:

- Registered Nurse (RN)
- Basic Life Support (BLS)
- Advanced Cardiac Life Support (ACLS)
- Neonatal Resuscitation Program (NRP)
- Pediatric Advanced Life Support (PALS)
- Trauma Nursing Core Course (TNCC)

AWARDS AND HONORS:

- Sigma Theta Tau
- Alpha Chi
- OBU Honor Society
- Who's Who Among Students in American Universities and Colleges
- 1st RN-to-BSN nursing graduate from St. Gregory's University

PROFESSIONAL ORGANIZATION MEMBERSHIPS:

- SIMGhosts- Current
- National League for Nursing-Previous
- Sigma Theta Tau- Current
- Emergency Nurses Association- Current

LEADERSHIP POSITIONS:

- Simulation Coordinator and Committee Chair
- Charge Nurse- Emergency Department
- Charge Nurse- Women's Center
- Member of Nurse Practice Council, representing Women's Center at St. Anthony Shawnee
- HOSA Chapter President- Gordon Cooper Technology Center
- Future Farmers of America (FFA)- Served as Secretary and Sentinel

CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT:

- Oklahoma Simulation Conference 2019-Present
- INACSL ISEP Simulation Program Jeducation December 2022
- NurseTim Continuing Education Courses 2019-Present
- ROctoberfest continuing education at St. Anthony Shawnee- 2012-2017
- OU Children's Hospital Changing Seasons in Neonatology Conference 2015
- OU Children's Hospital Changing Seasons in Neonatology Conference 2014
- Oklahoma Critical Care Consortium 2012

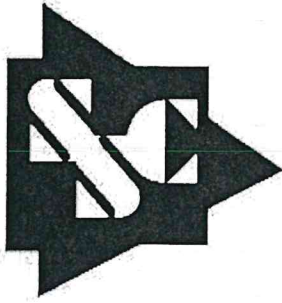
COMMUNITY SERVICE/VOLUNTEERING:

- Volunteer for various opportunities with the Salvation Army, Shawnee, OK 11/2018-Present
- International Finals Youth Rodeo, Volunteer, 04/1998-Present
- Volunteered to assist Dale Ag Boosters with various activities 1998-2004
- Headed several community service projects as President of Health Occupation Students of America (HOSA) Chapter

PUBLICATIONS/THESIS:

Gray, M. D. (2021). *Using self-care measures to lower stress and burnout: Reducing medication errors in emergency nurses*. (Publication No. 28319630). [Doctoral dissertation, Grand Canyon University]. ProQuest Dissertations Publishing.

Gray, M. D. (2017). *Increasing readiness for and success in nursing school for diverse students*. [Unpublished master's thesis]. Oklahoma Baptist University.



Seminole State College

Application for Employment

Return to: Human Resources Office, P. O. Box 351, Seminole, OK 74818
 or take to Ben & Bonnie Walkingstick Student Services Center, Fiscal Affairs,
 or email to hr@sscok.edu Applications will remain active for 90 days.

Please type or print in ink

Last name as shown on Social Security Records Gray		First Misty	Middle Dawn
Address 22855 Jean Amerson Dr.		City, State, Zip Tecumseh, OK 74873	
Home Phone 405-795-8994	Work Phone same	Email mdgrayrn@outlook.com	Do you have a current driver's license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally entitled to work in the United States? <i>Documentation of your identity and employment eligibility must be provided upon hire as required by the Immigration Reform and Control Act of 1986.</i>		Are you at least 18 years old?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Type of position preferred: <input type="checkbox"/> Custodial/Housekeeping <input type="checkbox"/> Technical/Paraprofessional <input type="checkbox"/> Service/Maintenance <input type="checkbox"/> Skilled Crafts	Type of employment desired: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	List any specific position you wish to be considered for, in addition to being placed in the applicant pool: Nursing Professor - Tenured Track	
Do you have any relatives employed at SSC? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
(If yes, please list) _____ (Name, Relationship, and Department)			

Education

School	Name of School	Course of Study	No. of Years Completed	Did you graduate? Month/Year	Hours/Degree or Diploma
High School or GED	Oale High School	gen. ed.	4	05/2001	gen. ed.
Business/Trade /Technical	Gordon Cooper	LPN	1	06/2007	LPN
College	SSC	RN	2	05/2012	RN
Graduate	Grand Canyon Univ.	Doctor of Nursing Practice	2	12/2020	Doctor of Nursing
If you have had military experience, you are encouraged to list any job skills you acquired which could help you qualify for SSC Jobs. <input type="checkbox"/>					
Where did you hear of this opening? <input type="checkbox"/> Newspaper <input type="checkbox"/> Website <input checked="" type="checkbox"/> Other: list- Nursing Faculty					

Seminole State College in compliance with Title VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

EMPLOYMENT EXPERIENCE

Please list all prior employment beginning with current or most recent employment first.

If necessary, you may attach additional sheets with employment history.

May we contact your present employer? Yes No Name: _____

Employer: St. Anthony Shawnee Telephone/Email: 405-878-8121
 Employer's Address: 1102 W. MacArthur Shawnee, OK 74804
 Immediate Supervisor: Alma Beagon Title: ER Director
 Your Title/Rank: Staff Nurse Department: ER
 Temporary Part Time Full Time Starting Salary: \$37/hr Last or Present Salary: \$38/hr.
 Date Employed: Month 03 Year 2022 Date Separated: Month still employed
 Specific Duties: general emergency nurse duties; employee education
 Reason for Leaving: want to teach again

Employer: East Central Univ. Telephone/Email: 500-559-5798
 Employer's Address: Ada, Oklahoma
 Immediate Supervisor: Darcy Duncan Title: Nursing Director
 Your Title/Rank: Assistant Professor/SIM Coordinator Department: Nursing
 Temporary Part Time Full Time Starting Salary: \$5,000/yr Last or Present Salary: \$63,000/yr.
 Date Employed: Month 01 Year 2018 Date Separated: Month 12 Year 2022
 Specific Duties: Nursing instructor, curriculum development; SIM
 Reason for Leaving: distance to work

REFERENCES

Name: Loyce Powers
 Address: Ada, OK
 Telephone and Email: 1-913-710-1550

Name: Christine Clay
 Address: Shawnee, OK
 Telephone and Email: 405-245-8373

Name: Dee Perkins
 Address: Shawnee, OK
 Telephone and Email: 405-584-0004

I understand the misrepresentation of fact in this application will be sufficient grounds for termination of my employment or cancellation of job offer without notice anytime hereafter. I specifically authorize Seminole State College (SSC) to investigate my background, including any and all references available, criminal, and other judicial records, where applicable to the position for which I am applying and consistent with applicable law. I authorize SSC to use all legal means at its disposal to assess my suitability for employment. I make this authorization in return for SSC's consideration of me for employment, and I specifically release and hold SSC harmless for any and all liabilities arising out of its investigation of my application for employment.

8.24.2023
DATE

Christine Clay
SIGNATURE OF APPLICANT (Read above statement before signing)

7-10-23

Rachelle L Jones

PO Box 76

Earlsboro, Ok 74840

winrowjones@gmail.com

Cell 405-243-7771

July 6, 2023

Ms. Damaris Haney
Director of Seminole State College TRiO Programs
2701 Boren Boulevard
Seminole, OK 74868

Dear Ms. Haney,

I am Rachelle Jones, and I am submitting documentation to apply for the position of Talent Search Advisor, with Seminole State College TRiO Program. My work experience and background in the community I believe make me an ideal candidate for the position. I think this would be a great opportunity for me to refresh and enhance skills, I once learned at Seminole State College, while working with Americorps.

A strong sense of customer service has always been one of my strongest assets. Making individuals feel welcomed and supported, I believe, is warranted in any environment, and I think would be essential in this position. In my past positions independent work was critical, however, teamwork played an integral part in accomplishing company goals as well. I feel my ability to adapt to different environments has made me successful in my past positions.

For further review of my work experience, skills, and community involvement, please see my attached resume. Please do not hesitate to contact me to discuss any areas of my work history or other areas in question. I look forward to an opportunity to discuss how I can become a team player with the TRiO program.

I appreciate you taking the time to review and consider my application for the position of Talent Search Advisor, and I look forward to hearing from you soon.

Sincerely,

Rachelle L Jones

Rachelle L Jones

Post Office Box 76, Earlsboro, Ok, 74840 * 405-243-7771

Winrowjones@gmail.com

EXPERIENCE

Caregiver

September 2006 to present

Self-Employed, PO Box 76, Earlsboro, Oklahoma, 74840

Duties: Sustaining a comfortable and positive living environment in clients' home. Ensure the client is bathed, dressed, groomed and ready for the day. Assist with bowel and bladder care and mobility transfers. Maintaining medication schedule and administration as prescribed. Cleaning, sweeping, sanitizing, mopping, dusting and maintaining household daily. Personal and grocery shopping, meal preparation and feeding. Transporting of client to and from doctor appointments, and to any personal, recreational and community activities as needed. Fluent communication with doctors, family, and nurses, in changes of clients mental or physical health. First aid and emergency care are administered on an as needed basis. Overseeing client financial obligations, conducting trust duties, and estate planning. Balancing father daughter relations.

Loan Processor/Customer Service Representative

2006- August 2017

BancFirst, 206 N Second St., Seminole, Oklahoma, 74818

Duties: Produced consumer, commercial and real estate loan documents. Responsible for ordering flood certificates, credit reports, and title work as needed. Dealt with customer phone calls and oversaw loan closings. Checked back loans setup on customer database and other maintenance conducted previous day. Retrieved daily and monthly reports for bank President. Prepared correspondence as requested, and document research as needed. Constructed customer account files according to policy and loan type. Filed loan documents, lien entries, abstracts, etc.. Conducted lien entry, loan jacket, and collateral vault audits.

Duties in Previous position as CSR included: Setting up Checking, IRAs, Certificates of Deposit, and Business Checking Accounts. Logged extremely sensitive Wire transactions, scanned customer signature cards, and maintained returned mail. Also maintained deceased customer files, prepared account analysis mail outs, coordinated yearly Casual for Kids day, and created quarterly company Newsletter.

Accomplishments:

Single handedly cleaned up and filed years of neglected loan documents and started a newspaper recycling project. Successfully implemented new government TRID guidelines into real estate loan document process.

Salesclerk

2006-2006

Stage, Seminole, Oklahoma (no longer open)

Duties: Greeted and acknowledged customers; assisted and answered customer questions while cross selling merchandise. Attended dressing rooms, maintained merchandise presentations and store safety standards. Promoted and opened new credit card accounts.

Quality Child Care Coordinator

April 2002 – March 2005

Family Preservationist

Absentee Shawnee Tribe, 2025 S Gordon Cooper Dr., Shawnee, Oklahoma, 74801

QCC Duties: Prepared a \$400,000 dollar budget funded by the Department of Human Services. Monitored and expended budgeted dollars and prepared purchase requisitions. Determined client eligibility, coordinated, and facilitated play groups, field trips and home provider licensing training. Promoted extracurricular activities within the community and made payment arrangements for those activities; provided resources and referral to Tribal agencies and other community agencies while collaborating with other Tribal departments to deliver program services. Compiled data for customized childcare data tracker, which created a story page and program outcomes. Formulated end of year activity outcome report.

Accomplishments:

Designed and administered Tribal Quality Child Care Program.

Helped design and implement the Tribes first childcare facility.

Procured goods for furnishing childcare center.

Designed and physically assisted in the implementation of a DHS approved playground.

Family Preservation Duties: Administered Promoting Safe and Stable Families \$50,000 grant funded by the Department of Human Services. Managed grant through budget modifications, accounts payable, and new and old-line creations. Constructed six month and yearly program reports and proposed program description for acquisition of PSSF funds. Everyday duties included assessing potential customers, submitting detailed progress reports for Indian Child Welfare cases, coordinated crisis assistance through utility payment arrangements, grocery shopping, transportation, advocacy, consultation, referral, counseling, and budgeting. Conducted group and one on one parenting classes.

Accomplishments:

Introduced P.P.E – Practical Parent Education curriculum to the Tribe and area agencies. Collaboratively created Tribal Back to School Bash and Annual Children's Halloween and Christmas celebrations.

AmeriCorps

1998-2000

Seminole State College Trio Programs, Seminole, Oklahoma

Duties: Invented and produced educational games for youth in grades 6th – 12th. Constructed educational pamphlets, fliers, and booklets. Taught homework and career skills to students. Coordinated and assisted on Upward Bound workshops and activities and helped organize the end of year Upward Bound trip. Increased awareness of AmeriCorps through numerous presentations and community service projects.

Accomplishments:

Instrumental in the ground floor efforts in implementing the Seminole County AmeriCorps' program.

Assistant Manager

1993-1997

Wal-Mart, 831 Hwy 59 S, Cleveland, Texas, 77327

Duties: Insured customer satisfaction and store profitability while maintaining in-stock status of 96% or better through the operation of advanced inventory system and associate accountability. Ordered high margin, seasonal and basic merchandise, unloaded freight trucks and managed flow of merchandise in warehouse. Verified and transported thousands of dollars in bank deposits, adjusted and approved payroll and secured 96,000 square ft. store with locked doors and setting of alarm systems. Supervised 6 to 10 department managers and 30 to 60 store associates during the day or night all while instilling elevated expectations and standards in associates through detailed tours and consistent coaching. Enforced people development through extensive training on computer-based learning systems and conducted detailed performance appraisals.

Accomplishments:

Wal-Mart District Sales Award 1995.

Instrumental in team effort in turning high shrink store into district sales leader and paved path to opening of a new Wal-Mart Supercenter.

Received recognition for Loss Prevention debt reduction.

Billing & File Clerk

1989-1993

Canadian Valley Electric, Seminole, Oklahoma

Duties: Filed new, old, and miscellaneous account documents. Sorted, batched, and recorded customer payments in computer. Relieved twenty-line switchboard operator and front-end cashier. Performed file document recording and research on fiche film. Prepped billing forms for statement processing, and sorted billing statements into zip codes for mail out. Sorted and dispersed mail to departments.

Accomplishments:

Organized and instituted a functional filing system.

First student to begin a company's job training program for college students.

Skills & Qualifications

Excellent Organizational Abilities

Extensive customer service background

Strong Filing Efficiency

Ability to learn and apply quickly and effectively

Five years of management experience

10 Key by touch

Incredible Work Ethic

Computer Proficiencies: Excel, Power Point, Microsoft Word, Outlook, Canva.

Banking Applications: Laser Pro, Decision Pro, Horizon Platform, Acquire, Evision, Connections, Eport, Service Link/Corelogic.

Banking Development: Financial Privacy, Regulation E, Bank Secrecy Act, Anti-money laundering, UCC/EFS Filing, TRID

Retail: Lock out Tag Out, Proper Lifting Technique, Coaching and Training Management Development, POS replenishment, Cash and Invoice Office, Departmental Budgeting and Forecasting.

Forklift Safety (29 CFR 1910.178) 4-hour training.

Community Engagement

Earlsboro Willing Workers Cemetery Club volunteer. Currently oversee collection, recording and deposit of funds from customers. Secure lawn cutting personnel each year. Plan and execute fund raising activities for future beautification projects. Coordinate with area funeral agencies in burial placements. Stake and monitor grave digging and cleanup. Communicate with customers on cemetery ground rules and historical data.

Participation in annual Earlsboro cleanup day. Pick up trash throughout the community.

Served 15 years on local Earlsboro Public School board. Served as secretary and president throughout my term.

Provided leadership in the development of the Town of Earlsboro Park. Convinced the City Council to allow citizens of the community to seek State funding, to implement walking trail and other amenities for public enjoyment. Developed a committee, Assisted in writing grant, Received funding, Sought and Acquired matching funds. Enlisted vendors, Procured exercise equipment, swings, basketball goal and court, fencing, and pavilions. Submitted necessary documents and reports to comply with grant guidelines.

Education

East Central University

Bachelor of Science in Business Administration, 63 hours, Ada, Oklahoma

Nine hours of master's study in Human Resources

Seminole State College

Associate of Science, 74 hours, Seminole, Oklahoma

References

Available for contact

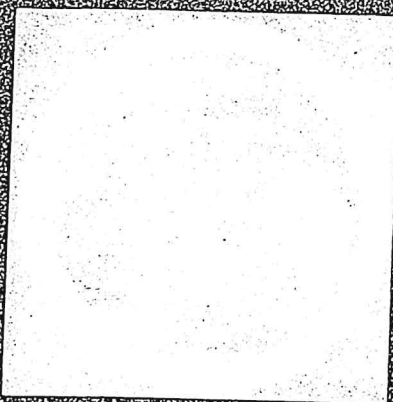
Supervisor BancFirst, Terry Anson, 405-380-1300

Co-Worker Absentee Shawnee Tribe, Jodi Hamilton, 405-974-1530

Director of Talent Search SSC, Mary Ann Hill, 405-380-3976

Co-Manager Wal-Mart, Billy Johnson, 678-490-6068

NPSN 11 - Student Support



Emery Martin

35082 EW 1130 Rd
Earlsboro, OK 74840
egro4226@gmail.com
@EmeryMartin

PROFILE

- Well versed in Oklahoma History including Native Oklahoma Tribes and moved Tribes, U.S. History, along with State and Federal Government.
- Proficient in Microsoft 365, Windows, and Google platforms.
- Quick learner of new technologies and other platforms.
- First Aid/AED/CPR Certified.

WORK EXPERIENCE

PULL/COUNT STAFF

Grand Casino Hotel and Resort May 2023 - Present

- Pull money from Casino machines and table games
- Securely count and report money brought in
- Transport casino assets to remote locations

MAINTENANCE OFFICE ASSISTANT

Univ. of Science & Arts of Oklahoma Jan 2022- April 2023

- Create data sheets for University assets
- Create vehicle maintenance log for State reporting
- General office work and responsibilities

ANIMAL CONTROL OFFICER

Chickasha Police Department Aug 2022 - Jan 2023

- Maintain and care for the animals in the city
- Uphold the City Ordinances regarding animal welfare
- Network with Animal Rescues
- Assist Police Officers and other First Responders with needs related to animal welfare

EDUCATION HISTORY

Bachelor of Arts in History Aug 2018 - May 2022

Univ. of Science & Arts of Oklahoma

- Minor in Liberal Arts
- Academic Excellence in History and Interpersonal Disciplinaries
- Pi Gamma Mu and Phi Alpha Theta Honors

EMERY MARTIN

✉ egro4226@gmail.com

in [@EmeryMartin](https://www.linkedin.com/in/EmeryMartin)

☎ (405) 892-8555

To SSC HR and NASNTI Director

I am writing to express my strong interest in the Student Success Specialist position with Seminole State College.

Having a Bachelor's degree and experience working for a college in the past, I feel I have the experience and skills to add more positivity to the student and staff communities at Seminole State.

During my time at the University of Science and Arts of Oklahoma working and going to school I had the opportunity to understand and help with the needs of a small college community already. I would like to continue with that and help others trying to add to their academic careers.

At USAO I had the opportunity to work for the students and staff as both a Security Guard and an Office Assistant at the Physical Plant. As Security, not only was I locking doors and patrolling campus but, I would answer any questions students had to the best of my ability - everything from classes to emailing admin. At the Physical Plant I maintained all vehicles as requested. I also digitized information about the University's assets, vendors, and vehicle data for the State.

I am excited about the opportunity to bring my skills and experience to Seminole State College and continue working for public higher education. Thank you for considering my application. I look forward to this opportunity.

Best Regards,

Emery Martin

Emery Martin

Personal, Previous Classmate

Logan Nitzel, Experiential Researcher for the Chickasaw Nation

Cell: (405) 388-2229

Office: (580) 559-0963 ext. 60350

Logan.Nitzel@chickasaw.net

Academic, College Advisor

Dr. Kevin Crow, Professor of History

Office: (405) 574-1216

kcrow@usao.edu

Academic, College Professor

Dr. James Finck, Professor of American History

Office: (405) 574-1229

jfinck@usao.edu

Professional, Previous Employer

Danielle McAllister, Administrative Assistant of Physical Plant

Office: (405) 574-1233

dmcallister@usao.edu

Professional, Previous Employer

Russell Pool, Head Security Guard

Security Cell: (405) 222-8066

rpool@usao.edu

Leah Martin (Glass)

P: 405-584-9829

E: glassleah10@outlook.com

A: 35082 EW 1130 RD. Earlsboro OK

Dear Hiring Manager,

I am writing to express my interest in the position of GEAR UP Student/Parent Coordinator at Seminole State College. I heard about this listing from a family friend, Rita Story-Schell. I believe my sociability and understanding of the program make this job an ideal fit for me.

When I was in School at Seminole High School, I was In Upward Bound as well as FOCUS. I was not set up to go to college from a young age like my peers were. Programs like these helped me reach my full potential and see that college was a choice for me. Being able to help prospect students has always been a passion of mine.

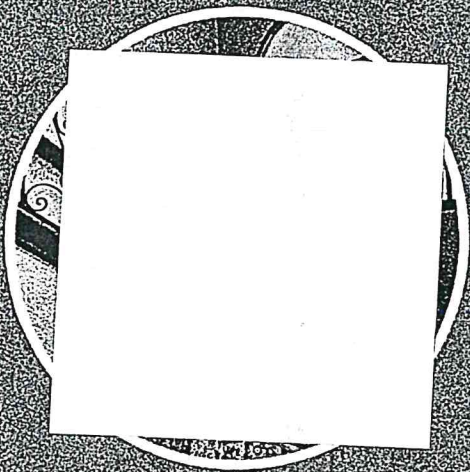
Having a degree In communication would be extremely helpful In this position. Keeping positive relationships with all Involved Is difficult If you don't know what Is needed to create a healthy Intrapersonal relationship. I've also had to work with confidential Information In my past jobs and am aware of how Important It Is to follow protocol.

Seminole will always have a special place In my heart. I moved here when I was eight and always planned to go to SSC. After taking a few classes over the summer with Upward Bound, I was set on SSC as my college of choice. I changed last minute due to some family circumstances and have wanted to be apart of the team ever since. I have also sent my Resume and my copy of my college transcript.

I am so excited to hear from you and the possibility of being on your team!

Sincerely,

Leah Martin



LEAH MARTIN (GLASS)

PROFILE

I am an incredibly social person! I pride myself on being dedicated to my job (no matter how small) and always working hard. I hope to hear from you soon and thank you so much for your time.

CONTACT ME



405-584-9829



glassleah10@outlook.com



35082 EW 1130 Rd.
Earlsboro, OK 74840

➤ EDUCATION

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA

Bachelor of Communication

Minor in Liberal Arts

➤ SPECIAL SKILLS

Conversational in ASL (American Sign Language)

LITERATE IN...

Macintosh and PC

Adobe Creative Suite

Microsoft 365

➤ VOLUNTEER EXPERIENCE

DROVER DIFFERENCE DAY

- Read Across America (Spring 2019)
- Grady County Animal Shelter (Spring 2020)
- Chickasha Museum Cleaning (Spring 2021)
- Heidi Helping the Homeless (Spring 2022)

➤ WORK EXPERIENCE

Resident Assistant at USAO

Summer 2021- Fall 2022

Teacher for Epworth Christian Day School

Summer 2022 - April 2023

Receptionist for Chickasha Chamber of Commerce

August 2022 - January 2023

Substitute Teaching for Chickasha Public Schools

January 2023 - April 2023

LEAH MARTIN

P R O F E S S I O N A L R E F E R E N C E S

Whitney Palesano - Chickasha Chamber Membership Director
cell: 405-201-7460
office: 405-224-0787

Cathy Perri - Assistant to the President of USAO/Directory of NWC for Neurodiversity
cell: 405-826-6074
office: 405-574-1293

JC Casey - College Advisor
cell: 405-416-3523
office: 405-574-1242

P E R S O N A L R E F E R E N C E S

Rita Story-Schell - Family Friend
cell: 405-380-7721

Mark Schell - Family Friend
cell: 405-443-1340

Aida A Nava

***13089 Old Hwy 99 S, Seminole, OK 74868
(C) 210.797.8180; navaaida@yahoo.com***

EXECUTIVE SUMMARY

Dedication | Integrity | Learner | Collaborator

A successful educator, presenter, innovator and school district administrator who makes the success of others a priority. A dedicated leader who possesses strong interpersonal and communication skills and the ability to learn quickly. A professional with a proven track record in building community and synergy as a result of strong collaboration, building trust, and wise decision-making.

Education

Superintendent Certification Program, Lamar University, Beaumont, TX 2019

M.Ed. Education Administration, UT Pan Am (UTRGV), Edinburg, TX 2007

B.A. Interdisciplinary Studies, Texas A&M, Kingsville, TX, 1996

Licenses and Certificates

Superintendent

Principal -All level

Self-Contained, Pre-k-6, BIL/ESL, and Sp. Ed.

Honors

Project Lead Scholar 2007

Teacher of the Year 2006/2007

WORK HISTORY

Executive Director of Human Resources /District Title IX Coordinator

July 2017-Current

Judson ISD, Live Oak, TX

- oversees district-wide administrator training in effective practices for use with employees, parents and patrons (includes basics of EEO, EEOC, Title IX, due process, establishing expectations, conferencing, conducting investigations, effective written documentation, evaluating employees, remediation plans, steps when considering adverse employment action, prohibited harassment, grievance management, and communication with parents and patrons)
- prepares termination packets and monitors administrative leave
- responds to internal and external inquiries regarding employment policies, practices, and procedures, prepares the district employee handbook and the coordinating administrator presentation toolkit
- supports and facilitates all evaluation tool for district administration and assists with development of growth plans, and progressive discipline measures
- analyzes data from employee complaints to identify trends and provide technical support to campus and district administrators, including facilitating district-wide solutions to eliminate or improve the identified problem area,
- facilitates district employee grievance process
- Conducts Investigations, coordinates and trains district personnel in Title IX matters as the district coordinator , and responds to and investigates EEOC complaints
- directs preparation for participation in area job fairs and creation of recruitment literature; facilitates and updates job descriptions for all employees annually
- investigates Texas Workforce Commission Unemployment claims, appeals, and prepares for hearings
- developed, implemented, and serves as lead on Employee Safety and Supportive Plan Committee, developed, implemented, and monitored COVID-19 employee tracking and monitoring protocol procedures
- collection of pertinent data, and worked cooperatively with principals and directors to ensure compliance with federal wage/overtime laws, certification information, state regulations, and school policy

Aida A Nava

Work Experience (continued)

Human Resources Coordinator of Auxiliary & Substitute Personnel

2015

Judson ISD, Live Oak, TX

- Supervised all aspects of employment of auxiliary & substitute personnel, developed and maintained a recruiting program for auxiliary & substitute personnel

Principal

2008-2010 ,2012-2015 , 2016-2017

Judson ISD, Southside ISD, San Antonio, TX, Windham School District, Edinburg, TX, IRRRA INC Charter School, Mission, TX

- Implemented TAP Model as prescribed by the grant, aligned financial, human & material resources to support the implementation of the campus vision and mission
- evaluated instructional programs and teaching effectiveness, conducted all staff evaluations, collaborated with other campus principals in district to ensure TAP trainings were conducted and followed

Accomplishments:

- took campus from Needs Improvement rating to Acceptable status in one year
- Improved GED passing rate from 34% to 76% within a year

Other Professional Experience

Finance Director

2011/2012

Bert Ogden Nissan, McAllen, TX

- Managed asst. director, five finance managers, 2 processors, and an administrative assistant
- Ensured that all contracts in transit have been funded by lenders and monitored penetration and percentages for warranty, gap, & life policies, submitted monthly reports to Nissan
- Maintained partnerships with lender representatives, regularly to review updated bank stipulations and program incentives

PKES Grant Strategist

2010/2011

Mission CISD, Mission, TX

- monitored grant activities/deadlines, purchases, and grant renewal application
- mentored PK Teachers/Head Start classrooms, monitored grant funding & compliance, maintained communication with Texas Education Agency
- coordinated staff development for new pre-k programs/curriculums/CIRCLE

Bilingual Teacher, Edinburg CISD, Kingsville ISD, La Joya ISD

1996-2008

Languages

English (Speak, Read, Write)

Spanish (Speak, Read, Write)



Aida A Nava

References

Cecilia Davis, Deputy Superintendent Innovations, Business & Operations

Judson ISD

830.515.2463

cdavis3865@yahoo.com

Rebecca Robinson, Deputy Superintendent of Staff (retiring June 2022)

Judson ISD

830.968.0070

robinsonrebecca0070@gmail.com

Donna Quinalty, Director, Human Resources

Enviro Systems Inc.

405.435.4340

donna.quinalty@acethermalsystems.com

Teresa Ramon, Chief of Police

Judson ISD

210.788.4036

tramon@judsonisd.org

To: Seminole State College,

As a lifelong educator with twenty-six years of experience in public education, I have served students in many leadership roles. I began my career as a bilingual classroom teacher for 11 years. This led to the next phase of my career as a campus principal. For 6 years, I was able to serve not only school age students, but also adult students as a campus principal. I also had the opportunity to serve students as a Pre-K Strategist and Special Education Coordinator for several years. The last six years of my career have been spent as the Human Resources Director and Executive Director of Human Resources. In my current role, I have been afforded the ability to work with the school district's legal representation, Universities, Alternative Certification Programs and other education agencies. This experience has prepared me very well to serve as your Director of Advising/Recruitment.

Throughout my six years in Human Resources, I have created systems, processes and procedures to ensure that communication pathways were established with Alternative Certification Programs. Building partnerships with Region 20 Education Service Center (ESC 20), allowed our school district to monitor and recruit future teachers that were in the Alternative Certification Program. As a District of Innovation (DOI), the exemption to hire teachers who did not have a teaching certification required our school district to establish partnerships with Alternative Certification Programs. These partnerships were essential to monitoring the progress of our DOI teachers. I was able to form a partnership with the Regional Service Center Alternative Certification Program leaders that had additional resources to help teachers in the ESC 20 Alternative Certification Program pay for cost. Also, as the Executive Director of Human Resources, I have worked with local universities in San Antonio, Texas, in placing clinical teachers with appropriate mentors. As well as

collaborated with the Professional Development Department at Judson ISD to ensure Mentor Teachers were properly trained on how to coach university clinical teachers.

My organizational leadership philosophy is to build an environment where I can energize and motivate each individual within the team to become a leader that will lead by example, hold a servant mind-set, and seek reflection from those around them in order to continuously build their craft. It is my belief that this philosophy will help identify gaps in leadership, create an alignment of services, and build sustainable professional growth through coaching. I will acknowledge the achievements of others, practice open communication and ensure that everyone is kept informed, and be transparent with those that I serve.

As the Director of Advising/Recruitment, I would establish communication pathways and partnerships with the Local Education Agencies, school districts, the Oklahoma State Department of Education, Seminole State College departments, and students. This will allow me to create programs to advise students on Seminole State College Admissions, Academic programs, degree requirements, and support services offered. I will also support, train, and provide additional resources to help Recruitment Specialists, new and returning student advisors to ensure the overall success of all Seminole State College students.

Best Regards,

Aida A. Nava

Alicia M Ryan
405-765-9928
aliciaryan30@gmail.com

OBJECTIVE

Confident, driven, and dedicated professional, experienced in mentoring and leading staff members to work effectively and efficiently. Culturally sensitive with an extensive background of working with people from diverse backgrounds, including various racial, ethnic, socioeconomic, and individuals with disabilities. Seeking a position that will allow me to utilize my organizational, planning, problem-solving and decision-making abilities and enable me to make a positive contribution to the organization.

PROFESSIONAL STRENGTHS

- Confident and decisive under stressful conditions
- Ability to establish priorities and consistently meet deadlines
- Strong problem solving and decision-making skills
- Organized and detail oriented
- Proficient in Microsoft Office applications and other database and office automation software

CAREER HISTORY

Central Oklahoma Community Action Agency (COCAA)

131 N Bell Ave, Shawnee, OK 74801

Community Resource and Development Manager

7/2021-Present

- Provide direct case management for low-income and/or unhoused individuals and families to help them achieve economic security and well-being by analyzing barriers, risks, and opportunities for the families and individuals; find solutions to complex cases based on program specific policies.
- Create spending action plans for various programs and projects, monitor implementation of program and project objectives and ensure achievement of program outcomes in timeframes set by each grant.
- Analyze, interpret, and implement the policies of the organization and various grants to reach program goals and objectives.
- Develop and maintain effective partnerships with community leaders, service providers, and other stakeholders in the community to help meet the needs of the individuals and families we support.
- Establish and facilitate local and county-wide advisory committees and boards for multiple counties to work and oversee various programs, funding streams and resource development.
- Oversee the spending of federal funds from various grants, accounts, and funding sources; ensure compliance with Department of Commerce's regulatory requirements, provide documentation and timely reports, checks and balances of invoices and purchase requisitions with CFO, and maintain accuracy of expenditures from various funding sources ensuring compliance with DOC.
- Developed effective and efficient processes and procedures for client assistance in the 6 counties we serve.
- Act as point of contact and subject matter expert in multiple counties regarding our various programs, services, and interpretation of policies.
- Maintain multiple databases to ensure data quality for various programs, maintain a confidential filing system.
- Supervisor to Intake Specialist and Administrative Assistant.

Alicia M Ryan
405-765-9928
aliciaryan30@gmail.com

Community Health Centers of Oklahoma - Shawnee, OK

12716 NE 36th St, Spencer, OK 73084

Program Manager

3/2021 – 7/2021

- Supervised front line administrative employees, oversaw workflow of the clinic, ensured patient care was top priority and appointments were seen in a timely manner.
- Conducted employee evaluations, provided guidance, implemented discipline policies.
- Ensured patient data was accurate, appointments were coded correctly and verified insurance.
- Attended community outreach efforts to positively represent the clinic and promote services.
- Served as grievance coordinator for patients and employees.
- Facilitated monthly team meetings with administrative and medical team.
- Collaborated with other community providers during referral processes.

Open Arms Foster Care

4900 Richmond Square Dr, Oklahoma City, OK 73118

OKC Area Director

9/2019 – 3/2021

- Supervised Parent Relations Coordinator and Administrative Assistant. Conducted employee evaluations, implemented discipline practices as necessary.
- Human Resource duties:
 - Reviewed new hire applications, conducted interviews, and had final hiring decision authority.
 - Maintained employee personnel files, ensured annual training hours were complete, licenses were renewed, kept track of PTO and sick leave, and submitted payroll.
 - Provided and administered monthly ongoing foster parent training to current therapeutic foster care (TFC) parents and families. Trained prospective foster care families with required Pressley Ridge training.
 - Maintained all confidential foster parent files. Routinely audited files to ensure compliance with Department of Human Services regulatory requirements.
 - Conducted annual foster parent evaluations.
- Recruitment and Marketing duties:
 - Recruited potential families by attending various events, conferences, and hosting informational meetings at different locations and areas across the state.
 - Created and produced marketing material and recruitment plans; implemented recruitment strategies and action plans.
- Conducted home assessments on current and prospective foster families to ensure safety of home. Assisted families in completing all necessary paperwork to meet compliance with Department of Human Services and Open Arms policy. Completed annual reassessments of current homes to ensure continued compliance.
- Matched children approved for the TFC program with foster families and ensured a successful placement. Collaborated with Clinical Director, Child Welfare workers, and foster families to coordinate, schedule, and maintain placements.
- Provided support to foster families. Conducted monthly visits to the home. Coordinated foster family retention activities and events. Responded to crisis situations regarding the foster child.
- Collaborated with Clinical Director and therapists to address any issues in the home or with care of children. Attended meetings with DHS regarding any referrals on home and completed required follow-up documentation.

Alicia M Ryan
405-765-9928
aliciaryan30@gmail.com

Oklahoma Department of Human Services

1400 N Kennedy, Shawnee, OK 74804

Child Welfare Specialist III

9/2018 – 2/2019

- Mentor and train lower level Child Welfare Specialists and new hires on the Child Welfare process, policies, best practices, and database functions. Served as backup unit supervisor.
- Proofread, edited and approved court reports and referrals. Provided case management and assisted Specialists with complex case decisions.
- Managed a more complex caseload of multiple children and families. Conducted investigations and assessments utilizing department tools, research family histories, and interview families and collaterals to uncover underlying issues and needs. Determine safety issues based off the safety threshold guidelines and recommended the appropriate level of intervention and services needed to ensure the safety of the children in the home.
- All other duties of a Child Welfare Specialist II mentioned below.

Child Welfare Specialist II

9/2015 – 9/2018

- Managed a caseload of multiple children and families. Conducted investigations and assessments utilizing department tools, researched family histories, and interviewed family members and collaterals to uncover underlying issues and needs. Determined safety threats and recommended the appropriate level of intervention and services needed to ensure the safety of the children in the home.
- Collaborated with families to create service and intervention plans with short and long-term goals. Worked with children, families, foster families, lawyers, counselors, community resources, Tribes, and other Child Welfare departments to ensure the safety of the children and to assist families with their individual service and treatment plans throughout the case to ensure successful reunifications, guardianships, or adoptions.
- Scheduled and facilitated regular meetings at different intervals of the case to strengthen joint decision making and address any concerns with families, foster families, lawyers, counselors, community resources, Indian Child Welfare workers, and other Child Welfare departments.
- Created weekly/monthly reports and legal documentation for families, counselors, ADA, lawyers, Judges, Indian Child Welfare workers, and other Child Welfare departments.
- Mentored, counseled, and motivated families and foster families.
- Maintained confidential files and ensured the integrity of the data in KIDS database.

St. Gregory's University

1900 W MacArthur, Shawnee, OK 74804

Director of Annual Giving

7/2014 – 9/2015

- Developed and managed the strategic action plans for Annual Giving programs. Partnered with Marketing to plan, create, and edit fundraising and promotional materials. Managed the President's Leadership Circle and Cavalier Club members, organized club member events and maintained recognition levels.
- Managed the receipt of all donations to the University; oversaw gift processing and data entry. Collaborated with Business Office to ensure proper distribution of donations. Established protocols and procedures to improve the efficiency of the gift receiving process.
- Assisted with the research and preparation of grant applications, compiled all necessary financial data, proofread and edited narratives, and retrieved relevant information from key departments. Monitored and tracked the grant status. Followed up with program and departments upon receipt of their grants to ensure proper use of funds.
- Conducted major prospect and donor research; created donor reports for VP of Marketing and Development. Facilitated relationships and stewardship with donors and alumni. Prepared

Alicia M Ryan
405-765-9928
aliciaryan30@gmail.com

- presentations for major donor prospects. Prepared pledge documentation. Corresponded with donors and alumni via letters, email, and phone, regarding donations, gifts, and special events.
- Oversaw the Annual and Endowed Scholarship programs; provided reporting to Financial Aid, Admissions, and donors; ensured accuracy of awards given, which includes criteria and amount. Created financial reports for scholarship donors. Maintained the accuracy and confidentiality of the grant and scholarship files.
 - Planned, coordinated, and directed various events on campus for students, donors, and alumni. Formed and served on event committees to ensure all details and timelines were met. Prepared event budgets and monitored expenditures along the course of the projects. Recruited and trained event volunteers along with other assisting departments. Produced event timelines and facilitated weekly/monthly progress meetings. Worked closely with vendors and maintenance to ensure successful events.
 - Administrator of Talisma Fundraiser software/database; established protocols and procedures to improve the integrity of the database. Formulated and maintained various reports and dashboards; formatted reports for internal and external use. Analyzed and resolved software issues and monitored quality of data.
 - Supervised Development Associates and work study students. Ensured time worked and accuracy of payroll. Delegated prioritizations to staff. Oversaw projects were completed by deadlines.
 - Managed daily office operations. Ordered supplies. Maintained vendor contracts and payments.

EDUCATION

Master of Business Administration/Human Resource– August 2022
Southeastern Oklahoma State University, Durant, OK
Bachelor of Business Administration – May 2012
University of Central Oklahoma, Edmond, OK
Associate of Arts – May 2004
Seminole State College, Seminole, OK

REFERENCES

Cheryl Ibrahim
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Thelma McGee
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405-659-7591
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adaltongirl@gmail.com

Nancy Jasna
Indian Child Welfare Specialist
Citizen Potawatomi Nation
405-220-2086
Nancy.jasna@potawatomi.org

Amy Dalton
Former Parent Relations Coordinator
Open Arms Foster Care
405-204-6564



MILITARY AND VETERAN RESOURCE FAIR

Friday, Nov. 3, 2023 // 9 a.m. - 4 p.m.

Enoch Kelly Haney Center // Utterback Ballroom

★ Free and Open to the Public ★

You're invited to SSC's inaugural Veterans Resource Fair. Dozens of local and regional organizations will be on site to assist veterans, active military service members and their dependents with information about services and available benefits.

For more information, contact SSC VA School Certifying Official
Stacey Foster at [405-382-9510](tel:405-382-9510) or s.foster@sscok.edu.

3RD ANNUAL

SSC Sporting Clay Tournament

FRIDAY, NOVEMBER 10, 2023

Lunch Provided

Claybird Sports

Bethel Acres, Oklahoma

Hosted by the SSC Shooting Sports Team

Team of 4 or 5 - \$500

Individual - \$200

100 clay contest

High School Team - \$300

Individual - \$100

50 clay contest

Junior and Senior Divisions Available

Questions

Wendy Rich - 405.382.9208

Jeffrey Christiansen - 405.382.9233

Scan to Register!



Scholarship Awarded
High School Senior High Individual

Sponsorship Information

Bronze Level: Station Co-Sponsor - \$100

Silver Level: Station Sponsor - \$250

Gold Level: Station Sponsor, Company Logo on Scorecard, 2 raffle tickets - \$500

Platinum Level: Station Sponsor, Company Logo on Scorecard, 4 raffle tickets, Company Logo on Banner, 1 Team Entry - \$1500

TITLE:

**SEMINOLE STATE COLLEGE
NAME, IMAGE, & LIKENESS POLICY/PROCEEDURES**

Related statutes/rules: Oklahoma Senate Bill 48, 2021 Okla. Sess. Laws ch. 559, § 20. The Student Athlete Name, Image and Likeness Rights Act codified in the Oklahoma Statutes as Sections 820.21 – 820.26 of Title 70.

As a member of the Oklahoma State Regents for Higher Education System, Seminole State College complies with Oklahoma Senate Bill 48, which outlines the requirements related to Intercollegiate Student-Athlete compensation for Oklahoma postsecondary students. Effective Jan 1, 2022

Definitions:

1. Affiliate: Someone who is a member of any college, athletic or foundation board or an employee or person of interest/volunteer approved by Human Resources.
2. Athletic Program: Intercollegiate athletic program at SSC.
3. Student-Athlete: A student who participates in an intercollegiate athletic program and is listed on the institutional roster by the head coach.
 - a) For this procedure “Student-Athlete” refers to an individual’s participation in the intercollegiate athletics program at SSC.

Purpose:

The purpose of this document is to describe the process for a student athlete to earn compensation for the use of her or his name, image, or likeness and the steps for such approval.

Procedure:**Student-Athlete Compensation and Rights**

1. Any student may earn compensation for the use of their name, image or likeness (**NIL**) if the compensation is provided by a third party not an affiliate of SSC. Such compensation may not be provided in exchange for attending SSC or for athletic performance, including playing time and/or statistical opportunities. Compensation may not extend beyond the students’ participation in the intercollegiate athletics program at SSC;
2. A Student-Athlete who enters into a contract for compensation for his or her NIL must adhere to Oklahoma Senate Bill 48.
3. A Student-Athlete who is under the age of 18 must have any contract for compensation for the use of his or her NIL approved by a parent or guardian
4. A Student-Athlete may not enter into a contract for compensation for his or her NIL if the contract conflicts with a clause found in the Student-Athlete SSC agreement. A Student-Athlete who enters into a contract for compensation for his or her NIL is required to continue to meet his or her responsibilities and obligations as a Student-Athlete including, but not limited to, adherence to the Student-Athlete’s team contract, class attendance or other mandatory academic requirements, practice and game attendance, team travel or attendance at other official team activities.

5. A Student-Athlete who enters into a contract for compensation of his or her NIL must:
 - a) disclose the contract in a manner designated by the postsecondary institution, but in any event within seventy-two (72) hours after entering into the contract or before the next athletic event in which the student athlete is eligible to participate, whichever occurs first.
 - b) A Student-Athlete must notify and disclose to the SSC Director of Athletics any existing contracts for compensation for his or her NIL.
6. A Student-Athlete may not use any SSC logo, marks, mascot, unique colors or other defining insignias without prior written approval from the SSC Director of Athletics and the SSC Vice President of Community Relations. Student-Athletes at the college may state that they play “[insert sport] or that they are a member of the [insert sport]” to identify themselves in connection with NIL activity.
7. A Student-Athlete may obtain professional representation for the purpose of securing compensation for the use of their NIL. A Student-Athlete may not obtain professional representation for the purpose of future representation in professional sports without risking amateur status with the National Junior College Athletic Association (NJCAA). Any Athletic agents obtained by a Student-Athlete for NIL purposes must be licensed and a member in good standing with the Oklahoma Bar Association or a registered athlete agent as defined by the Revised Uniform Athlete Agents Act.
8. A Student-Athlete shall not enter into a name, image, and likeness agreement involving a commercial product or service that conflicts with a written policy of SSC which is in compliance with Oklahoma Senate Bill 48 and NJCAA by-laws including, but not limited to, sports wagering, banned substances, or that negatively impacts or reflects adversely on SSC or its athletic programs including, but not limited to, generating public disrepute, embarrassment, scandal, ridicule, or otherwise negatively impacting the reputation or the moral or ethical standards of SSC.
9. Student-Athletes who fail to notify the SSC Director of Athletics or violate any of these requirements may face disciplinary action as determined by the SSC Director of Athletics.
10. International Student-Athletes will discuss how receiving compensation will impact their VISA status with the SSC Primary Designated School Official (PDSO), or the Designated School Official (DSO) and the Athletic Department prior to engaging in NIL activities.
11. Student-Athletes are responsible for all tax, withholding, reporting, licenses, permissions, permits, expenses, fees and any other obligations, liabilities or costs associated with NIL Activity.
12. While SSC Student-Athletes may be employed by SSC in a job on campus, Student-Athletes are not considered employees of SSC based solely on their status as Student-Athletes. Receipt of athletics financial aid, a signed National Letter of Intent or scholarship agreement with SSC do not give the Student-Athlete employee status. A Student-Athletes receipt of NIL compensation from a noninstitutional entity does not alter the non-employee status of the Student-Athlete as set forth herein.
13. Violations of this policy may result in appropriate disciplinary measures in accordance with state law, federal law, SSC policies, procedures and/or codes of conduct and may result in NJCAA sanctions up to and including permanent ineligibility to participate in college athletics. In addition, violations of this policy may result in cancellation of

athletics financial aid if a Student-Athlete is deemed ineligible to participate in competition.

Seminole State College Responsibilities:

1. SSC will notify incoming Student-Athletes of their right to pursue compensation for use of their name, image or likeness pursuant to the Student Athlete Name, Image and Likeness Rights Act.
2. SSC may not adopt or maintain contract, rule, regulation standard, or other requirements that prevent or unduly restricts the Student-Athlete from earning compensation for the use of his or her NIL. Earning such compensation will not affect the Student-Athletes' financial aid or athletic eligibility.
3. SSC may not compensate or cause compensation to be directed to any prospective or current intercollegiate athlete for the use of their name, image, or likeness. This requirement extends to organizations that support SSC, its athletic programs, officers, directors, or employees of said organizations.
4. SSC may not prevent or restrict a Student-Athlete from obtaining professional representation for the purpose of securing compensation for the use of their NIL.
5. SSC shall post or notify Student-Athletes of their right to pursue compensation for use of their NIL pursuant to Oklahoma Senate Bill 48. This information is posted on the SSC Athletics website at: <https://www.sscathletics.com>. SSC will notify Student-Athletes of their right to pursue compensation for use of their NIL prior to participation in intercollegiate competition.
6. SSC may use a Student-Athletes name, image or likeness and Student-Athletes will continue to participate in order to promote institutional promotional activities such as appearances, autograph signings, digital content creation, photo shots, athletic department games, seasons and/or activities in accordance with existing NJCAA rules without compensation to the individual Student-Athlete.
7. SSC reserves the right to update this policy as the NIL regulations evolve.
8. SSC shall have no liability to any Student-Athlete, noninstitutional entity, professional service provider, vendor, contractor, or agent as a result of a Student-Athletes participation in NIL activities.

DATE OF ADOPTION:

LEGAL REFERENCE: Oklahoma Senate Bill 48, 2021 Okla. Sess. Laws ch. 559, § 20. The Student Athlete Name, Image and Likeness Rights Act codified in the Oklahoma Statutes as Sections 820.21 – 820.26 of Title 70.

REVISION DATE(S):

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

AGREEMENT FOR EXCHANGE OF SERVICES

This Agreement for Exchange of Services is made and entered into between the Board of Regents of Seminole State College (“College”) and Seminole State College Educational Foundation, Inc. (“Foundation”). This Agreement supersedes other existing contracts for the exchange of services between the respective parties.

WITNESSETH:

Whereas, the College is a State of Oklahoma college and a part of the Oklahoma State System of Higher Education; and,

Whereas, the Foundation is an Oklahoma non-profit corporation created for the benefit of the College, its students, staff and employees insofar as the same shall be in aid of charitable, scientific, literary or educational purposes; and,

Whereas, 70 Okl. Stat. S 4306, as amended, required that the regents of any institution of higher education enter into a written contract before directly or indirectly transferring any funds to any college-related foundation or rendering service or providing anything of value to such foundation to document adequate payment or reimbursement thereof; and,

Whereas, each of the parties hereto provides the other party with goods, services and funds, all of which are adequately documented and the parties, by this contract, intend to comply with said statutory requirement.

Now, therefore, for and in consideration of the goods, services, and funds provided one to the other, the adequacy of which is hereby acknowledged, the parties agree as follows:

1. The College shall provide the Foundation the following:
 - (a) The services of the President of the College, and other staff as needed on a part-time basis for the support of the Foundation;
 - (b) Adequate office space on the Seminole State College campus and the renovation of the same;
 - (c) Office maintenance, utilities and the insuring thereof;
 - (d) Use of Seminole State College postage, vehicles, telephones, computers, accounting and printing services, and bonding for staff;
 - (e) Other reasonable services and good as the administration shall determine;

2. The Foundation shall provide the College the following:
 - (a) Scholarship grants to College students from donations to the Foundation and from endowment income;
 - (b) Funds obtained by the Foundation for College projects including but not limited to library improvement, computer and other academic equipment, lectures, staff development, other academic enrichment activities, and administrative costs;

- (c) Artwork, furniture and recreational items; and,
- (d) Other reasonable funds, services, and goods as the Foundation shall determine for the good of the College and the furtherance of its mission.

IN WITNESS WHEREOF, the parties agree that the effective date shall be October 26, 2023.

BOARD OF TRUSTEES

BOARD OF REGENTS

Chair

Chair

ATTEST:

ATTEST:

Secretary

Secretary

Program Review Report 3.7 Academic Program Review

A thorough internal or external program review addressing all criteria in policy should be possible within a comprehensive report of ten or fewer pages. This template is provided to assist institutions in compiling the program review information, which is to be presented to the institutional governing board prior to submission to the State Regents.

Institution Name: Seminole State College

Program Name and State Regents Code: Psychology Associates in Science (202)

List Program Options: N/A
[Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)

List Embedded Certificates included in this review: N/A
[Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)

Previous Review

Date (Year) of Last Review 2018

1. Summarize key findings from previous internal and/or external reviews of this program.

From 2017-2022, Psychology has maintained an average enrollment of 58.4 students with 15.8 graduates (over three times the required graduation rates set forth by OSRHE). Overall, the Psychology program at SSC has maintained a pattern of success for the students and institution.

2. What developments and actions have taken place since the last review?

Professor Knowles' experience and knowledge as the program mentor, her direction of the Psi Beta Honor Society, her involvement with the SSC Help Center, and her involvement with Shawnee High School have helped with recruitment and retention of students for the program. Moreover, since some of her program courses are offered in numerous degree programs (including Sociology and Criminal Justice), her program has gained additional opportunities for increased enrollment.

Current Review

Date (Year) of Current Review 2023

Review Criteria (*Institutions should address each criterion of OSRHE policy 3.7.5 as directed below*).

A. Vitality of the Program:

- A.1. Program Objectives and Goals:

Outcome 1: Demonstrate successful articulation of Seminole State College transfer degree programs to state and professional institutions of higher learning granting professional and baccalaureate degrees in Oklahoma. Outcome 2: Demonstrate successful academic achievement by Seminole State College transfer degree students at primary receiving state baccalaureate institutions of higher learning in Oklahoma. Successful academic achievement is defined as the maintenance of satisfactory academic progress toward degree completion as determined by the receiving institution. Outcomes Specific to Associate in Science in Psychology include Outcome 3: Students will demonstrate knowledge, skills, and values consistent with the science and application of Psychology. Outcome 4: Students will display the knowledge, skills, and values consistent with curriculum developed for Psychology.

A.2. Quality Indicators (including Higher Learning Commission criteria and requirements):

Assessment of the Psychology program derives from a culmination of direct and indirect evaluation indicators, including primary direct indicators, such as Course-Embedded Assessment and Collegiate Assessment of Academic Proficiency (CAAP) Test. These evaluation indicators provide evidence for the quality indicators of student learning outcomes, effective teaching, and effective learning environments.

A.3. Minimum Productivity Indicators:

Time Frame (e.g.: 5-year span)	Enrollment	Graduates
FY2017-2018	61	6
FY2018-2019	57	21
FY2019-2020	59	19
FY2020-2021	54	13
FY2021-2022	61	20

A.4. Other Quantitative Measures:

a.4.a. Number and enrollment of courses taught exclusively for the major for each of the last five years:

List or attach list of courses

None. There are no exclusive courses to the major required for the Psychology Associates in Science degree offered at Seminole State College.

a.4.b. Student credit hours by course level (i.e. 1000, 2000) generated in all major courses in the degree program for five years:

568 courses were taught generating 24,906 Earned Credit hours (having 29,515 attempted hours). Enrollment in these 568 courses was 12,306 for the review period.

a.4.c. Direct instructional costs (divisional budget) for the program during the review period:

Academic Year	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23

Instructional Cost	\$ 566,834.89	\$ 547,191.71	\$ 518,025.24	\$ 510,228.56	\$ 520,909.86
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a.4.d. The number of credits and credit hours generated in the program that support the general education component and other degree programs including certificates:

PSY1113 General Psychology (3-hour credit) generated 4935 Earned Credit hours (5688 attempted credit hours) for the period in review.

PSY1123 Psychology of Adjustment (3-hour credit) generated 474 Earned Credit hours (516 attempted credit hours) for the period in review.

PSY2013 Personality Theories (3-hour credit) generated 423 Earned Credit hours (447 attempted credit hours) for the period in review.

PSY2103 Child and Adolescent Psychology (3-hour credit) generated 225 Earned Credit hours (249 attempted credit hours) for the period in review.

PSY 2023 Developmental Psychology (3-hour credit) generated 1530 Earned Credit hours (1662 attempted credit hours) for the period in review.

PSY 2053 Social Psychology (3-hour credit) generated 732 Earned Credit hours (1173 attempted credit hours) for the period in review.

a.4.e. If available, information about employment or advanced studies of graduates of the program over the past five years:

Not available (Check with OSRHE)

a.4.f. If available, information about the success of students from this program who transferred to other institutions:

N/A

Recommendation(s)

A. Recommendation for the Program (3.7.7.A.4):


- Maintain the program at the current level.
- Continue the program with modifications as noted below and detailed in the comment section below.
 - Expand the program
 - Reduce program in size or scope
 - Merge or consolidate program
 - Reorganize program/curricular modifications*
- Suspend program to allow an opportunity to consider recommendations detailed in the section below*
- Delete program*

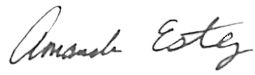
**Requires a Request for Degree Program Modification and governing board approval.*

B. Specific comments regarding recommendations:
(Provide detailed recommendations for the program as a result of this thorough review and how these recommendations will be implemented, as well as the timeline for key elements. Recommendations to suspend or modify the program should include measurable goals and a timeline for monitoring the program in one-, two-, three-, or four-year increments)

Recommendations	Implementation Plan	Target Date
Evaluate Psychology of Adjustment and its applicability to similar 2-year programs and its transferability to 4-year institutions	Research similar program’s requirements. Reach out to contacts at major 4-year schools to check transferability. Check OSRHE website for any course equivalency changes.	2025
Review OER textbook options for Personality Theories course	Research OER textbook options available and determine pertinence for use in Personality Theories course. Ask bookstore director about potential effects of lost revenue.	2027

Add additional rows as necessary

Department/
Program Head  _____ Date: **10/9/2023**
(Signature)

Chief Academic Officer  _____ Date: **10/9/2023**
(Signature)

President _____ Date: [Click here to enter a date](#)
(Signature)

Program Review Report 3.7 Academic Program Review

A thorough internal or external program review addressing all criteria in policy should be possible within a comprehensive report of ten or fewer pages. This template is provided to assist institutions in compiling the program review information, which is to be presented to the institutional governing board prior to submission to the State Regents.

Institution Name: Seminole State College

Program Name and State Regents Code: Pre-Engineering Associates in Science (214)

List Program Options: [Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)

List Embedded Certificates included in this review: [Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)

Previous Review

Date (Year) of Last Review 2018

1. Summarize key findings from previous internal and/or external reviews of this program.

Analysts found 1) faculty and counselors should be more active in recruiting students to declare Pre-Engineering as a major, 2) faculty in the STEM division discovered a need to create a plan to increase student awareness of the advantage of receiving an associate degree before transferring to a four-year institution, and 3) data revealed a continuing issue with the number of students allowed to enroll in Liberal Studies, leading to the conclusion that more concerted effort should be made to encourage students in selecting a specific major.

2. What developments and actions have taken place since the last review?

Faculty in the STEM division have worked with campus recruiting to differentiate the Pre-Engineering AS from the Engineering Technology AAS degree programs. In addition to these discussions with recruiting, it has been stressed that the Pre-Engineering pathway contains a more rigorous mathematics background and more detail should be given to students choosing Pre-Engineering course schedules to reach degree completion in four semesters. The STEM division has worked to align the engineering, physics, and mathematics courses to prevent overlap in scheduling for required coursework. Since the last review period, our campus initiative has been focused on Math Pathways, which attempts to funnel students into math courses based on majors. This initiative, combined with corequisite remediation efforts in the math courses, has shrank the number of students enrolled in Pre-Calculus for Engineering and Physics (traditionally College Algebra) into a cohort group focused on the same courses allowing more meaningful peer to peer groups to develop organically. Right after the last degree program review, an Advisory Board consisting of local business and industry was created with the intent to help the Engineering programs at SSC grow and fill positions within the growing workforce. The advisory board has not been utilized since the 2020 pandemic. Data from the Educational Testing Service (ETS) compares our students general

education to other two year institutions across the nation. The SSC scores show our student score averages are very closely matched with scores across the nation, but national scores and SSC scores for Critical Thinking are low. This is of concern and will need to be addressed. With all these changes, many of the program changes will take significant time to determine how the changes will affect the Pre-Engineering program.

Current Review

Date (Year) of Current Review 2023

Review Criteria (*Institutions should address each criterion of OSRHE policy 3.7.5 as directed below*).

A. Vitality of the Program:

A.1. Program Objectives and Goals:

Outcome 1: Demonstrate successful articulation of Seminole State College transfer degree programs to state baccalaureate institutions of higher learning in Oklahoma.

Measurable Indicators

- a. Signed 2+2 articulation agreements between SSC and state baccalaureate institutions of higher learning in Oklahoma, especially those institutions which are primary recipients of SSC transfer degree program graduates.
- b. Inclusion of required degree program courses on the Oklahoma State Regents for Higher Education annual Course Equivalency Matrix.

Outcome 2: Demonstrate successful academic achievement by Seminole State College transfer degree students at primary receiving state baccalaureate institutions of higher learning in Oklahoma. Successful academic achievement is defined as the maintenance of satisfactory academic progress toward degree completion as determined by the receiving institution.

Measurable Indicators

- a. Transfer data on SSC transfer degree program graduates from primary receiving state baccalaureate institutions of higher learning in Oklahoma.
- b. Graduate Opinion Survey data self-reporting demonstration of successful academic achievement at primary receiving state baccalaureate institutions of higher learning in Oklahoma as available
- c. Retention reports on SSC transfer program graduates regarding primary receiving state baccalaureate institutions of higher learning in Oklahoma as available.
- d. Graduation reports on SSC transfer program graduates regarding primary receiving state baccalaureate institutions of higher learning in Oklahoma as available.

Outcomes Specific to Associate of Science in Pre-Engineering (214)

Outcome 3: Define and explain fundamental concepts, principles, and theories of engineering.

Measurable Indicators

Assessment data demonstrating students' ability to:

- a. Identify concepts, principles, and theories related to various engineering phenomena.
- b. Explain how concepts, principles, and theories correlate with various engineering phenomena.

Outcome 4: Gather scientific information through experiments and interpret and express the results of experiments.

Measurable Indicators

Assessment data demonstrating students' ability to:

- a. Perform experiments and collect data from the experimental result,
- b. Interpret experimental results as related to concepts, principles, and theories of engineering,

Outcome 5: Demonstrate problem-solving skills foundational to understanding of engineering concepts.

Measurable Indicators

Assessment data demonstrating students' ability to:

- a. Analyze a problem,
- b. Recognize the concept(s) and technique(s) necessary for solution,
- c. Apply the concept(s) and technique(s),
- d. Verify the results,
- e. Communicate the results in an understandable manner.

Outcome 6: Demonstrate preparation for continued pursuit of engineering education leading to a baccalaureate degree in an engineering area.

Measurable Indicators

Assessment data demonstrating students' ability to:

- a. Describe various fields of engineering
- b. Interpret and manipulate data,
- c. Apply scientific knowledge to problem-solving,
- d. Apply critical thinking.

A.2. Quality Indicators (including Higher Learning Commission criteria and requirements):

The SSC Pre-Engineering Associates in Science Degree Program (214) fulfills Higher Learning Commission Criterion 3 & Criterion 4 by providing evidence of student learning, faculty engagement encouraging quality teaching practices, and effective assessment of the student learning process. Faculty in the Science Technology Engineering and Mathematics (STEM) division consistently review assessment tools and methods, and revise those tools and methods, when necessary, to provide the most accurate assessment data possible. To measure the four outcomes specific to the Pre-Engineering Associates in Science Degree Program course embedded assessment is the foremost method. In the STEM division, instructors use pre/posttests as the tools to obtain assessment data. Faculty members regularly review and change pre/posttest questions when necessary. As a result, faculty have rewritten, replaced, or deleted some of the existing questions. Faculty calculate pre/posttest score improvements for every class every semester. Although pre/posttest assessments only focus on a specific course's learning objectives, an examination of all STEM courses shows improvement, which verifies student learning is taking place and that the outcomes specific to the Pre-Engineering Associates in Science Degree Program are being met. Table 1 below shows FY2022-2023 Combined Course Embedded Assessment Results for the Pre-Engineering Associates in Science Degree Program. While the General Education Outcome 1 Percentage Increase is at the minimum threshold established by the SSC Assessment of Student Learning Committee, the Posttest score is well above the 60% minimum (that would require establishing a progress evaluation and initialize an internal review process).

Outcomes	Pre-Test % Correct	Post-Test % Correct	Percentage Increase
General Education Outcome 1	48%	73%	25%
General Education Outcome 2	29%	83%	55%
General Education Outcome 3	55%	80%	24%
General Education Outcome 4	41%	92%	51%
Program Outcome 3	29%	83%	55%
Program Outcome 4	21%	82%	60%
Program Outcome 5	26%	82%	56%
Program Outcome 6	26%	84%	58%

A.3. Minimum Productivity Indicators:

Time Frame (e.g.: 5-year span)	Enrollment	Graduates
FY2017-2018	41	8
FY2018-2019	31	5
FY2019-2020	29	4
FY2020-2021	27	4
FY2021-2022	19	3

A.4. Other Quantitative Measures:

a.4.a. Number and enrollment of courses taught exclusively for the major for each of the last five years:

None. ENGR 1113 Introduction to Engineering is not exclusive to the major and is the only ENGR course required for the Pre-Engineering Associates in Science degree offered at Seminole State College.

a.4.b. Student credit hours by course level (i.e. 1000, 2000) generated in all major courses in the degree program for five years:

87 courses were taught generating 2916 Earned Credit hours (having 3542 attempted hours). Enrollment in these 87 courses was 1028 for the review period.

a.4.c. Direct instructional costs for the program during the review period:

No direct data were available that could be used to determine the exact amount of the instructional cost for any of the math and science degree programs. The annual SSC budget report provided the total expenditures for the science department as shown in Table 4. The annual science department budget contains the instructional costs for four of the S.T.E.M. division degree programs. State allocated STEM allocations have been

made available uniquely since 2020 but have also been utilized through the Health Science division.

Table 4

Academic Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Instructional Cost	\$329,897.05	\$562,778	\$906,012	\$903,307	\$1,088,265

a.4.d. The number of credits and credit hours generated in the program that support the general education component and other degree programs including certificates:

ENGR 1113 Introduction to Engineering (3 hour credit course) supports another degree program. This course generated 216 Earned Credit Hours during the review period.

a.4.e. If available, information about employment or advanced studies of graduates of the program over the past five years:

18 Students have gone on to pursue Baccalaureate degrees. At least three of these have completed degrees in engineering and are now in the workforce.

a.4.f. If available, information about the success of students from this program who transferred to other institutions:

Seminole State currently does not have a mechanism to track transfer students by degree, but Table 2 below describes the transfer data from all graduates to the following four institutions of higher education.

Table 2. 2022-2023 Transfer Reports from Four-Year Institutions								
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University of Oklahoma	147	2935	3043	96.45%	3.23	**	**	29
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Totals	991	14129	15389	91.8%				188

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**Data from OU did not provide aggregated student body data, but Summer difference +0.13, Fall difference -0.11, and Spring difference -0.04.

Recommendation(s)

A. Recommendation for the Program (3.7.7.A.4):

- Maintain the program at the current level.
- Continue the program with modifications as noted below and detailed in the comment section below.
 - Expand the program
 - Reduce program in size or scope
 - Merge or consolidate program
 - Reorganize program/curricular modifications*
- Suspend program to allow an opportunity to consider recommendations detailed in the section below*
- Delete program*

**Requires a Request for Degree Program Modification and governing board approval.*

B. Specific comments regarding recommendations:

(Provide detailed recommendations for the program as a result of this thorough review and how these recommendations will be implemented, as well as the timeline for key elements. Recommendations to suspend or modify the program should include measurable goals and a timeline for monitoring the program in one-, two-, three-, or four-year increments)

Recommendations	Implementation Plan	Target Date
Reestablish connection with campus recruiting given new advising director and focus recruiting efforts on increased enrollment	Schedule meeting with all recruitment stakeholders and VPSA by 3/1/2024. Provide recruitment materials to all recruiters and advisors. The degree program mentor will also plan to attend various area recruiting events in the spring 2024 semester.	5/1/2024
Seek NSF funding to add a certificate program for SolidWorks as a part of the existing degree program	The Pre-Engineering degree program mentor will explore NSF funding opportunities during the 2023-2024 year and apply for 2025-2026 grant year. Involved faculty will be provided with training and necessary equipment/software prior to target date.	10/1/2025
Create an articulation agreement with Oklahoma Baptist University with a possible emphasis to aid in student transfer given their new Engineering program	SSC division chair and Pre-Engineering degree program mentor will visit with OBU faculty by 5/1/2025. Further communication regarding the articulation agreement will commence with the document prepared for the 2027-2028 catalog year. Student meetings and visits to OBU's campus as a part of transfer efforts may be scheduled as well in 2026-2027 school year.	8/1/2027

Add additional rows as necessary

Department/

Program Head *Emily Carpenter*
(Signature)

Date: **10/5/2023**

Chief Academic Officer *Amanda Estey*
(Signature)

Date: **10/9/2023**

President _____
(Signature)

Date: [Click here to enter a date](#)

Program Review Report 3.7 Academic Program Review

A thorough internal or external program review addressing all criteria in policy should be possible within a comprehensive report of ten or fewer pages. This template is provided to assist institutions in compiling the program review information, which is to be presented to the institutional governing board prior to submission to the State Regents.

Institution Name: Seminole State College

Program Name and State Regents Code: Computer Science Associates in Science (226)

List Program Options: [Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)

List Embedded Certificates included in this review: [Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)
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Previous Review

Date (Year) of Last Review 2018

1. Summarize key findings from previous internal and/or external reviews of this program.

Analysis of degree program productivity revealed that the degree program averaged 28 declared majors and 5 graduates per year, which generated 12,525 total credit hours per year over the five-year period under review. Course embedded assessment of degree program outcomes showed an increase from 57-88% when pre-test and post-test scores were compared. The CAAP test scores reflect student learning outcomes in line with the national averages. Faculty in the STEM division saw a need to develop a plan to increase student and faculty awareness of articulation agreements. They also identified a need to choose and follow a specific degree program rather than choosing Liberal Studies.

2. What developments and actions have taken place since the last review?

The STEM division has worked to align the engineering, physics, computer science, and mathematics courses to prevent overlap in scheduling for required coursework. Since the last review period, our campus initiative has been focused on Math Pathways, which attempts to funnel students into math courses based on majors. This initiative, combined with corequisite remediation efforts in the math courses, has shrank the number of students enrolled in Pre-Calculus for Engineering, Computer Science and Physics (traditionally College Algebra) into a cohort group focused on the same courses allowing more meaningful peer to peer groups to develop organically. Data from the Educational Testing Service (ETS) compares our students' general education to other two-year institutions across the nation. The SSC scores show our student score averages are very closely matched with scores across the nation, but national scores and SSC scores for Critical Thinking are low. This is of concern and will need to be addressed. Since the last review, Computer Science has been added as an online degree option and many of the courses have changed to an online or hybrid modality instead of solely face-to-face. A computer lab has been renovated as part of the

previous NASNTI grant to upgrade the desktops to I-7. A new NASNTI grant, starting October 1, 2021, focuses on the regeneration of the Computer Science degree program to include security, programming and esports emphases by September 30, 2026. There is also a new full-time Computer Science faculty member serving as the degree program mentor.

Current Review

Date (Year) of Current Review 2023

Review Criteria (*Institutions should address each criterion of OSRHE policy 3.7.5 as directed below*).

A. Vitality of the Program:

Outcome 1: Demonstrate successful articulation of Seminole State College transfer degree programs to state baccalaureate institutions of higher learning in Oklahoma.

Measurable Indicators

- a. Signed 2+2 articulation agreements between SSC and state baccalaureate institutions of higher learning in Oklahoma, especially those institutions which are primary recipients of SSC transfer degree program graduates.
- b. Inclusion of required degree program courses on the Oklahoma State Regents for Higher Education annual Course Equivalency Matrix.

Outcome 2: Demonstrate successful academic achievement by Seminole State College transfer degree students at primary receiving state baccalaureate institutions of higher learning in Oklahoma. Successful academic achievement is defined as the maintenance of satisfactory academic progress toward degree completion as determined by the receiving institution.

Measurable Indicators

- a. Transfer data on SSC transfer degree program graduates from primary receiving state baccalaureate institutions of higher learning in Oklahoma.
- b. Graduate Opinion Survey data self-reporting demonstration of successful academic achievement at primary receiving state baccalaureate institutions of higher learning in Oklahoma as available
- c. Retention reports on SSC transfer program graduates regarding primary receiving state baccalaureate institutions of higher learning in Oklahoma as available.
- d. Graduation reports on SSC transfer program graduates regarding primary receiving state baccalaureate institutions of higher learning in Oklahoma as available.

Outcomes Specific to Associate in Science in Computer Science (226)

Outcome 3: Demonstrate problem-solving skills related to the world of information systems.

Measurable Indicators

Assessment data demonstrating students' ability to:

- a. Analyze a problem or case
- b. Identify steps necessary for problem solving,
- c. Apply the steps identified for solution,
- d. Validate the results,
- e. Report the results in an understandable and timely manner

Outcome 4: Demonstrate preparation for continued pursuit of courses leading to a baccalaureate degree in Information Systems.

Measurable Indicators

Assessment data demonstrating students' ability to:

- a. Interpret and manipulate data,
- b. Use appropriate technology to assist with problem-solving,
- c. Apply critical thinking to real-world scenarios.

A.1. Quality Indicators (including Higher Learning Commission criteria and requirements):
The SSC Computer Science Associates in Science Degree Program (214) fulfills Higher Learning Commission Criterion 3 & Criterion 4 by providing evidence of student learning, faculty engagement encouraging quality teaching practices, and effective assessment of the student learning process. Faculty in the Science Technology Engineering and Mathematics (STEM) division consistently review assessment tools and methods, and revise those tools and methods, when necessary, to provide the most accurate assessment data possible. To measure the four outcomes specific to the Computer Science Associates in Science Degree Program course embedded assessment is the foremost method. In the STEM division, instructors use pre/posttests as the tools to obtain assessment data. Faculty members regularly review and change pre/posttest questions when necessary. As a result, faculty have rewritten, replaced, or deleted some of the existing questions. Faculty calculate pre/posttest score improvements for every class every semester. Although pre/posttest assessments only focus on a specific course's learning objectives, an examination of all STEM courses shows improvement, which verifies student learning is taking place and that the outcomes specific to the Computer Science Associates in Science Degree Program are being met. Table 1 below shows FY2022-2023 Combined Course Embedded Assessment Results for the Computer Science Associates in Science Degree Program. While the General Education Outcome 1 Percentage Increase is at the minimum threshold established by the SSC Assessment of Student Learning Committee, the Posttest score is well above the 60% minimum (that would require establishing a progress evaluation and initialize an internal review process).

Outcomes	Pre-Test % Correct	Post-Test % Correct	Percentage Increase
General Education Outcome 1	54%	70%	16%
General Education Outcome 2	39%	87%	47%
General Education Outcome 3	62%	80%	17%
General Education Outcome 4	43%	96%	52%
Program Outcome 3	44%	88%	45%
Program Outcome 4	21%	90%	72%

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A.2. Minimum Productivity Indicators:

Time Frame (e.g.: 5-year span)	Enrollment	Graduates
FY2017-2018	36	4
FY2018-2019	36	9
FY2019-2020	32	7
FY2020-2021	25	9
FY2021-2022	28	6

A.3. Other Quantitative Measures:

a.4.a. Number and enrollment of courses taught exclusively for the major for each of the last five years:

List or attach list of courses

- Computer Logic – Flowcharting (44 students)
- Elementary Computer Literacy (19 students)
- Ethics in Information Technology (16 students)
- Information Security (69 students)
- Operating Systems (19 students)
- Programming C++ I (91 students)
- Programming C++ II (44 students)
- Script Programming (27 students)
- Web Page Design in HTML (34 students)

a.4.b. Student credit hours by course level (i.e. 1000, 2000) generated in all major courses in the degree program for five years:

124 courses were taught generating 4640 Earned Credit hours (having 5452 attempted hours). Enrollment in these 124 courses was 1680 for the review period.

a.4.c. Direct instructional costs for the program during the review period:

No direct data were available that could be used to determine the exact amount of the instructional cost for any of the math and science degree programs. The annual SSC budget report provided the total expenditures for the science department as shown in Table 4. The annual science department budget contains the instructional costs for four of the S.T.E.M. division degree programs. State allocated STEM allocations have been made available uniquely since 2020 but have also been utilized through the Health Science division. Some costs of the Computer Science degree program have been supported through the NASNTI 5-year grant that began October 1, 2021.

Table 4

Academic Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Instructional Cost	\$329,897.05	\$562,778	\$906,012	\$903,307	\$1,088,265

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- a.4.d.** The number of credits and credit hours generated in the program that support the general education component and other degree programs including certificates:

CS2013 Programming in C++ (3 hour credit course) generated 210 Earned Credit hours (273 attempted credit hours) for the period in review.

- a.4.e.** If available, information about employment or advanced studies of graduates of the program over the past five years:

No data has been collected.

- a.4.f.** If available, information about the success of students from this program who transferred to other institutions:

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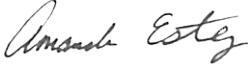
Recommendations	Implementation Plan	Target Date
Expand the program based on offerings being developed under the umbrella of the NSANTI grant.	Content experts are being hired to develop new courses as outlined in the grant. The grant provides for a Computer Specialist to oversee hiring, course development, course offerings, and course enrollments. We plan to offer an emphasis in E-Sports Security, and Programming.	9/30/2026
Reconcile course delivery formats to maximize enrollment while also providing students with practical options.	Convert the more involved CS face-to-face courses to hybrid courses. Use videos from the face-to-face portions to augment online offerings. Where possible, offer only online versions of courses.	8/18/2025
Consider offering a machine learning track/emphasis.	Complete a feasibility study by May 2025. Future steps will be determined by the outcome of the study.	5/8/2025

Add additional rows as necessary

Department/

Program Head ***Emily Carpenter***
(Signature)

Date: 10/5/2023

Chief Academic Officer 
(Signature)

Date: **10/9/2023**

President _____ Date: [Click here to enter a date](#)
(Signature)