

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING February 18, 2016

#### I. Call to Order

The Seminole State College Board of Regents' regular monthly meeting was called to order at 1:30 p.m. in the Enoch Kelly Haney Center Board Room.

#### II. Roll Call of Members

Roll call was conducted. All Regents were present.

#### III. Introduction of Guests

President Utterback introduced visitors, administrators, faculty, and staff present at the meeting. Special recognition was given to members of the Nursing and Health Sciences Division. Members present included: Donna Chambers, Division Chair; Brenda Hudson, Crystal Bray, Malinda Browning, and Sherry Keisman. Other guests included: Courtney Jones and Christal Stevenson.

#### IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held January 14, 2016; Regent Donaho made a motion to approve the minutes as written and Regent Franklin seconded the motion. This motion was approved unanimously.

#### V. Communications to the Board

**Financial Report** – Ms. Katherine Benton, Vice President for Fiscal Affairs, presented a review of the College's revenue and expenses through January 31, 2016. Regent Morgan made a motion to approve the Financial Report as presented and Regent Cain seconded the motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Adams, yes; Franklin, yes; McQuiston, yes; and James, yes.

*Report on Purchases over \$15,000 for January*

✚ Jenzabar; Title III, Software Upgrade - \$328,875

✚ Education Advisory Board; NASNTI, Student Retention Consulting - \$15,000

#### VI. Hearing of Delegations

None

## **VII. President's Report**

President Utterback discussed items under the President's Report and the Business portion of the agenda by utilizing a PowerPoint presentation. (See enclosed copy of the PowerPoint presentation)

Personnel Update – President Utterback informed the Board that a resignation letter has been received from Sandra Moore, Nursing Instructor.

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

- The “Let’s Talk Trash” program has kicked off and support of the program is really good. The Botany Class, Classified Staff, and the Art Club have picked up so far.
- The SSC Wellness Council has started an 8-week wellness challenge for SSC employees.
- The State Regents for Higher Education held their annual Southeast Oklahoma Legislative Briefing in Krebs, Oklahoma.
- The SSC Educational Foundation received the Chamber of Commerce David L. Boren Award at the annual Chamber Banquet.
- Lloyd Simmons, Head Baseball Coach was honored as the “College Coach of the Year” by the Oklahoma Baseball Coaches Association.
- Son of Regent Ryan Franklin, Logan Franklin, has signed with the SSC Baseball team.
- The Trojan Baseball team held their annual Kick-Off Banquet on February 6<sup>th</sup>.
- The Language Arts and Humanities Division hosted a guest lecturer, Allison Adelle Hedge Coke on Feb. 10<sup>th</sup>.
- The Seminole Chamber of Commerce honored Jeff Cheng, Assistant Professor of Business and Tommy Bighead, HVAC Technician, as Educator and Staff Member of the Month.
- Jim Wilson, Associate Professor of Language Arts held a creative writing workshop for the Chickasaw Nation Arts and Humanities Division.
- President Utterback informed the Board that the State Regents have provided additional funding for the “Peek Into Engineering” Summer Academy.
- Higher Education Day at the Capitol was held on Feb. 16<sup>th</sup>.
- Guest Poet and Actor Phetote Mshairi will be on campus in honor of Black History Month.
- President Utterback presented an update on budget cuts.
- President Utterback presented information about a draft report of an audit of Out-of-State tuition waivers and impending changes in procedures for waivers.

## **VIII. Business**

### **Approval of the Addition of the Associate in Science in Agriculture Program** –

President Utterback presented the Board with information about a proposed Associate in Science in Agriculture Program and recommended approval. Regent Morgan made a motion to approve the proposed Agriculture Program and Regent Donaho seconded this

motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Adams, yes; Franklin, yes; McQuiston, yes; and James, yes.

**Approval of Addition of the Associate in Applied Science in Physical Therapy**

**Program** – President Utterback presented the Board with information about a proposed Associate in Science in Agriculture Program and recommended approval. Regent McQuiston made a motion to approve the addition of the Associate in Applied Science in Physical Therapy and Regent Donaho seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Adams, yes; Franklin, yes; McQuiston, yes; and James, yes.

**Authorization to Enter into a Contract with Finley & Cook, PLLC** - President Utterback presented information about bids from several accounting firms for the External Audit. As stated in the memo from Katherine Benton, Vice President for Fiscal Affairs, the evaluation committee recommended Finley & Cook, PLLC. President Utterback recommended approval. Regent Morgan made a motion to authorize President Utterback to enter into a contract with Finley & Cook, PLLC for the External Audit and Regent McQuiston seconded this motion. Roll call was as follows: Morgan, yes; Donaho, abstain; Cain, yes; Adams, yes; Franklin, yes; McQuiston, yes; and James, yes.

**IX. Consent Agenda**

Regents were presented information concerning items on the Consent Agenda. President Utterback recommended approval of these items. Regent Cain made a motion to approve the Consent Agenda items and Morgan seconded the motion. This motion was approved unanimously.

- Ratification of Change Order #005 from Atlas Construction for the Dan and Andrea Boren Center Construction
- Acceptance of a 2014 Ford Escape from the SSC Educational Foundation

**X. Adjournment**

There being no further business or discussion the meeting was adjourned at 2:34 p.m.

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Karen James, Chair

SUMMARY OF REVENUE AND EXPENDITURES  
 SEMINOLE STATE COLLEGE  
 EDUCATIONAL AND GENERAL FUND  
 February, 2016  
 FY 07/01/2015 TO 06/30/2016

REVENUE

	Revenue YTD	Current Month	Budget YTD	Difference YTD	Budgeted Annual
State Appropriation	3,818,697	455,530	3,876,851	(58,154)	5,815,278
Other Transfers	3,473,815	1,172,415	3,499,317	(25,502)	4,760,976
<b>TOTAL</b>	<b>7,292,512</b>	<b>1,627,945</b>	<b>7,376,168</b>	<b>(83,657)</b>	<b>10,576,254</b>

EXPENSES

	Expenses YTD	Current Month	Budget YTD	Difference YTD	Budgeted Annual
<b>TOTAL</b>	<b>5,926,672</b>	<b>881,355</b>	<b>7,050,836</b>	<b>(1,124,164)</b>	<b>10,576,254</b>

SUMMARY REPORT  
 SEMINOLE STATE COLLEGE  
 February, 2016  
 FY 07/01/2015 to 06/30/2016

	BEGINNING BALANCE 07-01-2015	AMOUNT OF CHANGE	BALANCE 02-29-2016	PRIOR YR BALANCE 02-29-2015
Education & General	622,343.59	616,582.25	1,238,925.84	1,075,426.24
Auxillary	452,096.07	300,273.89	752,369.96	529,771.53
Capital Projects	73,911.80	138,796.75	212,708.55	194,129.95
Clearing	33,338.12	38,793.36	72,131.48	30,606.23

Summary of page 5  
 Revenue and Expenditures (Y-T-D)  
 Education & General and Clearing

	REVENUE	EXPENSE	DIFFERENCE
State Appropriation	3,818,696.62		
Other Transfers	333,331.12		
Clearing	3,140,483.89		
TOTAL	<u>7,292,511.63</u>	<u>5,926,672.40</u>	<u>1,365,839.23</u>

Summary of page 3  
 Revenue and Expenditures (Y-T-D)  
 Auxillary

	REVENUE	EXPENSE	DIFFERENCE
From Operations	2,655,946.17	2,355,232.99	
TOTAL	<u>2,655,946.17</u>	<u>2,355,232.99</u>	<u>300,713.18</u>

SUMMARY OF CLAIMS AND CHECKS

Treasury Claims	1,178,512.40
Auxillary	1,947,528.91
Clearing	2,849.25
SSCOK Card	1,270,021.16
TOTAL	<u>4,398,911.72</u>

STATEMENT OF INCOME  
 SEMINOLE STATE COLLEGE  
 February, 2016  
 FY 07/01/2015 to 06/30/2016

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUES</b>				
Contractual Food Service	123,665.78	398,202.92	306,226.24	91,976.68
Bookstore	182,840.43	746,303.62	751,143.12	(4,839.50)
Institutional Support	100,138.71	362,994.78	358,129.83	4,864.95
Haney Center	1,075.00	6,725.00	4,265.00	2,460.00
Roesler Residential Center	52,388.56	239,753.07	220,860.80	18,892.27
Seminole Nation Residential Center	131,005.96	497,108.10	501,885.25	(4,777.15)
Student Activities	99,000.19	276,565.48	272,930.75	3,634.73
Infrastructure	69,883.34	195,080.70	191,069.39	4,011.31
<b>TOTAL REVENUE</b>	<u>759,997.97</u>	<u>2,722,733.67</u>	<u>2,606,510.38</u>	<u>116,223.29</u>
<b>EXPENDITURES</b>				
Contractual Food Service	44,523.62	387,079.79	504,440.68	(117,360.89)
Bookstore	31,014.75	714,175.63	640,640.45	73,535.18
Institutional	30,818.04	219,005.72	178,173.95	40,831.77
Pond Maintenance	282.27	3,744.82	3,968.29	(223.47)
Haney Center	4,435.25	50,051.11	63,247.17	(13,196.06)
Roesler Residential Center	23,690.98	236,759.17	213,213.35	23,545.82
Seminole Nation Residential Center	35,440.69	319,429.12	292,250.74	27,178.38
Student Activities	78,374.85	424,987.63	514,473.79	(89,486.16)
<b>TOTAL EXPENDITURES</b>	<u>248,580.45</u>	<u>2,355,232.99</u>	<u>2,410,408.42</u>	<u>(55,175.43)</u>
<b>REVENUE OVER (UNDER)</b>	<u>511,417.52</u>	<u>367,500.68</u>	<u>196,101.96</u>	<u>171,398.72</u>
<b>EXPENDITURES</b>				

CASH FLOW STATEMENT  
 SEMINOLE STATE COLLEGE  
 February, 2016  
 FY 07-01-2015 to 06-30-2016

	BEGINNING BALANCE 07-01-2015	RECEIPTS	EXPENDITURES	CURRENT CASH BALANCE	PRIOR YEAR CASH BALANCE
Education & General	622,343.59	7,309,029.13	6,692,446.88	1,238,925.84	1,075,426.24
AUXILLARY UNRESTRICTED					
Auxillary	(148,379.94)	2,201,824.48	1,874,326.43	179,118.11	(121,092.97)
Student Activities	249,729.09	267,444.49	143,017.33	374,156.25	318,234.93
SUB-TOTAL UNRESTRICTED	101,349.15	2,469,268.97	2,017,343.76	553,274.36	197,141.96
RESTRICTED					
Sarkey Loan	1,057.94	0.00	0.00	1,057.94	1,057.94
Restricted Programs	218,888.72	7,874,008.46	8,126,190.21	(33,293.03)	151,548.81
Agency Funds	136,847.40	174,011.94	131,720.41	179,138.93	176,691.46
Educational Activities	(8,650.70)	1,275,355.94	1,217,117.04	49,588.20	903.80
NIH/Bridge Grant	1,274.90	0.00	0.00	1,274.90	1,274.90
OTAG	1,328.66	135,000.00	135,000.00	1,328.66	1,152.66
SUB-TOTAL RESTRICTED	350,746.92	9,458,376.34	9,610,027.66	199,095.60	332,629.57
TOTAL FUND AUXILLARY	452,096.07	11,927,645.31	11,627,371.42	752,369.96	529,771.53
CAPITAL PROJECTS					
Section 13	73,911.80	421,648.00	282,851.25	212,708.55	194,129.95
SUBTOTAL CAPITAL PROJECTS	73,911.80	421,648.00	282,851.25	212,708.55	194,129.95
TOTAL FROM OPERATIONS	1,148,351.46	19,658,322.44	18,602,669.55	2,204,004.35	1,799,327.72
TRANSFERS					
Clearing Account	33,338.12	7,558,691.31	7,519,897.95	72,131.48	30,606.23
Payroll Clearing	0.00	6,163,035.39	6,163,035.39	0.00	0.00
TOTAL TRANSFERS	33,338.12	13,721,726.70	13,682,933.34	72,131.48	30,606.23

SUMMARY OF BUDGET ACTIVITY  
 SEMINOLE STATE COLLEGE  
 EDUCATION AND GENERAL FUND  
 January, 2016  
 FY 07/01/2015 to 06/30/2016

REVENUE	ALLOCATION	Y-T-D ACTIVITY	REMAINING BALANCE
State Appropriation	5,815,278.00	3,818,696.62	1,996,581.38
Other Deposits	275,000.00	123,704.15	151,295.85
Reimbursement From State Grants	428,946.00	209,626.97	219,319.03
Clearing Fund	4,395,858.67	3,140,483.89	1,255,374.78
TOTAL REVENUE	<u>10,915,082.67</u>	<u>7,292,511.63</u>	<u>3,622,571.04</u>
EXPENDITURES			
Instruction 15-16	4,785,705.02	2,597,265.82	2,188,439.20
Instruction 14-15	0.00	189,346.37	
Public Service 15-16	0.00	0.00	0.00
Public Service 14-15	0.00	0.00	
Academic Support 15-16	535,732.28	261,539.44	274,192.84
Academic Support 14-15	0.00	8,074.26	
Student Services 15-16	1,442,400.05	845,371.64	597,028.41
Student Services 14-15	0.00	13,940.41	
Institutional Support 15-16	1,780,908.49	997,767.01	783,141.48
Institutional Support 14-15	0.00	23,057.23	
Physical Plant 15-16	2,026,644.99	911,334.77	1,115,310.22
Physical Plant 14-15	0.00	78,975.45	
TOTAL EXPENDITURES FY 15-16	<u>10,571,390.83</u>	<u>5,613,278.68</u>	<u>4,958,112.15</u>
TOTAL EXPENDITURES FY 14-15		313,393.72	
TOTAL ALL EXPENDITURES		<u>5,926,672.40</u>	
REVENUE IN EXCESS OF EXPENDITURES		<u>1,365,839.23</u>	

SUMMARY OF REVENUE  
 SEMINOLE STATE COLLEGE  
 EDUCATION GENERAL FUND  
 February, 2016  
 FY 07/01/2015 to 06/30/2016

	<u>2015-2016</u>	<u>2014-2015</u>	<u>Difference</u>
State Appropriation	3,818,696.62	4,017,461.36	(198,764.74)
Application Fees	11,405.50	11,713.50	(308.00)
Tuition	1,945,152.42	1,819,077.18	126,075.24
Non-Resident Tuition	56,559.65	57,882.77	(1,323.12)
Late Enrollment Fees	10.00	13.40	(3.40)
Late Payment Fees	12,764.27	11,577.28	1,186.99
Seminars	7,103.07	24,253.50	(17,150.43)
Assessment Fees	83,813.10	82,359.99	1,453.11
Technology Service Fees	248,033.06	220,456.32	27,576.74
Library Automation Fees	76,316.08	75,850.40	465.68
Remedial Course Fees	54,378.05	55,067.72	(689.67)
Laboratory Fees	59,932.61	59,141.33	791.28
Parking Fees	35,743.11	36,067.01	(323.90)
Records Fees	55,606.03	55,174.45	431.58
Accident Shield Fee	101,441.31	0.00	101,441.31
Hybrid/Online Course Fess	1,738.00	14,179.78	(12,441.78)
Student ID Fees	17,397.29	17,417.88	(20.59)
Outreach Non-Campus Fees	603.02	1,569.80	(966.78)
Medical lab Tech Fees	3,154.65	3,830.00	(675.35)
Electronic Academic Access Fees	88,138.30	84,152.93	3,985.37
Distance Education/Outreach Fees	183,759.90	155,092.21	28,667.69
International Student Fees	1,643.50	2,156.75	(513.25)
Nursing Fees	24,158.08	17,951.50	6,206.58
Subtotal Student Fees	<u>3,068,851.00</u>	<u>2,804,985.70</u>	<u>263,865.30</u>
Testing Fees	4,220.00	3,510.00	710.00
Fines-Parking, Library	2,370.00	954.00	1,416.00
Returned Check Charges	(135.50)	(1,852.00)	1,716.50
Reimbursements and Refunds	57,264.38	27,023.10	30,241.28
Indirect Cost	123,704.15	87,510.32	36,193.83
Other Income	2,824.01	9,075.84	(6,251.83)
Oiler Park Maintenance Fee	3,500.00	3,500.00	0.00
Rental Income	1,590.00	2,187.50	(597.50)
Subtotal: Other Income	<u>195,337.04</u>	<u>131,908.76</u>	<u>63,428.28</u>
Total Revolving Income	<u>3,264,188.04</u>	<u>2,936,894.46</u>	<u>327,293.58</u>
Total Revenue	<u><u>7,082,884.66</u></u>	<u><u>6,954,355.82</u></u>	<u><u>128,528.84</u></u>

STATEMENT OF INCOME  
 SEMINOLE STATE COLLEGE  
 CONTRACTED FOOD SERVICE  
 February, 2016  
 FY 07/01/2015 to 06/30/2016

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Refund & Reimbursements	0.00	0.00	0.00	0.00
Employee Meal Tickets	270.00	1,035.00	1,142.00	(107.00)
Students Meals	122,174.41	384,285.17	293,256.43	91,028.74
Rebates	1,221.37	12,882.75	11,827.81	1,054.94
<b>TOTAL REVENUE</b>	<u>123,665.78</u>	<u>398,202.92</u>	<u>306,226.24</u>	<u>91,976.68</u>
<b>EXPENSE</b>				
Supplies	0.00	1,341.64	1,110.57	231.07
Bookstore Supplies	9.64	515.63	979.92	(464.29)
Miscellaneous	44,511.54	384,979.40	502,069.19	(117,089.79)
Contractual Services	0.00	220.50	252.00	(31.50)
Telephone	0.00	0.00	0.00	0.00
Postage	2.44	22.62	29.00	(6.38)
Equipment	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>44,523.62</u>	<u>387,079.79</u>	<u>504,440.68</u>	<u>(117,360.89)</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>79,142.16</u>	<u>11,123.13</u>	<u>(198,214.44)</u>	<u>209,337.57</u>

STATEMENT OF INCOME  
 SEMINOLE STATE COLLEGE  
 BOOKSTORE  
 February, 2016  
 FY 07/01/2015 to 06/30/2016

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Booksales	140,661.01	458,719.98	482,657.72	(23,937.74)
Booksales-Nontaxable	927.78	6,634.22	1,712.80	4,921.42
Supply Sales	8,944.19	46,608.57	45,161.49	1,447.08
Supply - Nontaxable	6,320.69	78,846.93	81,776.80	(2,929.87)
Merchandise Sales	12,108.02	80,552.40	86,455.19	(5,902.79)
Merchandise Nontaxable	0.00	0.00	0.00	0.00
Rentals	12,389.53	68,903.19	46,525.97	22,377.22
SUBTOTAL REVENUE	<u>181,351.22</u>	<u>740,265.29</u>	<u>744,289.97</u>	<u>(4,024.68)</u>
Refunds From Vendors	48.00	1,381.92	910.99	470.93
Returned Check Charges	(124.07)	(124.07)	0.00	(124.07)
Lost Rental Books	1,556.31	4,670.70	5,666.70	(996.00)
Other Income	8.95	114.50	296.24	(181.74)
Cash Short or Long	0.02	(4.72)	20.78	(25.50)
<b>TOTAL REVENUE</b>	<u><u>182,840.43</u></u>	<u><u>746,303.62</u></u>	<u><u>751,184.68</u></u>	<u><u>(4,881.06)</u></u>
<b>EXPENSE</b>				
Professional Salaries ft	3,286.00	25,954.66	21,835.31	4,119.35
Classified Salaries-ft	1,941.42	15,531.36	14,135.48	1,395.88
Classified Salaries-pt	0.00	972.00	3,152.10	(2,180.10)
Student Wages	243.11	3,038.13	2,091.42	946.71
Professional Services	0.00	620.00	348.75	271.25
Fringe Benefits	3,010.97	23,538.21	20,402.62	3,135.59
<b>TOTAL PERSONNEL EXPENSE</b>	<u>8,481.50</u>	<u>69,654.36</u>	<u>70,661.02</u>	<u>7,688.68</u>
Purchase For Resale	20,157.96	620,760.56	547,785.61	72,974.95
Travel	0.00	690.00	212.88	477.12
Supplies	0.00	3,324.11	1,572.72	1,751.39
Bookstore Supplies	60.59	958.86	524.81	434.05
Miscellaneous	0.00	1,830.21	4,634.74	(2,804.53)
Contractual Services	2,305.85	16,620.91	14,960.44	1,660.47
Telephone	0.00	253.86	260.56	(6.70)
Postage	8.85	82.76	27.67	55.09
Advertising	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>31,014.75</u>	<u>714,175.63</u>	<u>640,640.45</u>	<u>82,230.52</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u><u>151,825.68</u></u>	<u><u>32,127.99</u></u>	<u><u>110,544.23</u></u>	<u><u>(87,111.58)</u></u>

BOOKSTORE SALES ANALYSIS  
 SEMINOLE STATE COLLEGE  
 February, 2016  
 FY 07/01/2015 to 06/30/2016

Category	Gross Sales	Net Sales	Taxable	Quantity		
				Sold	Ret	Disc
Supplies	6,078.38	5,769.42	1,053.35	1,042	6	780
Required Supplies	626.67	625.38	619.68	389	0	21
Textbooks	7,713.41	7,711.43	3,777.48	86	2	2
Used Textbooks	2,923.81	2,940.41	1,926.42	38	3	1
Rental Textbooks	677.66	677.66	677.66	16	0	0
Merchandise	5,112.76	4,380.27	3,902.89	1,127	2	658
Stamps	40.67	40.67	-	83	0	0
Gift Certificates	105.00	105.00	-	6	1	0
Nursing Copy Cards	10.00	10.00	-	1	0	0
Student Meal Cards	171.00	171.00	-	3	0	0
Employee Meal Cards	315.00	315.00	-	7	0	0
MISC	-	-	-	0	0	0
Shipping Fees	-	-	-	0	0	0
<b>Total Sales</b>	<b>\$ 23,774.36</b>	<b>\$ 22,746.24</b>	<b>\$ 11,957.48</b>	<b>2,798</b>	<b>14</b>	<b>1,462</b>

**Tax** \$ 1,166.35

**Buyback** \$ -

Discounts:

items @ 5%	(256.24)
items @ 50%	
items @ 18%	
items @ 20%	
items @ 25%	(201.10)
items @ 35%	
items @ 33%	
items @ 82%	
items @ 75%	(570.78)
items @ 100%	

Cash	\$ 3,780.59
Check	\$ 537.32
Charge	\$ 7,392.83
Account	\$ 12,201.85
Cash Card	
<b>Drawer Totals</b>	<b>\$ 23,912.59</b>

**Total Discounts** \$ (1,028.12)

**Overage**

**Total** \$ 23,912.59

**Total** \$ 23,912.59

SALES SUMMARY			
Sales	Cost	Profit	Margin
23,774.36	14,969.78	8,804.58	37.03%

STATEMENT OF INCOME  
 SEMINOLE STATE COLLEGE  
 ROESLER RESIDENTIAL LEARNING CENTER  
 February, 2016  
 FY 07/01/2015 to 06/30/2016

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Rent Scholarship	18,525.00	86,287.50	94,087.50	(7,800.00)
Roesler Residential Center	33,724.86	121,871.51	116,905.60	4,965.91
Rent-Talent Search	0.00	0.00	0.00	0.00
Rent-Upward Bound	0.00	30,625.36	8,530.20	22,095.16
Rent-PIE Academy	0.00	0.00	0.00	0.00
Reimb-Damaged Property	0.00	0.00	0.00	0.00
Other Room Charges	138.70	968.70	1,337.50	(368.80)
<b>TOTAL REVENUE</b>	<u>52,388.56</u>	<u>239,753.07</u>	<u>220,860.80</u>	<u>18,892.27</u>
<b>EXPENDITURES</b>				
Professional Salaries ft	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Service	0.00	1,800.00	1,800.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
<b>TOTAL PERSONNEL EXPENSE</b>	<u>0.00</u>	<u>1,800.00</u>	<u>1,800.00</u>	<u>0.00</u>
Supplies	0.00	6,428.19	6,264.88	163.31
Bookstore Supplies	270.98	720.50	305.18	415.32
Miscellaneous Expenditures	19,590.34	181,687.37	156,871.80	24,815.57
Contractual Services	2,048.75	20,429.19	10,106.92	10,322.27
Telephone	0.00	266.94	338.54	(71.60)
Utilities	1,780.91	25,426.98	36,450.03	(11,023.05)
Equipment	0.00	0.00	1,076.00	(1,076.00)
<b>TOTAL EXPENDITURES</b>	<u>23,690.98</u>	<u>236,759.17</u>	<u>213,213.35</u>	<u>23,545.82</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>28,697.58</u>	<u>2,993.90</u>	<u>7,647.45</u>	<u>(4,653.55)</u>

STATEMENT OF INCOME  
 SEMINOLE STATE COLLEGE  
 SEMINOLE NATION RESIDENTIAL LEARNING CENTER  
 February, 2016  
 FY 07/01/2015 to 06/30/2016

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Rent- Scholarship	48,262.50	211,084.50	285,675.00	(74,590.50)
Rental Income	82,733.46	226,306.45	193,025.20	33,281.25
Rent-Upward bound	0.00	45,938.04	0.00	45,938.04
Rent-Talent Search	0.00	2,084.30	10,155.00	(8,070.70)
Rent-PIE Academy	0.00	8,754.06	9,045.87	(291.81)
Housing-Other Income	10.00	2,940.75	3,969.18	(1,028.43)
Damage Property	0.00	0.00	15.00	(15.00)
Reimbursement	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<u>131,005.96</u>	<u>497,108.10</u>	<u>501,885.25</u>	<u>(4,777.15)</u>
<b>EXPENSE</b>				
Professional Salaries P.T.	0.00	0.00	0.00	0.00
Classified Salaries-FT	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Services	0.00	2,700.00	2,700.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
<b>TOTAL PERSONNEL EXPENSE</b>	<u>0.00</u>	<u>2,700.00</u>	<u>2,700.00</u>	<u>0.00</u>
Travel	0.00	0.00	0.00	
Supplies	701.39	6,058.59	12,998.52	(6,939.93)
Bookstore Supplies	0.00	683.56	303.87	379.69
Miscellaneous	28,853.84	237,534.81	213,868.86	23,665.95
Contractual Services	3,085.62	30,968.76	15,285.34	15,683.42
Telephone	0.00	455.66	34.27	421.39
Utilities	2,799.84	41,027.74	46,361.88	(5,334.14)
Equipment	0.00	0.00	698.00	(698.00)
<b>TOTAL EXPENDITURES</b>	<u>35,440.69</u>	<u>319,429.12</u>	<u>292,250.74</u>	<u>27,178.38</u>
<b>REVENUE OVER</b>	<u>95,565.27</u>	<u>177,678.98</u>	<u>209,634.51</u>	<u>(31,955.53)</u>
<b>(UNDER) EXPENDITURES</b>				

STATEMENT OF INCOME  
 SEMINOLE STATE COLLEGE  
 INSTITUTIONAL SUPPORT  
 February, 2016  
 FY 07/01/2015 to 06/30/2016

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Student Service Fees	99,876.26	278,039.61	247,983.30	30,056.31
Seminar Fees	35.00	65.00	89.25	(24.25)
Other Income	0.00	4,436.54	28,976.03	(24,539.49)
Photocopy Revenue	5.00	5.00	10.00	(5.00)
Vending Machine Commission	201.90	3,519.82	3,434.44	85.38
Reimbursements	20.55	76,928.81	77,636.81	(708.00)
Transfer from 290	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<u>100,138.71</u>	<u>362,994.78</u>	<u>358,129.83</u>	<u>4,864.95</u>
<b>EXPENSE</b>				
Professional Salarie-FT	1,166.63	9,333.24	9,583.32	(250.08)
Classified Salaries-FT	0.00	0.00	125.00	(125.00)
Classified Salaries-PT	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Services	26,265.50	87,783.50	62,177.28	25,606.22
Fringe Benefits	296.24	1,935.87	2,652.11	(716.24)
<b>Total Personnel Expense</b>	<u>27,728.37</u>	<u>99,052.61</u>	<u>74,537.71</u>	<u>24,514.90</u>
Travel	0.00	4,393.30	10,982.98	(6,589.68)
Supplies	260.35	11,311.91	9,015.30	2,296.61
Bookstore Supplies	0.00	4,316.53	1,855.87	2,460.66
Miscellaneous	2,824.87	89,412.19	53,794.14	35,618.05
Telephone	0.00	950.00	0.00	950.00
Postage	4.41	41.10	0.00	41.10
Contractual Services	0.00	4,152.00	10,800.87	(6,648.87)
Advertising	0.00	0.00	0.00	0.00
Utilities	0.00	0.00	0.00	0.00
Equipment	0.00	5,376.00	17,187.08	(11,811.08)
Capital Expense	0.00	0.00	0.00	0.00
Transfer of Funds	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>30,818.00</u>	<u>219,005.64</u>	<u>178,173.95</u>	<u>40,831.69</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>69,320.71</u>	<u>143,989.14</u>	<u>179,955.88</u>	<u>(35,966.74)</u>

STATEMENT OF INCOME  
 SEMINOLE STATE COLLEGE  
 HANEY CENTER  
 February, 2016  
 FY 07/01/2015 TO 06/30/2016

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Rent-Haney Center	1,075.00	6,725.00	4,265.00	2,460.00
<b>TOTAL REVENUE</b>	<u>1,075.00</u>	<u>6,725.00</u>	<u>4,265.00</u>	<u>2,460.00</u>
<b>EXPENSE</b>				
Professional Services	0.00	0.00	0.00	0.00
Supplies	0.00	3,254.04	2,331.58	922.46
Bookstore Supplies	0.00	0.00	0.00	0.00
Miscellaneous	9.71	2,226.24	10,059.68	(7,833.44)
Contractual Services	300.00	2,400.00	3,000.00	(600.00)
Utilities	4,125.54	42,170.83	47,855.91	(5,685.08)
Equipment	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>4,435.25</u>	<u>50,051.11</u>	<u>63,247.17</u>	<u>(13,196.06)</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>(3,360.25)</u>	<u>(43,326.11)</u>	<u>(58,982.17)</u>	<u>15,656.06</u>

STATEMENT OF INCOME  
 SEMINOLE STATE COLLEGE  
 STUDENT ACTIVITIES  
 February, 2016  
 FY 07/01/2015 to 06/30/2016

REVENUE	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
Student Activity Fees	84,374.09	235,996.72	232,445.95	3,550.77
Cultural & Recreation Fees	12,610.00	35,026.54	34,430.46	596.08
Student Govt Fees	0.00	3.25	0.00	3.25
Swimming And Aerobics Fees	0.00	0.00	0.00	0.00
Pool Rental	1,390.00	4,475.00	6,518.50	(2,043.50)
Concession Income	0.00	0.00	0.00	0.00
Basketball Income	170.00	731.50	339.52	391.98
Baseball Income	236.00	236.00	0.00	236.00
Softball Income	0.00	0.00	198.80	(198.80)
Volleyball Revenue	0.00	59.00	43.85	15.15
Travel Reimbursements-Sports Teams	0.00	0.00	0.00	0.00
Other Reimbursements	0.00	0.00	0.00	0.00
Tournament Revenue H.S.	0.00	0.00	0.00	0.00
Other Income-Overpayment	220.10	37.47	(1,046.33)	1,083.80
<b>TOTAL REVENUE</b>	<b>99,000.19</b>	<b>276,565.48</b>	<b>272,930.75</b>	<b>3,634.73</b>
<b>EXPENDITURES</b>				
Athletic Administration	0.00	458.90	1,536.16	(1,077.26)
Athletic Concession	0.00	0.00	0.00	0.00
National Tournaments	0.00	1,706.75	23,171.32	(21,464.57)
Men's Basketball	3,271.40	18,378.85	15,756.98	2,621.87
Women's Basketball	3,117.40	17,868.18	13,009.61	4,858.57
Volleyball	159.90	22,472.25	22,149.55	322.70
Baseball	1,621.35	9,139.74	9,438.61	(298.87)
Golf-Men	870.00	8,030.53	6,896.94	1,133.59
Golf-Women	610.00	5,419.86	6,096.59	(676.73)
Tennis-Men	743.46	10,151.84	7,765.05	2,386.79
Tennis Women	657.94	11,365.51	6,578.27	4,787.24
Softball	481.77	13,629.36	14,613.90	(984.54)
Student Activities	0.00	0.00	0.00	0.00
Student Government	10.13	7,548.00	6,335.37	1,212.63
Permanent Issue/Band	44.00	1,445.86	0.00	1,445.86
Residential(Scholarship Charge)	66,787.50	297,372.00	379,762.50	(82,390.50)
Phi Theta Kappa (Afac)	0.00	0.00	0.00	0.00
Nasa (Afac)	0.00	0.00	0.00	0.00
Student Nurse Association (Afac)	0.00	0.00	1,362.94	(1,362.94)
<b>TOTAL EXPENDITURES</b>	<b>78,374.85</b>	<b>424,987.63</b>	<b>514,473.79</b>	<b>(89,486.16)</b>
REVENUE OVER	20,625.34	(148,422.15)	(241,543.04)	93,120.89
(UNDER) EXPENDITURES				

RESTRICTED FUNDS  
 SEMINOLE STATE COLLEGE  
 February, 2016  
 FY 07/01/2015 to 06/30/2016

	<u>CURRENT MONTH</u>	<u>YEAR TO-DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Pell	1,502,471.76	3,361,685.59	3,590,005.31	(228,319.72)
Pell Recovery	7,565.07	14,072.77	(3,148.64)	17,221.41
Seog	0.00	21,750.00	39,437.50	(17,687.50)
College Work Study	4,071.89	28,049.90	35,362.04	(7,312.14)
Student Direct Loans	1,110,952.12	2,363,170.40	2,132,531.72	230,638.68
Student Loans Repayment	5,919.40	5,484.77	(6,019.72)	11,504.49
FEMA Safe Room grant	0.00	67,519.62	152,031.00	(84,511.38)
Carl Perkins Grant	0.00	0.00	0.00	0.00
Upward Bound	36,601.65	506,301.86	465,345.08	40,956.78
Talent Search West	16,238.84	167,211.60	149,735.87	17,475.73
Talent Search Central	22,986.73	227,377.32	206,850.02	20,527.30
Dream Catcher Gear Up	39,045.83	381,780.43	410,653.55	(28,873.12)
Student Support STEM	15,187.71	155,850.68	109,091.68	46,759.00
Student Support Services	19,308.21	163,596.41	158,288.59	5,307.82
NASNTI	26,482.76	246,156.77	269,930.84	(23,774.07)
Title III Engaging Students in Science	3,874.26	134,924.05	0.00	134,924.05
College Access Challenge	0.00	0.00	7,829.00	(7,829.00)
OTAG	0.00	135,000.00	139,404.00	(4,404.00)
TOTAL REVENUE	<u>2,810,706.23</u>	<u>7,979,932.17</u>	<u>7,857,327.84</u>	<u>122,604.33</u>
<b>EXPENDITURES</b>				
Pell	1,501,243.95	3,358,343.67	3,598,075.74	(239,732.07)
Seog	0.00	21,750.00	39,278.50	(17,528.50)
College Work Study	4,071.89	28,049.90	35,362.04	(7,312.14)
Student Direct Loans	1,110,952.12	2,362,806.12	2,126,972.72	235,833.40
FEMA Safe Room grant	0.00	272,249.74	0.00	272,249.74
Carl Perkins Grant	9,148.00	9,148.00	0.00	9,148.00
Upward Bound	36,601.65	506,707.80	465,780.08	40,927.72
Talent Search West	16,238.84	169,087.47	149,735.87	19,351.60
Talent Search Central	22,986.73	227,159.97	206,850.02	20,309.95
Dream Catcher Gear Up	39,045.83	381,780.43	411,942.90	(30,162.47)
Student Support STEM	15,187.71	155,913.13	109,091.67	46,821.46
Student Support Services	19,308.21	163,533.96	158,288.59	5,245.37
NASNTI	26,482.76	246,320.07	269,902.17	(23,582.10)
Title III Engaging Students in Science	3,874.26	134,924.05	0.00	134,924.05
College Access Challenge	0.00	0.00	0.00	0.00
OTAG	0.00	135,000.00	139,404.00	(4,404.00)
TOTAL EXPENDITURE	<u>2,805,141.95</u>	<u>8,172,774.31</u>	<u>7,710,684.30</u>	<u>462,090.01</u>
REVENUE OVER EXPENDITURES	<u>5,564.28</u>	<u>(192,842.14)</u>	<u>146,643.54</u>	<u>(339,485.68)</u>

# Memorandum

**To:** Dr. James W. Utterback, President

**From:** Katherine Benton, Vice President for Fiscal Affairs

**Date:** March 8, 2016

**Re:** 2016-2017 Health Care Plans

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Please find the attached information regarding the current 2016 Health Care Premiums and supporting coverage documentation. A review of healthcare plan premiums and coverage has been an item of discussion over the past months given the budget reductions and the Affordable Healthcare Act requirements. Of course we want what is best for our employees, however we feel this is something that is an ever increasing cost to the institution and should be considered as an item of impact to the budget.

Seminole State College is part of a plan called the Oklahoma Higher Education Employee Insurance Group (OKHEEI). This past year and a half the group considered a request for proposal for every aspect of insurance coverage. Of major concern was the looming budget reductions and with that in mind the group considered multiple plan options. Ultimately a three tiered plan was chosen for the medical coverage which would allow institutions options for their employees and budget. Many institutions have, over the past several years, begun offering only a low plan and/or requiring employees to contribute a flat cost of that coverage. If an employee wishes to have a higher plan or dependent coverage they would have that opportunity at their own expense.

I would recommend that in January 2017 we consider offering the mid-level plan at an annual savings of approximately \$60,000.00. The plan is still very generous and similar in coverage. Rates are reviewed and negotiated annually by the OKHEEI group. Historically the rates have increased almost every year, however the savings would ultimately be similar or may even increase given the current structure.

**Oklahoma Higher Education Employee Insurance**  
**2016 Monthly Premiums**  
**FOR ACTIVE EMPLOYEES AND DEPENDENTS**

Amounts represent monthly payroll deductions.					
	EMPLOYEE COST	SPOUSE ONLY	ONE CHILD ONLY	TWO OR MORE CHILDREN ONLY	SPOUSE AND CHILD(REN)
<b>MEDICAL:</b>					
BLUECROSS/BLUESHIELD OF OK RED PLAN (HIGH)	585.70	615.10	234.40	468.70	1,083.70
BLUECROSS/BLUESHIELD OF OK WHITE PLAN (MID)	520.60	546.80	208.40	416.70	963.40
BLUECROSS/BLUESHIELD OF OK BLUE PLAN (BASIC)	448.10	470.40	179.10	358.30	828.80
<b>DENTAL:</b>					
Amounts represent monthly payroll deductions.					
BLUECROSS/BLUESHIELD OF OK DENTAL HIGH	38.80	40.70	15.50	31.10	71.80
BLUECROSS/BLUESHIELD OF OK DENTAL LOW	29.68	31.14	11.86	23.80	54.94
<b>VISION: (Voluntary)</b>					
Employee cost is already added to other categories:					
VISION SERVICE PLAN	6.54	13.10	12.82	14.00	22.36

**NOTE - THE COLLEGE PAYS 100% OF THE EMPLOYEE'S MEDICAL AND DENTAL COVERAGE**

RATES ARE SUBJECT TO CHANGE JAN. 1, 2017



# BlueCross BlueShield of Oklahoma

## Benefit Summary 2016



	RED PLAN		WHITE PLAN			BLUE PLAN	
	Blue Choice PPO <sup>SM</sup>	Out of Network	Blue Preferred PPO <sup>SM</sup>	Blue Choice PPO <sup>SM</sup>	Blue Traditional <sup>SM</sup>	Out of Network	Blue Choice PPO <sup>SM</sup>
<b>Network</b>	In Network	Out of Network	Blue Preferred PPO <sup>SM</sup>	Blue Choice PPO <sup>SM</sup>	Blue Traditional <sup>SM</sup>	Out of Network	Blue Choice PPO <sup>SM</sup>
<b>General Plan Information</b>							
<b>General Payment Level</b>	80% after CYD	50% after CYD					
<b>Calendar Year Deductible (CYD)</b>	\$1,000 Ind. / \$3,000 Family	\$1,000 Ind. / \$3,000 Family	\$3,500 Ind. / \$10,500 Family	\$1,250 Ind. / \$3,750 Family	\$4,000 Ind. / \$12,000 Family	\$6,500 Ind. / \$13,000	\$5,500 Ind. / \$11,000 Family
<b>Calendar Year Out-Of-Pocket Max</b> <small>(Includes deductible and pharmacy/medical copays)</small>	\$3,300 Ind. / \$9,900 Family	\$3,800 Ind. / \$11,400 Family	\$3,500 Ind. / \$10,500 Family	\$4,000 Ind. / \$12,000 Family	\$4,500 Ind. / \$13,500 Family	\$6,500 Ind. / \$13,000	\$5,500 Ind. / \$11,000 Family
<b>Coinsurance</b>	Plan Pays 80% after CYD	Plan Pays 50% after CYD	Plan Pays 80% after CYD	Plan Pays 70% after CYD	Plan Pays 60% after CYD	Plan Pays 50% after CYD	Plan Pays 50% after CYD
<b>Lifetime Max – Medical</b>				Unlimited	Unlimited		
<b>Primary Care Office Visit</b>	\$25 copay	50% after CYD	\$25 copay	\$35 copay	60% after CYD	50% after CYD	50% after CYD
<b>Specialist Office Visit</b>	\$40 copay	50% after CYD	\$40 copay	\$50 copay	60% after CYD	50% after CYD	50% after CYD
<b>Diagnostic X-ray/Lab</b>	80% after CYD	50% after CYD	80% after CYD	70% after CYD	60% after CYD	50% after CYD	50% after CYD
<b>Inpatient Hospital*</b>	80% after CYD	Additional \$300 deductible per admit, then 50% after CYD	80% after CYD	70% after CYD	60% after CYD	Additional \$300 deductible per admit, then 50% after CYD	50% after CYD
<b>Outpatient Surgery</b>	80% after CYD	50% after CYD	80% after CYD	70% after CYD	60% after CYD	50% after CYD	50% after CYD
<b>Well Baby Care</b>	100%	70% after CYD		100%		70% after CYD	100%
<b>Adult Immunizations</b>	100%	70% after CYD		100%		70% after CYD	100%
<b>Routine Health Exams</b>	100%	70% after CYD		100%		70% after CYD	100%
<b>Childhood Immunizations</b>				100%			
<b>Routine Mammograms</b>				100%			
<b>Allergy Treatment/Festing</b> <small>(60 tests every 24 months)</small>	80% after CYD	50% after CYD	80% after CYD	70% after CYD	60% after CYD	50% after CYD	50% after CYD
<b>Emergency Room</b>	\$100 copay; then 80% after CYD (copay waived if admitted)		\$150 copay; then 80% after CYD (copay waived if admitted)				
<b>Health Assessment (HA) - \$250</b> deductible credit to employee, spouse, and dependents over age of 18.			HA deductible credit applies to 2016 plan year and must be completed between 01/01/2016 and 12/31/2016. HA must be completed and credited prior to claims payment. No retroactive claim adjustments will be allowed.				
<b>Mental Health and Substance Abuse</b>							
<b>Inpatient*</b>	80% after CYD	Additional \$300 deductible, then 50% after CYD	80% after CYD	70% after CYD	60% after CYD	Additional \$300 deductible per admit, then 50% after CYD	50% after CYD
<b>Outpatient</b>	80% after CYD	50% after CYD	80% after CYD	70% after CYD	60% after CYD	50% after CYD	50% after CYD



March 21, 2016

Dr. James Utterback, President  
Office of the President  
Seminole State College  
P. O. Box 351  
Seminole, Oklahoma 74818-0351

Dear President Utterback:

Please accept this letter of application as my interest in assisting with the vacancy left by the retirement of Vice President for Fiscal Affairs Katherine Benton at Seminole State College. Given my eleven years of higher education experience and a firm understanding of Oklahoma community colleges, I am confident that I would prove to be an asset to the leadership of Seminole State College.

The variety of managerial experiences reflected in my resume has provided me with a solid and practical foundation in comprehensive budgeting, financial management, and personnel supervision, as well as an in-depth knowledge of grants and funding at Federal and state levels. Given the fact that my entire higher education work experience has been directly involved at the Oklahoma community college level, I believe I have demonstrated abilities to manage, lead, and motivate people in diverse and complex environments.

During my work experiences, I have embraced a positive vision and appreciate the role that a two-year college's mission presents to higher education. I recognize the involvement that is necessary to stay abreast of today's information technology and as a member of state, regional, and national organizations I have demonstrated the ability to present this information publicly in a positive, professional, and competent manner.

I would be pleased to discuss with you how I could enhance the future administrative team at Seminole State College. I appreciate your consideration and look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Braden Brown', written in a cursive style.

Braden Brown

# Braden Brown

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1400 Berkshire Place, Shawnee, OK 74804 | 405-584-1182 | bradenbrown@yahoo.com

## Objective

- Dynamic professional poised to leverage education and experience toward launching a successful career as a Higher Education Administrator with an organization seeking an articulate team player committed to supporting Seminole State College mission and core values.

## Qualifications

- Eleven years of experience in Higher Education at Seminole State College.
- Currently manage and supervise a staff of 15.
- Balance and reconcile all cash and allocation accounts with the Office of State Finance and/or the Office of the State Treasurer.
- Prepare monthly Board of Regents reports.
- Preparing monthly and annually reports to the Oklahoma State Regents for Higher Education, Office of State Finance, and Office of the State Treasurer.
- Preparing annual financial statements in accordance with GASB.
- Conduct internal audit of daily procedures and internal controls.
- Prepare various reports as needed and required (i.e.; SRA6, UDS, OSRHE, forecasting, others).
- Balance all the General Ledger accounts at the end of each month.
- Manage and update all General Ledger accounts.
- Campus wide budget manager for all receivables and payables.
- Monitor and regulate all federal grant programs with authorization of drawing down funds and reconciliation documentation.
- Verify all official institutional travel is within state guidelines.

## Education

### **MBA | JUNE 2016 | ST. GREGORY'S UNIVERSITY**

- Completion of 30 credit hours in the Masters of Business Administration Program

### **BA | 2000 | EAST CENTRAL UNIVERSITY**

- Business Administration with emphasis in Marketing

## Skills & Abilities

- Excellent computer skills – application related to MS office and POISE software.
- Possess strong organizational, time management, and human relation skills.
- Excellent written communication skills.

## Experience

### **DIRECTOR FOR BUSINESS SERVICES AND PHYSICAL PLANT OPERATIONS | SEMINOLE STATE COLLEGE | 2008 TO PRESENT**

- Oversee the daily operations of Business Office, Payroll, and Accounting.
- Balance General Ledger with State of Oklahoma Ledger.
- Supervise general Maintenance and Housekeeping duties.

### **SURFACE LANDMAN | SAMPSON RESOURCES | 2007 TO 2008**

- Project Manager of well site locations for a gas exploration company.
- Responsible for surface damage settlements and well site construction.
- Prepared contracts and easements between surface owners and the company.

### **FINANCIAL AID COUNSELOR | SEMINOLE STATE COLLEGE | 2003 TO 2007**

- One-on-One Counseling with students about available financial assistance.
- Financial Aid student packaging (grants, scholarships, loans, & work-study)
- Requested funds for eligible students from federal and state programs.
- Balanced federal and state program expenditures.

## References

### **OKLAHOMA SUPREME COURT JUSTICE STEVEN W. TAYLOR**

State of Oklahoma  
918-423-8545

### **KATHERINE BENTON, VICE PRESIDENT FOR FISCAL AFFAIRS**

Seminole State College  
405-382-9263

### **DR. BRAD WALCK, RETIRED VICE PRESIDENT FOR STUDENT AFFAIRS**

Shawnee, OK  
405-584-1185

### **COURTNEY JONES, DIRECTOR FOR HUMAN RESOURCES**

Seminole State College  
405-382-9204

### **FORMER STATE SENATOR, RICHARD LERBLANCE**

Private Attorney  
918-297-2501

Bill Knowles  
222 Christopher Circle,  
Seminole, OK 74868  
Cell 405.370.8373  
[b.knowles@sscok.edu](mailto:b.knowles@sscok.edu)

March 23, 2016

James Utterback, PhD  
Seminole State College  
Seminole, OK 74868

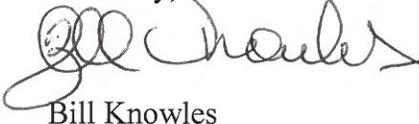
Dear Dr. Utterback:

I would like to be considered for the administrative position at Seminole State College of Vice President for Student Affairs. My administrative, professional, and teaching experiences make me a valuable candidate for the position. I have worked as an administrator in academic and non-academic settings, and my administrative experiences have offered me the opportunity to work with diverse communities including students, faculty, alumni, government administrators, and private groups.

I have 11 years of experience in higher education. I have progressed from adjunct instructor to associate professor, and assistant division chair to division chair. I have also progressed from Coordinator of Student Conduct to Director of Student Services. I currently supervise six full-time faculty members, a division secretary, two federal grant directors, and numerous adjunct instructors. I am responsible for the oversight of annual performance reports, grant proposals, and budget requests. In addition, I also conduct annual performance evaluations and make employment recommendations for Social Science faculty and for Student Support Services and Talent Search program directors. I also investigate possible situations of non-academic student misconduct and determine responsibility and appropriate sanctions for those found accountable. I have used my personal and professional strengths, command, focus, and leadership qualities to embody the C.O.R.E. values of Compassion, Opportunity, Respect and Excellence at Seminole State College. I believe that I am ready to transition to the next level of service, Vice President for Student Affairs.

As Vice President for Student Affairs, I want to be a leader and promote personal and professional development and encouragement to students, faculty, and staff. With my experience in both Student Affairs and Academic Affairs, I believe I would be an excellent candidate for Vice President for Student Affairs. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Knowles", with a stylized flourish at the end.

Bill Knowles

# Bill Knowles

222 Christopher Circle,  
Seminole, OK 74868  
Cell 405.370.8373  
b.knowles@sscok.edu

## EDUCATION

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**Ph.D., Higher Education Leadership**  
Northcentral University

*Anticipated Completion: March 2017*

**Master of Education, Sports Administration**  
East Central University

*December 2008*

**Masters, Criminal Justice Administration**  
Oklahoma City University

*December 1994*

**Bachelor of Arts, Law Enforcement Administration**  
University Of Oklahoma

*May 1993*

**Associate of Science**  
Seminole Junior College

*May 1991*

## EXPERIENCE

---

**Director of Student Services**  
Seminole State College

*August 2015- present*

- Supervise Student Support Services and Talent Search grant programs that provide qualified participating students with services to foster academic, career, and personal development with the goal of increasing retention and graduation rates, and facilitating transfer from SSC to a four-year college
- Oversight of annual performance reports, grant proposals, and budget requests
- Conduct annual performance evaluation and make employment recommendations for Student Support Services and Talent Search program directors
- Assess situations of possible non-academic student misconduct as described in the SSC Student Handbook
- Determine responsibility and appropriate sanctions for students found responsible for violating the SSC Student Code of Conduct
- Provide training and assistance to Residential Learning Center Resident Assistants (RA's)
- Maintain student records in accordance with Clery Act
- Collaborate with campus police, residence hall managers, and Title IX coordinator to promote a safe environment for students

- Coordinate and administer student-centered and community-oriented practices and procedures relative to student activities, including student discipline, residence life, and student organizations
- Assist in compiling data for federally mandated Annual Security Report

### **Division Chair- Social Sciences Division**

*January 2014- present*

Seminole State College

- Manage division budget requests, as well as monitor and supervise expenditures to ensure compliance with established budgets
- Select qualified faculty for teaching positions within the division
- Supervise faculty members and adjunct instructors to ensure compliance with reporting deadlines including grade submissions, program reviews, and assessment reports.
- Conduct evaluations of Social Science faculty and make employment recommendations
- Presided over division meetings and disseminated pertinent information to faculty members
- Work collaboratively with colleagues, both within the division and across campus
- Develop course scheduling based on student enrollment and needs
- Coordinate the textbook selection process for the division's curriculum.
- Serve as a mentor to other faculty.
- Supervise division secretary and student workers

### **Associate Professor- Criminal Justice**

*August 2005- present*

Seminole State College

- Teach students the knowledge and skills needed to pursue careers in law enforcement, corrections, law, and the court system in the following criminal justice courses: Introduction to Criminal Justice, Introduction to Law Enforcement, Introduction to Criminology, Juvenile Justice Procedures, Fundamentals of Criminal Investigations, Rules of Evidence, Adult Correctional Systems, and Crime, Delinquency and Social Science Issues through Film and the following non-criminal justice courses: Multiculturalism through Film, Wellness and Human Development, HPER Special Topics, and Freshman Seminar
- Develop curriculum and syllabi for all assigned courses in accordance with college and division procedures
- Optimize the learning environment by incorporating innovative activities, case studies, and technology in the classroom
- Instruct students using different formats such as intersessions, blended courses, traditional classroom, and online
- Complete assessment and degree program reports
- Participate in and contribute to divisional meetings, campus committees, and faculty senate
- Faculty Advisor for approximately 20 students per semester including duties such as enrolling students in classes, counselling students on possible transfer college and career choices, completing graduation plans, completing advisor reports, and completing administrative paperwork

**Classification Coordinator/Unit Manager***May 1996-August 2005*

Davis Correctional Facility

- Supervised eight case managers in the coordinated classification, housing, job placement, and welfare of 960 inmates
- Prepared correspondence and statistical reports for local, state and federal criminal justice and governmental agencies
- Facilitated the transfer and intake of inmates with the support of federal and state law enforcement and corrections officials
- Worked closely with directors of the Oklahoma State Pardon and Parole Board to coordinate parole hearings
- Assisted the state of Vermont Department of Corrections in determining appropriate classification levels utilizing VDOC tool, for mass movement of inmates

**PROFESSIONAL DEVELOPMENT**

---

**OSRHE Campus Safety & Security Summit***October 29, 2014*

Midwest City, OK

**FEMA Multi-Hazard Emergency Planning for Higher Education***January 27 – 29, 2015*

Oklahoma City, OK

**Academic Impressions, Student Affairs Trends We're Watching for 2015***February 9th 2015*

Webinar

**Title IX Training for Campus Professionals***June 2-4, 2015*

Oklahoma City, OK

**Clery Compliance Challenge: Collecting Statistics***September 15, 2015*

Webinar

**Common Compliance Challenge: Campus Security Authorities & Responsible Employees***September 24, 2015*

Webinar

**Unmanned Aircraft Systems (UAS): What Colleges and Universities Need to Know About This Emerging Technology***November 5, 2015*

Webinar

**Campus Public Safety**  
Webinar

*December 1, 2015*

**Common Challenges in Clery Act Compliance**  
Webinar

*December 10, 2015*

**Title IX and Athletics: College and University**  
**Gender Equity Requirements**  
Webinar

*January 21, 2016*

## REFERENCES

---

**Erin Cooper,**

Head Women's Volleyball Coach

Benedictine College,

Atchison, KS

Phone: (478) 737-4505

Email: [ecooper@benedictine.edu](mailto:ecooper@benedictine.edu)

**Dr. Mark Ames,**

Vice President for Student Affairs

Seminole State College,

Seminole, OK

Phone: (405) 382-9272

Email: [m.ames@sscok.edu](mailto:m.ames@sscok.edu)

**Mark Schell,**

President,

Bancfirst Seminole Branch

Seminole, OK

Phone: (405) 740-0842

Email: [mschell@bancfirst.com](mailto:mschell@bancfirst.com)

# AIA<sup>®</sup> Document G701<sup>™</sup> – 2001

## Change Order

<b>PROJECT</b> <i>(Name and address):</i>	<b>CHANGE ORDER NUMBER:</b> 006	<b>OWNER:</b> <input checked="" type="checkbox"/>
Dan and Andrea Boren Center at Seminole State College 2701 Boren Boulevard Seminole, Oklahoma 74868	<b>DATE:</b> March 21, 2016	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i>	<b>ARCHITECT'S PROJECT NUMBER:</b> 1012E87	<b>CONTRACTOR:</b> <input checked="" type="checkbox"/>
Atlas General Contractors 24 NE 53rd Street Oklahoma City, OK 73105	<b>CONTRACT DATE:</b> August 13, 2014	<b>FIELD:</b> <input type="checkbox"/>
	<b>CONTRACT FOR:</b> General Construction	<b>OTHER:</b> <input type="checkbox"/>

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*  
 COR #14: Credit to delete the 2 hour fire rated window in lieu of Type A window within Stair 207. DEDUCT: (\$10,342.00)  
 COR #15: The cost to extend the gas line connection from the building to the new meter location. ADD: \$1,583.36.  
 COR #16: The cost to replace and lower 160 feet of gas line to the east of the Boren Center. ADD: \$8,496.93

The contractor is requesting an additional Thirty (30) days be added to the Substantial Completion date. The requested additional days changes the date of Substantial Completion from March 31, 2016 to April 30, 2016. No cost is associated with this request for additional days. See attached document for request of days.

The original Contract Sum was	\$ 2,692,500.00
The net change by previously authorized Change Orders	\$ 34,030.42
The Contract Sum prior to this Change Order was	\$ 2,726,530.42
The Contract Sum will be decreased by this Change Order in the amount of	\$ 261.71
The new Contract Sum including this Change Order will be	\$ 2,726,268.71

The Contract Time will be increased by Thirty (30) days.

The date of Substantial Completion as of the date of this Change Order therefore is April 30, 2016

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<u>MA+ Architecture, L.L.C.</u>	<u>Atlas General Contractors</u>	<u>Seminole State College</u>
<b>ARCHITECT</b> <i>(Firm name)</i>	<b>CONTRACTOR</b> <i>(Firm name)</i>	<b>OWNER</b> <i>(Firm name)</i>
4000 North Classen Blvd., Suite 100N, Oklahoma City, OK 73118	24 NE 53rd Street, Oklahoma City, OK 73105	2701 Boren Boulevard, Seminole, Oklahoma 74868
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
		
<b>BY</b> <i>(Signature)</i>	<b>BY</b> <i>(Signature)</i>	<b>BY</b> <i>(Signature)</i>
Heath Tate		
<i>(Typed name)</i>	<i>(Typed name)</i>	<i>(Typed name)</i>
3/21/2016		
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>



Oklahoma City Office  
24 NE 53rd St.  
Oklahoma City, OK 73105  
405.606.6170 p

Corporate Office  
8218 E. 121st St. South  
Bixby, OK 74008  
918.369.3910 p  
918.369.3962 f

January 28, 2016

MA+ Architects  
Classen Blvd. Suite 100N  
Cklahoma City OK, 73118

To: Heath Tate

Project: Seminole State College, Dan & Anfrea Boren Center

Re: Change Order Request # 14

Mr. Tate

As directed per email from MA+ Architects dated January 14, 2016 we are submitting a breakdown of costs associated to Change the Window in 207 Stairwell from 2 HR Fire Rated to Regular Type A.

Please review the attached cost breakdown associated with this additional scope of work and submit to the owner for approval.

Upon acceptance of this cost proposal, please submit a change order to this office as authorization to proceed with the above described work. Time is of the essence. Untimely review of this cost proposal by the A/E may result in additional cost for delay and disruption.

**Summary: Change Order Request # 14**

<u>Description of Work</u>	<u>Cost</u>	<u>Time</u>
Delete 2 Hr Fire Rated Window in lieu of Type A	\$ (10,342.00)	0 days

Respectfully,

*Keith Hales*  
Project Manager





Oklahoma City Office  
24 NE 53rd St.  
Oklahoma City, OK 73105

Corporate Office  
8218 E. 121st St. South  
Bixby, OK 74008  
918.369.3910 p  
918.369.3962 f

March 8, 2016

MA+ Architects  
Classen Blvd. Suite 100N  
Oklahoma City OK, 73118

To: Heath Tate

Project: Seminole State College, Dan & Anfrea Boren Center

Re: Change Order Request # 15

Mr. Tate

The purpose of this request is for the necessary Materials and Labor to move the New Gas Meter from the East Side of the Building, from in front of Mechanical Pad Gate to the East Side of the Mechanical Pad.

Please review the attached cost breakdown associated with this additional scope of work and submit to the owner for approval.

Upon acceptance of this cost proposal, please submit a change order to this office as authorization to proceed with the above described work. Time is of the essence. Untimely review of this cost proposal by the A/E may result in additional cost for delay and disruption.

**Summary: Change Order Request # 15**

Description of Work	Cost	Time
Move Gas Meter Location	\$ 1,583.36	0 days

Respectfully,

*Keith Hales*  
Project Manager



PROJECT NAME  
Seminole State College, Dan & Andrea Boren Center

**BREAKDOWN OF COSTS**

**COR 15**

(1)	MATERIALS	SUPPLIER	QTY	UNIT	UNIT COST	TOTAL
					Lump Sum Total	\$ -
						\$ -
						\$ -
<b>Subtotal (1)</b>						<b>\$ -</b>

(2)	GENERAL OFFICE LABOR		QTY	UNIT	UNIT COST	TOTAL
	Project manager		0	HRS	\$ 75.00	\$ -
	Estimator		0	HRS	\$ 55.00	\$ -
						\$ -
<b>Subtotal (2)</b>						<b>\$ -</b>

(3)	JOBSITE LABOR		QTY	UNIT	UNIT COST	TOTAL
	Superintendent		2	HRS	\$ 65.00	\$ 130.00
	Field engineer		0	HRS	\$ 45.00	\$ -
	Carpenter		0	HRS	\$ 35.00	\$ -
	Laborer		0	HRS	\$ 25.00	\$ -
<b>Subtotal (3)</b>						<b>\$ 130.00</b>

(4)	INCIDENTALS		QTY	UNIT	UNIT COST	TOTAL
	Consumables (6.5 % of Jobsite Labor)		0	HRS	#DIV/0!	\$ 8.45
	Small Tools (4.5 % of Jobsite Labor)		0	HRS	#DIV/0!	\$ 5.85
	Safety (1.5 % of Jobsite Labor)		0	HRS	#DIV/0!	\$ 1.95
<b>Subtotal (4)</b>						<b>\$ 16.25</b>

(5)	EQUIPMENT	VENDOR	QTY	UNIT	UNIT COST	TOTAL
	Mini-Excavator provided by Atlas	BlueLine Rental	2		225	\$ 450.00
						\$ -
						\$ -
<b>Subtotal (5)</b>						<b>\$ 450.00</b>

(6)	WORK PERFORMED BY TRADES	SUBCONTRACTOR	QTY	UNIT	UNIT COST	TOTAL
	Add additional Gas Piping from East side of Building, underground and out the East Side of Mechanical Pad to the New Gas Meter Location.	Lambert Mechanical, Inc.	LS		Lump Sum	\$ 782.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>Subtotal (6)</b>						<b>\$ 782.00</b>

(7)	INSURANCE COSTS					
	Insurance Cost			1.0%	\$	-
	Payroll Taxes (FICA & Unemployment)			10.0%	\$	13.00
	Workers Compensation			15.5%	\$	20.15
	Employee Fringe Benefits			1.5%	\$	1.95
	Material Taxes (Exempt)			0.0%	\$	-
<b>Subtotal (7)</b>						<b>\$ 35.10</b>

(8)	EXTENDED GENERAL CONDITIONS		QTY	UNIT	UNIT COST	TOTAL
	Daily jobsite general conditions cost		0	Days	\$ 775.20	\$ -
<b>Subtotal (8)</b>						<b>\$ -</b>

TOTAL COSTS	
SUBTOTAL: (1) Thru (8)	\$ 1,413.35
General Contractor OH&P @ 10%	\$ 141.34
Subcontractor OH&P @ 5%	\$ -
Bond Cost @ 2.0%	\$ 28.67
<b>Total Cost</b>	<b>\$ 1,583.36</b>

# Seminole State College, Dan & Anfreia Boren Center

## Monthly General Condition Summary

<u>Description</u>	<u>Cost</u>
1 Project Manager Salary	\$ 4,333
2 Superintendent Salary	\$ 11,266
3 Payroll Burden (Taxes)	\$ 4,680
4 Truck Allowance	\$ 1,200
5 Fuel	\$ 500
6 Atlas Jobsite Trailers	\$ 750
7 Jobsite Telephone	\$ 200
8 Jobsite Toilets	\$ 150
9 Temporary Construction Fence	<u>\$ 500</u>
Total:	\$ 23,579
<b>Pro-Rated "Daily" Cost:</b>	<b>\$ 775.20</b>

# LAMBERT MECHANICAL, INC.

Rt. 5 Box 255 / P.O. Box 367  
Coalgate, Oklahoma 74538  
Phone 580-927-3355 Fax 580-927-2651  
lambertmechanicalinc@gmail.com

---

February 19, 2016

Atlas General Contractors, LLC  
8218 E. 121 Street  
Bixby, OK 74008

Re: Dan and Andrea Boren Center - Plumbing

Attn: Keith Hales

To add gas piping from meter to building.

- |                                       |          |
|---------------------------------------|----------|
| • 2" poly gas pipe and misc. fittings | \$300.00 |
| • Labor days with Labor burden        | \$330.00 |
| • Freight                             | \$50.00  |
| • 15% overhead/profit                 | \$102.00 |
|                                       | <hr/>    |

Total \$782.00

\*\*\*\*\*This price excludes L.M.I. providing ditch and backfill.

Sincerely,  
Joe Lambert, President  
Lambert Mechanical, Inc.



Oklahoma City Office  
24 NE 53rd St.  
Oklahoma City, OK 73105  
405.606.6170 p

Corporate Office  
8218 E. 121st St. South  
Bixby, OK 74008  
918.369.3910 p  
918.369.3962 f

[www.atlasgc.com](http://www.atlasgc.com)

March 15, 2016

MA+ Architects  
Classen Blvd. Suite 100N  
Cklahoma City OK, 73118

To: Mark Kasulis

Project: Seminole State College, Dan & Anfrea Boren Center

Re: **Change Order Request # 16**

Mr. Tate

As requested by Seminole State College we are submitting a breakdown of costs associated with the Lowering of 160' of Gas Service Line. This Line, at its current depth prohibits the Existing Grade to be Cut as planned.

Please review the attached cost breakdown associated with this additional scope of work and submit to the owner for approval.

Upon acceptance of this cost proposal, please submit a change order to this office as authorization to proceed with the above described work. Time is of the essence. Untimely review of this cost proposal by the A/E may result in additional cost for delay and disruption.

**Summary: Change Order Request # 16**

<u>Description of Work</u>	<u>Cost</u>	<u>Time</u>
Replace and Lower 160' of Gas Line	\$ 8,496.93	0 days

Respectfully,

*Keith Hales*  
Project Manager



**PROJECT NAME**

**BREAKDOWN OF COSTS**

**COR 16**

Seminole State College, Dan & Andrea Boren Center

Replace & Lower Gas Line

(1)	MATERIALS	SUPPLIER	QTY	UNIT	UNIT COST	TOTAL
						\$ -
						\$ -
						\$ -
<b>Subtotal (1)</b>						\$ -

(2)	GENERAL OFFICE LABOR		QTY	UNIT	UNIT COST	TOTAL
	Project manager		2	HRS	\$ 75.00	\$ 150.00
	Estimator		0	HRS	\$ 55.00	\$ -
						\$ -
<b>Subtotal (2)</b>						\$ 150.00

(3)	JOBSITE LABOR		QTY	UNIT	UNIT COST	TOTAL
	Superintendent		2	HRS	\$ 65.00	\$ 130.00
	Field engineer		0	HRS	\$ 45.00	\$ -
	Carpenter		0	HRS	\$ 35.00	\$ -
	Laborer		0	HRS	\$ 25.00	\$ -
<b>Subtotal (3)</b>						\$ 130.00

(4)	INCIDENTALS		QTY	UNIT	UNIT COST	TOTAL
	Consumables (6.5 % of Jobsite Labor)		0	HRS	#DIV/0!	\$ 8.45
	Small Tools (4.5 % of Jobsite Labor)		0	HRS	#DIV/0!	\$ 5.85
	Safety (1.5 % of Jobsite Labor)		0	HRS	#DIV/0!	\$ 1.95
<b>Subtotal (4)</b>						\$ 16.25

(5)	EQUIPMENT	VENDOR	QTY	UNIT	UNIT COST	TOTAL
						\$ -
						\$ -
						\$ -
<b>Subtotal (5)</b>						\$ -

(6)	WORK PERFORMED BY TRADES	SUBCONTRACTOR	QTY	UNIT	UNIT COST	TOTAL
	Replace and Lower approximately 160' of 4", SDR11		160'			\$ 6,500.00
	Poly Gas Service Line. Includes Material, Labor & Equip.					\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>Subtotal (6)</b>						\$ 6,500.00

(7)	INSURANCE COSTS					
	Insurance Cost		1.0%	\$	65.00	
	Payroll Taxes (FICA & Unemployment)		10.0%	\$	650.00	
	Workers Compensation		15.5%	\$	43.40	
	Employee Fringe Benefits		1.5%	\$	4.20	
	Material Taxes (Exempt)		0.0%	\$	-	
<b>Subtotal (7)</b>						\$ 762.60

(8)	EXTENDED GENERAL CONDITIONS	QTY	UNIT	UNIT COST	TOTAL
					\$ -
<b>Subtotal (8)</b>					\$ -

TOTAL COSTS	
SUBTOTAL: (1) Thru (8)	\$ 7,558.85
General Contractor OH&P @ 10%	\$ 755.89
Subcontractor OH&P @ 5%	\$ -
Bond Cost @ 2.0%	\$ 182.19
<b>Total Cost</b>	<b>\$ 8,496.93</b>

# Seminole State College, Dan & Anfreia Boren Center

## Monthly General Condition Summary

<u>Description</u>	<u>Cost</u>
1 Project Manager Salary	\$ 4,333
2 Superintendent Salary	\$ 11,266
3 Payroll Burden (Taxes)	\$ 4,680
4 Truck Allowance	\$ 1,200
5 Fuel	\$ 500
6 Atlas Jobsite Trailers	\$ 750
7 Jobsite Telephone	\$ 200
8 Jobsite Toilets	\$ 150
9 Temporary Construction Fence	\$ 500

Total: \$ 23,579

**Pro-Rated "Daily" Cost: \$ 775.20**

MARCH 15, 2016

MID-SOUTH CONTRACTING, LLC – PLUMBING DIVISION

8524 S. WESTERN AVE., STE.113

OKLAHOMA CITY, OK. 73139

P. 405-735-9319 F. 405-703-3541

TO: ATLAS G.C. – KEITH HALE

RE: DAN & ANDREA BOREN CENTER – SEMINOLE, OKLAHOMA

QUOTE TO REPLACE AND LOWER APPROX. 160' – 4" SDR11 POLY GAS LINE  
SERVICE, INCLUDES MATERIAL, LABOR AND EXPENSES.

TOTAL AMOUNT OF QUOTE:.....\$ 6,500.00

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script that reads "Jim Deal". The signature is written in black ink and is positioned above a horizontal dashed line.

JIM DEAL – PROJECT MANAGER

C. (405) 655-3551

JIM@MID-SOUTHCONTRACTING.COM

## Mark K

---

**From:** Keith Hales <KHales@atlasgc.com>  
**Sent:** Monday, March 21, 2016 2:10 PM  
**To:** Mark K  
**Subject:** Seminole State College, Dan & Andrea Boren Center - SUBSTATTIAL COMPLETION

Mark,

I am writing to request a change to the Substantial Completion date from March 31, 2016 to April 30, 2016 due to both the recent Rain Events that have been experienced as well as the Tile Production "Run-Dates" of the first week in April.

Thank you in advance,

*Keith Hales*  
Project Manager



24 NE 53<sup>rd</sup> St.  
Oklahoma City, OK 73105  
**phn:** 405.606.6170  
**cell:** 405.380.8734  
[www.atlasgc.com](http://www.atlasgc.com)