

Agenda

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING

Thursday, July 21, 2022

Lunch – 12:15 P.M.
Enoch Kelly Haney Center
Room #204

Business Session
Enoch Kelly Haney Center – Board Room
1:00 p.m.

I. **CALL TO ORDER**

II. **ROLL CALL OF MEMBERS**

Oath of Office – Robyn Ready

III. **INTRODUCTION OF GUESTS**

IV. **READING AND APPROVAL OF MINUTES**

[Regular Meeting June 15, 2022](#)

V. **COMMUNICATIONS TO THE BOARD**

[Financial Report – June 30, 2022](#)

Report on Purchases over \$15,000 for June:

- Labster - \$15,200.00
- Explore Colleges - \$43,800.00
- Ready Education - \$20,000.00

VI. **HEARING OF DELEGATIONS**

None at the time of the filing of the agenda.

VII. **PRESIDENT'S REPORT**

- Personnel Update
- Campus Activities
- Recognitions
- Natatorium Taskforce Recommendation

VIII. BUSINESS

A. Election of Officers

Board Action: As Appropriate

B. Review and consider approval of revision to Board Policy II-4-18 regarding Other Employee Benefits – Tuition Waivers

Board Action: Approve/Reject/Revise

C. Possible Executive Session

Pursuant to Policy II-4-1 the Board may vote to convene into executive session pursuant to Title 25 O.S. Section 307(b)(1) for the purpose of *“discussing the employment, hiring, appointment, promotion, disciplining or resignation of any individual salaried public officer or employee”*

1. Review and consider action regarding the position of Vice President for Fiscal Affairs
2. Vote to Return to Open Session

Board Action: As Appropriate

D. Possible action regarding the position of Vice President for Fiscal Affairs

Board Action: As Appropriate

E. 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

IX. CONSENT AGENDA

Approval of the following item:

[Ratification of 2022-2023 Intercollegiate Sports Accident Insurance Consortium Agreement - \\$47,531](#)

X. 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 July 20, 2022.

Minutes

**SEMINOLE STATE COLLEGE
BOARD OF REGENTS REGULAR MEETING
June 15, 2022**

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. Regent Franklin and Regent Cain. were absent. Members present were Curtis Morgan, Marci Donaho, Ryan Pitts, Ray McQuiston and Kim Hyden.

III. Introduction of Guests

President Reynolds introduced administrators and staff present at the meeting.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held March 24th and the special meeting held May 5th; Regent Morgan made a motion to approve the minutes as written and Regent Hyden seconded the motion. Roll call was as follows: Donaho, abstain; Hyden, yes; Pitts, yes; Morgan, yes; McQuiston, yes.

V. Communications to the Board

Financial Report – Melanie Rinehart, Interim Executive Director of Business Services presented a review of the College's revenue and expenses through May 31, 2022, via Zoom. Regent Donaho made a motion to approve the Financial Report as presented and Regent Morgan seconded the motion. Roll call was as follows: Donaho, yes; Hyden, yes; Pitts, yes; Morgan, yes; McQuiston, yes.

Purchases over \$15,000 for March

✓ 3/8/2022	11/11/2021	Sehi Computer Products	\$17,379.56
✓ 3/30/2022	3/25/2022	Educational Computer System	\$25,000.00

Purchases over \$15,000 for April

✓ 4/5/2022	2/16/2022	Care Crate Co LLC	\$46,429.20
✓ 4/11/2022	4/1/2022	Ramona Munsell & Associates	\$25,264.00
✓ 4/19/2022	3/25/2022	Great Plains Kobota	\$45,440.00
✓ 4/22/2022	4/6/2022	Dell Marketing	\$37,759.20
✓ 4/29/2022	4/15/2022	Crawford & Associates	\$18,251.17

✓	4/29/2022	3/1/2022	Midwest Commercial	\$60,468.99
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Purchases over \$15,000 for May

✓	5/11/2022	3/28/2022	Dell Marketing	\$39,827.58
✓	5/26/2022	4/30/2022	Dell Marketing	\$80,

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 a personnel update. New hires included: Blake Cummings, Talent Search Advisor; Jerry Fry, Employment Readiness Coordinator; Heather Heard, Human Resources Associate; and Clint Robertson, Director of Physical Plant. Julie Hix has transferred to the position of Comptroller. A letter of intent to retire has been received from Gloria Wheeler, Housekeeper and letters of resignation have been received from the following: Dr. Jeff Cheng, Associate Professor of Business; Alice Holejsovsky, PTA Academic Coordinator, Clinical Education Instructor; Tammy Presley, Student Account Specialist; Mica Runnels, Academic Advisor for the STEM-SSS Program; and Shakira Stafford, Director of PTA/Assistant Professor of PTA.

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

- ✓ Exotic Animals on Campus on April 6th
- ✓ Chancellor Garrett visited campus on April 14th
- ✓ Seminole Chamber of Commerce honored two SSC employees at the April monthly forum
- ✓ The AG/FFA Interscholastic Meet was held on campus on April 14th
- ✓ Disability Awareness Faculty Professional Development was held on April 15th
- ✓ US Senator James Lankford visited campus on April 19th
- ✓ PLC visited Thunderbird Lake on April 21st
- ✓ An Employee Appreciation Cookout was held on April 22nd in Henderson Park
- ✓ Sigma Kappa Delta held their induction ceremony on April 26th
- ✓ New Regent Robyn Ready was confirmed by the Oklahoma State Senate in April
- ✓ SSC Interim Director of Business Services Melanie Rinehart was honored with the Oklahoma Online Excellence Award on April 28th
- ✓ The SSC Educational Foundation Banquet was held April 28th
- ✓ City of Seminole tornado damage recovery efforts by the College, employees and students was highlighted

- ✓ Hailey Wallace, PLC student attended the Nigh Leadership Academy from May 8th to May 10th
- ✓ Emily Carpenter, Assistant Professor of Math attended a National Math Forum
- ✓ Brandon Streater donated to the SSC Educational Foundation
- ✓ The 2022 Nursing Pinning was held on May 23rd
- ✓ The Upward Bound grant was renewed in the amount of \$3.4 Million over the next 5 years
- ✓ A traveling exhibit was displayed in honor of Juneteenth in the Haney Center. This display included information about all-black towns of Oklahoma
- ✓ SSC Softball team traveled to the national tournament May 24th through May 26th
- ✓ Coach Don Tuley, Coach Amber Flores and Coach T.J. Webb all received special recognition this spring
- ✓ 2022 Athlete Academic Achievements were recognized
- ✓ A retirement reception for Dr. Linda Goeller was held on June 15th
- ✓ A welcome reception or incoming Vice President for Academic Affairs Dr. Amanda Estey will be held on June 23rd
- ✓ President Reynolds presented a year-in-review with the Board members. This video highlighted the events on campus throughout the year.

VIII. Business

Approval of increase in Tuition – President Reynolds presented the Board with information about a proposed 2% increase in tuition for Fall 2022 and a memo from Georgia Ledford, Student Government Association President expressing approval of the 2% increase in tuition. This slight increase will help provide funding for financial support for employee raises. President Reynolds recommended approval of this increase. Regent Morgan made a motion to approve the tuition increase in the amount of 2%, and Regent Hyden seconded this motion. Roll call was as follows: Donaho, yes; Hyden, yes; Pitts, yes; Morgan, yes; McQuiston, yes.

Approval of Laundry Fee – President Reynolds presented the Board with information about a proposed addition of a Laundry Fee for residential students. Dr. Bill Knowles explained that this fee for the residential students will give them unlimited access to washers and dryers at no additional cost other than the \$30 per semester fee. President Reynolds recommended approval of the addition of this fee. Regent Morgan made a motion to approve the addition of the Laundry Fee and Regent Donaho seconded this motion. Roll call was as follows: Donaho, yes; Hyden, yes; Pitts, yes; Morgan, yes; McQuiston, yes.

Approval of the FY23 Educational and General Budget – Melanie Rinehart presented the Board with a copy of materials for the FY23 budget for review. She highlighted several aspects of this year's budget including information about appropriations history, revenue history, expenditure history and expenditures by function and object. Included in this budget is a 5% employee salary raise. President Reynolds recommended approval of the FY23 Educational and General Budget. Regent Donaho made a motion to approve

the FY23 Educational and General Budget as presented, and Regent Pitts seconded this motion. Roll call was as follows: Donaho, yes; Hyden, yes; Pitts, yes; Morgan, yes; McQuiston, yes.

IX. Consent Agenda

Regents were presented information concerning items on the Consent Agenda. President Reynolds recommended approval of these items. Regent Morgan made a motion to approve the Consent Agenda items and Regent Hyden seconded the motion. Roll call was as follows: Donaho, yes; Hyden, yes; McQuiston, yes; Morgan, yes; Pitts, yes.

Consent agenda items included:

FY23 Agreements:

- 2022-2023 Holiday Schedule
- Oiler Park Lease \$1
- D2L/Brightspace for Online Course Service - \$32,167.47
- DocuSign, Inc. for Online Course Services - \$11,230.00

Special Presentation

On behalf of the Regents, President Reynolds made a special presentation to Seminole State College Board of Regents Chair Ray McQuiston who completes his service as Chairman in June.

X. Adjournment

The meeting was adjourned at 2:55 p.m.

Chair

**Seminole State College
Combining Statement of Net Assets
As of June 30, 2022**

	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 Current	3,691,698.24	518,254.33	1,016,193.69	2,457.09	-	75,061.52	90.00	-	5,303,754.87
Accounts Receivable, net	2,019,757.03	315,583.35	-	-	-	-	-	-	2,335,340.38
Capital Assets, net	-	-	-	-	-	-	-	16,270,334.77	16,270,334.77
Total Assets	5,711,455.27	833,837.68	1,016,193.69	2,457.09	-	75,061.52	90.00	16,270,334.77	23,909,430.02
Accounts Payable	(21,744.37)	71,833.69	-	-	-	-	-	-	50,089.32
Other Accrued Expenses	-	-	-	2,457.09	-	-	-	-	2,457.09
Due To/From Other Funds	(24,202.62)	79,701.65	-	-	5,243.89	-	(587.70)	(881,000.00)	(820,844.78)
Unearned Revenue	2,019,757.03	315,583.35	-	-	-	-	-	-	2,335,340.38
Current Portion of Noncurrent Liabilities	-	-	-	-	-	-	-	675,295.98	675,295.98
Premiums	-	-	-	-	-	-	-	582,609.42	582,609.42
Capital Lease Obligations Payable to State Agencies	-	-	-	-	-	-	-	11,633,833.82	11,633,833.82
Total Liabilities	1,973,810.04	467,118.69	-	2,457.09	5,243.89	-	(587.70)	12,010,739.22	14,458,781.23
Beginning Net Position	1,936,726.54	(746,623.16)	1,382,261.28	-	(5,243.89)	17,600.28	388,847.43	4,259,595.55	7,233,164.03
Change in Net Position	1,800,918.69	1,113,342.15	(366,067.59)	-	-	57,461.24	(388,169.73)	-	2,217,484.76
Ending Net Position	3,737,645.23	366,718.99	1,016,193.69	-	(5,243.89)	75,061.52	677.70	4,259,595.55	9,450,648.79

Seminole State College
Combining Statement of Revenues, Expenses and Changes in Net Assets
For the Period July 1 through June 30, 2022

	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
Operating Revenues									
Tuition and fees, net	\$ 5,995,959	\$ 1,125,982	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,121,941
Federal grants and contracts	195,108	4,278,513	-	-	-	-	4,833,730	-	9,307,351
State and private grants and contracts	-	1,208,276	-	-	-	106,550	-	-	1,314,826
Auxiliary enterprise charges:	-	-	-	-	-	-	-	-	-
Housing	-	983,612	-	-	-	-	-	-	983,612
Food Service	-	655,256	-	-	-	-	-	-	655,256
Bookstore	-	1,094,119	-	-	-	-	-	-	1,094,119
Student Union	-	3,025	-	-	-	-	-	-	3,025
Athletics	-	-	-	-	-	-	-	-	-
All other	-	-	-	-	-	-	-	-	-
Other operating revenues	403,178	90,848	-	-	-	-	-	-	494,026
Total operating revenues	6,594,244	9,439,632	-	-	-	106,550	4,833,730	-	20,974,156
Operating Expenses									
Compensation and benefits	7,269,043	2,605,457	-	-	-	12,481	480,124	-	10,367,105
Contractual services	704,289	1,270,397	-	-	-	5,905	109,453	-	2,090,043
Supplies and materials	374,629	1,492,204	247,212	-	-	15,295	91,635	-	2,220,974
Scholarships and fellowships	945,694	7,067,881	-	-	-	-	2,950,006	-	10,963,581
Communications	72,526	23,863	-	-	-	875	561	-	97,825
Depreciation	-	-	-	-	-	-	-	-	-
Utilities	360,385	101,053	-	-	-	-	-	-	461,438
Other	696,912	1,513,860	1,408,986	-	-	14,533	273,658	-	3,907,949
Total Operating Expenses	10,423,477	14,074,715	1,656,198	-	-	49,089	3,905,437	-	30,108,916
Operating income (loss)	(3,829,233)	(4,635,084)	(1,656,198)	-	-	57,461	928,293	-	(9,134,760)
Non-operating Revenues (Expenses)									
State appropriations	5,156,388	-	-	-	-	-	-	-	5,156,388
Federal grants - non-operating	-	4,377,479	-	-	-	-	-	-	4,377,479
State grants - non-operating	-	523,574	-	-	-	-	-	-	523,574
Contributions and other nonoperating revenues	-	-	-	-	-	-	-	-	-
Investment revenue	-	4,674	58	-	-	-	-	-	4,732
Net non-operating revenue (expenses)	5,156,388	4,905,727	58	-	-	-	-	-	10,062,173
Income (loss) before other revenues, expenses, gains, losses and transfers	1,327,155	270,643	(1,656,140)	-	-	57,461	928,293	-	927,413
Capital appropriations - state	-	-	1,290,072	-	-	-	-	-	1,290,072
Contributed capital-donated capital asset	-	-	-	-	-	-	-	-	-
Transfers from (to)	473,764	842,699	-	-	-	-	(1,316,463)	-	-
Change in Net Position	1,800,919	1,113,342	(366,068)	-	-	57,461	(388,170)	-	2,217,485
Net Assets, Beginning of Year	1,936,727	(746,623)	1,382,261	-	(5,244)	17,600	388,847	4,259,596	7,233,164
Net Assets, End of Year	\$ 3,737,645	\$ 366,719	\$ 1,016,194	\$ -	\$ (5,244)	\$ 75,062	\$ 678	\$ 4,259,596	\$ 9,450,649

Seminole State College
Combining Statement of Changes in Cash and Cash Equivalents
For the Period July 1 through June 30, 2022

	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, Beginning	\$ 1,928,333	\$ (597,101)	\$ 501,261	\$ (1,636)	\$ -	\$ 17,600	\$ 388,260	\$ -	\$ 2,236,717
Change in Net Position	1,800,919	1,113,342	(366,068)	-	-	57,461	(388,170)	-	2,217,485
Changes not providing (using) cash:									
Cash provided by issues of debt			881,000						881,000
Changes in other accruals	(37,553)	2,013		4,093					(31,447)
Cash and Cash Equivalents, Ending	<u>\$ 3,691,698</u>	<u>\$ 518,254</u>	<u>\$ 1,016,194</u>	<u>\$ 2,457</u>	<u>\$ -</u>	<u>\$ 75,062</u>	<u>\$ 90</u>	<u>\$ -</u>	<u>\$ 5,303,755</u>

Seminole State College
Education and General - Statement of Budgeted Revenues and Expenditures
For the Period Ended June 30, 2022

	<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>				
State Appropriations	\$ 346,624	\$ 5,156,388	5,156,388	\$ 5,156,388
Tuition	191,326	3,470,506	3,238,082	3,238,082
Non-Resident Tuition Fees	7,354	595,898	350,000	350,000
Remedial Course Fee	1,275	38,471	39,400	39,400
Tuition	<u>199,955</u>	<u>4,104,875</u>	<u>3,627,482</u>	<u>3,627,482</u>
STEM Academic Excellence Fee	7,808	144,591	124,200	124,200
LAH Academic Excellence Fee	2,151	64,637	53,700	53,700
Bus & Ed Academic Excellence Fee	2,153	72,005	66,200	66,200
Health Science Academic Excellence Fee	165	15,863	15,000	15,000
Social Science Academic Excellence Fee	3,083	65,426	53,600	53,600
Physical Therapist Assistance Fee	200	7,986	6,600	6,600
Technology Service Fee	14,733	301,435	276,500	276,500
Bus And Ind Additional Fees	-	-	-	-
Nursing Fee	1,577	98,414	87,400	87,400
Laboratory Fees	2,900	88,406	79,900	79,900
Medical Lab Tech Fee	248	9,328	10,900	10,900
Electronic Academic Access Fee	4,830	102,182	84,500	84,500
Dist Education/Outreach Fee	26,787	357,807	265,700	265,700
Academic Course Fees	<u>66,635</u>	<u>1,328,081</u>	<u>1,124,200</u>	<u>1,124,200</u>
Other Student Fees	<u>28,382</u>	<u>563,003</u>	<u>622,601</u>	<u>622,601</u>
Total Tuition and Fees	<u>294,971</u>	<u>5,995,959</u>	<u>5,374,283</u>	<u>5,374,283</u>
Other Income	<u>88,736</u>	<u>598,285</u>	<u>500,544</u>	<u>500,544</u>
Total Revenue	<u>730,331</u>	<u>11,750,632</u>	<u>11,031,215</u>	<u>11,031,215</u>
<u>EXPENDITURES</u>				
Instruction	417,003	4,530,747	5,095,586	5,095,586
Research	-	-	-	-
Public Service	-	-	-	-
Academic Support	37,524	345,248	439,314	439,314
Student Services	95,202	1,102,476	1,206,846	1,206,846
Institutional Support	186,177	1,752,217	1,993,046	1,993,046
Physical Plant	138,556	1,747,096	2,115,460	2,115,460
Scholarships and Tuition Waivers	6,412	945,694	900,000	900,000
Total Expenditures	<u>880,875</u>	<u>10,423,477</u>	<u>11,750,252</u>	<u>11,750,252</u>
Total Revenue Over (Under) Expenditures	<u>\$ (150,543)</u>	<u>\$ 1,327,155</u>	<u>\$ (719,037)</u>	<u>\$ (719,037)</u>

Seminole State College
Auxiliary Summary Statement of Revenue and Expenditures
For the Period Ended June 30, 2022

	CURRENT MONTH	YEAR TO DATE	BUDGET	
			ANNUAL	YEAR-TO-DATE
<u>REVENUES</u>				
Contractual Food Service	\$ 2,109	\$ 655,256	\$ 664,530	\$ 664,530
Bookstore	12,987	1,064,079	960,000	960,000
Institutional Support	34,321	757,420	679,637	679,637
Seminole/Roesler Residential Centers	1,095	983,712	1,049,100	1,049,100
Student Activities	19,548	413,481	366,267	350,884
Total Revenues	70,060	3,873,948	3,719,534	3,704,151
<u>EXPENDITURES</u>				
Contractual Food Service	30,284	705,601	617,900	617,900
Bookstore	57,383	916,685	859,730	859,730
Institutional Support	85,392	1,253,708	1,067,800	1,067,800
Seminole/Roesler Residential Centers	63,563	718,548	706,448	649,226
Student Activities	70,326	688,053	767,589	767,589
Total Expenditures	306,948	4,282,595	4,019,467	3,962,245
Revenue Over (Under) Expenditures	\$ (236,888)	\$ (408,647)	\$ (299,933)	\$ (258,094)

Seminole State College
Food Service - Statement of Revenue and Expenditures
For the Period Ended June 30, 2022

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
Meals revenue	\$ 912	\$ 651,076	\$ 662,530	\$ 662,530
Other revenue	1,197	4,181	2,000	2,000
Total revenue	<u>2,109</u>	<u>655,256</u>	<u>664,530</u>	<u>664,530</u>
Travel	-	-	-	-
Supplies	-	-	-	-
Miscellaneous Expenditures	1,094	39,215	42,850	42,850
Contractual Service	29,190	666,386	575,000	575,000
Sponsorships	-	-	-	-
Advertising	-	-	-	-
Telephone	-	-	-	-
Postage	-	-	50	50
Equipment	-	-	-	-
Total expenditures	<u>30,284</u>	<u>705,601</u>	<u>617,900</u>	<u>617,900</u>
Net profit (loss)	<u>\$ (28,175)</u>	<u>\$ (50,344)</u>	<u>\$ 46,630</u>	<u>\$ 46,630</u>

Seminole State College
Bookstore Statement of Revenue and Expenditures
For the Period Ended June 30, 2022

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
Sales revenue	12,987	1,057,373	\$ 950,000	\$ 950,000
Other revenue	-	6,706	10,000.00	\$ 10,000
Total revenue	12,987	1,064,079	960,000	960,000
Purchase For Resale	46,207	772,248	693,872	693,872
Professional Salaries, F.T.	3,167	40,695	42,245	42,245
Classified Salaries, F.T.	2,313	33,779	38,049	38,049
Classified Salaries, P.T.	1,399	4,091	1,295	1,295
Student Wages	-	-	5,000	5,000
Professional Services	-	-	-	-
Fringe Benefits	3,356	40,989	45,769	45,769
Compensation expenditures	10,235	119,554	132,358	132,358
Travel	-	-	1,500	1,500
Supplies	-	7,476	5,000	5,000
Bookstore Supplies	-	-	-	-
Miscellaneous Expenditures	385	1,033	1,000	1,000
Contractual Service	556	16,317	24,800	24,800
Sponsorships	-	-	-	-
Advertising	-	-	-	-
Telephone	-	-	-	-
Postage	-	57	1,200	1,200
Equipment	-	-	-	-
Other expenditures	941	24,883	33,500	33,500
Total expenditures	57,383	916,685	859,730	859,730
Net profit (loss)	\$ (44,396)	\$ 147,395	\$ 100,270	\$ 100,270

Seminole State College
Institutional Support- Statement of Budgeted Revenues and Expenditures
For the Period Ended June 30, 2022

	<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	\$ 15,983	\$ 338,626	\$ 298,994	298,994
Infrastructure Fee	17,462	373,875	328,893	328,893
Student Fees	<u>33,445</u>	<u>712,501</u>	<u>627,887</u>	<u>627,887</u>
Other Income-Overpayment	-	30,040	15,000	15,000
Other Income-Overpayment	324	(11,295)	-	-
Refunds / Reimbursements	28	21,270	35,000	35,000
Seminar fees	-	-	-	-
Vending maching commissions	24	1,879	1,250	1,250
Photocopy revenue	-	-	-	-
Repair and replacemnet, damaged property	-	-	-	-
Haney Center	500	3,025	500	500
Other income	<u>876</u>	<u>44,919</u>	<u>51,750</u>	<u>51,750</u>
Total Revenue	<u>34,321</u>	<u>757,420</u>	<u>679,637</u>	<u>679,637</u>
<u>EXPENDITURES</u>				
Professional Salaries, F.T.	-	500	-	-
Classified Salaries, F.T.	-	-	-	-
Classified Salaries, P.T.	-	-	-	-
Student Wages	-	-	-	-
Professional Services	8,000	157,685	105,000	105,000
Fringe Benefits	-	143	-	-
Personnel expenditures	<u>8,000</u>	<u>158,328</u>	<u>105,000</u>	<u>105,000</u>
Travel	18	3,265	9,000	9,000
Supplies	535	4,816	15,000	15,000
Bookstore Supplies	-	-	-	-
Miscellaneous Expenditures	508	34,147	32,800	32,800
Lease Payments	-	-	-	-
Contractual Service	-	-	-	-
Sponsorships	-	-	-	-
Advertising	-	-	-	-
Telephone	-	-	-	-
Postage	-	-	-	-
Equipment	-	-	-	-
Housing and book scholarships	76,331	1,053,150	900,000	900,000
Haney Center	-	-	6,000	6,000
Total Expenditures	<u>85,392</u>	<u>1,253,708</u>	<u>1,067,800</u>	<u>1,067,800</u>
Total Revenue Over (Under) Expenditures	<u>\$ (51,072)</u>	<u>\$ (496,288)</u>	<u>\$ (388,163)</u>	<u>(388,163)</u>

Seminole State College
Housing - Statement of Revenue and Expenditures
For the Period Ended June 30, 2022

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Rental revenue - Dorms	\$ -	\$ 968,171	\$ 1,044,100	1,044,100
Other revenue	1,095	15,540	5,000	5,000
Total revenue	<u>1,095</u>	<u>983,712</u>	<u>1,049,100</u>	<u>1,049,100</u>
Professional Salaries, F.T.	-	-	-	-
Classified Salaries, F.T.	-	-	-	-
Classified Salaries, P.T.	-	-	-	-
Student Wages	-	-	-	-
Professional Services	-	-	-	-
Fringe Benefits	-	-	-	-
Personnel expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Travel	-	25	-	-
Supplies	2,103	18,431	20,883	19,191
Miscellaneous Expenditures	8,850	96,784	90,439	83,113
Lease Payments	45,517	499,846	502,126	461,454
Contractual Service	-	1,709	7,000	6,433
Sponsorships	-	-	-	-
Advertising	-	-	-	-
Telephone	98	701	1,000	919
Utilities	6,995	101,053	85,000	78,115
Postage	-	-	-	-
Equipment	-	-	-	-
Other expenditures	<u>63,563</u>	<u>718,548</u>	<u>706,448</u>	<u>649,226</u>
Total expenditures	<u>63,563</u>	<u>718,548</u>	<u>706,448</u>	<u>649,226</u>
Net profit (loss)	<u>\$ (62,468)</u>	<u>\$ 265,163</u>	<u>\$ 342,652</u>	<u>\$ 399,874</u>

Seminole State College
Student Activities - Statement of Revenue and Expenditures
For the Period Ended June 30, 2022

	<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	\$ 17,556	\$ 368,168	\$ 328,893	\$ 315,079
Cultural & recreation fee	1,993	45,314	37,374	35,804
Athletic Administration	-	-	-	-
Golf-Women	-	-	-	-
Golf-Men	-	-	-	-
Womens Soccer	-	-	-	-
Men's Basketball	-	-	-	-
Women's Basketball	-	-	-	-
Volleyball	-	-	-	-
Baseball	-	-	-	-
Softball	-	-	-	-
Total Revenue	<u>19,548</u>	<u>413,481</u>	<u>366,267</u>	<u>350,884</u>
Athletic Administration	20,883	223,994	216,915	216,915
National Tournaments	23,968	76,723	46,756	46,756
Golf-Women	776	24,685	29,403	29,403
Golf-Men	1,934	22,747	27,232	27,232
Womens Soccer	1,331	48,952	57,614	57,614
Men's Basketball	673	31,691	47,974	47,974
Women's Basketball	673	28,269	48,169	48,169
Volleyball	513	22,311	37,614	37,614
Baseball	10,425	105,553	126,889	126,889
Softball	7,309	90,196	92,023	92,023
Student Government	1,834	5,638	12,000	12,000
Livestock Judging Team	-	-	10,000	10,000
PLC	7	7,296	15,000	15,000
SSC Aggie (AFAC)	-	-	-	-
Phi Theta Kappa (AFAC)	-	-	-	-
NASA (AFAC)	-	-	-	-
Student Nurse Association(AFAC)	-	-	-	-
Total Expenditures	<u>70,326</u>	<u>688,053</u>	<u>767,589</u>	<u>767,589</u>
Revenue Over (Under) Expenditures	<u>\$ (50,778)</u>	<u>\$ (274,572)</u>	<u>\$ (401,322)</u>	<u>\$ (416,705)</u>

Seminole State College
Restricted Funds - Statement of Revenue and Expenditures
For the Period Ended June 30, 2022

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
PELL	\$ 2,877,103	\$ 2,678,167	\$ 198,936
PELL Recovery	508	-	508
SEOG	80,000	80,000	-
Direct Loans	1,420,376	1,347,449	72,927
Student loan repayment	20,281	-	20,281
College Work Study	53,314	53,034	280
SSC Foundation	64,305	69,726	(5,421)
Private Scholarships	522,313	600,237	(77,924)
Private Loans	103,299	-	103,299
Cherokee Student Grants	40,000	40,000	-
Shawnee Tribe Student Grants	15,282	15,282	-
Citizen Pottawatomie Stud Grnt	38,074	36,824	1,250
Chickasaw Tribe Std Grants	104,277	109,377	(5,100)
OHLAP	353,574	324,584	28,990
Misc Indial Tribal Grants	65,360	67,091	(1,731)
Oklahoma Tuition Aid Grant	170,000	165,000	5,000
Subtotal Financial Aid	<u>5,928,065</u>	<u>5,586,771</u>	<u>341,294</u>
Title III Engaging Students in Science	-	-	-
Ub Math/Science #2	376,728	336,921	39,807
Ub Math/Science #1	355,889	317,757	38,132
Upward Bound #2	377,205	348,474	28,731
Upward Bound #1	504,905	458,426	46,479
Talent Search West	357,902	305,596	52,306
Talent Search Central	448,593	402,634	45,958
Dream Catcher Gear Up	825,625	773,102	52,523
STEM Student Support	253,351	250,250	3,101
Student Support Serices	294,588	291,376	3,212
NASNTI Grant	417,385	418,450	(1,064)
Scholars for Excellence	38,348	53,041	(14,693)
Carl Perkins	13,029	13,886	(858)
Subtotal Federal Grants	<u>4,263,547</u>	<u>3,969,912</u>	<u>293,635</u>
Care Bears	33,535	22,324	11,212
Nursing Student'S	2,628	1,985	643
Residential Deposits	11,960	-	11,960
Professional Staff Council	2,095	2,223	(128)
Upward Bound #2 Fund Raiser	1,465	1,954	(488)
Upward Bound M/S Fund Raiser	418	1,699	(1,281)
Ub Ms #2 Fund Raiser	375	1,154	(779)
Upward Bound #1 Fundraiser	2,123	2,040	83
Subtoal Other Restricted	<u>54,599</u>	<u>33,379</u>	<u>21,221</u>
Total	<u>\$ 10,246,212</u>	<u>\$ 9,590,062</u>	<u>\$ 656,149</u>

Seminole State College
Campus Organizations - Statement of Revenue and Expenditures
For the Period Ended June 30, 2022

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
NURSING COPY MACHINE	\$ 30.00	\$ -	\$ 30.00
VA REPORT FEE	950	-	950
CARE BEARS	\$ 33,535	\$ 22,324	\$ 11,212
FACULTY SENATE	2,875	2,165	710
SEMINOLE STATE AGGIE CLUB	2,856	2,214	642
SSC STUDENT PTA ASSOCIATION	-	500	(500)
NURSING STUDENTS MAILBOXES	50	48	3
STUDENT SENATE ORGANIZATION	414	-	414
UB #1 SUMMER FOOD PROGRAM	3,574	-	3,574
PHI THETA KAPPA	1,906	500	1,406
UBMS SUMMER FOOD PROGRAM	2,883	-	2,883
UB M/S #2 SUMMER FOOD PROGRAM	2,276	-	2,276
UB2 SUMMER FOOD PROGRAM	1,663	-	1,663
NURSING STUDENT'S	2,628	1,985	643
MLT BOC FEE	2,197	2,580	(383)
RESIDENTIAL DEPOSITS	11,960	-	11,960
PROFESSIONAL STAFF COUNCIL	2,095	2,223	(128)
CLASSIFIED STAFF ASSOCIATION	837	550	287
MU ALPHA THETA (MATH HONORS)	100	108	(8)
PSI BETA	135	125	10
UPWARD BOUND #2 FUND RAISER	1,465	1,954	(488)
UPWARD BOUND M/S FUND RAISER	418	1,699	(1,281)
UB MS #2 FUND RAISER	375	1,154	(779)
UPWARD BOUND #1 FUNDRAISER	2,123	2,040	83
SIGMA KAPPA DELTA	-	210	(210)
ART CLUB	230	-	230
SHOTGUN SHOOTING TEAM	7,670	5,171	2,499
P.R.I.D.E.	670	198	472
	<u>\$ 85,914</u>	<u>\$ 47,748</u>	<u>\$ 38,166</u>

GREGORY L. DOCKERY
9818 Willowbrook Loop
Fort Smith, Arkansas 72908
EMAIL: gregdockerypta4@gmail.com
(479) 462- 4514 (cell)

EDUCATION

Pittsburg State University, Pittsburg, KS
Bachelor of Science, Recreation Therapy and Administration, May 1992
Minor: Business Administration and Psychology

Carl Albert State College, Poteau, OK
Associate of Applied Science, Physical Therapy Assistant, July 1998

Indian Capital Technology Center, Sallisaw, OK
Surgical Technology, June 202

WORK EXPERIENCE

Physical Therapy Assistant – Full-Time

Aspire Home Health -- McAlester/Tulsa, OK
September 2018 -- July 2019
Physical Therapy Assistant (Home Health with a coverage area of McAlester, OK to Tulsa, OK)

Johnson Regional Hospital -- Clarksville, AR
November 2015 – August 2018
Physical Therapy assistant

- Acute Care, Inpatient Rehab and Outpatient Clinic with treatment and documentation of various diagnoses

Physical Therapy Clinic – Ozark, AR
February 2014 – April 2015
Physical Therapy Assistant

- Outpatient Clinic with treatment and documentation of various diagnosis

Legacy Health and Rehab, Fort Smith, AR
January 2005 – September 2009
Administrator

- Responsible for the overall operation of a Long Term Care Nursing Home

Chicot Memorial Hospital, Lake Village, AR
October 2003 – January 2005
Director of Rehabilitation Services

- Responsible for the overall operation of the Rehabilitation Department at Chicot Memorial Hospital for Home Health, Acute Care and Outpatient Services

HEALTHSOUTH Rehabilitation Hospital of Fort Smith, Fort Smith, AR
Physical Therapy Supervisor -- May 2002 – October 2003

Physical Therapy Assistant -- July 1998 – May 2002

- Responsible for the overall operation of the Physical Therapy Department for Inpatient Rehab Services
- Inpatient Rehab Services and Outpatient Services

Physical Therapy Assistant – Contracted and PRN

Hillcrest Hospital South -- Tulsa, OK

Physical Therapy Assistant -- July 2021 to Present

- Acute Care with treatment and documentation of various diagnose

Encompass Home Health – Sallisaw, OK

April 2015 – April 2016 (Agency decided to go with contract therapy company)

Physical Therapy Assistant (Home Health with a coverage area of Tahlequah to Roland, OK)

HEALTHSOUTH Rehabilitation Hospital of Fort Smith, Fort Smith, AR

October 2003 – May 2015

Physical Therapy Assistant (Inpatient Rehab and Outpatient Clinic)

Northwest Arkansas Mercy Home Health – Springdale, AR

October 2011 – May 2013

Physical Therapy Assistant (Home Health patient within the NW Arkansas area)

ViaCare Therapy

April 2009 – September 2012

Physical Therapy Assistant (Home Health patient within an area of McAlester to Roland, OK)

Amedisys Home Health – McAlester, OK (Office shut down by Amedisys)

March 2010 – December 2010

Physical Therapy Assistant Home Health patient with a coverage area of McAlester to Roland, OK

Physical Therapy Assistant Licenses:

- Arkansas – PTA 1652
- Oklahoma–PTA 1862
- Tennessee--PTA 7269
- Kentucky--PTA A03972

Physical Therapy Association:

- American Physical Therapy Association
- Oklahoma Physical Therapy Association
- Arkansas Physical Therapy Association
- APTA -- Home Health Section Member

Regent Appointment Dates

Seminole State College

Regent Ryan Pitts

Appointed July, 2020

Term Expires July 1, 2023

Seminole State College

Regent Kim Hyden

Appointed July, 2017

Term Expires July 1, 2024

Seminole State College

Regent Bryan Cain

Appointed April, 2014

Term Expires July 1, 2018

Reappointed July, 2018

Term Expires July 1, 2025

Seminole State College

Regent Marci Donaho

Appointed July, 2005

Reappointment July, 2012

Term Expires July 1, 2019

Reappointment July, 2019

Term Expires July 1, 2026

Seminole State College

Regent Curtis Morgan

Appointed July, 2013

Term Expires July 1, 2020

Reappointment July, 2020

Term Expires July 1, 2027

Seminole State College

Regent Ryan Franklin

Appointed July, 2014

Term Expires July 1, 2021

Reappointment July, 2021

Seminole State College

Regent Robyn Ready

Appointed July, 2022

Term Expires July 1, 2029

TRAVEL COMPENSATION

Each member of the Board shall be allowed necessary travel expenses (mileage), as may be approved by the Board, pursuant to the State Travel Reimbursement Act. (See Section 171, (c) of the Higher Education Code.)

BUSINESS TRANSACTIONS WITH COLLEGE

No member of the Board shall be employed upon any work to be performed in connection with Seminole State College, nor shall any member of said Board enter into any contract or business transaction involving a financial consideration with Seminole State College. [See Section 171, (b) of the Higher Education Code.]

OPERATING PROCEDURES - BYLAWS

The Board shall adopt and publish an official set of Bylaws in which the operating rules and procedures of the Board are set forth. The Bylaws should contain the dates and procedures for electing Board officers; the official duties of such officers; the regular meeting dates of the Board and procedures for calling special meetings; the official rules of order which shall govern the meetings of the Board; arrangements for keeping the official minutes of the Board; and other policies, rules, and regulations relating to the conduct of the Board's official business. The Bylaws should be kept current and should be published periodically.

BYLAWS AND RULES OF PROCEDURE FOR THE SEMINOLE STATE COLLEGE BOARD OF REGENTS

I Organization of the Board

- A. At the first official meeting in July of each year, the Board shall elect from among its members a Chairman, Vice-Chairman, and Secretary.

To serve as chairman of the board, the regent must have completed three full academic years (July 1 through June 30) of service, have attended at least 75% of all regular and special meetings during the most recently completed three year time frame, have completed (if required) the Regents Education Program required by state statute, and be elected chairman at a public meeting of the board of regents by a majority vote of board members at a meeting for which a quorum has been declared.

The office of vice chairman will normally, unless otherwise specified by a majority of the board, be filled by the regent whose term will end prior to other members of the board exclusive of the chairman.

The office of secretary will normally, unless otherwise specified by a majority of the board, be filled by the regent whose term will next end after the vice chairman's.

(Adopted July 1992)

TITLE:

OTHER EMPLOYEE BENEFITS

Tuition Waiver

Full-time employees, ~~their spouses~~, and their dependent children may enroll in courses at Seminole State College and receive a ~~tuition waiver~~ for those courses. ~~To promote health and wellness, Seminole State College employees may enroll in, any HPER activity classes and tuition costs will be waived.~~ No part of this policy shall preclude an employee, spouse, or dependent child from receiving other financial assistance from Seminole State College for which they qualify. (Reflects items deleted)

TUITION WAIVER PROPOSED REVISION

Full-time employees may enroll in courses at Seminole State College and receive a tuition waiver if the study is for the benefit of both the employee and the institution. Dependents of SSC full-time employees may also enroll in college credit courses and receive tuition waivers. The retaking of courses will not qualify for the tuition waiver for employees or their dependents. No part of this policy shall preclude an employee or dependent from receiving other financial assistance from Seminole State College for which they qualify. Exceptions to the terms of this policy may be granted on a case-by-case basis by the President upon recommendation from the appropriate Vice President.

Use of Recreational Facilities

All employees of Seminole State College are entitled to utilize recreational facilities when the facilities are open and properly staffed and when classes or other administratively approved activities are not utilizing the facility. Spouses and children of employees may use the recreational facilities under the same conditions as long as the employee accompanies them. Nothing in this policy should be construed as permitting unlimited and unconditional use of College facilities by employees or their spouses and/or children.

DATE OF ADOPTION: December 14, 2006
REVISION DATE(S): November 10, 2016

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

Melanie Rinehart

14502 Econtuchka Rd
Shawnee, OK 74804
Phone: 405-201-4451
E-mail: m.rinehart@sscok.edu

Dear President Reynolds:

I am a goal achieving, team playing, out of the box thinker that is interested in the Vice President of Fiscal Affairs position. As you will note from my enclosed resume, my experiences have afforded me the ability to gain and refine many skill sets, not only in the higher education industry but also, in management, leadership and accounting. I truly believe in the mission of Seminole State College and would like the opportunity to support that mission through administration.

Having multiple experiences with management of both finances and personnel, in both the private and public sectors, gives me a unique advantage at propelling direct reporting departments to the next level. Ideas such as multiple semester billing, yearlong payment plans for students, a bookstore focus group to advise on products, partnering with the Business department to utilize students' talent for marketing campaigns for the bookstore, helping financial aid conduct financial literacy sessions for students, promotion of GEAR UP expanding to additional schools and boosting morale with team building experiences are just a few ideas that I would like to explore as the VPFA.

Additionally, I have continually seized opportunities over my years at SSC to diversify my knowledge and skill sets on campus. I have served as an adjunct instructor, a member of Professional Staff, a member of the Assessment Committee, a member of the Student Success Committee, a member of the Distance Education Committee and a Returning Student Academic Advisor. I have taught Introduction to Business and Learning Strategies in an in-person environment, as well as an online Speech course. To ensure that I serve students to the highest level, I sought out, paid for, and achieved a Quality Matter's certificate in "Designing your Online Course" and "Improving Your Online Course". I have purchased the Quality Matter's Higher Education Rubric to further my skill set.

I have a serious passion to help students obtain their degree by the most fiscally responsible means possible which drives my interest in this position. Due to the recent pandemic, it is more important than ever to meet students wherever they are in their lives. We can do that with intentional, thoughtful, and intrusive student support. It would be an honor to serve as the Vice President of Fiscal Affairs for Seminole State College.

My background in leadership and customer service, my MBA and my knowledge of the industry, makes me a perfect candidate for your position and an asset to your organization. Thank you for your consideration and your time.

Sincerely,



Melanie Rinehart
405-201-4451

Melanie Rinehart, MBA FAAC

14502 Econtuchka Rd

Shawnee, OK 74804

Phone: 405-201-4451 E-mail: m.rinehart@sscok.edu

Objective

To be an asset as an administrator of Seminole State College, who promotes both professional and personal growth in employees, as well as the mission of the college.

Summary of Skills

- Effective leader by fostering a teamwork atmosphere with permanent and temporary staff
- Develop and execute multiple budgets
- Negotiate and secure contracts
- Poised and eloquent public speaker
- Firsthand experience with worldwide range of cultures
- Excelled communicator with various demographics
- Educated in identifying personalities and assessing the best means of communication
- Experienced in developing marketing strategies for different publics
- Strongly self-motivated, enthusiastic and profit oriented
- Sharp, innovative, quick learner; proven ability to adapt quickly to a challenge
- Knowledgeable in Microsoft Word, Excel, PowerPoint. Types 55 – 60 wpm with 100% accuracy
- Knowledgeable in COD, NSLDS, FAFSA, EdExpress, EDConnect, G5, Jenzabar and PowerFAIDs software

Relevant Experience

Seminole State College (November 2105 – Present)

Interim Executive Director of Business Services (April 2022 – Present)

- Immediately assumed Vice President of Fiscal Affairs duties including the oversight of the Business Office, Financial Aid, SSC Bookstore and GEAR UP
- Worked with campus to develop the yearly budget
- Edited RFP contracts and negotiated new contracts
- Evaluated processes in the department and researched means of making services more customer friendly for students, parents, faculty, staff and third-party entities
- Coordinating efforts to improve the student billing experience to ease financial burdens on students
- Submitted reports to OSRHE, State of Oklahoma and auditors
- Member of Oklahoma Association of College and University Business Officers (OACUBO)
- Member of OSRHE Council of Business Officers (COBO)

Director of Distance Education (April 2021 – Present)

- Created the structure and goals for the Online Degree Office
- Worked with SSC IT to develop processes and configure technological systems to best serve students
- Developed a “one-stop” model of customer service for students that has been highly praised by students
- Organized an online resource center in Brightspace that allows students to connect with on-campus resources, as well as other online students
- Oversaw the SSC CORE Alert system which allows for interventions with high-risk students
- Tripled the original goal of 30 students for Fall 2021
- Responsible for all informational presentations given to local organizations and statewide organizations
- Collaborated with the SSC Nursing department on initiating the widely successful LPN to RN online program, which accepted its first cohort in Spring 2022
- Advised, enrolled and served online students
- Presented at the 2022 Oklahoma Learning Innovations Summit (OKLIS)
- Member of OSRHE Online Consortium of Oklahoma (OCO)
- Member of OSRHE Council for Online Learning Excellence (COLE)
 - Named Student Success Committee Co-Chair
 - **Recognized as the 2022 COLE Individual Leadership Award recipient**

Director of Financial Assistance (November 2015 – April 2021)

- Encouraged and developed three full time employees through training and daily interaction
- Responsible for insuring all rules and regulations (both federal and state) are implemented and followed
- Continually update SSC's Policy and Procedures manual
- Responsible for monthly reconciliation, internal/external audits, IFAP, FISAP and many other reports
- Designed and executed FAFSA Days. An event to help students complete FAFSA on October 1st
- Developed student-centric presentations for Freshman orientation class and other learning opportunities
- Successfully lead and executed a complete IT overhaul moving from Poise to Jenzabar EX/PowerFAIDs
- Successfully navigated renewing SSC's PPA agreement
- Implemented the use of social media to improve communications with students
- Serve on SSC Student Success Committee, as an Advisor to 20+ students and instructed a Business and Learning Strategies course
- Served on OASFAA Board, SWASFAA Board and NASFAA's Advocacy Network
- Attended and/or presented at multiple conferences including FSA, NASFAA, PowerFAIDs, Jenzabar, OASFAA, SWASFAA
- **Obtained NASFAA Certified Financial Aid Administrator (FAAC) certification**
- **Achieved nine nationally-recognized credentials from the National Association of Student Financial Aid Administrators (NASFAA)**
- **Obtained NFEA Certified Financial Educator Instructor (CFEI) certification**
- **2017 SSC/Seminole Chamber of Commerce Staff Employee of the Month**
- **2018 OASFAA/SWASFAA Philo Brasher Award Recipient**

St. Gregory's University – Shawnee, OK (January 2013 – November 2015)

Staff Accountant (Sept 2014 – November 2015)

- Responsible for daily review, balancing and reconciling bank accounts
- Maintaining and generating draws from the Federal G5 account for Financial Aid
- Responsible for setup and maintenance of budgets within CVUE
- Assist with student receivables accounts and accounts payable when needed
- Coordinating and overseeing yearly audit

Senior Financial Aid Counselor (August 2013 – September 2014)

- Responsible for counseling, awarding and processing financial aid for traditional and adult students
- Daily review of notices from IFAP and Oklahoma State Regents concerning changes and updates
- **Achieved five nationally-recognized credentials from the National Association of Student Financial Aid Administrators (NASFAA)**
- Configured and developed all aspects of Financial Aid in CampusVue software
 - Responsible for continued updates and reconfiguration in system
 - Attended 2014 CampusVue National Conference
- Researched and developed institutional financial aid policies
- Developed and presented Financial Aid information sessions for parents, students and adult students

Financial Aid Counselor (January 2013 – August 2013)

- Responsible for counseling, awarding and processing financial aid for traditional and adult students
 - Attended 14 + web seminars to educate myself on financial aid
 - Became knowledgeable of the financial aid industry in a limited amount of time
 - Counseled students and parents in face to face sessions as well as over the phone/email
 - Developed and maintained tracking documents
- Proficient in EdExpress, EdConnect and Poise Software
- Knowledgeable on IFAP, NSLDS, FAFSA and other government/financial aid websites
- Developed and designed forms needed for the department
- Assisted with validation and set up for IT upgrade

YWCA Oklahoma City – Oklahoma City, OK (August 2012 – October 2012)

Event Coordinator

- Manager five fundraising events
 - Golf tournament, luncheon, breakfast, 5K run and gala/auction
 - Experienced three of the five events within two months
 - Was an immediate asset with little training required

National Reining Horse Association – Oklahoma City, OK (May 2004 – August 2012)

Director of Events

- Managed five Reining horse events
 - Two in Oklahoma City, OK; one in Fort Worth, TX; one in Kreuth, Germany; one in Manerbio, Italy
 - One event is two weeks and the largest Reining event in the world with over 1,500 exhibitors and 80,000 spectators
 - Effectively created the Fort Worth event from scratch achieving many goals
- Organized all aspects of a convention for 300 people and produced a year end banquet
- Created outreach and marketing tools to help educate members on programs
- Liaison for multiple committees
- Assisted in writing SOWs for a \$750,000 IT upgrade across the organization
- Prepared and presented departmental and organizational reports to the Board of Directors
- Honored as a guest speaker at Central New York Reining Horse Association's Awards Banquet

Education

St. Gregory's University – Shawnee, OK

Masters in Business Administration (2014 – 2015)

- Graduated with a 4.0 GPA and a member of Golden Key International Honour Society
- 3rd place finish the 2015 Oklahoma Governor's Cup business plan competition – Graduate Level
- Distinguished as the 2014-15 Outstanding MBA Student

University of Oklahoma – Norman, OK

B.A. in Journalism and Mass Communication with emphasis in Public Relations (1998-2002)

- Minor in History and in Communication
- Member of Phi Sigma Pi, Honors Fraternity
- Member of Alpha Phi Omega, Community Service Fraternity
 - Held many leadership positions and offices within the organization

Redland Community College – El Reno, OK

Associates in Equine Science (2002-2004)

- Equine Science Student of the Year

Personal Involvement and Achievements

- Member of Rotary International and Seminole Rotary Club
 - 2018-2019 Seminole Rotary President
- Selected to participate in and completed the Leadership Seminole program

References

Dr. Linda Goeller

Retired Vice President of Academic Affairs, Seminole State College – 918-706-2195

Amy Britt

Chief Executive Officer, Seminole Chamber of Commerce – 405-323-8753

Mendy Schmerer

Director, Office of Student Financial Aid, University of Oklahoma Health Science Center – 405-850-4150



Academic
HealthPlansSM

Seminole State College

2022-2023 Intercollegiate Sports Accident Insurance Proposal



Presented by:
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ahpcare.com

July 6, 2022

Seminole State College
2701 Boren Blvd.
Seminole, OK 74868

Cost and Benefits Proposal

2022-23 Athletic Accident Insurance Program

Underwritten By: Zurich Insurance Company
Rated "A+" (Superior) by A.M. Best

Claims Administration: BMI

Plan Outline:

Insured participants are all student athletes, student managers, student trainers, student coaches, student cheerleaders, dance/drill teams and mascots if listed in the sports census section for bodily injury sustained during an athletic event or other activity which is authorized by, organized by, or directly supervised by an official representative of the Policyholder, including practices, games, off-season body conditioning and related covered travel. In addition, prospective student athletes and their chaperones are covered for activities during or directly related to a visit for which the athlete was invited by the Policyholder.

For student cheerleaders, dance/drill teams and mascots coverage is only effective for activities performed as part of an intercollegiate sports team activity unless Expanded coverage is purchased.

Claims will be paid EXCESS of all other insurance for expenses incurred within the benefit period.

This is a general summary of the insurance. All standard provisions, limitations and exclusions of proposed insurance benefits are outlined in a specimen policy that is available upon request.

Plan Limits:

Accidental Medical Expense Maximum	\$25,000	Air or Ground Ambulance	100% U&C
Accidental Death and Dismemberment	\$10,000	Orthopedic Appliance (Max.)	100% U&C
Air Travel Only Aggregate	\$1,000,000	Physical Therapy (Max.)	100% U&C
Policy Type	Excess	Dental Benefit	Incl. in Max.
Deductible (Aggregate/Reducing)	See below	Off Season Conditioning	Included
Benefit Period	104 weeks	Heart / Circulatory Death Benefit	Included
Incurring Period for First Expense	90 Days	Expanded Medical Benefit	Included
Coverage Term	Annual	Coordination with HMO/PPO	Included
Proposed Effective Date	August 1, 2022	Re-Injury Benefit	Included

Sports Census:

Men – Baseball, Basketball, Golf and Student Managers

Women – Basketball, Golf, Soccer, Softball, Student Managers and Volleyball

Plan Cost:

Oklahoma Community College Consortium 2022-23

Aggregate Deductible:	\$313,500
Stop-Loss Insurance Premium:	\$40,000
Claims Administration Fee:	\$26,000
AHP Consulting Fee:	\$20,000

Seminole State College 2022-23

Per Claim Deductible (Reducing):	\$5,000
Total Aggregate Deductible:	\$37,056
**Initial Aggregate Collected (65%):	\$24,086
Stop-Loss Insurance Premium:	\$4,728
Claims Administration Fee:	\$3,250
AHP Consulting Fee:	\$2,500

Initial Invoice: \$34,564

Potential Maximum Cost: \$47,534

**Institution is responsible up to the total aggregate deductible amount listed. Additional invoices for the remaining portion of the aggregate may be necessary if claims warrant.*

NOTE: The above Plan Cost is presented as a total consortium purchase only.

In accordance with the Producer Licensing Model Act (PLMA), Section 9 of Act 1697 of 2005, Academic HealthPlans, Inc. discloses to you, the potential client, that we will receive a portion of the quoted premium as commission from the insurance company in exchange for providing services to you on their behalf.

This shall serve as official notice that it is our intention to accept this proposal as indicated above. I further certify that I have verified the activities listed in the sports census and accept that changes to the list may or any of the coverages outlined may result in additional premium due.

Signature

Title

Date