

**SEMINOLE STATE COLLEGE
BOARD OF REGENTS REGULAR MEETING
Thursday, January 21, 2021**

**Business Session
Enoch Kelly Haney Center – Utterback Ballroom 1:00 P.M.**

- I. **CALL TO ORDER**
- II. **ROLL CALL OF MEMBERS**
- IV. **INTRODUCTION OF GUESTS**
- V. **READING AND APPROVAL OF MINUTES**
[Regular Meeting December 17, 2020](#)
- VI. **COMMUNICATIONS TO THE BOARD**
[Financial Report – December 31, 2020](#)

Report on Purchases over \$15,000 for December - None

- VII. **HEARING OF DELEGATIONS**
None at the time of filing of the agenda.
- VIII. **PRESIDENT'S REPORT**
 - Personnel Update
 - Enrollment Update
 - Campus Activities
 - Deferred Maintenance/Master Lease Proposal
 - 2020 Year-In-Review

IX. **BUSINESS**

[A. Review and consider approval of recommendation to enter into a contract with Hinkle & Company, PC for professional auditing services](#)

Board Action: Approve/Revise/Reject

B. Executive Session

Pursuant to Policy II-4-1 the Board may vote to convene into executive session to discuss the employment of the President pursuant to Section 307(b)(1) of the Oklahoma Open Meeting Act, 25 O.S.2011, 301-314, *“discussing the employment, hiring, appointment, promotion, disciplining or resignation of any individual salaried public officer or employee”*

1. Review and consider terms of employment of Ms. Lana Reynolds as President of Seminole State College
2. Vote to Return to Open Session

Board Action: As Appropriate

C. Consideration and possible action regarding terms of employment and compensation of Ms. Lana Reynolds as President of Seminole State College

Board Action: As Appropriate

D. 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

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 January 20, 2021.

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING December 17, 2020

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 Utterback Ballroom of the Enoch Kelly Haney Center.

II. Roll Call of Members

Roll call was conducted. Regent McQuiston and Regent Cain were absent. Regents present were Morgan, Franklin, Pitts, Hyden and Donaho.

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 meeting held October 22, 2020; Regent Donaho made a motion to approve the minutes as written and Regent Hyden seconded the motion. Roll call was as follows: Pitts, yes; Donaho, yes; Hyden, yes; Franklin, yes; Morgan, yes.

V. Communications to the Board

Financial Report – Ms. Courtney Jones, Interim Vice President for Fiscal Affairs, presented a review of the College's revenue and expenses through November 30, 2020. Regent Pitts made a motion to approve the Financial Report as presented and Regent Donaho seconded the motion. Roll call was as follows: Pitts, yes; Donaho, yes; Hyden, yes; Franklin, yes; Morgan, yes.

Purchases over \$15,000 for October - None

Purchases over \$15,000 for November - CDW Government - \$56,898.84

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 informed the Board that Melissa Nugent has been hired as the Comptroller, Lynette Atchley has been hired as the Assistant Professor of Art and Brooks Nickell has been hired as the Web and Media Coordinator. Dr. Deanna Miles has been hired as the Assistant Professor of Life Science. Pending an appointment of Courtney Jones, Holly Wilson-Byrd will be appointed the position of Director of Human Resources.

2021 Board Meeting Dates – President Reynolds presented the Board with a list of proposed meeting dates for 2021.

Covid -19 Update– President Reynolds discussed the campus Covid-19 student and faculty/staff positive and quarantine numbers for the fall semester and the plans for the spring semester.

Update on Enrollment – President Reynolds gave the Board members an update on fall enrollment and the enrollment forecast for the spring semester.

Campus Activities – President Reynolds gave the Board members information about the following campus activities:

- Virtual Game Show
- Free Ice Cream Day
- Free Hot Chocolate Day
- Outdoor Scary Movie Event
- De-Stressor Week Activities – Free Grab Bags, Free Stocking to Color, Free Pillow to Make, and Free Roll of Toilet Paper
- Botany Class Planter Contest
- Celebration of First-Generation Students, Faculty and Staff by Student Support Services
- Leadership Class Food Drive
- Virtual OACC Conference hosted by Seminole State College
- OACC Staff Member of the Year Awarded to Susan Shumaker
- PLC Holiday Event
- Angel Tree adoptions coordinated by the Classified Staff Association
- SSC Educational Foundation Campus Assessment Software Purchase
- SSC Educational Foundation No Show Holiday Fundraiser
- SSC December Nursing Pinning Ceremony
- Oklahoma Attorney General's Office Change – Matt Stangl

VIII. Business

Motion to Enter into Executive Session to discuss the position of Vice President for Fiscal Affairs –The Board retired into executive session to discuss the position of the Vice President for Fiscal Affairs. Regent Franklin made a motion to enter into executive session and Regent Donaho seconded this motion. Roll call was as follows: Pitts, yes; Donaho, yes; Hyden, yes; Franklin, yes; Morgan, yes.

Motion to Enter into Open Session – Regent Morgan recommended that the Board go back into open session to present a motion on the item discussed in executive session. Regent Pitts made a motion to enter back into open session and Regent Donaho seconded this motion. Roll call was as follows: Pitts, yes; Donaho, yes; Hyden, yes; Franklin, yes; Morgan, yes.

Motion on the position of Vice President for Fiscal Affairs – Chairman Morgan stated that he appreciated Ms. Jones’ diligent work as interim Vice President for Fiscal Affairs and wholeheartedly approved of appointing her as the Vice President for Fiscal Affairs. Regent Donaho made a motion to appoint Ms. Courtney Jones as Vice President for Fiscal Affairs and Regent Hyden seconded this motion. Roll call was as follows: Pitts, yes; Donaho, yes; Hyden, yes; Franklin, yes; Morgan, yes.

IX. Consent Agenda

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

- Degree Program Modification for the Associate in Applied Science in Applied Technology Degree (120) - Deletion
- New Degree Program Request for the Associate in Applied Science in Applied Technology Degree (875) – Traditional and Online Format
- Degree Program Modification for the Associate in Science in Business Degree (203)
- Degree Program Modification for the Associate in Science in Health, Physical Education, and Recreation (206)

X. Adjournment

There being no further business or discussion the meeting was adjourned at 1:42 p.m.

Curtis Morgan, Chair

**Seminole State College
Combining Statement of Net Assets
As of December 31, 2020**

	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	\$ 1,685,836	\$ 54,457	\$ 578,403	\$ (1,636)	\$ -	\$ 22,494	\$ 289,706	\$ -	\$ 2,629,260
Accounts Receivable, net	2,083,249	580,658	-	-	-	-	-	-	2,663,907
Capital Assets, net	-	-	-	-	-	-	-	18,906,846	18,906,846
Total Assets	3,769,086	635,115	578,403	(1,636)	-	22,494	289,706	18,906,846	24,200,014
Accounts Payable	(7,239)	86,075	-	-	12,464	-	-	-	91,301
Other Accrued Expenses	-	-	-	(1,636)	-	-	-	-	(1,636)
Due To/From Other Funds	(66,314)	34,036	-	-	32,955	-	(588)	-	89
Unearned Revenue	1,641,782	20,170	-	-	-	-	-	-	1,661,953
Current Portion of Noncurrent Liabilities	-	-	-	-	-	-	-	1,417,185	1,417,185
Premiums	-	-	-	-	-	-	-	573,577	573,577
Capital Lease Obligations Payable to State Agencies	-	-	-	-	-	-	-	12,629,745	12,629,745
Total Liabilities	1,568,229	140,282	-	(1,636)	45,419	-	(588)	14,620,507	16,372,214
Beginning Net Position	1,670,321	557,817	443,114	-	37,175	19,770	690,732	4,286,339	7,705,268
Change in Net Position	530,536	(62,984)	135,289	-	(82,595)	2,724	(400,438)	-	122,532
Ending Net Position	\$ 2,200,857	\$ 494,833	\$ 578,403	\$ -	\$ (45,419)	\$ 22,494	\$ 290,294	\$ 4,286,339	\$ 7,827,800

Seminole State College
Combining Statement of Revenues, Expenses and Changes in Net Assets
For the Period Ended December 31, 2020

	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	\$ 2,686,978	\$ 526,368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,213,346
Federal grants and contracts	72,669	2,275,172	-	-	-	-	132,060	-	2,479,901
State and private grants and contracts	-	539,150	-	-	-	6,800	-	-	545,950
Auxiliary enterprise charges:	-	-	-	-	-	-	-	-	-
Housing	-	421,421	-	-	-	-	-	-	421,421
Food Service	-	337,977	-	-	-	-	-	-	337,977
Bookstore	-	758,930	-	-	-	-	-	-	758,930
Student Union	-	-	-	-	-	-	-	-	-
Athletics	-	-	-	-	-	-	-	-	-
All other	-	-	-	-	-	-	-	-	-
Other operating revenues	464,929	63,567	-	-	-	-	-	-	528,496
Total operating revenues	<u>3,224,575</u>	<u>4,922,586</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,800</u>	<u>132,060</u>	<u>-</u>	<u>8,286,022</u>
Operating Expenses									
Compensation and benefits	3,472,152	1,319,454	-	-	82,595	-	21,070	-	4,895,271
Contractual services	364,000	184,952	-	-	-	-	14,725	-	563,677
Supplies and materials	121,919	1,344,247	18,332	-	-	-	85,050	-	1,569,548
Scholarships and fellowships	473,842	3,701,181	-	-	-	-	265,308	-	4,440,331
Communications	29,709	23,279	-	-	-	4,076	-	-	57,064
Depreciation	-	-	-	-	-	-	-	-	-
Utilities	163,139	43,101	-	-	-	-	-	-	206,239
Other	336,498	971,447	220,729	-	-	-	146,345	-	1,675,020
Total Operating Expenses	<u>4,961,259</u>	<u>7,587,661</u>	<u>239,061</u>	<u>-</u>	<u>82,595</u>	<u>4,076</u>	<u>532,498</u>	<u>-</u>	<u>13,407,150</u>
Operating income (loss)	<u>(1,736,683)</u>	<u>(2,665,075)</u>	<u>(239,061)</u>	<u>-</u>	<u>(82,595)</u>	<u>2,724</u>	<u>(400,438)</u>	<u>-</u>	<u>(5,121,128)</u>
Non-operating Revenues (Expenses)									
State appropriations	2,267,219	-	-	-	-	-	-	-	2,267,219
Federal grants - non-operating	-	2,297,212	-	-	-	-	-	-	2,297,212
State grants - non-operating	-	300,222	-	-	-	-	-	-	300,222
Contributions and other nonoperating revenues	-	-	-	-	-	-	-	-	-
Investment revenue	-	4,657	-	-	-	-	-	-	4,657
Net non-operating revenue (expenses)	<u>2,267,219</u>	<u>2,602,091</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,869,310</u>
Income (loss) before other revenues, expenses, gains, losses and transfers	<u>530,536</u>	<u>(62,984)</u>	<u>(239,061)</u>	<u>-</u>	<u>(82,595)</u>	<u>2,724</u>	<u>(400,438)</u>	<u>-</u>	<u>(251,818)</u>
Capital appropriations - state	-	-	374,350	-	-	-	-	-	374,350
Contributed capital-donated capital asset	-	-	-	-	-	-	-	-	-
Transfers from (to)	-	-	-	-	-	-	-	-	-
Change in Net Position	<u>530,536</u>	<u>(62,984)</u>	<u>135,289</u>	<u>-</u>	<u>(82,595)</u>	<u>2,724</u>	<u>(400,438)</u>	<u>-</u>	<u>122,532</u>
Net Assets, Beginning of Year	<u>1,670,321</u>	<u>557,817</u>	<u>443,114</u>	<u>-</u>	<u>37,175</u>	<u>19,770</u>	<u>690,732</u>	<u>4,286,339</u>	<u>7,705,268</u>
Net Assets, End of Year	<u>\$ 2,200,857</u>	<u>\$ 494,833</u>	<u>\$ 578,403</u>	<u>\$ -</u>	<u>\$ (45,419)</u>	<u>\$ 22,494</u>	<u>\$ 290,294</u>	<u>\$ 4,286,339</u>	<u>\$ 7,827,800</u>

Seminole State College
Combining Statement of Changes in Cash and Cash Equivalents
For the Period Ended December 31, 2020

	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	\$ 1,260,017	\$ 341,227	\$ 443,114	\$ (1,936)	\$ 75,805	\$ 19,770	\$ 546,238	\$ -	\$ 2,684,233
Change in Net Position	530,536	(62,984)	135,289	-	(82,595)	2,724	(400,438)	-	122,532
Items not providing/using cash									
Change in accounts receivable	(123,453)	45,627							(77,826)
Unearned revenue	92,700	(206,393)							(113,693)
Accounts payable	(7,649)	21,228			6,790				20,369
Other accrued liabilities				300					300
Due to/from other funds	(66,314)	(84,248)					143,907		(6,655)
Cash basis adjustments to change in Net Position	(104,716)	(223,785)	-	300	6,790	-	143,907	-	(177,505)
Cash and Cash Equivalents, Ending	<u>\$ 1,685,836</u>	<u>\$ 54,457</u>	<u>\$ 578,403</u>	<u>\$ (1,636)</u>	<u>\$ -</u>	<u>\$ 22,494</u>	<u>\$ 289,706</u>	<u>\$ -</u>	<u>\$ 2,629,260</u>

Seminole State College
Education and General - Statement of Budgeted Revenues and Expenditures
For the Period Ended December 31, 2020

	<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	\$ 401,780	\$ 2,267,219	\$ 4,513,429	\$ 2,256,715
Tuition	63,288	1,567,125	3,401,424	1,877,586
Non-Resident Tuition Fees	14,260	240,109	352,450	194,552
Remedial Course Fee	1,849	24,025	42,000	23,184
Tuition	<u>79,397</u>	<u>1,831,259</u>	<u>3,795,874</u>	<u>2,095,322</u>
STEM Academic Excellence Fee	5,317	63,511	123,000	67,896
LAH Academic Excellence Fee	2,316	28,123	55,000	30,360
Bus & Ed Academic Excellence Fee	3,960	32,975	63,000	34,776
Health Science Academic Excellence Fee	455	7,245	15,000	8,280
Social Science Academic Excellence Fee	2,341	29,120	55,000	30,360
Physical Therapist Assistance Fee	-	3,860	6,000	3,312
Technology Service Fee	9,492	143,248	275,000	151,800
Bus And Ind Additional Fees	-	-	-	-
Nursing Fee	2,868	40,049	84,000	46,368
Laboratory Fees	3,112	42,538	87,000	48,024
Medical Lab Tech Fee	480	5,180	11,000	6,072
Electronic Academic Access Fee	3,453	43,889	86,000	47,472
Dist Education/Outreach Fee	10,939	123,364	159,000	87,768
Academic Course Fees	<u>44,733</u>	<u>563,101</u>	<u>1,019,000</u>	<u>562,488</u>
Other Student Fees	<u>22,024</u>	<u>292,618</u>	<u>527,000</u>	<u>290,904</u>
Total Tuition and Fees	<u>146,155</u>	<u>2,686,978</u>	<u>5,341,874</u>	<u>2,948,714</u>
Other Income	<u>55,596</u>	<u>537,598</u>	<u>889,627</u>	<u>491,074</u>
Total Revenue	<u>603,531</u>	<u>5,491,794</u>	<u>10,744,930</u>	<u>5,696,503</u>
<u>EXPENDITURES</u>				
Instruction	369,560	2,131,136	4,661,853	1,897,374
Research	-	-	-	-
Public Service	-	-	-	-
Academic Support	33,643	175,844	409,453	166,647
Student Services	77,403	585,035	1,173,128	477,463
Institutional Support	113,389	858,709	1,723,513	701,470
Physical Plant	103,169	736,691	1,875,085	763,160
Scholarships and Tuition Waivers	11,687	473,842	901,898	367,072
Total Expenditures	<u>708,851</u>	<u>4,961,259</u>	<u>10,744,930</u>	<u>4,373,187</u>
Total Revenue Over (Under) Expenditures	<u>\$ (105,321)</u>	<u>\$ 530,536</u>	<u>\$ -</u>	<u>\$ 1,323,317</u>

Seminole State College
Auxiliary Summary Statement of Revenue and Expenditures
For the Period Ended December 31, 2020

	CURRENT MONTH	YEAR TO DATE	BUDGET	
			ANNUAL	YEAR-TO-DATE
<u>REVENUES</u>				
Contractual Food Service	\$ 44,435	\$ 337,977	\$ 735,100	\$ 346,232
Bookstore	18,386	758,653	1,443,500	811,247
Institutional Support	26,650	351,128	707,707	389,239
Seminole/Roesler Residential Centers	25,171	552,481	1,059,300	517,998
Student Activities	13,833	194,473	382,500	207,315
Total Revenues	128,476	2,194,713	4,328,107	2,272,031
<u>EXPENDITURES</u>				
Contractual Food Service	48,625	324,370	700,400	358,605
Bookstore	29,308	592,834	885,437	584,389
Institutional Support	42,870	666,330	1,311,200	691,002
Seminole/Roesler Residential Centers	52,895	421,179	700,120	368,963
Student Activities	30,734	277,300	730,950	385,210
Total Expenditures	204,432	2,282,014	4,328,107	2,388,170
Revenue Over (Under) Expenditures	\$ (75,957)	\$ (87,300)	\$ (0)	\$ (116,139)

Seminole State College
Food Service - Statement of Revenue and Expenditures
For the Period Ended December 31, 2020

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
Meals revenue	\$ 43,755	\$ 337,298	\$ 654,100	\$ 308,081
Other revenue	680	680	81,000	38,151
Total revenue	44,435	337,977	735,100	346,232
Travel	-	-	-	-
Supplies	-	-	2,000	1,024
Miscellaneous Expenditures	48,625	324,370	697,400	357,069
Contractual Service	-	-	1,000	512
Sponsorships	-	-	-	-
Advertising	-	-	-	-
Telephone	-	-	-	-
Postage	-	-	-	-
Equipment	-	-	-	-
Total expenditures	48,625	324,370	700,400	358,605
Net profit (loss)	\$ (4,190)	\$ 13,607	\$ 34,700	\$ (12,373)

Seminole State College
Institutional Support- Statement of Budgeted Revenues and Expenditures
For the Period Ended December 31, 2020

	<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	\$ 11,445	\$ 159,332	\$ 310,707	\$ 170,888.85
Infrastructure Fee	12,848	172,564	342,000	188,100
Student Fees	<u>24,293</u>	<u>331,895</u>	<u>652,707</u>	<u>358,989</u>
Other Income-Overpayment	277	9,182	20,000	11,000
Refunds / Reimbursements	2,080	9,335	35,000	19,250
Seminar fees	-	-	-	-
Vending matching commissions	-	716	-	-
Photocopy revenue	-	-	-	-
Repair and replacement, damaged property	-	-	-	-
Haney Center	-	-	-	-
Other income	<u>2,357</u>	<u>19,233</u>	<u>55,000</u>	<u>30,250</u>
Total Revenue	<u>26,650</u>	<u>351,128</u>	<u>707,707</u>	<u>389,239</u>
<u>EXPENDITURES</u>				
Professional Salaries, F.T.	250	250	-	-
Classified Salaries, F.T.	-	-	-	-
Classified Salaries, P.T.	-	-	-	-
Student Wages	-	-	-	-
Professional Services	-	56,772	190,000	100,130
Fringe Benefits	73	73	-	-
Personnel expenditures	<u>323</u>	<u>57,095</u>	<u>190,000</u>	<u>100,130</u>
Travel	8	8	9,000	4,743
Supplies	27,851	102,166	15,000	7,905
Bookstore Supplies	-	-	-	-
Miscellaneous Expenditures	9,337	60,707	132,200	69,669
Contractual Service	-	-	-	-
Sponsorships	-	-	-	-
Advertising	-	93	-	-
Telephone	-	-	-	-
Postage	-	-	-	-
Equipment	-	-	-	-
Housing and book scholarships	5,352	440,712	900,000	474,300
Haney Center	-	5,549	60,000	31,620
			5,000	2,635
Total Expenditures	<u>42,870</u>	<u>666,330</u>	<u>1,311,200</u>	<u>691,002</u>
Total Revenue Over (Under) Expenditures	<u>\$ (16,220)</u>	<u>\$ (315,202)</u>	<u>\$ (603,493)</u>	<u>\$ (301,764)</u>

Seminole State College
Bookstore Statement of Revenue and Expenditures
For the Period Ended December 31, 2020

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
Sales revenue	\$ 18,112	\$ 756,354	\$ 1,440,000	\$ 809,280
Other revenue	274	2,300	3,500	\$ 1,967
Total revenue	18,386	758,653	1,443,500	811,247
Purchase For Resale	19,153	527,916	750,000	495,000
Professional Salaries, F.T.	3,520	21,123	42,245	27,882
Classified Salaries, F.T.	2,150	12,795	25,545	16,860
Classified Salaries, P.T.	-	-	-	-
Student Wages	-	-	8,310	5,485
Professional Services	-	-	-	-
Fringe Benefits	2,899	17,368	28,900	19,074
Compensation expenditures	8,569	51,286	105,000	69,300
Travel	-	-	1,587	1,048
Supplies	55	302	2,850	1,881
Bookstore Supplies	-	62	-	-
Miscellaneous Expenditures	38	593	1,000	660
Contractual Service	1,493	12,640	25,000	16,500
Sponsorships	-	-	-	-
Advertising	-	-	-	-
Telephone	-	-	-	-
Postage	-	36	-	-
Equipment	-	-	-	-
Other expenditures	1,586	13,632	30,437	20,089
Total expenditures	29,308	592,834	885,437	584,389
Net profit (loss)	\$ (10,922)	\$ 165,820	\$ 558,063	\$ 226,858

Seminole State College
Housing - Statement of Revenue and Expenditures
For the Period Ended December 31, 2020

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Rental revenue - Dorms	\$ 25,171	\$ 420,161	\$ 820,300	401,127
Rent - Talent Search	-	-	100,000	48,900
Rent - Upward Bound	-	-	129,000	63,081
Other revenue	-	132,320	10,000	4,890
Total revenue	<u>25,171</u>	<u>552,481</u>	<u>1,059,300</u>	<u>517,998</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	-	-	-	-
Supplies	-	8,986	20,040	10,561
Miscellaneous Expenditures	48,230	368,622	574,120	302,561
Contractual Service	-	-	20,000	10,540
Sponsorships	-	-	-	-
Advertising	-	-	-	-
Telephone	79	470	960	506
Utilities	4,585	43,101	85,000	44,795
Postage	-	-	-	-
Equipment	-	-	-	-
Other expenditures	<u>52,895</u>	<u>421,179</u>	<u>700,120</u>	<u>368,963</u>
Total expenditures	<u>52,895</u>	<u>421,179</u>	<u>700,120</u>	<u>368,963</u>
Net profit (loss)	<u>\$ (27,723)</u>	<u>\$ 131,302</u>	<u>\$ 359,180</u>	<u>\$ 149,034</u>

Seminole State College
Student Activities - Statement of Revenue and Expenditures
For the Period Ended December 31, 2020

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Student activity fee	\$ 12,415	\$ 174,702	\$ 342,000	\$ 185,364
Cultural & recreation fee	1,418	19,771	39,000	21,138
Athletic Administration	-	-	-	-
Golf-Women	-	-	-	-
Golf-Men	-	-	-	-
Womens Soccer	-	-	-	-
Men's Basketball	-	-	1,000	542
Women's Basketball	-	-	-	-
Volleyball	-	-	-	-
Baseball	-	-	250	136
Softball	-	-	250	136
Total Revenue	<u>13,833</u>	<u>194,473</u>	<u>382,500</u>	<u>207,315</u>
Athletic Administration	17,574	106,330	312,533	164,705
National Tournaments	-	-	25,000	13,175
Golf-Women	806	9,515	14,654	7,722
Golf-Men	811	11,368	14,967	7,888
Womens Soccer	312	23,740	28,500	15,020
Men's Basketball	1,251	16,145	45,098	23,766
Women's Basketball	1,251	16,951	37,022	19,511
Volleyball	1,128	15,741	37,022	19,511
Baseball	3,809	43,114	103,998	54,807
Softball	2,768	32,020	80,156	42,242
Student Government	1,024	1,024	10,000	5,270
Livestock Judging Team	-	55	10,000	5,270
PLC	-	1,299	10,000	5,270
SSC Aggie (AFAC)	-	-	500	264
Phi Theta Kappa (AFAC)	-	-	500	264
NASA (AFAC)	-	-	500	264
Student Nurse Association(AFAC)	-	-	500	264
Total Expenditures	<u>30,734</u>	<u>277,300</u>	<u>730,950</u>	<u>385,210</u>
Revenue Over (Under) Expenditures	<u>\$ (16,901)</u>	<u>\$ (82,828)</u>	<u>\$ (348,450)</u>	<u>\$ (177,895)</u>

Seminole State College
Restricted Funds - Statement of Revenue and Expenditures
For the Period Ended December 31, 2020

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
PELL	\$ 1,412,902	\$ 1,412,902	\$ -
PELL Recovery	223	-	223
SEOG	34,000	34,000	-
Direct Loans	850,310	850,310	-
Student loan repayment	200	-	200
College Work Study	21,964	21,964	-
SSC Foundation	44,519	47,895	(3,376)
Private Scholarships	232,243	264,765	(32,522)
Private Loans	33,570	-	33,570
Cherokee Student Grants	14,000	14,000	-
Shawnee Tribe Student Grants	4,625	4,625	-
Citizen Pottawatomie Stud Grnt	42,627	42,627	-
Chickasaw Tribe Std't Grants	45,291	46,041	(750)
OHLAP	197,600	197,600	-
Misc Indial Tribal Grants	42,094	41,594	500
Oklahoma Tuition Aid Grant	102,622	103,500	(878)
Subtotal Financial Aid	<u>3,078,791</u>	<u>3,081,824</u>	<u>(3,033)</u>
Title III Engaging Students in Science	215,157	215,097	60
Ub Math/Science #2	156,810	156,355	455
Ub Math/Science #1	127,531	127,152	380
Upward Bound #2	141,601	141,601	-
Upward Bound #1	188,809	188,569	240
Talent Search West	150,930	151,164	(234)
Talent Search Central	209,527	209,527	-
Dream Catcher Gear Up	470,159	470,765	(606)
STEM Student Support	130,866	129,460	1,406
Student Support Serices	137,765	137,765	-
NASNTI Grant	178,733	178,810	(76)
Carl Perkins	15,518	13,359	2,159
Subtotal Federal Grants	<u>2,123,407</u>	<u>2,119,624</u>	<u>3,783</u>
Care Bears	7,837	3,612	4,225
Nursing Student'S	1,022	2,135	(1,113)
Residential Deposits	4,370	-	4,370
Professional Staff Council	1,270	178	1,092
Upward Bound #2 Fund Raiser	175	939	(764)
Upward Bound M/S Fund Raiser	977	1,470	(493)
Ub Ms #2 Fund Raiser	75	939	(864)
Upward Bound #1 Fundraiser	1,031	939	92
Subtoal Other Restricted	<u>16,756</u>	<u>10,212</u>	<u>6,544</u>
Total	<u>\$ 5,218,954</u>	<u>\$ 5,211,659</u>	<u>\$ 7,294</u>

January 5, 2021

Dr. Linda Goeller
Vice President of Academic Affairs
Seminole State College
Seminole, OK 74868

Dr. Goeller,

Please accept my official notice of retirement from my position of Administrative Assistance for Academic Affairs. My intentions are to retire from Seminole State College effective April 30, 2021.

Respectfully,

A handwritten signature in cursive script, appearing to read "Robin D. Crawford". The signature is written in black ink and is positioned above the printed name and title.

Robin D. Crawford
Administrative Assistant for the
Vice President of Academic Affairs
Seminole State College
2701 Boren Boulevard
Seminole, Oklahoma 74868

April Briscoe
5804 N. Bryan
Shawnee, OK 74804
(405) 326-3999
aprilbriscoe1@gmail.com

January 10, 2021

Julie Hix
Director, GEAR UP
Seminole State College
2701 Boren Blvd.
Seminole, OK 74868

Dear Mrs. Hix,

I am writing today to inform you of my decision to resign my position as a GEAR UP Coordinator effective April 30, 2021. It has been a pleasure serving in this capacity, and I am grateful for the opportunity to have co-labored with such professional, dedicated educators such as yourself. Thank you for your leadership and the guidance and support you have given me over the past three years. I truly count myself blessed to have been involved in this amazing program.

Best Regards,

April Briscoe

Memorandum

To: Lana Reynolds, President.
Audit Committee, Seminole State College Board of Regents

From: Courtney Jones, Vice President for Fiscal Affairs

Date: January 14, 2021

Re: Request for Proposal: FY21 External Audit Recommendation

The FY21 External Audit Request for Proposal (RFP) analysis has been completed. My selection is based on the criteria of overall services, approach, qualifications, timeline, pricing, special services as well as past experiences. After review of the firm's ability to provide the required services, professional references, and staffing availability, my recommendation is to award the External Audit RFP to Hinkle & Company. Upon approval of this recommendation, I will notify the firm and begin contract negotiations.

Seminole State College

Seminole, Oklahoma

**Request for Proposal
External Audit Services**

Audit RFP2021-001

Kirk Vanderslice, CPA, Partner
Hinkle & Company, PC
5028 East 101st Street, Suite A
Tulsa, Oklahoma 74137
(918) 492-3388

January 13, 2021



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**HINKLE &
COMPANY**
Strategic ^{PC}
Business Advisors

January 13, 2021

Ms. Courtney Jones
Interim Vice President for Fiscal Affairs
Seminole State College, Oklahoma
Fiscal Affairs Office
2701 Boren Boulevard
P.O. Box 351
Seminole, Oklahoma 74818-0351

Re: Request for Proposal for External Audit Services
Audit RFP2021-001

Dear Ms. Jones:

We are pleased to respond to the Seminole State College and Seminole State College Educational Foundation, Oklahoma's (the College & Foundation) Request for Proposal for External Audit Services for the fiscal year ending June 30, 2021, and December 31, 2020, respectively with option to provide audit services for the subsequent four years, as outlined in the Request for Proposal. We believe Hinkle & Company, PC is the best qualified Firm to perform the Seminole State College and Seminole State College Educational Foundation's professional auditing services because we focus and specialize in governmental audit and tax services throughout Oklahoma.

We strive to be helpful to our clients throughout the audit process. That means we offer comments and suggestions throughout the engagement where the College & Foundation can improve their procedures. We work within your staff's daily work so as to not overwhelm them. Our workpapers are electronic and we set up a secure portal that allows you to upload PBCs as you complete them. Typically, we are able to complete approximately 80% of our audit remotely. This will lessen the burden on you and your staff.

Hinkle & Company, PC is a regional Public Accounting Firm with offices located in Tulsa, Oklahoma and in Greenwood Village, Colorado. Both offices specialize in audits of local governmental industry, we are able to provide efficient services and timely notification of technical issues. Our audit team includes partners, managers and professional staff that are experienced, competent, reliable, flexible, and easy to work with. Our team is sensitive to the fact that during the audit process, the College & Foundation's daily operations must continue with as little interruption as possible.

Hinkle & Company, PC strives to provide services to our clients to meet their goals and exceed their expectations. Ultimately, the key to our success is our people and their willing commitment to partner with our clients to help them succeed. As a regional and local Firm, the College & Foundation will receive same personal service as if we were your next-door neighbor. You will find this presentation has a simple purpose – to share the values and qualifications of our Firm and to reinforce the values and benefits our Firm can provide to the College & Foundation, Oklahoma leadership teams.

We have outlined in detail our approach to your audit, along with the anticipated time in each segment. Above all, we believe there are four (4) hallmarks that make us stand out:

- More experienced professionals on site during the audit.
- A commitment to clear and timely of communication throughout the entire audit process.
- Professionalism – we will treat your staff with the respect they deserve.
- A high-quality audit and lower costs than the national firms.

We fully understand the work to be performed as described in the Request for Proposal and have included our specific approach to providing financial auditing services in our proposal. We are available and committed to meet the time requirements and deadlines as outlined in the Request for Proposal.

This proposal and presented fees represent a firm and irrevocable offer for 90 days after submittal deadline date the periods covered as described in Request for Proposal. We commit to perform the work within the time frames as outlined by the College & Foundation.

The representative for Hinkle & Company, PC is Kirk Vanderslice. He is authorized to submit this proposal as well as sign a contract with the Seminole State College and Seminole State College Educational Foundation, Oklahoma. He can be reached by telephone at (918) 492-3388 and by email at Kirk@HinkleCPAs.com.

Thank you for considering Hinkle & Company, PC as the external auditors for the Seminole State College and Seminole State College Educational Foundation, Oklahoma. Please let us know if we can provide further information or answer any questions.

Yours truly,
Hinkle & Company, PC



Kirk Vanderslice, CPA, Partner



Company Profile

About Hinkle & Company, PC

We have evolved as our clients' needs have changed. Today, many of our relationships focus on management consulting in addition to traditional accounting disciplines. It is not just about what we do, but how we do it. By offering an impartial and knowledgeable perspective, we help businesses, governments and organizations function more effectively in order to achieve their financial objectives. Our comprehensive accounting and audit services are guided by a consistent focus on integrity and by strict adherence to accepted accounting principles and practices.

Hinkle & Company, PC was founded in 1997 in Tulsa, Oklahoma. During these 20 years, we have grown through referrals from existing clients by earning their confidence. Today, Hinkle & Company, PC has increased its growth from a local firm, to a regional firm. Mr. Jim Hinkle recently acquired a Denver, Colorado CPA Firm. He is now the primary managing partner of a three-partner firm with 17 employees providing audit, tax, consulting, valuation and litigation services. In addition to this, Hinkle & Company, PC is now licensed to practice in 6 states.

Experience with Governmental Agency Assurance Audits

Hinkle & Company, PC is a provider of Uniform Guidance engagements. We currently provide or have provided accounting and auditing services to governmental agencies (including city and authorities, colleges and universities, economic development districts), other non-profit organizations and foundations. We have significant experience by providing accounting or auditing services to many different state governmental agencies, private institutions and their affiliated foundations. Some of the types of services provided include, but not limited to: auditing, internal audit, compliance, forensic accounting, tax, indirect cost rate planning, closing and preparing the books for the audit and recommendations to allow clients to meet needs.

Friendly Client Service

As you talk with our current clients, you will find we provide unparalleled client services. We are pleasant to work with, courteous to staff and operate without any surprises. We believe the external auditors should be helpful assets to management. We take pride in having the audit be an enjoyable experience and value cultivating professional, yet friendly relationships with our clients.

Company Profile (Continued)

Commitment to Partner Hours

Hinkle & Company, PC is different than many other CPA firms. Mr. Hinkle will act as the engagement in-charge auditor during the first year's audit. Mr. Hinkle actually works on and enjoys performing audits. Mr. Hinkle will typically either perform the entire audit or be significantly involved in the audit during the first year. We believe this is particularly important to get the engagement off right. It has been our experience that many other firms send their one to three year in-charge staff out to make critical decisions without the most experienced partners fully understanding all of the issues.

Convenience

We fully understand that audits increase the work to you and your staff. We recognize you still have regular work to complete. For this reason, we will work within your schedule. We both know the audit has a deadline and will work to ensure completion within those deadlines. We will work within your schedule as opposed to mandating our schedule to you.

Government Audit Standards Audit Experience

Hinkle & Company, PC provides a full range of services involving *Generally Accepted Government Auditing Standards (GAGAS)* and *Government Audit Standards (GAS)* engagements.

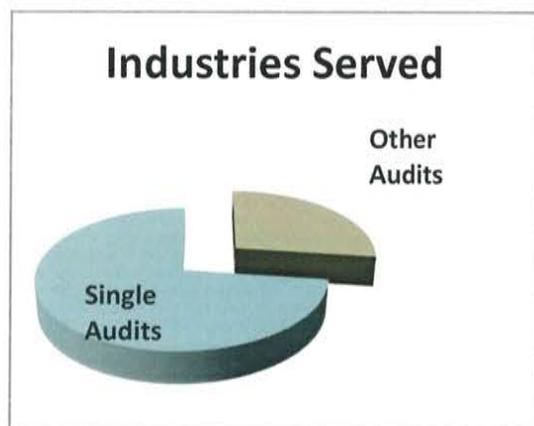
These engagements include being conducted in accordance with:

- Single Audit Act
- 2 CFR 200 - Uniform Guidance
- Student Financial Aid Audit Guide
- Housing & Urban Development (HUD) Audit Guide

Since we have ample experience in audits in accordance with *Government Auditing Standards*, all of our Firm members who work on *Government Audit Standards* engagements have more than the required *Government Audit Standards* continuing professional education (CPE) hours.

Continuing Professional Education

All of our staff at Hinkle & Company, PC has more annual hours than required for 'Yellow Book' auditing engagements. We invest heavily into our people, so they are experienced and qualified to perform high quality audits.



Benefits

Audit Quality & Client Service

Our audit quality and client service are unmatched to other firms, in that our team is pleasant to work with, courteous to the institution's staff and operate without any surprises. We have passed all 5 consecutive peer reviews with the *highest passing rank possible*. Hinkle & Company, PC has passed two separate Office of Inspector General (OIG) field reviews from the U.S. Department of Education, without any performance or reporting deficiencies. This is our normal mode of operation. We believe the external auditors should be helpful assets to management. We are confident our quality and client service feel, will stand strong when compared to the other firms bidding on this engagement.

Commitment to our Relationship

Oftentimes when we think of an audit, we think primarily of the financial side of it, but we also review the internal operations. We view ourselves as an extended resource that is dedicated and genuinely cares about the quality of relationships, we build internally with your staff to help ensure that processes are operating efficiently, effectively, transparently and within the framework of the policies of the Seminole State College & Foundation, Fiscal Affairs Office.

Overall

Hinkle & Company, PC has developed a group of high-profile clients for which we provide quality audit services. For most of these clients, a financial loss from an 'audit failure', while important, is often viewed as not the greatest concern. For these clients, the loss of public confidence and lack of a positive perception would provide much greater harm over the long term. These clients not only look to the auditors for the financial reporting attestation, but also for helping to foster public confidence within their respective community's by having successful audits. We firmly believe our solid track record in the audits of large educational institutions and economic districts has demonstrated we possess the qualifications, competence and capacity to satisfy the requirements for the Seminole State College & Foundation, Fiscal Affairs Office Department's external audit.

Approach

Audit & Compliance Services

The primary objective of every audit process is to develop an opinion on the fair presentation of financial statements and operational results of clients. Our audit team uses a risk-based audit approach to comply with audit standards and objectives. We perform a rigorous assessment of risks and, as such, develop an overall audit strategy. Throughout the process, the team will have in-depth conversations to gain an understanding of the client and its environment including internal controls.

Approach (Continued)

Audit & Compliance Services (Continued)

In accordance with auditing standards, we will report to management and those charged with governance any significant deficiencies or material weaknesses within the design of their systems. As a value-added service, we will provide management with best practice recommendations to enhance the organization's operations and performance. One of our accounting specialists is a certified fraud examiner, providing clients with additional knowledge on how to minimize risk and vulnerabilities to fraud. Our professionals are evolving to work within a paperless environment to enhance efficiencies and timeliness of the engagement process.

We perform audits in accordance with auditing standards generally accepted in the United States and standards applicable to financial audits contained in government auditing standards, issued by the Comptroller General of the United States and the Federal Acquisition Regulations.

Preplanning

We plan to start our audit by first meeting with the Seminole State College & Foundation Interim Vice President approximately 30 days prior to the start of the interim fieldwork to discuss any concerns management may have for which we would tailor our audit procedures to encompass. At this meeting, we will finalize the calendar with respect to interim and final fieldwork.

Interim Fieldwork

We will review and document your system of internal controls with respect to your accounting functions. At a time agreed upon by both parties, we will perform our test of controls to determine the level of reliance we will be able to place on those controls. This work will also generate many of the comments and suggestions that will likely be included in our management letter at the conclusion of our audit. Additionally, we will complete all of our planning, fraud interviews and send necessary confirmations. We expect this phase of the audit to conclude within one - two weeks.

We anticipate our fieldwork will use four auditors, including Mr. Hinkle in the first year of the audit will act as the audit in-charge and three audit professionals. By initially completing our internal control testing during our agreed upon time, you will have ample opportunity to evaluate and inconsistencies we discover, and this will provide plenty of time to evaluate those items and thoroughly discuss them.

Approach (Continued)

Final Fieldwork

We plan to begin our final fieldwork at a time convenient to you and your staff. Our fieldwork procedures will include all audit procedures of the financial statements. We anticipate our fieldwork will last several business days at your offices.

We will complete our audit and provide you with a *draft* of the full audit report for ample time for review by those charged with governance. We will also provide you with a copy of the trial balance and any audit adjustments.

We will prepare a Management Letter at the conclusion of our audit which communicates any comments and suggestions we may have regarding internal control structure, other items which may improve or recommend best practice for your operations. If we discover any significant deficiencies or material weaknesses, we will include those in the Management Letter. We will communicate any items we might include in the Management Letter during the course of the audit. Furthermore, we will also provide you with a draft of the Management Letter prior to issuance of the audit.

Overall Financial Audit Approach

Our audit approach will consist of reviewing and documenting the Seminole State College & Foundation, Fiscal Affairs Office system of internal controls and then to test the reliance on those controls. This will include sample testing of the receipts, disbursements and payroll systems.

We will then use substantive testing and analytical review procedures to test the assets and liabilities, testing the details of account balances. We will use confirmations on the details of account balances where appropriate. At the conclusion of the audit, we will issue the "Those Charged with Governance Letter" (formerly referred to as the Audit Committee Letter).

Audit Presentation

We will attend meetings requested by the College & Foundation to present the final financial statements to the Interim Vice President for Fiscal Affairs, Board of Regents and College Educational Foundation Trustees. We will meet with the Interim Vice President for Fiscal Affairs and any other College & Foundation staff prior to the Interim Vice President for Fiscal Affairs, Board of Regents and College Educational Foundation Trustees meeting to outline our presentation. You will know exactly what we intend present to the Interim Vice President for Fiscal Affairs, Board of Regents and College Educational Foundation Trustees prior to the actual presentation.

Firm Qualifications

Audit Services

Throughout the past 20 years, Hinkle & Company, PC has built an audit practice of high-quality clients with professional courtesy, quality service and the ability to meet deadlines. We have experienced this growth first by providing audit services to governmental agencies, federal fund recipients and to non-profit organizations. As our success grew, we began to provide services to the higher education industry. Within 5 years, we were one of the largest providers of audit services to higher education institutions within Oklahoma. Over the past few years, we have begun providing services to various units of state and local governments within Oklahoma. Our clients include various authorities and development districts that manage multiple federal, state and city. Our success and expertise in governmental educational audits have naturally guided us to pursue other governmental and non-profit agency audits as well. As discussed earlier, we are now a regional firm with extensive audit experience in a wide array of areas.



Governmental Audit Quality Center Member

Hinkle & Company, PC is a member of the AICPA Governmental Audit Quality Center (GAQC). Members must comply with requirements geared toward maintaining the highest level of quality for audits in compliance with Government Auditing Standards and Single Audits. These requirements include special peer review requirements, training and performance levels. We will bring this extra quality to improve your audit process and results.

Uniform Guidance

We provide audit services to a wide range of entities requiring a Single Audit in compliance with the Uniform Guidance. Our experience includes but is not limited to; grant programs from the United States Departments of: Education, Health and Human Services, Housing and Urban Development, Agriculture, Energy, Commerce, Labor, Transportation, Homeland Security and the Environmental Protection Agency.

Engagement Team

James D. Hinkle, CPA/ABV, CVA, CMAP, MAFF, CFF
Partner

(T) (303) 796-1000

(F) (303) 796-1001

Jim@HinkleCPAs.com



Engagement Responsibility: Jim will be the Engagement Partner and have responsibility for communication with management and primary reviewer of all audit work.

Education: B.S. Accounting and Business Administration, Kansas University, Lawrence, Kansas.

Current Responsibilities: Audit Partner in the public accounting firm of Hinkle & Company, PC.

Other Related Training/Education: Certified Public Accountant in the State of Colorado, Oklahoma, California, Arkansas, Kansas, and Missouri. Member of the American Institute of CPAs and the Colorado Society of CPAs and the Oklahoma Society of CPAs.

Professional Experience: Jim has over 35 years of experience with national public accounting firms and Hinkle & Company, PC.

Jim spent 13 years with Baird, Kurtz & Dobson (BKD) in Kansas City and Tulsa. During this time, he was one of two members who taught Single Audits in internal CPE classes. For two years, Jim left public accounting and managed a \$20 million sales organization who was a previous BKD client.

In 1997, Jim began Hinkle & Company, PC and built a full-service CPA Firm that provides audit, income tax and bookkeeping services to clients throughout the Midwest. Today, the Firm employs over 23 professional and support staff, performs over 200 audits and services over 800 tax clients. The Firm is licensed to practice in seven states throughout the Midwest.

Engagement Team (Continued)

Kirk Vanderslice, CPA
Partner – Accounting & Auditing Director

(T) (918) 492-3388
(F) (918) 492-4443

Kirk@HinkleCPAs.com



Education: B.S. Accounting and Business Administration, Kansas University, Lawrence, Kansas.

Current Responsibilities: Audit Partner in the public accounting firm of Hinkle & Company, PC.

Other Related Training/Education: Certified Public Accountant in the State of Oklahoma. Member of the American Institute of CPAs and the Oklahoma Society of CPAs.

Kirk Vanderslice joined Hinkle & Company, PC in September 2017 as Partner and Accounting & Auditing Director of the Tulsa office. He brings to your organization:

- A wide range and in-depth experience in supervising and performing non-profit, commercial, governmental and service organizations audits, reviews and compilations
- A member of the American Institute of Certified Public Accountants and Oklahoma Society of Certified Public Accountants
- Up to date experience with Government Auditing Standards and the Uniform Guidance
- Experience with staying apprised and up to date on new accounting standards from the FASB

After spending 18 years working with another local CPA firm, Kirk is proud to have joined Hinkle & Company, PC. Kirk is a local Tulsan, graduating from Jenks High School. He received his Accounting degree from the University of Kansas. Kirk is active in the community and currently serves as the Treasurer of Fab Lab Tulsa.

Engagement Team (Continued)

Wade L. Fisher
Manager & Senior Auditor



(T) (918) 492-3388
(F) (918) 492-4443

Wade@HinkleCPAs.com

Wade Fisher brings substantial experience including:

- Single Audit Act experience in performing the audits for governmental agencies and non-profit organizations
- Hands on experience working for a large non-profit organization
- Government Audit Standards experience
- Certified Fraud Examiner

Wade has worked with Hinkle & Company, PC for over 13 years in the audit and consulting areas. He has experience working on governmental audits that includes small cities, universities and colleges, economic districts, industrial authorities, trusts, etc.

Wade has tailored his experience in the non-profit industry working with educational institutions as a business administrator and controller. Wade has over 10 years of experience in accounting as controller and accounting manager positions. This allows him to bring practical applications to the accounting and auditing issues as they arise throughout the audit.

Wade worked as the business administrator for a large non-profit for five years. One of Wade's primary responsibilities was the oversight of all the accounting of the organization and school department of around 550 children with over 100 staff and volunteer ministries. Each department had its own special fund designation similar to that of endowments for the foundations. The organization had restricted, temporarily restricted and unrestricted fund accounts and Wade was responsible to maintain compliance of those fund activities per donor and board guidelines.

In the past, he has received a Mayoral appointment to oversee administrative compensation and benefit packages. He is a husband and father of five children and currently serves as an officer of the courts for the Juvenile Division of the Tulsa County Court System as a Court Appointed Special Advocate on behalf of abused and neglected children.

Engagement Team (Continued)

Justin D. Kinsey, CPA, CGMA **Auditor**

(T) (918) 492-3388

(F) (918) 492-4443

Justin@HinkleCPAs.com



Mr. Kinsey joined Hinkle & Company, PC in January 2017. He comes to our Firm with over 6 years' experience in Accounting. He has served in roles ranging from accounting consultant to senior accountant in the telecom and oil & gas industries.

Justin brings considerable experience in:

- Corporate Accounting Operations
- Financial Reporting and Analysis
- Budget and Financial Forecast Creation and Maintenance
- Dispute Resolution

Since joining the Firm, Justin has effectively and efficiently completed audits and other engagements with closely held corporations, nonprofit organizations and governmental entities.

Justin was recognized as a Certified Public Accountant in November 2012. He earned his Bachelor of Science in Accounting from Oklahoma State University in December 2009. He also has an Associate of Arts in Korean which he received from the Defense Language Institute in 2004.

Prior to studying at Oklahoma State University, Justin proudly and honorably served for over 7 years in the United States Army as a Cryptologic Linguist (Korean).

Justin is married and has one daughter. Justin and his family enjoy camping, biking, hiking, swimming, running and staying fit.

Other Information

Additional Information about Hinkle & Company, PC

Hinkle & Company, PC assures they are an Equal Opportunity Employer, a provider of services and/or assistance and in compliance with the 1964 Civil Rights Act, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended and Executive Orders 11246 and 11375.

Hinkle & Company, PC assures compliance with the American with Disabilities Act of 1990 and all amendments and requirements imposed by the regulations issued pursuant to this act.

Hinkle & Company, PC assures they are a licensed CPA firm in the State of Oklahoma and are allowed to conduct governmental audits.

Hinkle & Company, PC acknowledges there are no known conflicts of interest and affirms it is Independent.

As supplemented in the Department of Labor regulation, the bidder certifies that neither it nor its principals are presently debarred, declared ineligible or voluntarily excluded from participation in this contract by any governmental debarment or agency.

Hinkle & Company, PC hereby certifies it is registered with and participates in a Status Verification System as defined in 25 O.S. Section 312, to verify the work eligibility status of all new employees.

Hinkle & Company, PC shall conduct the annual audits in accordance with: generally accepted accounting principles; generally accepted audit standards as set forth by the American Institute of Certified Public Accountants; *Government Auditing Standards* for financial audits as set forth by the Comptroller General of the United States; 2 CFR 200-Uniform Guidance and the Single Audit Act.

Hinkle & Company, PC does not anticipate any changes in key personnel. Mr. Hinkle, the managing partner and long-term employees of the firm and assigned accounting staff all have the required governmental auditing experience who will conduct this audit engagement.

Other Information (Continued)

Additional Information

Following the completion of the audit, Hinkle & Company, PC shall issue the following reports.

- Independent Auditor's report or opinion as to the fairness with which each financial statement presents fairly its financial position in accordance with GAAP.
- Independent Auditors' Report on Compliance and Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
- Independent Auditors' Report on Compliance for each Major Federal Program: Report on Internal Control over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance.
- Other supplementary information as required including any other matter that may come to the auditor's attention needing correction or improvement, together with any recommendations for correction or improvement.

As part of proving ongoing professional services, we will provide a timely written description of changes in promulgated GAAP. We will also provide a timely written description of changes in Governmental Accounting Standards Board (GASB).

Client References

Similar Engagements with Other Oklahoma Colleges, Cities and Towns

We audit a number of cities, non-profits, Universities and Colleges through the Oklahoma office. Listed below are the engagements most similar to the professional auditing services described in the Request for Proposals. The name and telephone number for the principal client contact is included in Exhibit 1 to this Proposal.

Fees

Fee Information

Our fees, as shown in Attachment II are based upon receiving a high level of assistance from the Seminole State College & Foundation's accounting staff. This includes, but is not limited to, closing of the general ledger, including the posting of all closing entries, working trial balance, preparation of various schedules supporting the footnotes, supporting documentation and preparation of the initial draft of the financial statements. The fees are inclusive of all out-of-pocket costs, including travel, related travel expenses, copies, and postage.

Upon retention of the Firm's services for the 2020 year-end audit, there will be no upfront fees for building files or gaining an understanding of the Seminole State College & Foundation's internal controls; we view this engagement as an on-going investment for building a future relationship with the Seminole State College & Foundation.

Our fees for the annual audit and the Form 990 are listed in Attachment II. These fees are inclusive of out-of-pocket costs, including travel, related travel expenses, copies, postage and other reasonable expenses and unless there are any significant changes, they should not exceed the amounts as shown in Attachment II for each of the respective audit years. Our increases in fees from year to year listed in Attachment II are based on anticipated increases in cost of living, inflation, and increases in future costs.

If any changes in audit requirements occur during the term of our engagement that require additional time and procedures, we will notify the Seminole State College & Foundation prior to the beginning of that audit year. We will provide the Seminole State College & Foundation with an estimate of the effect of those changes on the agreed upon fee. This will give the Seminole State College & Foundation an opportunity to adequately review the change in fee and explore alternatives should you desire.

Exhibits Summary

Attached are the following exhibits which are considered an integral part of this Proposal.

Exhibit 1	Client Contact Information
Exhibit 2	Peer Review Report
Exhibit 3	Form W-9 - Taxpayer Identification Number and Certification
Attachment II	Statement of Pricing
Attachment III	Non-Collusion Affidavit

Summary

We would like to thank you for the opportunity to be considered to provide the Seminole State College & Foundation's financial auditing services and to provide you with information about Hinkle & Company, PC. We are confident our successful track record in the completion of audits of governmental agencies and scores of Oklahoma cities and towns, has demonstrated that we possess the qualifications, competence and capacity to satisfy the requirements for the Seminole State College & Foundation's audit, on time and on budget. If you have any questions, we invite you to please contact us. We are excited about submitting this proposal and we are asking for the opportunity to provide you with professional audit and compliance services. Thank you!

References – Exhibit 1

<u>Municipality/Audit type</u>	<u>Contact</u>	<u>Telephone</u>
Northeastern State University Uniform Guidance	Ryan Harp Director of Budgets & Accounting	(918) 444-2177
Southwestern Oklahoma State University Uniform Guidance	Brenda Burgess Vice-President for Administration and Finance	(580) 774-3000
Western Oklahoma State College Uniform Guidance	Melissa McMahon, M.S. Vice President for Business Affairs	(580) 477-7725
Indian Nations Council of Governments Uniform Guidance	Rich Brierre Executive Director	(918) 584-7526
City of Claremore	Suzan Maloy Executive Manager of Budget and Finance	(918) 341-1325



July 23, 2020

James Hinkle
Hinkle & Company PC
5028 E 101st ST Ste A
Tulsa, OK 74137-5821

Dear James Hinkle:

It is my pleasure to notify you that on July 22, 2020, the Oklahoma Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is March 31, 2023. This is the date by which all review documents should be completed and submitted to the administering entity. Since your due date falls between January and April, you can arrange to have your review a few months earlier to avoid having a review during tax season.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

OSCPA Peer Review Committee

Peer Review Committee
peerreview@oscpa.com
1-800-522-8261 ext. 3805

cc: Lonnie Heim

Firm Number: 900010140928

Review Number: 573771

Exhibit 3 - Form W-9

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Hinkle & Company, PC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
5028 East 101st Street, Suite A

6 City, state, and ZIP code
Tulsa, Oklahoma 74137

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-				
--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

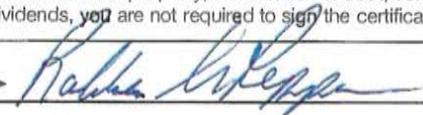
2	7	-	1	4	9	4	0	1	2
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶  Date ▶ **01/20/2020**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

STATEMENT OF PRICING

A. Seminole State College General Purpose Financial Audit (Prepared in Compliance with GASB) and OMB Circular A-133 Audits

Fiscal Year 2021		Fiscal Year 2022		Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025	
Fee (\$)	Estimated Hours								
\$ 35,000	320 Hrs	\$ 35,000	320 Hrs	\$ 37,000	320 Hrs	\$ 37,000	320 Hrs	\$ 38,000	320 Hrs

11

B. Seminole State College Educational Foundation General Purpose Financial Audit and IRS Form 990 Filing

Fiscal Year 2021		Fiscal Year 2022		Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025	
Fee (\$)	Estimated Hours								
\$ 9,500	80 Hrs	\$ 9,500	80 Hrs	\$ 9,700	80 Hrs	\$ 9,700	80 Hrs	\$ 9,800	80 Hrs

Hinkle & Company, PC

Firm Name

January 13, 2021

Date



Signature

Kirk Vanderslice, CPA, Partner

Typed Name and Title

NON-COLLUSION AFFIDAVIT FOR COMPETITIVE BIDS

STATE OF Oklahoma

COUNTY OF Tulsa

Kirk Vanderslice, of lawful age, being first duly sworn, on oath says: (s)he is the duly authorized agent of Hinkle & Company, PC, the provider submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among providers and between providers and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached; (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which the statement is attached and has been personally and directly involved in the proceedings leading to their submission of such bid; and neither the provider nor anyone subject to the provider's direction or control has been a party: to any collusion among providers in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding, to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor in any discussions between providers and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Hinkle & Company, PC
Firm

[Handwritten Signature]
Signature of Affiant

5028 East 101st Street, Tulsa, OK 74137
Address

Kirk Vanderslice, CPA Partner
Typed Name and Title

(918) 492-3388
Phone Number

Subscribed and sworn to before me this 12th day of January, 2021.

[Handwritten Signature: Melissa D. Henry]

Notary Public (or Clerk or Judge)

My Commission Expires 9/16/2022

