

SEMINOLE STATE COLLEGE
BOARD OF REGENTS SPECIAL MEETING

Tuesday, September 24, 2024

Luncheon

**Enoch Kelly Haney Center – Room #204
2701 Boren Blvd., Seminole, OK 74868
12:15 P.M.**

Business Session

**Enoch Kelly Haney Center – Board Room
2701 Boren Blvd., Seminole, OK 74868
1:00 P.M.**

I. CALL TO ORDER

II. ROLL CALL OF MEMBERS

III. INTRODUCTION OF GUESTS

IV. READING AND APPROVAL OF MINUTES

- Regular Meeting Minutes July 18, 2024

Board Action: Approve/Reject/Revise/Table

V. COMMUNICATIONS TO THE BOARD

Financial Report – August 31, 2024

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

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

- Labster Inc. \$19,320.50
- Village Tours LLC \$20,355.00
- Circle P Painting \$19,540.00
- Crawford & Associates, PC \$23,662.91

VI. HEARING OF DELEGATIONS

None at the time of the filing of the agenda

VII. PRESIDENT'S REPORT

- Personnel Update
- Campus Activities
- Enrollment Report
- Higher Learning Commission Review
- Early College Program Approval
- Oklahoma Board of Nursing Site Visit

VIII. BUSINESS

A. Review and consider approval of bid from Dave Haynie, LLC for a motor pool secured parking lot in the amount of \$189,300

Board Action: Approve/Reject/Table

B. Review and consider approval of bid from Dave Haynie, LLC for sidewalk and drainage repair on campus in the amount of \$363,975

Board Action: Approve/Reject/Table

C. Review and consider approval of revisions to Board Policy II-4-19 regarding Leaves and Absences: All Full-Time Employees

Board Action: Approve/Reject/Revise/Table

IX. CONSENT AGENDA

Approval of the following item:

Program Deletion – Associate in Arts in Art

Board Action: Approve/Reject/Revise/Table

X. ADJOURNMENT

The Seminole State College Board of Regents may discuss, vote to approve, vote to deny, vote to table, change the sequence of any agenda item, or decide not to take up or vote on any item on this Agenda.

**If you need disability-related accommodation or wheelchair access information, please contact: Office of ADA compliance at 405-382-9216.
Requests should be made by September 23, 2024**

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING July 18, 2024

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 Ryan Franklin, and Regent Bryan Cain were absent. The members present were Marci Donaho, Ryan Pitts, Robyn Ready and Teresa Burnett.

Brad Burnett administered the Oath of Office to newly appointed member, Teresa Burnett.

III. Introduction of Guests

President Reynolds introduced administrators and staff present at the meeting. Special recognition was given to Jessica Isaacs, Dean of Instruction; Brad Burnett, husband of newly appointed Regent Teresa Burnett; and Brooks Nickell, Web and Multimedia Coordinator.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held June 20, 2024; Regent Morgan made a motion to approve the minutes as written and Regent Pitts seconded the motion. Roll call was as follows: Morgan, yes; Pitts, yes; Ready, yes; Burnett, yes and Donaho, yes.

V. Communications to the Board

Financial Report – Melanie Rinehart, Vice President for Fiscal Affairs presented a review of the College's revenue and expenses through June 30, 2024. Regent Pitts made a motion to approve the Financial Report as presented and Regent Ready seconded the motion. Roll call was as follows: Morgan, yes; Pitts, yes; Ready, yes; Burnett, yes and Donaho, yes.

Purchases over \$15,000 for June

- Air Force 1 A/C and Heating - \$77,680.00

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. Jessica Isaacs was named Dean of Instruction and Dr. Misty Gray was named the Division Chair for the Health Sciences Division. Calvinis Prentice was hired as a Talent Search Advisor.

Nursing Program Update – President Reynolds gave an update on the nursing program. Several representatives from the SSC Administration and the nursing division attended the Oklahoma Board of Nursing meeting on the morning of July 18, 2024. A request to allow students to be admitted to the Seminole State College nursing program while under conditional status was denied by the Oklahoma Board of Nursing (OBN). A split vote of 4-3 upheld the current admissions sanction on the program. She said the OBN was very complimentary of the SSC nursing faculty for their work and the improvement made in student passage rates on the licensing exams.

George Barr Baseball Collection Update – President Reynolds updated the Regents on the George Barr Baseball Collection. This collection was loaned to the Oklahoma Sports Hall of Fame Museum in Guthrie, Oklahoma in 2013. This museum is closing, and the director has reached out to SSC about relocating the collection to the History Center in Oklahoma City. President Reynolds contacted the History Center about the collection. They will be happy to take the donation but cannot confirm the collection will be displayed. President Reynolds asked the Regents about their thoughts about what to do with the baseballs.

Title IX Policy Development – President Reynolds presented information about the development and update of the College's Title IX policy. These updates are required at the federal level, but the Oklahoma State Attorney General is disputing the changes. The Attorney General's office has advised that if the new policy is adopted by SSC and a lawsuit results, the AG's office will not represent the College. President Reynolds recommended that the Board wait to implement the changes after the dispute between federal and State entities has been resolved.

Enrollment Update – President Reynolds gave the Board and update on enrollment numbers. Summer 2024 headcount is up 12.61% and credit hours are up 9.59% when compared to the final Summer 2023 numbers. Fall headcount is down .73% and hours

have increased by 1.25% when compared to the enrollment numbers on the same day last year for fall 2023.

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

- ✓ SSC Enrollment Management team attended the National “Element451: Engage Summit” in Raleigh, North Carolina
- ✓ SSC infielder Caden Powell was named the 2024 NJCAA Division 1 National Baseball Player of the Year
- ✓ Kids on Campus was held and included two – one weeklong camps, offered 9 different courses and included 26 students that attended 83 different camp sessions
- ✓ SSC Athletic Director Leslie Sewel threw out the opening pitch of the Oklahoma City Spark’s game on July 3rd
- ✓ Upward Bound had two trips for their summer campers. The Bridge group traveled to Boston, Massachusetts and the rest of the campers traveled to St. Louis, Missouri
- ✓ The SSC Public Relations Team attended the annual OCPRA conference and took home two awards of excellence for Special Publication and Campaign – Alumni/Fundraising
- ✓ Teresa Burnett, newly appointed SSC Regent attended orientation on campus on July 16th
- ✓ Seminole Public Schools recently changed the way concurrent courses are counted. Now when a student takes a concurrent course, the course is weighted the same as an AP course at Seminole High School
- ✓ President Reynolds gave the Regents information about the upcoming SSC Educational Foundation Golf Tournament to be held on September 13th

VIII. Business

Election of Officers– President Reynolds presented the Board with a section of the Board Policy regarding the election of officers and information about current members’ terms. After discussion, Regent Pitts made a motion to elect Regent Curtis Morgan as Chair. Regent Ready seconded this motion. Roll call was as follows: Morgan, yes; Pitts, yes, Ready, yes; Burnett, yes and Donaho, yes. Others who will serve as officer for the coming year are: Regent Marci Donaho, Vice Chair; and Regent Bryan Cain, Secretary.

Approval of Revision of Board Policy II-1-3 - President Reynolds presented the Board with a copy of Board Policy II-1-3 and recommended revisions to the section of this policy that states that Board meetings shall be held on the third Thursday of the month. After discussion with Assistant Attorney General Whitney Herzog, President Reynolds recommends taking out that portion of the policy. Regent Morgan made a motion to approve the changes to Board Policy II-1-3 as presented and Regent Pitts seconded this

motion. Roll call was as follows: Morgan, yes; Pitts, yes, Ready, yes; Burnett, yes and Donaho, yes.

Consent Agenda

Regents were presented information concerning one item on the Consent Agenda. President Reynolds recommended approval of this routine item. Regent Morgan made a motion to approve the Consent Agenda item and Regent Pitts seconded the motion. Roll call was as follows: Morgan, yes; Pitts, yes, Ready, yes; Burnett, yes and Donaho, yes.

Consent agenda items included:

- 2024 – 2025 Intercollegiate Sports Accident Insurance Consortium Agreement - \$21,908

IX. Adjournment

The meeting was adjourned at 1:48 p.m.

**Seminole State College
Combining Statement of Net Assets
As of August 31, 2024**

	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	2,268,364	1,296,666	1,982,873	2,135	(5,244)	28,896	(2,800)	-	5,570,890
Accounts Receivable, net	-	-	-	-	-	-	-	-	-
Other Accrued Income	(63,261)	-	-	-	-	-	-	-	(63,261)
Capital Assets, net	-	-	-	-	-	-	-	21,892,056	21,892,056
Total Assets	2,205,103	1,296,666	1,982,873	2,135	(5,244)	28,896	(2,800)	21,892,056	27,399,685
Accounts Payable	(650)	76,563	-	-	-	-	-	-	75,913
Other Accrued Expenses	-	-	-	2,135	-	-	-	-	2,135
Due To/From Other Funds	-	-	-	-	-	-	-	-	-
Long-Term Debt	-	-	-	-	-	-	-	11,307,687	11,307,687
Total Liabilities	(650)	76,563	-	2,135	-	-	-	11,307,687	11,385,736
Beginning Net Position	2,484,730	626,834	756,350	-	(5,244)	29,181	(2,800)	4,546,264	8,435,315
Change in Net Position	(278,977)	593,269	1,226,523	-	-	(285)	-	6,038,105	7,578,635
Ending Net Position	2,205,753	1,220,103	1,982,873	-	(5,244)	28,896	(2,800)	10,584,369	16,013,949

Seminole State College
Combining Statement of Revenues, Expenses and Changes in Net Assets
For the Period July 1 through August 31, 2024

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Revenues									
Tuition and fees, net	\$ 412,287	\$ 66,864	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 479,150
State appropriations	1,159,969	-	1,505,357	-	-	-	-	-	2,665,326
Federal grants and contracts	-	1,272,688	-	-	-	-	-	-	1,272,688
State and private grants and contracts	-	238,477	-	-	-	-	-	-	238,477
Housing & Food Service	-	203,310	-	-	-	-	-	-	203,310
Bookstore	-	297,783	-	-	-	-	-	-	297,783
Other revenues	209,704	102,536	-	-	-	-	-	-	312,240
Total operating revenues	1,781,960	2,181,656	1,505,357	-	-	-	-	-	5,468,973
Expenditures									
Compensation and benefits	1,487,107	631,775	-	-	-	-	-	-	2,118,882
Contractual services	216,460	221,948	12,398	-	-	-	-	-	450,805
Supplies and materials	101,648	210,993	48,770	-	-	285	-	-	361,696
Scholarships and fellowships	16,065	116,320	-	-	-	-	-	-	132,385
Communications	8,994	1,292	-	-	-	-	-	-	10,286
Depreciation	-	-	-	-	-	-	-	-	-
Utilities	79,083	25,682	-	-	-	-	-	-	104,765
Other expenditures	151,581	380,377	217,666	-	-	-	-	(6,038,105)	(5,288,481)
Total Operating Expenses	2,060,937	1,588,387	278,834	-	-	285	-	(6,038,105)	(2,109,662)
Operating income (loss)	(278,977)	593,269	1,226,523	-	-	(285)	-	6,038,105	7,578,635
Transfers from (to)	-	-	-	-	-	-	-	-	-
Change in Net Position	(278,977)	593,269	1,226,523	-	-	(285)	-	6,038,105	7,578,635

Seminole State College
Combining Statement of Changes in Cash and Cash Equivalents
For the Period July 1 through August 31, 2024

	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	\$ 2,888,940	\$ 484,548	\$ 1,799,249	\$ 2,135	\$ (5,244)	\$ 29,181	\$ (2,800)	\$ -	\$ 5,196,010
Change in Net Position	(278,977)	593,269	1,226,523	-	-	(285)	-	6,038,105	7,578,635
Changes not providing (using) cash	(341,599)	218,849	(1,042,900)	-	-	-	-	(6,038,105)	(7,203,754)
Cash and Cash Equivalents, Ending	<u>\$ 2,268,364</u>	<u>\$ 1,296,666</u>	<u>\$ 1,982,873</u>	<u>\$ 2,135</u>	<u>\$ (5,244)</u>	<u>\$ 28,896</u>	<u>\$ (2,800)</u>	<u>\$ -</u>	<u>\$ 5,570,890</u>

Seminole State College
Education and General - Statement of Budgeted Revenues and Expenditures
For the Period July 1 through August 31, 2024

	<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	\$ 627,629	\$ 1,159,969	6,045,148	\$ 471,522
Tuition	297,671	275,605	2,702,742	97,299
Non-Resident Tuition Fees	6,100	15,236	650,063	23,402
Remedial Course Fee	587	1,462	37,832	1,362
Tuition	<u>304,358</u>	<u>292,303</u>	<u>3,390,637</u>	<u>122,063</u>
STEM Academic Excellence Fee	6,270	10,865	115,470	4,157
LAH Academic Excellence Fee	1,230	2,782	47,456	1,708
Bus & Ed Academic Excellence Fee	1,162	3,129	66,418	2,391
Health Science Academic Excellence Fee	75	306	12,457	448
Social Science Academic Excellence Fee	1,628	3,030	49,022	1,765
Physical Therapist Assistance Fee	-	728	3,668	132
Technology Service Fee	6,539	16,492	261,000	9,396
Bus And Ind Additional Fees	-	-	500	18
Nursing Fee	471	1,480	76,062	2,738
Laboratory Fees	2,660	4,969	70,787	2,548
Medical Lab Tech Fee	-	240	8,776	316
Electronic Academic Access Fee	2,801	6,570	76,800	2,765
Dist Education/Outreach Fee	15,639	32,989	306,377	11,030
Academic Course Fees	<u>38,474</u>	<u>83,578</u>	<u>1,094,793</u>	<u>39,413</u>
Late Payment Fees	232	985	5,458	196
Application For Admission Fees	655	1,508	11,225	404
Assessment Fee	2,573	6,054	86,063	3,098
Refund Per Legal Settlement	-	-	-	-
Ace Testing Fees	-	140	2,590	93
Hybrid Course Fee	-	-	-	-
Sr Citizens Discount	-	-	-	-
Enrollment Seminars	-	-	-	-
Clep Testing Fees	-	-	190	7
Library Automation Fee	2,021	5,034	79,643	2,867
Clearing Other Special Enrollment	-	-	-	-
Records Fee	1,580	3,744	57,765	2,080
Parking Fees	1,427	3,396	27,040	973
Student Id Fee	1,016	2,111	14,964	539
Accident Shield Fee	2,689	5,553	97,035	3,493
Special Testing Fees	225	375	3,350	121
International Student Fee	-	273	8,138	293
Compliance Fee	1,726	4,055	57,360	2,065
Safety Fee	1,362	3,178	49,978	1,799
Other Student Fees	<u>15,506</u>	<u>36,405</u>	<u>500,799</u>	<u>18,029</u>
Total Tuition and Fees	<u>358,339</u>	<u>412,287</u>	<u>4,986,229</u>	<u>179,504</u>
Other Income	<u>110,267</u>	<u>209,704</u>	<u>500,544</u>	<u>18,020</u>
Total Revenue	<u>1,096,235</u>	<u>1,781,960</u>	<u>11,531,921</u>	<u>669,045</u>
<u>EXPENDITURES</u>				
Instruction	352,083	872,343	5,672,273	510,505
Research	-	-	-	-
Public Service	-	-	-	-
Academic Support	59,867	121,137	639,771	57,579
Student Services	167,954	319,732	2,049,133	184,422
Institutional Support	192,272	341,949	2,023,331	182,100
Physical Plant	242,888	400,211	2,221,864	199,968
Scholarships and Tuition Waivers	(36,486)	5,565	950,000	950,000
Total Expenditures	<u>978,577</u>	<u>2,060,937</u>	<u>13,556,372</u>	<u>2,084,573</u>
Total Revenue Over (Under) Expenditures	<u>\$ 117,658</u>	<u>(278,977)</u>	<u>\$ (2,024,451)</u>	<u>\$ (1,415,528)</u>

Seminole State College
Auxiliary Summary Statement of Revenue and Expenditures
For the Period July 1 through August 31, 2024

	CURRENT MONTH	YEAR TO DATE	BUDGET	
			ANNUAL	YEAR-TO-DATE
<u>REVENUES</u>				
Contractual Food Service	\$ 13,600	\$ 26,809	\$ 815,542	\$ 17,126
Bookstore	258,721	301,152	1,346,480	20,197
Institutional Support	31,915	58,799	631,053	23,980
Seminole/Roesler Residential Centers	187,956	205,583	1,073,670	4,295
Student Activities	9,914	23,756	353,477	8,130
Total Revenues	502,106	616,099	4,220,222	73,728
<u>EXPENDITURES</u>				
Contractual Food Service	19,713	21,931	815,542	178
Bookstore	115,511	137,853	1,780,188	143,411
Institutional Support	41,579	60,335	1,093,500	17,496
Seminole/Roesler Residential Centers	79,528	188,435	810,733	75,671
Student Activities	1,070	2,138	139,843	2,237
Total Expenditures	257,400	410,692	4,639,806	238,994
Revenue Over (Under) Expenditures	\$ 244,706	\$ 205,408	\$ (419,584)	\$ (165,265)

Seminole State College
Food Service - Statement of Revenue and Expenditures
For the Period July 1 through August 31, 2024

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Meals revenue	\$ 13,600	\$ 26,809	\$ 800,000	\$ 16,800
Other revenue	-	-	15,542	326
Total revenue	<u>13,600</u>	<u>26,809</u>	<u>815,542</u>	<u>17,126</u>
Supplies	-	-	4,826	1
Miscellaneous Expenditures	-	-	-	-
Contractual Service	18,314	20,158	800,000	175
Professional Services	1,400	1,773	10,716	2
Total expenditures	<u>19,713</u>	<u>21,931</u>	<u>815,542</u>	<u>178</u>
Net profit (loss)	<u>\$ (6,113)</u>	<u>\$ 4,879</u>	<u>\$ -</u>	<u>\$ 16,948</u>

Seminole State College
Bookstore Statement of Revenue and Expenditures
For the Period July 1 through August 31, 2024

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
Sales revenue	\$ 255,985	\$ 297,783	\$ 1,313,375	\$ 19,701
Other revenue	2,736	3,369	33,105.00	\$ 497
Total revenue	<u>258,721</u>	<u>301,152</u>	<u>1,346,480</u>	<u>20,197</u>
Purchase For Resale	<u>100,462</u>	<u>109,074</u>	<u>781,500</u>	<u>55,487</u>
Professional Salaries, F.T.	3,657	7,315	43,888	7,315
Classified Salaries, F.T.	5,000	10,000	60,000	10,000
Classified Salaries, P.T.	-	-	-	-
Student Wages	-	-	-	-
Fringe Benefits	4,802	9,604	74,000	12,333
Compensation expenditures	<u>13,459</u>	<u>26,919</u>	<u>177,888</u>	<u>29,648</u>
Travel	-	-	4,375	311
Supplies	546	546	14,200	1,008
Miscellaneous Expenditures	-	-	4,175	296
Contractual Service	1,043	1,314	24,800	1,761
Sponsorships	-	-	400	28
Postage	-	-	772,850	54,872
Other expenditures	<u>1,589</u>	<u>1,860</u>	<u>820,800</u>	<u>58,277</u>
Total expenditures	<u>115,511</u>	<u>137,853</u>	<u>1,780,188</u>	<u>143,411</u>
Net profit (loss)	<u>\$ 143,211</u>	<u>\$ 163,299</u>	<u>\$ (433,708)</u>	<u>\$ (123,214)</u>

Seminole State College
Institutional Support- Statement of Budgeted Revenues and Expenditures
For the Period July 1 through August 31, 2024

	<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	\$ 8,190	\$ 19,769	\$ 288,042	10,946
Infrastructure Fee	9,757	23,338	313,283	11,905
Student Fees	<u>17,947</u>	<u>43,107</u>	<u>601,325</u>	<u>22,850</u>
Other Income-Overpayment	9,220	9,720	8,368	318
ATM other non-revenue	4,248	4,248	8,368	318
Refunds / Reimbursements	-	12	20	1
Interest Income	-	-	1,484	56
Seminar fees	-	-	-	-
Vending maching commissions	-	112	1,243	47
Photocopy revenue	-	-	-	-
Repair and replacemnet, damaged property	-	-	-	-
Haney Center	500	1,600	10,245	389
Other income	<u>13,968</u>	<u>15,692</u>	<u>29,728</u>	<u>1,130</u>
Total Revenue	<u>31,915</u>	<u>58,799</u>	<u>631,053</u>	<u>23,980</u>
<u>EXPENDITURES</u>				
Professional Services	1,350	26,834	145,000	2,320
Personnel expenditures	<u>1,350</u>	<u>55,243</u>	<u>145,000</u>	<u>2,320</u>
Travel	-	-	1,000	16
Supplies	1,657	1,657	4,500	72
Miscellaneous Expenditures	575	1,430	35,000	560
Contractual Service	421	915	5,000	80
Housing and book scholarships	37,108	622	900,000	14,400
Haney Center	-	-	3,000	48
Total Expenditures	<u>41,579</u>	<u>60,335</u>	<u>1,093,500</u>	<u>17,496</u>
Total Revenue Over (Under) Expenditures	<u>\$ (9,664)</u>	<u>\$ (1,536)</u>	<u>\$ (462,447)</u>	<u>6,484</u>

Seminole State College
Housing - Statement of Revenue and Expenditures
For the Period July 1 through August 31, 2024

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Rental revenue - Dorms	\$ 186,565	202,433	\$ 1,055,388	4,222
Other revenue	1,391	3,150	18,282	73
Total revenue	<u>187,956</u>	<u>205,583</u>	<u>1,073,670</u>	<u>4,295</u>
Professional Salaries, F.T.	3,657.33	7,315	41,598	6,933
Professional Services	866.79	1,300	-	-
Professional Services	210.00	1,505	11,000	946.00
Fringe Benefits	2,246.42	4,460	32,135	5,355.83
Personnel expenditures	<u>6,981</u>	<u>14,580</u>	<u>84,733</u>	<u>13,235</u>
Travel	-	-	1,500	129
Supplies	5,983	6,566	61,300	5,272
Miscellaneous Expenditures	-	-	3,500	301
Lease Payments	45,452	136,356	500,000	43,000
Contractual Service	5,207	6,322	28,700	2,468
Utilities	15,905	24,611	131,000	11,266
Other expenditures	<u>72,547</u>	<u>173,855</u>	<u>726,000</u>	<u>62,436</u>
Total expenditures	<u>79,528</u>	<u>188,435</u>	<u>810,733</u>	<u>75,671</u>
Net profit (loss)	<u>\$ 108,428</u>	<u>17,148</u>	<u>\$ 262,937</u>	<u>\$ (71,376)</u>

Seminole State College
Student Activities - Statement of Revenue and Expenditures
For the Period July 1 through August 31, 2024

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
Student activity fee	\$ 8,839	\$ 21,211	\$ 317,770	\$ 7,309
Cultural & recreation fee	1,075	2,546	35,707	821
Total Revenue	<u>9,914</u>	<u>23,756</u>	<u>353,477</u>	<u>8,130</u>
Athletic Administration	-	-	-	-
National Tournaments	-	1,068	40,000	640
Golf-Women	-	-	4,544	73
Golf-Men	-	-	4,544	73
Womens Soccer	-	-	12,500	200
Men's Basketball	-	-	6,971	112
Women's Basketball	623	623	6,971	112
Volleyball	-	-	11,000	176
Baseball	-	-	15,181	243
Softball	-	-	13,632	218
Student Government	-	-	12,500	200
Livestock Judging Team	-	-	-	-
PLC	447	447	12,000	192
SSC Aggie (AFAC)	-	-	-	-
Phi Theta Kappa (AFAC)	-	-	-	-
NASA (AFAC)	-	-	-	-
Student Nurse Association(AFAC)	-	-	-	-
Total Expenditures	<u>1,070</u>	<u>2,138</u>	<u>139,843</u>	<u>2,237</u>
Revenue Over (Under) Expenditures	<u>\$ 8,844</u>	<u>\$ 21,619</u>	<u>\$ 213,634</u>	<u>\$ 5,892</u>

Seminole State College
Restricted Funds - Statement of Revenue and Expenditures
For the Period July 1 through August 31, 2024

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
PELL	\$ 40,845	\$ 34,373	\$ 6,472
PELL Recovery	-	-	-
SEOG	1,500	1,500	-
Direct Loans	62,571	48,574	13,997
Student loan repayment	-	-	-
College Work Study	4,019	4,019	-
SSC Foundation	-	-	-
Private Scholarships	113,349	36,750	76,598
Private Loans	21,322	-	21,322
Cherokee Student Grants	10,000	-	10,000
Sac & Fox Student Grants	7,600	-	7,600
Creek Tribe Student Grants	-	-	-
Shawnee Tribe Student Grants	6,374	1,759	4,615
Choctaw Tribe Student Grants	7,189	1,750	5,439
Citizen Pottawatomie Stud Grnt	8,373	4,123	4,250
Chickasaw Tribe Std Grants	35,638	1,288	34,350
OHLAP	1,605	35,203	(33,598)
Misc Indial Tribal Grants	7,880	2,180	5,700
Oklahoma Tuition Aid Grant	-	-	-
Subtotal Financial Aid	<u>328,265</u>	<u>171,519</u>	<u>156,746</u>
Title III Engaging Students in Science	-	-	-
Ub Math/Science #2	153,713	136,501	17,211
Ub Math/Science #1	150,646	141,642	9,003
Upward Bound #2	131,312	122,036	9,277
Upward Bound #1	196,749	182,780	13,969
Talent Search West	51,408	50,293	1,116
Talent Search Central	70,381	70,332	50
Dream Catcher Gear Up	157,875	86,058	71,817
STEM Student Support	44,180	43,826	354
Student Support Serices	54,117	52,757	1,360
NASNTI Grant	132,049	50,071	81,978
NASNTI Grant	-	-	-
Scholars for Excellence	13,551	12,391	1,161
NASNTI Grant Supplemental	-	7,544	(7,544)
CONGRESSIONAL FUNDS - NURSING	-	5,198	(5,198)
TANF	41,695	17,854	23,841
TANF - Ada	-	11,245	(11,245)
Carl Perkins	-	-	-
Subtotal Federal Grants	<u>1,197,677</u>	<u>990,526</u>	<u>207,150</u>
Care Bears	74	-	74
Nursing Student'S	-	-	-
Upward Bound #2 Fund Raiser	60	-	60
Upward Bound M/S Fund Raiser	180	-	180
Ub Ms #2 Fund Raiser	-	-	-
Upward Bound #1 Fundraiser	90	-	90
Subtoal Other Restricted	<u>404</u>	<u>-</u>	<u>404</u>
Total	<u>\$ 1,526,346</u>	<u>\$ 1,162,046</u>	<u>\$ 364,300</u>

Seminole State College
Campus Organizations - Statement of Revenue and Expenditures
For the Period July 1 through August 31, 2024

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
VA REPORT FEE	-	1,304	(1,304)
FACULTY SENATE	270	-	270
UB #1 SUMMER FOOD PROGRAM	5,854	-	5,854
PHI THETA KAPPA	228	-	228
UBMS SUMMER FOOD PROGRAM	3,753	-	3,753
UB M/S #2 SUMMER FOOD PROGRAM	4,804	5,000	(196)
UB2 SUMMER FOOD PROGRAM	4,065	-	4,065
RESIDENTIAL DEPOSITS	7,190	-	7,190
PROFESSIONAL STAFF COUNCIL	300	1,000	(700)
CLASSIFIED STAFF ASSOCIATION	50	-	50
OTHER ORGANIZATIONS AND ACTIVITIES	12,698	8,346	4,352
	<u>\$ 39,211</u>	<u>\$ 15,650</u>	<u>\$ 23,561</u>

Austin M. Bogle

austinbogle24@gmail.com
(417) 429-3134

2835 N Garry St
Springfield, MO 65803

Qualifications Summary

With 6 years of experience on a collegiate coaching staff, I am qualified to assist in all areas of running a competitive program. I am especially strong in the areas of recruiting, academic support, player development, scouting, and operational/administrative tasks. I have learned from multiple high major coaches, and understand the work it takes to run a successful program.

EDUCATION

Utah Valley University

Bachelor of Science in Marketing
GPA: 3.9

*Orem, Utah
May, 2021*

RECENT EXPERIENCE

University of Hawaii

Graduate Assistant/Director of Ops

*Honolulu, Hawaii
June 2023 - Present*

- Assisted with raising over \$300,000 through fundraising efforts.
- Oversaw academics leading to highest team GPA in current Head Coach's tenure (3.11).
- Conducted training sessions for player development and participated in on-court drills.
- Composed game schedules and organized team travel arrangements.
- Purchased and maintained team equipment/gear.

Southern Utah University

Special Assistant to the Head Coach

*Cedar City, Utah
August 2022 - June 2023*

- Created and designed recruiting graphics through Adobe Photoshop and Canva.
- Managed team social media accounts and worked with the marketing team for game promotions.
- Film breakdown in Sportscode and Synergy.
- Oversaw team of student managers for practice and game day preparations

Northeastern State University

Men's Basketball Assistant Coach

*Tahlequah, Oklahoma
July 2021 - August 2022*

- Assisted Head Coach with organization of practice and on-court instruction.
- Recruited and met with potential student-athletes to discuss experience and goals.
- Scouted opposing teams and developed in-game strategies.
- Created analytic reports to aid the Head Coach in decision making.

Utah Valley University

Men's Basketball Student Manager

*Orem, Utah
September 2018 - July 2021*

- Rebounded for players at all hours of the day (5am, 12am, etc).
- Solved player issues regarding equipment and transportation.
- Executed and managed game day operations.



Tuesday, August 6th, 2024

Athletic Director Sewell,

Please accept this letter as a formal notice of my resignation from my position as head men's basketball coach at Seminole State College, effective immediately. I am resigning to pursue another opportunity in coaching.

I am extremely grateful for the opportunity that you provided me to be the head basketball coach of such a storied program. Many college basketball coaches go their entire careers and never get the chance to be a head coach – I am forever indebted to you and Seminole State College for hiring me and allowing me to lead the Trojan basketball program.

I believe we made great progress as a program over the last year. I am proud of the strides our student-athletes made both on and off the court and think the trajectory of Seminole State basketball is extremely high.

I enjoyed getting to work for you and think you have the unique ability as a leader to understand the details and happenings of each program, while still allowing coaches to do their jobs and not micromanage them. I have never doubted that you always have the best interest of Seminole State College athletics at heart. The culture that you have shaped amongst coaches and programs at SSC makes it a fun and exciting place to work.

I appreciate the leadership of the institution – specifically President Reynolds for her devoted support of athletics. I also took pleasure in getting to work in a community where the success of the local junior college athletics programs mattered, and their support matched that.

I look forward to following Seminole State athletics from afar and will do everything I can to help with this transition.

Respectfully,

Lucas Hunter
Head Coach
Seminole State College Men's Basketball
L.hunter@sscok.edu

TALINA LEE



580-513-9067



t.lee@sscok.edu



35320 E 121, Earlsboro, OK 74840

To:

HOLLY WILSON-BYRD

Director for Human Resources
Seminole State College
2701 Boren Blvd., Seminole, OK 74868

Date:

10 July, 2024

Dear Mrs. Wilson-Byrd,

I am applying for the Business and Industry Training Coordinator position. With over a decade of working in and with the Seminole community I feel very confident about growing the Business and Industry section of Seminole State College. I have never held the title of Public Relations, but when I was the Vice President of BancFirst and a new community member, 70% of my job involved community outreach, being a board member, and building relationships in general.

My background is customer service and communication which I believe are very crucial skills to have for this job. I am also very organized, motivated, handle confidential information with discretion, and genuinely love to help people. I believe I can bring fresh ideas and new community collaborations to this program.




I truly appreciate you and the hiring committee's consideration of me for this position and look forward to speaking to you in the future.

Best Regards,

Talina Lee

TALINA LEE

CONTACT

 580-513-9067
 t.lee@sscok.edu
 35320 E 121
Earlsboro, OK 74840

EDUCATION

SECONDARY SCHOOL

Valliant High School
2002 - 2006

BACHELOR OF SCIENCE BUSINESS ADMINISTRATION CONCENTRATION IN FINANCE

East Central University
2006 - 2009

SKILLS

Strong Communication
Collecting & Analyzing Data
Organization
Professionalism
Scheduling
Training/Teaching
Computer Literacy
Tactfulness with Information
Community Relations

SUMMARY

I am a qualified and professional individual with self-motivation and the ability to manage projects and individuals. Strong creative and analytical skills. Team player with an eye for detail. I also believe it is imperative to be an active part of my surrounding community.

EXPERIENCE

FINANCIAL AID SPECIALIST

Seminole State College
2022 - Present

- Navigate students through the process of financial aid/FAFSA
- Customer Service

BUYER

Enviro Systems, Inc.
2019 - 2022

- Working with and managing vendors
- Negotiating pricing and shipments of parts

MEMBER SERVICE OFFICER

Tinker Federal Credit Union
2017 - 2019

- Customer service
- Opening accounts
- Lending

ASSISTANT VICE PRESIDENT/BRANCH MANAGER

BancFirst
2012 - 2017

- Customer Service
- Managing employees and their schedules
- Lending

TALINA LEE



580-513-9067



t.lee@sscok.edu



35320 E 121, Earlsboro, OK 74840

To:

HOLLY WILSON-BYRD

Director for Human Resources
Seminole State College
2701 Boren Blvd., Seminole, OK 74868

Date:

10 July, 2024

References

MELANIE RINEHART

Seminole, OK
405-201-4451

MARCI DONAHO

Seminole, OK
405-630-4499

DR. BILL KNOWLES

Seminole, OK
405-370-8373

PAUL LEVY

Seminole, OK
405-641-8031

TRACY JACOMO

Seminole, OK
405-584-0960

DEBBIE COYM

Seminole, OK
405-380-7239

MARK SCHELL

Seminole, OK
405-443-1340

JAMIE CARTER

Seminole, OK
405-584-0379

Alicia M. Ryan

Shawnee, OK 74801 | C: 405-765-9928 | aliciaryan30@gmail.com

August 11, 2024

Holly Wilson-Byrd
Seminole State College
2701 Boren Boulevard
Seminole, OK 74868

Dear Ms. Wilson-Byrd,

I am writing this letter to express interest in the Financial Aid Specialist position with Seminole State College of Oklahoma.

In my current position as NASNTI Student Support Specialist, I am responsible for monitoring, developing, and implementing grant initiatives while following the scope of the grant and staying within budget parameters. I oversee multiple NASNTI programs such as the Access Lab, Seminars, Online Videos, Talking Circles, SSC Mobile App, Native American Scholarship Board, and other Cultural Awareness events on campus.

In my previous position as the Administrative Programs Officer with the Oklahoma Conservation Commission, I was responsible for providing direction and support to the 84 conservation districts in Oklahoma. This included ensuring the accuracy of payroll, leave accruals, leave without pay usage, longevity, retirement, and benefit reports, timely reimbursements, as well as analyzing and interpreting policies for district employees, regarding the management and operation of the district and its functions.

During my time as the Community Resource and Development Manager at Central Oklahoma Community Action Agency, I oversaw the expenditures of multiple federal grants and funding programs that assisted low-income and unhoused individuals and families. This included managing the receipt of all client documentation, ensuring data quality across various information management systems, maintaining accurate reports and balances, acting as point of contact, and ensuring compliance with Department of Commerce and Department of Housing and Urban Development, while also providing direct case management to clients.

In my professional career, I have learned to navigate the intricacies of agency, state, and federal policies and laws, developed excellent time management, as well as organizational skills that allow me to stay on top of a myriad of tasks, and has given me the confidence to manage complex situations while finding solutions that stay in line with program objectives and goals.

I believe my skills and abilities, along with my professional experiences have prepared me for a career in supporting individuals and families in numerous capacities, including the academic sector.

Thank you for your consideration. I look forward to hearing from you soon.

Alicia Ryan

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

PROFESSIONAL SUMMARY

Confident, driven, dedicated, culturally sensitive professional with an extensive history of working with people from diverse backgrounds, including various racial, ethnic, socioeconomic, and individuals with disabilities. Committed to efficiency and effectiveness through developing processes, streamlining procedures, identifying and implementing innovative solutions, and collaboration.

PROFESSIONAL STRENGTHS

- Strategic Thinker
- Time Management
- Work Ethic
- Team Player
- Flexible
- Microsoft Word, Google Application Proficiency
- Database Administration

CAREER HISTORY

Seminole State College of Oklahoma

2701 Boren Blvd, Seminole, OK 74868

NASNTI Student Support Specialist

10/2023-present

- Monitor and oversee NASNTI grant initiatives, following budget parameters and grant scope.
- Develop and provide seminars, videos, talking circles, along with other events, that address cultural awareness, well-being and resilience, academic skills, and civic and professional skills.
- Oversee the Access Lab, ensuring the computer lab is equipped with the proper and necessary software and equipment to assist students with disabilities. Research and learn how to utilize equipment so I may teach and guide others on campus. Supervise student Access Lab Assistant.
- Oversee the Assistive Device Loaner Program, obtaining pertinent paperwork and signatures, contacting students to ensure timely returns, and getting feedback.
- Manage the SSC Mobile App, gathering information from all departments across campus, providing personal training opportunities for staff to learn and ideas to implement, develop policies and procedures, attend Ready Education trainings, create presentations.
- Manage NASNTI social media content and increase scholarship awareness and opportunities for students.
- Research academic, internship, employment, and scholarship opportunities for Native American and underserved/disadvantaged students.
- Create marketing material such as flyers, brochures, and signage for events, Access Lab, and more.
- Write and distribute monthly NASNTI newsletter.
- Provide presentations and training for specified topics, such the SSC Mobile App, NASNTI programs and initiatives, and other professional development topics.
- Ensure the timely completion of monthly reports, forms, and timecards.
- Supervised and mentored employment readiness intern.
- Attend professional development conferences.
- Currently sits as Vice-Chair of Professional Staff Committee.

Oklahoma Conservation Commission

2800 N Lincoln Blvd, Oklahoma City, OK 73105

Administrative Programs Officer, District Services

4/2023-8/2023

- Provide support services to 84 districts in Oklahoma; 180 employees.
- Process payroll for the 180 employees, exempt and non-exempt. Ensure accuracy of timesheets, leave without pay, leave accruals, longevity, retirement, and insurance. Research and correct discrepancies.

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aliciaryan30@gmail.com

- Process reimbursement claims from all districts; ensure accuracy of required documents, coding, and allowable reimbursable expenses. Collaborate with accounting staff to ensure districts are reimbursed accurately and in a timely manner.
- Researches, analyzes, and resolves all discrepancies with payroll, benefits, reimbursements, and any other inquiries from all districts and employees.
- Assist with budget preparations and maintain multiple budget lines for all districts and employees. Request funds as needed from accounting.
- Provide support and training to districts; analyze and interpret policies for district employees, regarding the management and operation of the district and its functions.
- Created Conservation District Handbook summary guides to give district employees a quick view and review of policies and best practices in layman's terms. Assist in the interpretation of policies, rules, and laws for district employees.
- Participate in various committees with the agency such as the Awards and Recognition Committee, and Annual State and Area Meeting Committees. Plan and coordinate fundraising events and area and state meetings.
- Process Board of Director appointments and elections for districts; ensure compliance of appointments and elections.
- Ensure all districts meet various monthly, quarterly, and yearly deadlines with consistent correspondence and assistance.
- Purchase card holder for state purchases, hotels, food, etc. Reconcile purchases with appropriate codes and budget lines, create purchasing reports and gather all pertinent documentation for accounting.
- Act as executive assistant to Director of District Services and 5 Area Coordinators; schedule meetings, arrange in state and out of state travel, process travel claims and per diem.

Central Oklahoma Community Action Agency (COCAA)

131 N Bell Ave, Shawnee, OK 74801

Community Resource and Development Manager

7/2021-4/2023

- Provide direct case management to low-income and/or unhoused individuals and families to help them achieve economic security and well-being by analyzing barriers, risks, and opportunities for the families and individuals; find solutions to complex cases based on program specific policies.
- Accept, review, and process applications for financial assistance; including application assistance, retrieval of required documents, calculating income specifications, and determining denials or approvals according to eligibility criteria listed for each grant/fund.
- Create spending action plans for various programs and projects, monitor implementation of program and project objectives and ensure achievement of program outcomes in timeframes set by each grant.
- Analyze, interpret, and implement the policies of the organization and various grants for clients, community members, community partners, and city and state officials to reach program goals and objectives.
- Develop and maintain effective partnerships with community leaders, service providers, and other stakeholders in the community to help meet the needs of the individuals and families we support.
- Establish and facilitate local and county-wide advisory committees and boards for multiple counties to work and oversee various programs, funding streams and resource development.
- Oversee the spending of federal funds from various grants, accounts, and funding sources; ensure compliance with Department of Commerce's regulatory requirements, provide documentation and timely reports, checks and balances of invoices and purchase requisitions with CFO, and maintain accuracy of expenditures from various funding sources ensuring compliance with DOC.
- Developed effective and efficient processes and procedures for client assistance in the 6 counties we serve.
- Act as point of contact and subject matter expert in multiple counties regarding our various programs, services, and interpretation of policies.

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aliciaryan30@gmail.com

- Maintain multiple databases to ensure data quality for various programs, maintain a confidential filing system.
- Supervisor to Intake Specialist and Administrative Assistant.

Community Health Centers of Oklahoma - Shawnee, OK

12716 NE 36th St, Spencer, OK 73084

Program Manager

3/2021 – 7/2021

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

Open Arms Foster Care

4900 Richmond Square Dr, Oklahoma City, OK 73118

OKC Area Director

9/2019 – 3/2021

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

Alicia M Ryan

405-765-9928

aliciaryan30@gmail.com

Oklahoma Department of Human Services

1400 N Kennedy, Shawnee, OK 74804

Child Welfare Specialist III

9/2018 – 2/2019

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

Child Welfare Specialist II

9/2015 – 9/2018

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

St. Gregory's University

1900 W MacArthur, Shawnee, OK 74804

Director of Annual Giving

5/2013 – 9/2015

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

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

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

EDUCATION

Master of Business Administration/Human Resource– August 2022

Southeastern Oklahoma State University, Durant, OK

Bachelor of Business Administration – May 2012

University of Central Oklahoma, Edmond, OK

Associate of Arts – May 2004

Seminole State College, Seminole, OK

REFERENCES

Melanie Rinehart

VP of Finance, Enrollment, & Grants

Seminole State College of Oklahoma

m.rinehart@sscok.edu

405-382-9277

Kay Wallace

NASNTI Program Director

Seminole State College of Oklahoma

k.wallace@sscok.edu

405-382-9646

Ashley Bagwell

Research Librarian

Seminole State College of Oklahoma

a.bagwell@sscok.edu

405-382-9246

ATTN: Human Resources
Seminole State College
PO Box 351
Seminole, OK 74818

To whom it may concern:

I have had the pleasure of working with Alicia Ryan since my first day at SSC. From the outset, it was apparent that Alicia had an achiever's mindset. She is not only hardworking and capable of solving complex tasks, but also thoughtful and kind. These were aspects that I greatly appreciated as a new employee at Seminole State and continue to appreciate as I have watched her work in NASANTI.

Additionally, Alicia actively participates in creating a positive work atmosphere, and I have witnessed her step forward to complete tasks in a timely and efficient way, regardless of any setbacks. Her concern for her coworker's well-being, student success, and the overall success of the college makes her an asset regardless of the department she is working in. She has repeatedly proven dedication to thorough and accurate work. I am always impressed with the volume and depth of her knowledge of her job. In particular, her work with the SSC App has been tireless and driven by the goal of bringing a useful tool to students. She always brings a unique perspective to any task, and so often a much needed positive view. These are the qualities that make her an outstanding employee and person.

I am certain that Alicia is going to continue to do great and impactful things in the future. I highly recommend her and would encourage any institution, department, or entity to hire her and allow her to grow. She is talented, caring, dedicated, and focused in her pursuits. Alicia consistently seeks out opportunities to make herself more prepared and effective at achieving her goals, which is a rare and impressive quality in a person. She is truly a stand-out individual who will impress everyone she meets. Please feel free to contact me if you have any questions via the information provided below.

Thank you,



Ashley Bagwell, MA
Research Librarian
Seminole State College
Office: (405) 382-9246
Library: (405) 382-9243
Email: a.bagwell@sscok.edu



Seminole State College

P.O. BOX 351 2701 BOREN BOULEVARD SEMINOLE, OK 74818-0351 PHONE 405-382-9950

TO: Seminole State College
ATTEN: Human Resources
P.O. Box 351
Seminole, Oklahoma 74818

FROM: Kay Wallace, NASNTI Program Director
Seminole State College
Seminole, Oklahoma 74818

RE: Recommendation letter/Alicia Ryan

Human Resources Director:

Please accept this letter of recommendation for Alicia Ryan to be selected as the ***Financial Aid Specialist***. Currently, Alicia works as the NASNTI Student Support Specialist.

Alicia possesses the ability to communicate effectively, works efficaciously to build relationships across all cultural groups and research thoroughly on assigned projects. Her compassion to help SSC students, staff, and faculty is above and beyond the call of duty.

Aside from her dedication to her department, Alicia exemplifies excellent skills in research, writing and the ability to work well with others. I feel Alicia will be a great asset to the SSC Financial Aid team and its goals.

Please do not hesitate to contact me at k.wallace@sscok.edu if you have any questions.

Sincerely,

Kay Wallace
NASNTI Program Director
405.382.9646

August 9, 2024

To Whom It May Concern,

It is with the utmost confidence that I write this letter to recommend Ms. Alicia Ryan for the Financial Aid Specialist position at Seminole State College of Oklahoma.

For the past ten years, I have had the pleasure of knowing Alicia in both a professional and personal capacity. We met during our time at St. Gregory's University in 2013, where she quickly rose from Administrative Assistant to Director of Marketing and Development, while having to learn and launch two CRM (Customer Relation Management) systems for the entire University. I witnessed Alicia navigate challenges with ease and precision. She constantly rose to the top among her peers and was a "go to" person for everyone on campus.

While at Seminole State College, Alicia jumped right in to organizing the new SSC App. She has done an outstanding job of making the app user friendly for students, staff and faculty. Her efforts were backed by her innate actions to educate herself on "all things SSC". She has excelled at creating and presenting informational sessions concerning the use of the app and encouraging the different stakeholder groups to use it. Her public speaking skills are top notch and professional level.

Alicia is a quick learner, pays attention to detail and is an incredibly motivated individual who works diligently to get any task done that is assigned to her in an organized and timely manner. Her work ethic is impeccable and can be trusted to execute and oversee any project given to her. One quality that I admire most about Alicia is her ability to take charge of a task and look at her projects from a strategic angle. She is an out of the box thinker, innovator and problem solver. She is always considerate of how a potential decision could affect all, including those not directly involved, and offers solutions to mitigate issues up front.

Alicia has already proven herself to be an asset to SSC and I am confident she will be a positive addition to the financial aid department.

If you have any questions or if I can provide anything further, please do not hesitate to reach out to me at m.rinehart@sscok.edu or 405-382-9277.

Sincerely,



Melanie Rinehart
Vice President of Finance, Grants and Enrollment

WHY WE WORK AT SSC

Based on **Employee Climate Survey Report - Spring 2024**



Most Popular Reasons for Working at SSC

- Holidays/Time Off** • **35-Hour Work Weeks**
- **Family Atmosphere** • **Supportive Co-workers**
- **Benefits/Insurance** • **Fridays Off During the Summer**
- **Helping Students Achieve Their Goals**

Employee Quotes on Why They Work at SSC

“I have never worked in such a supportive and kind place.”

“Recent salary increase, good working environment, short commute.”

“Better benefits than other local insitutions of higher education.”

“Amazing leadership, sense of community, support from co-workers.”

“The heartbeat of the campus is its students. They are what keeps me motivated.”

“I love that SSC does so many good things for the community.”

67% would recommend working at SSC to a friend or colleague.

82% are satisfied with their benefits.

84% agree their job requirements are reasonable.

97% believe SSC values its community beyond campus.

Percentages based on completed employee surveys.



Seminole State College empowers people for academic success, personal development, and lifelong learning.



230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
312.263.0456 | 800.621.7440
Fax: 312.263.7462 | hlcommission.org

August 27, 2024

Ms. Lana Reynolds
President
Seminole State College
P.O. Box 351
2701 Boren Blvd.
Seminole, OK 74818-0351

Dear President Reynolds:

This letter serves to inform you that Seminole State College (the institution) has successfully completed its Open Pathway Assurance Review with no recommended monitoring.

The institution will not receive an official action letter from the Higher Learning Commission (HLC) Institutional Actions Council. This letter serves as your confirmation that this review is complete.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for the institution to review and manage information regarding its accreditation relationship. Chief Executive Officers and Accreditation Liaison Officers may download the ISR Report in Canopy at <https://canopy.hlcommission.org>.

The next steps in the institution's ongoing accreditation relationship are to begin work on a Quality Initiative project and to prepare for the institution's comprehensive evaluation in Year 10, which will include an action regarding the institution's Reaffirmation of Accreditation.

If you have any questions, please contact Jamie Stanesa, your HLC staff liaison.

Sincerely,
Higher Learning Commission

cc: Jessica Isaacs, Accreditation Liaison Officer
William W. Tammone, Team Chair
Peer Review Team Members
Jamie Stanesa, HLC Staff Liaison



OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Improving our future by degrees

September 6, 2024

President Lana Reynolds
Seminole State College
2701 Boren Boulevard
Seminole, Oklahoma 74868-0361
l.reynolds@sscok.edu

Re: Approval of Early College High School Program

Dear President Reynolds:

At their September 5, 2024 meeting, the State Regents approved Seminole State College's (SSC) request to launch the Seminole State College Early College High School (SSECHS) program in partnership with Seminole Public Schools, Shawnee Public Schools, and The Academy of Seminole.

SSC's SSECHS program will begin in the Spring 2025 semester with a five-year approval, concluding at the end of the Spring 2030 term. An interim report on program outcomes will be submitted to the State Regents at the conclusion of the Spring 2028 semester and a final report will be submitted at the conclusion of the approval period. Based on the reported outcomes in the final report, the State Regents may renew approval of the program during the 2030-2031 academic year.

If you have questions or concerns regarding this action, please contact Ms. Angel Icenhour, Director of Concurrent Enrollment Programs, at aicenhour@osrhe.edu or 405-225-9261.

Sincerely,


[Stephanie Beauchamp \(Aug 19, 2024 10:45 CD T\)](#)

Stephanie Beauchamp, Ed.D.
Interim Vice Chancellor for Academic and Student Affairs

SB/ew

cc. Dr. Bill Knowles, Vice President for Student Affairs
b.knowles@sscok.edu

INTEROFFICE MEMORANDUM

TO: LANA REYNOLDS, PRESIDENT

FROM: MELANIE RINEHART, VPFGE
DR. BILL KNOWLES, VPASA

SUBJECT: RFP #202508-01 SSC MOTORPOOL SECURED PARKING LOT

DATE: 9/13/2024

There were 2 bids received associated with RFP #202508-01. Based on the needs of the college and after our consultation with Director of Maintenance, Clint Robertson, we recommend that Seminole State College select the following bids:

Dave Haynie LLC for SSC Motor Pool Secured Parking Lot for the amount of \$189,300.

You will find the full bid packages attached. A chart noting all bids and the reasons for the decision are documented below.

Sincerely,



Melanie Rinehart
Vice President of Finance, Grants and Enrollment

The following chart presents the bid companies and the amounts of their bid:

Dave Haynie, LLC	\$ 189,300.00
Scott + Reid	\$ 289,430.00

Dave Haynie, LLC was the lowest bid and included all of the needed components. The "Note 3B" option is included in the documented price above. This bid does exclude the security camera, but that was an option on the RFP. It is unclear if the security camera was included in the Scott + Reid bid but the bid from Dave Haynie is still significantly less for the main components of the RFP.

DAVE HAYNIE LLC

P.O. Box 178

McLOUD, OK 74851-0178

EMAIL: DAVHAYNIE@AOL.COM

DAVE HAYNIE
405.834.5888

DEBBIE HAYNIE
405.328.1088

TO: Seminole State College
Attention: Mrs. Melanie Rinehart
Vice President of Fiscal Affairs

FROM: Dave Haynie, General Contractor

DATE: August 28, 2024

RE: LUMP SUM BID: Motor Pool Secured Parking Lot (Re-Bid)

We are interested in performing the work on the Seminole State College Motor Pool Secured Parking Lot for you. In response to the RFP, attached are the following:

My resume - for your convenience and review, and as an introduction to myself and my experience in the construction industry. As you can see, I have been in the construction industry for some time, covering an array of projects of various types. In particular regard to this project is the Parking Lot we did at the Multipurpose Building at the Headquarters of the Absentee Shawnee Tribe of Oklahoma.

Also attached are the following documents:

1. Certification for Competitive Bid and/or Contract
2. Responding Bidder Information Form
3. Proposal/Contract with Description of Scope of Work and Quote amount.
4. Oklahoma Sales Tax Permit. No tax is included in the Proposal/Contract.
5. Oklahoma Affidavit of Exempt Status under the Administrative Workers' Compensation Act, dated 08/14/2023.

Exceptions to the Proposal: In regard to Section 4 Exceptions to RFP: "H. Effective Period of Proposals" please note that Section 3, Conditions, listed on Page 2 of the attached Proposal, states that due to current fluctuations in the cost and/or availability of materials to be used on this Project, the Bid quote in the amount of One Hundred Sixty-Two Thousand Three Hundred Fifty Dollars (\$162,300) shall remain in effect for a period of Thirty (30) days from today's submission date of August 30, 2024.

Thank you for the opportunity to bid on this Project.



DAVE HAYNIE
P.O. Box 178
McLoud, OK 74851

Cell: 405.834.5888

davhaynie@aol.com

INTRODUCTION & EXPERIENCE: The wide range of construction experience is detailed below, including managing and maintaining project schedules, coordinating with subcontractors and suppliers, along with experience in the specific skills listed below.

- | | | |
|--------------------------------|-------------------------------|-------------------------------|
| • Construction Superintendent | • Demolition/Remodel | • Concrete Slabs |
| • Job Coordination/Supervision | • Pre-Engineered Metal Bldgs. | • Concrete & Asphalt Paving |
| • Site Work/Layout & Grades | • Wood Frame Buildings | • Concrete Curb & Gutter |
| • Soil Stabilization | • Masonry Buildings | • Concrete Demo/Replace |
| • Building Foundations & Pads | • Structural Steel Buildings | • Structural Concrete & Steel |
-

PROJECTS:

- 2020: General Contractor over demolition and remodel of *Lillard Absentee Shawnee Tribe of Oklahoma Emergency Food Distribution Center & First Responders Project*, Shawnee, OK.
- 2019: Superintendent over *Multipurpose Building Parking Lot*, Absentee Shawnee Tribe of OK.
- 12/2016 – 12/2018: Field Superintendent for Nabholz Construction in the construction of the new *Seiling Public Schools Project*, Seiling, OK (\$20M Project).

PREVIOUSLY: Owner/Manager of Oklahoma construction company, encompassing Project Estimating, Bidding, Coordination/Supervision of Site work, Soil Stabilization, Utilities, Foundations, Concrete Building Slabs, Concrete and Asphalt Paving (streets, parking lots), Concrete Curb & Gutter, Structural Concrete, New Construction, Demolition/Remodel.

Construction Projects done in PA, LA, AR, TX, and OK:

	<u>Valuation</u>
▶ Aids Research Ctr, Philadelphia, PA (supervised 20-man framing & drywall crew)	\$ 1.0M
▶ Wal-Mart & Sam's Club, Slidell, LA (350K SF concrete paving; 8K LF curb)	\$ 1.0M
▶ Love's Country Stores: Paving & sitework (new and rehab work)	\$ 3.0M
▶ Seminole Indian Nation, OK: Rolling Meadows Phase I & II; Homestake Retirement Village (Site work, soil stabilization, utilities, building pads, paving)	\$ 1.5M
▶ Concrete work Central OK: Slipped 220000+ LF concrete curb & gutter	\$ 1.7M

Project Superintendent - Turn-Key Projects in AR and TX:

	<u>Valuation</u>
▶ Best Buy Store, North Little Rock, AR	\$ 1.6M
▶ Best Buy Store, Fort Smith, AR	\$ 1.8M
▶ AR Sports Medicine Clinic, Little Rock, AR	\$ 3.0M
▶ Pulaski County Central Health Care Unit, Little Rock, AR	\$ 6.0M
▶ Stephens, Inc. Bldg (Extensive Remodel of Offices/Floors), Little Rock, AR	\$ 10.25M
• <i>Concurrent Projects Managed during Stephens Remodel Project:</i>	
- Stagebase Shopping Center, Little Rock, AR	\$ 750,000
- Westside Shopping Center, Little Rock, AR	\$ 900,000
▶ Paramount Building, Little Rock, AR	\$ 6.5M
▶ Bowman Curve Shopping Center (1), Little Rock, AR	\$ 2.9M
• <i>Concurrent Project:</i> - Fidelity Plaza Office Bldg, Little Rock, AR	\$ 3.5M
▶ Wendy's Restaurant, Portland, TX	\$ 850,000
▶ OMNI Office Building, Little Rock, AR	\$ 2.25M
▶ Kavanaugh Corners Mini Mall, Little Rock, AR	\$ 1.0M
▶ Financial Park Place Office Building, Little Rock, AR	\$ 3.5M



Certification for Competitive Bid and/or Contract (Non-Collusion Certification)

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: _____ Agency Number: _____

Solicitation or Purchase Order #: SCC Proposed Motor Pool Parking Lot

Supplier Legal Name: DAVE HAYNIE LLC

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

- 1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders 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 said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
b. 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
c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j. 1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

[X] the competitive bid attached herewith and contract, if awarded to said supplier;

OR

[] the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

David T. Haynie
Supplier Authorized Signature

DAVID T. HAYNIE
Printed Name

405-834-5888
Phone Number

Fax Number

9-28-2024
Certified This Date

OWNER
Title

davhaynie@aol.com
Email



Responding Bidder Information

"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.

1. RE: Solicitation # SSC MOTOR POOL SECURED PARKING LOT

Bidder General Information:

(FEI) SSN: 47-5119660 Supplier ID: _____

Company Name: DAVE HAYNIE LLC

Bidder Contact Information:

Address: P.O. Box 178

City: McLoud State: OK Zip Code: 74851

Contact Name: DAVE HAYNIE

Contact Title: OWNER

Phone #: 405-834-5888 Fax #: —

Email: DAVHAYNIE@AOL.COM Website: —

Oklahoma Sales Tax Permit¹:

YES - Permit

#: STS-15450442-04

NO - Exempt pursuant to Oklahoma Laws or Rules - Attach an explanation of exemption

Registration with the Oklahoma Secretary of State:

YES - Filing

Number: 3512521940

NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

Workers' Compensation Insurance Coverage:

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

YES - Include with the bid a certificate of insurance.

NO - Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) - Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.²

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

² For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/insurance/index.html>

Disabled Veteran Business Enterprise Act

- YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.
- NO – Do not meet the criteria as a service-disabled veteran business.

David T. Haynie

Authorized Signature

8-28-2024

Date

DAVID T. HAYNIE

Printed Name

OWNER

Title

DAVE HAYNIE LLC

**P. O. Box 178
McLoud, OK 74851**

GENERAL CONTRACTOR

Dave Haynie, Owner

Cell: 405.834.5888

davhaynie@aol.com

PROPOSAL/CONTRACT

TO: Seminole State College Attention: Mrs. Melanie Rinehart Vice President of Fiscal Affairs Phone: 405.382.9277 Business Office - RFP 2701 Boren Blvd. Seminole, OK 74818-351 Email: m.rinehart@sscok.edu	Date: August 28, 2024 Bid ID#: SSC-MP PkLot24-02R LUMP-SUM BID Location: Seminole State College Maintenance Building Project: SSC Proposed Motor Pool Secured Parking Lot
--	---

SECTION 1 - PROPOSAL/CONTRACT:

Dave Haynie LLC hereby proposes to furnish to Seminole State College (hereinafter referred to as "Owner or Owner's Representative") material and labor, necessary for completion of the following described Project per Specifications as provided in the Request for Proposal Letter from Mrs. Melanie Rinehart, Vice President of Fiscal Affairs, Seminole State College, dated 05/29/2023, and per Photograph provided (attached hereto). The Scope of Work of this Project is as follows:

Item#	Description	Total
1	TREE REMOVAL: An area of ten (10) feet wide on east side by length of proposed parking area will have trees and brush removed and hauled off site.	
2	EXCAVATION: Existing soil* will be excavated to sub-grade and compacted; concrete to be placed on existing soil. NOTE 2*: This bid is based on the condition of the soil at the proposed parking lot being suitable for this project. There is no monetary provision in this bid for undercutting of soil if the soil is unsuitable. If this occurs, a Change Order will be necessary in order to accommodate the change in additional cost on the project.	
3	CONCRETE:	
	3A. Approximately 8620 S.F. of 3500 P.S.I. concrete, five (5) inches thick, with #3 Rebar at 18" On Center to be placed; and finished with a Medium Broom Finish.	

	3B. Existing concrete* to have dowels placed at 18" On Center at new concrete abutment. NOTE 3B*: Option: The finish on the existing concrete (approximately 2700 S.F.) at the proposed parking area is rough and some cracking is evident. If you would choose to have the existing concrete removed and replaced, we could demo, haul off, and replace it for an additional Twenty-Seven Thousand Dollars (\$27,000).	
4	SOD:	
	4A. An area of approximately 10 ft. X 308 ft. (350 S.Y.) of sod will be laid due to soil disturbance in the parking lot area.	
	4B. Sod to be laid at the South, East, and North areas of existing and new concrete.	
5	FENCE:	
	5A. Approximately 464 L.F. of six (6) foot commercial grade chainlink fence.	
	5B. Commercial grade posts and top rail with three (3) strands barbed wire at top.	
	5C. One (1) 16 foot automatic gate* with keypad (solar) to be installed.	
	NOTE 5C*: If auto roll gate is not chosen, deduct \$1,000.00 from this Bid amount.	
6	PARKING LOT STRIPING: Parking Lot striping, as needed.	
7	SECURITY CAMERA: NOTE 7: I was unable to obtain a quote on the Security Camera due to no building access during Spring Break; therefore, no monetary provision is included in this bid amount for the Security Camera.	
	TOTAL LUMP SUM BID:	\$ 162,300.00

\$189,300 w/ dem

CHANGE ORDERS: Any deviation from the work as described herein shall be carried out only upon a written Change Order which shall be agreed to by Dave Haynie LLC and Owner or Owner’s Representative. The Total Bid for this Project will be adjusted accordingly.

SECTION 2 - EXCLUSIONS TO PROPOSAL/CONTRACT (Tasks to be performed by others):

1. Permits of any type: Tax, federal, state, county, city or other type.
2. Bond cost.

SECTION 3 - PROPOSAL/CONTRACT IS CONDITIONED UPON THE FOLLOWING:

1. No retainage shall be withheld from any portion or draw amount that is invoiced to Owner or Owner’s Representative for work completed on this Project.
2. Bid price is good for thirty (30) days due to the fluctuation in cost of materials for this Project.

SECTION 4 - PAYMENT TERMS: Request for payment in the form of a written Invoice for work completed on this Project shall be submitted in 30-day intervals to Owner or Owner’s Representative by Dave Haynie LLC

for payment of a percentage of the Total Bid for this Project. The amount due for each submitted Invoice shall be based upon the percentage of the work completed during the Thirty-Day (30-Day) period prior to the date of each such Invoice. The Invoice amount shall be paid to Dave Haynie LLC on or before the 10th day of the month immediately following the date said Invoice is submitted to Owner or Owner’s Representative for payment.

All work on this Project shall be completed in a substantial workmanlike manner according to specifications submitted to Dave Haynie LLC, per standard practices.

By signature below, Owner or Owner’s Representative hereby accepts and agrees to the terms and conditions contained in this Proposal/Contract, and agrees that when this document has been fully executed, it constitutes a binding contract between and among Owner or Owner’s Representative and Dave Haynie LLC.

Owner or Owner’s Representative further agrees that by signature below Dave Haynie LLC is authorized to perform the work specified herein on this Project, and that Dave Haynie LLC shall be paid in the manner outlined in the Payment Terms Section contained herein.

Please review this Proposal/Contract thoroughly, and if the terms and conditions contained herein are acceptable to Owner or Owner’s Representative, please sign and date where indicated and return to Dave Haynie LLC. Upon receipt of the signed document by Dave Haynie LLC, a fully executed copy will be provided for your records.

SEMINOLE STATE COLLEGE

Signature: _____

Date: _____

Printed Name: _____

Title: _____

DAVE HAYNIE LLC

Signature: *Dave Haynie*

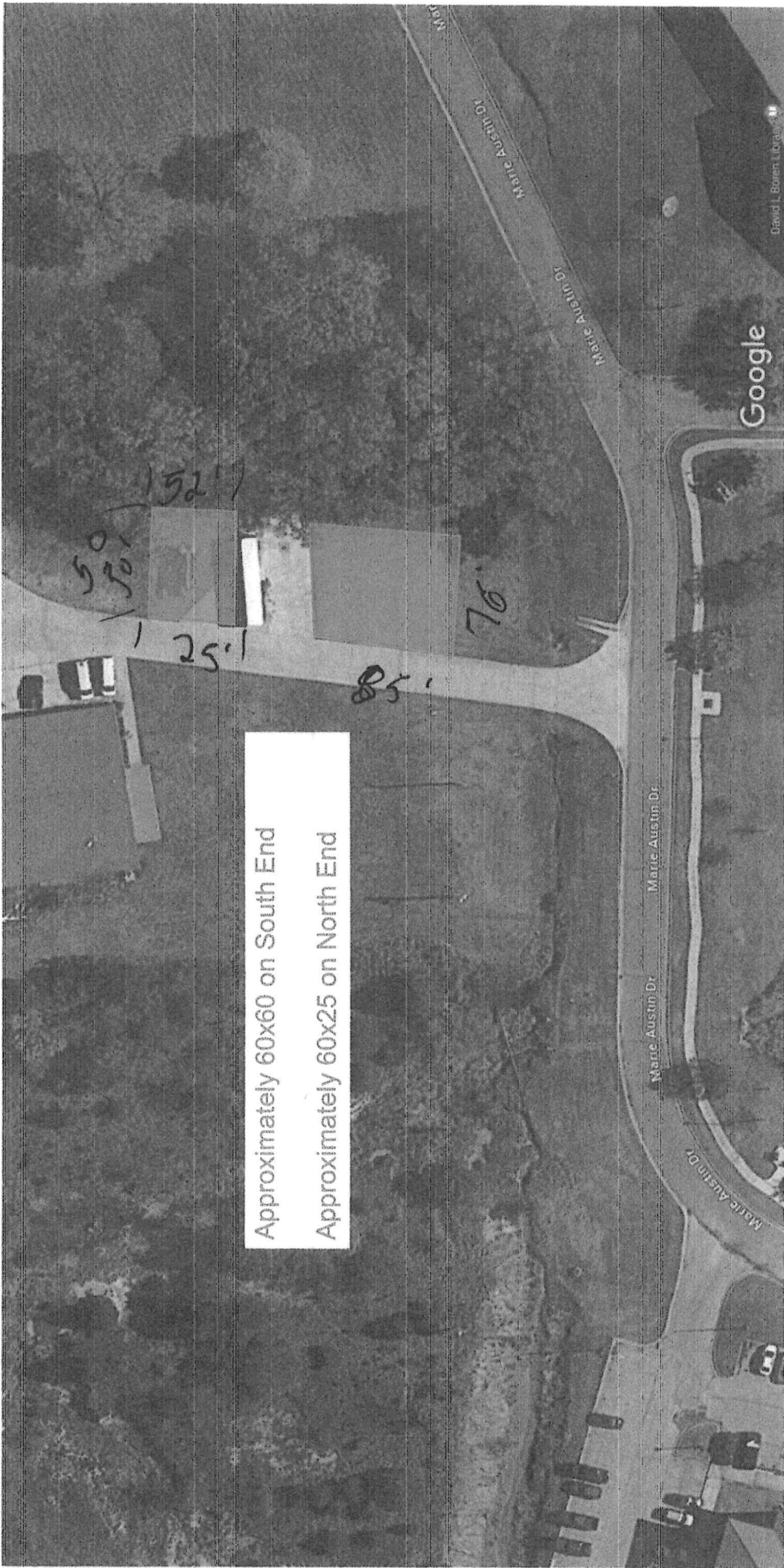
Date: 8-28-2024

Printed Name: Dave Haynie

Title: Owner and Manager

NOTE: *This Proposal may be withdrawn by Dave Haynie LLC if not accepted, signed by Owner or Owner’s Representative, and returned to Dave Haynie LLC within THIRTY (30) DAYS of receipt by Owner or Owner’s Representative.*

We Appreciate the Opportunity to Bid on this Project!



Approximately 60x60 on South End
Approximately 60x25 on North End

50
50
152
25

85

76

Marie Austin Dr

Marie Austin Dr

Marie Austin Dr

Google

David L. Bowen Library



OKLAHOMA
Tax Commission



DAVE HAYNIE LLC
PO BOX 178
MCLLOUD OK 74851-0178

Date Issued: October 19, 2023
Letter ID: L1100519360
Taxpayer ID: **-***9660

TRO

Licenses/Permits at this Location
SALES TAX PERMIT

County POTTAWATOMIE COUNTY

Holders of an Oklahoma Sales Tax Permit will find notice of penalties for violation of the Oklahoma Sales Tax code at tax.ok.gov

If the sales tax permit at this location becomes invalid then all associated permits will become invalid. If the business changes location or ownership or is discontinued for any reason, this permit must be returned to the Oklahoma Tax Commission for cancellation WITH AN EXPLANATION ON THE REVERSE SIDE.

Sales Account ID
STS-15450442-04

Site Permit Number
796041216

Business Location	Industry Code	City Code	Site Effective	Expires
DAVE HAYNIE 35601 MOCCASIN TRAIL RD MCLLOUD OK 74851-8277	423810	6388	May 1, 2020	May 1, 2026

PLEASE POST IN CONSPICUOUS PLACE

Mark Wood, Chairman
Shelly Paulk, Vice-Chairman
Charles Prater, Secretary Member

Non-Transferable



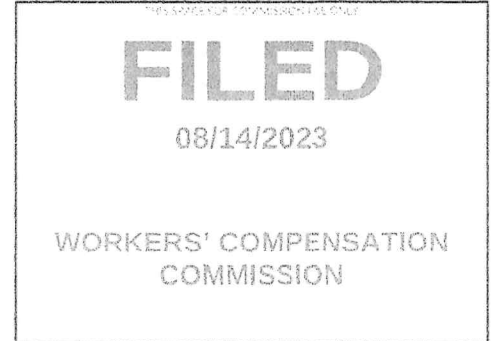
OKLAHOMA WORKERS' COMPENSATION COMMISSION

1915 N STILES AVE STE 231 · OKC, OK · 73105 · (405) 522-3222 · WCC.OK.GOV

Tulsa office · 201 Executive Center 5th Fl, 201 West 5th Street · Tulsa, Oklahoma 74103 · (918) 295-3732

AFFIDAVIT OF EXEMPT STATUS UNDER THE ADMINISTRATIVE WORKERS' COMPENSATION ACT

Affidavit Number: AES2023-034153
Effective Date: 08/14/2023,
Expiration Date: 08/14/2025, 12:01AM
Filing Type: New



I, **DAVID THOMAS HAYNIE**, state under penalty of perjury, as follows:

- I, **DAVID THOMAS HAYNIE**, in my individual capacity or operating as **DAVE HAYNIE LLC**, have read, signed and attached the Exempt Status Fact Sheet and understand the definition of "employee" and specific exceptions to that definition found in 85A O.S. §2(18). I also understand that an Independent Contractor is one who engages to perform certain services for another, according to his own manner, method, free from control and direction of his contractor in all matters connected with the performance of the service, except as to the result or product of the work. A Contractor may be either (i) the owner of a project or job or (ii) an Independent Contractor in any tier who has subcontracted with a subcontractor.
- I understand that based upon the representations in this Affidavit of Exempt Status ("Affidavit"), I am requesting that the recipient of this Affidavit consider my business to either (i) be exempt from the definition of "employee" or (ii) be that of an independent contractor, and that no workers' compensation insurance premium be charged for the services performed by my business. I do not want workers' compensation insurance and understand that I am not eligible for workers' compensation on benefits.
- In the event changed circumstances make securing compensation pursuant to the requirements of the Administrative Workers' Compensation Act necessary, I will execute and file a Cancellation of Affidavit of Exempt Status with the Workers' Compensation Commission. I will obtain workers' compensation and employers' liability insurance for my employees if I have employees, unless they are otherwise exempt from the requirements of the Administrative Workers' Compensation Act.
- The information I have provided is not the result of force, threats, coercion, compulsion or duress.
- I understand that the execution of this Affidavit, if I am an independent contractor, shall establish a conclusive presumption that I am not an employee for purposes of the Administrative Workers' Compensation Act.
- I understand that the execution of this Affidavit shall not affect the rights or coverage of any employee of the individual or business executing this Affidavit.
- I understand if any contractor or its insurer shall become liable under the Administrative Workers' Compensation Act for the payment of compensation due to a compensable work related injury of my employee(s), the contractor or its insurer may recover from me the amount of such compensation paid or for which liability is incurred.
- I understand that knowingly providing false information on an executed Affidavit of Exempt Status shall constitute a misdemeanor punishable by a fine not to exceed One Thousand Dollars (\$1,000.00).

Affiant Signature

I declare under PENALTY OF PERJURY that I have examined all statements contained herein, and to the best of my knowledge and belief, they are true, correct and complete.

Affiant Name: DAVID THOMAS HAYNIE	Title: OWNER
Business Name: DAVE HAYNIE LLC	FEIN: 47-5119660
Email: DDHAYNIE@AOL.COM	
Affiant Signature: <i>David Thomas Haynie</i>	Date: 08/14/2023

Any person who commits workers' compensation fraud, upon conviction, shall be guilty of a felony punishable by imprisonment, a fine or both.

EXEMPT STATUS FACT SHEET

Pursuant to 85A O.S., §36, any individual or business entity that is not required to secure compensation under the requirements of the Administrative Workers' Compensation Act (AWCA) may execute an Affidavit of Exempt Status. **Those who are unsure as to whether they may lawfully submit an Affidavit of Exempt Status should seek competent legal advice.**

Employee: 85A O.S., §2(18): The definition of "employee" includes any person, including minors, in the service of an employer under any contract of hire or apprenticeship, written or oral, expressed or implied. It excludes those whose employment is casual and not in the course of the trade, business, profession, or occupation of his or her employer. Additional, specific exceptions may be found in 85A O.S. §2(18)(b).

Independent Contractor: The AWCA does not define "independent contractor." Oklahoma law considers an independent contractor to be one who engages to perform certain services for another, according to his or her own manner and method, free from control and direction of his or her contractor in all matters connected with the performance of the service, except as to the result or product of the work. Independent Contractors are not "employees" for purposes of the AWCA.

Below are statements to help you decide if you are an independent contractor. **No one statement is controlling, and your status is based on all the facts in your situation.**

1. The nature of the contract between you and the contractor. For example: Is there a written contract where you agree that you are an independent contractor? Are you a corporation or limited liability company? Do you maintain commercial general liability insurance or other business insurance?
2. The contractor exercises very little control over your work. For example: By the agreement, can the contractor exercise control on the details of the work or your independence? Do you exercise control over most of the details of the work? Do you create plans or specifications for the job? Do you set your own work hours?
3. You are engaged in a distinct occupation or business for others. For example: Do you work for companies or individuals other than the Contractor? Do you work for competitors of the Contractor? Does your business have a logo or uniform?
4. Your job is the kind of occupation where the work is usually performed by a specialist without supervision, and not under the direction of the contractor. For example: Does the Contractor supervise your work?
5. Your occupation requires special skills, license, education or training.
6. The contractor does not supply the things needed to perform your job such as the tools and the place of work. For example: Do you supply any of the materials or tools for the work? Do you operate a vehicle owned by the contractor? Do you perform the work at your business or the contractor's business location or jobsite? Do you wear a uniform supplied by the contractor?
7. The length and duration of the job does not show that you are really an employee. For example: Is this a one-time job, or will you be doing this for the contractor regularly?
8. You are paid as a separate contractor, not as an employee. For example: Do you invoice the Contractor for your services? Are you paid by the job? Do you file a federal income tax return for your business? Do you expect to receive an IRS Form 1099 from the Contractor? Does the Contractor pay your expenses?
9. Your work is not the regular business of the employer. For example: Is your work customarily done in the Contractor's line of business or as part of the Contractor's daily work? Have you ever been an employee of the Contractor? Do you work with other people hired by the Contractor on the work you perform?
10. You do not consider yourself an employee of the contractor. For example: Will the Contractor withhold taxes or monies from your payment? Have you ever been an employee of the Contractor? Have you or your employees ever filed an insurance claim against the Contractor?
11. You do not have the right to terminate the relationship without liability. For example: If you quit before the job is finished, is there a penalty?



It is a crime to falsify the information on this form

INTEROFFICE MEMORANDUM

TO: LANA REYNOLDS, PRESIDENT

FROM: MELANIE RINEHART, VPFGE
DR. BILL KNOWLES, VPASA

SUBJECT: RFP #202508-02 SSC SIDEWALK AND DRAINAGE REPAIR PROJECT

DATE: 9/13/2024

There were 2 bids received associated with RFP #202508-02. Based on the needs of the college and after our consultation with Director of Maintenance, Clint Robertson, we recommend that Seminole State College select the following bid:

Dave Haynie LLC for SSC Sidewalk and Drainage Repair Project for the amount of \$363,975.

You will find the full bid packages. The chart documented the reasons for the decision are below.

Sincerely,



Melanie Rinehart
Vice President of Finance, Grants and Enrollment

The following chart presents the bid companies and the amounts of their bid:

Dave Haynie, LLC	\$363,975.00
Scott + Reid	\$453,474.00

Dave Haynie, LLC was the lowest bid and included all of the needed components.

DAVE HAYNIE LLC

P.O. Box 178

MCLOUD, OK 74851-0178

EMAIL: DAVHAYNIE@AOL.COM

DAVE HAYNIE
405.834.5888

DEBBIE HAYNIE
405.328.1088

TO: Seminole State College
Attention: Mrs. Melanie Rinehart
Vice President of Fiscal Affairs

FROM: Dave Haynie, General Contractor

DATE: August 28, 2024

RE: LUMP SUM BID: Walkingstick Building Drainage Remediation

We are interested in performing the work on the Seminole State College water drainage issues in the Walkingstick, Boren, and Scott Buildings Area for you. In response to the RFP, attached are the following:

My resume - again for your convenience and review

Also attached are the following documents:

1. Certification for Competitive Bid and/or Contract
2. Responding Bidder Information Form
3. Proposal/Contract with Description of Scope of Work and Quote amount.
4. Oklahoma Sales Tax Permit. No tax is included in the Proposal/Contract.
5. Oklahoma Affidavit of Exempt Status under the Administrative Workers' Compensation Act, dated 08/14/2023.

Exceptions to the Proposal: In regard to Section 4 Exceptions to RFP: "H. Effective Period of Proposals" please note that Section 3, Conditions, listed on Page 2 of the attached Proposal, states that due to current fluctuations in the cost and/or availability of materials to be used on this Project, the Bid quote in the amount of One Hundred Sixty-Two Thousand Three Hundred Fifty Dollars (\$162,300) shall remain in effect for a period of Thirty (30) days from today's submission date of August 30, 2024.

Thank you for the opportunity to bid on this Project.

~

DAVE HAYNIE
P.O. Box 178
McLoud, OK 74851

Cell: 405.834.5888

davhaynie@aol.com

INTRODUCTION & EXPERIENCE: The wide range of construction experience is detailed below, including managing and maintaining project schedules, coordinating with subcontractors and suppliers, along with experience in the specific skills listed below.

- | | | |
|--------------------------------|-------------------------------|-------------------------------|
| • Construction Superintendent | • Demolition/Remodel | • Concrete Slabs |
| • Job Coordination/Supervision | • Pre-Engineered Metal Bldgs. | • Concrete & Asphalt Paving |
| • Site Work/Layout & Grades | • Wood Frame Buildings | • Concrete Curb & Gutter |
| • Soil Stabilization | • Masonry Buildings | • Concrete Demo/Replace |
| • Building Foundations & Pads | • Structural Steel Buildings | • Structural Concrete & Steel |

PROJECTS:

- 2020: General Contractor over demolition and remodel of *Lillard Absentee Shawnee Tribe of Oklahoma Emergency Food Distribution Center & First Responders Project*, Shawnee, OK.
- 2019: Superintendent over *Multipurpose Building Parking Lot*, Absentee Shawnee Tribe of OK.
- 12/2016 – 12/2018: Field Superintendent for Nabholz Construction in the construction of the new *Seiling Public Schools Project*, Seiling, OK (\$20M Project).

PREVIOUSLY: Owner/Manager of Oklahoma construction company, encompassing Project Estimating, Bidding, Coordination/Supervision of Site work, Soil Stabilization, Utilities, Foundations, Concrete Building Slabs, Concrete and Asphalt Paving (streets, parking lots), Concrete Curb & Gutter, Structural Concrete, New Construction, Demolition/Remodel.

Construction Projects done in PA, LA, AR, TX, and OK:

	<u>Valuation</u>
▶ Aids Research Ctr, Philadelphia, PA (supervised 20-man framing & drywall crew)	\$ 1.0M
▶ Wal-Mart & Sam's Club, Slidell, LA (350K SF concrete paving; 8K LF curb)	\$ 1.0M
▶ Love's Country Stores: Paving & sitework (new and rehab work)	\$ 3.0M
▶ Seminole Indian Nation, OK: Rolling Meadows Phase I & II; Homestake Retirement Village (Site work, soil stabilization, utilities, building pads, paving)	\$ 1.5M
▶ Concrete work Central OK: Slipped 220000+ LF concrete curb & gutter	\$ 1.7M

Project Superintendent - Turn-Key Projects in AR and TX:

	<u>Valuation</u>
▶ Best Buy Store, North Little Rock, AR	\$ 1.6M
▶ Best Buy Store, Fort Smith, AR	\$ 1.8M
▶ AR Sports Medicine Clinic, Little Rock, AR	\$ 3.0M
▶ Pulaski County Central Health Care Unit, Little Rock, AR	\$ 6.0M
▶ Stephens, Inc. Bldg (Extensive Remodel of Offices/Floors), Little Rock, AR	\$ 10.25M
• <i>Concurrent Projects Managed during Stephens Remodel Project:</i>	
- Stagebase Shopping Center, Little Rock, AR	\$ 750,000
- Westside Shopping Center, Little Rock, AR	\$ 900,000
▶ Paramount Building, Little Rock, AR	\$ 6.5M
▶ Bowman Curve Shopping Center (1), Little Rock, AR	\$ 2.9M
• <i>Concurrent Project:</i> - Fidelity Plaza Office Bldg, Little Rock, AR	\$ 3.5M
▶ Wendy's Restaurant, Portland, TX	\$ 850,000
▶ OMNI Office Building, Little Rock, AR	\$ 2.25M
▶ Kavanaugh Corners Mini Mall, Little Rock, AR	\$ 1.0M
▶ Financial Park Place Office Building, Little Rock, AR	\$ 3.5M



Certification for Competitive Bid and/or Contract (Non-Collusion Certification)

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: _____ Agency Number: _____

Solicitation or Purchase Order #: SCC WALKINGSTICK BUILDING DRAINAGE REMEDIATION

Supplier Legal Name: DAVE HAYNIE LLC

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

- 1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders 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 said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
b. 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
c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

[X] the competitive bid attached herewith and contract, if awarded to said supplier;

OR

[] the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

David T. Haynie
Supplier Authorized Signature

8-28-2024
Certified This Date

DAVID T. HAYNIE
Printed Name

OWNER
Title

405-834-5888
Phone Number

davhaynie@aol.com
Email

Fax Number



Responding Bidder Information

"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.

1. RE: Solicitation # SSC WALKINGSTICK BUILDING DRAINAGE REMEDIATION

Bidder General Information:

(FEI) SSN: 47-5119660 Supplier ID: _____

Company Name: DAVE HAYNIE LLC

Bidder Contact Information:

Address: P.O. Box 178

City: McLoud State: OK Zip Code: 74851

Contact Name: DAVE HAYNIE

Contact Title: OWNER

Phone #: 405-834-5888 Fax #: -

Email: DAVHAYNIE@AOL.COM Website: -

Oklahoma Sales Tax Permit¹:

YES - Permit

#: STS-15450442-04

NO - Exempt pursuant to Oklahoma Laws or Rules - Attach an explanation of exemption

Registration with the Oklahoma Secretary of State:

YES - Filing

Number: 3512521940

NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

Workers' Compensation Insurance Coverage:

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

YES - Include with the bid a certificate of insurance.

NO - Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) - Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.²

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

² For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

Disabled Veteran Business Enterprise Act

- YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.
- NO – Do not meet the criteria as a service-disabled veteran business.

David T. Haynie
Authorized Signature

8-28-2024
Date

DAVID T. HAYNIE
Printed Name

OWNER
Title

DAVE HAYNIE LLC

**P. O. Box 178
McLoud, OK 74851**

GENERAL CONTRACTOR

Dave Haynie, Owner

Cell: 405.834.5888

davhaynie@aol.com

PROPOSAL/CONTRACT

TO: Seminole State College Attention: Mrs. Melanie Rinehart Vice President of Fiscal Affairs Phone: 405.382.9277 Business Office - RFP 2701 Boren Blvd. Seminole, OK 74818-351 Email: m.rinehart@sscok.edu	Date: August 29, 2024 Bid ID#: SSC-WS-Bid03 (Lump-sum Bid) Location: Seminole State College Walkingstick Building Project: Remediation of Drainage Issues at Walkingstick Building
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SECTION 1 - PROPOSAL/CONTRACT:

Dave Haynie LLC hereby proposes to furnish to Seminole State College (hereinafter referred to as "Owner or Owner's Representative") material and labor, necessary for completion of the following described Project being undertaken in order to remediate the existing flooding problem at the Walkingstick Building. Per discussions with Clint Robertson, Maintenance Director at Seminole State College, Seminole, OK 74818, there exists a water drainage problem. The Scope of this Project is as follows:

DESCRIPTION	TOTAL
SECTION 1: Grassy Area Between Walkingstick, Boren Buildings & Scott Building:	
Approximately 3400 SF of concrete sidewalks will be demo'd and removed in order that proper grade may be established to drain water down into the drainage area;	
Replace approx. 3400 SF of concrete sidewalk at a 4" thickness using 3500 p.s.i. concrete;	
Install approximately seven (7) inlet boxes and approximately 160 LF of 12" HDPE to drain to newly installed Manhole #1 and 36" HDPE drain pipe;	
All areas disturbed while doing this project will be re-sodded.	

<p><u>Please note:</u> As you may know, there are several problems causing the drainage issues at the Walkingstick Building area. There are also two issues that are not addressed in this Proposal, described as follows:</p> <p>(1) the existing concrete slab for the A/C compressor that is adjacent to the rooms on the West side of the Walkingstick Building, and</p> <p>(2) the existing concrete patio slab located at the double doors on the North side of the Walkingstick Building.</p> <p>This Proposal does not include monies for demolition and/or replacement, grade revision, or anything related for these two slabs. It is my understanding that these two slabs are to remain as is, where is; however, there is a possibility that if the grade at which they are currently placed is not at the correct grade for drainage, there may still be a drainage problem into the building from rain accumulation from the surface of these two slabs.</p>	
<p>SECTION 2: Drainage Pipe from Highway 3, Running Underneath Campus Grounds Between the Walkingstick & Boren Buildings and the Scott Building:</p>	
<p>There currently exists a 30" Round Concrete Pipe beginning at the back of the curb of the parking lot at the most easterly curb running north to south and adjacent to Highway 3. This 30" RCP drains rainwater from the ditch at Highway 3 into a drainage pipe in a path that is beneath the SSC parking lot and in a parallel line located approximately 20' south of the south wall of the Scott Building; thence it continues 35' from the west corner of the Scott Building where we propose to install a Manhole #1. Manhole #1 will be installed at this location in order to transition the 30" RCP into 36" HDPE. The 12" HDPE mentioned in Section 1, above, will also transition to this Manhole #1. From Manhole #1, 36" HDPE will be installed for a distance of 300 LF at which point Manhole #2 will be installed in order to accommodate a direction change. Then, approximately 100 LF of 36" HDPE will be installed to continue the drain which will continue beneath the campus street that is west of the Walkingstick Building. It will be necessary to temporarily remove a portion of the street and curb so that the 36" HDPE can be installed beneath the street. The drain will then continue to the headwall, and will ultimately drain out into the Highway 9 ditch waterway. As stated in Section 1 above, this area will be graded to drain and new sod will be placed as stated above.</p>	
<p>TOTAL LUMP SUM BID:</p>	<p>\$ 363,975.00</p>

CHANGE ORDERS: Any deviation from the work as described herein shall be carried out only upon a written Change Order which shall be agreed to by Dave Haynie LLC and Owner or Owner’s Representative. The Total Bid for this Project will be adjusted accordingly.

SECTION 2 - EXCLUSIONS TO PROPOSAL/CONTRACT (Tasks to be performed by others):

1. No permits of any type: state, city, county or federal.
2. Tax, federal or state or other type.

SECTION 3 - PROPOSAL/CONTRACT IS CONDITIONED UPON THE FOLLOWING:

1. This Proposal is contingent upon services being contracted with a company that performs “Pot-Holing” services in order to locate all utilities in the above described area designated for this Project. It is necessary to ascertain locations and depths of all utilities and any other undergrounds that have been placed in the

Project area to ensure that this Project may go forward. The utilities lines are located at various elevations in this area that may interfere, or hamper, the undertaking of this Project. However, it may be possible to install the drainage pipes either above or below said utilities lines. Alternatively, it may be necessary to relocate a certain utility line, if possible.

- 2. No retainage shall be withheld from any portion or draw amount that is invoiced to Owner or Owner’s Representative for work completed on this Project.
- 3. Bid price is good for thirty (30) days due to the fluctuation in cost of materials for this Project.

SECTION 4 - PAYMENT TERMS: Request for payment in the form of a written Invoice for work completed on this Project shall be submitted in 30-day intervals to Owner or Owner’s Representative by Dave Haynie LLC for payment of a percentage of the Total Bid for this Project. The amount due for each submitted Invoice shall be based upon the percentage of the work completed during the Thirty-Day (30-Day) period prior to the date of each such Invoice. The Invoice amount shall be paid to Dave Haynie LLC on or before the 10th day of the month immediately following the date said Invoice is submitted to Owner or Owner’s Representative for payment.

All work on this Project shall be completed in a substantial workmanlike manner according to specifications submitted to Dave Haynie LLC, per standard practices.

By signature below, Owner or Owner’s Representative hereby accepts and agrees to the terms and conditions contained in this Proposal/Contract, and agrees that when this document has been fully executed, it constitutes a binding contract between and among Owner or Owner’s Representative and Dave Haynie LLC.

Owner or Owner’s Representative further agrees that by signature below Dave Haynie LLC is authorized to perform the work specified herein on this Project, and that Dave Haynie LLC shall be paid in the manner outlined in the Payment Terms Section contained herein.

Please review this Proposal/Contract thoroughly, and if the terms and conditions contained herein are acceptable to Owner or Owner’s Representative, please sign and date where indicated and return to Dave Haynie LLC. Upon receipt of the signed document by Dave Haynie LLC, a fully executed copy will be provided for your records.

SEMINOLE STATE COLLEGE

Signature: _____

Date: _____

Printed Name: _____

Title: _____

DAVE HAYNIE LLC

Signature: 

Date: 8-28-2024

Printed Name: Dave Haynie

Title: Owner and Manager

NOTE: *This Proposal may be withdrawn by Dave Haynie LLC if not accepted, signed by Owner or Owner's Representative, and returned to Dave Haynie LLC within THIRTY (30) DAYS of receipt by Owner or Owner's Representative.*

We Appreciate the Opportunity to Bid on this Project!



OKLAHOMA Tax Commission



DAVE HAYNIE LLC
PO BOX 178
MPCLOUD OK 74851-0178

Date Issued: October 19, 2023
Letter ID: L1100519360
Taxpayer ID: **-***9660

TRO

Licenses/Permits at this Location SALES TAX PERMIT

County POTTAWATOMIE COUNTY

Holders of an Oklahoma Sales Tax Permit will find notice of penalties for violation of the Oklahoma Sales Tax code at tax.ok.gov

If the sales tax permit at this location becomes invalid then all associated permits will become invalid. If the business changes location or ownership or is discontinued for any reason, this permit must be returned to the Oklahoma Tax Commission for cancellation WITH AN EXPLANATION ON THE REVERSE SIDE.

Sales Account ID
STS-15450442-04
Site Permit Number
796041216

Business Location	Industry Code	City Code	Site Effective	Expires
DAVE HAYNIE 35601 MOCCASIN TRAIL RD MPCLOUD OK 74851-8277	423810	6388	May 1, 2020	May 1, 2026

PLEASE POST IN CONSPICUOUS PLACE

Mark Wood, Chairman
Shelly Paulk, Vice-Chairman
Charles Prater, Secretary Member

Non-Transferable



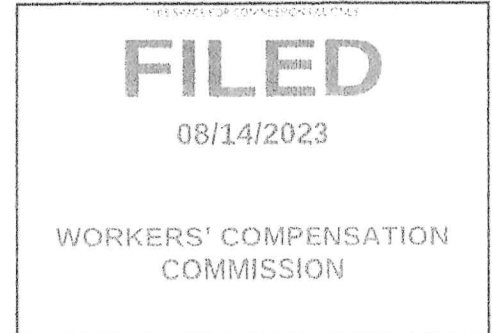
OKLAHOMA WORKERS' COMPENSATION COMMISSION

1915 N STILES AVE STE 231 · OKC, OK · 73105 · (405) 522-3222 · WCC.OK.GOV

Tulsa office · 201 Executive Center 5th Fl, 201 West 5th Street · Tulsa, Oklahoma 74103 · (918) 295-3732

AFFIDAVIT OF EXEMPT STATUS UNDER THE ADMINISTRATIVE WORKERS' COMPENSATION ACT

Affidavit Number: AES2023-034153
Effective Date: 08/14/2023,
Expiration Date: 08/14/2025, 12:01AM
Filing Type: New



I, **DAVID THOMAS HAYNIE**, state under penalty of perjury, as follows:

1. I, **DAVID THOMAS HAYNIE**, in my individual capacity or operating as **DAVE HAYNIE LLC**, have read, signed and attached the Exempt Status Fact Sheet and understand the definition of "employee" and specific exceptions to that definition found in 85A O.S. §2(18). I also understand that an Independent Contractor is one who engages to perform certain services for another, according to his own manner, method, free from control and direction of his contractor in all matters connected with the performance of the service, except as to the result or product of the work. A Contractor may be either (i) the owner of a project or job or (ii) an Independent Contractor in any tier who has subcontracted with a subcontractor.
2. I understand that based upon the representations in this Affidavit of Exempt Status ("Affidavit"), I am requesting that the recipient of this Affidavit consider my business to either (i) be exempt from the definition of "employee" or (ii) be that of an independent contractor, and that no workers' compensation insurance premium be charged for the services performed by my business. I do not want workers' compensation insurance and understand that I am not eligible for workers' compensation on benefits.
3. In the event changed circumstances make securing compensation pursuant to the requirements of the Administrative Workers' Compensation Act necessary, I will execute and file a Cancellation of Affidavit of Exempt Status with the Workers' Compensation Commission. I will obtain workers' compensation and employers' liability insurance for my employees if I have employees, unless they are otherwise exempt from the requirements of the Administrative Workers' Compensation Act.
4. The information I have provided is not the result of force, threats, coercion, compulsion or duress.
5. I understand that the execution of this Affidavit, if I am an independent contractor, shall establish a conclusive presumption that I am not an employee for purposes of the Administrative Workers' Compensation Act.
6. I understand that the execution of this Affidavit shall not affect the rights or coverage of any employee of the individual or business executing this Affidavit.
7. I understand if any contractor or its insurer shall become liable under the Administrative Workers' Compensation Act for the payment of compensation due to a compensable work related injury of my employee(s), the contractor or its insurer may recover from me the amount of such compensation paid or for which liability is incurred.
8. I understand that knowingly providing false information on an executed Affidavit of Exempt Status shall constitute a misdemeanor punishable by a fine not to exceed One Thousand Dollars (\$1,000.00).

Affiant Signature

I declare under PENALTY OF PERJURY that I have examined all statements contained herein, and to the best of my knowledge and belief, they are true, correct and complete.

Affiant Name: DAVID THOMAS HAYNIE	Title: OWNER
Business Name: DAVE HAYNIE LLC	FEIN: 47-5119660
Email: DDHAYNIE@AOL.COM	
Affiant Signature: <i>David Thomas Haynie</i>	Date: 08/14/2023

Any person who commits workers' compensation fraud, upon conviction, shall be guilty of a felony punishable by imprisonment, a fine or both.

EXEMPT STATUS FACT SHEET

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3. You are engaged in a distinct occupation or business for others. For example: Do you work for companies or individuals other than the Contractor? Do you work for competitors of the Contractor? Does your business have a logo or uniform?
4. Your job is the kind of occupation where the work is usually performed by a specialist without supervision, and not under the direction of the contractor. For example: Does the Contractor supervise your work?
5. Your occupation requires special skills, license, education or training.
6. The contractor does not supply the things needed to perform your job such as the tools and the place of work. For example: Do you supply any of the materials or tools for the work? Do you operate a vehicle owned by the contractor? Do you perform the work at your business or the contractor's business location or jobsite? Do you wear a uniform supplied by the contractor?
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11. You do not have the right to terminate the relationship without liability. For example: If you quit before the job is finished, is there a penalty?



It is a crime to falsify the information on this form

TITLE:

LEAVES AND ABSENCES: ALL FULL-TIME EMPLOYEES

I. Absence Reports/Time Sheets

Employees are required to document the amount of time worked in accordance with established procedures. All full-time employees must file a Leave of Absence Form when absent from work. Whenever possible, a request for leave form must be completed in advance and approved by a supervisor prior to earned leave is taken.

Faculty Absenteeism

Any instructor who is unable to meet a scheduled class for any reason must contact the appropriate Division Chair as far in advance as possible. The instructor and Division Chair will make arrangements for classroom activities, or in case of emergency notify students, when possible, that class will not meet.

II. Annual Leave

- A. Each full-time twelve-month employee is eligible for annual leave as follows:
1. 1 to 3 years of employment – 10 days
 2. 4 to 9 years of employment – 15 days
 3. 10+ years of employment – ~~18~~ 20 days
- B. Additional Annual Leave information.
1. On ~~July 1 of each year~~, the annual hire date anniversary employees are granted annual leave earned the previous ~~fiscal~~ year.
 2. Annual leave will not be granted prior to being earned.
 3. Employees may accumulate up to twenty annual leave days.
 4. Annual leave days in excess of twenty hours on ~~June 30~~ annual hire date will be forfeited. The President may extend the excess leave on an individual basis.
 - ~~5. Employees completing their first partial year of employment will have their annual leave time pro-rated based on the number of months worked by June 30. The initial employment date will be rounded to the nearest first of the month.~~
 - ~~6~~5. Annual leave may not be earned while on approved leave without pay, FMLA leave without pay, drawing disability pay, or drawing Workers' Compensation benefits.
 - ~~7~~6. The College reserves the right to require employees to take annual leave at certain times of the year or in the case of a College emergency.
 - ~~8~~7. Employees who terminate employment will be compensated for any earned and unused annual leave ~~plus pro-rated annual leave since July 1.~~

III. Personal Business Leave

The College grants personal business leave upon hire to full-time 12-month employees to prevent a loss of pay during certain types of absences. ~~For new full-time employees, personal business leave will be pro-rated the first year, based on hire date.~~ It is intended for such reasons as attending a funeral of someone outside the immediate family, conducting legal business, and similar matters of a personal nature. Use of personal leave is limited to one day at a time unless prior approval has been granted by the President. Personal leave cannot be used on consecutive days even if only a partial day is used. It is not intended as additional vacation time or sick leave. Approval for personal leave must be obtained in advance from the appropriate administrative officer. Exceptions may be granted by the President in the case of an emergency.

Each full-time twelve-month employee is granted the equivalent of five (5) working days of personal leave on ~~July 1~~ their annual hire date ~~of each fiscal year.~~ Unused time does not accumulate and is not paid upon termination at the end of employment.

Personal Leave – Faculty

Each full-time instructor ~~shall be~~ granted ~~a maximum of~~ the equivalent of two (2) working days of personal leave ~~each academic year on their annual hire date each year.~~ Personal leave days may be taken with pay, and may be used at the faculty member's discretion, ~~and will be non-cumulative from year to year.~~ Unused time does not accumulate and is not paid upon the end of employment.

Personal leave beyond the established two days must be requested from the Vice President of Academic and Student Affairs, and if granted, full pay will be deducted from the instructor's salary for each day absent. Each faculty member requesting person leave must meet all assigned responsibilities at SSC before leaves of absence will be granted.

IV. Court/Jury Duty Leave

An employee who is granted a leave of absence for jury duty shall be entitled to such duty with full pay. A copy of the subpoena must be submitted to Human Resources prior to the start of the leave. An employee, who is not selected for jury duty after reporting each of the required days, must return to work for the remainder of the day.

No deduction in salary will be made if an employee must appear in court when subpoenaed as a witness by the Federal Government, State of Oklahoma, or political subdivision thereof. Court cases involving an employee's personal business shall be taken as personal business leave, annual leave, compensatory time, or leave without pay.

V. Family and Medical Leave (FMLA)

Seminole State College will provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. The twelve weeks leave does not have to be

continuous but begins and is determined at the first date an employee takes FMLA leave (paid or unpaid) for a specific qualifying health condition.

The FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons, or for any “qualifying exigency” arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The FMLA also allows eligible employees to take up to 26 weeks of job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness.

- A. **Eligible employees.** To be eligible for FMLA leave, an employee must have 12 months of cumulative service with the College and at least 1,250 hours of service during the 12-month period prior to the date leave is to begin.
- B. **Annual leave/Other paid time off.**
 - 1. The College may require or an employee may opt to substitute annual leave or other paid time off during FMLA leave.
 - 2. Employees on leave for their own serious health condition who are receiving workers’ compensation or state disability insurance benefits *cannot* be required or allowed to substitute annual leave or other paid time off if the College wishes to count the time against the employee’s FMLA entitlement.
- C. **Qualifying leave.** Leave may be requested for the following reasons:
 - 1. To care for a new child upon birth or placement for adoption or foster care. Leave for this reason must be concluded within 12 months of the birth or placement;
 - 2. To care for the employee’s child, parent or spouse who has a serious health condition;
 - 3. When due to the employee’s own serious health condition, the employee is unable to perform the essential functions of the job or needs medical treatment.
- D. **Serious health condition.** A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either:
 - 1. In-patient care (i.e., overnight stay) in a hospital, hospice or residential medical care facility or any subsequent treatment in connection with such in-patient care; or,
 - 2. Continuing treatment by a health care provider.
- E. **Continuing treatment is defined as:**
 - 1. A period of incapacity requiring absence from work, school or other regular daily activities of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also includes either
 - a) Treatment two or more times by or under the supervision of a health care provider or
 - b) Treatment by a health care provider one time with a continuing regimen of treatment;
 - 2. Any period of incapacity due to pregnancy or prenatal care, or treatment for a chronic serious health condition, such as asthma or diabetes, which require periodic visits to a

- health care provider and may involve occasional episodes of incapacity; or
3. Incapacity that is permanent or long-term due to a condition for which treatment may not be effective, such as terminal cancer.

F. **Advance notice and medical certification.** An employee may be required to provide advance leave notice and medical certification of necessity. Leave may be denied if requirements are not met.

1. **30 days advance notice.** If the need for leave is foreseeable, the employee must provide notice at least 30 days prior to the commencement of the leave. In cases of unforeseeable need, notice must be provided as soon as practicable – typically within one or two working days of learning of the need for leave.
2. **Medical certification.** When leave is requested due to a serious health condition, the employee shall provide medical certification of the condition in writing. This is true whether leave is for the employee’s health condition or to care for an ill family member.
 - a) If leave is planned, the employee shall provide the certification before the leave begins.
 - b) If the leave is not foreseeable, the employee shall provide certification within 15 calendar days after the request for leave, or as soon thereafter as reasonably possible.
 - c) If an employee fails to provide certification in a timely manner, leave can be re-designated as some other qualifying leave or as an unexcused absence, in accordance with the College’s policies.
 - d) If the College has reason to doubt the validity of a medical certification for the employee’s own serious health condition, it may obtain second opinion at the College’s expense.
 - e) If the opinions of the employee’s and SSC’s designated health care providers differ, the employer may require the employee to obtain certification from a third health care provider, again at the employer’s expense. This third opinion shall be final and binding. The third health care provider must be approved jointly by the employer and the employee.
 - f) Medical certification must be obtained using form WH-380 provided by the U. S. Department of Labor. The medical certification must include at a minimum:
 - 1) the date the serious health condition commenced, and the health care provider’s best judgment of the probable duration of the condition;
 - 2) the diagnosis;
 - 3) a brief statement of the prescribed regimen of treatment; and
 - 4) whether inpatient hospitalization is required.
 - g) The College may request re-certification for the continuation of leave at reasonable intervals (no more often than every 30 days).

G. **College notification.**

1. In order to count time off toward an employee’s FMLA leave entitlement, the College

- must provide an employee with notice *in writing* that leave will be counted as FMLA leave, provided that the College knows that a qualifying event exists.
2. Under the FMLA, such notice should generally be provided to the employee within two business days after receipt by the College of the Request for FMLA leave.
 3. The College can designate leave as FMLA qualifying even if the employee does not request it, if the College has sufficient information to determine that the leave is FMLA qualifying. In such cases, the College can explain to an employee that designation is for the employee's own protection – to guarantee reinstatement and to ensure that absences will be excused.
 4. If the College's notice is late, the College may not count the leave taken prior to providing the notice towards an employee's 12-week entitlement.
 5. The College may designate FMLA leave retroactively if
 - a) The College did not know the reason for the leave at the time the leave was taken but makes the designation within two business days after the employee returns to work; or
 - b) The College has preliminarily designated the leave as FMLA qualifying and notified the employee but is awaiting medical certification.

H. **Jobs benefits and protection.**

1. Health coverage.
 - a) During FMLA leave Seminole State College will continue to maintain the employee's payment for coverage under group health, dental, life, and disability until such time as the employee returns to work, resigns, fails to return to work after 12 weeks, or exhausts FMLA leave.
 - b) If the employee carries coverage for dependents, the College may elect to cancel coverage if the employee's premium payments for dependents are not received within 30 days of the due date. Should this occur, College staff will notify the employee 15 days before the employee's dependents are dropped from coverage for failure to pay.
2. Oklahoma Teachers' Retirement under paid or unpaid FMLA will be considered as continuous for purposes of eligibility and vesting for retirement plans.
3. Annual leave and sick leave will continue to accrue under paid FMLA leave but will not accrue under unpaid FMLA leave.
4. The maximum lengths of time an employee may be absent from work while his or her job is protected under the FMLA policy is 12 weeks. This is the case whether the leave is paid or unpaid or a combination of the two.

I. **Return to Work**

A physician's medical release must be presented to the College by an employee who has been on FMLA leave before he/she can return to work.

J. **Job Restoration**

1. Upon return from FMLA leave, an employee will be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.
2. The employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to **before** using FMLA leave.

3. Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to operations, SSC may refuse to reinstate “key” employees after using FMLA leave during which health coverage was maintained. (A “key” employee is a salaried “eligible” employee who is among the highest paid ten percent of employees within 75 miles of the work site.) In order to refuse reinstatement, SSC will:
 - a. notify the employee of his/her status as a “key” employee in response to the employee’s notice of intent to take FMLA leave;
 - b. notify the employee as soon as the employer decides it will deny job restoration, and explain the reasons for this decision;
 - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
 - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

VI. Sick Leave

All full-time employees are entitled to sick leave at a rate of one and one-quarter days per month or a total of fifteen days for a complete year of service. Unused days may be accumulated up to 200 working days. An employee may use earned sick leave up to one-hundred-twenty consecutive workdays at his/her regular rate of pay in any given year. If an employee anticipates being gone for more than one-hundred-twenty consecutive workdays the employee should visit with the Human Resources Office about applying for long-term disability or other payroll arrangements.

Employees working full-time but less than twelve consecutive months will receive sick leave on a pro-rata basis.

A. Sick Leave and One’s Immediate Family

Personnel may use sick leave time for illness or injury in the immediate family. The term “immediate family” shall be understood to include only the spouse, brothers, sisters, sons, daughters, grandchildren, father, mother, father-in-law, mother-in-law, or a relative who makes his or her home permanently in the household of the employee.

B. Additional Sick Leave Information

1. The employee, or a representative, shall give notification of absence due to personal illness or injury, in accordance with the sick leave policy, to the appropriate supervisor at the beginning of each workday, unless this is not possible due to incapacitation. Failure to give such notice may be considered an abuse of sick leave and may be cause for disciplinary action. Sick leave may be denied for failure to notify the appropriate supervisor within a reasonable time frame.
2. The College may require employees to furnish satisfactory proof of illness or disabling injury in chronic or unusual cases before paid sick leave is approved. In so doing, the supervisor may require the staff member to provide a written statement by

- a qualified, licensed medical practitioner certifying that the employee is ill or incapacitated. The information must include medical facts which support that certification, any suggested alterations to the staff member's regular duties (including ability to perform essential functions), the anticipated length of the illness or other incapacitating condition, as well as other information which may be necessary to determine whether granting sick leave is appropriate may be required.
3. In addition, the supervisor may require the staff member to provide periodic re-certification from a licensed medical practitioner for continued use of sick leave. In rare cases of continuing or excessive use of sick leave, a second opinion may be requested of a doctor chosen by SSC. Falsification of information regarding any sick leave may be cause for termination of employment.
 4. Unless otherwise authorized, a physician's medical release must be presented to the employee's supervisor by an employee who has been on leave for more than 5 consecutive days before he/she can return to work.
 5. Sick leave may not be earned by an employee during leave of absence without pay, FMLA leave without pay, or suspension.
 6. Sick leave will be granted to personnel who become ill or suffer disabling injury while on annual leave provided such illness or disabling injury be verified by medical certification from a licensed practitioner.
 7. There will be no salary reduction or sick leave charged for absences related to the death in the immediate family unless the absence exceeds five working days.
 8. Personnel who resign or who are terminated from College employment shall forfeit all unused sick leave.
 9. An employee may request documentation of accrued sick leave for the Oklahoma Teachers' Retirement System.
 10. The President may approve a transfer of accrued sick leave of a terminated employee if they fall within the following as a state employee. State employees who are terminated from their employment may be eligible to have sick leave accrued at the time of termination of employment restored if they return to state employment, provided that the re-employment occurs within two years and they are eligible to accrue sick leave before the two years expire. (74-840-2.20)

C. Extended Sick Leave

Any employee who is on approved leave in excess of one week (five working days) due to an illness or injury will be placed on medical leave of absence. Upon notification from an employee, a supervisor will review the circumstances with the assistance of the Office of Human Resources. If it is determined that a formal Medical Leave is required, the supervisor will submit a written request for Medical Leave to the Office of Human Resources. The length of this leave will be paid in accordance with his/her combined accumulated sick leave, annual leave (unused and pro-rated), compensatory time, and personal leave. When the accumulated leave time has been exhausted, the employee will be placed on leave without pay unless eligible for shared sick leave and shared leave is available.

While a physician's certificate evidencing illness or disability is not required each time an

employee does not report for duty, the College reserves the right to require such a certificate from the employee's physician. If the illness is prolonged, the Human Resources office must be provided with a doctor's statement on a monthly basis so that work may be planned. If it becomes necessary for the employee to request leave of absence without pay due to prolonged illness, the College may request that the employee continue to pay the monthly premium for the employee's group medical insurance. If the employee wishes to continue employee paid dependent coverage, he/she must make arrangements with the business office to pay the monthly premium.

The employee who has been on Medical Leave must provide a physician's release to the College before he/she may return to work. A full-time employee's job may be protected by the FMLA when he/she is on an approved extended Medical Leave. Failure to return to work on the next scheduled workday following the end of the period (or earlier, if released by a physician) may result in the employee's termination from College employment unless Medical Leave is extended by the appropriate Vice President.

VII. Bereavement Leave

It is the policy of SSC to ensure state employees that must be off work due to the death of an immediate family member for time lost due to the death of the family member.

If an employee is absent from work due to the death of a member of his/her immediate family, he/she will be paid for time lost at regular rate from his/her regular scheduled shift up to a maximum of five (5) workdays. Leave for full time employees must begin within ten (10) calendar days of the date of death of the family member or the date of the funeral. Time may be extended by use of vacation, personal, or sick leave with approval of the employee's supervisor.

For purposes of bereavement leave, immediate family is defined as follows:

Employees - spouse or significant other ("significant other" is defined to mean one who stands in place of a spouse and who resides with the employee), child, stepchild, grandchild, parent, stepparent, grandparent, great-grandparent, brother, sister, step-sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or legal guardian or other person who stands in the place of a parent (in loco parentis).

Upon his/her return, the employee will submit a Request for Leave form to his/her immediate supervisor for taking bereavement leave and may be requested to attach supporting documentation.

VIII. Abandonment of Position

An employee who has failed to report to work for three consecutive workdays without notifying his/her supervisor will be considered to have voluntarily resigned his/her position.

IX. Military Leave

All officers and employees of the state, or a subdivision thereof, or a municipality therein, who are members, either officers or enlisted men/women of the Reserve Corps of the Army, the Navy, the Marine Corps, the Coast Guard, the Woman's Auxiliary Corps, or any other component of the Armed Forces of the United States, shall, when ordered by the proper authority to active duty or service, be entitled to a leave of absence from such civil employment for the period of such active service without loss of status or efficiency rating and without loss of pay during the first twenty (20) calendar days of such leave of absence during any federal fiscal year. Neither the state, or a subdivision thereof nor a municipality therein, shall be required to pay an officer or employee for more than twenty (20) calendar days of such leave of absence in any twelve-month period.

- A. Employees must secure approval of military leave by the College prior to the employee commencing duty assignments. To obtain approval, the employee must submit a copy of the official military duty orders to the Human Resources Office.
- B. The College will continue to pay the employee's group health, dental, and life and disability insurance premiums while the employee is on paid Military Leave provided evidence is presented to Human Resources Office that the employee is not covered while on leave.
- C. Annual leave and sick leave will continue to accrue under paid Military Leave but will not accrue under unpaid Military Leave.

X. Insurance Coverage while on Leave

While on an approved paid leave of absence or disability, the College will continue to pay the monthly premiums for the College-paid portion of group medical insurance, dental insurance, disability, and life insurance. Monthly premiums will not be paid while an employee is on unpaid leave of absence, on military leave beyond twenty calendar days a year, or drawing workers' compensation. Employees carrying optional coverage must make arrangements through the Payroll Office to make monthly payments for those policies they wish to continue.

XI. Administrative Leave

Administrative leave with or without pay may be granted by the President, or his or her designee, when it is determined to be in the College's best interest that an employee not return to work for a specified period of time or for designated emergency closings of the College due to inclement weather, natural disaster, pandemic situations, or other events as determined by the President.

Time approved as administrative leave will not be charged to an employee's leave balance. Employees who are not eligible for benefits, will be paid only for time worked and are not eligible for administrative leave. Benefits eligible employees are eligible to receive administrative leave with pay. In the event of weather conditions, or disaster in which the President does not grant administrative leave, employees may use earned annual leave if approved.

When administrative offices are closed, or campus services suspended, there may still be a few employees who are required to be on the job due to the nature of their work assignment. These special work assignments must be approved by area vice presidents.

In such stated situations that may affect campus operations, faculty may be asked to move to other methods of course delivery as deemed necessary and as approved by the Vice President for Academic Affairs.

XII. Professional Leave

Employees shall be entitled to attend professional meetings required by their positions. Requests to attend such meetings shall be made through the appropriate administrative channels.

XIII. Shared Leave

The Leave Sharing Program provides a means for employees to donate paid leave to a fellow College employee who is eligible for and requires donated leave due to an extraordinary or catastrophic illness, injury, impairment or physical or mental condition for either the employee or an immediate family member, and which has caused or may cause the employee to take leave without pay or terminate employment.

For the purposes of this policy, “relative of the employee” shall be limited to the spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee; “household members” means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another (This term shall include foster children and legal wards even if they do not live in the household.); “severe or extraordinary” means extreme or life threatening; “state employee” means a permanent full-time employee with one (1) year or more continuous service with the state; “terminal” means likely to result in death within two (2) calendar years.

The President, or his/her designee, shall determine the amount of donated leave an employee may receive and authorize to use, as outlined in “[§74-840-2.23](#) – State leave sharing program.

DATE OF ADOPTION: June 22, 2000
REVIEW DATE(S): October 27, 2011
 October 25, 2012
 October 21, 2021
 July 20, 2023
 January 18, 2024
 September 24, 2024

LEGAL REFERENCE:
Family and Medical Leave Act of
1993 (FMLA) and O.S. 1989
Supplement 2 Title 72 Soldiers
and Sailors & [§74-840-2.23](#). State
leave sharing program

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

Program Modification Request Form

Complete this form for course deletions, changes to course titles, prefixes, descriptions, and SLOs (if changes are for the same program, please complete on one form except requests for new courses).

The form must be completed, signed, and attached to an updated degree plan and uploaded to the Curriculum Teams Site/FY23-24 Folder before it is presented at the next Curriculum Committee meeting.

Program Title: A.A. Art

Change(s) requested (please be as detailed as possible):

Delete the A.A. in Art Program.



Originator

9/9/24

Date



Division Chair

9/11/2024

Date


Date Approved by the Curriculum Committee: 9/11/24

Fwd: SSC 2024 Program Suspension Report

Bill Knowles <b.knowles@sscok.edu>

Wed 8/7/2024 3:41 PM

To: Jessica Isaacs <j.isaacs@sscok.edu>

 1 attachments (13 KB)

SSC - 2024 Program Suspension Report.xlsx;

FYI

Bill Knowles Ph.D.

Vice President for Student Affairs

Seminole State College

From: Division of Academic Affairs, OSRHE <academicdivision-osrhe@osrhe.edu>**Sent:** Wednesday, August 7, 2024 3:39:07 PM**To:** Bill Knowles <b.knowles@sscok.edu>**Cc:** Peck, Heather <hpeck@osrhe.edu>**Subject:** SSC 2024 Program Suspension Report**CAUTION**

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

Good Afternoon, Dr. Knowles,

Please review the attached spreadsheet concerning your institution's suspended programs. If any program suspensions have expired, you will need to either reinstate or delete those programs by **December 1, 2024**. For your convenience, I have included the links to the necessary forms below. If you have any questions or concerns please do not hesitate to reach out to Ms. Heather Peck at hpeck@osrhe.edu or Ms. Jenny Wood at jwood@osrhe.edu.

[Program Reinstatement](#)[Program Deletion](#)

Thank you!

Division of Academic Affairs

Oklahoma State Regents for Higher Education

655 Research Parkway, Suite 200

Oklahoma City, OK 73104

405-225-9100

Program Name

ART

Program Code

201

Date Suspended

4/26/2021

Suspension Expiration

5/31/2024

* The AA in Art was moved to an "emphasis" instead of a full degree due to low productivity. The program was suspended in April 2021 to allow all existing students in the program to graduate. No students remain in the program, so we need to officially move the program status to "deleted" with OSRHE, since the suspension has expired.