

## Agenda

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING

Wednesday, August 23, 2023

Lunch – 12:15 P.M.

Enoch Kelly Haney Center - Room #204

Business Session – 1 p.m.

Enoch Kelly Haney Center – Board Room

I. **CALL TO ORDER**

II. **ROLL CALL OF MEMBERS**

III. **INTRODUCTION OF GUESTS**

IV. **READING AND APPROVAL OF MINUTES**

[Regular Meeting July 20, 2023](#)

V. **COMMUNICATIONS TO THE BOARD**

**[Financial Report – July 31, 2023](#)**

*Report on Purchases over \$15,000 for July:*

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

VI. **HEARING OF DELEGATIONS**

None at the time of the filing of the agenda.

VII. **PRESIDENT'S REPORT**

- Personnel Update
- Oiler Park Update
- Enrollment Report
- Regents Education Program
- Campus Activities
- Annual Report

VIII. **BUSINESS**

- A. [Review and consider approval of acceptance of bid for renovations to the natatorium building](#)

**Board Action: Approve/Reject Bid**

- B. Review and consider approval of revision to Board Policy II-5-1 regarding compensation and general information

**Board Action: Approve/Revise/Reject**

- C. Review and consider approval of revision to Board Policy II-5-2 regarding full-time pay ranges

**Board Action: Approve/Revise/Reject**

- D. Review and consider approval of revision to Board Policy II-5-3 regarding salary scale adjustments for faculty with administrative duties

**Board Action: Approve/Revise/Reject**

- E. Review and consider approval of revision to Board Policy II-5-4 regarding longevity pay increases

**Board Action: Approve/Revise/Reject**

- F. Review and consider approval of revision to Board Policy II-5-5 regarding overload and adjunct pay

**Board Action: Approve/Revise/Reject**

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

**Board Action: As Appropriate**

**IX. ADJOURNMENT**

If you need a disability-related accommodation or wheelchair access information, please contact: Office of ADA compliance at 405-382-9216. Requests should be made by August 22, 2023.

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING July 20, 2023

#### I. Call to Order

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

#### II. Roll Call of Members

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

Oklahoma State Regent Jack Sherry administered the Oath of Office to newly reappointed member, Ryan Pitts.

#### III. Introduction of Guests

President Reynolds introduced administrators, guests and staff present at the meeting.

#### IV. Minutes

There being no additions or corrections to the minutes of the meeting held June 15, 2023; Regent Hyden made a motion to approve the minutes as written and Regent Donaho seconded the motion. Roll call was as follows: Donaho, yes; Hyden, yes; Franklin, yes; Ready, yes and Pitts, 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, 2023. Regent Donaho made a motion to approve the Financial Report as presented and Regent Ready seconded the motion. Roll call was as follows: Donaho, yes; Hyden, yes; Franklin, yes; Ready, yes and Pitts, yes.

*Purchases over \$15,000 for June –*

- Beckman Coulter - \$19,000

#### VI. Hearing of Delegations

None



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

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

Personnel Update – President Reynolds gave the Board a personnel update. Letters of resignation have been received from: Sheryl Denton, Assistant Professor of Nursing; Britney Honsinger, Director of Advisement and Recruitment; Jessica Johnson, Student Accounts Specialist; Shannon Kirby, GEAR UP Student/Parent Coordinator and Marissa Shaffer, Recruitment Specialist. New personnel include: Kristi Scoggins, Employment Readiness Coordinator (Ada office); Jessica Shelburne, Assistant Professor of Nursing; and Leigh Ann Wilson, Assistant Professor of Life Science.

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

- ✓ Administrative Council attended a retreat on July 12<sup>th</sup> at the Avedis Foundation Offices
- ✓ A retirement reception was held for Ronnie Williamson, Upward Bound Math/Science I Coordinator and Mary Ann Hill, Talent Search Grant Director
- ✓ “Kids on Campus” was held June 26-29
- ✓ SSC helped sponsor the International Finals Youth Rodeo in Shawnee, OK.
- ✓ SSC Public Relations team won “Best of Show” along with other awards at the OCPRA conference in July
- ✓ SSC Upward Bound Bridge students finished their summer camp with a trip to Los Angeles and Hollywood, California

## **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. Regent Donaho made a motion to elect the following Regents as officers: Kim Hyden, Chair; Brian Cain, Vice Chair; and Marci Donaho, Secretary. Regent Franklin seconded this motion. Roll call was as follows: Donaho, yes; Hyden, yes; Franklin, yes; Ready, yes and Pitts, yes. After the roll call vote, newly elected Chair Kim Hyden presided over the meeting.

Approval of revision to Board Policy II-4-19 regarding Personal Leave – President Reynolds presented a proposed revision to Board Policy II-4-19 regarding personal leave. This revision will clarify information and guidelines for personal leave. The objective of this change is to make sure employees are aware that personal leave may not be used on consecutive days unless special permission is granted. President Reynolds recommended approval of this revision. Regent Pitts recommended approval of this revision as

presented and Regent Franklin seconded this motion. Roll call was as follows: Donaho, yes; Hyden, yes; Franklin, yes; Ready, yes and Pitts, yes.

**Approval of revision to Board Policy II-6-2 regarding Adjunct Faculty Evaluation –**

President Reynolds presented a proposed revision to Board Policy II-6-2 regarding adjunct faculty evaluation. This revision will simplify the procedure for evaluating part-time (adjunct) faculty and expands the policy to include evaluation of faculty who teach online courses. President Reynolds recommended approval of this revision. Regent Donaho recommended approval of this revision as presented and Regent Ready seconded this motion. Roll call was as follows: Donaho, yes; Hyden, yes; Franklin, yes; Ready, yes and Pitts, yes.

**IX. Consent Agenda**

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

Approval of the following item:

Ratification of 2023-2024 Intercollegiate Sports Accident Insurance Consortium Agreement - \$30,389

**Special Presentation**

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

**X. Adjournment**

There being no further business or discussion the meeting was adjourned at 1:40 p.m.

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Kim Hyden, Chair

**Seminole State College  
Combining Statement of Net Assets  
As of July 31, 2023**

	<b>Education and General Fund</b>	<b>Auxiliary and Restricted Fund</b>	<b>Capital Projects Fund</b>	<b>Payroll Withholding Fund</b>	<b>OKHEEI Trust Fund</b>	<b>Federal Restricted Fund</b>	<b>CARES Act Fund</b>	<b>Capital Assets and Long-Term Debt Fund</b>	<b>Total All Funds</b>
Cash and Cash Equivalents	3,415,547	311,655	690,489	2,135	(5,244)	75,925	(2,800)	-	4,487,707
Accounts Receivable, net	48,034	(48,034)	-	-	-	-	-	-	-
Other Accrued Income	44,252	-	-	-	-	-	-	-	44,252
Capital Assets, net	-	-	-	-	-	-	-	16,062,551	16,062,551
<b>Total Assets</b>	<b>3,507,833</b>	<b>263,621</b>	<b>690,489</b>	<b>2,135</b>	<b>(5,244)</b>	<b>75,925</b>	<b>(2,800)</b>	<b>16,062,551</b>	<b>20,594,510</b>
Accounts Payable	(650)	11,134	-	-	-	-	-	-	10,484
Other Accrued Expenses	-	-	-	2,135	-	-	-	-	2,135
Due To/From Other Funds	-	-	-	-	-	-	-	-	-
Long-Term Debt	-	-	-	-	-	-	-	12,216,443	12,216,443
<b>Total Liabilities</b>	<b>(650)</b>	<b>11,134</b>	<b>-</b>	<b>2,135</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,216,443</b>	<b>12,229,062</b>
Beginning Net Position	3,883,077	310,614	796,141	-	(5,244)	79,918	(2,800)	3,846,108	8,907,813
Change in Net Position	(374,594)	(58,127)	(105,652)	-	-	(3,992)	-	-	(542,365)
<b>Ending Net Position</b>	<b>3,508,483</b>	<b>252,487</b>	<b>690,489</b>	<b>-</b>	<b>(5,244)</b>	<b>75,925</b>	<b>(2,800)</b>	<b>3,846,108</b>	<b>8,365,448</b>

**Seminole State College**  
**Combining Statement of Revenues, Expenses and Changes in Net Assets**  
**For the Period July 1 through July 31, 2023**

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
<b>Revenues</b>									
Tuition and fees, net	\$ 154,925	\$ 30,597	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,522
State appropriations	451,660	-	-	-	-	-	-	-	451,660
Federal grants and contracts	-	527,267	-	-	-	-	19,750	-	547,017
State and private grants and contracts	6,878	91,400	-	-	-	-	-	-	98,277
Housing & Food Service	-	460	-	-	-	-	-	-	460
Bookstore	-	17,197	-	-	-	-	-	-	17,197
Other revenues	32,699	19,824	-	-	-	-	-	-	52,523
Total operating revenues	646,161	686,746	-	-	-	-	19,750	-	1,352,657
<b>Expenditures</b>									
Compensation and benefits	753,342	363,495	-	-	-	-	19,750	-	1,136,587
Contractual services	107,533	18,775	-	-	-	-	-	-	126,307
Supplies and materials	27,143	102,376	69,652	-	-	452	-	-	199,622
Scholarships and fellowships	11,376	95,399	-	-	-	-	-	-	106,775
Communications	6,011	227	-	-	-	3,540	-	-	9,778
Depreciation	-	-	-	-	-	-	-	-	-
Utilities	31,526	17,256	-	-	-	-	-	-	48,782
Other expenditures	83,826	147,344	36,000	-	-	-	-	-	267,171
Total Operating Expenses	1,020,755	744,873	105,652	-	-	3,992	19,750	-	1,895,022
Operating income (loss)	(374,594)	(58,127)	(105,652)	-	-	(3,992)	-	-	(542,365)
Transfers from (to)	-	-	-	-	-	-	-	-	-
Change in Net Position	(374,594)	(58,127)	(105,652)	-	-	(3,992)	-	-	(542,365)

**Seminole State College**  
**Combining Statement of Changes in Cash and Cash Equivalents**  
**For the Period July 1 through July 31, 2023**

	<b>Education and General Fund</b>	<b>Auxiliary and Restricted Fund</b>	<b>Capital Projects Fund</b>	<b>Payroll Withholding Fund</b>	<b>OKHEEI Trust Fund</b>	<b>Federal Restricted Fund</b>	<b>CARES Act Fund</b>	<b>Capital Assets and Long-Term Debt Fund</b>	<b>Total All Funds</b>
Cash and Cash Equivalents	\$ 3,350,516	\$ 376,686	\$ 690,489	\$ 2,135	\$ (5,244)	\$ 75,925	\$ (2,800)	\$ -	\$ 4,487,707
Change in Net Position	(374,594)	(58,127)	(105,652)	-	-	(3,992)	-	-	(542,365)
Changes not providing (using) cash	439,625	(6,904)	105,652	-	-	3,992	-	-	542,365
Cash and Cash Equivalents, Ending	<u>\$ 3,415,547</u>	<u>\$ 311,655</u>	<u>\$ 690,489</u>	<u>\$ 2,135</u>	<u>\$ (5,244)</u>	<u>\$ 75,925</u>	<u>\$ (2,800)</u>	<u>\$ -</u>	<u>\$ 4,487,707</u>

**Seminole State College**  
**Education and General - Statement of Budgeted Revenues and Expenditures**  
**For the Period July 1 through July 31, 2023**

	<u>ACTUAL</u>		<u>BUDGET</u>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
<b><u>REVENUE</u></b>				
<b>State Appropriations</b>	\$ 451,660	\$ 451,660	6,026,441	\$ 470,062
Tuition	90,336	90,336	2,649,748	95,391
Non-Resident Tuition Fees	5,420	5,420	654,027	23,545
Remedial Course Fee	1,194	1,194	37,832	1,362
<b>Tuition</b>	<u>96,950</u>	<u>96,950</u>	<u>3,341,607</u>	<u>120,298</u>
STEM Academic Excellence Fee	4,719	4,719	115,470	4,157
LAH Academic Excellence Fee	1,438	1,438	47,456	1,708
Bus & Ed Academic Excellence Fee	2,486	2,486	66,418	2,391
Health Science Academic Excellence Fee	310	310	12,457	448
Social Science Academic Excellence Fee	1,529	1,529	49,022	1,765
Physical Therapist Assistance Fee	200	200	3,668	132
Technology Service Fee	8,142	8,142	261,000	9,396
Bus And Ind Additional Fees	-	-	500	18
Nursing Fee	1,277	1,277	76,062	2,738
Laboratory Fees	2,367	2,367	70,787	2,548
Medical Lab Tech Fee	240	240	8,776	316
Electronic Academic Access Fee	3,191	3,191	76,800	2,765
Dist Education/Outreach Fee	15,028	15,028	306,377	11,030
<b>Academic Course Fees</b>	<u>40,929</u>	<u>40,929</u>	<u>1,094,793</u>	<u>39,413</u>
Late Payment Fees	348	348	5,458	196
Application For Admission Fees	678	678	11,225	404
Assessment Fee	2,796	2,796	86,063	3,098
Refund Per Legal Settlement	-	-	-	-
Ace Testing Fees	420	420	2,590	93
Hybrid Course Fee	-	-	-	-
Sr Citizens Discount	-	-	-	-
Enrollment Seminars	-	-	-	-
Clep Testing Fees	35	35	190	7
Library Automation Fee	2,487	2,487	79,643	2,867
Clearing Other Special Enrollment	-	-	-	-
Records Fee	1,776	1,776	57,765	2,080
Parking Fees	875	875	27,040	973
Student Id Fee	872	872	14,964	539
Accident Shield Fee	3,344	3,344	97,035	3,493
Special Testing Fees	-	-	3,350	121
International Student Fee	-	-	8,138	293
Compliance Fee	1,931	1,931	57,360	2,065
Safety Fee	1,484	1,484	49,978	1,799
<b>Other Student Fees</b>	<u>17,046</u>	<u>17,046</u>	<u>500,799</u>	<u>18,029</u>
<b>Total Tuition and Fees</b>	<u>154,925</u>	<u>154,925</u>	<u>4,937,199</u>	<u>177,739</u>
<b>Other Income</b>	<u>39,576</u>	<u>39,576</u>	<u>500,544</u>	<u>18,020</u>
<b>Total Revenue</b>	<u>646,161</u>	<u>646,161</u>	<u>11,464,184</u>	<u>665,821</u>
<b><u>EXPENDITURES</u></b>				
Instruction	439,359	439,359	5,322,846	479,056
Research	-	-	-	-
Public Service	-	-	-	-
Academic Support	27,472	27,472	337,427	30,368
Student Services	188,159	188,159	1,695,523	152,597
Institutional Support	193,562	193,562	1,914,437	172,299
Physical Plant	170,706	170,706	2,462,821	221,654
Scholarships and Tuition Waivers	1,498	1,498	995,000	995,000
<b>Total Expenditures</b>	<u>1,020,755</u>	<u>1,020,755</u>	<u>12,728,054</u>	<u>2,050,975</u>
<b>Total Revenue Over (Under) Expenditures</b>	<u>\$ (374,594)</u>	<u>(374,594)</u>	<u>\$ (1,263,870)</u>	<u>\$ (1,385,154)</u>

**Seminole State College**  
**Auxiliary Summary Statement of Revenue and Expenditures**  
**For the Period July 1 through July 31, 2023**

	CURRENT MONTH	YEAR TO DATE	BUDGET	
			ANNUAL	YEAR-TO-DATE
<b><u>REVENUES</u></b>				
Contractual Food Service	\$ 1,565	\$ 1,565	\$ 815,542	\$ 17,126
Bookstore	33,839	33,839	1,346,480	20,197
Institutional Support	19,955	19,955	622,685	23,662
Seminole/Roesler Residential Centers	1,735	1,735	1,073,670	4,295
Student Activities	10,984	10,984	353,477	8,130
<b>Total Revenues</b>	<b>68,079</b>	<b>68,079</b>	<b>4,211,854</b>	<b>73,410</b>
<b><u>EXPENDITURES</u></b>				
Contractual Food Service	14,277	14,277	815,542	178
Bookstore	37,749	37,749	951,358	69,179
Institutional Support	58,118	58,118	1,115,000	17,840
Seminole/Roesler Residential Centers	27,891	27,891	757,753	64,970
Student Activities	79	79	358,530	5,736
<b>Total Expenditures</b>	<b>138,114</b>	<b>138,114</b>	<b>3,998,183</b>	<b>157,903</b>
<b>Revenue Over (Under) Expenditures</b>	<b>\$ (70,035)</b>	<b>\$ (70,035)</b>	<b>\$ 213,671</b>	<b>\$ (84,493)</b>

**Seminole State College**  
**Food Service - Statement of Revenue and Expenditures**  
**For the Period July 1 through July 31, 2023**

	<b>ACTUAL</b>		<b>BUDGET</b>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Meals revenue	\$ 1,565	\$ 1,565	\$ 800,000	\$ 16,800
Other revenue	-	-	15,542	326
<b>Total revenue</b>	<u>1,565</u>	<u>1,565</u>	<u>815,542</u>	<u>17,126</u>
Supplies	842	842	5,370	1
Miscellaneous Expenditures	-	-	-	-
Contractual Service	13,435	13,435	800,000	175
Professional Services	-	-	10,172	2
<b>Total expenditures</b>	<u>14,277</u>	<u>14,277</u>	<u>815,542</u>	<u>178</u>
<b>Net profit (loss)</b>	<u>\$ (12,712)</u>	<u>\$ (12,712)</u>	<u>\$ -</u>	<u>\$ 16,948</u>



**Seminole State College**  
**Bookstore Statement of Revenue and Expenditures**  
**For the Period July 1 through July 31, 2023**

	<b>ACTUAL</b>		<b>BUDGET</b>	
	<b>CURRENT</b>	<b>YEAR-TO-DATE</b>	<b>ANNUAL</b>	<b>YEAR-TO-DATE</b>
Sales revenue	\$ 17,197	\$ 17,197	\$ 1,313,375	\$ 19,701
Other revenue	16,642	16,642	33,105.00	\$ 497
<b>Total revenue</b>	<u>33,839</u>	<u>33,839</u>	<u>1,346,480</u>	<u>20,197</u>
Purchase For Resale	<u>23,434</u>	<u>23,434</u>	<u>781,500</u>	<u>55,487</u>
Professional Salaries, F.T.	3,425	3,425	42,245	3,520
Classified Salaries, F.T.	4,823	4,823	38,049	3,171
Classified Salaries, P.T.	1,273	1,273	1,295	108
Student Wages	-	-	5,000	417
Fringe Benefits	4,130	4,130	45,769	3,814
<b>Compensation expenditures</b>	<u>13,651</u>	<u>13,651</u>	<u>132,358</u>	<u>11,030</u>
Travel	-	-	2,000	142
Supplies	95	95	7,000	497
Miscellaneous Expenditures	-	-	1,000	71
Contractual Service	570	570	24,800	1,761
Sponsorships	-	-	1,500	107
Postage	-	-	1,200	85
<b>Other expenditures</b>	<u>664</u>	<u>664</u>	<u>37,500</u>	<u>2,663</u>
<b>Total expenditures</b>	<u>37,749</u>	<u>37,749</u>	<u>951,358</u>	<u>69,179</u>
<b>Net profit (loss)</b>	<u>\$ (3,910)</u>	<u>\$ (3,910)</u>	<u>\$ 395,122</u>	<u>\$ (48,982)</u>

**Seminole State College**  
**Institutional Support- Statement of Budgeted Revenues and Expenditures**  
**For the Period July 1 through July 31, 2023**

	<u>ACTUAL</u>		<u>BUDGET</u>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
<b><u>REVENUE</u></b>				
Student Service Fee	\$ 8,986	\$ 8,986	\$ 288,042	10,946
Infrastructure Fee	10,628	10,628	313,283	11,905
<b>Student Fees</b>	<u>19,613</u>	<u>19,613</u>	<u>601,325</u>	<u>22,850</u>
Other Income-Overpayment	-	-	8,368	318
Refunds / Reimbursements	4	4	20	1
Interest Income	-	-	1,484	56
Seminar fees	-	-	-	-
Vending maching commissions	213	213	1,243	47
Photocopy revenue	-	-	-	-
Repair and replacemnet, damaged property	-	-	-	-
Haney Center	125	125	10,245	389
<b>Other income</b>	<u>342</u>	<u>342</u>	<u>21,360</u>	<u>812</u>
<b>Total Revenue</b>	<u>19,955</u>	<u>19,955</u>	<u>622,685</u>	<u>23,662</u>
<b><u>EXPENDITURES</u></b>				
Professional Services	28,464	28,464	150,000	2,400
<b>Personnel expenditures</b>	<u>28,464</u>	<u>28,464</u>	<u>150,000</u>	<u>2,400</u>
Travel	-	-	3,000	48
Supplies	109	109	7,000	112
Miscellaneous Expenditures	666	666	49,000	784
Housing and book scholarships	28,879	28,879	900,000	14,400
Haney Center	-	-	6,000	96
<b>Total Expenditures</b>	<u>58,118</u>	<u>58,118</u>	<u>1,115,000</u>	<u>17,840</u>
<b>Total Revenue Over (Under) Expenditures</b>	<u>\$ (38,163)</u>	<u>\$ (38,163)</u>	<u>\$ (492,315)</u>	<u>5,822</u>

**Seminole State College**  
**Housing - Statement of Revenue and Expenditures**  
**For the Period July 1 through July 31, 2023**

	<b>ACTUAL</b>		<b>BUDGET</b>	
	<u><b>CURRENT</b></u>	<u><b>YEAR-TO-DATE</b></u>	<u><b>ANNUAL</b></u>	<u><b>YEAR-TO-DATE</b></u>
Rental revenue - Dorms	\$ -	-	\$ 1,055,388	4,222
Other revenue	1,735	1,735	18,282	73
<b>Total revenue</b>	<u>1,735</u>	<u>1,735</u>	<u>1,073,670</u>	<u>4,295</u>
Professional Salaries, F.T.	3,466.50	3,467	41,598	3,467
Professional Services	-	-	6,000	516.00
Fringe Benefits	2,363.57	2,364	32,135	2,677.92
<b>Personnel expenditures</b>	<u>5,830</u>	<u>5,830</u>	<u>79,733</u>	<u>6,660</u>
Travel	162	162	1,500	129
Supplies	731	731	36,320	3,124
Miscellaneous Expenditures	-	-	500	43
Lease Payments	-	-	500,000	43,000
Contractual Service	3,912	3,912	8,700	748
Utilities	17,256	17,256	131,000	11,266
<b>Other expenditures</b>	<u>22,061</u>	<u>22,061</u>	<u>678,020</u>	<u>58,310</u>
<b>Total expenditures</b>	<u>27,891</u>	<u>27,891</u>	<u>757,753</u>	<u>64,970</u>
<b>Net profit (loss)</b>	<u>\$ (26,156)</u>	<u>(26,156)</u>	<u>\$ 315,917</u>	<u>\$ (60,675)</u>

**Seminole State College**  
**Student Activities - Statement of Revenue and Expenditures**  
**For the Period July 1 through July 31, 2023**

	<b>ACTUAL</b>		<b>BUDGET</b>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Student activity fee	\$ 9,785	\$ 9,785	\$ 317,770	\$ 7,309
Cultural & recreation fee	1,200	1,200	35,707	821
<b>Total Revenue</b>	<u>10,984</u>	<u>10,984</u>	<u>353,477</u>	<u>8,130</u>
Athletic Administration	79	79	216,915	3,471
National Tournaments	-	-	50,000	800
Golf-Women	-	-	800	13
Golf-Men	-	-	800	13
Womens Soccer	-	-	17,619	282
Men's Basketball	-	-	9,000	144
Women's Basketball	-	-	3,295	53
Volleyball	-	-	3,600	58
Baseball	-	-	18,560	297
Softball	-	-	19,441	311
Student Government	-	-	6,500	104
Livestock Judging Team	-	-	-	-
PLC	-	-	12,000	192
SSC Aggie (AFAC)	-	-	-	-
Phi Theta Kappa (AFAC)	-	-	-	-
NASA (AFAC)	-	-	-	-
Student Nurse Association(AFAC)	-	-	-	-
<b>Total Expenditures</b>	<u>79</u>	<u>79</u>	<u>358,530</u>	<u>5,736</u>
<b>Revenue Over (Under) Expenditures</b>	<u>\$ 10,905</u>	<u>\$ 10,905</u>	<u>\$ (5,053)</u>	<u>\$ 2,393</u>

**Seminole State College**  
**Restricted Funds - Statement of Revenue and Expenditures**  
**For the Period July 1 through July 31, 2023**

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
PELL	\$ 16,016	\$ 16,016	\$ -
PELL Recovery	-	-	-
SEOG	-	-	-
Direct Loans	43,860	40,860	3,000
Student loan repayment	-	-	-
College Work Study	2,470	2,470	-
SSC Foundation	-	500	(500)
Private Scholarships	14,768	27,851	(13,084)
Private Loans	-	-	-
Cherokee Student Grants	-	-	-
Sac & Fox Student Grants	6,716	1,601	5,115
Creek Tribe Student Grants	-	-	-
Shawnee Tribe Student Grants	750	750	-
Choctaw Tribe Student Grants	-	400	(400)
Citizen Pottawatomie Stud Grnt	2,750	5,500	(2,750)
Chickasaw Tribe Std Grants	9,200	1,349	7,851
OHLAP	107	28,569	(28,462)
Misc Indial Tribal Grants	2,600	-	2,600
Oklahoma Tuition Aid Grant	-	-	-
<b>Subtotal Financial Aid</b>	<u>99,236</u>	<u>125,866</u>	<u>(26,630)</u>
Title III Engaging Students in Science	-	-	-
Ub Math/Science #2	53,210	53,210	-
Ub Math/Science #1	58,734	58,734	-
Upward Bound #2	51,327	51,327	-
Upward Bound #1	79,499	79,724	(225)
Talent Search West	30,801	30,801	-
Talent Search Central	34,205	34,205	-
Dream Catcher Gear Up	65,654	67,187	(1,533)
STEM Student Support	22,442	22,442	-
Student Support Serices	24,897	25,110	(213)
NASNTI Grant	44,154	32,705	11,449
NASNTI Grant	-	11,449	(11,449)
Scholars for Excellence	23,894	6,117	17,777
Carl Perkins	-	-	-
<b>Subtotal Federal Grants</b>	<u>488,816</u>	<u>473,010</u>	<u>15,805</u>
Care Bears	50	-	50
Nursing Student'S	19	-	19
Residential Deposits	2,700	-	2,700
Professional Staff Council	150	250	(100)
Upward Bound #2 Fund Raiser	880	-	880
Upward Bound M/S Fund Raiser	1,460	-	1,460
Ub Ms #2 Fund Raiser	240	-	240
Upward Bound #1 Fundraiser	3,920	-	3,920
<b>Subtoal Other Restricted</b>	<u>9,419</u>	<u>250</u>	<u>9,169</u>
<b>Total</b>	<u>\$ 597,471</u>	<u>\$ 599,126</u>	<u>\$ (1,656)</u>

**Seminole State College**  
**Campus Organizations - Statement of Revenue and Expenditures**  
**For the Period July 1 through July 31, 2023**

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
CARE BEARS	50	-	50
SEMINOLE STATE AGGIE CLUB	-	600	(600)
UBMS SUMMER FOOD PROGRAM	4,294	2,130	2,164
UB M/S #2 SUMMER FOOD PROGRAM	11,235	-	11,235
UB2 SUMMER FOOD PROGRAM	5,576	-	5,576
NURSING STUDENT'S	19	-	19
MLT BOC FEE	72	-	72
RESIDENTIAL DEPOSITS	2,700	-	2,700
PROFESSIONAL STAFF COUNCIL	150	250	(100)
CLASSIFIED STAFF ASSOCIATION	20	35	(15)
MU ALPHA THETA (MATH HONORS)	-	72	(72)
OTHER ORGANIZATIONS AND ACTIVITIES	(2,919)	4,545	(7,464)
	<u>\$ 21,196</u>	<u>\$ 7,632</u>	<u>\$ 13,564</u>

## Madisen Hudgins

2524 N Market Ave, Shawnee, OK 74804  
(405) 481-3126 | [mhudgins50@yahoo.com](mailto:mhudgins50@yahoo.com)

### SKILLS

- Professionally trained in Microsoft Office applications such as Excel, Word, and Powerpoint.
- Exceptional written and verbal communication.
- Experience using applications such as Google Calendar, Docs, and Spreadsheets.
- Experience working in collaborative, fast-paced settings.

### EXPERIENCE

**Heavenly Grind Coffee Company, Shawnee, OK - Barista / Shift Lead (35 hours per week)**

October 2019 - April 2023 Supervisor: Greta Shuler - (405) 819-5831 - [hgcoffeecollic@gmail.com](mailto:hgcoffeecollic@gmail.com)

- Responsible for training newly hired employees, ensuring to express the importance of good customer service while promoting a positive work environment.
- Maintains excellent standards of customer service during fast-paced, high volume shifts.
- Supports the manager/owner by taking daily inventory of current stock of supplies within the shop and in storage, ensuring to replenish inventory when supplies are low by purchasing/ordering new stock.
- Works with a team, and alone, to serve high quality products in a fast-paced work setting.
- Promotes a clean and healthy work environment by following all safety and sanitation guidelines set in place.
- Maintains daily and weekly sales and inventory reports to support management.
- Educates regular and new customers on Heavenly Grind's products, ensuring to make recommendations that conform to their needs/wants.
- Works collaboratively with other staff and management to analyze sales reports and provide marketing strategies and techniques to increase sales.
- Answers phone calls and emails in a timely manner, providing exceptional customer service while resolving issues.

**Shawnee YMCA, Shawnee, OK- Summer Camp Counselor (40 hours per week)**

May 2019 - August 2019 Supervisor: Barbara Boise - (405) 431-9015 - [bboise@shawneeymca.org](mailto:bboise@shawneeymca.org)

- Maintained excellent relationships and communication with the parents of the children participating in the summer program by providing information to them regarding their children's behavior and participation in activities each day.
- Collaborated with fellow counselors to develop new and exciting activities for children of various age groups to participate in.

- Planned exciting and safe indoor/outdoor activities and games daily while promoting participation and positivity during such activities.
  - Tasked daily with the duty of caring for 30+ children of various age groups.
  - Oversaw the creation of a weekly calendar containing the schedules of multiple different camp groups.
- 
- Participated in CPR and first aid training classes each summer to ensure that safety protocols were strictly followed.
  - Filed and organized behavior and accident reports on a weekly basis, ensuring to meet end of week deadlines.

## EDUCATION

**East Central University** - 1100 E 14th St, Ada, OK 74820 - (580) 332-8000

*B.S. Psychology - Behavioral Health*

January 2021 - Graduated May 2023

**Seminole State College** - 2701 Boren Blvd, Seminole, OK 74868 - (405) 382-9950

*A.S. Psychology*

August 2019 - Graduated December 2020

## REFERENCES

**Kolisha Peixotto** - *Licensed Practical Nurse (Centric Home Health and Hospice)*

*Phone: (405) 301-4980*

**Brayden Potter** - *Industrial Engineering Technician (United States Air Force)*

*Phone: (405) 481-1715*

**Casey Vague** - *Police Officer (Shawnee, OK Police Department)*

*Phone: (405) 834-9518*



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**Madisen Hudgins**

2524 N Market Ave  
Shawnee, OK 74804  
(405) 481-3126  
mhudgins50@yahoo.com

19th July 2023

**Seminole State College**

2701 Boren Blvd  
Seminole, OK 74868

Dear hiring manager,

I am writing in regards to the Recruitment Specialist position you currently have open. I am a recent graduate of East Central University with a Bachelor's degree in Psychology-Behavioral Health. I completed my Associate's degree at Seminole State College, which is why I am interested in this position. The support and guidance I received as a student at Seminole State College has stayed with me over the last few years, and I would be thrilled to be an employee of the college that helped me realize my potential.

Since I am a recent graduate, I am looking to fulfill a position that can provide me with the experience and knowledge necessary to be a successful professional in the field of Education. I plan to earn a Master's degree in School Counseling within the next few years, and I believe I would make a great addition to your team.

I believe that I possess the necessary skills to be a productive and energetic member of your team. I have experience leading a group, as well as working collaboratively to resolve problems and find solutions. My past job experience has helped me develop excellent social skills and a knack for connecting with people. I am driven, hardworking, and passionate about becoming a successful professional in the field of Education. Thank you for the opportunity to apply for this position.

Sincerely,

**Madisen Hudgins**

7-10-23

# Rachelle L Jones

PO Box 76

Earlsboro, Ok 74840

[winrowjones@gmail.com](mailto:winrowjones@gmail.com)

Cell 405-243-7771

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July 6, 2023

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

Dear Ms. Haney,

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

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

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

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

Sincerely,

Rachelle L Jones

# Rachelle L Jones

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

Winrowjones@gmail.com

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## EXPERIENCE

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### Caregiver

*September 2006 to present*

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

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

### Loan Processor/Customer Service Representative

*2006- August 2017*

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

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

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

### Accomplishments:

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

### Salesclerk

*2006-2006*

*Stage, Seminole, Oklahoma (no longer open)*

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

## Quality Child Care Coordinator

*April 2002 – March 2005*

### Family Preservationist

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

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

#### ***Accomplishments:***

Designed and administered Tribal Quality Child Care Program.

Helped design and implement the Tribes first childcare facility.

Procured goods for furnishing childcare center.

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

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

#### ***Accomplishments:***

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

## AmeriCorps

*1998-2000*

*Seminole State College Trio Programs, Seminole, Oklahoma*

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

#### ***Accomplishments:***

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

### Assistant Manager

1993-1997

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

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

#### ***Accomplishments:***

Wal-Mart District Sales Award 1995.

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

Received recognition for Loss Prevention debt reduction.

### Billing & File Clerk

1989-1993

*Canadian Valley Electric, Seminole, Oklahoma*

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

#### ***Accomplishments:***

Organized and instituted a functional filing system.

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

### Skills & Qualifications

Excellent Organizational Abilities

Extensive customer service background

Strong Filing Efficiency

Ability to learn and apply quickly and effectively

Five years of management experience

10 Key by touch

Incredible Work Ethic

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

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

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

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

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

## Community Engagement

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

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

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

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

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## Education

### East Central University

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

*Nine hours of master's study in Human Resources*

### Seminole State College

*Associate of Science, 74 hours, Seminole, Oklahoma*

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## References

Available for contact

*Supervisor BancFirst, Terry Anson, 405-380-1300*

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

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

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

## Erin Medley

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**From:** Rachelle Jones <winrowjones@gmail.com>  
**Sent:** Thursday, July 6, 2023 1:25 PM  
**To:** HR  
**Subject:** Talent Search Advisor Application - Rachelle Jones  
**Attachments:** RLJ Transcript 1.jpg; RLJ Transcript 2.jpg; Talent Search Advisor Application letter.docx; Rachelle Jones Resume 2023.docx

### CAUTION

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

Greetings!

I am submitting application for the Talent Search Advisor position. Please send any questions or concerns to [winrowjones@gmail.com](mailto:winrowjones@gmail.com) or contact Rachelle Jones at 405-243-7771.

Thank you  
Rachelle L Jones



RLJ Transcript 3.jpg



## JEREMY L. STRICKLAND, M.Ed.

Okemah, Oklahoma | 918.399.1479 | jlstrickland1979@gmail.com

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June 27, 2023

To Whom It May Concern,

It is with great interest that present my resume for employment with Seminole State College for the position of GEAR UP Project Director. I have earned a Bachelor's of Arts Degree, along with a a Master's Degree in Education Administration with certifications as PreK-8th and 8th-12th Principal. With a decade of teaching and several years of administrative experience, I am confident I posses the qualifications your company needs to promote its philosophy and goals.

As my resume will highlight, I have currently served as the Principal of Henryetta Public Schools. I supervised students and staff from 9th-12th grades and previously taught on the Elementary level for several years as well as serving as an Elementary Principal for Paden Public Schools. Here is a summary of what I learned and have to offer:

- ▶ **Leadership Competence:** The ability to promote the school philosophy, provide team building, promote multi-cultural awareness, racial and ethnic appreciation; make informed, objective judgments; exceptional facilitation ability involving stakeholders and staff with differing views; form community partnerships across multiple sectors, where all have a "buy in" to success, all from a relational standpoint.
- ▶ **Administrative Competence:** The talent to recruit, train, and maintain a diverse workforce; develop a safe, respectful, and positive environment where all students can learn and achieve and teachers feel empowered to reach their fullest potential; effective staff evaluation of performance; monitor financials and records retention.

I feel some of my most significant work as been with You Can!.Inc. (Okemah Summer Kids Cafe). In 2014, I was appointed as its Director, and given the directive to build a summer feeding program for all students in Okfuskee County. Through leadership, communication, and team-building skills, I have been able to:

- Establish 16 community program partnerships and 60 resource partnerships across multiple sectors; raise over \$250,000, feed over 45,000 meals to students, and close the achievement gap;
- Move the organization to a stand-alone 501(c)3, write the initial bylaws, and develop a diverse board of directors;
- Recognition on a statewide level as a "Community Champion" through the Oklahoma State Department of Health.

What the enclosed resume cannot explain is the "heart" I have for students, staff and the community where I serve.

Thank you for your time and consideration.

Sincerely,



Jeremy Strickland



# JEREMY L. STRICKLAND, M.Ed

Okemah, OK. | 918-399-1479. | jlstrickland1979@gmail.com

## SCHOOL ADMINISTRATOR/ EXECUTIVE DIRECTOR/ EDUCATOR

*School Administrator and Executive Director who positively affect students by combining experience in the Public Education and Non-Profit sectors, earning such praise as, "He goes FAR beyond his job description; we are so fortunate to have a man of his dedication guiding our children!"*

**Continuous Progress Improvement...Strategic Planning and Execution...Collaborative Team Approach  
Relational Cultivation...Needs Assessment...Consistent Follow-Through...Organizational Effectiveness**

## PROFESSIONAL EXPERIENCES & KEY CONTRIBUTIONS

### PRINCIPAL

Demonstrated a strong leadership acumen while serving students and staff; encouraged faculty to focus on students' academic achievement and excellence in education by applying best research-based practices and directing professional development and instructional leadership; and promoted comprehensive feedback and evaluation

#### Henryetta High School

Henryetta, OK 2022-Present

- Resolved situations, positively affected behavior and motivated enhanced academic performance by cultivating strong student and parent relationships
- Outlined, implemented and maintained policies and procedures, including oversight and approval of modifications by education professionals

#### Paden Public School

Paden, OK. 2020-2022

- Developed district-wide first-year teacher training with a focus on mentorship and support
- Navigated issues related to COVID-19 pandemic, including revising curriculum introducing a new online learning platform, providing training for students and staff, and creation and implementation of district's first online virtual school

### EXECUTIVE DIRECTOR

Founding of an award-winning summer academic program to serve student in Okfuskee County; providing over 50,000 meals to an average of 135 students daily; offering a rigorous curriculum, promoting physical activity, while establishing student behavioral expectations

#### You Can! Inc. (Okemah Summer Kids Cafe)

Okemah, OK. 2014-Present

- Collaborative development of a reading program addressing over 100 academic standards, raising student's Grade Equivalents, and stopping summer learning regression
- Established 60 resource partnership, raising over \$250,000 through private and public giving

### CERTIFIED TEACHER

Experience managing classrooms, developing engaging lessons and activities; implementing curriculum and working to promote the academic, social and emotional development of learners. Creation of multiple music programs; integration of important character topics such as anti-bullying, perseverance, citizenship while teaching sections of Elementary Music, Beginning Band and Choir

#### Okemah Public Schools

Okemah, OK 2009-2020

- Achieved first-ever district representation of Circle the State With a Song
- Demonstrated leadership by appointment to Principal's Leadership Council, Extra Duty Review Committee and District Chair of Safe School Committee

# JEREMY L. STRICKLAND, M.Ed.

Okemah, Oklahoma 918.399.1479 [jlstrickland1979@gmail.com](mailto:jlstrickland1979@gmail.com)

## REFERENCES

Connie Reilly  
Board of Regents of Oklahoma Colleges  
Position 5 (Chair)  
918-716-0128  
[conniereilly1949@gmail.com](mailto:conniereilly1949@gmail.com)

John Hay  
BancFirst, Muskogee  
Market President  
918-686-5290

Dr. Bob Gragg  
Superintendent of Schools  
Seminole Public Schools  
405-401-4902  
[bgragg@sps.k12.ok.us](mailto:bgragg@sps.k12.ok.us)

Jackie Miller  
Okmulgee/Okfuskee County Youth Services  
Executive Director  
918-716-7700  
[jmiller@oocys.org](mailto:jmiller@oocys.org)

**Erin Medley**

---

**From:** Jeremy Strickland <jlstrickland1979@gmail.com>  
**Sent:** Tuesday, June 27, 2023 3:17 PM  
**To:** HR  
**Subject:** Application for GEAR UP Project Director  
**Attachments:** Seminole State Introduction Letter.pdf; Transcript.pdf; Reference List .pdf; Strickland Resume pdf.pdf

**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.

To Whom It May Concern:

Please consider this my formal application for the position of GEAR UP Project Director. Below you will find all the requested documents.

Thank you for your consideration.

Jeremy Strickland  
918-399-1479

August 8, 2023

Seminole State College

Attn: HR Director Holly Wilson-Byrd

RE: Letter of Resignation

Holly,

Please accept this as formal notice of my resignation from my position as Chief of Police for Seminole State College effective September 3<sup>rd</sup>, 2023 which will be my last working day.

Working for Seminole State College has been a wonderful experience that has afforded me many valuable opportunities to learn and grow, and I am very grateful to have been part of this organization.

I wish you and Seminole State College continued growth and success in the future.

Sincerely,

R. Shane Marshall



Robin Tyler  
701 Roosevelt  
Seminole, OK  
74868

Holly Wilson-Byrd  
Human Resources  
Seminole State  
College  
Seminole, OK  
74818

7-24-2023

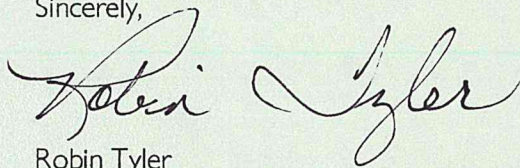
Dear Holly,

It is with genuine sadness that I am informing you, as of today, that I will no longer be employed with Seminole State College. I appreciate my years here and will miss my SSC family of co-workers and students.

I apologize to everyone for the short notice; I found out late last week that the Oklahoma legislature approved a significant raise for public school teachers. The difference in salary, combined with the raise, is 25% more than I am making now. I simply cannot turn that down, so I have taken a job at Wewoka High School and must attend orientation tomorrow morning.

Thank you for everything- I will try my best to prepare my Juniors and Seniors for college and funnel them to SSC!

Sincerely,

A handwritten signature in cursive script that reads "Robin Tyler". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Robin Tyler



# Seminole State College

## Who's Who 2023



### ADMINISTRATION

*Lana Reynolds, President*

**Dr. Amanda Estey**, Vice President for Academic Affairs

**Melanie Rinehart**, Vice President for Fiscal Affairs

**Dr. Bill Knowles**, Vice President for Student Affairs

**Marc Hunter**, Director of Information Technology/CISO

### BUSINESS AND EDUCATION DIVISION

*Tammy Kasterke, Division Chair*

**Tabitha Lusk**, Office Manager

**Stephen Brooks**, Assistant Professor

**Amber Flores**, Head Softball Coach/Instructor

**Daniel Hill**, Head Soccer Coach/Instructor

**Lucas Hunter**, Head Men's Basketball Coach/Instructor

**Hannah Killian**, Head Volleyball Coach/Instructor

**Lynetta Robbins**, Scholars for Excellence in Childcare Dir.

**Brad Schatzel**, Assistant Professor

**Rita Story-Schell**, Head Women's Basketball Coach/Instructor

### LANGUAGE ARTS AND HUMANITIES DIVISION

*Kelli McBride, Division Chair*

**Andrea Dearth**, Office Manager

**Lynnette Atchley**, Assistant Professor

**Yasminda Choate**, Associate Professor

**Dr. Andrew Davis**, Associate Professor

**Jessica Isaacs**, Professor

**Paul Juhasz**, Assistant Professor

**Jamie Worthley**, Assistant Professor

### SOCIAL SCIENCES DIVISION

*Sam Rivera, Division Chair*

**Andrea Dearth**, Office Manager

**Dr. Steve Bolin**, Professor

**Jeffrey Christiansen**, Professor

**Christal Knowles**, Professor

**Marta Osby**, Professor

### SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH DIVISION

*Emily Carpenter, Division Chair*

**Dana Denwalt**, STEM Office Manager

**Cullen Birney**, Assistant Professor

**Melissa Bryant**, Assistant Professor

**Truitt Eubank**, Assistant Professor

**Dr. Deanna Miles**, Assistant Professor

**Wendy Rich**, Assistant Professor

**Dr. Nilmini Senaratne**, Assistant Professor

**Amanda Soward**, Assistant Professor

**Dr. Ricky Streight**, Assistant Professor

**Jarrold Tollett**, Professor/Coord. of Institutional Effectiveness and Assessment

**Leigh Ann Wilson**, Assistant Professor

### HEALTH SCIENCES DIVISION

*Crystal Bray, Division Chair*

**Julie Mathews**, Nursing Office Manager

**Ann Benson**, Assistant Professor

**Malinda Browning**, Associate Professor

**Brenda Hudson**, Assistant Professor

**Kelly Hankal**, MLT Program Dir./Assistant Professor

**Lisa Knight**, PTA Instructor

**Damaila Lester**, Assistant Professor

**Shelby Parsons**, Assistant Professor

**Jessica Shelburne**, Assistant Professor

**Shakira Stafford**, PTA Program Dir./Assist. Professor

**Miranda Stewart**, Assistant Professor

### ADMINISTRATIVE STAFF

**Mechell Downey**, Dir. of Board Rel. & Adm. Operations

**Carol Landes**, Fiscal Affairs

**Tina Morris**, Academic Affairs

**Tisha Simon**, President's Office Manager

**Toni Wittmann**, Student Affairs

### FOUNDATION

**Zac Coplen**, Foundation Business Services Clerk

**Danny Morgan**, Dir. of Rural Business and Resources Center

**Larry Smith**, Special Projects Manager

## ADMISSIONS/RECORDS

*Sheila Morris, Registrar/International Student Liaison*

**Stacey Foster**, Admissions Clerk/VA School Certification Officer

**Jessica Guinn**, Admissions Clerk

## ADVISEMENT/RECRUITING

\_\_\_\_\_, *Director of Advisement*

**Madisen Hudgins**, Advising and Recruiting

**Mack Chambers**, Head Baseball Coach/Advisor

**Carmen Hutchins**, Advisor/Nursing Advisor/ADA

**Davis Kappel**, Advisor

## ATHLETICS

*Leslie Sewell, Athletic Director*

**Kaleb Bryan**, Assistant Baseball Coach (pt)

**Mack Chambers**, Head Baseball Coach

**Jade Dewbre**, Assistant Soccer Coach (pt)

**Amber Flores**, Head Women's Softball Coach/Instructor

**Dan Hill**, Head Women's Soccer/Instructor

**Lucas Hunter**, Head Men's Basketball Coach/Instructor

**Adam Hutson**, Assistant Baseball Coach (pt)

**Kortney Jones**, Women's Assist. Basketball Coach (pt)

**Hannah Killian**, Head Volleyball Coach/Instructor

**James Martin**, Assistant Baseball Coach

**Rita Story-Schell**, Head Women's Basketball Coach/Instructor

**Seth Vinton**, Assistant Men's Basketball Coach (pt)

**T.J. Webb**, Assistant Softball Coach (pt)

**Ronnie Williamson**, Men's and Women's Head Golf Coach (pt)

## BOOKSTORE

*Sherri Dykes, Director*

**Lanita Haynes**, Lead Clerk

**Lesley Ward**, Bookstore E-Commerce Spec.

## BUSINESS & INDUSTRY

**Scarlet Figueroa**, Coordinator

## BUSINESS SERVICES

**Amelia Hendrix**, Payroll Clerk

**Julie Hix**, Comptroller

**Hannah Odom**, Student Accounts Specialist

**Bobbie Sampley**, Cashier

**Rejeanna Tidmore**, Cashier

## CAMPUS POLICE

*Shane Marshall, Campus Chief of Police*

**Jordan Bumgarner**, Police Officer (pt)

**Tim Curry**, Police Officer

**Jolene Doucette**, Police Officer (pt)

**Bunnie Jesse**, Police Officer (pt)

**Evan Lee**, Police Officer

**Terry McGinnis**, Police Officer (pt)

**Louis Ross**, Police Officer (pt)

**William Williams**, Police Officer (pt)

**John Woods**, Police Officer (pt)

## EMPLOYMENT READINESS

*Jerry Fry, Director*

**Chris Parsons**, Assistant Job Skills Specialist

**Kristi Scroggins**, Employment Readiness Coordinator (Ada)

## FINANCIAL ASSISTANCE

*Edith Cathey, Director*

**Andrita Chavez**, Financial Assistance Clerk

**Talina Lee**, Financial Aid Specialist

**Mindy Stufflebeam**, Financial Assistance Specialist

## GEAR UP

*Jeremy Strickland, Director*

**Jacqueline Bush**, Student/Parent Coordinator

**Tierney Collins**, Office Manager

**Erica McCaughey**, Student/Parent Coordinator

## HUMAN RESOURCES

*Holly Wilson-Byrd, Director*

**Erin Medley**, Human Resources Associate

## INFORMATION TECHNOLOGY

*Marc Hunter, Director/CISO*

**David Cobb**, Information Technology Technician

**Michael Murray**, Information Technology Technician

**Teresa Norman**, Information Technology Technician

**Faith Rogers**, Information Technology Technician

**Eric Stark**, Information Technology Technician

## LIBRARY

\_\_\_\_\_, Librarian/Instructor

## MAINTENANCE/CUSTODIAL

*Clint Robertson, Director of Physical Plant*

**Tony Calvillo**, Custodian

**Dwayne Castle**, Maintenance Technician

**Donny Coblenz**, Maintenance Technician

**Randy Conner**, HVAC

**Kevin Davidson**, Maint. Tech./Custodian

**Scott McDonnell**, Maintenance Technician

**Christine McKee**, Lead Custodian

**Jerry Putman**, Custodian

**Mark Spencer**, Custodian

**Carmen Wright**, Custodian

## MEDIA RELATIONS

**Kim Pringle**, Director of Community Relations

**Josh Hutton**, Communications Coordinator

**Brooks Nickell**, Marketing and Web Coordinator

## NASNTI

*Kay Wallace, Director*

\_\_\_\_\_, Student Support Specialist

## ONLINE DEGREE OFFICE

**Laura Votaw**, Coordinator

**Caitlin Brown**, Online Navigator

## RESIDENTIAL LIFE/STUDENT ACTIVITIES

*Melinda Sims, Director*

## SPONSORED PROGRAMS

**Yahnah Factor**, TRiO Accounting Clerk

## STUDENT SUPPORT SERVICES

*Janna Wilson-Byrd, Director*

**Megan Goff**, Advisor

**Sarah Ledford**, Advisor

**Jennifer McCourry**, STEM Advisor

**Jerrinesha Turner**, STEM Advisor

## TALENT SEARCH

*Angela Harjo, Director*

**Blake Cummings**, Advisor

**Damaris Haney**, Advisor

**Michelle Pruitt**, Advisor

**Tina Savage**, Advisor

## TESTING

**Lauren Earley**, Coordinator

## UPWARD BOUND

*Rich Thornton, Director*

**Alesha Hill**, Office Manager

**Matt Kappel**, Coordinator - Math/Science II

**Anna Skender**, Coordinator

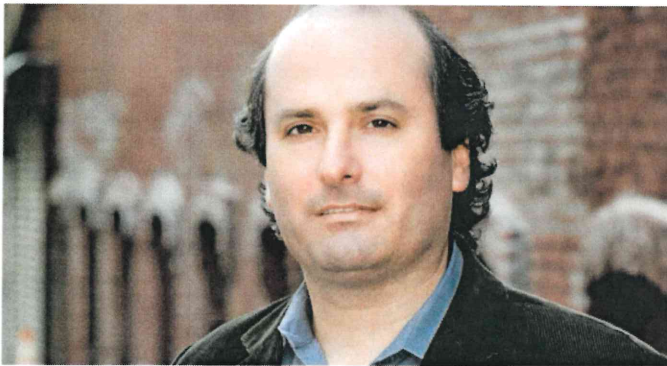
**Katie White**, Coordinator - Math/Science I

**Jay Williams**, Coordinator – Upward Bound I

◆ PRESENTS THE ◆

# NATIVE AMERICAN FILM FESTIVAL

FEATURING SPECIAL GUEST

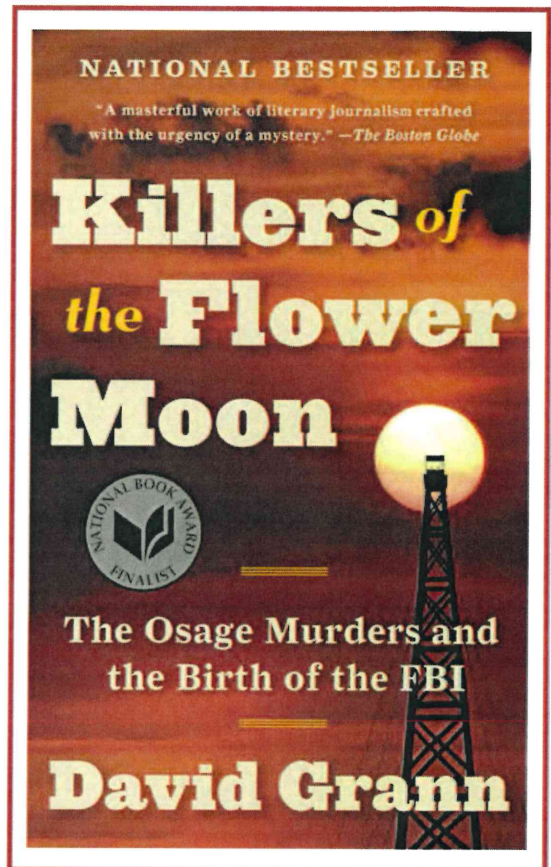


## DAVID GRANN

National Book Award nominee and bestselling author of *Killers of the Flower Moon*, *The Lost City of Z* and *The Wager*.



**THURSDAY, SEPTEMBER 21, 2023**  
**10 AM - 11 AM**  
**JEFF JOHNSTON AUDITORIUM**

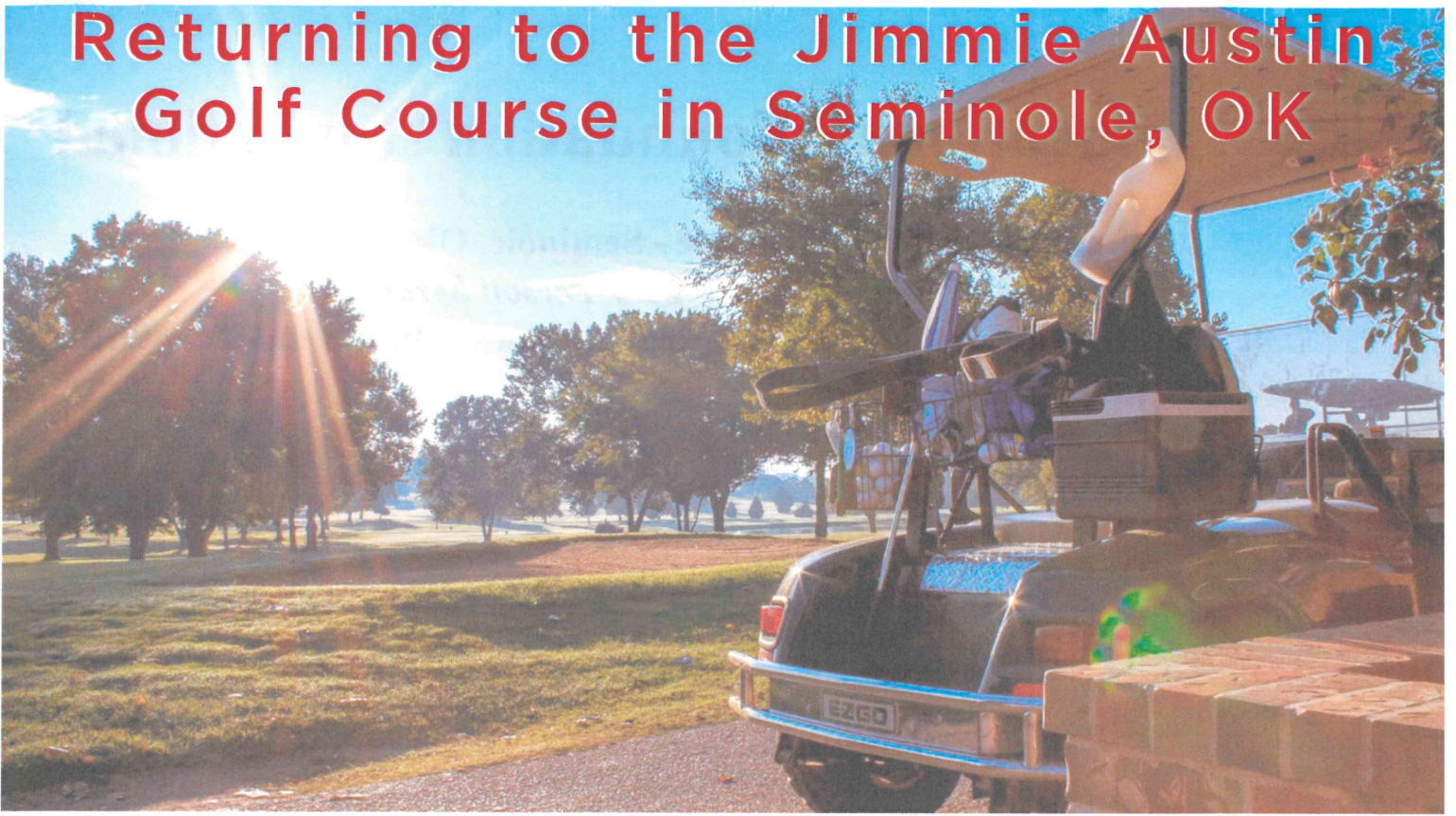


A film adaptation of *Killers of the Flower Moon* will be released on Oct. 20, 2023. The film is directed by Martin Scorsese and stars Leonardo DiCaprio, Robert De Niro and Lily Gladstone.

NASNTI is 100% federally funded in the amount of \$450,000 annually.



# Returning to the Jimmie Austin Golf Course in Seminole, OK



**SEMINOLE STATE COLLEGE EDUCATIONAL FOUNDATION**

**2023**

# INVITATIONAL

**Friday, September 29, 2023**

**4-Person Scramble**

**7:30 am Breakfast ● 8:30 am Registration ● 9:00 am Tee-Off**

For more information contact:

Larry Smith, 405-382-9544, l.smith@sscok.edu

Danny Morgan, 405-382-9540, d.morgan@sscok.edu

Kim Pringle, 405-382-9218, k.pringle@sscok.edu

*Be a  
Hole Sponsor!*

Scan  
Here  
to register  
online



## Chapter 5

### Compensation and Position Classification

POLICY NUMBER: II-5-1

TITLE:

#### **Compensation and General Information**

The Seminole State College Board of Regents delegates to the President the authority to negotiate salaries with individual employees or prospective personnel within competitive limits as part of Board Policy. Seminole State College has a comprehensive wage and salary planning approach designed to recruit and retain highly qualified faculty and staff and to reward employees based upon ability, performance, and Seminole State College's available financial resources.

#### **Position Classification System**

Seminole State College has a position classification system which establishes salary ranges with minimum and maximum compensation that SSC is willing and able to pay for each job consistent with the required level of knowledge, responsibility, and working conditions of that job and available financial resources.

All full-time faculty positions belong to the classification "Faculty." Human Resources classifies all full-time non-faculty positions based on a job pay range system.

A supervisor or employee who believes that a job has been improperly classified or that the job has changed enough to justify reclassification may request a classification review. The appropriate supervisor, with the assistance of Human Resources, will evaluate salary range adjustments for prior experience to develop a recommendation for the consideration and final approval of the College President.

DATE OF ADOPTION: July 18, 2001  
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



TITLE:

## **Managing Full-Time Pay with the Range**

Pay ranges are inclusive of both starting pay and potential progression over time. Progression is considered to be pay beyond the starting rate, up the maximum of the assigned pay range chart.

### **Range Determination**

Sample guidelines for managing pay with the range are provided. Human Resources will use these guidelines to determine compensation based on differences in qualification, performance, experience, and budget availability.

Faculty positions are established by considering salaries at peer institutions, industry standard for Health Science and STEM fields, and Seminole State College's available financial resources. Additional factors to consider should include internal equity and salary compression.

All non-faculty positions are analyzed for market comparison purposes using job specifications to develop comparable data from surveys of similar jobs in the appropriate local, state, regional and/or national labor markets. The salary range is established by considering comparable positions in the labor market and SSC's available financial resources. Additional factors to consider must include internal equity and salary compression.

### **Compensation Structure**

Each of the pay range charts has been divided into columns. Descriptions detailing expectations for paying within each column are provided below. These descriptions should be used to evaluate both internal (employee's knowledge, skills, abilities, certification) and external factors (budget availability, salary compression) that affect the salary rate offered to the employee in the position. Pay range charts are found on the Human Resources page located on the Seminole State College website and updated regularly to reflect comparable positions in the labor market and SSC's available financial resources.

#### Column 1: Entry Level

- Meets minimum qualifications established for the position.
- Has little or no related experience to the field in which the position exists.
- Employee requires additional training for building necessary knowledge and skills to successfully perform the position.
- Low range salary

#### Column 2: Experienced

- Possess qualifications that are equal to or slightly better than minimum requirements.
- Demonstrated ability to perform the job duties successfully and independently in the position.

- Employee may require additional training to perform the job duties successfully and independently in the position.
- Low – Mid range salary

Column 3: Seasoned Professional / Mid-career

- Meets minimum qualifications and meets all preferred qualifications established for the position.
- Demonstrated ability to perform the job duties successfully and independently in the position.
- Employee consistently exhibits core competencies required of the position.
- Mid – High range salary

Column 4: Senior-Level Job Expertise

- Meets minimum qualifications and meets all preferred qualifications established for the position. Employee is considered a subject matter expert in their position. Typically considered a ‘rockstar’ in their field of study, discipline, or line of work.
- Exhibits extensive breadth and depth of knowledge that brings significant value to the College.
- Employee serves as an expert resource, role model or mentor to others either in the department, college or administrative level.
- High range salary

**Compensation Increases**

On an annual basis, Seminole State College considers compensation increases based on the availability of financial resources, job performance, changes in the cost of living, and wage and salary adjustments. Compensation increases are generally effective July 1.

The primary considerations in compensation increases are availability of financial resources and job performance. To be eligible for a salary increase based on performance, an employee must meet or exceed job requirements.

**Guidelines for Recognition of Higher Degrees**

Seminole State College is an educational institution which encourages its employees to pursue continued formal and informal education.

Seminole State College awards a salary adjustment for attainment of progressively higher levels of post-secondary education (i.e., first Associate’s Degree, first Bachelor’s Degree, first Master’s Degree, and first Ph.D.).

DATE OF ADOPTION: July 18, 2001

LEGAL REFERENCE:

REVISION DATE(S): June 23, 2006, June 21, 2007, June 19, 2008

RELATED ADMINISTRATIVE RULES AND REGULATIONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TITLE:

**Salary Scale Adjustments for Faculty with Administrative Duties**

The Seminole State College Board of Regents authorizes the President to provide payment for additional duties performed by members of the Faculty as Division Chairs, Division Vice Chairs or Program Directors through supplemental pay to the standard salary schedule.

**Appointment**

Division Chairs administratively supervise individual academic areas and report to the Vice President for Academic Affairs. Division Chairs are appointed by the President and serve in this capacity at the will of the President. Division Vice Chairs are recommended for appointment by the appropriate Division Chair and must be approved by the Vice President for Academic Affairs.

**Compensation for Division Chairs**

Persons assigned as Division Chairs will receive compensation (see Faculty handbook) yearly in addition to the Faculty Schedule as well as three (3) hours of teaching load release time each fall and spring semester of service.

**Compensation for Division Vice Chairs**

Division Vice Chairs will receive compensation (see Faculty handbook) per year in addition to the Faculty Schedule.

DATE OF ADOPTION: July 18, 2001

LEGAL REFERENCE:

REVISION DATE(S): June 21, 2007, June 19, 2008, May 10, 2018

RELATED ADMINISTRATIVE RULES AND REGULATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TITLE:

**Longevity Pay Increases**

The Seminole State College Board of Regents authorizes longevity pay increases for all college personnel when funds are available and approved by the President.

**Faculty and Staff**

The College may provide longevity pay increases of \$500 annually to full-time employees of the college for completion of the employee's 5<sup>th</sup> and 10<sup>th</sup> year of service. Additionally, the College may provide an additional \$1000 annual pay increase for completion of the employee's 15<sup>th</sup>, 20<sup>th</sup>, and 25<sup>th</sup> year of service. At the discretion of the president, longevity pay may be awarded for the completion of five-year increments beyond the 25<sup>th</sup> year.

DATE OF ADOPTION: July 18, 2001  
REVISION DATE(S): January 18, 2018

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



TITLE:

## **Overload and Adjunct Pay Policy**

### **Definitions**

If a full-time faculty employee teaches credit hours beyond the duties specified in his/her contract, they will be paid for an overload teaching assignment.

An adjunct instructor is any individual contracted to teach one or more courses who is not a full-time employee. Adjunct instructors are part-time temporary employees who are hired on the recommendation of the Divisional Chair and approved by the Vice President for Academic Affairs and the President. Except as specifically approved by the President, employment and pay of adjunct instructors is on a course-by-course basis.

### **Rate of Pay**

1. The payment for an overload assignment, or summer school teaching, or adjunct instruction will be paid at the rate defined in the SSC Faculty handbook.
2. Upon consent of the instructor, recommendation by the Division Chair, and approval by the Vice President for Academic Affairs, pro-rated payments may be authorized for courses with low enrollments. Such pro-rated payments are defined in the SSC Faculty handbook.

DATE OF ADOPTION: July 18, 2001

LEGAL REFERENCE:

REVISION DATE(S): June 23, 2005, June 21, 2007, August 20, 2015

RELATED ADMINISTRATIVE RULES AND REGULATIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Chapter 5 **Employee Salary Schedules**

POLICY NUMBER: II-5-1

TITLE:

## ~~SCALE CATEGORIES AND GENERAL INFORMATION~~

### ~~Establishing and Applying Salary Schedules~~

~~The Seminole State College Board of Regents delegates to the President the authority to negotiate salaries with individual employees or prospective personnel within competitive limits and under the guidance of salary schedules included as part of Board Policy. For the purpose of the application of Salary schedules, positions are defined in accordance with Board Policy II 4 1.~~

~~The various salary schedules are based on the funds available to the college for employee salaries. If approved by the President and funds are available, employees are eligible to receive longevity pay increments as described in Board Policy II 5 5. Alterations to salary schedules included as Board Policy require the approval of the Seminole State College Board of Regents.~~

### ~~Positions Exempt from Salary Schedules~~

~~Salaries of individuals serving as First Level Administrators and the position of Executive Secretary to the President will be exempt from application of salary schedules. The President will have the authority to negotiate salaries for these individuals ensuring that those salaries are consistent both with salary levels for similar positions at similar colleges as well as with institutional needs.~~

### ~~Positions within Salary Schedules~~

- ~~1. Second Level Administrators — Salaries are based on education and experience. In instances where qualified personnel cannot be hired at the scheduled salary, the President may authorize adjustments as necessary to ensure proper staffing and functioning of the institution.~~
- ~~2. Second Level Staff Administrators — Salaries for these positions are based primarily on experience and scope of duties.~~
- ~~3. Non Administrative Program Staff — Salaries are based on education and experience.~~
- ~~4. Faculty with Administrative Duties — Two categories exist within this area. The first category includes individuals with instruction as their primary responsibility, but who have been assigned additional program or supervisory responsibilities. The second category within this area includes coaching staff personnel with an assigned salary schedule.~~
- ~~5. Faculty without Administrative Duties — Salary schedule is based upon education and experience. Within the contract requirements, full time members of the college~~



~~faculty normally are assigned to provide instruction in 15 credit hours of coursework each fall semester and 15 credit hours of coursework each spring semester. Faculty are also responsible for other duties as assigned by the President. The Vice President for Academic Affairs and the President must approve adjustments to teaching load.~~

Page 1 of 2

- ~~6. Classified and Auxiliary Staff — Salaries are based upon a specified schedule of salaries. Additional payment may be made to employees according to the acceptance of additional responsibilities not included within the normal job description of the position.~~

**~~Adjustments to Scale for Experience~~**

~~The appropriate supervisor, with the assistance of human resources, will evaluate salary scale adjustments for prior experience to develop a recommendation for the consideration and final approval of the College President.~~

DATE OF ADOPTION: July 18, 2001  
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: \_\_\_\_\_

\_\_\_\_\_

TITLE:

**~~ENTRY BASE SALARY SCHEDULES~~**

**~~Application of Salary Schedules~~**

~~The Seminole State College Board of Regents provides the following base salary guidelines for use of the President and college personnel in developing pay plans for new employees as members of the Faculty without Administrative Duties, and Second Level Staff Administrators. The college establishes salary levels with consideration for attainment of post secondary degrees and further study toward subsequent degrees. Categories of annual salary levels following the master's degree include reward for credit hours of study toward the terminal degree.~~

<del>Degree</del>	<del>BA/BS</del>	<del>MA/MS</del>	<del>M + 15hrs.</del>	<del>M + 30hrs.</del>	<del>M + 45hrs.</del>	<del>Ph.D./Ed.D.</del>
<del>Annual</del>	<del>\$30,432.38</del>	<del>\$31,556.11</del>	<del>\$32,118.49</del>	<del>\$32,680.87</del>	<del>\$33,243.25</del>	<del>\$33,805.63</del>

**~~Contract Adjustments for Mid-Year Degree Completions~~**

~~Employee contracts may be amended during a contract year to reflect the appropriate salary schedule level when the employee completes all requirements for an academic degree.~~

**~~Coaching Salaries~~**

~~Full time Head Coaches, also serving as members of the college faculty, are expected to provide additional services during the summer months in support of Athletic Department functions. Required faculty teaching load for Full time Head Coaches is set at 15 credit hours per academic year.~~

**~~Base Entry Salary Schedule for Coaching Staff~~**

<del></del>	<del>BA/BS</del>	<del>MA/MS</del>	<del>M + 15</del>	<del>M + 30</del>	<del>M + 45</del>	<del>Ph.D./Ed.D.</del>
<del></del>	<del>\$40,236.75</del>	<del>\$41,361.31</del>	<del>\$41,923.59</del>	<del>\$43,610.42</del>	<del>\$44,172.69</del>	<del>\$44,734.97</del>

DATE OF ADOPTION: July 18, 2001

LEGAL REFERENCE:

REVISION DATE(S): June 23, 2006

June 21, 2007

June 19, 2008

RELATED ADMINISTRATIVE RULES AND REGULATIONS: \_\_\_\_\_

\_\_\_\_\_

TITLE:

**SALARY SCALE FOR CLASSIFIED STAFF**

**Application of Scale**

The Seminole State College Board of Regents authorizes the President to establish pay plans for classified personnel according to categorization of position and level of expertise. The pay scale included herein is to be used as a guideline for the establishment of hourly wages at the time of hiring. In accordance with existing Board Policy, merit pay increases for Classified Staff, who serve at the will of the President, may be made through movement in salary scale to a higher pay level as a merit step.

**Full-Time Classified Staff Salary Scale**

	Pay	Pay	Pay	Pay	Pay
	Level 1	Level 2	Level 3	Level 4	Level 5
Classified Staff 1	\$7.53	\$7.82	\$8.10	\$8.38	\$8.66
Classified Staff 2	\$8.21	\$8.49	\$8.77	\$9.05	\$9.33
Classified Staff 3	\$9.00	\$9.27	\$9.56	\$9.84	\$10.12
Classified Staff 4	\$10.01	\$10.40	\$10.80	\$11.19	\$11.81
Classified Staff 5	\$11.25	\$11.64	\$12.09	\$12.65	\$13.33

**Standard Working Hours**

Most full-time classified employees work a 35-hour workweek. However, employees may be assigned by the President or his/her designee to work a 40-hour schedule. Deviations from these hour requirements may be made at the discretion of the President, specifically in regard to summer work schedules.

**Salary Scale Adjustment**

The appropriate supervisor, with the assistance of human resources, will evaluate labor market conditions and competitive private sector salaries to ensure appropriate classification of openings at the college. The President will approve final classification of positions.

DATE OF ADOPTION: July 18, 2001

LEGAL REFERENCE:

REVISION DATE(S): June 21, 2007, June 19, 2008, May 10, 2018

RELATED ADMINISTRATIVE RULES AND REGULATIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TITLE:

**LONGEVITY PAY INCREASES**

~~The Seminole State College Board of Regents authorizes longevity pay increases for all college personnel when funds are available and approved by the President.~~

**~~Faculty and Administrative Staff~~**

~~The College may provide longevity pay increases of \$500 annually to employees of the college who serve as: Administration, Professional Staff, and Faculty. Additionally, the College may provide an additional \$500 annual pay increase for completion of the employee's 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> and 25<sup>th</sup> year of service. At the discretion of the president, longevity pay may be awarded for the completion of five year increments beyond the 25<sup>th</sup> year.~~

**~~Classified Staff and Auxiliary Personnel~~**

~~The College may provide longevity pay increases equivalent to \$250 annually to employees of the College who serve as members of the Classified and Auxiliary staff. Additionally, the College may provide the equivalent of an additional \$250 annual pay increase for completion of the employee's 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> and 25<sup>th</sup> year of service. At the discretion of the president, longevity pay may be awarded for the completion of five year increments beyond the 25<sup>th</sup> year.~~

DATE OF ADOPTION: July 18, 2001

LEGAL REFERENCE:

REVISION DATE(S): January 18, 2018

RELATED ADMINISTRATIVE RULES AND REGULATIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



TITLE:

**OVERLOAD AND ADJUNCT PAY POLICY**

**Definitions**

A full-time College employee teaches credit hours beyond the duties specified in his/her contract will be paid for an overload teaching assignment.

An adjunct instructor is any individual contracted to teach one or more courses who is not a full-time employee. Adjunct instructors are part-time temporary employees who are hired on the recommendation of the Divisional Chair and approved by the Vice President for Academic Affairs and the President. Except as specifically approved by the President, employment and pay of adjunct instructors is on a course-by-course basis.

**Rate of Pay**

- 1- The payment for an overload assignment, ~~or~~ summer school teaching, or adjunct instruction ~~will be \$475 per credit hour provided the course has sufficient enrollment or is otherwise authorized by the president or his/her designee.~~
- 2- Upon consent of the instructor, recommendation by the Division Chair, and approval by the Vice President for Academic Affairs, pro-rated payments may be authorized for courses with low enrollments. Such pro-rated payments ~~will be calculated at 10% of the rate of pay per credit hour times the number of students in the course.~~

DATE OF ADOPTION: July 18, 2001

LEGAL REFERENCE:

REVISION DATE(S): June 23, 2005, June 21, 2007, August 20, 2015

RELATED ADMINISTRATIVE RULES AND REGULATIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_