

**SEMINOLE STATE COLLEGE  
BOARD OF REGENTS REGULAR MEETING  
Amended Agenda  
Thursday, February 16, 2023**

**Lunch  
Enoch Kelly Haney Center – Room #204  
12:15 p.m.**

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

**I. CALL TO ORDER**

**II. ROLL CALL OF MEMBERS**

**IV. INTRODUCTION OF GUESTS**

**V. READING AND APPROVAL OF MINUTES  
[Regular Meeting January 19, 2023](#)**

**VI. COMMUNICATIONS TO THE BOARD  
[Financial Report – January 31, 2023](#)**

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

- Elsevier \$17,653.00
- Shawnee Office System \$24,116.01

**VII. HEARING OF DELEGATIONS  
None at the time of filing of the agenda.**

**VIII. PRESIDENT’S REPORT**

- [Personnel Update](#)
- Campus Activities
- Maintenance Projects
- Legislative Update

**IX. BUSINESS**

- [A. Consideration and possible action regarding awarding of tenure status to Emily Carpenter](#)

**Board Action: Approve/Reject Tenure Award**

B. Consideration and possible action regarding awarding of tenure status to Dr. Andrew Davis

**Board Action: Approve/Reject Tenure Award**

C. Review and consider approval of increase in Room and Board Rates for FY24

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

D. Review and consider approval of resolution supporting current legislation regarding weapons on college campuses

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

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

**Board Action: As Appropriate**

**X. CONSENT AGENDA**

Approval of the following item:

- Ratification of emergency purchase of Lochinvar Condensing Boiler from Air Force 1 A/C & HTG., LLC for approximately \$35,000
- Program Modification – Associate of Arts Degree in Art (201) – Program Deletion

**XI. 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 February 15, 2023.

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING January 19, 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 Utterback Ballroom of the Enoch Kelly Haney Center.

#### **II. Roll Call of Members**

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

#### **III. Introduction of Guests**

President Reynolds introduced administrators and staff present at the meeting. Special recognition was given to members of the Language Arts and Humanities Division. Members present included: Yasmina Choate, Robin Tyler, and Paul Juhaz. Special recognition was also given to Clint Robertson, Director of Physical Plant and President's Leadership Class member Frank Bourlan.

#### **IV. Minutes**

There being no additions or corrections to the minutes of the regular meeting held December 15, 2022; Regent Cain made a motion to approve the minutes as written and Regent Morgan seconded the motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Ready, yes; and Pitts, yes.

#### **V. Communications to the Board**

**Financial Report** – Ms. Melanie Rinehart, Vice President for Fiscal Affairs, presented a review of the College's revenue and expenses through December 31, 2022. Regent Morgan made a motion to approve the Financial Report as presented and Regent Donaho seconded the motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Ready, yes; and Pitts, yes.

*Purchases over \$15,000 for December:*

➤ Alertus Technologies	\$79,142.47
➤ Hunter Mechanical	\$55,331.69
➤ Waggoners Heating and Cooling	\$84,964.08

#### **VI. Hearing of Delegations**

None

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

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

Personnel Update – President Reynolds informed the Board that James Bass was hired as a NASNTI Computer Science Specialist and a letter of resignation has been received from Damon Cravens, STEM SSS Advisor.

Summer Academy Funding – President Reynolds informed the Board of Regents that the “Peek Into Engineering” Summer Academy has been funded through the Oklahoma State Regents for Higher Education in the amount of \$44,000.

Damages from Winter Freeze – President Reynolds gave the Regents information about damages to campus buildings during a winter freeze in December.

Update on Natatorium Renovation – President Reynolds updated the Regents on plans to renovate the natatorium.

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

- A professional development day was held on January 6<sup>th</sup> for faculty.
- A Human Trafficking Panel was held on January 12<sup>th</sup>.
- President Reynolds discussed an expansion to the SSC Help Center
- The Winter Planning Retreat was held on January 13<sup>th</sup>
- President Reynolds told the Regents that the Trojan Kick-Off Banquet will be held on February 4<sup>th</sup>
- A President's Day observance event will be held on February 17<sup>th</sup>

Legislative Activities – President Reynolds told the Regents about the SE Oklahoma Legislative Briefing on January 12; Chairman Wallace's Pheasant Hunt on January 17; and the upcoming Higher Education Day at the Capitol to be held on February 14.

2022 Year-in-Review – President Reynolds presented the Regents with the annual year-in-review document that highlights the accomplishments throughout the past year.

## **VIII. Business**

Discussion Regarding Repairs to the Walkingstick Student Services Center – President Reynolds presented the Board with information, photos and videos regarding needed repairs to the north and south entrances to the Walkingstick Student Services Center. This item was for discussion only.

**Motion to Enter into Executive Session to discuss the Terms of the President's Employment** –The Board retired into executive session to discuss the terms of the President's employment. Regent Morgan made a motion to enter into executive session and Regent Cain seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Ready, yes; and Pitts, yes.

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

**Consideration of Terms of Employment of Lana K. Reynolds as President of Seminole State College** – Regent Pitts stated that the Board appreciated the service of Ms. Reynolds. Regent Morgan made a motion to rehire Lana K. Reynolds as President of Seminole State College by extending her contract that will include a 5% increase in her salary. President Reynolds expressed her appreciation to the faculty and staff and for the support of the Board. Roll call was as follows: Morgan, yes; Donaho, yes; Cain, yes; Ready, yes; and Pitts, yes.

**IX. Adjournment**

There being no further business or discussion Regent Cain made a motion to adjourn the meeting at 2:05 p.m. Regent Morgan seconded the motion. This motion was approved unanimously.

---

Ryan Pitts, Chair

**Seminole State College  
Combining Statement of Net Assets  
As of January 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	\$ 4,156,139	\$ 219,769	\$ 1,358,707	\$ 2,135	\$ (5,244)	\$ 25,675	\$ (2,800)	\$ -	\$ 5,754,381
Accounts Receivable, net	0.00	-	-	-	-	-	-	-	0.00
Other Accrued Income	(6,154.50)	136,155.53	-	-	-	-	-	-	130,001.03
Capital Assets, net	-	-	-	-	-	-	-	16,062,551	16,062,551
<b>Total Assets</b>	<b>4,149,984</b>	<b>355,925</b>	<b>1,358,707</b>	<b>2,135</b>	<b>(5,244)</b>	<b>25,675</b>	<b>(2,800)</b>	<b>16,062,551</b>	<b>21,946,933</b>
Accounts Payable	\$ (650)	\$ 19,921	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	19,271
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>19,921</b>	<b>-</b>	<b>2,135</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,216,443</b>	<b>12,237,850</b>
Beginning Net Position	\$ 3,797,846	\$ 366,674	\$ 1,016,194	\$ -	\$ (5,244)	\$ 75,062	\$ 678	\$ 3,846,108	9,097,316
Change in Net Position	352,789	(30,670)	342,513	-	-	(49,386)	(3,478)	-	611,767
<b>Ending Net Position</b>	<b>\$ 4,150,634</b>	<b>\$ 336,003</b>	<b>\$ 1,358,707</b>	<b>\$ -</b>	<b>\$ (5,244)</b>	<b>\$ 25,675</b>	<b>\$ (2,800)</b>	<b>\$ 3,846,108</b>	<b>\$ 9,709,083</b>

**Seminole State College**  
**Combining Statement of Revenues, Expenses and Changes in Net Assets**  
**For the Period July 1 through January 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	\$ 2,802,228	\$ 506,757	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,308,984
State appropriations	3,460,252	-	1,000,000	-	-	-	-	-	4,460,252
Federal grants and contracts	-	3,966,615	-	-	-	-	911,763	-	4,878,377
State and private grants and contracts	540	881,070	-	-	-	-	-	-	881,610
Housing & Food Service	-	505,056	-	-	-	-	-	-	505,056
Bookstore	-	933,090	-	-	-	-	-	-	933,090
Other revenues	532,978	556,886	-	-	-	-	-	-	1,089,864
Total operating revenues	6,795,998	7,349,473	1,000,000	-	-	-	911,763	-	16,057,233
<b>Expenditures</b>									
Compensation and benefits	4,695,723	1,837,420	-	-	-	21,508	24,733	-	6,579,384
Contractual services	428,701	437,710	-	-	-	-	2,800	-	869,211
Supplies and materials	187,893	2,667,669	152,374	-	-	2,957	714,185	-	3,725,078
Scholarships and fellowships	556,628	1,535,683	-	-	-	-	-	-	2,092,311
Communications	27,102	2,137	-	-	-	1,964	-	-	31,204
Depreciation	-	-	-	-	-	-	-	-	-
Utilities	248,721	74,430	-	-	-	-	-	-	323,152
Other expenditures	298,439	825,093	505,114	-	-	22,958	173,522	-	1,825,126
Total Operating Expenses	6,443,209	7,380,143	657,487	-	-	49,386	915,241	-	15,445,466
Operating income (loss)	352,789	(30,670)	342,513	-	-	(49,386)	(3,478)	-	611,767
Transfers from (to)	-	-	-	-	-	-	-	-	-
Change in Net Position	352,789	(30,670)	342,513	-	-	(49,386)	(3,478)	-	611,767

**Seminole State College**  
**Combining Statement of Changes in Cash and Cash Equivalents**  
**For the Period July 1 through January 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	\$ 3,330,994	\$ 828,894	\$ 990,855	\$ 2,705	\$ -	\$ 70,500	\$ 90	\$ -	\$ 5,224,038
Change in Net Position	352,789	(30,670)	342,513	-	-	(49,386)	(3,478)	-	611,767
Changes not providing (using) cash	472,356	(578,454)	25,339	(570)	(5,244)	4,561	588	-	(81,424)
Cash and Cash Equivalents, Ending	<u>\$ 4,156,139</u>	<u>\$ 219,769</u>	<u>\$ 1,358,707</u>	<u>\$ 2,135</u>	<u>\$ (5,244)</u>	<u>\$ 25,675</u>	<u>\$ (2,800)</u>	<u>\$ -</u>	<u>\$ 5,754,381</u>



**Seminole State College**  
**Education and General - Statement of Budgeted Revenues and Expenditures**  
**For the Period July 1 through January 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>	\$ 402,136	\$ 3,460,252	5,156,388	\$ 3,248,524
Tuition	98,271	1,558,969	3,238,082	2,020,563
Non-Resident Tuition Fees	3,070	343,890	350,000	218,400
Remedial Course Fee	480	23,309	39,400	24,586
<b>Tuition</b>	<u>101,821</u>	<u>1,926,169</u>	<u>3,627,482</u>	<u>2,263,549</u>
STEM Academic Excellence Fee	4,877	62,122	124,200	77,501
LAH Academic Excellence Fee	1,470	26,029	53,700	33,509
Bus & Ed Academic Excellence Fee	2,950	33,826	66,200	41,309
Health Science Academic Excellence Fee	486	6,687	15,000	9,360
Social Science Academic Excellence Fee	1,510	27,789	53,600	33,446
Physical Therapist Assistance Fee	-	1,718	6,600	4,118
Technology Service Fee	7,664	137,412	276,500	172,536
Bus And Ind Additional Fees	-	-	-	-
Nursing Fee	3,794	42,064	87,400	54,538
Laboratory Fees	2,996	42,321	79,900	49,858
Medical Lab Tech Fee	300	3,976	10,900	6,802
Electronic Academic Access Fee	2,848	45,201	84,500	52,728
Dist Education/Outreach Fee	11,943	162,350	265,700	165,797
<b>Academic Course Fees</b>	<u>40,838</u>	<u>591,494</u>	<u>1,124,200</u>	<u>701,501</u>
Late Payment Fees	343	3,700	10,100	6,302
Application For Admission Fees	323	8,910	14,900	9,298
Assessment Fee	2,665	45,621	92,000	57,408
Refund Per Legal Settlement	-	-	-	-
Ace Testing Fees	70	2,380	-	-
Hybrid Course Fee	-	-	-	-
Sr Citizens Discount	-	-	-	-
Enrollment Seminars	-	79	-	-
Clep Testing Fees	-	160	-	-
Library Automation Fee	2,356	41,950	84,500	52,728
Clearing Other Special Enrollment	-	-	84,501	52,729
Records Fee	1,696	30,423	61,400	38,314
Parking Fees	1,645	22,556	35,700	22,277
Student Id Fee	440	12,156	19,700	12,293
Accident Shield Fee	3,593	51,756	101,400	63,274
Special Testing Fees	1,050	2,675	-	-
International Student Fee	-	5,178	3,000	1,872
Compliance Fee	1,802	30,424	61,100	38,126
Safety Fee	1,682	26,596	54,300	33,883
<b>Other Student Fees</b>	<u>17,664</u>	<u>284,565</u>	<u>622,601</u>	<u>388,503</u>
<b>Total Tuition and Fees</b>	<u>160,323</u>	<u>2,802,228</u>	<u>5,374,283</u>	<u>3,353,553</u>
<b>Other Income</b>	<u>63,563</u>	<u>533,518</u>	<u>500,544</u>	<u>312,339</u>
<b>Total Revenue</b>	<u>626,022</u>	<u>6,795,998</u>	<u>11,031,215</u>	<u>6,914,416</u>
<b><u>EXPENDITURES</u></b>				
Instruction	323,964	2,714,437	5,095,586	3,042,065
Research	-	-	-	-
Public Service	-	-	-	-
Academic Support	26,124	173,227	439,314	262,270
Student Services	98,206	849,217	1,206,846	720,487
Institutional Support	158,846	1,105,067	1,993,046	1,189,849
Physical Plant	124,475	1,063,818	2,115,460	1,262,930
Scholarships and Tuition Waivers	3,585	537,443	900,000	450,000
<b>Total Expenditures</b>	<u>735,200</u>	<u>6,443,209</u>	<u>11,750,252</u>	<u>6,927,600</u>
<b>Total Revenue Over (Under) Expenditures</b>	<u>\$ (109,177)</u>	<u>352,789</u>	<u>\$ (719,037)</u>	<u>\$ (13,184)</u>

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

	CURRENT MONTH	YEAR TO DATE	BUDGET	
			ANNUAL	YEAR-TO-DATE
<b><u>REVENUES</u></b>				
Contractual Food Service	\$ 26,728	\$ 362,304	\$ 664,530	\$ 388,750
Bookstore	238,642	962,976	960,000	697,920
Institutional Support	20,079	331,480	679,637	400,986
Seminole/Roesler Residential Centers	19,929	510,100	1,049,100	584,349
Student Activities	10,489	186,841	366,267	216,098
<b>Total Revenues</b>	<b>315,866</b>	<b>2,353,702</b>	<b>3,719,534</b>	<b>2,288,102</b>
<b><u>EXPENDITURES</u></b>				
Contractual Food Service	11,442	358,292	617,900	387,423
Bookstore	61,569	458,694	859,730	610,408
Institutional Support	4,489	611,419	1,067,800	557,895
Seminole/Roesler Residential Centers	108,873	443,012	706,448	442,236
Student Activities	32,315	404,746	767,589	493,560
<b>Total Expenditures</b>	<b>218,687</b>	<b>2,276,164</b>	<b>4,019,467</b>	<b>2,491,523</b>
<b>Revenue Over (Under) Expenditures</b>	<b>\$ 97,179</b>	<b>\$ 77,538</b>	<b>\$ (299,933)</b>	<b>\$ (203,421)</b>

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

	<b>ACTUAL</b>		<b>BUDGET</b>	
	<b><u>CURRENT</u></b>	<b><u>YEAR-TO-DATE</u></b>	<b><u>ANNUAL</u></b>	<b><u>YEAR-TO-DATE</u></b>
Meals revenue	\$ 24,985	\$ 360,246	\$ 662,530	\$ 387,580
Other revenue	1,742	2,058	2,000	1,170
<b>Total revenue</b>	<b><u>26,728</u></b>	<b><u>362,304</u></b>	<b><u>664,530</u></b>	<b><u>388,750</u></b>
Travel	-	-	-	-
Supplies	-	744	-	-
Miscellaneous Expenditures	1,607	6,286	42,850	26,867
Contractual Service	9,835	351,262	575,000	360,525
Sponsorships	-	-	-	-
Advertising	-	-	-	-
Telephone	-	-	-	-
Postage	-	-	50	31
Equipment	-	-	-	-
<b>Total expenditures</b>	<b><u>11,442</u></b>	<b><u>358,292</u></b>	<b><u>617,900</u></b>	<b><u>387,423</u></b>
<b>Net profit (loss)</b>	<b><u>\$ 15,285</u></b>	<b><u>\$ 4,012</u></b>	<b><u>\$ 46,630</u></b>	<b><u>\$ 1,327</u></b>

**Seminole State College**  
**Bookstore Statement of Revenue and Expenditures**  
**For the Period July 1 through January 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	\$ 210,539	\$ 933,090	\$ 950,000	\$ 690,650
Other revenue	28,103	29,886	10,000.00	\$ 7,270
<b>Total revenue</b>	<u>238,642</u>	<u>962,976</u>	<u>960,000</u>	<u>697,920</u>
Purchase For Resale	<u>51,009</u>	<u>375,678</u>	<u>693,872</u>	<u>492,649</u>
Professional Salaries, F.T.	3,325	23,275	42,245	29,994
Classified Salaries, F.T.	2,432	17,025	38,049	27,015
Classified Salaries, P.T.	895	9,769	1,295	919
Student Wages	232	334	5,000	3,550
Professional Services	-	395	-	-
Fringe Benefits	3,448	24,122	45,769	32,496
<b>Compensation expenditures</b>	<u>10,332</u>	<u>74,919</u>	<u>132,358</u>	<u>93,974</u>
Travel	-	219	1,500	1,065
Supplies	-	1,098	5,000	3,550
Bookstore Supplies	-	-	-	-
Miscellaneous Expenditures	-	-	1,000	710
Contractual Service	228	6,999	24,800	17,608
Sponsorships	-	-	-	-
Advertising	-	-	-	-
Telephone	-	-	-	-
Postage	-	-	1,200	852
Equipment	-	-	-	-
<b>Other expenditures</b>	<u>228</u>	<u>8,097</u>	<u>33,500</u>	<u>23,785</u>
<b>Total expenditures</b>	<u>61,569</u>	<u>458,694</u>	<u>859,730</u>	<u>610,408</u>
<b>Net profit (loss)</b>	<u>\$ 177,073</u>	<u>\$ 504,282</u>	<u>\$ 100,270</u>	<u>\$ 87,512</u>

**Seminole State College**  
**Institutional Support- Statement of Budgeted Revenues and Expenditures**  
**For the Period July 1 through January 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	\$ 8,734	\$ 152,808	\$ 298,994	176,406
Infrastructure Fee	10,085	167,107	328,893	194,047
<b>Student Fees</b>	<u>18,819</u>	<u>319,915</u>	<u>627,887</u>	<u>370,453</u>
Other Income-Overpayment	-	2,020	15,000	8,850
Refunds / Reimbursements	-	20	35,000	20,650
Interest Income	-	1,485	-	-
Seminar fees	-	-	-	-
Vending maching commissions	135	944	1,250	738
Photocopy revenue	-	-	-	-
Repair and replacemnet, damaged property	-	-	-	-
Haney Center	1,125	7,095	500	295
<b>Other income</b>	<u>1,260</u>	<u>11,564</u>	<u>51,750</u>	<u>30,533</u>
<b>Total Revenue</b>	<u>20,079</u>	<u>331,480</u>	<u>679,637</u>	<u>400,986</u>
<b><u>EXPENDITURES</u></b>				
Professional Salaries, F.T.	-	250	-	-
Classified Salaries, F.T.	-	-	-	-
Classified Salaries, P.T.	-	-	-	-
Student Wages	-	-	-	-
Professional Services	-	86,955	105,000	67,515
Fringe Benefits	-	74	-	-
<b>Personnel expenditures</b>	<u>-</u>	<u>87,278</u>	<u>105,000</u>	<u>67,515</u>
Travel	-	-	9,000	5,787
Supplies	-	5,661	15,000	9,645
Bookstore Supplies	-	-	-	-
Miscellaneous Expenditures	4,539	21,485	32,800	21,090
Lease Payments	-	-	-	-
Contractual Service	-	-	-	-
Sponsorships	-	-	-	-
Advertising	-	-	-	-
Telephone	-	-	-	-
Postage	-	-	-	-
Equipment	-	-	-	-
Housing and book scholarships	(50)	496,996	900,000	450,000
Haney Center	-	-	6,000	3,858
<b>Total Expenditures</b>	<u>4,489</u>	<u>611,419</u>	<u>1,067,800</u>	<u>557,895</u>
<b>Total Revenue Over (Under) Expenditures</b>	<u>\$ 15,591</u>	<u>\$ (279,940)</u>	<u>\$ (388,163)</u>	<u>(156,910)</u>

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

	<b>ACTUAL</b>		<b>BUDGET</b>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Rental revenue - Dorms	\$ 15,509	500,926	\$ 1,044,100	581,564
Other revenue	4,420	9,174	5,000	2,785
<b>Total revenue</b>	<u>19,929</u>	<u>510,100</u>	<u>1,049,100</u>	<u>584,349</u>
Professional Salaries, F.T.	-	-	-	-
Classified Salaries, F.T.	-	-	-	-
Classified Salaries, P.T.	-	-	-	-
Student Wages	-	-	-	-
Professional Services	-	-	-	-
Fringe Benefits	-	-	-	-
<b>Personnel expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Travel	-	-	-	-
Supplies	-	17,169	20,883	13,073
Miscellaneous Expenditures	4,217	32,739	90,439	56,615
Lease Payments	91,034	318,620	502,126	314,331
Contractual Service	-	-	7,000	4,382
Sponsorships	-	-	-	-
Advertising	-	-	-	-
Telephone	-	54	1,000	626
Utilities	13,622	74,430	85,000	53,210
Postage	-	-	-	-
Equipment	-	-	-	-
<b>Other expenditures</b>	<u>108,873</u>	<u>443,012</u>	<u>706,448</u>	<u>442,236</u>
<b>Total expenditures</b>	<u>108,873</u>	<u>443,012</u>	<u>706,448</u>	<u>442,236</u>
<b>Net profit (loss)</b>	<u>\$ (88,944)</u>	<u>67,088</u>	<u>\$ 342,652</u>	<u>\$ 142,112</u>

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

	<b>ACTUAL</b>		<b>BUDGET</b>	
	<b>CURRENT</b>	<b>YEAR-TO-DATE</b>	<b>ANNUAL</b>	<b>YEAR-TO-DATE</b>
Student activity fee	\$ 9,350	\$ 167,841	\$ 328,893	\$ 194,047
Cultural & recreation fee	1,139	19,001	37,374	22,051
Athletic Administration	-	-	-	-
Golf-Women	-	-	-	-
Golf-Men	-	-	-	-
Womens Soccer	-	-	-	-
Men's Basketball	-	-	-	-
Women's Basketball	-	-	-	-
Volleyball	-	-	-	-
Baseball	-	-	-	-
Softball	-	-	-	-
<b>Total Revenue</b>	<b>10,489</b>	<b>186,841</b>	<b>366,267</b>	<b>216,098</b>
Athletic Administration	14,201	132,678	216,915	139,476
National Tournaments	-	16,250	46,756	30,064
Golf-Women	776	14,421	29,403	18,906
Golf-Men	776	20,202	27,232	17,510
Womens Soccer	2,094	38,143	57,614	37,046
Men's Basketball	10,209	40,846	47,974	30,847
Women's Basketball	2,368	18,599	48,169	30,973
Volleyball	-	19,146	37,614	24,186
Baseball	(2,196)	46,713	126,889	81,590
Softball	3,098	49,407	92,023	59,171
Student Government	182	1,815	12,000	7,716
Livestock Judging Team	-	-	10,000	6,430
PLC	806	6,526	15,000	9,645
SSC Aggie (AFAC)	-	-	-	-
Phi Theta Kappa (AFAC)	-	-	-	-
NASA (AFAC)	-	-	-	-
Student Nurse Association(AFAC)	-	-	-	-
<b>Total Expenditures</b>	<b>32,315</b>	<b>404,746</b>	<b>767,589</b>	<b>493,560</b>
<b>Revenue Over (Under) Expenditures</b>	<b>\$ (21,826)</b>	<b>\$ (217,905)</b>	<b>\$ (401,322)</b>	<b>\$ (277,462)</b>

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


	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
PELL	\$ 1,328,516	\$ 1,344,363	\$ (15,847)
PELL Recovery	59	-	59
SEOG	34,826	41,826	(7,000)
Direct Loans	607,245	662,198	(54,953)
Student loan repayment	-	-	-
College Work Study	37,220	30,220	7,000
SSC Foundation	24,780	25,232	(452)
Private Scholarships	349,934	374,763	(24,829)
Private Loans	43,111	-	43,111
Cherokee Student Grants	22,200	20,200	2,000
Sac & Fox Student Grants	14,189	8,277	5,912
Creek Tribe Student Grants	2,500	2,000	500
Shawnee Tribe Student Grants	4,063	7,618	(3,555)
Choctaw Tribe Student Grants	29,275	25,375	3,900
Citizen Pottawatomie Stud Grnt	28,218	28,868	(650)
Chickasaw Tribe Std Grants	48,110	42,189	5,921
OHLAP	180,428	207,504	(27,076)
Misc Indial Tribal Grants	47,758	48,810	(1,052)
Oklahoma Tuition Aid Grant	116,000	116,000	-
<b>Subtotal Financial Aid</b>	<u>2,918,430</u>	<u>2,985,441</u>	<u>(67,011)</u>
Title III Engaging Students in Science	-	-	-
Ub Math/Science #2	152,238	150,900	1,338
Ub Math/Science #1	161,017	160,902	114
Upward Bound #2	162,867	161,813	1,054
Upward Bound #1	191,398	189,754	1,645
Talent Search West	166,654	167,321	(667)
Talent Search Central	240,993	240,386	607
Dream Catcher Gear Up	356,612	395,444	(38,832)
STEM Student Support	128,608	129,714	(1,106)
Student Support Serices	172,816	174,466	(1,650)
NASNTI Grant	213,599	208,517	5,082
NASNTI Grant	-	-	-
Scholars for Excellence	-	46,887	(46,887)
Carl Perkins	13,886	-	13,886
<b>Subtotal Federal Grants</b>	<u>1,960,688</u>	<u>2,026,103</u>	<u>(65,415)</u>
Care Bears	20,114	18,446	1,667
Nursing Student'S	1,203	2,030	(827)
Residential Deposits	10,000	-	10,000
Professional Staff Council	1,465	867	598
Upward Bound #2 Fund Raiser	554	1,046	(492)
Upward Bound M/S Fund Raiser	1,238	1,046	192
Ub Ms #2 Fund Raiser	200	384	(184)
Upward Bound #1 Fundraiser	300	716	(416)
<b>Subtoal Other Restricted</b>	<u>35,074</u>	<u>24,536</u>	<u>10,538</u>
<b>Total</b>	<u>\$ 4,914,192</u>	<u>\$ 5,036,080</u>	<u>\$ (121,888)</u>



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

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
NURSING COPY MACHINE	11	-	11
VA REPORT FEE	-	336	(336)
ART FUND	25	-	25
CARE BEARS	20,114	18,446	1,667
FACULTY SENATE	1,660	2,996	(1,336)
SEMINOLE STATE AGGIE CLUB	-	420	(420)
SSC STUDENT PTA ASSOCIATION	20	1,872	(1,852)
NURSING STUDENTS MAILBOXES	25	-	25
UB #1 SUMMER FOOD PROGRAM	4,698	1,904	2,794
PHI THETA KAPPA	608	552	56
UBMS SUMMER FOOD PROGRAM	3,546	3,663	(117)
UB M/S #2 SUMMER FOOD PROGRAM	5,246	5,872	(626)
UB2 SUMMER FOOD PROGRAM	3,728	1,032	2,696
NURSING STUDENT'S	1,203	2,030	(827)
MLT BOC FEE	-	430	(430)
RESIDENTIAL DEPOSITS	10,000	-	10,000
PROFESSIONAL STAFF COUNCIL	1,465	867	598
CLASSIFIED STAFF ASSOCIATION	492	625	(133)
PSI BETA	135	-	135
OTHER ORGANIZATIONS AND ACTIVITIES	28,603	26,853	1,750
	<u>\$ 81,579</u>	<u>\$ 67,899</u>	<u>\$ 13,681</u>

# Jennifer Swedberg

🏠 Oklahoma City, OK 📞 405.618.9737 ✉️ [jneugebauer1986@gmail.com](mailto:jneugebauer1986@gmail.com)  LinkedIn

*Raising the bar for performance in meaningful educational plans, advising strategies, and inclusive cultures*

**January 3, 2023**

**STEM Student Support Services Advisor  
Seminole State College  
P.O. Box 351  
Seminole, OK 74818**

**Dear Human Resources,**

In my search for a new challenge, I was pleased to find Seminole State College's opening for a STEM Student Support Services Advisor. Eager to learn more about this exciting opportunity; I have enclosed my resume for your review.


As my career profile illustrates, I am well-prepared to meet and exceed your expectations. I am accustomed to the rigors of fast-paced environments requiring sharp attention to detail, consummate accuracy, and outstanding communication. With a diverse background of accomplishments and established credibility, trust, and respect, I can make an impactful contribution to Student Support Services TRIO Program. Further, I would bring the following strengths to your team, a unique ability to engage diverse teams, expand career readiness and awareness, surpass expectations, convey goals and timelines, resolve problems, and optimize enrollment plans, educational opportunities, and student services program benefits. Acknowledged for exemplary leadership, high degree of personal initiative, impeccable ethics, sound judgment, and decision-making skills. Broad achievement provides continuous feedback, drives accountability, establishes community-based partnerships, and goes above and beyond to help the organization function at its best.

I am committed to providing best-in-class service, and I look forward to exploring the ways in which I can contribute to your company's goals and mission. Please reach out to me as I would like further to discuss my candidacy for the STEM Student Support Services Advisor position. You can reach me at [jneugebauer1986@gmail.com](mailto:jneugebauer1986@gmail.com). I look forward to speaking with you soon.

With kind regards,

*Jennifer Swedberg*

# Jennifer Swedberg

🏠 Oklahoma City, OK 📞 405.618.9737 ✉️ jneugebauer1986@gmail.com  LinkedIn

*Raising the bar for performance in meaningful educational plans, advising strategies, and inclusive cultures*

**Versatile, energetic, and student-centric professional** committed to elevating academic initiatives and opportunities, building rapport, making academic decisions, evaluating programs, and ensuring positive outcomes.

- ♦ Solid background balancing competing priorities, leading special projects, meeting tight deadlines, implementing valuable, timely, and on-point solutions, and communicating effectively with all levels of the organization.
- ♦ Instinctively quick to adapt to changing circumstances, overcoming obstacles, and empowering students to reach their academic, personal, and professional goals.

## ▀ Core Strengths

- |                                  |                                  |                               |
|----------------------------------|----------------------------------|-------------------------------|
| ✓ Academic Tutoring & Advisement | ✓ Cross-Functional Collaboration | ✓ Administrative Requirements |
| ✓ Public Outreach                | ✓ Proactive Communication        | ✓ Student Engagements         |
| ✓ Dynamic Leadership             | ✓ Influential Presentations      | ✓ Correspondences             |
|                                  | ✓ Data Integrity                 |                               |

## PROFESSIONAL EXPERIENCE

### STUDENT SUPPORT SERVICES TUTOR | Seminole State College, Seminole, OK

2019 - Present

Provided dedicated support and service to a diverse student base by tutoring and mentoring TRIO program participants, enriching academic success, promoting value-added benefits, and engaging faculty, professors, colleagues, and staff.

- Deliver individualized tutoring sessions to support a variety of academic programs, including General Education and Science.
- Instrumental in attracting and recruiting prospective undergraduate students through marketing campaigns, on-campus tours, career fairs, referrals, and enrollment objectives.
- Comply with grant-funded federal program requirements, enabling first-generation, low-income, or disabled students to fulfill academic goals.
- Play an integral role in reviewing transcripts, course schedules, and transfer and degree requirements, making recommendations, building students' confidence and learning abilities, and acknowledging superior progress.
- Key contributor to meeting program criteria.

### CLINIC PATIENT REPRESENTATIVE | St. Anthony HealthPlex East, Oklahoma City, OK

2015 - 2017

Managed all aspects of front-office healthcare administration, including scheduling patient appointments, handling high-volume calls, verifying insurance eligibility, conducting pre-authorizations, and maintaining medical records and database entry operations.

- Reputation for enhancing patient satisfaction and quality of care through compassionate communication, administrative efficiency, accurate recordkeeping, and multi-disciplinary collaboration.

### PATIENT SERVICE REPRESENTATIVE | OU Physicians Dermatology, Oklahoma City, OK

2008 - 2015

Spearheaded clerical and medical office duties by balancing credit and cash payments daily, scheduling treatment services, making referrals to appropriate specialists, compiling patient demographics and paperwork, and promptly responding to inquiries/concerns.

- Cross-trained in a variety of roles, assisting the billing and claims department, performing front / back-office functions, and cooperating with primary care physicians, Medicaid / Medicare recipients, and health insurance providers.

- Pinpointed inefficiencies in insurance authorization, billing, and denied claims; recommended and implemented upgrades to internal system, significantly improving claims processing and provider relations.

**Early Relevant Career: CLERICAL WORKER** ▪ By the Number Coding Consultant, Oklahoma City, OK

---


## EDUCATION & CREDENTIALS

**Bachelor of Science, Natural Resource & Ecology Management**, Oklahoma State University, Stillwater, OK ▪ 2022  
Concentration in Wildlife Biology

**Associate of Science, Biology**, Seminole State College, Seminole, OK ▪ 2019

**Associate of Science, Agriculture**, Seminole State College, Seminole, OK ▪ 2019

# Jennifer Swedberg

🏠 Oklahoma City, OK 📞 405.618.9737 📧 jneugebauer1986@gmail.com  LinkedIn

*Raising the bar for performance in meaningful educational plans, advising strategies, and inclusive cultures*

## REFERENCES

Name: Dr. Noble Jobe  
Job Title: Health Science Division Chair  
Company: Seminole State College  
Phone: 405-382-9205  
Email: n.jobe@sscok.edu  
Relationship: Personal Reference

Name: Janna Wilson-Bryd  
Job Title: Student Support Service TRIO Director  
Company: Seminole State College  
Phone: 405-382-9642  
Email: j.wilsonbyrd@sscok.edu  
Relationship: Supervisor

Name: Damon Cravens  
Job Title: STEM Academic Advisor TRIO Program  
Company: Seminole State College  
Phone: 405-380-8583  
Email: d.cravens@sscok.edu  
Relationship: Colleague

Name: Dr. Timothy O'Connell  
Job Title: Associate Professor, Natural Resource Ecology & Management  
Company: Oklahoma State University - Stillwater  
Phone: 405-744-7593  
Email: tim.oconnell@okstate.edu  
Relationship: Personal Reference

**FACULTY TENURE POLICY AND PROCEDURE** (BP)

The following tenure policy revision was adopted by the Seminole State College Board of Regents in October 2004. Provisions apply to non-tenured faculty members from the date of adoption and thereafter. Faculty members who were tenured prior to the policy revision in 2004 will retain tenure, subject to future tenure review.

**Definition of Tenure**

“Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society [...]. After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies" (AAUP, 2001, pp. 3-4).

Tenure describes faculty members who have met the requirements of this policy. Tenure is a reciprocal state in which the faculty member commits to an on-going effort to achieve excellence and the institution commits to support the achievement of excellence and to retain the faculty member. Tenure is justified by the critical protection it affords to academic freedom.

**Definition of Faculty**

For the purposes of tenure, faculty is defined as those whose greatest concentration of duties are classroom teaching and who are on full-time faculty contracts at the College.

**Eligibility for Tenure**

Faculty are eligible to apply for tenure at the conclusion of a probationary period which is defined below. All faculty new to Seminole State College must serve a probationary period of four continuous years as a full-time faculty member and must have earned a master's degree with 18 graduate hours in the primary teaching field (i.e., life sciences, physical sciences, nursing, business administration, computer science, child development, among others) prior to applying for tenure. This four-year period provides for annual evaluation, notification of unsatisfactory work, an opportunity to address deficiencies, a determination of program viability, and for the faculty member to become involved with the institution and its five-county service area. Application for tenure may be made during the fifth year of continuous full-time service or any year thereafter.

POLICY: II-6-5

**Faculty Tenure Status**

A faculty member in tenure application status is a tenure-eligible faculty member, as defined above, who has chosen to enter or re-enter the tenure procedure. A non-tenured faculty member is a faculty member who is not entering or re-entering the tenure procedure.

## **Criteria for Judging Tenure Applications**

In support of the primary functions of the College, faculty considered for tenure must show evidence of quality performance in three: teaching, scholarship, and service. Priority shall be given to faculty activities which are supportive of the philosophy and purposes of the College. Teaching is defined as instruction to impart knowledge or skill to students within the formalized academic processes and structures of the College. In considering evidence for tenure, faculty who do not demonstrate superior teaching excellence will not be tenured. Scholarship is defined as academic learning or achievement systematically advancing knowledge or skills in a field of learning. Service is defined as actions contributing to the advancement or enhancement of others beyond the scope of expected work assignments and duties. Activities of the faculty member shall be judged in terms of the impact which they have in promoting desirable educational progress within the College and within the five-county service area of the College.

Evidence submitted to support a recommendation for tenure will be judged according to the pattern of performance which it reveals. The pattern should show both recent performance as well as a history of performance over the period of employment at Seminole State College.

During the faculty member's probationary period, the faculty member shall gather and organize evidence for inclusion in a Tenure ~~Application Portfolio~~.

## **Criteria for Judging Faculty Performance**

1. Teaching Function
  - a. The faculty member is able to produce evidence of student learning as specified in course goals and objectives. Such goals and objectives shall be consistent with program and divisional goals and objectives.
  - b. The faculty member has established positive colleague and student relationships.
  - c. The faculty member contributes to program development and program implementation in ways consistent with the philosophy of the College.
  - d. The faculty member applies methodology, concepts, processes, and principles central to the curriculum taught.
2. Scholarship
  - a. The faculty member participates in in-service, colloquia, and other professional development opportunities.
  - b. The faculty member is involved in professional organizations and activities appropriate to his/her teaching field(s).
  - c. The faculty member engages in activities and learning experiences enabling him/her to maintain current knowledge of his/her teaching field(s).
3. Service Function
  - a. The faculty member provides service to the College outside of his/her teaching responsibilities.

POLICY: II-6-6

- b. The faculty member provides service to students that are outside of his/her teaching responsibilities.
- c. The faculty member provides service to groups of his/her choice in the five-county College service area.

### **Tenure Density**

Faculty members eligible for tenure at Seminole State College, but for whom a tenure position does not currently exist due to faculty tenure density at the College shall be protected to the fullest extent possible. In the interim, these faculty may be reappointed annually as non-tenured until such time as the tenure density at the College allows for additional tenured faculty.

No part of this policy shall be construed to imply that faculty members waiting for tenure density to decrease shall be accorded automatic tenure status without final review of the tenure recommendation file. Nor does this imply that a person awaiting tenure due to tenure density shall be denied promotion if he/she qualifies for such promotion.

At Seminole State College, the maximum tenure density is 60 percent based on 40 full-time faculty or an average number of full-time faculty from the previous five years, whichever is higher. Tenure applications exceeding the 60 percent limit may be considered by the Board upon recommendation with justification by the President.

### **Tenure Application Procedure**

During the fifth year of continuous full-time service, or any year thereafter, faculty applying for tenure shall complete a Tenure Application Portfolio. The completed Tenure Application Portfolio shall be placed in a three-ring binder and submitted to the Division Chair by November 1. The Tenure Application instruction packet is available in the Office of Academic Affairs. Applicants are advised to confer with the Division Chair throughout the process. The packet will include helpful checklists of required documentation. In the years of teaching prior to applying for tenure, the faculty member shall gather and organize evidence for inclusion in the Tenure Application Portfolio.

POLICY: II-6-7

Steps in the Tenure Application Procedure are as follows:

1. Tenure Application Portfolio

*The Portfolio should be placed in a three-ring binder and contain the following materials in sequential order:*

a. *Summary of Evidence*

The candidate shall write a self-evaluation of assets and strengths and a summary of materials in the Tenure Application Portfolio. This document should not exceed four 8 1/2 X 11, double-spaced typed pages.

b. *Resume*

The candidate shall include a current resume. The candidate shall ensure that his/her personnel file is complete and contains a current resume.

c. *Transcripts*



The candidate shall include copies of official, current transcripts. The candidate shall ensure that his/her personnel file contains official, current transcripts.

d. *Evidence of Meeting Criteria*

The candidate shall organize and include in the file the materials relating to the Criteria for Judging Faculty Performance” that shall have been gathered in the years of teaching prior to applying for tenure.

Suggested evidence for evaluating the Criteria for Judging Faculty Performance regarding Teaching (correlates to criteria for teaching in section on Criteria for Judging Faculty Performance) is:

- a. Course handouts  
Course presentations  
Course lecture notes  
Laboratory investigations  
Division chair evaluations of faculty  
Relevant examples of student work
- b. Letters, notes, recommendations and/or awards from students  
Letters, notes, recommendations and/or awards from colleagues
- c. Minutes of meetings regarding development/revision curriculum  
Syllabi of courses developed/revised  
Completed Oklahoma State Regents for Higher Education degree program addition/modification forms
- d. Course assessment tools and results  
Student Feedback on Instruction results

POLICY NUMBER: II-6-8

Suggested evidence for evaluating the Criteria for Judging Faculty Performance regarding Scholarship (correlates to criteria for Scholarship in section on Criteria for Judging Faculty Performance) is:

- a. Programs and agendas  
Certificates of completion  
Notes or articles acknowledging attendance
- b. Programs, agendas, newsletters  
Letters, notes or articles acknowledging participation
- c. Published or copyrighted articles or materials  
Research, performance or art show documentation

Suggested evidence for evaluating the Criteria for Judging Faculty Performance regarding Service (correlates to criteria for Service in section on Criteria for Judging Faculty Performance) is:

- a., b., and c.:
- Committee appointment letters
  - Meeting minutes
  - Notes, letters acknowledging contributions
  - Reports
  - Publicity materials

Awards, honors, certificates

- e. *Syllabi*  
The candidate shall include current syllabi of courses taught.
- f. *Tenure Team Classroom Performance Evaluations*
- g. *Tenure Application Committee Interview Form*

3. Tenure Application Committee

In order to complete the application, the candidate should form a Tenure Application Committee consisting of five colleagues, one of whom may be the Division Chair, and two of whom are outside the candidate's discipline. Faculty in Divisions with less than three colleagues may seek an exemption with the approval of the Division Chair and the Vice President for Academic Affairs. The majority of the committee shall be tenured faculty. The candidate should determine if each colleague has time and is willing to serve as a member of the candidate's Tenure Application Committee. The Committee shall meet with the candidate to review and take action on the Colleague Classroom Performance Evaluations and the completed Tenure Application Portfolio (see 4, 5, and 6 below), applying the criteria set forth in this policy.

POLICY NUMBER: II-6-9

4. Colleague Classroom Performance Evaluation

When the Division Chair receives the candidate's Tenure Application Portfolio, the Chair will appoint two faculty from the candidate's Tenure Application Committee who will join with the Vice President Academic Affairs in a classroom evaluation of the candidate.

The Classroom Performance Evaluators will submit written evaluation reports to the candidate's Division Chair. These reports, as well as that of the Division Chair, will become part of the candidate's Tenure Application Portfolio.

- a. *Colleague Classroom Performance Evaluation Procedure*
  - (1) Each colleague and Division Chair, hereinafter known as the evaluators, shall review the syllabi prepared by the candidate before visiting a class session. Evaluators shall each visit a different course, or if the candidate has only one preparation during the tenure application semester, different class sections.
  - (2) The evaluators may confer with the candidate and with students regarding the syllabus and the course before and after the classroom visit. Each evaluator will review the completed Colleague Classroom Performance Evaluation with the candidate before submitting the form to the Division Chair.

- (3) Evaluators may elect to visit the candidate's classroom unannounced or to confer with the candidate before visiting. Evaluators may also elect to visit the classroom up to three times before completing the evaluation form.
- (4) Evaluators should use the review of the syllabi, conferences and classroom visits in order to complete the evaluation form. Upon completion, the evaluator shall submit this form and the recommendations to the candidate's Division Chair, after having shared the evaluation with the candidate.
- (5) Colleague Recommendations: In a typewritten statement, each colleague shall address the candidate's qualifications for tenure by citing his/her assets, strengths, limitations, and contributions to the institution.

5. Tenure Application Interview

The Division Chair will interview the candidate after the classroom evaluations and colleague evaluations and will request that the colleagues participate in the interview. In order to ensure uniformity among divisions, each Division Chair will use the Tenure Application Committee Interview Form and file it in the candidate's Application Portfolio.

POLICY NUMBER: II-6-10

**Division Chair Action on Tenure**

The Colleague Classroom Performance Evaluation, colleague recommendations and interview must be completed and filed by December 1, at which time the Division Chair reviews the completed Tenure Application, the candidate's personnel file, and prepares a written report. The Division Chair, after reviewing all evidence, will submit to the Vice President for Academic Affairs a written recommendation to approve or deny the tenure request.

The Division Chair will then confer with the candidate, announcing his/her recommendation and providing the candidate with a copy of the Division Chair's report by December 15. If the Division Chair cannot recommend the candidate for tenure consideration, the candidate may file an appeal in accordance with institutional policy.

**Vice President for Academic Affairs Action on Tenure**

If the Division Chair recommends the candidate for tenure, the Division Chair submits the completed Tenure Application Portfolio to the Vice President for Academic Affairs no later than January 1.

The Vice President for Academic Affairs has until February 1 to review tenure candidates and their respective Tenure Application Portfolios, and to prepare a written report for each candidate, recommending or not recommending candidates for tenure. The Vice President for Academic Affairs will confer with each candidate and with each candidate's Division Chair jointly, reviewing his/her report with them and providing a copy of this report to them.

The Vice President for Academic Affairs submits his/her recommendation with documentation to the President by February 15. The President shall then recommend candidates for tenure at the next regular Board of Regents meeting for Board action. After Board action, a copy of the Tenure Application Portfolio and the Board decision become a part of the faculty member's personnel file. The original Tenure Application Portfolio is returned to the faculty member.

If the Vice President for Academic Affairs and/or the Division Chair do not recommend a candidate for tenure, the Vice President for Academic Affairs and/or the Division Chair will prepare a written report, specifying the reasons for not recommending tenure and will review the report with the candidate. The Vice President for Academic Affairs and/or the Division Chair may take the following actions:

- (1) Assist the candidate in establishing a specific set of goals and objectives, with timetables for the candidate's improvement to provide an opportunity for the candidate to become tenured.
- (2) Recommend that the faculty member remain in non-tenured status.

### **Tenure Reapplication**

A continuously employed faculty member may re-enter the tenure application process after having completed at least one additional academic year on contract if the faculty member has achieved the specified goals and objectives in the timetable established. A faculty member may re-enter the tenure application process no more than twice.

### REFERENCE

American Association of University Professors (2001). *AAUP policy documents and reports* (9th ed.). Washington, D.C.: American Association of University Professors.

DATE OF ADOPTION: October 21, 2004  
REVISION DATE (S): February 19, 2015

LEGAL REFERENCE:

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

\_\_\_\_\_  
\_\_\_\_\_

Jan. 17, 2022

Dear President Reynolds,

I have spent ample time reviewing Emily Carpenter's Tenure Portfolio, reviewing feedback from colleagues, and observing her classes to determine if she has met all the requirements to be awarded Tenure at Seminole State College.

From observing her classes, I can conclude Ms. Carpenter does an excellent job engaging her students and utilizes a variety of teaching styles to help ensure all her students can have the opportunity to learn. Based on my interactions and observations about Ms. Carpenter as an instructor and supervisor, she is very student-oriented and a natural leader within the Math and Science Division.

Student-oriented: Ms. Carpenter is passionate about her discipline and student success. She works herself into the tutoring schedule to help her students succeed. Her students find her approachable and fair as an instructor; her student evaluations reflect how supportive and passionate she is about student success. Despite her large teaching load, she also serves on several committees to collaborate with colleagues and administration to increase student success.

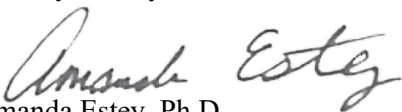
Natural Leader: Ms. Carpenter leads by example in everything she sets out to accomplish individually or as a team. She supports the NASNTI (Native American Serving Nontribal Institutions) Grant at a level that is beyond my expectations; her support of the NASNTI Grant is vital to the grant's success. She also took the lead on the Inspired to Teach scholarship initiative that had a quick turnaround at the beginning of the semester. It would not have been a success without her leadership. Also, the staff and faculty she oversees support and respect her as a leader and supervisor.

In Division Chair meetings, she comes well prepared, asks inquisitive questions, and volunteers to help even when it is not needed. Her innovativeness and positive attitude are inspiring, and I have seen it affect everyone she touches.

Overall, I am incredibly pleased with her performance in and out of the classroom. Her passion for education and the success of Seminole State College's students shines in everything she does and will continue to do.

I recommend Ms. Carpenter for Tenure, effective Fall 2023.

Thank you for your consideration.



Amanda Estey, Ph.D.  
Vice President for Academic Affairs  
Seminole State College  
P.O. Box 351  
Seminole, Oklahoma 74818  
Phone: 405-382-9513



**Seminole State College Tenure Application  
Summary of Evidences**

**I. Candidate's Name:** Emily Carpenter

**II. SSC Employment Record:**

STEM Division Chair

May 2021-Present

Assistant Prof of Math/  
Transitional Math Coordinator

August 2016-Present

Adjunct Instructor-Mathematics

August 2015-May 2016

**III. Courses Taught at Seminole State College:**

MATH 0104 Basic Algebra

MATH 0203 Special Topics in Math

MATH 0223 Special Topics in Statistics

MATH 1002 Math for Health Science

MATH 1413 Quantitative Reasoning

MATH 1503 Elementary Statistics

MATH 1523 Pre-Calculus for Business and Biology

MATH 2113 Math Concepts for Educators I

MATH 2123 Math Concepts for Educators II

MATH 2133 Math Concepts for Educators III

MATH 1513 College Algebra

STSC 1002 Learning Strategies

**IV. Current syllabi on file for:** See above

**V. My personnel file is current and complete:** Yes

**VI. Summarize Student Feedback on Instruction.**

As a classroom practice, I have students fill out a daily exit slip reflecting on their overall learning that I can also utilize to adjust and modify instruction. On a bigger scope, the student feedback on instruction survey allows me the opportunity to gain a summative opinion from students regarding the courses I teach. I value both pieces of assessment of and for learning.

Math can be a challenging discipline to teach as students often do not have a growth mindset when it comes to math instruction, and I am tasked with giving students a fresh and applicable look at concepts they have typically already experienced in some capacity. We discuss looking for ways to “thrive and not just survive” in their general education math course. This is reflective in consistent high ratings for energy and enthusiasm along with a having a genuine concern for student success in the course. “She made sure that her students were able to succeed. She took time to explain everything we would need to know.” “She is a very upbeat professor and encouraged me several times.”

As I reflect on student feedback, I continue to work towards differentiating instruction to not only provide scaffolding for those that are missing pre-requisite skills but also providing higher level tasks, as one student noted that I am “always showing different and many ways to solve problems.” This is an important piece of instruction as students need to view the course content as valuable and active participation necessary.

### ***VII. Summarize your evaluations completed by Division Chairs.***

Reflection on current practice is a vital aspect of continued growth as an educator. I truly value the opportunity that completing a self-evaluation on my overall performance over the past year then discussing the external view from the division chair allows me professionally. These conversations have evolved considerably over the last six years as the courses I teach each semester have progressed and my role on campus has changed considerably.

Although I had already taught two full semesters as an adjunct prior to becoming a full-time instructor in fall 2016, my learning curve was vast as I continued to learn how to work with adult learners. At that point in my career, I had over a decade experience in teaching various grade levels in K-12, but I appreciated the opportunity to compare and contrast best pedagogy and andragogy practices. Dr. Linda Goeller was a key part in this practice as my first performance evaluation reflects our conversations regarding student engagement and academic success skills as SSC stood on the brink of moving to a full corequisite model along with expanding to four math pathways. “With the changes moving forward in mathematics education, we see more of an emphasis statewide to encourage student success. SSC has always desired true student success. We see Emily promoting that in every facet of her student efforts.”

In 2019, SSC was institutionally reflective as we were in the process of planning for our HLC accreditation visit in early 2020 with Math Pathways as our Quality Initiative. In serving as the HLC Visit Team Co-Chair, on the Student Success Committee, and the Institutional Assessment Committee, Jason Cook, the STEM division chair at the time, and I had many meaningful discussions as we prepared for this important campus visit and subsequent documentation. “Emily is a very hard worker who rarely turns down a challenge and approaches those challenges with a good sense of humor and a focus on details.” This quote summarizes our, at times, tedious and detailed work that ultimately resulted in, “Emily’s participation in the recent HLC site visit was crucial to the success of the visit.”

The latest evaluation is indicative of my role change on campus as I became STEM division chair in May 2021. Again, I was working with Dr. Linda Goeller as my mentor as we navigated student success concerns due to the pandemic along with staffing and funding shortages. “It is very clear that she is seeking

input and assistance from veterans in the same role and learning.” Keeping science and math courses running smoothly while meeting the ever-changing needs of students and faculty alike has been daunting at times, and I was grateful to have continued support from Dr. Goeller and reflectively consider the feedback from STEM faculty surveyed. “She is high energy and a world-class problem-solver.” Dr. Goeller also encouraged continued work with OSRHE on the Math Pathways Initiative as SSC hopes to continue to be a leader in this important process in our state.

### ***VIII. Course content and pedagogic development***

Philosophically, I view mathematics as a universal language that helps us navigate the world around us. I try to share that vision with my students through having them engage in discourse looking at real-life problems and discussing various strategies for arriving at a solution and at times, even multiple solutions. “Great minds think differently,” is a common classroom quote of mine. Practically, this includes at least one project for each chapter that I teach in every course and then often randomly bringing problems or situations to class for students to mathematically consider. As a part of a National Science Foundation grant to Oklahoma State University, I worked on the Math Inquiry Project with two other colleagues from across the state as we developed active learning activities for the Math Functions and Modeling pathway. I was able to integrate what I have in practice in my SSC courses into this project to be published and then utilized by other OK instructors.

I have shifted my assessment procedures over the years to align more with my philosophy of teaching. As I focus more on math being viewed as a set of skills to learn, practice, and then master and less of a genetic gift you were given at birth, I have allowed students more opportunities to engage in a summative assessment, review, adjust, and then reassess. I have found that this takes the focus off performance and more on the process of learning. As we continue to look at academic success skills as an institution to increase retention and graduation rates, the ability for students to self-evaluate and persist are incredibly vital.

### ***IX. Current professional memberships and how each membership has impacted your teaching.***

The National Council of Teachers of Mathematics allows me the opportunity to further investigate the transition in math education from secondary to higher education. In attending the CBMS Math Alignment Forum with the OK Math Pathways Alignment Group in Washington D.C. in May 2022, I was able to work



with other members of NCTM nationally to discuss how to further facilitate math pathways in both secondary and higher education, striving to better prepare OK students with math skills pertinent to their career field.

Being a member of the Math Association of America gives me the opportunity to regularly collaborate with higher education math instructors across the nation in various discussion posts while ensuring that I am aware of new research and best practices in math education.

***X. Scholarly achievements, development, and contributions.***

NSF Math Inquiry Project (Created CoRD and subsequent product for OK Functions and Modeling pathway)  
Quality Matters Improving Your Online Course Workshop Participant  
Higher Learning Commission Annual Learning Conference Attendee  
Hawkes Innovative Education Summit (Presented sessions on SSC's pathway/coreq model 2019-2022)  
Ruffalo Noel Levitz Annual National Conference (Presented session on SSC's student success initiatives)  
OSRHE Online Learning Summit (Presented webinar on SSC's online corequisite model)  
OK Math Alignment Group (Attended CBMS Math Alignment Forum in Washington DC)  
Professional Development Institute – Peer-Coaching (Completed peer-coaching module)  
Hawkes Learning and Growing Webinar Series (Presented session on SSC's f2f/online corequisite models)  
OK Course Equivalency Project Participant-Math (Developed common course outcomes for math pathways)  
Hawkes Learning Certified Instructor (Created a project now published in Hawkes Discovering Statistics text)  
NASNTI Professional Development Series (Presented on Zoom best practices for SSC faculty)  
Pearson Text Reviewer (Billstein's Problem Solving Approach to Elem Math, basic operations chapter review)  
SSC Corequisite Model Case Study (Provided data/narrative for publication on Hawkes Learning blog)  
Complete College America Oklahoma State Academy-Corequisite Model for Remediation

***XI. Involvement in SSC committee work.***

SSC Math Team (Developed math pathways, corequisite model and multiple placement measures)  
HLC Accreditation Site Visit Co-Chair  
Faculty Senate Secretary  
Student Success Council Member (Created Transitional Education Attendance procedure)  
PTK Co-Advisor  
Faculty Senate Professional Development Chair  
Elementary Education Degree Program Mentor and Advisor  
Global Studies Committee Member (Planned and leading GS trip to Italy May 2023)  
Distance Education Committee Member  
NASNTI Evaluation Team Member (2016 and 2021 grant)  
OK Inspired to Teach Program SSC Liaison  
SSC President's Cabinet Member  
Women In Stem (Coordinated and moderated SSC event)  
In-Service Committee Member and Presenter

***XII. Community/civic activities and organizations.***

Bethel Public Schools FFA Booster Club Treasurer  
Bethel Public Schools Baseball Booster Club Treasurer  
New Hope Baptist Church Accounting Teller  
New Hope Baptist Church Children's Ministry

Jan. 17, 2023

Dear President Reynolds,

I have spent ample time reviewing Dr. Davis's Tenure Portfolio, feedback from colleagues, and observing his classes to determine if he has met all the requirements to be awarded Tenure at Seminole State College.

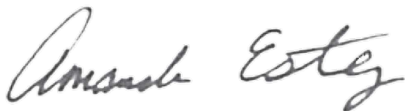
Due to being new to the institution, I met with Dr. Davis in the fall to learn more about him as an educator and why he chose to start his career at Seminole State College. I was not surprised when he told me his passion is to instruct students and to help them be successful; that was clearly demonstrated in the class I audited and from the conversations I had with a few of his Composition students. He told me when he read Seminole State College's (SSC) Mission Statement, he connected with the word "compassion." He understands from his experiences how important it is to show compassion for students, especially at the community college level. SSC is his first full-time teaching position out of graduate school, and he shared that he has learned so much from his mentor and fellow LAH colleagues. His colleagues appear to respect and value his expertise.

During our discussion, I commended him for being the lead advisor for PTK (Phi Theta Kappa). A past PTK advisor myself, I recognize how much work and dedication it takes to be successful. This is his first year leading that club, and I am confident he will bring SSC's PTK organization to a new level once he cycles through a full year. He also serves on the Global Studies and Scholarship Committee. He shared he is willing to do more volunteer work for the five counties SSC serves.

After meeting with Dr. Davis, observing his classroom and interactions with colleagues, and conversing with a few of his students, I am confident he will continue to grow as an educator and do remarkable things for the students, faculty, and staff at Seminole State College.

I recommend Dr. Davis's application for Tenure, effective Fall 2023.

Please contact me if you would like further discussion.



Dr. Amanda Estey  
Vice President for Academic Affairs  
Seminole State College  
P.O. Box 351  
Seminole, Oklahoma 74818  
Phone: 405-382-9513



**Seminole State College Tenure Application**

**Summary of Evidence**

- I.** Candidate’s Name: Dr. Andrew Davis
  
- II.** SSC Employment Record: Assistant Professor, Language Arts and Humanities Division. Fall 2018 - present
  
- III.** Courses Taught at Seminole State College

Course Code	Course Title	Dates Taught
ENG 0203	Special Topics in Composition	Fall 2020 - present
ENG 1113	Composition I	Fall 2018 – present
ENG 1213	Composition II	Fall 2018 – present
ENG 2413	Introduction to Literature	Fall 2020 - present
HUM 2173	Introduction to Film and Television Studies	Spring 2022 - present
HUM 2323	Social Science Issues through Film	Summer 2019

- IV.** Current Syllabi on File: Yes
  
- V.** My personnel file is current and complete: Yes
  
- VI.** Summarize Student Feedback on Instruction:

My student evaluations have consistently conveyed my dedication to the students and my eagerness and ability to help and motivate them. My average overall score from all evaluations is a 4.7. I am particularly proud that my highest score earned last semester, a 4.92, was in the area: “The instructor promoted an environment of interpersonal and intercultural respect, inclusion, and tolerance.” I strive to create classrooms—both in-person and virtually—that facilitate respect and inclusion. I want these learning environments to empower students to learn and grow. I am

happy that these values are ones shared and encouraged by Seminole State College. I feel that my teaching style and my rapport with students uphold the college's values and mission.

Most of my first-semester students enroll in my other courses in subsequent semesters, and I often hear from new students that they were encouraged to enroll in my sections by their friends, classmates, and family members. In the portfolio section titled "Evaluations" I have included selected feedback highlighting my attributes, along with emails from former students expressing their appreciation for the courses and my teaching.

**VII. Summarize Division Chair Evaluations:**

My division chair evaluations have all recognized my commitment to my students and my enthusiastic involvement with committees and the fulfillment of my other duties. My most recent evaluation describes me as "dependable and a joy to work with" and an "exemplary instructor who consistently has a supportive and engaging rapport with his students" (evaluation for January-December 2021). Each evaluation is included in this packet.

**VIII. Summarize Course Content and Pedagogic Development**

In this packet I have included assignments, activities, and class notes from each course I have taught here at Seminole State College. These samples, along with the corresponding student work, demonstrate my primary approach to teaching: the scaffolding method. In this method, I focus students on smaller skills and concepts that build upon each other, culminating in students producing larger projects. Before each course's materials is an explanation of each item.

Seminole State College's student body has a diverse range of academic experiences and skill levels. I have adapted to these needs by breaking down semester-long objectives into smaller skill sets and more immediately achievable outcomes. I provide class time for students to receive individual help to address their array of needs. For example, many students need guidance

learning computer technology, others need to vocalize their thoughts to me in order to brainstorm essay topic ideas. Building in class time for students to receive this specialized attention has reaped much success and appreciation by students as evidenced in my student feedback.

I have also had the opportunity to create a new course, ENG 2173 “Introduction to Film and Television Studies,” which I developed under the guidelines of the Course Equivalency Program. This upcoming semester will be the second time it is offered here at Seminole State College. Please see the corresponding course explanation and course materials for more detail.

#### **IX. Current Professional Memberships & Impact on Teaching**

I am a current member of two professional scholarly organizations: the Society for Cinema and Media Studies (SCMS) and the Popular Culture Association (PCA). Both of these organizations promote scholarly research and academic community. I have presented academic papers at each organization’s conferences, which has continued my work in academic research broadly, and in my studies in the fields of Humanities—all which feeds my passion for teaching. As a scholar, I can relate and model to my students methods of academic research. My work in the field of film and media studies has directly influenced my courses “Social Science Issues through Film” and “Introduction to Film and Television Studies.” I have a forthcoming presentation scheduled at the regional division of PCA next semester—the abstract is included in this packet.

#### **X. Scholarly Achievements, Developments, & Contributions**

Since my time here at Seminole State College, I earned my PhD in English at Oklahoma State University. I am grateful for the support of SSC, its administration, my division chairs, and colleagues, who supported my completion and defense of my dissertation during my first two years teaching here.

Seminole State College also afforded me many opportunities to participate in professional development sessions—both in-person and through webinar courses. These trainings, along with more informal conversations with my colleagues, have helped me develop as a teacher exponentially. For example, learning the principles of universal design of learning (UDL) from both outside professionals as well as SSC colleagues has shaped my approach to designing Bright Space and course materials and my classroom engagement in students, achieving more inclusive delivery methods.

#### **XI. Involvement in SSC Committee Work**

Serving on committees has been an invaluable way for me to learn—and contribute to—many aspects of the college. I have served on the Faculty Senate Scholarship committee, both as a member and as its chair; I have also served as Faculty Senate secretary, a position I was very honored to be elected into by my fellow faculty members. I currently serve on the Global Studies committee, the Title IX committee, and act as faculty advisor to our chapter's Phi Theta Kappa organization. A complete list of these and other committees, on which I have served are documented later in this packet.

#### **XII. Community/Civic Activities & Organizations**

I am very proud to be a member of a college that values and encourages community involvement. I have judged local Speech and Debate tournaments. Contributed annually to the Angel Tree program that donates Christmas and holiday gifts to children in need. I have volunteered in the Seminole State College Food Panty since its inception. As faculty advisor to Phi Theta Kappa's Alpha Nu chapter, I have participated in and led a variety of service projects, including organizing ongoing donations for veterans and senior citizens. A full list of service projects is included in my packet.

---



---

**INTEROFFICE MEMORANDUM**

---



---

**TO:** LANA REYNOLDS, PRESIDENT

**FROM:** MELANIE RINEHART, VPFA  
DR. BILL KNOWLES, VPFA

**SUBJECT:** 2023-2024 ROOM AND BOARD RATES

**DATE:** 2/3/2023

---

Please accept the following recommendations for the semester-based Room and Board Rates during FY2023 – 2024:

	Room	Board	
Current	\$ 1,950.00	\$ 1,585.00	*rates since 2015
Proposed	\$ 1,950.00	\$ 1,685.00	
Difference	\$ -	\$100	

Given the rising cost of food and current rates of inflation, it will be necessary to increase the Board rates for the 2023-2024 fiscal year. The recommended 2.8% increase would be a modest \$100 per semester increase to our current rate. The competitive institutions within our area and other two-year institutions with residential housing are comparable in pricing as noted in the chart below.

Given the rising cost of parts and materials needed to maintain the infrastructure of the dorm buildings, it is additionally recommended to change the deposit from a \$100 refundable deposit to a \$100 non-refundable deposit. Again, this is comparable to other two-year institutions as noted in the chart below.

	Room	Board	Number of Meals	Deposit	Refundable
Seminole State College	\$ 1,950.00	\$ 1,585.00	304	\$ 100.00	Yes
Rose State College	\$2,355 - \$3,375	*log in required		\$ 200.00	No
Redlands Community College	\$2,555 - \$2,934	*no meal plans		\$ 200.00	Yes
Northern Oklahoma College	\$1,590 - \$2,800	\$1,390 - \$1,550	200 - 250	\$ 75.00	No
Murray State College	\$2,800 - \$3,498	\$1,969 - \$2,290	304-128	\$ 150.00	Yes
Western Oklahoma College	\$842.50 - \$2,450	\$1,890	192 - 272	\$ 50.00	No
Eastern Oklahoma College	\$3,308.50 - \$3,158.50	*included w/room	288	\$ 200.00	No

# *Seminole State College*

## **RESOLUTION**

### *Regarding Guns on Campus*

**BE IT RESOLVED**, the members of the Seminole State College Board of Regents support maintaining the current law regarding weapons on campus, in which the President has the sole discretion to allow individuals to carry weapons on campus when the individual circumstances warrant it.

Approved this 16th day of February, 2023.

---

Ryan Pitts, Chair  
Seminole State College





**AIR FORCE 1 A/C & HTG., L.L.C.**  
 PO BOX 26  
 TECUMSEH, OK 74873  
 (405)214-5550

**ADDRESS**

SEMINOLE STATE COLLEGE  
 2701 BOREN BLVD  
 SEMINOLE, OK 74868

**Estimate 2702**

**DATE** 02/10/2023

**TECH**  
 TDM

**JOB LOCATION**  
 SEMINOLE NATION GEO BOILER

**SERVICES**

**AMOUNT**

JOB LOCATION: SEMINOLE NATION GEO BOILER

PROPOSAL TO REMOVE AND DISPOSE OF OLD EQUIPMENT/ INSTALL NEW DIRECT REPLACEMENT 90% CONDENSING BOILER/ ATTACH TO EXISTING PIPING & FLUE ASSEMBLY

1 - LOCHINVAR KBX0500N-M13 KNIGHTXL 500,000 BTU CONDENSING BOILER WITH CSD

MISC. 4" PVC FLUE REPIPE

MISC. PROCESS PIPE, REPIPE & FITTINGS

MISC. NATURAL GAS PIPING & FITTINGS

AIR FORCE 1 LABOR

MANUFACTURER'S WARRANTY: 1 YEAR ALL PARTS, 5 YEARS ON TUBE HEAT EXCHANGER

\*AVAILABLE WITH 2-3 BUSINESS DAYS TO SHIP.

ALL MATERIALS AND LABOR

33,423.00

PRICES ON THIS PROPOSAL ARE GOOD ONLY FOR 30 DAYS FROM DATE OF ESTIMATE.

**TOTAL**

**\$33,423.00**

Accepted By

Accepted Date

## Request for Program Modification

### Oklahoma State Regents for Higher Education

Institution submitting request: **Seminole State College**

Contact person: Dr. Amanda Estey

Title: Vice President for Academic Affairs

Phone number and email address: 405-382-9513; a.estey@sscok.edu

Current title of degree program (Level II): Associate of Arts Degree in Art  
program (Level III): [Click here to enter text](#)

State Regent's three-digit program code: 201

Degree Granting Academic Unit: Language Arts & Humanities

With approved options in: A. [Click here to enter text](#)

B. [Click here to enter text](#)

C. [Click here to enter text](#)

D. [Click here to enter text](#)

E. [Click here to enter text](#)

**TYPE OF REQUEST:** Check all appropriate types of changes and complete ***ONLY*** the appropriate page(s). ***Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.*** The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date next review for the program is due: n/a

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification (non-substantive)
- (9) Program Reinstatement
- (10) This modification affects a Cooperative Agreement Program

***Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!***

***NOTE: Information not included in the requested modification may cause a delay in processing.***

**Signature of President:** \_\_\_\_\_ **Date:** [Click here to enter a date](#)

**Date of Governing Board Approval:** [Click here to enter a date](#)

***All completed modification requests should be emailed to [academicaffairsrequests@osrhe.edu](mailto:academicaffairsrequests@osrhe.edu).***

## (1) Program Deletion

Revised July 2021

*Oklahoma State Regents for Higher Education*  
**REQUEST FOR PROGRAM MODIFICATION**  
(continued)

Institution submitting request: **Seminole State College**

Name of program and State Regents' three-digit program code of program to be deleted:  
Associate of Arts Degree in Art; 201

**(1) PROGRAM DELETION** **Delete program and all options**

**NOTE: Information not included on the requested action may cause a delay in processing.**

Are students still enrolled in degree program?

No       Yes If yes, how many?

Expected academic year of graduation for last student: [Select academic year](#)

Describe methods used to contact both currently enrolled students and students who have stopped-out.

The program was suspended in 2021; all students that were in the program have cycled out.

Will currently enrolled students be allowed to complete the degree program?

No       Yes

If no, please explain: There are 0 students in the program.

Describe the teach-out plan and how students in deleted program will be accommodated?

NA

What is the duration of the teach-out plan? Choose length of teach-out plan

If other, please specify [Click here to enter text](#)

Is the program part of a Cooperative Agreement?

No       Yes (If yes, complete and submit a Cooperative Agreement Program Deletion form.)

Number of courses which will be deleted from the institutional course catalog as a result of this action:  
Three courses are being no longer offered: Crafts I, Black and White Photography I & II.

If no courses are being deleted, how will they be used? [Click here to enter text.](#)

Are funds available for reallocation?

No

If no funds are available for reallocation, how will funds be used? [Click here to enter text](#)

Yes

If yes, which departments/programs will receive the reallocated funds? The funds were funneled to the Liberal Studies - Emphasis in Art Degree for students who wish to study art.

Reason for requested action (attach no more than one page if space provided is inadequate):

Low enrollment and graduation rates, and the full-time faculty member teaching the program struggled to make her contract.

---

Date program deletion effective:

- Immediately (will be indicated as deleted during the current academic year)
- Beginning with the next academic year