

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

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

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

I. CALL TO ORDER

II. ROLL CALL OF MEMBERS

Oath of Office – Teresa Burnett

III. INTRODUCTION OF GUESTS

IV. READING AND APPROVAL OF MINUTES

- Regular Meeting Minutes June 20, 2024

Board Action: Approve/Reject/Revise

V. COMMUNICATIONS TO THE BOARD

Financial Report – June 30, 2024

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

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

VI. HEARING OF DELEGATIONS

None at the time of the filing of the agenda

VII. PRESIDENT'S REPORT

- Personnel Update
- Nursing Program Update
- George Barr Historical Baseball Collection
- Title IX Policy
- Enrollment Update
- Campus Activities

VIII. BUSINESS

A. Election of Officers

Board Action: As Appropriate

B. Review and consider approval of revision to Board Policy II-1-3 regarding Board of Regents' meetings

Board Action: Approve/Reject/Revise

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

Board Action: As Appropriate

IX. CONSENT AGENDA

Approval of the following item:

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

Board Action: Approve/Reject/Revise

X. ADJOURNMENT

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

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Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING June 20, 2024

I. Call to Order

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

II. Roll Call of Members

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

III. Introduction of Guests

President Reynolds introduced administrators and staff present at the meeting. Special recognition was given to Jessica Isaacs, English Professor; Kelli McBride, Language Arts and Humanities Division Chair; Edie Cathey, Director of Advising and Enrollment Management; and Whitney Herzog, Assistant Attorney General.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held May 16, 2024; Regent Donaho made a motion to approve the minutes as written and Regent Ready seconded the motion. Roll call was as follows: Donaho, yes; Pitts, yes; Ready, yes and Hyden, 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 May 31, 2024. Regent Pitts made a motion to approve the Financial Report as presented and Regent Ready seconded the motion. Roll call was as follows: Donaho, yes; Pitts, yes; Ready, yes and Hyden, yes.

Purchases over \$15,000 for May

- Village Tours, LLC - \$15,400

VI. Hearing of Delegations

None

VII. President's Report

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

Personnel Update – President Reynolds gave a personnel update. Blake Cummings, GEAR UP Advisor has submitted a letter of resignation. Amanda Thomas has been hired as a Talent Search Advisor. Josh Hutton has been promoted to Director of Communications. Jeffrey Christiansen has taken the position of Division Chair for the Social Sciences Division. Dr. Bill Knowles has been placed on the Executive Committee for the Council on Student Affairs.

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

- ✓ Carson Newton, SSC Golf Player, traveled to the National Tournament and place 9th overall
- ✓ Teresa Burnett has been appointed to the SSC Board of Regents. Her term will begin in July, 2024
- ✓ SSC recently opened a Career Center in the David L. Boren Library
- ✓ The SSC campus said, "Farewell" to Dr. Amanda Estey, Vice President for Academic Affairs
- ✓ Summer Camps are and will be held on campus. Talent Search held a "Roller Coaster Camp." Upward Bound Summer Camp is ongoing, and the "Kids on Campus" will start next week.
- ✓ President Lana Reynolds completed her service as Chair of the Council of Presidents for 2023-2024
- ✓ Juneteenth is being observed in June with a traveling display about 13 All Black Oklahoma Towns
- ✓ A retirement reception was held for Malinda Browning, Assistant Professor of MLT

Regents Education Program – President Reynolds informed the Board that the date for the Oklahoma State Regents – Regents Education Program has been set for October 9th.

VIII. Business

Approval of Memorandum of Understanding with Gordon Cooper for the Physical Therapist Assistant Program - President Reynolds presented the Board with a copy of a memorandum of understanding with Gordon Cooper Technology Center for the continuation of the partnership with them in regard to the Physical Therapist Assistant program. President Reynolds recommended approval. Regent Ready seconded this motion. Roll call was as follows: Donaho, yes; Pitts, yes; Ready, yes and Hyden, yes.

Approval of Memorandum of Understanding with Gordon Cooper for the Medical Laboratory Technology Program - President Reynolds presented the Board with a copy of a memorandum of understanding with Gordon Cooper Technology Center for the continuation of the partnership with them in regard to the Medical Laboratory Technology program. President Reynolds recommended approval. Regent Ready seconded this motion. Roll call was as follows: Donaho, yes; Pitts, yes; Ready, yes and Hyden, yes.

Approval of a Declaration of a State of Emergency – President Reynolds recommended approval of ratification of a Declaration of a State of Emergency because of the June 2024 flooding. Regent Pitts made a motion to approve a Declaration of a State of Emergency and Regent Ready seconded this motion. Roll call was as follows: Donaho, yes; Pitts, yes; Ready, yes; and Hyden, yes.

Approval of the FY25 Educational and General Budget – Melanie Rinehart presented the Board with a copy of materials for the FY25 budget for review. She highlighted several aspects of this year’s budget including information about appropriations history, revenue history, expenditure history and expenditures by function and object. Included in this budget is a 1% Professional, Faculty and Classified Staff salary raise. Through the restructuring of the administration cost savings allowed the College to implement this raise and helps the institution to meet the federal salary requirements of the Fair Labor Standards Act (FLSA) which go into effect July 1, 2024. President Reynolds recommended approval of the FY25 Educational and General Budget. President Reynolds commended Vice President Rinehart and her staff. Regent Pitts made a motion to approve the FY25 Educational and General Budget as presented, and Regent Ready seconded this motion. Roll call was as follows: Donaho, yes; Pitts, yes; Ready, yes; and Hyden, yes.

Approval of Title Change for Dr. Bill Knowles – President Reynolds recommended a title change for Dr. Bill Knowles from Vice President for Student Affairs to Vice President for Academic and Student Affairs. This change is part of the restructuring of the administration after the position of Vice President for Academic Affairs was vacated. Regent Ready made a motion to approve the title change for Dr. Bill Knowles to Vice President for Academic and Student Affairs and Regent Donaho seconded this motion. Roll call was as follows: Donaho, yes; Pitts, yes; Ready, yes; and Hyden, yes.

Approval of Title Change for Melanie Rinehart – President Reynolds recommended a title change for Melanie Rinehart from Vice President for Fiscal Affairs to Vice President for Finance, Grants, and Enrollment. This change is part of the restructuring of the administration after the position of Vice President for Academic Affairs was vacated. Regent Pitts made a motion to approve the title change for Melanie Rinehart to Vice President for Finance, Grants, and Enrollment and Regent Ready seconded this motion. Roll call was as follows: Donaho, yes; Pitts, yes; Ready, yes; and Hyden, yes.

Motion to Enter into Executive Session to discuss EEOC Charge #564-2023-02134 –

The Board retired into executive session to discuss EEOC Charge #564-2023-02134. Regent Donaho made a motion to enter into executive session and Regent Pitts seconded this motion. Roll call was as follows: Donaho, yes; Pitts, yes; Ready, yes and Hyden, yes.

Motion to Enter into Open Session – Regent Pitts made a motion that the Board go back into open session. Regent Ready seconded this motion to enter back into open session. Roll call was as follows: Donaho, yes; Pitts, yes; Ready, yes and Hyden, yes.

Consideration of Motion for items discussed in Executive Session – The SSC Board of Regents stated that no motion or action was required on this matter at this time.

Consent Agenda

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

Consent agenda items included:

- 2024-2025 Holiday Schedule
- D2L/Brightspace for Online Course Service - \$34,126.47

IX. Special Presentation

On behalf of the Regents, President Reynolds made a special presentation to Seminole State College Board of Regents Chair Kim Hyden who completes her service as Chair in June.

X. Adjournment

The meeting was adjourned at 2:24 p.m.

**Seminole State College
Combining Statement of Net Assets
As of June 30, 2024**

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Cash and Cash Equivalents	2,767,854	686,104	751,426	2,135	(5,244)	29,181	(2,800)	-	4,228,657
Accounts Receivable, net	-	-	-	-	-	-	-	-	-
Other Accrued Income	86,590	-	-	-	-	-	-	-	86,590
Capital Assets, net	-	-	-	-	-	-	-	21,892,056	21,892,056
Total Assets	2,854,444	686,104	751,426	2,135	(5,244)	29,181	(2,800)	21,892,056	26,207,303
Accounts Payable	(650)	59,270	-	-	-	-	-	-	58,620
Other Accrued Expenses	-	-	-	2,135	-	-	-	-	2,135
Due To/From Other Funds	-	-	-	-	-	-	-	-	-
Long-Term Debt	-	-	-	-	-	-	-	17,345,792	17,345,792
Total Liabilities	(650)	59,270	-	2,135	-	-	-	17,345,792	17,406,548
Beginning Net Position	3,883,077	310,614	796,141	-	(5,244)	79,918	(2,800)	4,546,264	9,607,970
Change in Net Position	(1,027,983)	316,219	(44,715)	-	-	(50,736)	-	-	(807,215)
Ending Net Position	2,855,094	626,834	751,426	-	(5,244)	29,181	(2,800)	4,546,264	8,800,755

Seminole State College
Combining Statement of Revenues, Expenses and Changes in Net Assets
For the Period July 1 through June 30, 2024

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Revenues									
Tuition and fees, net	\$ 4,753,448	\$ 1,179,984	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,933,432
State appropriations	6,024,465	-	1,244,533	-	-	-	-	-	7,268,998
Federal grants and contracts	-	8,515,994	-	-	-	15,692	451,792	-	8,983,478
State and private grants and contracts	49,766	1,587,324	-	-	-	-	-	-	1,637,090
Housing & Food Service	-	886,285	-	-	-	-	-	-	886,285
Bookstore	-	1,188,266	-	-	-	-	-	-	1,188,266
Other revenues	662,763	1,322,438	-	-	-	1,000	-	-	1,986,201
Total operating revenues	11,490,442	14,680,290	1,244,533	-	-	16,692	451,792	-	27,883,749
Expenditures									
Compensation and benefits	8,883,097	3,291,303	-	-	-	25,112	56,409	-	12,255,920
Contractual services	897,441	981,066	78,135	-	-	-	-	-	1,956,642
Supplies and materials	478,718	5,733,040	442,102	-	-	12,113	395,383	-	7,061,356
Scholarships and fellowships	1,021,559	2,844,395	-	-	-	-	-	-	3,865,954
Communications	77,010	9,632	-	-	-	17,570	-	-	104,212
Depreciation	-	-	-	-	-	-	-	-	-
Utilities	446,533	134,246	-	-	-	-	-	-	580,778
Other expenditures	714,068	1,370,389	769,011	-	-	12,634	-	-	2,866,102
Total Operating Expenses	12,518,425	14,364,071	1,289,248	-	-	67,428	451,792	-	28,690,964
Operating income (loss)	(1,027,983)	316,219	(44,715)	-	-	(50,736)	-	-	(807,215)
Transfers from (to)	-	-	-	-	-	-	-	-	-
Change in Net Position	(1,027,983)	316,219	(44,715)	-	-	(50,736)	-	-	(807,215)

Seminole State College
Combining Statement of Changes in Cash and Cash Equivalents
For the Period July 1 through June 30, 2024

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Cash and Cash Equivalents	\$ 3,350,516	\$ 376,686	\$ 690,489	\$ 2,135	\$ (5,244)	\$ 75,925	\$ (2,800)	\$ -	\$ 4,487,707
Change in Net Position	(1,027,983)	316,219	(44,715)	-	-	(50,736)	-	-	(807,215)
Changes not providing (using) cash	445,322	(6,801)	105,652	(0)	-	3,992	-	-	548,164
Cash and Cash Equivalents, Ending	<u>\$ 2,767,854</u>	<u>\$ 686,104</u>	<u>\$ 751,426</u>	<u>\$ 2,135</u>	<u>\$ (5,244)</u>	<u>\$ 29,181</u>	<u>\$ (2,800)</u>	<u>\$ -</u>	<u>\$ 4,228,657</u>

Seminole State College
Education and General - Statement of Budgeted Revenues and Expenditures
For the Period July 1 through June 30, 2024

	<u>ACTUAL</u>		<u>BUDGET</u>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
<u>REVENUE</u>				
State Appropriations	\$ 451,655	\$ 6,024,465	6,026,441	\$ 6,026,441
Tuition	187,924	2,109,690	2,649,748	2,649,748
Non-Resident Tuition Fees	17,601	667,464	654,027	654,027
Remedial Course Fee	2,280	49,948	37,832	37,832
Tuition	207,805	2,827,103	3,341,607	3,341,607
STEM Academic Excellence Fee	8,053	142,911	115,470	115,470
LAH Academic Excellence Fee	4,061	64,526	47,456	47,456
Bus & Ed Academic Excellence Fee	3,531	80,618	66,418	66,418
Health Science Academic Excellence Fee	340	13,021	12,457	12,457
Social Science Academic Excellence Fee	2,830	62,428	49,022	49,022
Physical Therapist Assistance Fee	100	4,815	3,668	3,668
Technology Service Fee	16,973	322,316	261,000	261,000
Bus And Ind Additional Fees	-	-	500	500
Nursing Fee	2,270	84,676	76,062	76,062
Laboratory Fees	2,815	80,611	70,787	70,787
Medical Lab Tech Fee	240	6,986	8,776	8,776
Electronic Academic Access Fee	6,490	98,571	76,800	76,800
Dist Education/Outreach Fee	33,303	401,061	306,377	306,377
Academic Course Fees	81,006	1,362,540	1,094,793	1,094,793
Late Payment Fees	600	3,145	5,458	5,458
Application For Admission Fees	755	14,730	11,225	11,225
Assessment Fee	5,948	106,597	86,063	86,063
Refund Per Legal Settlement	-	(180)	-	-
Ace Testing Fees	-	1,470	2,590	2,590
Hybrid Course Fee	-	-	-	-
Sr Citizens Discount	-	-	-	-
Enrollment Seminars	-	69	-	-
Clep Testing Fees	-	50	190	190
Library Automation Fee	5,274	98,582	79,643	79,643
Clearing Other Special Enrollment	-	-	-	-
Records Fee	3,864	71,648	57,765	57,765
Parking Fees	3,000	30,579	27,040	27,040
Student Id Fee	980	17,068	14,964	14,964
Accident Shield Fee	979	79,556	97,035	97,035
Special Testing Fees	90	2,955	3,350	3,350
International Student Fee	-	3,440	8,138	8,138
Compliance Fee	3,913	70,917	57,360	57,360
Safety Fee	3,588	63,001	49,978	49,978
ARPA Grant-Nursing Revenue	5,177	12,794	-	-
Other Student Fees	34,168	576,420	500,799	500,799
Total Tuition and Fees	322,980	4,766,062	4,937,199	4,937,199
Other Income	11,996	699,915	500,544	500,544
Total Revenue	786,631	11,490,442	11,464,184	11,464,184
<u>EXPENDITURES</u>				
Instruction	428,384	5,134,279	5,322,846	5,322,846
Research	-	-	-	-
Public Service	-	-	-	-
Academic Support	20,709	357,163	337,427	337,427
Student Services	165,724	1,958,819	1,695,523	1,695,523
Institutional Support	147,959	2,045,699	1,914,437	1,914,437
Physical Plant	166,764	2,043,026	2,462,821	2,462,821
Scholarships and Tuition Waivers	321	979,440	995,000	995,000
Total Expenditures	929,862	12,518,425	12,728,054	12,728,054
Total Revenue Over (Under) Expenditures	\$ (143,231)	(1,027,983)	\$ (1,263,870)	\$ (1,263,870)

Seminole State College
Auxiliary Summary Statement of Revenue and Expenditures
For the Period July 1 through June 30, 2024

	CURRENT MONTH	YEAR TO DATE	BUDGET	
			ANNUAL	YEAR-TO-DATE
<u>REVENUES</u>				
Contractual Food Service	\$ 7,268	\$ 685,483	\$ 815,542	\$ 815,542
Bookstore	40,266	1,226,770	1,346,480	1,346,480
Institutional Support	72,297	801,264	622,685	622,685
Seminole/Roesler Residential Centers	7,894	889,529	1,073,670	1,073,670
Student Activities	24,212	437,228	353,477	353,477
Total Revenues	151,937	4,040,274	4,211,854	4,211,854
<u>EXPENDITURES</u>				
Contractual Food Service	49,551	743,323	815,542	815,542
Bookstore	41,263	817,103	951,358	951,358
Institutional Support	77,096	1,142,748	1,109,000	1,109,000
Seminole/Roesler Residential Centers	23,701	793,191	799,351	799,351
Student Activities	5,001	97,079	358,530	358,530
Total Expenditures	196,612	3,593,444	4,033,781	4,033,781
Revenue Over (Under) Expenditures	\$ (44,676)	\$ 446,830	\$ 178,073	\$ 178,073

Seminole State College
Food Service - Statement of Revenue and Expenditures
For the Period July 1 through June 30, 2024

	<u>ACTUAL</u>		<u>BUDGET</u>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Meals revenue	\$ 5,177	\$ 678,291	\$ 800,000	\$ 800,000
Other revenue	2,091	7,192	15,542	15,542
Total revenue	<u>7,268</u>	<u>685,483</u>	<u>815,542</u>	<u>815,542</u>
Supplies	20	1,224	5,370	5,370
Miscellaneous Expenditures	1,152	1,152	-	-
Contractual Service	47,256	731,851	800,000	800,000
Professional Services	1,123	9,095	10,172	10,172
Total expenditures	<u>49,551</u>	<u>743,323</u>	<u>815,542</u>	<u>815,542</u>
Net profit (loss)	<u>\$ (42,283)</u>	<u>\$ (57,840)</u>	<u>\$ -</u>	<u>\$ -</u>

Seminole State College
Bookstore Statement of Revenue and Expenditures
For the Period July 1 through June 30, 2024

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
Sales revenue	\$ 39,573	\$ 1,188,266	\$ 1,313,375	\$ 1,313,375
Other revenue	693	38,504	33,105.00	\$ 33,105
Total revenue	40,266	1,226,770	1,346,480	1,346,480
Purchase For Resale	24,727	638,013	781,500	781,500
Professional Salaries, F.T.	3,425	41,097	42,245	42,245
Classified Salaries, F.T.	7,014	59,046	38,049	38,049
Classified Salaries, P.T.	-	1,273	1,295	1,295
Student Wages	-	-	5,000	5,000
Fringe Benefits	5,241	53,377	45,769	45,769
Compensation expenditures	15,679	154,793	132,358	132,358
Travel	-	50	2,000	2,000
Supplies	-	7,345	7,000	7,000
Miscellaneous Expenditures	-	300	1,000	1,000
Contractual Service	652	15,842	24,800	24,800
Sponsorships	205	760	1,500	1,500
Postage	-	-	1,200	1,200
Other expenditures	856	24,297	37,500	37,500
Total expenditures	41,263	817,103	951,358	951,358
Net profit (loss)	\$ (997)	\$ 409,666	\$ 395,122	\$ 395,122

Seminole State College
Institutional Support- Statement of Budgeted Revenues and Expenditures
For the Period July 1 through June 30, 2024

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
<u>REVENUE</u>				
Student Service Fee	\$ 20,373	\$ 355,703	\$ 288,042	288,042
Infrastructure Fee	20,583	387,053	313,283	313,283
Student Fees	<u>40,956</u>	<u>742,756</u>	<u>601,325</u>	<u>601,325</u>
Other Income-Overpayment	1,461	16,989	8,368	8,368
Refunds / Reimbursements	-	13	20	20
Interest Income	28,701	28,701	1,484	1,484
Seminar fees	-	-	-	-
Vending maching commissions	53	1,257	1,243	1,243
Photocopy revenue	-	-	-	-
ATM other	-	4,248	-	-
Repair and replacemnet, damaged property	-	-	-	-
Haney Center	1,125	7,300	10,245	10,245
Other income	<u>31,341</u>	<u>58,508</u>	<u>21,360</u>	<u>21,360</u>
Total Revenue	<u>72,297</u>	<u>801,264</u>	<u>622,685</u>	<u>622,685</u>
<u>EXPENDITURES</u>				
Professional Services	-	140,322	150,000	150,000
Personnel expenditures	<u>323</u>	<u>141,926</u>	<u>150,000</u>	<u>150,000</u>
Travel	-	600	3,000	3,000
Supplies	1,118	3,707	7,000	7,000
Miscellaneous Expenditures	582	33,841	49,000	49,000
Contractual Service	309	4,563	-	-
Housing and book scholarships	74,589	955,194	900,000	900,000
Haney Center	175	2,917	-	-
Total Expenditures	<u>77,096</u>	<u>1,142,748</u>	<u>1,109,000</u>	<u>1,109,000</u>
Total Revenue Over (Under) Expenditures	<u>\$ (4,799)</u>	<u>\$ (341,483)</u>	<u>\$ (486,315)</u>	<u>(486,315)</u>

Seminole State College
Housing - Statement of Revenue and Expenditures
For the Period July 1 through June 30, 2024

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Rental revenue - Dorms	\$ 7,115	878,507	\$ 1,055,388	1,055,388
Other revenue	779	11,023	18,282	18,282
Total revenue	<u>7,894</u>	<u>889,529</u>	<u>1,073,670</u>	<u>1,073,670</u>
Professional Salaries, F.T.	3,466.50	41,598	41,598	41,598
Professional Salaries, P.T.	858.33	10,167	41,598	41,598
Professional Services	410.00	5,483	6,000	6,000.00
Fringe Benefits	2,515.53	30,169	32,135	32,135.00
Personnel expenditures	<u>7,250</u>	<u>87,417</u>	<u>121,331</u>	<u>121,331</u>
Travel	-	487	1,500	1,500
Supplies	3,376	51,230	36,320	36,320
Miscellaneous Expenditures	-	3,641	500	500
Lease Payments	-	499,576	500,000	500,000
Contractual Service	1,855	22,760	8,700	8,700
Utilities	11,220	128,079	131,000	131,000
Other expenditures	<u>16,451</u>	<u>705,774</u>	<u>678,020</u>	<u>678,020</u>
Total expenditures	<u>23,701</u>	<u>793,191</u>	<u>799,351</u>	<u>799,351</u>
Net profit (loss)	<u>\$ (15,807)</u>	<u>96,338</u>	<u>\$ 274,319</u>	<u>\$ 274,319</u>

Seminole State College
Student Activities - Statement of Revenue and Expenditures
For the Period July 1 through June 30, 2024

	<u>ACTUAL</u>		<u>BUDGET</u>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Student activity fee	\$ 21,767	\$ 392,895	\$ 317,770	\$ 317,770
Cultural & recreation fee	2,445	44,333	35,707	35,707
Total Revenue	<u>24,212</u>	<u>437,228</u>	<u>353,477</u>	<u>353,477</u>
Athletic Administration	-	79	216,915	216,915
National Tournaments	3,779	22,384	50,000	50,000
Golf-Women	-	1,200	800	800
Golf-Men	-	2,100	800	800
Womens Soccer	-	8,998	17,619	17,619
Men's Basketball	-	8,520	9,000	9,000
Women's Basketball	-	6,157	3,295	3,295
Volleyball	-	11,000	3,600	3,600
Baseball	-	15,181	18,560	18,560
Softball	-	7,828	19,441	19,441
Student Government	340	4,444	6,500	6,500
Livestock Judging Team	-	-	-	-
PLC	882	9,189	12,000	12,000
SSC Aggie (AFAC)	-	-	-	-
Phi Theta Kappa (AFAC)	-	-	-	-
NASA (AFAC)	-	-	-	-
Student Nurse Association(AFAC)	-	-	-	-
Total Expenditures	<u>5,001</u>	<u>97,079</u>	<u>358,530</u>	<u>358,530</u>
Revenue Over (Under) Expenditures	<u>\$ 19,211</u>	<u>\$ 340,148</u>	<u>\$ (5,053)</u>	<u>\$ (5,053)</u>

Seminole State College
Restricted Funds - Statement of Revenue and Expenditures
For the Period July 1 through June 30, 2024

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
PELL	\$ 3,034,178	\$ 3,040,917	\$ (6,739)
PELL Recovery	25	-	25
SEOG	76,228	76,228	-
Direct Loans	1,514,255	1,526,780	(12,525)
Student loan repayment	42	-	42
College Work Study	50,149	57,553	(7,404)
SSC Foundation	-	45,884	(45,884)
Private Scholarships	687,256	721,292	(34,036)
Private Loans	129,801	-	129,801
Cherokee Student Grants	42,750	42,750	-
Sac & Fox Student Grants	19,192	20,793	(1,601)
Creek Tribe Student Grants	11,493	7,859	3,634
Shawnee Tribe Student Grants	20,938	20,938	-
Choctaw Tribe Student Grants	48,903	50,957	(2,055)
Citizen Pottawatomie Stud Grnt	52,509	60,409	(7,900)
Chickasaw Tribe Stdtd Grants	82,536	79,785	2,751
OHLAP	351,816	346,680	5,136
Misc Indial Tribal Grants	33,003	37,137	(4,134)
Oklahoma Tuition Aid Grant	234,105	234,100	5
Subtotal Financial Aid	<u>6,389,179</u>	<u>6,370,063</u>	<u>19,116</u>
Title III Engaging Students in Science	-	-	-
Ub Math/Science #2	268,933	279,813	(10,880)
Ub Math/Science #1	234,438	243,269	(8,830)
Upward Bound #2	261,953	271,351	(9,398)
Upward Bound #1	369,584	383,871	(14,287)
Talent Search West	284,028	284,925	(897)
Talent Search Central	404,433	404,521	(88)
TANF	258,446	154,331	104,115
TANF - Ada	-	77,935	(77,935)
PIE Academy	-	-	-
Dream Catcher Gear Up	801,476	875,843	(74,367)
STEM Student Support	288,453	300,723	(12,270)
Student Support Serices	311,083	321,541	(10,458)
NASNTI Grant	487,000	401,678	85,322
NASNTI Grant	-	118,889	(118,889)
NASNTI Supplemental Grant	-	39,650	(39,650)
Scholars for Excellence	82,003	74,824	7,180
Carl Perkins	-	-	-
Subtotal Federal Grants	<u>4,051,832</u>	<u>4,233,164</u>	<u>(181,332)</u>
Care Bears	29,286	22,533	6,753
Nursing Student'S	2,049	1,415	634
Residential Deposits	13,100	-	13,100
Professional Staff Council	1,745	1,326	419
Upward Bound #2 Fund Raiser	7,236	6,259	976
Upward Bound M/S Fund Raiser	6,320	6,431	(111)
Ub Ms #2 Fund Raiser	3,392	4,505	(1,113)
Upward Bound #1 Fundraiser	8,563	10,712	(2,149)
Subtoal Other Restricted	<u>71,691</u>	<u>53,182</u>	<u>18,509</u>
Total	<u>\$ 10,512,702</u>	<u>\$ 10,656,409</u>	<u>\$ (143,707)</u>

Seminole State College
Campus Organizations - Statement of Revenue and Expenditures
For the Period July 1 through June 30, 2024

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
NURSING COPY MACHINE	-	450	(450)
VA REPORT FEE	800	1,712	(912)
FACULTY SENATE	2,880	3,630	(750)
SEMINOLE STATE AGGIE CLUB	5,210	4,510	700
UB #1 SUMMER FOOD PROGRAM	6,354	-	6,354
PHI THETA KAPPA	969	304	665
UBMS SUMMER FOOD PROGRAM	4,503	2,130	2,373
UB M/S #2 SUMMER FOOD PROGRAM	5,519	-	5,519
UB2 SUMMER FOOD PROGRAM	5,812	-	5,812
MLT BOC FEE	1,718	2,475	(757)
ADMIN PROGRAM ATHLETICS	31	-	31
CLASSIFIED STAFF ASSOCIATION	1,396	1,708	(312)
SEMINOLE TRIBE STUDENT GRANTS	43,000	42,600	400
MU ALPHA THETA (MATH HONORS)	125	169	(44)
PSI BETA	350	225	125
SIGMA KAPPA DELTA	160	152	8
Art Club	20	-	20
SHOTGUN SHOOTING TEAM	4,065	3,535	530
P.R.I.D.E.	321	240	81
OTHER ORGANIZATIONS AND ACTIVITIES	44,081	50,378	(6,297)
	<u>\$ 127,315</u>	<u>\$ 114,218</u>	<u>\$ 13,096</u>



P.O. Box 351 • 2701 Boren Boulevard

Seminole, OK 74818 • (405) 382-9950

20 June 2024

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

Dear Search Committee:

I am writing to apply for the position of Dean of Instruction at Seminole State College. SSC is, quite simply, my life's work. I am proud that for the past 23 years I have been part of the life-changing daily work of educating students at SSC. I have also worked purposefully and diligently to establish respectful, productive working relationships with my colleagues. I am committed to maintaining my strong, proven leadership and steadfast commitment to the quality educational offerings SSC provides for our students and our communities.

I am not afraid of hard work, and I am grateful to be part of the continuing work of helping SSC grow and thrive. If I were selected as Dean of Instruction, I would be a stabilizing force in Academic Affairs. I would bring my proven work ethic and a great deal of institutional knowledge to the position. While my résumé goes more in-depth with my various skill sets suited to the position, this letter highlights a few examples specific to the principal duties and responsibilities mentioned in the job posting.

Leadership and Commitment to Quality

As Division Chair, I prioritized student learning needs by utilizing assessment data to revise curriculum, schedule courses, and manage budgets. I implemented a faculty mentoring program and championed initiatives like the Howlers & Yawpers Creativity Symposium, fostering a vibrant learning environment for our students. Through the years, I have served on the Assessment Committee (and continue to do so), completed OSRHE productivity reports, worked with East Central University on 2+2 Agreements, completed Degree Program Evaluations and Reviews, mentored many new full-time and adjunct faculty, served on hiring committees, served on Curriculum Committees, performed annual Classroom Observations and Faculty Evaluations for both full-time and adjunct faculty, chaired several Tenure Committees for faculty, attended annual CEP meetings with the OSRHE, peer-reviewed online classes, and participated in and led various professional development offerings.

Accreditation Expertise

I spearheaded SSC's successful 2020 HLC accreditation as Coordinator of Accreditation, working under three different Vice Presidents for Academic Affairs. I was also the lead writer of the 2009 Self-Study Report. My deep understanding of accreditation processes ensures continued

compliance and academic excellence. I have attended many HLC Conferences and other meetings regarding the role of Accreditation Liaison Officer, and I briefly served as SSC's ALO officially during the transition time between VPAA Dr. Tom Mill's departure and before VPAA Dr. Linda Goeller's appointment. I was the first Accreditation Coordinator at SSC to use the new online HLC reporting system for the Assurance Argument, Federal Compliance, Evidence File, and Quality Initiative reports, so I am very familiar with the reporting processes and systems. I welcome the opportunity to work with Dr. Miles, our current Coordinator of Accreditation, on another successful accreditation cycle. Like the "Guiding Values" issued by our accrediting body, the Higher Learning Commission, my firm belief has always been, and continues to be, that everything we do as institutions of higher education must be to advance quality student learning. Every facet of the college must work together to serve this purpose. I apply this principle in all of my decision-making and priority-setting processes, both as an educator and as an administrator.

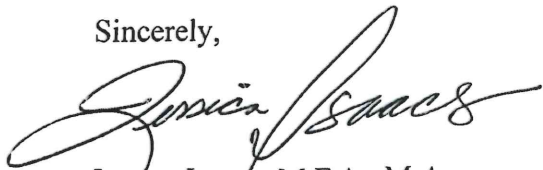
Collaboration and Communication

Throughout my career, I have fostered productive relationships with faculty, staff, and administrators. I am a strong communicator, committed to transparency and collaboration in achieving SSC's strategic goals. I understand the importance of higher education in Oklahoma and how it changes lives and improves our communities. I have worked closely with Vice Presidents for Academic Affairs and Deans of Instructional Compliance through the years on many important projects in various roles, and I am familiar with the many functions and expectations of the Dean's position. I have a depth of compassion and understanding for faculty because I come from faculty myself. I have the unique capability to see the Dean's role from the perspectives of faculty, administration, and accreditation. Most importantly, I am committed to communicating effectively and respectfully, and being transparent, proactive, and productive in our day-to-day operations and planning for a dynamic future. I understand that I may not know all the answers, but I am willing to learn in order to make fair, reasoned decisions. I believe most conflict can be resolved with compassionate, respectful conversation, and I am willing to listen and observe with respect and compassion. I value my colleagues, our students, and our communities, and I am ready and eager to serve with fairness, kindness, and resolve.

A Dedicated Leader for SSC

I am deeply invested in SSC's future and possess the leadership skills, institutional knowledge, and unwavering commitment to student success necessary to excel as Dean of Instruction. I would very much appreciate the opportunity to serve in this role. I have enjoyed my many years at SSC, and I am excited about the possibility to move into a new phase in my career. I welcome the opportunity to discuss my qualifications further and appreciate your consideration.

Sincerely,



Jessica Isaacs, M.F.A., M.A.

(405) 567-7901 cell

(405) 382-9209 office

j.isaacs@sscok.edu

CURRICULUM VITAE

Jessica Isaacs, M.F.A., M.A., B.A., B.S.

3930 NBU, Prague, OK 74864 · (405) 567-7901 cell / text · (405) 382-9209 office · j.isaacs@ssocok.edu

OBJECTIVE

I am seeking a position as Dean of Instruction at Seminole State College. I am currently a tenured Professor of English at SSC, where I have also served as Division Chair of Language Arts and Humanities and as Coordinator of Accreditation. I have twenty-four years of college-level teaching experience.

EDUCATION

- M.F.A. Oklahoma City University Red Earth MFA*: Poetry, High Honors (2017) **terminal degree in Poetry (writing)*
- M.A. University of Central Oklahoma: Creative Writing / Playwriting, Honors (2001)
- B.A. East Central University: English / Literature, Honors (1998)
- B. S. East Central University: Mass Communication, Honors (1998)

ADMINISTRATIVE EXPERIENCE (17 years)

Academic Leadership Experience:

- Division Chair, Language Arts and Humanities (2010-2013) (2019-2023)
- Faculty Mentor (2016-present)
- LAH Degree Program Ambassador (2015-present)
- Faculty Advisor for approx. 20 students each semester (2015-present)
- SSC Presidential Transition Team (2017-2018)
- Assistant Division Chair, Language Arts and Humanities (2013-2016, 2007-2010)
- Fundamentals of Language Arts Team Leader (2015-2016)
- Writing Program Coordinator (2007-2010)
- Tenure Awarded 2007 / Renewed 2013: Professor of English
- Chaired Tenure Review Committees for six faculty members (2010-2015) (2019-2023)
- Implemented LAH Division Faculty Mentoring Initiative (2010-2013)
- Staff and Faculty Evaluations and Classroom Observations (2007-2015 and 2019-2023 as Division Chair, Assistant Division Chair, Fundamentals of Language Arts Team Leader, and Writing Program Coordinator)
- Assisted VPAA with Editing of Distance Education Progress Report Presented to HLC Institutional Actions Council (2014)
- Assisted VPAA with Faculty Credentialing Projects (2007-2013) (2017-2023)
- Assisted VPAA with Editing of Course Catalogs (2010-2013) (2019-2023)
- Assisted VPAA with Editing of Degree Program Checklists (2010-2013) (2019-2023)
- Worked Closely with NASNTI to Implement Writing Center (2010-2013)

Accreditation Experience:

- Coordinator of Accreditation, Seminole State College (2017-2023)
- Writer, HLC Self Study Accreditation Report (2007-2009) (2016-2020)

Assessment Experience:

- Assessment of Student Learning Committee (2016-present)
- LAH Division Degree Program Reviews (2010-2013) (2019-2023)
- LAH Division Degree Program Evaluations (2010-2013) (2019-2023)
- LAH Division OSRHE Productivity Reports (2010-2013) (2019-2023)
- LAH Division Lead Instructor for Course Embedded Assessment Reporting (2007-2015) (2017-2023)

Budgeting Experience:

- Completed, Submitted, and Maintained LAH Division Budget Requests Based on Priority from Course-Embedded Assessments and Degree Program Needs (2010-2013) (2019-2023)
- Initiated, Maintained, and Approved Textbook Requests, Purchasing Requests, and LAH Division Bookstore and Supplies Budgets (2010-2013) (2019-2023)

Prepared and Submitted LAH Budget Requests for Allocation of Section 13 Funds (2010-2013)
Created and Maintained Howlers & Yawpers Creativity Symposium Budget (2010-present)
Maintained Sigma Kappa Delta English Honor Society Student Organization Budget (as Faculty Sponsor)
(2003-2010)

Curriculum Development and Course Scheduling Experience:

SSC Online Course Peer Evaluator (2023-2024)
Assisted VPAA with pivoting curriculum and scheduling to distance learning during Covid pandemic
campus shutdown (2020-2021)
Lead faculty for redesign of four levels of remedial reading and writing courses into one Fundamentals of
Language Arts course (2013) and later into corequisite remediation model (2020-present)
Implemented Rotation of All Full-Time English Faculty through Remedial English Courses (2010-2013)
Implemented Rotation of Humanities and Literature Courses (2010-2013)
Updated All LAH Catalog Course Descriptions and Syllabi to Reflect OSRHE CEP Common Course
Descriptions (2010-2013) (2019-2023)
Implemented LAH Division Course Rigor and Relevance Project (to Align with OSRHE CEP
Objectives) (2010-2013)
Scheduling of LAH Division 16-week, five-Saturday, intersession, eight-week, evening, Afternoon
College, “Block Schedule,” first-year experience cohorts, summer, online, IETV, and Zoom classes
on campus and at off-campus sites, such as prisons, vo-techs, child development centers, and high
schools (2007-2013) (2019-2023)
English and Humanities Representative, Course Equivalency Project (CEP) Annual Meetings, Oklahoma
State Regents for Higher Education (2007-present), various disciplines
SSC Language Arts and Humanities Representative, East Central University 2 + 2 Degree Program
Agreements (2012-2014)
SSC Curriculum Committee (2010-2013) (2019-2023)
Annual Textbook Adoption Forms / Bookstore Textbook Forms (2007 – present)
Assisted VPAA with Online and Blended “Seat Minutes” Projects (2010-2014)

TEACHING EXPERIENCE (24 years)

Seminole State College (2013-present, Professor of English with tenure) (2007-2012 Associate Professor with
tenure) (2002-2007 Assistant Professor) (2001-2002 Adjunct Instructor)

Courses Taught:

Introduction to Poetry
Introduction to Creative Writing
American Literature II
World Literature I
Introduction to Theater
Special Topics in Creative Writing
Composition I
Composition II
Special Topics in Composition
Speech
Learning Strategies
Fundamentals of Language Arts
Fundamentals of English
Basic Grammar
Freshman Orientation Seminar
Accelerated Writing Review

Oklahoma Baptist University (2001-2002, Adjunct Lecturer): Composition I and Composition II

University of Central Oklahoma (2000-2001, Graduate Teaching Assistant): Composition I and Composition II

OTHER PROFESSIONAL EXPERIENCE (24 years in Higher Education)

Seminole State College, 2001-present (tenured Professor of English, course load of 15-24 hours a semester):

In-Service Planning Committee (2024)
Peer Evaluator for Online Classes (2024)
Division Chair, Language Arts and Humanities Division (2019-2023, 2010-2013)
Faculty Senate Scholarship Committee (2023-present)
Faculty Senate Ad Hoc Committee – Faculty Recognition (2023-present)
SSC Presidential Cabinet (2019-2023)
SSC Strategic Planning Retreats (2023, 2019 and 2009)
Coordinator of Accreditation (2017-2023)
Professor of English, tenured (2013-present)
Assessment of Student Learning Committee (2016-present)
English and Humanities Representative, Course Equivalency Project Annual Meetings, Oklahoma State Regents for Higher Education, University of Central Oklahoma, various disciplines (2007-present)
SSC Presidential Transition Team (2017-2018)
Academic Issues Committee (2017-2018)
Professional Development Committee (2016-2018)
Faculty Advisor (approx. 20 students each semester) (2015-present)
Faculty Mentor (2016-present)
Degree Program Ambassador (2015-present)
Director, Howlers & Yawpers Creativity Symposium (2010-present)
SSC Language Arts and Humanities Representative, East Central University 2+2 Degree Program Agreements (2012-2014)
Curriculum Committee (2010-2013 and 2019-2023)
Assistant Division Chair, Language Arts & Humanities (2007-2010, 2013-2016)
Fundamentals of Language Arts Team Leader (2015-2016)
Coordinator of SSC Guest Writers Lectures: Allison Adelle Hedge Coke (2016), Todd Fuller (2015), Ben Myers (2014), Jeanetta Calhoun Mish (2011), and assisted with coordination of lectures by Rilla Askew (2009) and LeAnne Howe (2007)
Faculty Welfare Committee (2013-2015, 2018-2019)
Associate Professor of English, tenured (2007-2012)
Assistant Professor of English (2002-2012)
Various SSC Hiring Committees for Faculty, Staff, and Administrators (2005-present)
Scholarship Committee (2002-2010 and 2023-2024)
Sigma Kappa Delta Faculty Sponsor (2003-2010)
Adjunct Instructor (2001-2002)

Oklahoma City University:

ZOOM Writing Workshop Instructor, Red Earth MFA Program, “Sonics: Fun with Phonemes & Sound Systems” (2022)
Writing Workshop Instructor, Red Earth MFA Program, “The Power of Pantoum” (2020)
Writing Workshop Instructor, Red Earth MFA Program, “Archetypes in Action” (2019)
Writing Workshop Instructor, Red Earth MFA Program, “Weaving Texture,” (2018)
Supervised Pedagogy Internship for Oklahoma City University Red Earth MFA student (fall 2016)

Oklahoma Baptist University:

Adjunct Lecturer, English (2001-2002) (Composition I and II)

University of Central Oklahoma:

Teaching Graduate Assistant, English (2000-2001) (Composition I and II)

MASTER OF FINE ARTS THESIS

Letting the Perfect Fruit Fall, Oklahoma City University, 2017, High Honors, poetry

MASTERS THESIS

Escape from Agnes, University of Central Oklahoma, 2001, Honors, playwriting

PUBLISHED BOOKS

Deep August, Village Books Press, 2014 (Received the 2015 Oklahoma Book Award for Poetry)
The Power of Language, The Language of Power, (I was the general editor. This was a custom text for SSC Composition courses), Pearson Custom Publishing, 2010
smoldering embers, chapbook, 2012

SELECTED PUBLICATIONS

“Child from the Well,” *Level Land: Poems for and about the I-35 Corridor*, Lamar University Literary Press, 2022
“Tender of Flesh,” *Level Land: Poems for and about the I-35 Corridor*, Lamar University Literary Press, 2022
“Dumplings,” *Bull Buffalo and Indian Paintbrush*, TJMF, 2020
“Initiation,” *Oklahoma Today*, March 2019
“Coming of Age,” *Calliope Crashes*, 2018
“Gemini,” *Oklahoma Humanities*, online Spring / Summer 2017
“The Judge,” *Ain’t Gonna be Treated This Way*, Village Books Press, 2017
“A More Perfect Union,” *Ain’t Gonna be Treated This Way*, Village Books Press, 2017
“Settled,” *Ain’t Gonna be Treated This Way*, Village Books Press, 2017
“Venom,” *The Ekphrastic Review*, March 2017
“For My Daughter, Whose Armpits Itch,” *Mothers Always Write*, April 2017
“Falls Creek,” *Poetry Bay*, Fall / Winter 2016, Oklahoma Special Edition
“It Don’t Matter Much,” *Poetry Bay*, Fall / Winter 2016, Oklahoma Special Edition
“Oklahoma,” *Malpais Review*, 2016
“River-bottom Boy,” *Malpais Review*, 2016
“Carry Me,” *Malpais Review*, 2016
“Dumplings,” *Oklahoma Today*, March 2016
“What a Widow Carries with Her,” *Scissortail Commemorative CD*, 2014
“silence,” *one sentence poems*, online, October 2015
“Picture Perfect,” *Sugar Mule Flash Fiction of the Month*, Facebook, October 2014
“Mother Bear,” *Short Order Poems*, September 2014
“Drifts of Mercy,” *Short Order Poems*, September 2014
“September Sun,” *Short Order Poems*, September 2014
“Breaking the Silence,” *Short Order Poems*, September 2014
“Small Change and Pockets,” *Short Order Poems*, September 2014
“The Mortician’s Wife,” *Lessons for Life with a Funeral Director: Strategies to Strengthen Your Relationships & Inspiration to Transform Your Life*, 2014
“Belly of the Whale,” *All Roads Lead Home Poetry Blog*, 2013
“She dreamed of running,” *Cybersoleil*, 2013
“Wanton,” *Sugar Mule Women Writing Nature*, 2012
“Sharing Fries with Mary Jo,” *Elegant Rage*, Village Books Press, 2012
“Carry Me,” *Elegant Rage*, Village Books Press, 2012

SELECTED AWARDS

2015 Oklahoma Book Award for Poetry, *Deep August*, (Village Books Press, 2014)
Citation of Recognition for Poetry from the State of Oklahoma, 2015
Educator of the Month, Seminole State College, October 2009

SELECTED PRESENTATIONS & CONFERENCES

SWPACA Annual Conference, presenter, *My Mother Makes Potions*, 2024
Central States Communication Association Conference, St. Louis, 2023
SW PCA/ACA Annual Conference, presenter, *The Deer in the Corn*, 2022
Scissortail Creative Writing Festival, presenter, 2022
Funky Hair Ranch Poetry Night, featured poet, 2022
Tidewater Winery, featured poets panel for poetry anthology, *Bull Buffalo and Indian Paintbrush*, 2021

Higher Learning Association Annual Conference, 2019, General Conference
Invited Guest Lecturer, Oklahoma City University Upper-Level Creative Writing Class, “Publishing and Creative Community in Oklahoma,” February 21, 2019
Higher Learning Association Annual Conference, 2018, Accreditation Workshop
Higher Learning Association Annual Conference, 2018, General Conference
Tarleton University, Invited Speaker, Poetry Presentation, Dr. Julie Chappell’s Creative Writing Class, 2017
Featured Poet, Oral History Interview, Deep Roots: Oklahoma Authors Oral History Project for the Oklahoma Oral History Research Program at the OSU Library, December 2018, interviewed by Dr. Emily Hull
NADE National Conference, Greensboro, SC, presented “Five in One, Developmental English & Reading” 2015
Higher Learning Association Annual Conference, Chicago, 2006, 2008, 2009, 2015
OKADE Conference, Cameron University, 2014, attended
Pop Culture / American Culture Association Southwest/TX Annual Conferences, Albuquerque, presented Creative Writing, flash fiction and poetry, 2012-2014
Higher Learning Commission Pathways Conference, St. Louis, 2012, attended
Pop Culture / American Culture Associations National Conference, San Antonio, presented Creative Writing, poetry and flash fiction, 2011
Women in Higher Education Conference, Oklahoma City, 2011, attended
Higher Learning Association Assessment Institute, 2008, attended
Featured Poet, Tidewater Winery, Drumright, OK 2018
Biting the Apple, IAO, featured poems, OKC, August 2018
Chair, Woody Guthrie Poetry Readings, OKC, Okemah, Tulsa, July 2018
Short Order Poems, Poet, ArtNow, OKC, January 2018
Invited Poet / Workshop, Prague 4th grade English classes, May 2017
Invited Poet, Peace(s) of Resistance, University of Oklahoma, April 2017
Silverbacks Book Club, Guest Speaker / Book of the Month Feature, Shawnee, 2017
Featured Poet, Full Circle Bookstore Poetry & Open Mic, Oklahoma City, 2013, 2017
Scissortail Creative Writing Festival, presenter, 2012-2022
Woody Guthrie Poet, 2012-2019
Featured Poet, Norman Depot, Poetry & Open Mic, 2016
Featured Poet, Tidewater Winery, Drumright, OK, 2016
Shawnee OBU Retirees Book Club, Guest Speaker / Book of the Month Feature, 2016
Invited Poet, South Central / Modern Language Association Conference, Poets Corner, Dallas, November 2016
Invited Poet, ROMPfest, Rural Oklahoma Museum of Poetry, Locust Grove, OK, 2016
Invited Poet, Paden High School Speech and Drama Program, 2016
Invited Poet, Best of Books Bookstore, Edmond, Poetry at the Bayou, 2016
Invited Poet, Smokewood Young Writers Institute, Oklahoma City University, 2016
Seminole, OK Public Library, Book Signing and Discussion, 2015
Prague, OK Public Library, Book Signing, 2015
Invited Poet, Mark Allen Everett Poetry Series, University of Oklahoma & Workshops at Norman High Schools Creative Writing Classes, 2015
Invited Poet, September Poetry Series, East Central University, 2015
Featured Poet, Shawnee Poetry, Third Thursday Poetry Reading & Open Mic, 2013, 2015
Featured Poet, Poetry at the Paramount, First Sunday Poetry & Open Mic, 2014

PROFESSIONAL & COMMUNITY SERVICE

Poetry Judge, Oklahoma Book Awards, Oklahoma Center for the Book, 2016-2023
Founder and Co-editor, *Dragon Poet Review*, 2014-present
Member, Poetry Committee, Full Circle Monthly Poetry Readings, 2017-2022
Member, Woody Guthrie Poets Committee, 2020-present
Chair, Woody Guthrie Poets Committee, 2013-2019
Member, Poetry Committee, Independent Artists of Oklahoma, 2015-2022
Solicited Review of *Until Air Itself Is Tinted* by Cullen Whisenhunt, 2023
Solicited Review of *The Prices We Pay* by Rayshell Clapper, 2022
Solicited Review of *Who Do You Think You Are?* by Mary Gray, 2022

Solicited Review of *Free Lunch* by Ricco Wright for book cover, 2018
Solicited Review of *The Burnings* by Gary Worth Moody, 2018
Solicited Review of *Reflections and Whispers* by Ken Champlin, 2019
Assisted with RACE Poetry Reading, IAO Gallery, 2016
Member, Oklahoma Voices Monthly Poetry, 2015-2022
Poetry Judge, *Soundings*, Oklahoma Christian University, 2016
Edited *Tales to the Wind* by Terri Pruitt Cummings (Village Books Press), 2015
Edited *Margaritas & Red Fish* by Ken Hada, 2013
Edited *Lessons for Life with a Funeral Director: Strategies to Strengthen Your Relationships & Inspiration to Transform Your Life* by Katy Prange, 2013
SSC Foundation, donor
Prague First Baptist Church Member
OKC ZooFriends Member

PROFESSIONAL ORGANIZATIONS & MEMBERSHIPS

Southwest Popular / American Culture Association
Central States Communication Association
Association of Writing Programs
Independent Artists of Oklahoma
Modern Language Association
Oklahoma Association for Developmental Education
National Association for Developmental Education
Sigma Kappa Delta
Sigma Tau Delta
Alpha Psi Omega
NCTE
TYCA

REFERENCES for JESSICA ISAACS

Kelli McBride

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Seminole State College
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Emily Carpenter

STEM Division Chair,
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Dr. Ken Hada

Director of Scissortail Creative Writing Festival;
Professor of English at East Central University
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Rayshell Clapper

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Jim Wilson

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University of Georgia
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Athens, GA 30602
(580) 421-5517 cell
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Dr. Linda Goeller

Retired Vice President of Academic Affairs;
Retired Director of Institutional Effectiveness
35276 EW 1190 Rd.
Earlsboro, OK 74840
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Pam Koenig

Retired Dean of Instructional Compliance, SSC
4017 NW 70th Street
OKC, OK 73116
405-625-5308 home
haknpak@cox.net

Dr. Jeanetta Calhoun Mish

Former Oklahoma State Poet Laureate;
Former Director, Red Earth MFA
Oklahoma City University
1466 Morning Glory Road NE
Albuquerque, NM 87122
(405) 219-2299 home
JLCmish@gmail.com

Rob Roensch

Chair, Department of English and Foreign
Languages;
Clary Endowed Chair of Creative Writing
Oklahoma City University
252 Walker Center
2501 N. Blackwelder Ave.
Oklahoma City, OK 73106
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rgroensch@okcu.edu

Christian Morgan

Instructor of English
Diablo Valley College
Faculty Offices 118
321 Golf Club Drive
Pleasant Hill, CA 94523
(405) 613-8809 cell
cmorgan@dvc.edu

PROFESSIONAL/PERSONAL SUMMARY

Dependable, high performing, strategic thinking professional with hands-on experience in Student Services, Customer Service, coaching to support students in community college and K-12 public education sector. The ability to plan, coordinate, maintain office protocol, support student populations in respect to institution and department mission statements, utilizing best practices, demonstrate a conscientious relationship with students, pertinent administrative departments, and staff. My experience ensures functionality in enrollment admissions and records processes; data gathering and research, organizing tasks efficiently for deadline driven activities, and prioritizing when appropriate with meticulous regard to detail.

AREAS OF SKILLS AND EXPERTISE

- Student Focus
- Strong Oral /Written Skills
- Team Building
- Proper Empathy
- Quickly Assess Changes in State Policy and Procedure
- Dependable
- Organizational Leadership
- Public Speaking / Presentation
- Effective Team Member
- Student Focus

PROFESSIONAL EXPERIENCE

MT. SAN JACINTO COMMUNITY COLLEGE

2023- Present

Professional Expert (Navigator)

- Advises undergraduate students on university general studies, degree requirements, academic policies, and procedures
- Assists students in setting academic and career goals. Provide referrals to appropriate MSJC resources and directs students to academic options that support them in successful degree completion and future career goals.
- Provides individual as well as group academic advising, recruitment and retention, and academic success support functions to a diverse population.
- Works closely and collaboratively (via in person, phone or Zoom meetings) with students, faculty, and staff to support academic success
- Provides assistance with class scheduling/ registration
- Assist in the development of the student body
- Handle administrative tasks such as managing calendars, scheduling meetings, and maintaining records
- Coordinate and track progress of projects and initiatives

MT. SAN JACINTO COMMUNITY COLLEGE

2022 – 2023

Professional Expert (Mentor)

- Assist students with the on-boarding application process comprehensively explaining the matriculation process; demystifying meaning of college terms, processes, procedures, wholistically empower student for success.
- Assisted and screened students, visitors, staff, and faculty.
- Read, comprehend, and kept updated with district-wide information and procedures to assist student navigating the community college website.
- Protect confidentiality and rights to privacy of students and staff defined by FERPA and college regulations.
- Advises undergraduate students on university general studies, degree requirements, academic policies, and procedures
- Acts as a liaison between a college/department/school representative to current and prospective students, faculty, staff, and external groups on issues related to academic success; attends and/or presents at recruiting events/activities/workshops.
- Possesses a clear understanding of the larger picture of the college and/or departmental processes.
- Escalates/redirects urgent or conflicting requests. Recognizes complex issues and alerts leadership; may provide suggestions in response
- Able to maintain work relationships
- Great customer service skills
- Ability to maintain confidentiality

- Performs other related duties that are assigned

ST. KITTS AND NEVIS NATIONAL SOCCER TEAM

National Team Member

- Participant in the Concacaf Olympic Qualifiers
- Adhered to specific rules that were given to us throughout the tournament
- Participant in Road to Gold Cup

EDUCATION

Master of Education- 2021

Adult Education Management & Administration, Sports Administration Northwestern Oklahoma State University

Bachelor of Science – August 2017 – May 2019

Health & Sport Science Northwestern Oklahoma State University, Alva, OK

Associate of Science- August 2017 – May 2019

Liberal Arts San Bernardino Valley College, San Bernardino, CA

TECHNICAL SKILLS

Problem solver, creative, planning, writing

ACTIVITIES

NORTHWESTERN OKLAHOMA STATE UNIVERSITY

Women's Soccer Coach Intern

- Assisted head and assistant coach with soccer drills for practice
- Gameday set-up and take down
- Made sure the locker room was orderly and uniforms for both games and practices were cleaned and organized for players

TAHQUITZ HIGH SCHOOL

Athletic Director Intern

- Sat in on monthly meetings with Athletic Director's within the district
- Learned about the day in the life of an Athletic director and duties that would likely arise in time of conflict
- Supervised volleyball and football pre-game day
- Assisted with ticket sales

ACCOMPLISHMENTS

- Master's degree in Adult Education
- Bachelor's degree in Health and Sports Science
- Ranger Student-Athletes Academics Honor Roll
- Invitation to the National Society of Leader and Success
- Footprint Award- Tahquitz High School
- Captain Award (Soccer) Tahquitz High School
- MVP Junior and Senior year – Tahquitz High School Varsity Soccer Team
- 1st Team All-Conference, Junior Year, Tahquitz High
- 2nd Team All-Conference, Senior Year, Tahquitz High
- ASB /Student Board Representative- Recipient ASB Scholarship Award
- Nominated for Senior Athlete of the Year- Northwestern Oklahoma State University
- National Honor Society Member - Chi Alpha Sigma
- Member of St. Kitts and Nevis National Team, Participant in the 2020 Concacaf Olympic

References

Carla Jackson
Counseling Administrative Associate
Mt. San Jacinto Community College
(951) 760-6655
cjackson@msjc.edu

Alex Piekarski
Collegiate Head Women's Soccer Coach/ Instructor Health & Sport's Science
Northwestern Oklahoma State University
(580) 327- 8103
atpiekarski@nwsu.edu

Kelynn Johnson
Umoja Counselor
Mt. San Jacinto College
(951) 639- 5267
kejohnson@msjc.edu

REFERENCES

Carla Jackson
Counseling Administrative Associate
Mt. San Jacinto Community College
(951) 760-6655 cjackson@msjc.edu

Kari McGowan
High School Principal
Tahquitz High School
(951) 765-6300

Alex Piekarski
Collegiate Head Women's Soccer Coach/ Instructor Health & Sport's Science
Northwestern Oklahoma State University
(580) 327- 8103 atpiekarski@nwsu.edu

OKLAHOMA SPORTS HALL OF FAME MUSEUM – GUTHRIE

315 West Oklahoma Avenue Guthrie, Oklahoma 73044

405 260-1342



JIM THORPE ASSOCIATION
OKLAHOMA SPORTS HALL OF FAME

P.O. Box 270716 • Oklahoma City, Oklahoma 73137 • 405-427-1400



LOAN AGREEMENT

The Oklahoma Sports Museum, a 501C3 non-profit, is collecting memorabilia for display in the Museum and the following items are to be made to the OSM on loan.

1. Seminole State College owner or agent for the following items listed do present them to the OSM for display on this day, 1-18, 2013.

Items to be loaned:

Seminole State College
George Barr Collection

(please see attached documentation)

It is understood that these items will be with the OSM for display until requested to be returned by the above owner. Upon written notice the OSM will have 15 days to have the items ready to be picked up.

It is understood and agreed that the OSM will exercise reasonable precautions in the maintenance, protection and display or other use, of the above listed items. But the OSM does not assume responsibility or liability of such items against fire, theft, acts of vandalism or acts of nature.

Oklahoma Sports Museum:

Lender: Russell Henrichs, Dir

Date: 1-18-13

Lender: [Signature]
Seminole State College

It is understood that the above items were returned to the Lender on this date _____, in the same condition as loaned, unless otherwise noted.

Lendee: _____

Lender: _____

JIMMIE AUSTIN GOLF COURSE, SEMINOLE, OK



SEMINOLE STATE COLLEGE EDUCATIONAL FOUNDATION 2024 INVITATIONAL

Friday, September 13, 2024
4-Person Scramble

7:30 Full Breakfast
8:30 Registration
9:00 Tee-Off



MORE INFORMATION:
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

SSC Educational Foundation Invitational

Jimmie Austin Golf Course - Seminole, Oklahoma

Friday, September 13, 2024 *4-Person Scramble*

7:30 am - Breakfast

8:30 am - Registration

9:00 am - Tee-Off

REGISTRATION FORM

_____ **\$10,500 Title Sponsorship**

*Recognition as Host

*Company Logo/Sign on All Items

*Eight Players w/ Mulligans

_____ **\$5,250 Platinum Sponsorship**

*Recognition at Event

*Company Logo/Sign on All Items

**Four Players w/ Mulligans

_____ **\$1,200 Corporate Sponsor**

*Company Logo/Sign at Tee

**Four Players w/ Mulligans

_____ **\$550 Corporate Hole Sponsor**

*Company Logo/Sign at Tee

*One Player

_____ **\$300 Individual**

Company Name: _____

Address: _____

Phone: _____

Email Address: _____

Player's Name: _____

Please send team names to SSC by
Friday, September 6, 2024 by mail, email, or phone.

_____ *I can't participate, please accept my donation of \$100
to be a Hole Sponsor and receive recognition at Tournament.*

Mail form with check payable to:
SSC Educational Foundation * P.O. Box 351 * Seminole, OK 74868 * FAX: (405) 382-7912

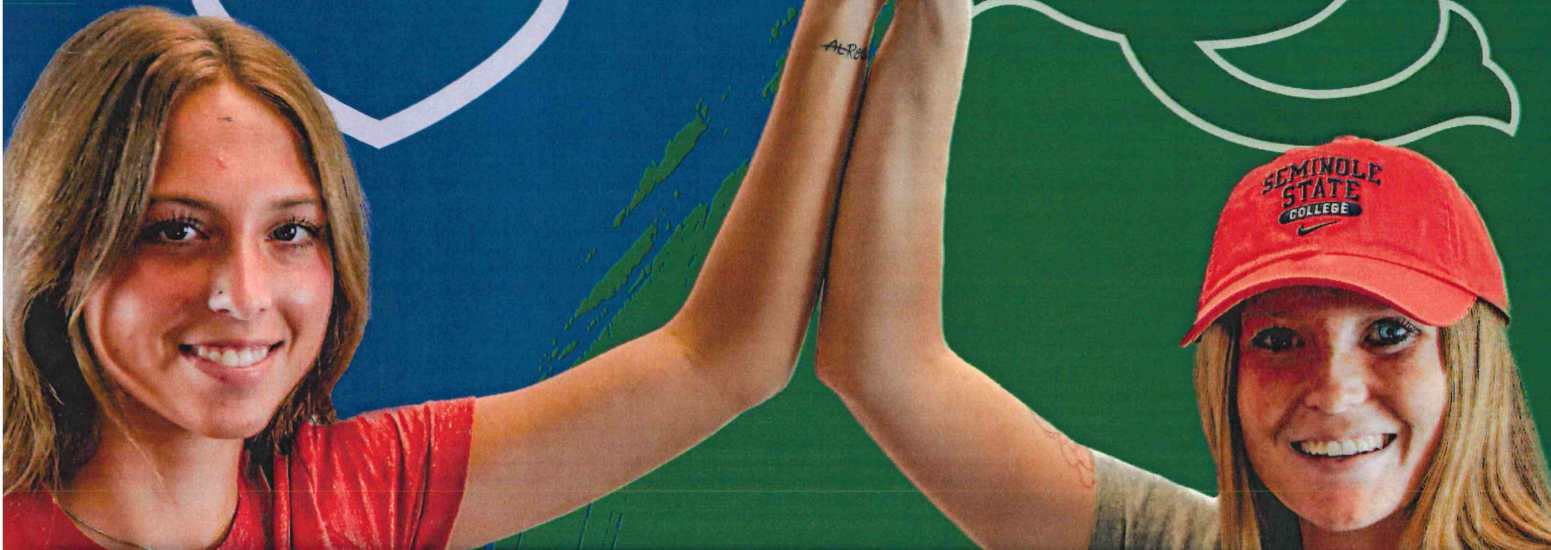
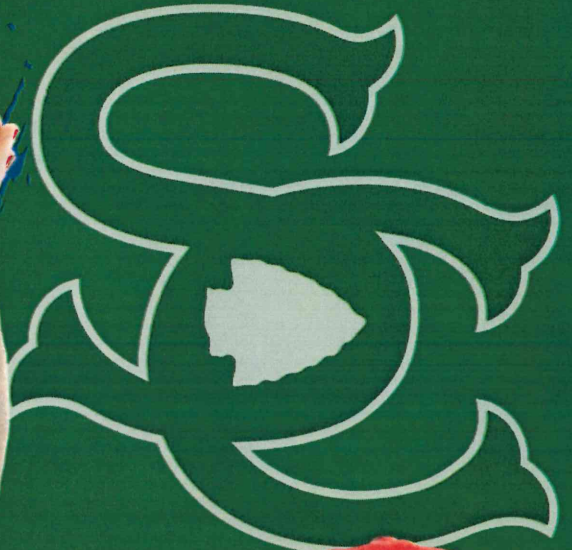
For more information, contact:

Larry Smith: (405) 382-9544 * Danny Morgan: (405) 382-9540 * Kim Pringle: (405) 382-9218

JUMPSTART YOUR DEGREE

Now when you take a concurrent course at SSC, the class is weighted the same as taking an AP course at Seminole High School.

SEMINOLE
STATE COLLEGE



AP Courses Offered at SHS	Credits Earned		Concurrent Course Offered at Seminole State College	Credits Earned	
AP English Language	SM 1 .5	SM 2 .5	N/A (Must take Junior English at SHS)	N/A	
AP Calculus	SM 1 .5	SM 2 .5	MATH 2215 Calculus	1 Semester 1.0	
AP English Literature	SM 1 .5	SM 2 .5	Composition 1 & Composition 2 (Must have both in place of English at SHS to complete the English Requirement for graduation.)	SM 1 .5	SM 2 .5
AP American History	SM 1 .5	SM 2 .5	HIST 1483 American History to 1877 & HIST 1493 American History since 1877 (Must have both in place of American History at SHS to complete the American History Requirement for graduation.)	SM 1 .5	SM 2 .5
AP Biology	SM 1 .5	SM 2 .5	BIOL 1114 General Biology	1 Semester 1.0	
AP US Government	SM 1 .5	SM 2 .5	GOV 1113 American National Government	1 Semester 1.0	
AP Chemistry	SM 1 .5	SM 2 .5	CHEM 1315 General Chemistry	1 Semester 1.0	

Regent Appointment Dates

Seminole State College

Regent Bryan Cain

Appointed April, 2014

Reappointed July, 2018

Term Expires July 1, 2025

Seminole State College

Regent Marci Donaho

Appointed July, 2005

Reappointment July, 2012

Reappointment July, 2019

Term Expires July 1, 2026

Seminole State College

Regent Curtis Morgan

Appointed July, 2013

Term Expires July 1, 2020

Reappointment July, 2020

Term Expires July 1, 2027

Seminole State College

Regent Ryan Franklin

Appointed July, 2014

Reappointment July, 2021

Term Expires July 2028

Seminole State College

Regent Robyn Ready

Appointed July, 2022

Term Expires July 1, 2029

Seminole State College

Regent Ryan Pitts

Appointed July, 2020

Reappointment July 2023

Term Expires July 1, 2030

Seminole State College

Regent Teresa Burnett

Appointed July, 2024

Term Expires July 1, 2031

BUSINESS TRANSACTIONS WITH COLLEGE

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

OPERATING PROCEDURES - BYLAWS

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

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

I. Organization of the Board

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

To serve as chairman of the board, the regent have completed (if required) the Regents Education Program required by state statute, and be elected chairman at a public meeting of the board of regents by a majority vote of board members at a meeting for which a quorum has been declared.

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

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

(Adopted July 1992, Revised September 2022)

PART II
GENERAL ADMINISTRATION

Chapter 1 - Board of Regents

APPOINTMENT OF REGENTS

The Seminole State College Board of Regents is composed of seven members appointed by the Governor with the advice and consent of the Senate. The members serve seven-year overlapping terms. Four members of the Board of Regents shall be from Seminole county. [See Section 180, C. of the Higher Education Code.]

OATH OF OFFICE

Each member of the Board of Regents shall take and subscribe to the oaths required of state officials generally. [See Section 171, (b) of the Higher Education Code.]

REGENTS EDUCATION PROGRAM

All regents appointed after January 1, 1991, must take 15 hours of Regents education courses. At least 8 of those hours must be in “core education” (including 2 hours in ethics), and at least 3 must be in “higher education issues.” The 15 hours must be taken within two year of taking office. (Oklahoma law (70 O.S. Supp. 1990, Sections 3228 and 3228.1)

VACANCIES

Vacancies in positions on the Board shall be filled by the Governor for the unexpired term, by and with the advice and consent of the Senate. [See Section 180, C. of the Higher Education Code.]

CONFLICT OF INTEREST

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

POLICY NUMBER: II-1-2

TRAVEL COMPENSATION

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

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

(Adopted July 1992, Revised September 2022)

B. Duties of the Officers

1. The Chairman shall preside at all official meetings; call special meetings and sign all documents relating to official actions of the Board.
2. The Vice-Chairman shall perform the duties of the Chairman in his/her absence.
3. The Secretary shall keep the minutes of each Board meeting (or cause them to be kept) and when approved shall index them by subject (or cause them to be indexed). Minutes of the agenda will be sent to all Board members.
4. The Vice-President for Fiscal Affairs and the President of the college shall be responsible for all funds and with the approval of the Board shall arrange for a suitable depository for their safe-keeping. Both administrators shall be adequately bonded.

II. Board Meetings

- A. Regular meetings of the Board for the upcoming calendar year shall be determined in December of each year and sent to the Oklahoma Secretary of State as outlined in the Oklahoma Open Meeting and Open Records Act.
- B. Special meetings of the Board may be called by the Chairman as the business of the Board may require.
- C. An agenda will be prepared in advance of each Board meeting and should serve as a guide in the Board's transaction of business.

III. Rules of Procedure

- A. The rules of procedure for meetings of the Board shall be Roberts Rules of Parliamentary Procedure.

IV. Quorum

- A. The presence of more than half of the members of the Board shall constitute a quorum.

V. Order of Business

- A. In official meetings, the Board shall conduct its business in the following manner:

1. Call to Order
2. Roll Call
3. Announcements and Introduction of Guests
4. Reading and Approval of Minutes
5. Communications to the Board
6. Hearing of Delegations (if any)
7. Report of the President of the College
8. Business
9. Miscellaneous
10. Adjournment

POLICY NUMBER: II-1-4

VI. Keeping of Minutes

- A. The minutes of each Board meeting, when officially adopted, shall constitute the legal proceedings of each Board meeting. They shall be signed by the Chairman.
- B. A copy of the official minutes shall be placed in the Office of the President of the College, the executive officer of the Board, as a public record open to the inspection of any interested citizen in accordance with the Oklahoma Open Records Act and the college's procedures relative to this act.
- C. The official minutes shall be indexed by subject and the index shall be brought up-to-date periodically.

VII. Board Committees

- A. Special committees of the Board may be created for specific tasks. After the committee has made a satisfactory report to the Board, it shall be discharged.
- B. No action, decision, or formulation of policy by a committee is legally binding or official until it is authorized by the Board in an official meeting.

VIII. Board Policies, Rules and Regulations

- A. As Board policies, rules and regulations are adopted they shall be written, grouped into categories and published periodically.

IX. Appearance by Individuals or Groups before the Board to Present a Problem or Request

- A. It is the policy of the Board to provide an opportunity for groups or individuals to appear before the Board for the purpose of presenting a request or problem for the Board’s consideration. In order to establish an orderly procedure for such audiences, it is recommended that any group or individual wishing to appear before the Board shall contact the President of the college, informing him of the nature of the problem or request to be presented. In the event that the problem cannot be solved by the President, he shall, with the consent of the Chairman of the Board, assign a time on the agenda for such group or individual provided:

An oral or written request specifying the name of the person making the request, the date of the request, the reason for the request, the steps taken prior to the request, and the desired action and/or result must be presented to the College President at least two weeks in advance of the Board’s next regularly scheduled meeting.

The Board reserves the right to take no action at the meeting during which a problem or request by an individual is presented. The Board may assign the President to conduct a review of the matter and return to the Board with a recommendation concerning the item. Any decision made by the Board will be communicated in writing through the President. Once a decision has been reached by the Board of Regents there will be no further College action on the matter except on the advice of legal counsel.

X. Public Policy

- A. It is the public policy of the State of Oklahoma to encourage and facilitate an informed citizenry’s understanding of the governmental processes and governmental problems. (see O.S. Supp. 1977, Title 25, Section 302.) To this end, Seminole State College conforms to and is subject to the Oklahoma Open Meeting Act.

DATE OF ADOPTION: January,1991
 REVISION DATE(S): September 7, 2022

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____



Seminole State College

2024-2025 Intercollegiate Sports Accident Insurance Proposal



Presented by:

Jeff Struckle, jeff.struckle@ahpcare.com | 913-428-8444
16201 W. 95th Street, Ste. 210, Lenexa, KS 66219

risk-strategies.com

June 14, 2024

Seminole State College
2701 Boren Blvd.
Seminole, OK 74868

Cost and Benefits Proposal

2024-25 Athletic Accident Insurance Program

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

Claims Administration: BMI

Plan Outline:

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

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

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

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

Plan Limits:

Accidental Medical Expense Maximum	\$25,000	Orthopedic Appliance (Max.)	100% U&C
Accidental Death and Dismemberment	\$10,000	Physical Therapy (Max.)	100% U&C
AD&D Aggregate	\$1,000,000	Dental Benefit	Incl. in Max
Policy Type	Excess	Off Season Conditioning	Included
Deductible (Aggregate/Reducing)	See below	Heart / Circulatory Death Benefit	Included
Benefit Period	104 weeks	Expanded Medical Benefit	Included
Incurring Period for First Expense	90 Days	Coordination with HMO/PPO	Included
Coverage Term	Annual	Re-Injury Benefit	Included
Proposed Effective Date	August 1, 2024	Guest / Recruit Coverage	Included

Sports Census:

Men - Baseball, Basketball, Golf, Mascots, and Student Managers

Women - Basketball, Golf, Mascots, Soccer, Softball, Student Managers, and Volleyball

Plan Cost:

Oklahoma Community College Consortium 2024-25

Aggregate Deductible:	\$313,500
Stop-Loss Insurance Premium:	\$40,000
Claims Administration Fee:	\$28,000
Risk Strategies Consulting Fee:	\$20,000

Seminole State College 2024-25

Per Claim Deductible (Reducing):	\$5,000
Total Aggregate Deductible:	\$14,180
**Initial Aggregate Collected (65%):	\$9,170
Stop-Loss Insurance Premium:	\$1,800
Claims Administration Fee:	\$3,500
Risk Strategies Consulting Fee:	\$2,500

Initial Invoice: \$16,970
Potential Maximum Cost: \$21,908

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

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

In accordance with the Producer Licensing Model Act (PLMA), Section 9 of Act 1697 of 2005, Risk Strategies, Inc. discloses to you, the potential client, that the Plan Cost listed above may include consulting services fees and/or commissions from the insurance company in exchange for services provided to your institution.

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

Melanie Rinehart

Digitally signed by Melanie Rinehart
Date: 2024.06.18 08:02:00 -05'00'

Signature

Vice President of Fiscal Affairs

Title

6/18/2024

Date



Intercollegiate Sports Catastrophic Accident Medical Insurance

10-YEAR BENEFIT PERIOD ENROLLMENT FORM

Name of Institution: Seminole State College
 Street Address: 2701 Boren Blvd
 City: Seminole State: OK Zip: 74868
 Contact: Leslie Sewell Title: Athletic Director
 Email: l.sewell@sscok.edu Phone: 405-382-9541

Please complete the Sports Census Risk Classification on page 2 prior to selecting ONE premium option below

SECTION 1 – 2024/2025 ANNUAL PREMIUM PER ENROLLED INSTITUTION

SPORTS CENSUS RISK CLASSIFICATION	Option #1 \$25,000 per Injury Deductible	Option #2 \$35,000 per Injury Deductible	Option #3 \$50,000 per Injury Deductible
Fall & Spring Football and 2 or More Additional High-Risk Sports	<input type="checkbox"/> \$30,048	<input type="checkbox"/> \$25,541	<input type="checkbox"/> \$19,532
Fall & Spring Football and 1 Additional High-Risk Sport	<input type="checkbox"/> \$26,676	<input type="checkbox"/> \$22,674	<input type="checkbox"/> \$17,339
Fall & Spring Football and No Additional High-Risk Sports	<input type="checkbox"/> \$23,339	<input type="checkbox"/> \$19,838	<input type="checkbox"/> \$15,170
Fall Football Only and 2 or More Additional High-Risk Sports	<input type="checkbox"/> \$22,523	<input type="checkbox"/> \$19,144	<input type="checkbox"/> \$14,640
Fall Football Only and 1 Additional High-Risk Sport	<input type="checkbox"/> \$19,150	<input type="checkbox"/> \$16,277	<input type="checkbox"/> \$12,448
Fall Football Only and No Additional High-Risk Sports	<input type="checkbox"/> \$15,813	<input type="checkbox"/> \$13,441	<input type="checkbox"/> \$10,279
No Football and 2 or More Additional High-Risk Sports	<input type="checkbox"/> \$12,143	<input type="checkbox"/> \$10,321	<input type="checkbox"/> \$7,893
No Football and 1 Additional High-Risk Sport	<input type="checkbox"/> \$8,770	<input type="checkbox"/> \$7,454	<input type="checkbox"/> \$5,701
No Football and No Additional High-Risk Sports	<input checked="" type="checkbox"/> \$5,433	<input type="checkbox"/> \$4,618	<input type="checkbox"/> \$3,532

COVERAGE TERM & ACCEPTANCE

Requested Effective Date*: 8/1/2024 Name of Administrator: Melanie Rinehart
 Date of Signature: 6/18/2024 Signature of Administrator: Melanie Rinehart Digitally signed by Melanie Rinehart
Date: 2024.06.18 07:59:34 -05'00'

*The effective date of coverage will either be the date requested, or the day after the enrollment form is received by BMI, whichever is later. However, enrollment forms with an 8/1/24 requested eff. date can be received up to August 31, 2024.

SECTION 2 – 2024/2025 INTERCOLLEGIATE SPORTS CENSUS RISK CLASSIFICATION

NON-HIGH-RISK SPORTS			PLEASE COMPLETE THE ESTIMATED # OF PARTICIPANTS		
SPORT	MEN	WOMEN	SPORT	MEN	WOMEN
Archery			Golf	10	10
Badminton			Marathon		
Band			Mascots		
Baseball	35		Racquetball		
Basketball	18	18	Riflery		
Beach Volleyball			Sailing		
Bowling			Soccer		20
Cheerleading			Softball		25
Crew/Rowing			Squash		
Cricket			Student-Coaches/Managers	5	4
Cross Country Running			Student-Trainers		
Cross Country Skiing			Swimming (No Diving)		
Cycling			Tennis		
Dance			Track & Field – Outdoor		
Drill Team			Track & Field - Indoor		
Equestrian			Ultimate Frisbee		
E-Sports			Volleyball		13
Fencing			Water Polo		
Field Hockey			Weightlifting		
TOTAL ESTIMATED # OF PARTICIPANTS: NON-HIGH-RISK PORTS				68	90

HIGH-RISK SPORTS			PLEASE COMPLETE THE ESTIMATED # OF PARTICIPANTS		
SPORT	MEN	WOMEN	SPORT	MEN	WOMEN
Boxing			Karate		
Other: _____			Lacrosse		
Diving			Rodeo		
Football – Fall Only			Rugby		
Football – Fall & Spring			Skiing		
Gymnastics			Snowboarding		
Ice Hockey			Surfing		
Judo			Wrestling		
TOTAL ESTIMATED # OF PARTICIPANTS: HIGH-RISK SPORTS				0	0

NOTE: Any intercollegiate sport not listed above must be submitted to Bob McCloskey Insurance for Risk Classification.

If your school is working with a broker, please have the below information completed.

LOCAL/REGIONAL INSURANCE AGENCY

Agency Name: _____
 Agent Name: _____ Agent License #: _____
 Email: _____ Phone: _____
 Agency Street Address/City/State/Zip: _____

Bob McCloskey Insurance | Morganville, NJ 07751
 Phone: 800.445.3126 | www.bobmccloskey.com/njcaa | Fax: 732.583.9610

Leaders in Student & Sports Insurance Administration Since 1975



Seminole State College

2024-25 Student Accident Insurance Proposal

Presented by:
Jeff Struckle

jeff.struckle@ahpcare.com
913-428-8444

16201 W. 95th Street, Ste. 210
Lenexa, KS 66219

risk-strategies.com

Student Accident Program

Summary:

Two circumstances a college and university can be assured of: students will have accidents and expenses will arise when an injury is sustained. Students without insurance are at risk for significant expenses to treat an injury caused by an accident; however, even students with primary insurance are at risk. Insured students will incur out-of-pocket expenses for things like deductibles, co-insurance or possible denials by out-of-network insurance plans.

Risk Strategies has designed and tailored a Student Accident Insurance Program that helps offset expenses related to injuries sustained by college students. This unique product encompasses up to three types of coverage to protect a student:

- ✓ \$10,000 benefit per injury – 24-hour Accident Coverage (excluding Intercollegiate Sports Injuries)
- ✓ \$5,000 benefit per injury – Intercollegiate Sports Accident Coverage (only applicable to student athletes)
- ✓ \$10,000 maximum benefit – Accident Death, Dismemberment (AD&D) or Loss of Sight benefit

Benefits of the Student Accident Program:

- Provides uninsured students with accident coverage.
- Insured students will have coverage to offset costs related to deductibles, co-insurance or possible denials.
- Coverage is worldwide 24/7 and will protect students on and off campus.
- Will cover participation in club and intramural sports.
- AD&D benefit will provide some comfort for a family dealing with a devastating and tragic event.
- Will be viewed and respected by students, parents, families and the community as a true benefit of being an enrolled student.
- Ensures all student-athletes will have at least \$5,000 of intercollegiate sports accident coverage.
- Will reduce intercollegiate sports insurance claims.
- Protects a student-athlete and institution from expenses denied by an intercollegiate sports insurance plan.

Student Accident Insurance Acceptance Form

Seminole State College

The following proposal is presented based on the following estimated enrollment figures.

Number of Enrolled Students: 1,438

Carrier: Zurich
Rated "A+" (Superior) by A.M. Best

Claims Administration: BMI

Schedule of Benefits: Medical Maximum Benefit - \$10,000
Deductible Amount - \$0
Benefit Period - 104 weeks
Co-insurance - 100% of URC Charges
Type of Coverage - Full Excess

Premium: \$54,644 (Estimated \$38 per student)

In accordance with the Producer Licensing Model Act (PLMA), Section 9 of Act 1697 of 2005, Risk Strategies, Inc. discloses to you, the potential client, that the Plan Cost listed above may include consulting services fees and/or commissions from the insurance company in exchange for services provided to your institution.

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

Melanie Rinehart
Digitally signed by Melanie Rinehart
Date: 2024.06.18 08:04:22 -05'00'

Signature

Vice President of Fiscal Affairs

Title

6/18/2024

Date

Questions & Answers

Q: Will this policy cover accidents that are not related to a specific school related activity?

A: Yes. This coverage is worldwide 24/7 and will protect you on and off campus, subject to the limitations and exclusions of the Policy on file with the institution.

Q: Will this policy cover participation in organized activities such as club and intramural sports?

A: Yes.

Q: Will this policy provide coverage if a student is sick?

A: No. This is accident only coverage. Benefits are not payable for loss due to sickness.

Q: If a student has primary health insurance what benefits do they receive from having this accident coverage?

A: This accident plan may cover various out-of-pocket expenses such as deductibles, denied benefits and co-insurance fees that a student may be responsible for from their primary health insurance plan.

Q: Can students receive a refund if they withdraw from school?

A: No. The policy is underwritten on a blanket basis and only applies to actively enrolled students at your institution and only during the period of coverage.

Q: If a student enrolls either in the Spring semester or for Summer school can the student receive a pro-rated premium?

A: No. Since we do not typically collect rosters from you it is understood that student enrollment may change from semester to semester and even within a semester. The plan is designed to contemplate those changes both to enrollment and withdrawal. Further, to avoid a significant administrative effort tracking these types of transactions we are unable to offer a pro-rata premium option. At each renewal we will look at your previous academic year's total enrollment to determine the rate.