

**SEMINOLE STATE COLLEGE
BOARD OF REGENTS SPECIAL MEETING
Monday, February 24, 2025**

**Business Session
Enoch Kelly Haney Center – Board Room
2701 Boren Blvd., Seminole, OK
8:00 A.M.**

I. CALL TO ORDER

II. ROLL CALL OF MEMBERS

IV. INTRODUCTION OF GUESTS

V. CONSIDERATION AND VOTE TO APPROVE/DISAPPROVE MINUTES

Regular Meeting January 16, 2025

Board Action: Approve/Reject/Revise

VI. COMMUNICATIONS TO THE BOARD

Financial Report – January 31, 2025

Report on Purchases over \$15,000 for January – None

Board Action: Approve/Reject/Revise

VII. HEARING OF DELEGATIONS

None at the time of filing of the agenda.

VIII. PRESIDENT’S REPORT

- Campus Activities
- George and Donna Nigh Institute
- Legislative Update
- Sports Update
- Higher Education Day Rescheduled

IX. BUSINESS

- A. Review and consider approval of revised lease-purchase agreement for the Brian Crawford Memorial Sports Complex with the Seminole State College Educational Foundation

Board Action: Approve/Reject

B. Consider approval to begin a Women's and Men's Cross-Country Program

Board Action: Approve/Reject

C. Consideration and possible action regarding awarding of tenure status to
Wendy Slusher-Rich

Board Action: Approve/Revise/Reject

X. ADJOURNMENT

The Board of Regents may discuss, vote to approve, vote to disapprove, vote to table, vote to take items out of order, or decide not to discuss or vote on any item on the agenda.

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Minutes

**SEMINOLE STATE COLLEGE
BOARD OF REGENTS REGULAR MEETING
January 16, 2025**

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. All members were present: Curtis Morgan, Robyn Ready, Marci Donaho, Ryan Pitts, Bryan Cain, Ryan Franklin and Teresa Burnett.

III. Introduction of Guests

President Reynolds introduced administrators, guests and staff present at the meeting. Special recognition was given to members of the Language Arts Division. Members present included: Kelli McBride, Division Chair; Lynette Atchley, Andrew Davis, Peter Biles, Jamie Worthley and Paul Juhasz.

IV. Minutes

There being no additions or corrections to the minutes of the meeting held December 12, 2024; Regent Pitts made a motion to approve the minutes as written and Regent Ready seconded the motion. Roll call was as follows: Cain, yes; Donaho, yes; Franklin, yes; Pitts, yes; Ready, yes; Burnett, yes and Morgan, yes.

V. Communications to the Board

Financial Report – Melanie Rinehart, Vice President for Finance, Grants and Enrollment presented a review of the College's revenue and expenses through December 31, 2024. Regent Donaho made a motion to approve the Financial Report as presented and Regent Cain seconded the motion. Roll call was as follows: Cain, yes; Donaho, yes; Franklin, yes; Pitts, yes; Ready, yes; Burnett, yes and Morgan, yes.

Purchases over \$15,000 for December:

Purple Wave	\$20,350.00
Cody Morris	\$16,950.00
Armada Disaster Solutions Inc	\$341,291.67

VI. Hearing of Delegations

None

VII. President's Report

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

Personnel Update – President Reynolds gave the Board a personnel update. Zoe Blue has been hired as a GEAR UP Education Coordinator. A resignation letter was received from Jay Williams, Upward Bound I Coordinator. Mark Spencer, Custodian and Mindy Stufflebeam, Financial Aid Specialist have both announced their intent to retire.

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

- ✓ President Reynolds told the Regents about a recent Strategic Plan Review
- ✓ The SSC Classified Staff Association coordinated a “Secret Pal” gift exchange for the previous year. The reveal was held before the winter break.
- ✓ The Nursing Department held a Fall Nursing Pinning in December
- ✓ A retirement reception was held on December 13th for IT Technician David Cobb
- ✓ Assistant Professor Paul Juhasz was recently nominated for a Pushcart Prize for his literary work.
- ✓ The SSC Educational Foundation held their yearly Holiday Reception on December 16th
- ✓ The STEM Division held a meeting with the OU Polytechnic Institute regarding a proposed partnership
- ✓ President Reynolds gave the Regents and update on spring enrollment
- ✓ Upcoming Events
 - Trojan Kick-off Banquet – February 1st
 - Oklahoma Academy Legislators Welcome Reception – February 4th
 - Higher Ed Day at the Capitol – February 12th

2024 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

Approval of bid from Atlantic Fabrication & Design – President Reynolds presented the Board with information about a bid for the replacement of a boiler in the Haney Center. Vice President for Finance, Grants, and Enrollment Melanie Rinehart recommended approval of the bid from Atlantic Fabrication & Design in the amount of \$47,350.05 in a memo included in the Board materials. President Reynolds

recommended approval. Regent Cain made a motion to approve the bid from Atlantic Fabrication & Design and Regent Burnett seconded this motion. Roll call was as follows: Cain, yes; Donaho, yes; Franklin, yes; Pitts, yes; Ready, yes; Burnett, yes and Morgan, yes.

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 Pitts made a motion to enter into executive session and Regent Donaho seconded this motion. Roll call was as follows: Cain, yes; Donaho, yes; Franklin, yes; Pitts, yes; Ready, yes; Burnett, yes and Morgan, 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 Pitts seconded this motion to enter back into open session. Roll call was as follows: Cain, yes; Donaho, yes; Franklin, yes; Pitts, yes; Ready, yes; Burnett, yes and Morgan, yes.

Consideration of Terms of Employment of Lana K. Reynolds as President of Seminole State College – Regent Ready made a motion to renew President Reynolds' contract with the same terms and conditions as the previous year and awarding a raise that mirrors what was given across the board to employees last summer at the time contracts were issued. President Reynolds expressed her appreciation to the faculty and staff and for the support of the Board. Roll call was as follows: Cain, yes; Donaho, yes; Franklin, yes; Pitts, yes; Ready, yes; Burnett, yes and Morgan, yes.

IX. Adjournment

There being no further business or discussion, the meeting was adjourned at 2:00 p.m.

Curtis Morgan, Chair

**Seminole State College
Combining Statement of Net Assets
As of January 31, 2025**

	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	1,828,958	1,332,339	1,806,521	23,424	(5,244)	43,018	250	-	5,029,267
Accounts Receivable, net	-	-	-	-	-	-	-	-	-
Other Accrued Income	(63,261)	-	-	-	-	-	-	-	(63,261)
Capital Assets, net	-	-	-	-	-	-	-	21,892,056	21,892,056
Total Assets	1,765,697	1,332,339	1,806,521	23,424	(5,244)	43,018	250	21,892,056	26,858,062
Accounts Payable	(650)	103,328	-	581	-	-	-	-	103,258
Other Accrued Expenses	-	-	-	22,844	-	-	-	-	22,844
Due To/From Other Funds	-	-	-	-	-	-	-	-	-
Long-Term Debt	-	-	-	-	-	-	-	11,307,687	11,307,687
Total Liabilities	(650)	103,328	-	23,424	-	-	-	11,307,687	11,433,789
Beginning Net Position	2,484,730	626,834	756,350	-	(5,244)	29,181	(2,800)	4,546,264	8,435,315
Change in Net Position	(718,383)	602,177	1,050,171	-	-	13,837	3,050	6,038,105	6,988,957
Ending Net Position	1,766,347	1,229,011	1,806,521	-	(5,244)	43,018	250	10,584,369	15,424,272

Seminole State College
Combining Statement of Revenues, Expenses and Changes in Net Assets
For the Period July 1 through January 31, 2025

	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	\$ 1,967,738	\$ 1,042,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,010,388
State appropriations	3,814,468	-	2,247,677	-	-	-	-	-	6,062,145
Federal grants and contracts	-	5,058,979	-	-	-	17,000	-	-	5,075,979
State and private grants and contracts	58,935	915,311	-	-	-	-	-	-	974,246
Housing & Food Service	-	712,535	-	-	-	-	-	-	712,535
Bookstore	-	896,015	-	-	-	-	-	-	896,015
Other revenues	975,253	785,602	256,779	-	-	-	-	-	2,017,634
Total operating revenues	6,816,394	9,411,092	2,504,457	-	-	17,000	-	-	18,748,942
Expenditures									
Compensation and benefits	5,309,407	2,128,445	-	-	-	1,525	-	-	7,439,378
Contractual services	587,078	766,035	394,535	-	-	-	-	-	1,747,648
Supplies and materials	358,705	2,921,479	545,634	-	-	1,638	(3,050)	-	3,824,406
Scholarships and fellowships	615,785	1,544,346	-	-	-	-	-	-	2,160,131
Communications	41,621	9,141	-	-	-	-	-	-	50,761
Depreciation	-	-	-	-	-	-	-	-	-
Utilities	241,986	95,717	-	-	-	-	-	-	337,703
Other expenditures	380,195	1,343,752	514,116	-	-	-	-	(6,038,105)	(3,800,042)
Total Operating Expenses	7,534,777	8,808,915	1,454,285	-	-	3,163	(3,050)	(6,038,105)	11,759,985
Operating income (loss)	(718,383)	602,177	1,050,171	-	-	13,837	3,050	6,038,105	6,988,957
Transfers from (to)	-	-	-	-	-	-	-	-	-
Change in Net Position	(718,383)	602,177	1,050,171	-	-	13,837	3,050	6,038,105	6,988,957

Seminole State College
Combining Statement of Changes in Cash and Cash Equivalents
For the Period July 1 through January 31, 2025

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Cash and Cash Equivalents	\$ 2,888,940	\$ 484,548	\$ 1,799,249	\$ 2,135	\$ (5,244)	\$ 29,181	\$ (2,800)	\$ -	\$ 5,196,010
Change in Net Position	(718,383)	602,177	1,050,171	-	-	13,837	3,050	6,038,105	6,988,957
Changes not providing (using) cash	(341,599)	245,614	(1,042,900)	21,289	-	-	-	(6,038,105)	(7,155,700)
Cash and Cash Equivalents, Ending	<u>\$ 1,828,958</u>	<u>\$ 1,332,339</u>	<u>\$ 1,806,521</u>	<u>\$ 23,424</u>	<u>\$ (5,244)</u>	<u>\$ 43,018</u>	<u>\$ 250</u>	<u>\$ -</u>	<u>\$ 5,029,267</u>

Seminole State College
Education and General - Statement of Budgeted Revenues and Expenditures
For the Period July 1 through January 31, 2025

	<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	\$ 446,263	\$ 3,814,468	6,045,148	\$ 3,808,443
Tuition	6,770	1,172,679	2,702,742	1,686,511
Non-Resident Tuition Fees	15,398	170,986	650,063	405,639
Remedial Course Fee	750	15,948	37,832	23,607
Tuition	<u>22,919</u>	<u>1,359,613</u>	<u>3,390,637</u>	<u>2,115,757</u>
STEM Academic Excellence Fee	2,024	48,039	115,470	72,053
LAH Academic Excellence Fee	1,171	19,416	47,456	29,613
Bus & Ed Academic Excellence Fee	1,350	27,170	66,418	41,445
Health Science Academic Excellence Fee	324	3,581	12,457	7,773
Social Science Academic Excellence Fee	820	20,428	49,022	30,590
Physical Therapist Assistance Fee	-	2,679	3,668	2,289
Technology Service Fee	4,015	97,601	261,000	162,864
Bus And Ind Additional Fees	-	-	500	312
Nursing Fee	890	20,058	76,062	47,463
Laboratory Fees	1,511	28,664	70,787	44,171
Medical Lab Tech Fee	800	1,967	8,776	5,476
Electronic Academic Access Fee	1,523	34,274	76,800	47,923
Dist Education/Outreach Fee	5,527	132,122	306,377	191,179
Academic Course Fees	<u>19,954</u>	<u>435,999</u>	<u>1,094,793</u>	<u>683,151</u>
Late Payment Fees	250	1,593	5,458	3,406
Application For Admission Fees	316	5,332	11,225	7,004
Assessment Fee	1,546	32,897	86,063	53,703
Refund Per Legal Settlement	-	-	-	-
Ace Testing Fees	150	319	2,590	1,616
Hybrid Course Fee	-	-	-	-
Sr Citizens Discount	-	-	-	-
Enrollment Seminars	-	-	-	-
Clep Testing Fees	15	90	190	119
Library Automation Fee	1,215	29,841	79,643	49,697
Clearing Other Special Enrollment	-	-	-	-
Records Fee	885	21,748	57,765	36,045
Parking Fees	385	11,535	27,040	16,873
Student Id Fee	640	7,156	14,964	9,338
Accident Shield Fee	1,697	17,840	97,035	60,550
Special Testing Fees	1,285	2,882	3,350	2,090
International Student Fee	-	57	8,138	5,078
Compliance Fee	1,010	22,026	57,360	35,793
Safety Fee	670	18,810	49,978	31,186
Other Student Fees	<u>10,063</u>	<u>172,126</u>	<u>500,799</u>	<u>312,499</u>
Total Tuition and Fees	<u>52,936</u>	<u>1,967,738</u>	<u>4,986,229</u>	<u>3,111,407</u>
Other Income	<u>604,319</u>	<u>1,034,188</u>	<u>500,544</u>	<u>312,339</u>
Total Revenue	<u>1,103,517</u>	<u>6,816,394</u>	<u>11,531,921</u>	<u>7,232,190</u>
<u>EXPENDITURES</u>				
Instruction	354,380	3,024,603	5,672,273	3,386,347
Research	-	-	-	-
Public Service	-	-	-	-
Academic Support	38,507	433,667	639,771	381,943
Student Services	137,080	1,110,047	2,049,133	1,223,332
Institutional Support	160,123	1,128,220	2,023,331	1,207,929
Physical Plant	140,220	1,251,060	2,221,864	1,326,453
Scholarships and Tuition Waivers	29,070	587,180	950,000	950,000
Total Expenditures	<u>859,381</u>	<u>7,534,777</u>	<u>13,556,372</u>	<u>8,476,004</u>
Total Revenue Over (Under) Expenditures	<u>\$ 244,136</u>	<u>(718,383)</u>	<u>\$ (2,024,451)</u>	<u>\$ (1,243,814)</u>

Seminole State College
Auxiliary Summary Statement of Revenue and Expenditures
For the Period July 1 through January 31, 2025

	CURRENT MONTH	YEAR TO DATE	BUDGET	
			ANNUAL	YEAR-TO-DATE
<u>REVENUES</u>				
Contractual Food Service	\$ 5,856	\$ 432,902	\$ 815,542	\$ 477,092
Bookstore	106,472	903,061	1,346,480	978,891
Institutional Support	15,346	718,935	622,685	374,234
Seminole/Roesler Residential Centers	5,324	715,333	1,073,670	598,034
Student Activities	5,904	384,077	353,477	208,551
Total Revenues	138,903	3,154,308	4,211,854	2,636,802
<u>EXPENDITURES</u>				
Contractual Food Service	13,846	395,584	815,542	511,345
Bookstore	20,831	402,192	951,358	658,699
Institutional Support	(14,021)	709,084	1,109,000	713,087
Seminole/Roesler Residential Centers	69,298	535,860	799,351	497,248
Student Activities	1,879	49,951	141,615	91,058
Total Expenditures	91,833	2,092,670	3,816,866	2,471,437
Revenue Over (Under) Expenditures	\$ 47,070	\$ 1,061,638	\$ 394,988	\$ 165,365

Seminole State College
Food Service - Statement of Revenue and Expenditures
For the Period July 1 through January 31, 2025

	<u>ACTUAL</u>		<u>BUDGET</u>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Meals revenue	\$ 5,856	\$ 432,313	\$ 800,000	\$ 468,000
Other revenue	-	590	15,542	9,092
Total revenue	<u>5,856</u>	<u>432,902</u>	<u>815,542</u>	<u>477,092</u>
Supplies	679	4,706	4,826	3,026
Miscellaneous Expenditures	-	-	-	-
Contractual Service	11,868	384,412	800,000	501,600
Professional Services	1,300	6,466	10,716	6,719
Total expenditures	<u>13,846</u>	<u>395,584</u>	<u>815,542</u>	<u>511,345</u>
Net profit (loss)	<u>\$ (7,990)</u>	<u>\$ 37,319</u>	<u>\$ -</u>	<u>\$ (34,253)</u>

Seminole State College
Bookstore Statement of Revenue and Expenditures
For the Period July 1 through January 31, 2025

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Sales revenue	\$ 105,514	\$ 896,015	\$ 1,313,375	\$ 954,824
Other revenue	958	7,046	33,105.00	\$ 24,067
Total revenue	<u>106,472</u>	<u>903,061</u>	<u>1,346,480</u>	<u>978,891</u>
Purchase For Resale	<u>6,478</u>	<u>292,485</u>	<u>781,500</u>	<u>554,865</u>
Professional Salaries, F.T.	3,657	25,601	42,245	24,643
Classified Salaries, F.T.	5,000	35,128	38,049	22,195
Classified Salaries, P.T.	-	-	1,295	755
Student Wages	-	-	5,000	2,917
Fringe Benefits	5,284	34,231	45,769	26,699
Compensation expenditures	<u>13,941</u>	<u>94,960</u>	<u>132,358</u>	<u>77,209</u>
Travel	-	1,420	2,000	1,420
Supplies	256	3,095	7,000	4,970
Miscellaneous Expenditures	125	1,680	1,000	710
Contractual Service	32	8,163	24,800	17,608
Sponsorships	-	388	1,500	1,065
Postage	-	-	1,200	852
Other expenditures	<u>412</u>	<u>14,747</u>	<u>37,500</u>	<u>26,625</u>
Total expenditures	<u>20,831</u>	<u>402,192</u>	<u>951,358</u>	<u>658,699</u>
Net profit (loss)	<u>\$ 85,641</u>	<u>\$ 500,870</u>	<u>\$ 395,122</u>	<u>\$ 320,192</u>

Seminole State College
Institutional Support- Statement of Budgeted Revenues and Expenditures
For the Period July 1 through January 31, 2025

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
<u>REVENUE</u>				
Student Service Fee	\$ 5,129	\$ 313,583	\$ 288,042	173,113
Infrastructure Fee	6,494	344,990	313,283	188,283
Student Fees	11,623	658,573	601,325	361,396
Other Income-Overpayment	0	35,386	8,368	5,029
ATM other non-revenue	-	4,248	20	12
Refunds / Reimbursements	-	42	1,484	892
Interest Income	2,843	16,758	-	-
Seminar fees	-	-	1,243	747
Vending maching commissions	230	653	-	-
Photocopy revenue	-	-	-	-
Repair and replacemnet, damaged property	-	-	-	-
Haney Center	650	3,275	10,245	6,157
Other income	3,723	60,362	21,360	12,837
Total Revenue	15,346	718,935	622,685	374,234
<u>EXPENDITURES</u>				
Professional Services	-	170,317	150,000	96,450
Personnel expenditures	7,787	207,162	150,000	96,450
Travel	-	-	3,000	1,929
Supplies	-	2,637	7,000	4,501
Miscellaneous Expenditures	4,575	27,470	49,000	31,507
Contractual Service	467	3,327	-	-
Housing and book scholarships	(26,850)	468,021	900,000	578,700
Haney Center	-	-	-	-
Total Expenditures	(14,021)	709,084	1,109,000	713,087
Total Revenue Over (Under) Expenditures	\$ 29,367	\$ 9,851	\$ (486,315)	(338,853)

Seminole State College
Housing - Statement of Revenue and Expenditures
For the Period July 1 through January 31, 2025

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Rental revenue - Dorms	\$ 4,954	708,206	\$ 1,055,388	587,851
Other revenue	370	7,127	18,282	10,183
Total revenue	<u>5,324</u>	<u>715,333</u>	<u>1,073,670</u>	<u>598,034</u>
Professional Salaries, F.T.	3,657.33	25,601	41,598	24,266
Professional Services	866.79	5,634	41,598	26,040.35
Professional Services	-	1,505	6,000	3,756.00
Fringe Benefits	2,413.87	15,850	32,135	18,745.42
Personnel expenditures	<u>6,938</u>	<u>48,590</u>	<u>121,331</u>	<u>72,807</u>
Travel	-	-	1,500	939
Supplies	142	9,608	36,320	22,736
Miscellaneous Expenditures	-	616	500	313
Lease Payments	45,452	363,615	500,000	313,000
Contractual Service	3,602	19,185	8,700	5,446
Utilities	13,163	94,247	131,000	82,006
Other expenditures	<u>62,360</u>	<u>487,270</u>	<u>678,020</u>	<u>424,441</u>
Total expenditures	<u>69,298</u>	<u>535,860</u>	<u>799,351</u>	<u>497,248</u>
Net profit (loss)	<u>\$ (63,973)</u>	<u>179,472</u>	<u>\$ 274,319</u>	<u>\$ 100,786</u>

Seminole State College
Student Activities - Statement of Revenue and Expenditures
For the Period July 1 through January 31, 2025

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Student activity fee	\$ 5,266	\$ 344,919	\$ 317,770	\$ 187,484
Cultural & recreation fee	639	39,158	35,707	21,067
Total Revenue	<u>5,904</u>	<u>384,077</u>	<u>353,477</u>	<u>208,551</u>
Athletic Administration	-	-	-	-
National Tournaments	-	8,983	50,000	32,150
Golf-Women	-	2,000	800	514
Golf-Men	-	2,000	800	514
Womens Soccer	1,000	9,895	17,619	11,329
Men's Basketball	-	4,216	9,000	5,787
Women's Basketball	-	1,123	3,295	2,119
Volleyball	-	4,171	3,600	2,315
Baseball	-	6,129	18,560	11,934
Softball	-	1,391	19,441	12,501
Student Government	190	6,833	6,500	4,180
Livestock Judging Team	-	-	-	-
PLC	689	4,185	12,000	7,716
SSC Aggie (AFAC)	-	(400)	-	-
Phi Theta Kappa (AFAC)	-	(200)	-	-
NASA (AFAC)	-	(375)	-	-
Student Nurse Association(AFAC)	-	-	-	-
Total Expenditures	<u>1,879</u>	<u>49,951</u>	<u>141,615</u>	<u>91,058</u>
Revenue Over (Under) Expenditures	<u>\$ 4,025</u>	<u>\$ 334,126</u>	<u>\$ 211,862</u>	<u>\$ 117,493</u>

Seminole State College
Restricted Funds - Statement of Revenue and Expenditures
For the Period July 1 through January 31, 2025

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
PELL	\$ 1,669,470	\$ 1,675,656	\$ (6,186)
PELL Admin	6,610	-	6,610
SEOG	42,400	42,000	400
Direct Loans	576,282	562,285	13,997
College Work Study	33,859	33,859	-
SSC Foundation	-	14,406	(14,406)
Private Scholarships	346,971	422,480	(75,510)
Private Loans	123,743	-	123,743
Tribal Fest	1,763	1,648	115
Cherokee Student Grants	36,250	33,750	2,500
Sac & Fox Student Grants	10,587	8,787	1,800
Creek Tribe Student Grants	10,489	9,489	1,000
Shawnee Tribe Student Grants	9,714	13,602	(3,888)
Choctaw Tribe Student Grants	24,041	20,486	3,555
Citizen Pottawatomie Stud Grnt	26,923	24,473	2,450
Chickasaw Tribe Std't Grants	69,500	49,350	20,150
OHLAP	170,665	204,263	(33,598)
Misc Indial Tribal Grants	47,152	28,653	18,499
Seminole Tribe Student Grants	16,000	16,000	-
Oklahoma Tuition Aid Grant	125,000	125,000	-
Subtotal Financial Aid	<u>3,347,418</u>	<u>3,286,188</u>	<u>61,231</u>
Title III Engaging Students in Science	-	-	-
Ub Math/Science #2	221,262	205,399	15,863
Ub Math/Science #1	223,615	214,548	9,067
Upward Bound #2	208,882	199,598	9,284
Upward Bound #1	285,821	271,959	13,862
Talent Search West	170,066	168,850	1,216
Talent Search Central	239,180	237,980	1,200
Dream Catcher Gear Up	525,021	453,204	71,817
STEM Student Support	167,923	176,369	(8,446)
Student Support Serices	184,635	189,274	(4,640)
NASNTI Grant	393,210	221,438	171,772
Scholars for Excellence	27,404	43,963	(16,559)
NASNTI Grant Supplemental	-	59,925	(59,925)
NASNTI - Supplemental FY25	-	19,100	(19,100)
CONGRESSIONAL FUNDS - NURSING	-	322,062	(322,062)
GEER FUNDING - OSRHE	75,565	6,784	68,781
TANF	115,056	66,815	48,242
TANF - Ada	-	23,835	(23,835)
Subtotal Federal Grants	<u>2,837,640</u>	<u>2,881,104</u>	<u>(43,464)</u>
Care Bears	3,839	9,806	(5,967)
Nursing Student'S	226	980	(754)
Upward Bound #2 Fund Raiser	768	-	768
Upward Bound M/S Fund Raiser	1,326	-	1,326
Ub Ms #2 Fund Raiser	2,020	-	2,020
Upward Bound #1 Fundraiser	90	600	(510)
Subtoal Other Restricted	<u>8,269</u>	<u>11,386</u>	<u>(3,117)</u>
Total	<u>\$ 6,193,327</u>	<u>\$ 6,178,678</u>	<u>\$ 14,650</u>

Seminole State College
Campus Organizations - Statement of Revenue and Expenditures
For the Period July 1 through January 31, 2025

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
VA REPORT FEE	-	1,602	(1,602)
FACULTY SENATE	2,571	1,448	1,123
SEMINOLE STATE AGGIE CLUB	-	499	(499)
SSC STUDENT PTA ASSOCIATION	350	700	(350)
UB #1 SUMMER FOOD PROGRAM	5,854	-	5,854
PHI THETA KAPPA	361	361	(0)
UBMS SUMMER FOOD PROGRAM	3,753	-	3,753
UB M/S #2 SUMMER FOOD PROGRAM	4,804	5,000	(196)
UB2 SUMMER FOOD PROGRAM	4,065	-	4,065
MLT BOC FEE	-	1,350	(1,350)
RESIDENTIAL DEPOSITS	(2,668)	-	(2,668)
PROFESSIONAL STAFF COUNCIL	1,498	1,595	(97)
CLASSIFIED STAFF ASSOCIATION	348	675	(327)
SHOTGUN SHOOTING TEAM	-	162	(162)
P.R.I.D.E.	84	149	(65)
MU ALPHA THETA - AFAC	-	(300)	300
PSI BETA AFAC	-	(400)	400
FBLA AFAC	-	(800)	800
SIGMA KAPPA DELTA (AFAC)	-	(150)	150
ART CLUB - AFAC	-	(660)	660
PRIDE - AFAC	-	(200)	200
OTHER ORGANIZATIONS AND ACTIVITIES	42,438	526,235	(483,798)
	<u>\$ 63,457</u>	<u>\$ 537,567</u>	<u>\$ (474,110)</u>

LEASE PURCHASE AGREEMENT

THIS LEASE AGREEMENT dated this ~~7th day of September, 2022~~ 20th day of February, 2025 updates and replaces the agreement made and entered into the ~~18th day of January, 2018~~ 7th day of September, 2022 between the Seminole State College Educational Foundation, Inc., a 501c3 Corporation, hereinafter called the LESSOR, and Seminole State College, hereinafter referred to as LESSEE. This agreement becomes effective July 1, 2025, and is contingent on the approval of bond issuance by the appropriate authorities.

1. **PREMISES.** LESSOR, in consideration of the terms and conditions set forth herein, hereby leases to LESSEE a portion of the Brian Crawford Memorial Sports Complex, and improvements thereto, located in the County of Seminole, State of Oklahoma, and within the corporate boundaries of the City of Seminole, all of which is more particularly described in Exhibit "A." It is the intent of the parties for LESSOR to lease to LESSEE the Baseball Training Facility, use of primary Baseball Fields #1 and #2, ~~on a "priority basis,"~~ Soccer Field, press box, storage facilities and related equipment **on a "priority basis."**
2. **TERM.** The term of this Lease Purchase Agreement shall be for twenty (20) years and when such cost shall have been paid any obligations shall cease and ownership of the **Brian Crawford Memorial Sports Complex (further described in Exhibit A)** ~~delineated leased premises (Baseball Training Facility, Baseball Fields #1 and #2, Soccer Field, press box, storage facilities and related equipment)~~ shall become property of Seminole State College. However, any obligation of LESSEE to make any payment(s) hereunder is subject to the availability and continuation of sufficient funds for that purpose. The Agreement may be canceled, and not renewed beyond the current fiscal year ~~ending June 30, 2023,~~ and the end of any subsequent fiscal year, without obligation or penalty should the Oklahoma Legislature fail to appropriate funds or if a reduction in or elimination of any source of funding for the payment(s) required under this Agreement occurs.
3. **RENT.** LESSOR, in consideration of this Agreement shall receive from the LESSEE the sum of ~~THIRTY SIX THOUSAND DOLLARS (\$36,000)~~ **FORTY THOUSAND DOLLARS (\$40,000)** per month payable on the 1st day of each month of each year of this Agreement.
4. **UTILITIES AND SERVICES.** LESSEE agrees to prudently manage and operate the facilities. The LESSEE will supply labor, and normal minor maintenance. LESSOR agrees to pay all utility bills, **with the exception of the electric bill on the indoor hitting facility which will be covered by the LESSEE.** Revenue from ticket sales and concessions are retained by LESSOR, unless otherwise negotiated.
5. **MAINTENANCE, REPAIR, IMPROVEMENTS, EQUIPMENT, SERVICES.**
 - a. Any new equipment necessary to manage and operate the leased property shall be purchased at the sole expense of LESSEE, however, any such equipment shall be Lessee's property at the end of this Lease.
 - b. LESSEE agrees to keep, repair and maintain, at LESSEE' s expense, the leased premises in good repair, condition, and working order, suitable to the purpose and use for which LESSEE has leased these premises.
 - c. The LESSOR shall be responsible for all costs incurred for any Government, State, or City inspections required for LESSEE'S occupancy.

LEASE PURCHASE AGREEMENT

- d. LESSEE agrees to maintain Baseball Fields #1 and #2, Soccer Field and appurtenances during the term of this Lease, ordinary wear and tear and acts of God excepted.
- e. For the purpose of maintaining the premises, the LESSOR reserves the right to enter and inspect the premises at reasonable times and to make the necessary repairs to the leased premises. It is further understood and agreed that if the LESSOR does not maintain the premises and all appurtenances, as required in this agreement, in good repair, reasonable wear and tear excepted, the LESSEE shall notify the LESSOR in writing, by certified mail, of LESSOR'S deficiency in maintaining the leased premises.
 - (1) If LESSOR fails to take steps to remedy the deficiencies identified by the LESSEE within thirty (30) days after proper notice has been mailed to the LESSOR, the LESSEE, at its option, may either (a) correct such deficiencies, and deduct the cost from future rental installment(s) or collect from the LESSOR in any manner provided by law; or (b) withhold rental payments until deficiencies are corrected
 - (2) Should any equipment fail, or repairs fail to be made by LESSOR, which render the leased premises unfit for occupancy by the LESSEE and unsuitable for the intended purpose, the LESSEE may, after giving the LESSOR written notice of the failure, either (a) reduce or withhold lease payments on a pro rata basis for that period of time for which the leased premises were not occupied; (b) immediately terminate this Lease and vacate the leased premises with no further obligations by the LESSEE to the LESSOR; or (c) have the deficiencies, repaired, or replaced and may either (i) deduct the cost from future rent installments; (ii) collect such cost from LESSOR in any manner provided by law; or (iii) withhold rental payments until deficiencies are corrected.
- f. The LESSEE is prohibited from making permanent improvements to non-state-owned property and cannot legally incur any cost for permanent improvements made to the leased premises.
- g. LESSEE may install data and telephone cabling/services and modular panels prior to occupancy of the space, at no additional cost, with the understanding that it must not interfere with the LESSOR'S remodeling of said space.
- h. The LESSOR shall provide the LESSEE with adequate written notification of any need to shut down any utility serving the leased premises.
- i. LESSEE agrees to use the leased premises for the purposes stated above and to exercise reasonable diligence in the use of the leased premises. Further, LESSEE agrees, upon vacancy of the leased premises, to return the leased premises to the LESSOR in as good a condition as when originally leased, ordinary wear and tear excepted.

LEASE PURCHASE AGREEMENT

6. **LAWS, CODES, ORDINANCES, RULES, REGULATIONS.** The LESSOR shall be responsible for compliance with all applicable federal, state and local laws, codes, ordinances, rules, and regulations pertaining to health, safety, fire, and public welfare. Furthermore, the State Fire Marshal, or applicable City Fire Marshal, must inspect the facility prior to the initial occupancy, acquisition of additional space, or renovation of existing space, and/or approve building plans for new construction, for compliance with the Life Safety Code, Fire Prevention Code, and National Fire Protection Association Standards, and shall provide a written report of said inspection or signed floor plan, as "Exhibit B."
7. **CASUALTY DAMAGE.** It is mutually agreed between the LESSOR and LESSEE that if the building and premises shall be slightly damaged by fire or any other cause or causes, the LESSOR shall promptly repair the building and premises. If the space cannot be fully utilized by LESSEE during the time of the repair, lease payments required under this Lease Agreement shall either be reduced or withheld on a pro rata basis in accordance with the amount of space available for use by the LESSEE. If the building and premises are unfit for occupancy by the LESSEE as a result of damage by fire or any other cause or causes, this Lease Agreement may be terminated, and the LESSEE may vacate the premises with no further obligation to the LESSOR under the Lease Agreement from the date that the premises were damaged.
8. **LESSOR'S LIABILITY INSURANCE.** The LESSOR shall maintain general liability insurance in an amount no less than \$1,000,000.00 per occurrence during the term of the Lease Agreement or any renewals of the Lease Agreement, unless a greater amount is specified by the LESSEE in Section 14 of this Lease Agreement. There shall be no cancellation, material change, or intent not to renew insurance coverage without 30 days prior notice to LESSEE. A valid Certificate of Insurance shall be provided to LESSEE as changes occur or on an annual basis throughout the term of this Lease Agreement or any renewals of this Lease Agreement.
9. **LESSEE LIABILITY INSURANCE.** The LESSEE shall maintain insurance or self-insurance covering LESSEE'S contents and liability through the Risk Management Program established by 74 O.S. § 85.58 et seq. and administered by the Oklahoma Office of Management and Enterprise Services. Liability self-insurance shall correspond directly with 51 O.S. § 151, et seq. LESSEE shall provide LESSOR with proof of Self Insurance upon request. Subject to and in accordance with the provisions of the Governmental Tort Claims Act, LESSEE shall be responsible for damages to the premises caused by LESSEE or LESSEE'S employees, invitees, representatives, or agents.
10. **LESSEE'S PERSONAL PROPERTY.** LESSEE shall be responsible for all personal property, equipment or fixtures placed in or on the premises by LESSEE or its agents, employees, or invitees, and all personal property, equipment or fixtures shall remain the property of LESSEE, and may be removed by the LESSEE without penalty.
11. **TERMINATION.** If for any reason either party hereto shall breach the terms of this Agreement, the other party shall have the right to cancel the Agreement upon giving written notice of the default to the other party and, if the condition or conditions to the

LEASE PURCHASE AGREEMENT

default are not cured within ninety (90) days thereafter, this Lease shall be considered cancelled and the defaulting party shall release the other party from all rights hereunder.

12. **OPTION TO RENEW.** This agreement renews automatically on the 1st day of July for twelve-month periods through ~~2042~~ 2045 With the same terms and conditions contained herein. On any options granted hereunder, the parties agree that during any option period the LESSEE reserves the right to cancel the Lease by LESSEE giving notice in writing to LESSOR at least thirty (30) days prior to the desired date of cancellation and that rental shall cease upon date of vacation.
13. **SPECIAL TERMS AND CONDITIONS.** This Lease Agreement is subject to the terms, conditions, modifications, additions, and deletions listed below or attached hereto:
14. **SUBLET OR TRANSFER.** LESSEE shall not transfer or assign this Lease. The LESSEE has the right to sub-lease the facility.
15. **ASBESTOS.** Prior to initial occupancy, the premises shall be inspected by the appropriate State of Oklahoma regulatory agency for the presence of friable asbestos as defined in 40 O.S., § 451-457. Written documentation of the inspection is attached to this Lease Agreement as "Attachment D." Re-inspection of the premises will not be necessary after initial occupancy unless recommended by the appropriate State of Oklahoma regulatory agency or the Oklahoma Office of Management and Enterprise Services.
16. **AMERICANS WITH DISABILITIES ACT (A.D.A).** The LESSOR shall be responsible for compliance with the Americans with Disabilities Act of 1990 (Public Law 101-336) and all amendments and requirements imposed by the regulations issued pursuant to that act.
17. **HEALTH AND SAFETY STANDARDS.** The LESSEE shall adhere to the requirements of the Oklahoma Occupational and Safety Standards Act of 1970, as defined in 40 O.S. § 401-424.
18. **AD VALOREM TAX DOCUMENTATION.** The LESSOR shall pay and keep current all ad valorem taxes, special assessments, lens or any other items that may be charged against the leased premises. The LESSOR shall provide certified documentation of payment of required current ad valorem taxes for the leased premises on an annual basis throughout the term of this Lease Agreement.
19. **CHOICE OF LAW.** THIS AGREEMENT is entered into in Seminole Oklahoma, Seminole County, subject to the laws of the State of Oklahoma. All disputes arising from this agreement will be filed and litigated in Seminole County, Oklahoma.
20. **MODIFICATION.** This Lease Agreement shall not be modified, altered or amended except by written agreement executed by the parties to this agreement with the same formality as this agreement.

LEASE PURCHASE AGREEMENT

This Lease Agreement shall not be effective or binding until signed by the LESSOR and LESSEE.

SEMINOLE STATE COLLEGE EDUCATIONAL FOUNDATION, INC.

By: _____
Mark Schell, Chair

By: _____
Lance Wortham, Vice Chair

By: _____
Rhonda McKee, Vice Chair

SEMINOLE STATE COLLEGE

By: _____
Lana Reynolds, President

By: _____
Curtis Morgan, Board Chair

LEASE PURCHASE AGREEMENT

EXHIBIT A

To the Lease Purchase Agreement dated the 20th day of February 2025

The Northeast Quarter of the Northwest Quarter (NE/4 NW/4) and the North Half of the North Half of the Southeast Quarter of the Northwest Quarter (N/2 N/2 SE/4 NW/4), Section Nineteen (19), Township Nine (9) North, Range Six (6) East, Seminole County, Oklahoma, commonly known as The Brian Crawford Memorial Sports Complex.

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LEASE PURCHASE AGREEMENT

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1. **PREMISES.** LESSOR, in consideration of the terms and conditions set forth herein, hereby leases to LESSEE a portion of the Brian Crawford Memorial Sports Complex, and improvements thereto, located in the County of Seminole, State of Oklahoma, and within the corporate boundaries of the City of Seminole, all of which is more particularly described in Exhibit "A." It is the intent of the parties for LESSOR to lease to LESSEE the Baseball Training Facility, use of primary Baseball Fields #1 and #2, Soccer Field, press box, storage facilities and related equipment on a "priority basis."
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3. **RENT.** LESSOR, in consideration of this Agreement shall receive from the LESSEE the sum of FORTY THOUSAND DOLLARS (\$40,000) per month payable on the 1st day of each month of each year of this Agreement.
4. **UTILITIES AND SERVICES.** LESSEE agrees to prudently manage and operate the facilities. The LESSEE will supply labor, and normal minor maintenance. LESSOR agrees to pay all utility bills, with the exception of the electric bill on the indoor hitting facility which will be covered by the LESSEE. Revenue from ticket sales and concessions are retained by LESSOR, unless otherwise negotiated.
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LEASE PURCHASE AGREEMENT

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LEASE PURCHASE AGREEMENT

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10. **LESSEE'S PERSONAL PROPERTY.** LESSEE shall be responsible for all personal property, equipment or fixtures placed in or on the premises by LESSEE or its agents, employees, or invitees, and all personal property, equipment or fixtures shall remain the property of LESSEE, and may be removed by the LESSEE without penalty.
11. **TERMINATION.** If for any reason either party hereto shall breach the terms of this Agreement, the other party shall have the right to cancel the Agreement upon giving written notice of the default to the other party and, if the condition or conditions to the default are not cured within ninety (90) days thereafter, this Lease shall be considered cancelled and the

LEASE PURCHASE AGREEMENT

defaulting party shall release the other party from all rights hereunder.

12. **OPTION TO RENEW.** This agreement renews automatically on the 1st day of July for twelve-month periods through 2045 With the same terms and conditions contained herein. On any options granted hereunder, the parties agree that during any option period the LESSEE reserves the right to cancel the Lease by LESSEE giving notice in writing to LESSOR at least thirty (30) days prior to the desired date of cancellation and that rental shall cease upon date of vacation.
13. **SPECIAL TERMS AND CONDITIONS.** This Lease Agreement is subject to the terms, conditions, modifications, additions, and deletions listed below or attached hereto:
14. **SUBLET OR TRANSFER.** LESSEE shall not transfer or assign this Lease. The LESSEE has the right to sub-lease the facility.
15. **ASBESTOS.** Prior to initial occupancy, the premises shall be inspected by the appropriate State of Oklahoma regulatory agency for the presence of friable asbestos as defined in 40 O.S., § 451-457. Written documentation of the inspection is attached to this Lease Agreement as "Attachment D." Re-inspection of the premises will not be necessary after initial occupancy unless recommended by the appropriate State of Oklahoma regulatory agency or the Oklahoma Office of Management and Enterprise Services.
16. **AMERICANS WITH DISABILITIES ACT (A.D.A).** The LESSOR shall be responsible for compliance with the Americans with Disabilities Act of 1990 (Public Law 101-336) and all amendments and requirements imposed by the regulations issued pursuant to that act.
17. **HEALTH AND SAFETY STANDARDS.** The LESSEE shall adhere to the requirements of the Oklahoma Occupational and Safety Standards Act of 1970, as defined in 40 O.S. § 401-424.
18. **AD VALOREM TAX DOCUMENTATION.** The LESSOR shall pay and keep current all ad valorem taxes, special assessments, lens or any other items that may be charged against the leased premises. The LESSOR shall provide certified documentation of payment of required current ad valorem taxes for the leased premises on an annual basis throughout the term of this Lease Agreement.
19. **CHOICE OF LAW.** THIS AGREEMENT is entered into in Seminole Oklahoma, Seminole County, subject to the laws of the State of Oklahoma. All disputes arising from this agreement will be filed and litigated in Seminole County, Oklahoma.
20. **MODIFICATION.** This Lease Agreement shall not be modified, altered or amended except by written agreement executed by the parties to this agreement with the same formality as this agreement.

LEASE PURCHASE AGREEMENT

This Lease Agreement shall not be effective or binding until signed by the LESSOR and LESSEE.

SEMINOLE STATE COLLEGE EDUCATIONAL FOUNDATION, INC.

By: _____
Mark Schell, Chair

By: _____
Lance Wortham, Vice Chair

By: _____
Rhonda McKee, Vice Chair

SEMINOLE STATE COLLEGE

By: _____
Lana Reynolds, President

By: _____
Curtis Morgan, Board Chair

LEASE PURCHASE AGREEMENT

EXHIBIT A

To the Lease Purchase Agreement dated the 20th day of February 2025

The Northeast Quarter of the Northwest Quarter (NE/4 NW/4) and the North Half of the North Half of the Southeast Quarter of the Northwest Quarter (N/2 N/2 SE/4 NW/4), Section Nineteen (19), Township Nine (9) North, Range Six (6) East, Seminole County, Oklahoma, commonly known as The Brian Crawford Memorial Sports Complex.

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: _____

Seminoles State College Faculty Tenure Status

Spring 2025

Updated 13 Feb. 2025

TOTAL FULL-TIME FACULTY: 39 (TENURED: 10 / NON-TENURED: 29)

TENURED %: 25.6%

<u>TENURED</u>	<u>DIVISION</u>	<u>DATE HIRED</u>	<u>DATE TENURED</u>
Bolin, Steve	SS	August 2006	2011
Carpenter, Emily	STEM	August 2016	2023
Choate, Yasminda	LAH	January 2012	2022
Christiansen, Jeffrey	SS	August 2009	2014
Davis, Andrew	LAH	August 2018	2023
Knowles, Christal	SS	August 2009	2014
McBride, Kelli	LAH	August 2005	2010
Osby, Marta	SS	August 2002	2007
Streight, Ricky	STEM	August 2021	2023* (1992)
Tollett, Jarrod	STEM	August 2010	2017

<u>DIVISION</u>	<u>TENURED</u>	<u>%DENSITY**</u>
BE	0 of 7	0%
HS	0 of 10	0%
LAH	3 of 6	50%
STEM	3 of 11	43%
SS	4 of 5	80%

***SSC Policy II-6-6 specifies 60% tenure density, unless approved by the Board upon recommendation from the President.*

**Dr. Ricky Streight was originally awarded tenure in 1992, and he returned to SSC in 2021. His tenure was reinstated in 2023 in accordance with SSC Policy II-6-10.*

TENURED FACULTY: 10 of 39 = 25.6%
NONTENURED FACULTY: 29 of 39 = 74.4%

<u>NON-TENURED</u>	<u>DIVISION</u>	<u>DATE HIRED</u>	<u>ELIGIBILITY</u>
Atchley, Lynnette	LAH	January 2021	
Benson, Ann	HS	January 2022	
Birney, Cullen	STEM	January 2023	
Brooks, Stephen	BE	August 2018	E
Bryant, Melissa	STEM	August 2011	E
Clay, Christine	HS	January 2024	
Eubank, Truitt	STEM	August 2022	
Flores, Amber	BE	August 2012	
Gray, Misty	HS	October 2023	
Hankal, Kelly	HS	August 2016	E
Hill, Dan	BE	August 2016	E
Hudson, Brenda	HS	August 2021	
Juhasz, Paul	LAH	August 2021	
Kasterke, Tammy	BE	August 2014	E
Killian, Hannah	BE	July 2021	
Knight, Lisa	HS	August 2023	
Lester, Damaila	HS	August 2020	E
Miles, Deanna	STEM	August 2020	E
Rich, Wendy	STEM	July 2017	E
Rivera, Sam	SS	August 2016	E
Schatzel, Brad	BE	August 2012	E
Senaratne, Nilmini	STEM	August 2018	E
Shelburn, Jessica	HS	August 2023	
Soward, Amanda	STEM	August 2022	
Stafford, Shakira	HS	August 2016	E
Stewart, Miranda	HS	January 2023	
Story-Schell, Rita	BE	August 2000	
Wilson, Leigh Ann	STEM	August 2023	
Worthley, Jamie	LAH	August 2024	

DIVISION LEGEND

BE	Business and Education
HS	Health Sciences
LAH	Language Arts and Humanities
STEM	Science, Technology, Engineering, and Math
SS	Social Sciences

E = Eligible for tenure application.
 ("E" designates full-time, non-coaching faculty who have been employed at SSC for at least four full years)



December 16, 2024

Dear President Reynolds,

I'm writing to strongly recommend Ms. Wendy Rich for tenure at Seminole State College. Since joining the faculty, Wendy has been an incredible asset to our institution. As an agriculture instructor, she is not only an exceptional teacher, but she truly inspires her students with her passion for the field. She goes above and beyond to make sure students have the knowledge and skills they need to succeed.

Beyond teaching, Wendy is an exemplary advisor to students, offering guidance and support to help them thrive both academically and personally. She is also a dedicated sponsor of two student organizations, creating a vibrant and engaging environment for students. Moreover, she has spearheaded a significant redesign of the agriculture program, enhancing its curriculum, expanding its offerings, and ensuring its continued relevance in today's evolving agricultural landscape.

Wendy's tenure portfolio provides evidence of her excellence in teaching, scholarship, and service. Her contributions to Seminole State College are invaluable. Her dedication to teaching, student mentorship, and program development exemplify the qualities of an outstanding faculty member. I wholeheartedly endorse her application for tenure and believe that she will continue to be a valuable asset to our institution for many years to come.

Sincerely

A handwritten signature in black ink, appearing to read "Bill Knowles", is written over a circular stamp or seal.

Bill Knowles, Ph.D.

Vice President for Academic and Student Affairs
Seminole State College

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

I. Candidate's Name: Wendy L. Slusher-Rich

II. SSC Employment Record:

STEM Division Co-Chair

August 2024 - Present

Assistant Prof of Agriculture

August 2017 – Present

Returning Student Advisor

July 2017 - Present

III. Courses Taught at Seminole State College:

AGRI 1104 Introduction to Animal Science

AGRI 2123 Agricultural Leadership

AGRI 1204 Introduction to Plant and Soil Science

AGRI 2144 Fundamentals of Soil Science

AGRI 1303 Wildlife and Natural Resources Management

BA 1203 Introduction to Agriculture Economics

AGRI 1503 Introduction to Livestock Evaluation

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.

Student feedback remains an essential element in improving the classroom environment and how information is disseminated to students. Overall, students have found my classes enjoyable, content relatable, and my presentation of materials interesting. One student wrote “She is a tough professor but makes sure you succeed in the class”. Another student commented that “Mrs. Rich made the class fun and exciting”. However, I will be the first to admit, my initial evaluations were not all perfect.

Initially, my struggle with using the online classroom Brightspace was a major roadblock I had to overcome, and students were quick to point this out on my end-of-semester evaluations. Initially, I was hurt, but as I thought more about these comments i realized that this was an opportunity to do better. Throughout the years and various professional development opportunities I have become comfortable with using Brightspace and I can see that level of improvement reflected in my student feedback.

The biggest takeaway that I have gained from my student feedback is that students feel comfortable in my classroom and know that I care about them as a person. While Brightspace may have hiccups and labs don't always go the way I intend, they know they have an educator working for them that wants them to succeed. I believe as an educator this is one of the most important aspects. We have an opportunity to come in contact with so many different people and making sure they feel cared for and appreciated is important.

VII. Summarize your evaluations completed by Division Chairs.

Within the STEM division, I have had the pleasure of working under three different division chairs over the course of eight years. Each chair has offered a tremendous amount of guidance in my pursuit to become a better educator. While personal reflection is important as an educator, constructive feedback is essential in determining a person's strengths and weaknesses. Throughout the years, division chairs have described my faculty performance using the phrases “friendly and relaxing”, projecting “energy and enthusiasm”, and “always ready to step in and volunteer”. While simply words on paper, I feel humble in knowing that my level of excitement, appreciation for a positive teaching environment, and my work ethic do not go missed with my direct supervisors.

Over the years, the goals discussed have remained similar in nature. Continue to build the Agriculture Degree Program. To do this, through my evaluation meetings we have set enrollment goals, program modifications, facilitates and extracurricular activities. While enrollment goals continue to be checked off, the addition of new degree emphasis has also been added with the help of the division chair. Facilitates remain a constant goal and the support from each division chair has helped the program get one step closer.

VIII. Course content and pedagogic development

My strength in understanding the agricultural, food, and fiber industry, along with personal experiences within industry and education in general, have allowed me to develop the assets listed above. Throughout the sixteen years that I have been an educator I have continually taken time to learn more about agriculture, food, and the fiber industry. This means reading peer reviewed articles pertaining to livestock husbandry, wildlife management, and new policies arising in the respective industry. It has required me to spend hours researching diseases, planting methods, and even social and political views that can and will impact the industry that I love and hopefully will inspire others to be a part of one day.

In doing so, I have strengthened myself as a content aficionado. This has allowed me to have a great depth of knowledge of the courses that I teach, thus allowing me to constantly update and revise the content for our students. Additionally, my work experiences through life - both past and current in the industry have given me “real-world” experience that I am able to share with classes. I can tell them firsthand that a basic gardening method used to deter squash bugs that they have read about in a news article does in fact work. I am also able to

add these experiences to my lectures in animal science and discuss the practicality of scientific methods that are discussed in academia and how they work on the ranch.

Further, my sixteen years of experience in the classroom have aided in my abilities to use a variety of content delivery methods, understand the creation of lesson plans, labs and curriculum. Additionally, classroom experience has allowed me to foster an inviting classroom environment that helps students learn and allows them to not feel intimidated asking questions. More importantly, I have been able to effectively reach students with different learning abilities and provide a variety of activities that help reflect student learning.

In addition to content knowledge and work experience, my strength in creativity has served me well over the last eight years. Not only have I been creative in the classroom, but creative when it comes to creating marketing promotional pieces, designing bulletin boards, creating recruitment booths, and using my creativity to craft fun and exciting events on campus.

Over the years I have become proficient in Canva and Adobe, which has allowed me to create and receive approval for a variety of pamphlets and signage. In eight years, I have created a 2-page degree handout, numerous fliers for SSC Agriculture events, award graphics for contests, and even signage. I've taken ideas from other colleges and designed a 10x20 foot layout for the Oklahoma State FF Convention recruitment booth that brings nearly three thousand students each year to sign-up and receive information related to degrees at SSC.

In the classroom, I use this level of creativity to make interesting PowerPoints, interactive labs, and activities. My abilities have allowed me to utilize funding from the state of Oklahoma to purchase innovative technologies that I can use in a multitude of ways in the classroom and truly capitalize on our investment. Additionally, like most educators, I have been creative with less costly supplies, using Chex mix to explain feed rations or craft items to recreate parts of the flower. While simple items, when students are given the ability to also be creative, a lot can happen. In the summer of 2024, I was asked to teach an outdoor course to children. With limited instruction I was able to put together four days' worth of activities that were informative, but hands-on. One activity had students creating their own bison using yarn and coffee grounds. However, their favorite was making wildlife tracts out of plaster and then painting.

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

The National Association of Agricultural Educators (NAAE) has served as an organization for both mentoring and curriculum development. As a member of the NAAE since I started my career as an educator in 2009, I have benefited from leadership development, professional conferences, and networked with educators across the country. All of these experiences have improved my abilities as an educator.

One of the biggest impacts that this membership has made on my teaching career is networking. While my ties to Oklahoma educators are strong and important, I have found those connections with educators in other states to be even more important. These professional friendships have opened an entirely different perspective to approaching classroom management techniques, content delivery, and even new and unique labs.

X. Scholarly achievements, development, and contributions.

- Development of the following degree program emphasis:
 - Agriculture AS Agribusiness Emphasis
 - Agriculture AS Leadership Emphasis
 - Agriculture AS Pre-Veterinary Emphasis
- Creation of new courses offered:
 - AGRI 2144 Fundamentals of Soil Science
- Co-Development of the SSC Shooting Sports Team for students attending Seminole State College

XI. Involvement in SSC committee work.

SSC Agriculture Degree Program (developed three new emphasize)
HLC Accreditation Site Visit Committee Member
Faculty Senate President
SSC Aggie Club Sponsor
SSC Shooting Sports Team Co-Sponsor
SSC President's Cabinet Member
Women In Stem - Presenter
In-Service Committee Member
High School Recruitment Day – Presenter
Fall and Christmas Decorations for Hayne Center
Assessment Committee Member

XII. Community/civic activities and organizations.

Prague 4H/FFA Booster Club Member
First Christian Church of Prague Member
American Brahman Breeders Association Member
Prague Lady Red Devil 10u Softball – Dugout Mom
Prague Bombers T-ball Baseball – Dugout Mom
Ducks Unlimited Oklahoma – Member
Oklahoma State FFA Judge – Opening Ceremonies Contest
Oklahoma State FFA Judge – Central Area Public Speaking Judge
Oklahoma State FFA Judge – Central Area Parliamentary Procedure Judge

Summary of Evidence

Education is not preparation for life; education is life itself.

– John Dewey

I. Assets and Strengths

John Dewey was a major component of my journey through graduate school. His studies on progressive education and the concept that students learn better from active participation, real-world experience and problem-solving played an intrigue role in not only shaping pieces of my thesis, but also teaching philosophy. Through this philosophy I have grown into an asset for Seminole State College (SSC). My work ethic, networking within my given field of study, and persistence have served the college and myself over the last eight years. Additionally, my strengths in content knowledge and work experience, creativity, and ability to relate to others has allowed me to gain much success at SSC.

Growing up, my mother taught both her children that work ethics was everything. She believes that where one lacks natural talent, they can make up with their work ethic. Over the last eight years, I have applied all of myself to each task I have volunteered for or been asked to assist with at SSC. Initially, I began as a part-time professor and part-time new-student advisor. While my duties as an educator were familiar, serving as an academic advisor was a new role. I took this new role seriously and made it a goal to learn all the degrees and their special caveats to better assist students. I spent many afternoons beyond my required time visiting with students and their guardians ensuring a personable experience. Still to this day, I take pride in going above and beyond to make sure that when a student leaves an academic advising session, they feel comfortable, and they know that our college does care about their academic future. What does this look like? It means not only getting to know the student but helping them research future degrees beyond SSC. It means reorganizing schedules multiple times to fit their needs. It also means helping assist them with financial aid questions, book purchases, billing, and housing.

Beyond advising, my work ethic has been seen in the classroom. Initially, when I arrived at SSC the Agriculture Degree program was waiting to be approved by the Oklahoma State Board of Higher Education. However, several agriculture-related courses were offered. Upon inspection of the course syllabi, pre/posttest, and textbooks I noticed a sever lack of rigor. Over the course of the summer and much into the fall months I worked to redesign these courses to better serve our students. I reached out to colleagues at Oklahoma State University and across the country looking for content, labs, project ideas, and more. My goal was and remains to have a classroom experience that is interactive, and industry based. Additionally, I was able to create a new course, AGRI 2144 Fundamentals of Soil Science in the Spring of 2020. While I am happy with the current courses offered, I continue each year to revise each course to ensure that the content is relevant and runs parallel to similar classes taught at the four-year institutions.

As I mentioned, when I began working on course content, I was able to reach out to a number of professors and professionals that I had met during my time at Oklahoma State University and teaching in secondary education. This remains one of my biggest assets and provides me an excellent resource in program development, recruitment events, and community outreach programs. Course content has come directly from professors at Oklahoma State University allowing the courses taught at SSC to mimic those in Stillwater. Further, I have had the opportunity to be invited into a number of high school classrooms, Oklahoma FFA events, and other functions that have given me an opportunity to recruit future students to SSC. Finally, my

Summary of Evidence

professional contacts have served as a great asset for program funding, advisory boards, and sponsorship for several extracurricular activities.

Persistence rounds out my areas of assets that I bring to SSC. In developing new programs, starting out new clubs, or trying out a new lab, persistence is key. Failure is inevitable and what we learn from that failure is crucial in our abilities to keep moving forward. While I have had many successes, they do not outweigh the failures. However, from each idea or project that did not work, I have taken that as an opportunity to only improve the next one. With persistence I have not allowed myself to get burned out or negative towards those trials that have been unsuccessful.

While I am persistent, my strength in understanding the agricultural, food, and fiber industry, along with personal experiences within the industry and education in general, have allowed me to develop the assets listed above. Throughout the sixteen years that I have been an educator I have continually taken time to learn more about the agriculture, food, and fiber industry. This means reading peer reviewed articles pertaining to livestock husbandry, wildlife management, and new policies arising in the respective industry. It has required me to spend hours researching diseases, planting methods, and even social and political views that can and will impact the industry that I love and hopefully will inspire others to be a part of one day.

In doing so, I have strengthened myself as a content aficionado. This has allowed me to have a great depth of knowledge of the courses that I teach, thus allowing me to constantly update and revise the content for our students. Additionally, my work experiences through life - both past and current in the industry have given me “real-world” experience that I am able to share with classes. I can tell them firsthand that a basic gardening method used to deter squash bugs that they have read about in a news article does in fact work. I am also able to add these experiences to my lectures in animal science and discuss the practicality of scientific methods that are discussed in academia and how they work on the ranch.

Further, my sixteen years of experience in the classroom have aided in my abilities to use a variety of content delivery methods, understand the creation of lesson plans, labs and curriculum. Additionally, classroom experience has allowed me to foster an inviting classroom environment that helps students learn and allows them to not feel intimidated asking questions. More importantly, I have been able to effectively reach students with different learning abilities and provide a variety of activities that help reflect student learning.

In addition to content knowledge and work experience, my strength in creativity has served me well over the last eight years. Not only have I been creative in the classroom, but creative when it comes to creating marketing promotional pieces, designing bulletin boards, creating recruitment booths, and using my creativity to craft fun and exciting events on campus.

We are blessed to have a great marketing team at SSC, but they are very busy, and I am not always great at giving them ample time to create a document. However, over the years I have become proficient in Canva and Adobe, which have allowed me to create and receive approval for a variety of pamphlets and signage. In eight years, I have created a 2-page degree program handout, numerous fliers for SSC Agriculture events, award graphics for contests, and even signage. I’ve taken ideas from other colleges and designed a 10x20 foot layout for the Oklahoma State FF Convention recruitment booth that brings nearly three thousand students each year to sign-up and receive information related to degrees at SSC.

In the classroom, I use this level of creativity to make interesting PowerPoints, interactive labs, and activities. My abilities have allowed me to utilize funding from the state of Oklahoma to purchase innovative

Summary of Evidence

technologies that I can use in a multitude of ways in the classroom and truly capitalize on our investment. Additionally, like most educators, I have been creative with less costly supplies, using Chex mix to explain feed rations or craft items to recreate parts of the flower. While simple items, when students are given the ability to also be creative, a lot can happen. In the summer of 2024, I was asked to teach a course on outdoors to children. With limited instruction I was able to put together four days' worth of activities that were informative, but hands-on. One activity had students creating their own bison using yarn and coffee grounds. However, their favorite was making wildlife tracts out of plaster and then painting.

Finally, I believe one of my best strengths is my ability to connect with learners. Years spent as an FFA advisor have prepared me to connect with a variety of students from all backgrounds. This really plays into the idea of providing a safe and welcoming learning environment. I want students to feel comfortable in my classroom. I want them to feel as though they can come to me with their academic problems as well as their personal problems. I believe that as educators, we have this amazing opportunity to serve as role models and mentors for our students.

Two years ago, I had a student struggling with depression. I shared with this student some of my own experiences and encouraged them to seek professional help as I had done in the past. I continued to check in with this student and was able to see them through getting professional help. I am glad that this student felt comfortable enough to share their struggle with me and that I was able to help them. I'm happy to say that I keep in contact with this student, and they have really turned their life around and had much success after SSC.

II. Summary of Materials

- A. Summary of Evidence document
- B. Resume Professional experiences, publications, and awards
- C. Transcripts
 1. Oklahoma State University; Virginia Polytechnic Institute and State University
- D. Evidence of Meeting Criteria
 1. Faculty Performance Regarding Teaching
 - a) Agriculture Degree Program Handout
 - b) Course Handouts and Laboratory Examples
 - (1) Lab 3 Dry Matter - AGRI 1104 Introduction to Animal Science; Dry Matter Practice Calculations - AGRI 1104 Introduction to Animal Science; Habitat Requirements of Wildlife Lecture Notes Teacher Version - AGRI 1303 Wildlife and Natural Resources; Habitat Requirements of Wildlife Lecture Notes Student Version - AGRI 1303 Wildlife and Natural Resources; Soil Texture Triangle Handout - AGRI 2144 Fundamentals of Soil Science; Activity 6.1 Digestion Murals Activity - AGRI 1104 Introduction to Animal Science
 - c) Faculty Performance Evaluations
 - (1) January – December 2018; January - December 2023; January - December 2022
 - d) Student Work Examples
 - (1) Producers Management Guide Project - AGRI 1104 Introduction to Animal Science; Rubric; PMG 0: Basic Information Sheet Handout and Student's Completed Work; PMG 1: Animal Needs Handout and Student's Completed Work

Summary of Evidence

- (2) Plant and Soil Science Final Project Handout - AGRI 1204 Plant and Soil Science; Student's Completed Work - Children's Book Example - Handmade; Student's Completed Work - Children's Book Example - Digitally Made
 - e) Agriculture Degree Program Approved - News Article
 - f) Faculty Member of the Month - News Article
 - g) Personal Letter from Student
 - h) Thank You card following Recruitment Visit to Lone Grove High School
2. Student Evaluation of Course Feedback
 - a) Fall 2018 - AGRI 1104 Introduction to Animal Science; Fall 2018 - AGRI 1303 Wildlife and Natural Resources; Fall 2022 - All courses taught; Fall 2023 - All courses taught
3. Faculty Performance Regarding Scholarship
 - a) 2024 Mentor Up Workshop Schedule
 - b) Oklahoma Momentum Year Summit 2022
 - c) Newspaper Article Recognizing my tenure as Faculty Senate President 2022 - 2023
 - d) Copy of SSC Faculty Senate Agenda - September 2022
 - e) Photograph from attending Oklahoma Higher Education Day at the State Capitol
 - f) Copy of Region II Clay Target Shooting Agenda - August 2023
 - g) Copy of SSC Assessment of Student Learning Committee Meeting - August 2023
 - h) Copy of SSC Assessment of Student Learning Committee Meeting - August 2024
4. Faculty Performance Regarding Service
 - a) Copy of PowerPoint for Succulent Terrarium course that I led
 - b) Copy of Registration page for Kids on Campus event that I oversaw and taught
 - c) Copy of STEM Division Meeting - August 2024
 - d) Newspaper Article of SSC Board of Regents Meeting presentation
 - e) Newspaper Article of Women in Stem presentation
 - f) Newspaper Article of Business and Industry course
 - g) Newspaper Article of SSC FFA Interscholastic Contest I hosted in April 2024
 - h) Newspaper Article of SSC Shooting Sports Team participating in SSC Trick or Treat Trail
 - i) Newspaper Article of SSC Shooting Sports Team participating in National Tournament
5. Syllabi
 - a) AGRI 1104 01 Introduction to Animal Science (online); AGRI 1104 02 Introduction to Animal Science; AGRI 1204 Introduction to Plant and Soil Science; AGRI 1303 Wildlife and Natural Resources Management; AGRI 1503 Introduction to Livestock Evaluation; AGRI 2123 Agricultural Leadership (online); AGRI 2144 Fundamentals of Soil Science; BA 1203 Introduction to Agriculture Economics; STSC 1002 Learning Strategies (online)
6. Tenure Team Classroom Performance Evaluations
7. Tenure Application Committee Interview Form