



THE UNIVERSITY *of* OLIVET

December 30, 2024

To Whom It May Concern,

I am writing to offer my recommendation for Jamie Sinutko, who has demonstrated exceptional consulting leadership, strategic thinking, and commitment to the development of the pre-licensure BSN nursing program at The University of Olivet over the past year. During this time, she has taken on a wide array of critical responsibilities and completed them with diligence, skill, and professionalism.

Jamie has worked to address both the immediate and long-term needs of our new pre-licensure BSN nursing program while considering our current RN to BSN track. Below is a summary of the impressive range of work successfully completed in just one year:

1. **Board of Trustees Projections:** consultant drafted projections for nursing student enrollment, the projected budget, a timeline, and local competition information for initial approval by the Board of Trustees. This work was foundational for strategic decision-making at the institutional level.
2. **SWOT Analysis:** consultant conducted a local needs assessment and an inventory of potential competition from other nursing schools, as well as an identification of future clinical sites. This analysis also involved surveying local nursing schools, as required by the Michigan Board of Nursing, helping to ensure that the program aligns with community needs and regulatory standards.
3. **BSN Curriculum Development:** consultant led the development of the new pre-licensure Bachelor of Science in Nursing (BSN) curriculum. This involved extensive collaboration with faculty and leadership to ensure internal approval of the curriculum, nursing syllabi, and the master evaluation plan.
4. **Accreditation Planning:** consultant assisted with a plan for the nursing program's professional accreditation (CCNE) and the Higher Learning Commission (HLC) accreditation. This work helped us ensure compliance with accreditation standards.
5. **Organizational Structure and Recruitment:** consultant collaborated with the Human Resources department to create a meaningful nursing organizational structure, including recruitment, onboarding, hiring timelines, and retention strategies.
6. **Facilities Planning and Equipment Procurement:** consultant played a key role in working with facilities to plan the renovation of the nursing skills laboratory and simulation space. This included helping to design the layout, selecting necessary equipment, and creating an effective nursing equipment procurement plan.

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7. **Financial Planning and Fundraising:** consultant worked closely with the college leaders to develop a 5-year budget for the nursing program. They also identified fundraising strategies and collaborated to support fundraising initiatives.
8. **Student Recruitment and Admissions Policies:** consultant partnered with the admissions team to develop a comprehensive student recruitment plan, including the creation of admissions, readmission, progression, and completion policies.
9. **Faculty and Student Handbooks:** consultant updated the nursing student and faculty handbooks. This involved drafting policies that will guide both nursing students and faculty throughout their experience in the program.
10. **Clinical Contracts:** consultant was involved in the planning and creation of clinical contracts, working to draft sample contracts and secure signed letters of intent. This effort was essential in establishing early partnerships with local healthcare facilities for student clinical placements.
11. **State of Connecticut Regulatory Submissions:** consultant wrote and submitted the critical document to the Michigan Board of Nursing including the Written Notice of Intent to Establish a Program, Nursing Feasibility Study, and Self-Study. This was a highly complex task that required attention to detail and a deep understanding of state regulations.
12. **Site Visit:** consultant coordinated and attended the site visit for the state. Her ability to manage this visit with such efficiency and thoroughness contributed significantly to the program's smooth approval process.
13. **Nursing Director Search and Onboarding:** consultant wrote the job description for the Nursing Director position, participated in the search process, and helped onboard the new hire, ensuring a seamless transition and the continuity of leadership.

Jamie's contributions have been indispensable, and the nursing program has advanced considerably thanks to her leadership and vision. Her skill in managing a wide array of tasks, all while maintaining a sharp focus on quality, detail, and institutional objectives, has been truly impressive. I am confident that she will continue to thrive in her next consulting role.

If you have any questions or would like further information, please feel free to contact me.

Sincerely,



Steven M Corey, PhD
President

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