

CAMPUS MEMO

from the
Office of the President

April 30, 2020

Returning to Work on Campus

As the state of Oklahoma begins to slowly “reopen” during what is hopefully the decline of the COVID-19 pandemic, we have cautiously decided to resume our normal work schedules on campus again beginning **Monday, May 11, 2020**. All SSC employees will report to their respective offices and will work their regularly assigned hours, Monday through Friday. For now, our doors will still be closed to the public and classes for the summer will remain entirely online. As we make this transition, we ask that everyone keep cleanliness and safety a priority. It is highly encouraged to continue social distancing of at least six feet from others, to wash hands regularly and to wear protective masks and/or gloves when interacting with others. It is also recommended to continue to hold meetings virtually if possible – and to have 10 or less in a group, if meeting in person.

As we take these small steps back to our regular routines, we understand that there will be situations involving health or family that may prevent some employees from returning to work fully on campus at this time. You will be receiving an email detailing information about the **Families First Coronavirus Response Act (FFCRA)** that provides certain employees paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions are allowed, as needed and approved, through December 31, 2020. This information will also be posted on the Coronavirus – COVID-19 update section of the SSC website at www.sscok.edu. If you have circumstances that are allowable under this Act, or questions about the Act, please reach out to Human Resources at 405-382-9204 or email hr@sscok.edu, or contact **Interim Vice President for Fiscal Affairs Courtney Jones** at 405-382-9277.

While we are anxious to see everyone, we know that our return to campus may present some unusual challenges. I ask that you continue to be tolerant, flexible and creative about ways to serve students and this institution.

Summer Hours

Beginning the week of **May 25, 2020**, the Seminole State College campus will return to our adjusted summer hours and be closed on Fridays during the months of June and July. Employees will operate on a defined schedule between 8 a.m. to 5 p.m. (with a one-hour lunch break) Monday through Thursday. In an effort to serve students, some offices will continue to remain open until 6 p.m. on Mondays. Employees who would like to continue to leave campus at 4 p.m. may choose to use compensatory time or annual leave by coordinating their requests with their supervisors. An email with more specific information regarding summer hours will be sent out in the coming days from our Human Resources Office.



Lana Reynolds, President
Seminole State College

CARES Act – Student Relief Funds

Seminole State College has received an allocation of the Higher Education Emergency Relief Fund that is being provided by the U.S. Department of Education through the Coronavirus Aid, Relief and Economic Security (CARES) Act to assist students in the amount of \$580,000.

These funds will be distributed to our students based on specific guidance from the U.S. Department of Education as well as procedures established by SSC. This money is intended to provide help to students for expenses related to the disruption of campus operations due to COVID-19. Students must be eligible for Title IV federal aid to qualify for this program, but, not necessarily recipients of those grant funds. Students will be contacted about steps to take to receive funding, based on their credit hour enrollment. Our current projections are that qualifying students who were taking 15 credit hours this Spring, will receive \$675. This money will be disbursed quickly. Please encourage students you have contact with to take advantage of this program. There will also be approximately \$50,000 of that money awarded on the basis of need. A Campus CARES Committee, comprised of **Leslie Sewell**, Assistant Athletic Director and SGA and Food Pantry Sponsor; **Christal Knowles**, Social Sciences Associate Professor and SSC HELP Center; **Lindsay Hernandez**, Office Manager, President's Office; **Janna Wilson-Byrd**, Director of Student Support Services Grant; and **Kelly Hankal**, Director of Medical Laboratory Technology, will be evaluating applications for that money.

The distribution of this money is a complex process that involves multiple entities and departments, including the federal government. We are continually and cautiously making preparations to get this money into the hands of our students as expeditiously as possible. We are very grateful for these funds and hope this will provide some relief for our students during this time.

Please Continue to Take Care and Stay Safe!