

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING December 7, 2017

#### 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 Enoch Kelly Haney Center Board Room.

#### II. Roll Call of Members

Roll call was conducted. Regent McQuiston was absent.

#### III. Introduction of Guests

President Reynolds introduced visitors, administrators, faculty, and staff present at the meeting. Special recognition was given to John Bolander, Faculty Senate President and Emily Carpenter, Assistant Professor of Math.

#### IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held October 26, 2017; Regent Morgan made a motion to approve the minutes as written and Regent Sheffield seconded the motion. This motion was approved unanimously.

#### V. Communications to the Board

**Financial Report** – Mr. Braden Brown, Vice President for Fiscal Affairs, presented a review of the College's revenue and expenses through November 30, 2017. Regent Franklin made a motion to approve the Financial Report as presented and Regent Sheffield seconded the motion. This motion was approved unanimously.

- *Report on Purchases over \$15,000 for October*
  - ATI Testing – Nursing Textbooks & Software - \$20,750.00
  - Quant Systems Inc. – Math Class Software - \$38,467.00
  - Pearson Education – New & Used Textbooks - \$33,012.05
  - Bytespeed – Computers - \$34,680.00
  
- *Report on Purchases over \$15,000 for November*
  - Bank of America – Misc. Athletic Expenses - \$18,867.96
  - Gordon Cooper Technology Center – MLT Fee Reimbursement - \$28,770.70

#### 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)

2018 Board of Regents Meeting Dates – President Reynolds presented the Regents with a list of proposed Board meeting dates for 2018.

Personnel Update – President Reynolds informed the Board about several personnel changes. These changes were as follows:

### **New Hires:**

Misty Cooper – GEAR UP Advisor

Mike Anderson – GEAR UP Advisor

Jeanie Nix – GEAR UP Professional/Communication Coordinator

Heather White – Talent Search Advisor

A letter of resignation was received from Corey Quiett, Registrar.

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

- SSC STEM students assisted with Gordon Cooper Career Exploration Day
- SSC campus held a “Trick or Treat Trail” for area children
- The SSC Leadership Class held a canned food drive
- NASNTI hosted a Native November Symposium
- The Art Club visited the Dallas Museum of Art and Nasher Sculpture Center
- PLC Students volunteered at the Regional Food Bank
- President Reynolds was honored as an Oklahoma Christian University Distinguished Alumni
- Larry Smith, Rural Business & Resources Center Director was inducted into the Seminole Hall of Fame
- SSC held a Family Fun Night at the Reynolds Wellness Center
- Several SSC representatives attended the OSHRE Fall Legislative Forum
- President Reynolds was one of the guest speakers at the Women in Higher Education Luncheon
- Seminole Rotary Club planted trees on the SSC campus in honor of Melvin Moran
- MLT students toured the OU Children's Hospital Laboratory
- PLC students visited the Oklahoma Blood Institute
- The ribbon cutting for the opening of the Dan and Andrea Boren Center was held on December 4<sup>th</sup>
- Faculty and staff served “Finals Eve Dinner” to students on campus
- SSC students hosted “SSC Night at the Lights” at the Reynolds Wellness Center light display
- Student Athletes wrapped over 600 gifts for the Rotary Community Christmas Dinner

- Senator Jason Smalley was honored by the Oklahoma State Regents for Higher Education
- President Reynolds gave an update on the Oklahoma Higher Education Task Force
- President Reynolds invited the Regents to attend the SSC Educational Foundation Holiday Event
- President Reynolds informed the Regents that Regent Donaho will be honored by *Leadership Oklahoma* as their “Distinguished Graduate”

## **VIII. Business**

**Approval of Physical Therapy Assistant Course Fee** – President Reynolds presented the Board with information about the addition of a Physical Therapy Assistant Course Fee. This fee, in the amount of \$20 per credit hour, would generate approximately \$16,000 to help cover the costs of the Physical Therapy Assistant Program. President Reynolds recommended approval of the addition of the fee. Regent Donaho made a motion to approve the addition of the \$20 per credit hour Physical Therapy Assistant Course Fee and Regent Morgan seconded this motion. Roll call was as follows: Morgan – yes; Donaho – yes; Sheffield – yes; Hyden – yes, Franklin – yes and Cain – yes.

**Approval of Engineering Technology Course Fee** – President Reynolds presented information about a proposed about the addition of an Engineering Technology Course Fee. This fee will only be charged to courses designed for the engineering program. This fee will generate approximately \$9,000 and is in the amount of \$50 per credit hour. President Reynolds recommended approval of the addition of the fee. Regent Franklin made a motion to approve the addition of the Engineering Technology Course fee and Regent Morgan seconded this motion. Roll call was as follows: Morgan – yes; Donaho – yes; Sheffield – yes; Hyden – yes, Franklin – yes and Cain – yes.

**Recommendation to Enter into Executive Session** – Regent Donaho made a recommendation and motion to enter into executive session to discuss the position of the Vice President for Fiscal Affairs. Regent Sheffield seconded this motion. Roll call was as follows: Morgan – yes; Donaho – yes; Sheffield – yes; Hyden – yes, Franklin – yes and Cain – yes.

**Return to Open Session** – Regent Sheffield made a motion to return to open session and Regent Morgan seconded this motion. Roll call was as follows: Morgan – yes; Donaho – yes; Sheffield – yes; Hyden – yes, Franklin – yes and Cain – yes.

**Action Regarding the Vice President for Fiscal Affairs** – President Reynolds stated that Mr. Brown has been an integral part of the Administrative Team and Seminole State College and he will be sorely missed. President Reynolds thanked Mr. Brown for his service and wished him well. Regent Sheffield made a motion to accept the resignation of Braden Brown, Vice President for Fiscal Affairs. Regent Franklin seconded this motion. Roll call was as follows: Morgan – yes; Donaho – yes; Sheffield – yes; Hyden – yes, Franklin – yes and Cain – yes.

**IX. Consent Agenda**

Regents were presented information concerning items on the Consent Agenda. President Reynolds recommended approval of these items. Regent Sheffield made a motion to approve the Consent Agenda items and Regent Hyden seconded the motion. This motion was approved unanimously.

- 2018-2019 Academic Calendar
- New Program Request – Engineering Technology AAS
- Degree Program Modification – Computer Science AS
- Degree Program Modification – Early College Certificate
- Degree Program Modification – Learning Strategies
- Degree Program Review – BE Child Development
- Degree Program Review – LAH Liberal Studies AA
- Degree Program Review – SS Criminal Justice AS
- Degree Program Review – STEM Biology AS
- Degree Program Review – STEM Health Sciences AS

**X. Adjournment**

There being no further business or discussion the meeting was adjourned at 1:55 p.m.

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Bryan Cain, Chair

SEMINOLE STATE COLLEGE  
SUMMARY OF REVENUE AND EXPENDITURES  
EDUCATIONAL AND GENERAL FUND  
December, 2017  
FY 07/01/2017 to 06/30/2018

REVENUE

	Revenue YTD	Current Month	Budget YTD	Difference YTD	Budgeted Annual
State Appropriation	2,265,597	390,549	2,295,109	(29,512)	4,590,217
Other Transfers	2,506,434	121,785	2,542,851	(36,416)	5,468,496
<b>TOTAL</b>	<b>4,772,031</b>	<b>512,334</b>	<b>4,837,959</b>	<b>(65,928)</b>	<b>10,058,713</b>

EXPENSES

	Expenses YTD	Current Month	Budget YTD	Difference YTD	Budgeted Annual
<b>TOTAL</b>	<b>4,662,434</b>	<b>831,139</b>	<b>4,986,833</b>	<b>(324,399)</b>	<b>9,973,666</b>

SEMINOLE STATE COLLEGE  
SUMMARY REPORT  
December, 2017  
FY 07/01/2017 to 06/30/2018

	BEGINNING BALANCE 07-01-2017	AMOUNT OF CHANGE	BALANCE 12-31-2017	PRIOR YR BALANCE 12-31-2017
Education & General	983,205.57	(124,902.50)	858,303.07	865,871.76
Auxillary	481,027.28	(119,148.75)	361,878.53	601,125.13
Capital Projects	179,704.69	(17,749.75)	161,954.94	135,066.63
Clearing	16,859.79	51,080.48	67,940.27	37,626.17

Summary of page 5  
Revenue and Expenditures (Y-T-D)  
Education & General and Clearing

	REVENUE	EXPENSE	DIFFERENCE
State Appropriation	2,265,596.50		
Other Transfers	240,868.58		
Clearing	2,265,565.61		
TOTAL	<u>4,772,030.69</u>	<u>4,876,261.78</u>	<u>(104,231.09)</u>

Summary of page 3  
Revenue and Expenditures (Y-T-D)  
Auxillary

	REVENUE	EXPENSE	DIFFERENCE
From Operations	1,689,337.03	1,683,074.42	
TOTAL	<u>1,689,337.03</u>	<u>1,683,074.42</u>	<u>6,262.61</u>

SUMMARY OF CLAIMS AND CHECKS

Treasury Claims	1,005,597.04
Auxillary	446,324.55
Clearing	708.00
SSCOK Card	88,894.74
TOTAL	<u>1,541,524.33</u>

STATEMENT OF INCOME  
AUXILIARY FUNDS  
December, 2017  
FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUES</b>				
Contractual Food Service	26,131.65	298,318.92	290,245.33	8,073.59
Bookstore	14,210.35	456,459.34	442,472.22	13,987.12
Institutional Support	9,354.84	209,161.48	202,328.37	6,833.11
Haney Center	650.00	2,985.00	3,325.00	(340.00)
Roesler Residential Center	10,963.30	136,460.12	178,625.30	(42,165.18)
Seminole Nation Residential Center	6,418.50	229,291.16	367,072.74	(137,781.58)
Student Activities	9,448.29	206,352.70	174,297.43	32,055.27
Infrastructure	7,800.29	150,308.30	119,490.05	30,818.25
TOTAL REVENUE	<u>84,977.22</u>	<u>1,689,337.03</u>	<u>1,777,856.44</u>	<u>(88,519.42)</u>
<b>EXPENDITURES</b>				
Contractual Food Service	40,905.72	344,694.08	328,539.68	16,154.40
Bookstore	108,262.92	538,400.21	504,309.91	34,090.29
Institutional	47,953.62	266,149.78	115,052.34	151,097.44
Pond Maintenance	0.00	1,841.14	4,651.42	(2,810.28)
Haney Center	867.99	30,689.91	41,121.77	(10,431.86)
Roesler Residential Center	20,893.76	145,469.00	150,442.05	(4,973.05)
Seminole Nation Residential Center	31,649.31	217,043.06	210,096.60	6,946.46
Student Activities	27,622.33	138,787.24	299,012.67	(160,225.43)
TOTAL EXPENDITURES	<u>278,155.65</u>	<u>1,683,074.42</u>	<u>1,653,226.44</u>	<u>29,847.98</u>
REVENUE OVER (UNDER)	<u>(193,178.43)</u>	<u>6,262.61</u>	<u>124,630.00</u>	<u>(118,367.39)</u>
EXPENDITURES				

CASH FLOW STATEMENT  
December, 2017  
FY 07/01/2017 to 06/30/2018

	BEGINNING BALANCE 07-01-2017	RECEIPTS	EXPENDITURES	CURRENT CASH BALANCE	PRIOR YEAR CASH BALANCE
Education & General	983,205.57	4,771,406.50	4,896,309.00	858,303.07	865,871.76
AUXILLARY					
UNRESTRICTED					
Auxillary	285,395.24	1,592,643.06	1,573,488.53	304,549.77	328,577.37
Student Activities	385,619.24	206,352.70	141,142.37	450,829.57	300,414.48
SUB-TOTAL UNRESTRICTED	<u>671,014.48</u>	<u>1,798,995.76</u>	<u>1,714,630.90</u>	<u>755,379.34</u>	<u>628,991.85</u>
RESTRICTED					
Sarkey Loan	1,057.94	0.00	0.00	1,057.94	1,057.94
Restricted Programs	(153,277.15)	4,858,456.25	5,007,983.91	(302,804.81)	(186,181.28)
Agency Funds	130,421.62	66,598.86	125,121.75	71,898.73	158,440.77
Educational Activities	(172,943.51)	733,846.17	736,309.23	(175,406.57)	(6,787.71)
NIH/Bridge Grant	1,274.90	0.00	0.00	1,274.90	1,274.90
OTAG	3,479.00	99,500.00	92,500.00	10,479.00	4,328.66
SUB-TOTAL RESTRICTED	<u>(189,987.20)</u>	<u>5,758,401.28</u>	<u>5,961,914.89</u>	<u>(393,500.81)</u>	<u>(27,866.72)</u>
TOTAL FUND AUXILLARY	<u>481,027.28</u>	<u>7,557,397.04</u>	<u>7,676,545.79</u>	<u>361,878.53</u>	<u>601,125.13</u>
CAPITAL PROJECTS					
Section 13	179,704.69	170,272.00	188,021.75	161,954.94	135,066.63
SUBTOTAL CAPITAL PROJECTS	<u>179,704.69</u>	<u>170,272.00</u>	<u>188,021.75</u>	<u>161,954.94</u>	<u>135,066.63</u>
TOTAL FROM OPERATIONS	<u>1,643,937.54</u>	<u>12,499,075.54</u>	<u>12,760,876.54</u>	<u>1,382,136.54</u>	<u>1,602,063.52</u>
TRANSFERS					
Clearing Account	16,859.79	6,288,261.56	6,237,181.08	67,940.27	37,626.17
Payroll Clearing	0.00	3,608,299.93	3,608,299.93	0.00	0.00
TOTAL TRANSFERS	<u>16,859.79</u>	<u>9,896,561.49</u>	<u>9,845,481.01</u>	<u>67,940.27</u>	<u>37,626.17</u>



SUMMARY OF BUDGET ACTIVITY  
EDUCATION AND GENERAL FUND  
December, 2017  
FY 07/01/2017 to 06/30/2018

REVENUE	<u>ALLOCATION</u>	<u>Y-T-D ACTIVITY</u>	<u>REMAINING BALANCE</u>
State Appropriation	4,590,217.00	2,265,596.50	2,324,620.50
Other Deposits	225,000.00	96,979.42	128,020.58
Reimbursement From State Grants	245,204.97	143,889.16	101,315.81
Clearing Fund	<u>4,998,291.00</u>	<u>2,265,565.61</u>	<u>2,732,725.39</u>
TOTAL REVENUE	10,058,712.97	4,772,030.69	5,286,682.28
EXPENDITURES			
Instruction 17-18	4,812,051.61	1,809,409.99	3,002,641.62
Instruction 16-17	0.00	143,124.29	
Public Service 17-18	0.00		0.00
Academic Support 17-18	421,097.63	287,380.16	133,717.47
Academic Support 16-17	0.00	1,607.77	
Student Services 17-18	1,373,728.34	597,795.67	775,932.67
Student Services 16-17	0.00	12,369.66	
Institutional Support 17-18	1,593,275.90	698,021.12	895,254.78
Institutional Support 16-17	0.00	20,365.65	
Physical Plant 17-18	1,773,512.40	1,269,826.96	503,685.44
Physical Plant 16-17	0.00	36,360.51	
TOTAL EXPENDITURES FY 17-18	<u>9,973,665.88</u>	<u>4,662,433.90</u>	<u>5,311,231.98</u>
TOTAL EXPENDITURES FY 16-17		213,827.88	
TOTAL ALL EXPENDITURES		<u>4,876,261.78</u>	
REVENUE IN EXCESS OF EXPENDITURES		<u>(104,231.09)</u>	

SUMMARY OF REVENUE  
EDUCATION AND GENERAL FUND  
December, 2017  
FY 07/01/2017 to 06/30/2018

	<u>2017-2018</u> <u>July-December</u>	<u>2016-2017</u> <u>July-December</u>	<u>Difference</u>
State Appropriation	2,265,596.50	2,558,294.76	(292,698.26)
Application Fees	8,161.00	9,632.42	(1,471.42)
Tuition	1,281,547.67	1,200,675.84	80,871.83
Non-Resident Tuition	1,425.00	62,999.25	(61,574.25)
Late Enrollment Fees	0.00	0.00	0.00
Late Payment Fees	3,463.52	6,438.41	(2,974.89)
Seminars	0.00	3,884.00	(3,884.00)
Assessment Fees	50,225.61	51,119.75	(894.14)
Technology Service Fees	150,556.02	152,247.68	(1,691.66)
Library Automation Fees	45,999.98	46,582.00	(582.02)
Remedial Course Fees	32,226.23	51,286.00	(19,059.77)
Laboratory Fees	49,441.19	40,629.08	8,812.11
Parking Fees	30,299.76	31,860.65	(1,560.89)
Records Fees	33,321.36	33,871.70	(550.34)
Accident Shield Fee	64,158.66	64,522.00	(363.34)
Hybrid/Online Course Fess	0.00	423.66	(423.66)
Student ID Fees	11,172.00	13,880.00	(2,708.00)
Outreach Non-Campus Fees	0.00	330.00	(330.00)
Medical lab Tech Fees	860.00	3,425.35	(2,565.35)
Electronic Academic Access Fees	55,974.37	54,635.90	1,338.47
Distance Education/Outreach Fees	83,133.96	124,066.87	(40,932.91)
Compliance Fee	33,291.11	31,454.12	1,836.99
Safety Fee	33,353.50	31,458.00	1,895.50
International Student Fees	1,115.61	3,600.00	(2,484.39)
Nursing Fees	44,176.00	24,662.00	19,514.00
Subtotal Student Fees	<u>2,013,902.55</u>	<u>2,043,684.68</u>	<u>(29,782.13)</u>
Testing Fees	1,160.00	2,130.00	(970.00)
Fines-Parking, Library	1,517.35	2,305.00	(787.65)
Returned Check Charges	0.00	(28.50)	28.50
Reimbursements and Refunds	179,354.44	20,884.98	158,469.46
Indirect Cost	96,979.42	100,400.79	(3,421.37)
Other Income	69,236.27	43,885.82	25,350.45
Oiler Park Maintenance Fee	0.00	0.00	0.00
Rental Income	395.00	1,370.00	(975.00)
Subtotal: Other Income	<u>348,642.48</u>	<u>170,948.09</u>	<u>177,694.39</u>
Total Revolving Income	<u>2,362,545.03</u>	<u>2,214,632.77</u>	<u>147,912.26</u>
Total Revenue	<u><u>4,628,141.53</u></u>	<u><u>4,772,927.53</u></u>	<u><u>(144,786.00)</u></u>

STATEMENT OF INCOME  
 CONTRACTED FOOD SERVICE  
 December, 2017  
 FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Refund & Reimbursements	0.00	0.00	0.00	0.00
Employee Meal Tickets	135.00	2,552.00	630.00	1,922.00
Students Meals	25,996.65	251,916.09	245,320.32	6,595.77
Rebates	0.00	43,850.83	44,295.01	(444.18)
<b>TOTAL REVENUE</b>	<u>26,131.65</u>	<u>298,318.92</u>	<u>290,245.33</u>	<u>8,073.59</u>
<b>EXPENSE</b>				
Supplies	0.00	0.00	445.52	(445.52)
Bookstore Supplies	27.01	147.43	1,015.10	(867.67)
Miscellaneous	40,844.13	344,386.07	326,887.27	17,498.80
Contractual Services	31.50	157.50	189.00	(31.50)
Telephone	0.00	0.00	0.00	0.00
Postage	3.08	3.08	2.79	0.29
Equipment	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>40,905.72</u>	<u>344,694.08</u>	<u>328,539.68</u>	<u>16,154.40</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>(14,774.07)</u>	<u>(46,375.16)</u>	<u>(38,294.35)</u>	<u>(8,080.81)</u>

STATEMENT OF INCOME  
 BOOKSTORE  
 December, 2017  
 FY 07/01/2017 to 06/30/2018

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Booksales	5,745.12	297,083.46	248,537.47	48,545.99
Booksales-Nontaxable	58.94	8,748.36	7,532.97	1,215.39
Supply Sales	563.55	23,811.95	26,897.28	(3,085.33)
Supply - Nontaxable	4,672.98	59,428.41	68,814.28	(9,385.87)
Merchandise Sales	2,855.73	46,225.70	52,295.17	(6,069.47)
Merchandise Nontaxable	0.00	68.95	32.74	36.21
Rentals	314.03	18,147.88	30,436.78	(12,288.90)
<b>SUBTOTAL REVENUE</b>	<u>14,210.35</u>	<u>453,514.71</u>	<u>434,546.69</u>	<u>18,968.02</u>
Refunds From Vendors	0.00	2,613.50	6,133.66	(3,520.16)
Returned Check Charges	0.00	0.00	(76.93)	76.93
Lost Rental Books	0.00	297.54	1,667.00	(1,369.46)
Other Income	0.00	44.85	176.80	(131.95)
Cash Short or Long	0.00	(11.26)	25.00	(36.26)
<b>TOTAL REVENUE</b>	<u>14,210.35</u>	<u>456,459.34</u>	<u>442,472.22</u>	<u>13,987.12</u>
<b>EXPENSE</b>				
Professional Salaries ft	3,286.00	19,716.00	19,716.00	0.00
Classified Salaries-ft	1,941.42	11,648.52	11,648.52	0.00
Classified Salaries-pt	0.00	0.00	2,271.00	(2,271.00)
Student Wages	538.13	3,252.92	736.25	2,516.67
Professional Services	0.00	0.00	371.91	(371.91)
Fringe Benefits	2,914.18	14,570.90	18,242.85	(3,671.95)
<b>TOTAL PERSONNEL EXPENSE</b>	<u>8,679.73</u>	<u>49,188.34</u>	<u>52,986.53</u>	<u>(3,798.19)</u>
Purchase For Resale	98,298.77	476,458.57	435,254.07	41,204.50
Travel	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	132.00	(132.00)
Bookstore Supplies	12.17	756.96	1,326.59	(569.63)
Miscellaneous	0.00	0.00	1,026.00	(1,026.00)
Contractual Services	1,272.25	9,808.33	13,486.42	(3,678.09)
Telephone	0.00	0.00	0.00	0.00
Postage	0.00	16.83	98.30	(81.47)
Advertising	0.00	0.00	0.00	0.00
Equipment	0.00	2,171.18	0.00	2,171.18
<b>TOTAL EXPENDITURES</b>	<u>108,262.92</u>	<u>538,400.21</u>	<u>504,309.91</u>	<u>34,090.30</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>(94,052.57)</u>	<u>(81,940.86)</u>	<u>(61,837.69)</u>	<u>(20,103.17)</u>

STATEMENT OF INCOME  
ROESLER RESIDENTIAL CENTER  
December, 2017  
FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Roesler Residential Center	10,963.30	94,518.95	96,786.24	(2,267.29)
Rent-Talent Search	0.00	0.00	0.00	0.00
Rent-Upward Bound	0.00	41,716.17	35,265.02	6,451.15
Rent-PIE Academy	0.00	0.00	0.00	0.00
Reimb-Damaged Property	0.00	0.00	149.78	(149.78)
Other Room Charges	0.00	225.00	599.26	(374.26)
TOTAL REVENUE	<u>10,963.30</u>	<u>136,460.12</u>	<u>132,800.30</u>	<u>3,659.82</u>
<b>EXPENDITURES</b>				
Professional Salaries ft	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Service	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
TOTAL PERSONNEL EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Supplies	0.00	869.30	1,452.41	(583.11)
Bookstore Supplies	18.95	288.48	933.39	(644.91)
Miscellaneous Expenditures	18,377.09	116,959.30	115,917.67	1,041.63
Contractual Services	2,497.72	12,539.52	14,255.40	(1,715.88)
Telephone	0.00	0.00	0.00	0.00
Utilities	0.00	14,348.42	17,283.18	(2,934.76)
Equipment	0.00	463.98	600.00	(136.02)
TOTAL EXPENDITURES	<u>20,893.76</u>	<u>145,469.00</u>	<u>150,442.05</u>	<u>(4,973.05)</u>
REVENUE OVER (UNDER) EXPENDITURES	<u>(9,930.46)</u>	<u>(9,008.88)</u>	<u>(17,641.75)</u>	<u>8,632.87</u>

STATEMENT OF INCOME  
 SEMINOLE NATION RESIDENTIAL LEARNING CENTER  
 December, 2017  
 FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Rental Income	6,398.50	145,491.41	163,782.45	(18,291.04)
Rent-Upward bound	0.00	62,574.26	52,897.52	9,676.74
Rent-Talent Search	0.00	10,604.64	3,058.13	7,546.51
Rent-PIE Academy	0.00	9,499.99	8,837.20	662.79
Housing-Other Income	20.00	1,120.86	3,947.44	(2,826.58)
Damage Property	0.00	0.00	0.00	0.00
Reimbursement	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<u>6,418.50</u>	<u>229,291.16</u>	<u>232,522.74</u>	<u>(3,231.58)</u>
<b>EXPENSE</b>				
Professional Salaries P.T.	0.00	0.00	0.00	0.00
Classified Salaries-FT	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
<b>TOTAL PERSONNEL EXPENSE</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Travel	0.00	0.00	0.00	
Supplies	476.65	2,673.80	1,882.36	791.44
Bookstore Supplies	18.95	723.93	873.85	(149.92)
Miscellaneous	27,394.64	175,557.24	152,048.27	23,508.97
Contractual Services	3,759.07	18,871.79	21,633.09	(2,761.30)
Telephone	0.00	0.00	0.00	0.00
Utilities	0.00	19,216.30	30,183.23	(10,966.93)
Equipment	0.00	0.00	3,475.80	(3,475.80)
<b>TOTAL EXPENDITURES</b>	<u>31,649.31</u>	<u>217,043.06</u>	<u>210,096.60</u>	<u>6,946.46</u>
<b>REVENUE OVER</b>	<u>(25,230.81)</u>	<u>12,248.10</u>	<u>22,426.14</u>	<u>(10,178.04)</u>
<b>(UNDER) EXPENDITURES</b>				

STATEMENT OF INCOME  
 INSTITUTIONAL SUPPORT  
 December, 2017  
 FY 07/01/2017 to 06/30/2018

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Student Service Fees	7,843.25	173,624.66	169,699.85	3,924.81
Seminar Fees	0.00	0.00	0.00	0.00
Other Income	0.00	6,781.42	6,271.02	510.40
Photocopy Revenue	0.00	5.00	21.00	(16.00)
Vending Machine Commission	0.00	1,813.66	2,348.08	(534.42)
Reimbursements	1,511.59	26,936.74	23,988.42	2,948.32
Transfer from 290	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<u>9,354.84</u>	<u>209,161.48</u>	<u>202,328.37</u>	<u>6,833.11</u>
<b>EXPENSE</b>				
Professional Salarie-FT	0.00	0.00	7,438.98	(7,438.98)
Classified Salaries-FT	0.00	1,500.00	125.00	1,375.00
Classified Salaries-PT	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Services	6,468.08	104,596.73	56,249.00	48,347.73
Fringe Benefits	0.00	403.94	1,505.28	(1,101.34)
<b>Total Personnel Expense</b>	<u>6,468.08</u>	<u>106,500.67</u>	<u>65,318.26</u>	<u>41,182.41</u>
Travel	13.59	4,014.01	12,694.72	(8,680.71)
Supplies	5,856.27	21,932.96	7,464.58	14,468.38
Bookstore Supplies	631.75	2,414.70	1,706.50	708.20
Miscellaneous	31,221.23	120,013.76	22,449.65	97,564.11
Telephone	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.00
Contractual Services	846.25	4,259.23	3,174.75	1,084.48
Advertising	0.00	0.00	0.00	0.00
Utilities	0.00	0.00	0.00	0.00
Equipment	2,916.45	7,014.45	2,243.88	4,770.57
Capital Expense	0.00	0.00	0.00	0.00
Transfer of Funds	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>47,953.62</u>	<u>266,149.78</u>	<u>115,052.34</u>	<u>151,097.44</u>
<b>REVENUE OVER</b>	<u>(38,598.78)</u>	<u>(56,988.30)</u>	<u>87,276.03</u>	<u>(144,264.33)</u>
<b>(UNDER) EXPENDITURES</b>				

STATEMENT OF INCOME  
HANEY CENTER  
December, 2017  
FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Rent-Haney Center	650.00	2,985.00	3,325.00	(340.00)
<b>TOTAL REVENUE</b>	<u>650.00</u>	<u>2,985.00</u>	<u>3,325.00</u>	<u>(340.00)</u>
<b>EXPENSE</b>				
Professional Services	0.00	0.00	0.00	0.00
Supplies	11.69	821.62	2,114.42	(1,292.80)
Bookstore Supplies	0.00	0.00	0.00	0.00
Miscellaneous	260.00	1,568.39	9,262.06	(7,693.67)
Contractual Services	300.00	1,500.00	1,800.00	(300.00)
Utilities	296.30	26,799.90	27,945.29	(1,145.39)
Equipment	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>867.99</u>	<u>30,689.91</u>	<u>41,121.77</u>	<u>(10,431.86)</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>(217.99)</u>	<u>(27,704.91)</u>	<u>(37,796.77)</u>	<u>10,091.86</u>



STATEMENT OF INCOME  
STUDENT ACTIVITIES  
December, 2017  
FY 07/01/2017 to 06/30/2018

REVENUE	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
Student Activity Fees	8,362.94	181,148.35	143,781.38	37,366.97
Cultural & Recreation Fees	1,058.35	20,907.35	21,336.80	(429.45)
Student Govt Fees	0.00	0.00	0.00	0.00
Swimming And Aerobics Fees	0.00	0.00	0.00	0.00
Pool Rental	0.00	4,270.00	4,790.00	(520.00)
Concession Income	0.00	0.00	0.00	0.00
Basketball Income	0.00	0.00	900.00	(900.00)
Baseball Income	0.00	0.00	0.00	0.00
Softball Income	0.00	0.00	0.00	0.00
Volleyball Revenue	0.00	0.00	1,164.90	(1,164.90)
Soccer Income	0.00	0.00	0.00	0.00
Travel Reimbursements-Sports Teams	0.00	0.00	0.00	0.00
Athletics- Other Income	0.00	0.00	0.00	0.00
Transfer From Booster Club	0.00	0.00	0.00	0.00
Other Income-Overpayment	27.00	27.00	2,264.35	(2,237.35)
<b>TOTAL REVENUE</b>	<b>9,448.29</b>	<b>206,352.70</b>	<b>174,297.43</b>	<b>32,055.27</b>
<b>EXPENDITURES</b>				
Athletic Administration	240.90	1,064.53	1,822.99	(758.46)
Athletic Concession	0.00	0.00	0.00	0.00
National Tournaments	0.00	0.00	927.57	(927.57)
Men's Basketball	4,626.46	9,118.31	11,990.24	(2,871.93)
Women's Basketball	4,761.67	14,358.24	10,377.06	3,981.18
Volleyball	4,779.74	15,582.64	13,997.97	1,584.67
Baseball	2,788.50	34,278.70	8,370.95	25,907.75
Golf-Men	778.92	8,210.33	9,031.32	(820.99)
Golf-Women	782.30	8,650.52	6,000.57	2,649.95
Tennis-Men	672.66	7,973.94	8,770.12	(796.18)
Tennis Women	1,059.55	10,330.38	8,527.34	1,803.04
Softball	2,888.80	8,939.73	15,790.62	(6,850.89)
Women's Soccer	3,528.47	14,520.34	20,373.40	(5,853.06)
Student Activities	0.00	0.00	0.00	0.00
Student Government	445.60	5,406.13	2,564.14	2,841.99
Permanent Issue/Band	268.76	353.45	93.38	260.07
Sigma Kappa Delta (AFAC)	0.00	0.00	0.00	0.00
Student Nurse Association (Afac)	0.00	0.00	0.00	0.00
Sigma Kappa Delta	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>27,622.33</b>	<b>138,787.24</b>	<b>118,637.67</b>	<b>20,149.57</b>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(18,174.04)</b>	<b>67,565.46</b>	<b>55,659.76</b>	<b>11,905.70</b>

STATEMENT OF INCOME  
RESTRICTED FUNDS  
December, 2017  
FY 07/01/2017 to 06/30/2018

	CURRENT MONTH	YEAR TO-DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Pell	29,161.00	1,734,092.60	1,869,137.43	(135,044.83)
Pell Recovery	0.00	5,115.31	1,496.07	3,619.24
Seog	1,259.00	32,061.00	23,000.00	9,061.00
College Work Study	3,961.04	20,439.38	28,209.09	(7,769.71)
Student Direct Loans	33,807.07	1,154,821.07	1,336,169.84	(181,348.77)
Student Loans Repayment	0.00	1,382.27	(8,224.75)	9,607.02
FEMA Safe Room grant	0.00	0.00	0.00	0.00
Carl Perkins Grant	0.00	0.00	0.00	0.00
MentorLinks	0.00	0.00	0.00	0.00
AACC/RCCA	0.00	0.00	0.00	0.00
Upward Bound	45,337.08	568,869.28	482,676.71	86,192.57
Talent Search West	16,378.30	93,850.22	162,295.76	(68,445.54)
Talent Search Central	23,420.01	216,149.49	165,330.51	50,818.98
Dream Catcher Gear Up	49,408.39	247,170.66	308,802.33	(61,631.67)
Student Support STEM	20,869.84	118,216.39	116,465.33	1,751.06
Student Support Services	24,528.44	117,930.25	127,712.94	(9,782.69)
NASNTI	21,829.95	232,964.77	121,654.25	111,310.52
Title III Engaging Students in Science	13,102.35	195,881.05	125,167.69	70,713.36
College Access Challenge	0.00	0.00	0.00	0.00
OTAG	4,500.00	99,500.00	124,500.00	(25,000.00)
TOTAL REVENUE	<u>287,562.47</u>	<u>4,838,443.74</u>	<u>4,984,393.20</u>	<u>(145,949.46)</u>
<b>EXPENDITURES</b>				
Pell	29,096.00	1,727,543.00	1,870,920.13	(143,377.13)
Seog	1,259.00	26,259.00	22,542.77	3,716.23
College Work Study	3,961.04	20,386.22	28,209.09	(7,822.87)
Student Direct Loans	33,807.07	1,249,097.07	1,342,974.78	(93,877.71)
FEMA Safe Room grant	0.00	0.00	0.00	0.00
Carl Perkins Grant	8,640.96	8,640.96	0.00	8,640.96
MentorLinks	868.36	0.00	0.00	0.00
AACC/RCCA	281.99	0.00	0.00	0.00
Upward Bound	45,342.08	647,118.59	482,692.33	164,426.26
Talent Search West	16,378.30	175,146.83	162,295.77	12,851.06
Talent Search Central	23,420.01	215,325.35	165,357.51	49,967.84
Dream Catcher Gear Up	51,875.17	247,081.27	309,103.65	(62,022.38)
Student Support STEM	25,047.08	123,983.62	118,069.70	5,913.92
Student Support Services	21,899.82	113,428.64	126,137.31	(12,708.67)
NASNTI	21,829.95	232,999.97	121,654.25	111,345.72
Title III Engaging Students in Science	13,102.35	264,550.09	125,153.32	139,396.77
College Access Challenge	0.00	0.00	0.00	0.00
OTAG	4,500.00	97,000.00	124,500.00	(27,500.00)
TOTAL EXPENDITURE	<u>301,309.18</u>	<u>5,148,560.61</u>	<u>4,999,610.61</u>	<u>148,950.00</u>
REVENUE OVER EXPENDITURES	<u>(13,746.71)</u>	<u>(310,116.87)</u>	<u>(15,217.41)</u>	<u>(294,899.46)</u>



# **SEMINOLE** *State* **COLLEGE**

P.O. BOX 351 • 2701 BOREN BOULEVARD • SEMINOLE, OK 74818-0351 • PHONE: (405) 382-9950

I am resigning my position as head baseball coach at Seminole State College to spend more time with family.

*DJ*

12/15/17

**Sheila Morris**

131 N McKinley Ave, Shawnee OK 74801

405-248-6492

November 15, 2017

Human Resources  
Seminole State College  
PO Box 351  
Seminole, OK 74818

To whom it may concern:

I recently learned of the opening for Registrar and believe I have the skills and experience needed to fill the position. I am currently an Admissions Clerk here at Seminole State College and work closely with the outgoing Registrar.

For the past three years I have crossed-trained in all areas pertaining to the Admissions/Records department. I know the importance of having accurate records, multi-tasking, training, and having a good working relationship with other departments across campus. With the recent transition to our new student information system, I feel that my training in Jenzabar EX will be a great benefit.

I feel that my current position, along with my previous work experience, is an ideal match for the job duties and requirements. I have worked well with the public, vendors, and co-workers, including upper management. My work history will show that I am a loyal and dedicated employee that has worked in many areas of an office environment. I am responsible, cooperative, and have excellent communication skills.

I have attached a copy of my resume with references. I would greatly appreciate an opportunity to discuss this position further and gladly answer any questions you may have about my resume and work experience. I can be reached at x-248 or on my cell phone at 405-248-6492 any time that is convenient for you. Thank you for your time and consideration.

Respectfully,



Sheila Morris

Enclosures (1)

## SHEILA D. MORRIS

131 N McKinley Ave  
Shawnee, OK 74801  
405-248-6492  
[ssdmorris@yahoo.com](mailto:ssdmorris@yahoo.com)

### OBJECTIVE

Dedicated and focused employee who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals.  
Seeking a role of increased responsibility and authority.

### EDUCATION

Bachelor of Science in Mass Communications  
(minor in Psychology)  
East Central University, Ada OK

### WORK HISTORY

***Admissions/Record Clerk and ADA Specialist***  
**Seminole State College**

11/2014 – present  
2701 Boren Blvd, Seminole OK

- Input and process data in Jenzabar EX (previously used POISE) for admissions.
- Input transcript data from other colleges/universities for transfer students into our system.
- Assist with all preparations for the Spring graduation ceremony.
- Assist students, whether on the phone, via email, or walk-in, with various requests.
- Process accommodation requests for students with disabilities.
- Created budget spreadsheet for tracking Admissions and Graduation expenditures.
- Taught Intro to Microsoft Office for one semester.
- Assist with final degree audits and all end-of-term processes.
- DSO for International students and ARO for J-1 exchange program.

***Office Manager***  
**Vyve Broadband**

4/2013 - 7/2014  
1819 Airport Drive/707 W Saratoga, Shawnee OK

- Purchased office supplies for offices in 4 states.
- Created and maintained vehicle inventory for over 200 vehicles in 8 states.
- Handled and distributed all incoming and outgoing mail.
- Prepared and maintained data bases for administrators.
- Managed cell phone inventory and phone orders for all offices.
- Ordered uniforms for all technical personnel.

***Office Manager/Administrative Assistant/Marketing Assistant***  
**Allegiance Communications**

9/2006 - 4/2013  
1819 Airport Drive/707 W Saratoga, Shawnee OK

- Scheduled and coordinated meetings and events.
- Developed and maintained monthly data base for utility and phone invoices.
- Ordered office supplies and maintained office equipment.
- Submitted monthly marketing materials to media outlets.
- Maintained promotional material inventory and filed monthly invoices.

***Accounts Payable***  
**Charter Communications**

11/1999 - 9/2006  
707 W Saratoga, Shawnee OK

- Reviewed and verified incoming invoices.
- Maintained vendor files.
- Sorted and copied invoices to send to accounting for payment.
- Prepared checks for local payments.
- Pulled information needed for audits or budgeting.

***Customer Service Representative***  
**Falcon Cable**

8/1992 - 11/1999  
707 W Saratoga, Shawnee OK

- Took customer payments and balanced cash drawer daily.
- Issued/received customer equipment.
- Entered work orders into system.
- Assisted customer on phone and in the office.
- Helped office manager when needed.

**REFERENCES**

Corey Quiett	405-584-9465
Jamie Mills	405-255-6777
Greg Harrison	573-645-0837

# Memorandum

**To:** Lana Reynolds, President  
**From:** Braden Brown, Vice President for Fiscal Affairs  
**Date:** January 18, 2018  
**Re:** FY19 – Proposed Student Academic Service Fee for new Programs.

Please consider the following new Academic Service Fee for FY 2019

Health Science, Academic Excellence Fee	\$ 5.00 per credit hour
LAH, Academic Excellence Fee	\$10.00 per credit hour
Social Science, Academic Excellence Fee	\$10.00 per credit hour
Business & Education, Academic Excellence Fee	\$15.00 per credit hour
STEM, Academic Excellence Fee	\$15.00 per credit hour

All Academic Excellence Fees will help to provide professional development and training for necessary employees in the various areas. The fee will provide assistance to related course fees, tutoring fees, operating expenses for academic success, offset budget deficits, Title IX & other federal requirements, salaries, benefits, increase staffing, and development of new academic programs. The fees will generate roughly \$413,000 annually.

## Special Instruction Fees

*To Be Effective Fall 2018*

**Academic Services Fees.** Fees assessed students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. Such fees are required for all students receiving certain courses of instruction or certain academic services as designated by the institution and shall not exceed the actual cost of the course of instruction or the academic services provided by the institution. These services may include, but shall not be limited to, special instruction, testing, and provision of laboratory supplies and materials.

**Changes, Additions or Deletions of Academic Services Fees require State Regents' Approval.** OSRHE Policy and Procedures Manual, Budget and Fiscal Affairs, Section 4.18.1.E. Legislation: Title 70 Section 3218.10

**Special Instruction Fees.** Fees assessed students enrolling in specific courses. Examples include private instruction, private applied music lessons, special course fees for certain physical education courses, and aviation courses. Included in this category are the remedial course fees, electronic media fees, correspondence course fees, and off-campus fees.

**Institution Name:**

**Name of Fee**

**Course Prefix and Course Numbers**

*(For multiple courses you may attach a summary list to the back of this form.)*

Change in Academic Services Fee Rate		Fee to be assessed as indicated below (check all that apply).			
Current Fee	\$ -	Per Credit Hour	<input checked="" type="checkbox"/>	Lower Division	<input checked="" type="checkbox"/>
Proposed Fee	\$ 5.00	Per Course		Upper Division	
Change	\$ 5.00	Per Semester		Graduate Level	
<b>Is this a new fee? Yes/No ---&gt;</b>	YES	Annually		Professional	
<b>Date fee was last changed ---&gt;</b>	N/A	<b>Date approved by local governing board: ---&gt;</b>		<b>January 18, 2018</b>	
Comments:					

Describe the basis for the amount of the fee: Direct cost to provide services.

Describe the use of revenue collected: This fee will assist SSC maintaining accreditation. This will also help to provide professional development and training for necessary employees in the various areas. The fee will provide SSC assistance to health science related fees, tutoring fees, operating expenses for academic success center, help offset budget deficits, Title IX & other federal requirements, salaries & benefits, increased staffing, and development of new academic programs.

Consequence if fee is not approved: Accreditation is at risk, the selection of courses may decline. Technology would not be able to be upgraded in a timely manner.

Was student comment solicited on this fee change and use of this fee? Yes or No ----> YES

Explain: The Student Government Associations Officers and Student Government Sponsor met with the President to discuss the possibility of the new fee. The Officers gave their support and understood the need for the proposed increase would provide a better quality education and productive advances in approaches to instruction with regards to academic Excellence.

Projected New Revenue for FY18	\$	11,900
Estimated Revenue for FY17	\$	-
Total Projected Revenue for FY18	\$	11,900



## Special Instruction Fees

*To Be Effective Fall 2018*

**Academic Services Fees.** Fees assessed students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. Such fees are required for all students receiving certain courses of instruction or certain academic services as designated by the institution and shall not exceed the actual cost of the course of instruction or the academic services provided by the institution. These services may include, but shall not be limited to, special instruction, testing, and provision of laboratory supplies and materials.

**Changes, Additions or Deletions of Academic Services Fees require State Regents' Approval.** OSRHE Policy and Procedures Manual, Budget and Fiscal Affairs, Section 4.18.1.E. Legislation: Title 70 Section 3218.10

**Special Instruction Fees.** Fees assessed students enrolling in specific courses. Examples include private instruction, private applied music lessons, special course fees for certain physical education courses, and aviation courses. Included in this category are the remedial course fees, electronic media fees, correspondence course fees, and off-campus fees.

Institution Name:

Name of Fee

Course Prefix and Course Numbers   
 (For multiple courses you may attach a summary list to the back of this form.)

Change in Academic Services Fee Rate		Fee to be assessed as indicated below (check all that apply).			
Current Fee	\$ -	Per Credit Hour	<input checked="" type="checkbox"/>	Lower Division	<input checked="" type="checkbox"/>
Proposed Fee	\$ 10.00	Per Course	<input type="checkbox"/>	Upper Division	<input type="checkbox"/>
Change	\$ 10.00	Per Semester	<input type="checkbox"/>	Graduate Level	<input type="checkbox"/>
Is this a new fee? Yes/No --->	YES	Annually	<input type="checkbox"/>	Professional	<input type="checkbox"/>
Date fee was last changed --->	N/A	Date approved by local governing board: --->	January 18, 2018		

Comments:

Describe the basis for the amount of the fee: Direct cost to provide services.

Describe the use of revenue collected: This fee will assist SSC maintaining accreditation. This will also help to provide professional development and training for necessary employees in the various areas. The fee will provide SSC assistance to LAH related fees, tutoring fees, operating expenses for academic success center, help offset budget deficits, Title IX & other federal requirements, salaries & benefits, increased staffing, and development of new academic programs.

Consequence if fee is not approved: Accreditation is at risk, the selection of courses may decline. Technology would not be able to be upgraded in a timely manner.

Was student comment solicited on this fee change and use of this fee?

Yes or No ---> YES

Explain: The Student Government Associations Officers and Student Government Sponsor met with the President to discuss the possibility of the new fee. The Officers gave their support and understood the need for the proposed increase would provide a better quality education and productive advances in approaches to instruction with regards to academic Excellence.

Projected New Revenue for FY18  
 Estimated Revenue for FY17  
 Total Projected Revenue for FY18

\$	84,000
\$	-
\$	84,000

## Special Instruction Fees

*To Be Effective Fall 2018*

**Academic Services Fees.** Fees assessed students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. Such fees are required for all students receiving certain courses of instruction or certain academic services as designated by the institution and shall not exceed the actual cost of the course of instruction or the academic services provided by the institution. These services may include, but shall not be limited to, special instruction, testing, and provision of laboratory supplies and materials.

**Changes, Additions or Deletions of Academic Services Fees require State Regents' Approval.** OSRHE Policy and Procedures Manual, Budget and Fiscal Affairs, Section 4.18.1.E. Legislation: Title 70 Section 3218.10

**Special Instruction Fees.** Fees assessed students enrolling in specific courses. Examples include private instruction, private applied music lessons, special course fees for certain physical education courses, and aviation courses. Included in this category are the remedial course fees, electronic media fees, correspondence course fees, and off-campus fees.

**Institution Name:**

**Name of Fee**

**Course Prefix and Course Numbers**

*(For multiple courses you may attach a summary list to the back of this form.)*

Change in Academic Services Fee Rate		Fee to be assessed as indicated below (check all that apply).			
Current Fee	\$ -	Per Credit Hour	X	Lower Division	X
Proposed Fee	\$ 10.00	Per Course		Upper Division	
Change	\$ 10.00	Per Semester		Graduate Level	
<b>Is this a new fee? Yes/No ----&gt;</b>	YES	Annually		Professional	
<b>Date fee was last changed ----&gt;</b>	N/A	<b>Date approved by local governing board: ----&gt;</b>		<b>January 18, 2018</b>	
Comments:					

Describe the basis for the amount of the fee: Direct cost to provide services.

Describe the use of revenue collected: This fee will assist SSC maintaining accreditation. This will also help to provide professional development and training for necessary employees in the various areas. The fee will provide SSC assistance to social science related fees, tutoring fees, operating expenses for academic success center, help offset budget deficits, Title IX & other federal requirements, salaries & benefits, increased staffing, and development of new academic programs.

Consequence if fee is not approved: Accreditation is at risk, the selection of courses may decline. Technology would not be able to be upgraded in a timely manner.

Was student comment solicited on this fee change and use of this fee?	Yes or No ---->	YES	
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Explain: The Student Government Associations Officers and Student Government Sponsor met with the President to discuss the possibility of the new fee. The Officers gave their support and understood the need for the proposed increase would provide a better quality education and productive advances in approaches to instruction with regards to academic Excellence.

Projected New Revenue for FY18	\$ 89,000
Estimated Revenue for FY17	\$ -
Total Projected Revenue for FY18	\$ 89,000

## Special Instruction Fees

*To Be Effective Fall 2018*

**Academic Services Fees.** Fees assessed students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. Such fees are required for all students receiving certain courses of instruction or certain academic services as designated by the institution and shall not exceed the actual cost of the course of instruction or the academic services provided by the institution. These services may include, but shall not be limited to, special instruction, testing, and provision of laboratory supplies and materials.

**Changes, Additions or Deletions of Academic Services Fees require State Regents' Approval.** OSRHE Policy and Procedures Manual, Budget and Fiscal Affairs, Section 4.18.1.E. Legislation: Title 70 Section 3218.10

**Special Instruction Fees.** Fees assessed students enrolling in specific courses. Examples include private instruction, private applied music lessons, special course fees for certain physical education courses, and aviation courses. Included in this category are the remedial course fees, electronic media fees, correspondence course fees, and off-campus fees.

**Institution Name:**

**Name of Fee**

**Course Prefix and Course Numbers**   
*(For multiple courses you may attach a summary list to the back of this form.)*

Change in Academic Services Fee Rate		Fee to be assessed as indicated below (check all that apply).			
Current Fee	\$ -	Per Credit Hour	X	Lower Division	X
Proposed Fee	\$ 15.00	Per Course		Upper Division	
Change	\$ 15.00	Per Semester		Graduate Level	
<b>Is this a new fee? Yes/No ---&gt;</b>	YES	Annually		Professional	
<b>Date fee was last changed ---&gt;</b>	N/A	<b>Date approved by local governing board: ---&gt;</b>		<b>January 18, 2018</b>	
Comments:					

Describe the basis for the amount of the fee: Direct cost to provide services.

Describe the use of revenue collected: This fee will assist SSC maintaining accreditation. This will also help to provide professional development and training for necessary employees in the various areas. The fee will provide SSC assistance to Business & Education related fees, tutoring fees, operating expenses for academic success center, help offset budget deficits, Title IX & other federal requirements, salaries & benefits, increased staffing, and development of new academic programs.

Consequence if fee is not approved: Accreditation is at risk, the selection of courses may decline. Technology would not be able to be upgraded in a timely manner.

Was student comment solicited on this fee change and use of this fee?	Yes or No --->	YES	
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Explain: The Student Government Associations Officers and Student Government Sponsor met with the President to discuss the possibility of the new fee. The Officers gave their support and understood the need for the proposed increase would provide a better quality education and productive advances in approaches to instruction with regards to academic Excellence.

Projected New Revenue for FY18	\$ 73,125
Estimated Revenue for FY17	\$ -
Total Projected Revenue for FY18	\$ 73,125

## Special Instruction Fees

*To Be Effective Fall 2018*

**Academic Services Fees.** Fees assessed students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. Such fees are required for all students receiving certain courses of instruction or certain academic services as designated by the institution and shall not exceed the actual cost of the course of instruction or the academic services provided by the institution. These services may include, but shall not be limited to, special instruction, testing, and provision of laboratory supplies and materials.

**Changes, Additions or Deletions of Academic Services Fees require State Regents' Approval.** OSRHE Policy and Procedures Manual, Budget and Fiscal Affairs, Section 4.18.1.E. Legislation: Title 70 Section 3218.10

**Special Instruction Fees.** Fees assessed students enrolling in specific courses. Examples include private instruction, private applied music lessons, special course fees for certain physical education courses, and aviation courses. Included in this category are the remedial course fees, electronic media fees, correspondence course fees, and off-campus fees.

Institution Name:

Name of Fee

Course Prefix and Course Numbers

*(For multiple courses you may attach a summary list to the back of this form.)*

Change in Academic Services Fee Rate		Fee to be assessed as indicated below (check all that apply).			
Current Fee	\$ -	Per Credit Hour	X	Lower Division	X
Proposed Fee	\$ 15.00	Per Course		Upper Division	
Change	\$ 15.00	Per Semester		Graduate Level	
Is this a new fee? Yes/No --->	YES	Annually		Professional	
Date fee was last changed --->	N/A	Date approved by local governing board: --->		January 18, 2018	
Comments:					

Describe the basis for the amount of the fee: Direct cost to provide services.

Describe the use of revenue collected: This fee will assist SSC maintaining accreditation. This will also help to provide professional development and training for necessary employees in the various areas. The fee will provide SSC assistance to STEM related fees, tutoring fees, operating expenses for academic success center, offset budget deficits, Title IX & other federal requirements, salaries & benefits, increased staffing, and development of new academic programs.

Consequence if fee is not approved: Accreditation is at risk, the selection of courses may decline. Technology would not be able to be upgraded in a timely manner.

Was student comment solicited on this fee change and use of this fee?

Yes or No ----> YES

Explain: The Student Government Associations Officers and Student Government Sponsor met with the President to discuss the possibility of the new fee. The Officers gave their support and understood the need for the proposed increase would provide a better quality education and productive advances in approaches to instruction with regards to academic Excellence.

Projected New Revenue for FY18  
 Estimated Revenue for FY17  
 Total Projected Revenue for FY18

\$	155,000
\$	-
\$	155,000



12/06/17

SSC Administration

Dear SSC Administration,

The Seminole State College Student Government Association would like to let it be known that it is regrettable that fees must be increased but understandable in lite of the lack of funding from the State of Oklahoma.

Due to budget cuts at SSC and all other higher education institutions, we accept the fact increases need to be made.

Warm regards,

A handwritten signature in black ink that reads "Miles Piersall". The signature is written in a cursive style with a large, sweeping initial "M".

Miles Piersall

SSC SGA PRESIDENT

TITLE:

**LONGEVITY PAY INCREASES**

The Seminole State College Board of Regents authorizes longevity pay increases for all college personnel when funds are available and approved by the President.

**Faculty and Administrative Staff**

The College may provide longevity pay increases of \$500 annually to employees of the college who serve as: Administration, Professional Staff, and Faculty~~Second Level Administrators; Second Level Staff Administrators; Non-Administrative Program Staff; Faculty with Administrative Duties; and Faculty without Administrative Duties.~~ Additionally, the College may provide an additional \$500 annual pay increase for completion of the employee's 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> and 25<sup>th</sup> year of service. At the discretion of the president, longevity pay may be awarded for the completion of five year increments beyond the 25th year.

**Classified Staff and Auxiliary Personnel**

The College may provide longevity pay increases equivalent to \$250 annually to employees of the College who serve as members of the Classified and Auxiliary staff. Additionally, the College may provide the equivalent of an additional \$250 annual pay increase for completion of the employee's 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> and 25<sup>th</sup> year of service. At the discretion of the president, longevity pay may be awarded for the completion of five year increments beyond the 25<sup>th</sup> year.

DATE OF ADOPTION: July 18, 2001  
REVISION DATE(S):

LEGAL REFERENCE:

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

## **GENERAL POLICIES REGARDING COLLEGE PERSONNEL**

The President of the College as Chief Executive Officer is hereby delegated authority by the Board of Regents for all employment decisions (excluding Vice Presidential positions) regarding hiring, assignment of personnel, promotion, designation of duties and job descriptions, discipline, termination, or any other personnel actions. For any position with the title of Vice President, Board approval is required prior to hiring or termination.

Seminole State College contracts with regular full-time professional staff and faculty on an annual basis. Except as provided in this policy for tenured faculty, contracting with an employee for one year does not imply that the employee will be contracted for any other time period. Non-contracted employees, including part-time and classified employees, are employed as needed at the will of the President. Nothing in this policy shall preclude employees from exercising their due process rights as outlined in the Policy manual.

### **EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION**

Seminole State College declares and affirms to its students, employees, and to the public that it is committed to an environment of equity, equal opportunity, diversity and inclusion through the administration of its recruitment policies, admissions policies, educational policies, employment and promotion policies, scholarship and loan programs, and all other College administered programs and activities. Seminole State College prohibits discrimination against individuals on the basis of race, creed, color, religion, gender, age, marital status, national origin, ancestry, sexual orientation, status as a veteran or special disabled veteran, genetic information, disability, or any other prohibited characteristic. In order to assure that equal opportunity is afforded to all students, employees, and applicants, Seminole State College has implemented an Equal Employment Opportunity / Affirmative Action Program.

### **PRESIDENTIAL SEARCH AND SELECTION**

In the event of an opening in the position of President, the Chair of the Seminole State College Board of Regents has the responsibility and authority to oversee the presidential selection process. The Office of the President, in collaboration with the Faculty Senate Subcommittee on Academic Issues, has developed a search and selection process, which may be utilized at the discretion of the Board. The Board may utilize other methods for recruitment and selection of a President.

## EMPLOYMENT QUALIFICATIONS

Candidates for a teaching position in an academic, transfer-oriented, program should possess an appropriate academic degree from an acceptable training institution with prior teaching experience highly desirable. Typically a master's degree is required for a full-time teaching position in a traditional academic area. A doctoral degree is highly desirable.

In order to be employed in a teaching position in the occupational/technical areas, successful candidates must have proven capabilities in the field in which they propose to teach. Some college training, technical certification, and prior teaching experience are desirable.

Candidates for the various administrative positions must have a minimum of a master's degree or possess specialized training and experience. Experience in teaching or administration is required in the positions of Vice President for Academic Affairs, the Vice President for Student Services and deans. It is highly desirable that the candidate holds or be making progress toward a doctoral degree.

Candidates for other positions on campus should have good character, adequate skills for the tasks required and appropriate training and/or experience.

## APPOINTMENT OF PERSONNEL

### Initial Appointment

Full-Time Faculty, Administrative, and Program Employees

The President, upon recommendation from appropriate administrative personnel, makes initial appointment of regular, full-time faculty, administrative and professional staff. The President is also authorized to make temporary appointments as necessary.

Upon employment, the employee must file with the College: 1) a complete résumé which identifies all previous employment; 2) official transcripts of all college work and/or appropriate certificates; and 3) all other applicable federal and state employment forms.

### Responsibilities

Each employee is expected to be knowledgeable of performance criteria for his/her particular position and with all rules, procedures, policies, and standards of conduct established. An employee who does not fulfill the responsibilities set out by such may be subject to corrective or disciplinary action.

### New Employment Probationary Period

Newly hired employees who are not full-time faculty shall be placed in a six-month probationary period. Newly hired faculty shall be placed in a probationary matching the length of their initial contract. The probationary period can be extended by ~~no more than three months~~ if warranted on the recommendation of their supervisor(s) and the approval of the President. If an employee persists in poor performance, a supervisor may recommend termination.



During the probationary period, employees serve at the will of the president and are subject to dismissal with or without cause at any time without prior notice. Recommendations for dismissals shall be recommended to the President for approval.

Upon promotion to a new classification, transfer, or demotion, employees may be placed in a six-month probationary period to allow the department supervisor a sufficient amount of time to measure the efficiency and productivity of the employee. Such probationary periods do not affect an employee's eligibility for accrual or use of College benefits.

### **Contract Renewals**

The renewal of the President's contract will be considered at or before the January Board Meeting as appropriate, or as specified in the contract between Seminole State College and the President.

Tenure is considered a state of continuing employment. Tenured faculty members are protected from dismissal except for sufficient cause, for reasons of financial exigency, or change in institutional programs. Unless there is a change in institutional programming or a declaration of financial exigency by the Board of Regents of Seminole State College, contracts for tenured faculty shall be automatically renewed without written notification.

Each non-tenured faculty and professional staff member shall receive notification by April 15th of each year regarding the College's intention to issue, or not issue, a new contract to the employee. Salaries, benefits and other conditions of employment may be established by the President at a later time, prior to the issuance of contracts. Classified employees are "at will" and serve at the pleasure of the president subject to dismissal with or without cause at any time. Classified staff shall receive notification of the conditions of their employment at the beginning of each fiscal year.

### **Authorization of Emeritus Status**

The Seminole State College Board of Regents, at its discretion, may honor recommendations of the President granting retired faculty, administrators, or professional staff members emeritus status after retirement. In evaluating candidates for this honorary status, consideration may be given to length of service, special recognitions and activities, and similar items related to performance.

DATE OF ADOPTION: December 14, 2006      LEGAL REFERENCE:  
REVISION DATE(S): October 27, 2011; October 25, 2012; March 26, 2015

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

# Memorandum of Understanding

between

Seminole State College

and

Gordon Cooper Technology Center

**THIS MEMORANDUM OF UNDERSTANDING (MOU)** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between **GORDON COOPER TECHNOLOGY CENTER AREA SCHOOL DISTRICT NO. 5 OF POTTAWATOMIE COUNTY, OKLAHOMA**, hereinafter referred to as "**GCTC**", and **SEMINOLE STATE COLLEGE**, hereinafter referred to as "**SSC**".

1. Purpose. This Agreement facilitates a cooperative agreement to jointly offer an Associates in Applied Sciences degree program in Engineering Technician. The program will be named the *SSC-GCTC Engineering Technician Program*. The degree conferred by SSC will be the Associate in Applied Sciences in Engineering Technician. All courses and the degree program will be under the direct institutional control of SSC.
2. Term. The term of the Agreement shall be for the period beginning July 1, 2018 and ending June 30, 2019 ("Term"), unless terminated earlier as provided in this Agreement. On or before January 15<sup>th</sup> of the preceding fiscal year SSC and GCTC shall review the agreement and determine whether to continue the Program for an additional year. This MOU may be modified, during the Agreement period, and/or renewed for successive one (1) year periods by annual mutual consent of authorized officials from SSC and GCTC and their respective governing boards.
3. Mutual Responsibilities.
  - a. The Program Mentor (PM), faculty, and laboratory teaching assistants inasmuch as possible will abide by the policies, rules, regulations and directives of both GCTC and SSC.
  - b. Beginning on or before fall 2018, the laboratory component of the following technical-occupational courses for the Program will be delivered at GCTC which will be the sole provider of dedicated functional lab space and lab equipment for the following courses:
    - ENGR 1123 Geometric Dimensioning and Tolerances
    - ENGR 1133 Manual Machining Skills
    - ENGR 1143 CAD-CAM
    - ENGR 2003 Principles of Mechanical Design
    - ENGR 2013 Principles of Electrical Design
  - c. Adherence to the policies, academic regulations, and academic calendars of SSC, OSRHE, and HLC will be required by both parties. SSC will communicate relevant regulations and calendars to GCTC representatives on at least an annual basis.
  - d. SSC and GCTC will share responsibility for recruiting students into the program. SSC will enroll and transcript all students.

- e. The PM will maintain an industry advisory committee consistent with other training programs at GCTC.
- f. The PM and faculty will be responsible for teaching all ENGR courses taught at SSC and GCTC. The laboratory component of ENGR 1123, ENGR 1133, ENGR 1143, ENGR 2003, and ENGR 2013 will be supervised by GCTC teaching lab assistants under the supervision of each course's lead instructor.
- g. The Program will strive to maintain enrollment levels of 25 students majoring in Engineering Technician AAS and at least 10 graduates per academic year.
- h. Oversight of the program will be the responsibility of the Science, Technology, Engineering, and Mathematics Division Chair and Vice President for Academic Affairs in consultation with the GCTC Director of Instruction.

4. Responsibilities of GCTC.

- a. The laboratory teaching assistants for the above courses will be employees of GCTC.
- b. GCTC will cover the employment costs for the laboratory teaching assistants for the laboratory component of the courses listed above. GCTC will provide the software and cover the software license costs for each student for the above courses.
- c. GCTC will be responsible for the direct and indirect costs associated with laboratory component of the above courses delivered on its campus including, but not limited to equipment, supplies, and teaching materials.

5. Responsibilities of SSC.

- a. The PM and the faculty will be employees of SSC.
- b. All employment issues that may arise surrounding any aspect of the aforementioned employees after the initial date of hiring shall be the responsibility of SSC in consultation with GCTC.
- c. SSC will pay GCTC an agreed upon amount per student per course up to an agreed upon maximum amount based on ten students enrolled in any combination of the above courses. SSC will make payments provided in this Agreement to GCTC by the 15<sup>th</sup> of the month following the completion of each semester. SSC will not pay GCTC for students who drop courses during the two-week add-drop period in place at SSC. SSC will not pay GCTC for students who default on payment to SCC for the courses.
- d. SSC will pay GCTC an agreed upon amount per student for software for students enrolled in the above courses. SSC will make payments provided in this Agreement to GCTC by the 15<sup>th</sup> of the month following the completion of each

semester. SSC will not pay GCTC for software for students who drop the courses during the two-week add-drop period in place at SSC. SSC agrees to pay GCTC 50% of the software licensing expenses for students who default on payment to SSC for the courses.

- e. Administrative costs relating to compliance with SSC Board Policy, OSRHE policy, and HLC accreditation will be the responsibility of SSC.
- f. SSC will provide academic advice to new, current, and transfer students wanting to enter the Program.

6. Termination. Either party may terminate this contract upon sixty (60) days written notice prior to June 30 of each year of the Agreement at any time and for any reason. GCTC and SSC will make every effort to avoid termination of this Agreement if the effective date of the termination would disrupt Students' completion of the program in progress at the time termination is initiated by GCTC or SSC.

7. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

IN WITNESS WHEREOF, the parties hereunto set their hand, the day and year first above written.

**SEMINOLE STATE COLLEGE  
SEMINOLE COUNTY, OKLAHOMA**

**GORDON COOPER TECHNOLOGY  
CENTER DISTRICT NO. 5 OF  
POTTOWATOMIE COUNTY, OKLAHOMA**

\_\_\_\_\_  
Lana Reynolds, President

\_\_\_\_\_  
(Name), President, Board of Education

**ATTEST:**

\_\_\_\_\_  
(Name), Clerk, Board of Education