

Board Policies and Internal Administrative Procedures	0-1
Public Access to and Modification of Policies of the Seminole State College Board of Regents	
PART I - BASIC DOCUMENTS	I-1-1
INTRODUCTION	
Chapter 1 - Status as a State Institution	
Member of the State System of Higher Education	
Relationship to Oklahoma State Regents for Higher Education	
Establishment, Service Area, and SSC Board of Regents	I-1-2
Chapter 2 - Seminole State College Board of Regents	I-2-1
Powers and Duties of Board of Regents	
Audit Committee	I-2-II
Chapter 3 - Seminole State College	
Mission, Functions, Accreditation and History	I-3-1
 PART II - GENERAL ADMINISTRATION	 II-1-1
Chapter 1 - Board of Regents	II-1-1
Appointment of Regents	
Oath of Office	
Vacancies	
Regents Education Program	
Conflict of Interest	
Travel Compensation	II-1-2
Business Transactions with College	
Operating Procedures - Bylaws	
Bylaws and Rules of Procedure for the SSC Board of Regents	II-1-2
Organization of the Board	
Duties of the Officers	II-1-3
Board Meetings	
Rules of Procedure	
Quorum	
Order of Business	
Keeping of Minutes	II-1-4
Board Committees	
 Board Policies, Rules and Regulations	 II-1-4
Appearance by Individuals or Groups before the Board	
to Present a Problem or Request	II-1-5
Public Policy	

Seminole State College Policy Manual

Chapter 2 - Oklahoma Open Meetings Act	II-2-1
Times and Places -- Advance Notice	
Definitions	
Recording of Votes	II-2-2
Circumvention of Act	
Executive Sessions	
Public Bodies -- Notice	
Minutes of Meetings	II-2-3
Chapter 3 - College Administration	
Duties of the President	II-3-1
Line of Responsibility	II-3-2
Review of Administrative Decisions	II-3-3
Chapter 4 - General Policies Regarding College Personnel	II-4-1
Definitions	
Recruitment	
Non-Discrimination Policy	
Hiring of Personnel	
Promotions/Reassignments	
Presidential Search and Selection	
Employment Qualifications	
Appointment of Personnel	
Initial Appointment	
Continuing Appointments	
Basic Employee Responsibilities	
Outside Employment	II-4-10
Evaluation	
Employment Grievances	II-4-11
Definition	
Purpose	
Resignations	II-4-12
Employee Discipline	II-4-13
Oral Reprimand	
Written Reprimand	
Probation	
Suspension	
Termination	
Termination for Reasons of Financial Exigency or	
Change of Institutional Programs	II-4-14
Retirement	II-4-16
Normal Retirement Age	
Optional Retirement Age	
Retirement Benefits	
Social Security	
Oklahoma Teacher's Retirement System	
Annuity - Tax-Sheltered 403 B Plan	

Seminole State College Policy Manual

Employee Insurance Benefits	II-4-17
Health/Dental Insurance	
Health/Dental Insurance Option	
Life Insurance	
Disability Insurance	
Other Employee Benefits	II-4-18
Tuition Waiver	
Use of Recreational Facilities	
Leaves and Absences: All Full-Time Employees	II-4-19
Absence Reports/Time Sheets	
Faculty Absenteeism	
Annual Leave	
Personal Business Leave	
Personal Leave - Faculty	
Court/Jury Duty Leave	
Family and Medical Leave	
Eligible Employees	
Annual Leave/Other Paid Time Off	
Qualifying Leave	
Serious Health Condition	
Continuing Treatment Defined	
Advance Notice and Medical Certification	
College Notification	
Job Benefits and Protection	
Return to Work	
Job Restoration	
Sick Leave	
Sick Leave and One's Immediate Family	
Additional Sick Leave Information	
Military Leave	
Insurance Coverage While on Leave	
Administrative Leave - Weather	
Professional Leave	
Compensatory/Overtime Policy	II-4-20
Sabbatical/Release Time/Special Projects Policy	II-4-24
Sabbatical Policy	II-4-25
Requirements and Procedures	
Procedure	
Application	
Sabbatical Progress	II-4-26
Payment	
Requirement to Return	
Release Time/Special Projects Policy	II-4-27
Requirements and Procedures	
Stipulations	
Application Procedure	
Reporting on Release-Time/Special Project Progress	II-4-28
Special Summer Projects for Faculty	II-4-28

Seminole State College Policy Manual

Application Procedures	
On the Job Injuries	II-4-29
Professional Development Plan	II-4-29
Tuition & Fee Reimbursement Plan	II-4-30
Continuing Education Unit Plan	II-4-32
Solicitation/Dissemination of Information on Campus	II-4-33
Chapter 5 – Compensation and Position Classification	
Compensation and General Information	II-5-1
Managing Full-Time Pay with the Range	II-5-2
Salary Scale Adjustments for Faculty with Administrative Duties	II-5-3
Longevity Pay Increases	II-5-4
Overload and Adjunct Pay Policy	II-5-5
Chapter 6 - Employee Evaluation and Faculty Tenure	
Administrative Evaluation	II-6-1
Faculty Evaluation	II-6-2
Division Chair Evaluation of Faculty	
Student Evaluation of Faculty	
E & G Classified Staff Evaluation	II-6-3
Merit Step Increases	
Evaluation of the President	
Faculty Tenure Procedure	
Definition of Tenure	
Eligibility for Tenure	II-6-4
Faculty Tenure Status	II-6-5
Criteria for Judging Tenure Applications	II-6-6
Tenure Reapplication	II-6-10
Chapter 7	
Requirement for Hearing Procedures Regarding Student Disciplinary Action	II-7-1
Program Review	II-7-2
Background	
Purposes	
Program Review Schedule and Responsibility	
State Regents' Review Process	
Criteria for Evaluation	
Academic Program Review Committee – Responsibility and Membership	
Program Review Process	
Content of the Program Review Report	
	Program Data
	Vitality of the Program – Quality Indicators
	Vitality of the Program – Demand for the Program
	Vitality of the Program – Effective Use of Program Resources
	Uniqueness of the Program
	Summary
College Assistance to Business and Economic Development Activities	II-7-3

Seminole State College Policy Manual

Ownership of Materials Produced with Aid of Funds or Equipment Administered by the College	II-7-4
Unauthorized use of College Property/Facilities	II-7-5
Use of College Personnel/Resources for Professional Development	II-7-6
Use of SSC Equipment for Non-College Purposes	II-7-7
Ethics Policy	II-7-8
Tobacco Use on Campus	II-7-9
Drug-Free Workplace	II-7-10
Open Records Policy and Procedures	II-7-11
Sexual Harassment Policy	II-7-12
Policy Statement	
Definition of Sexual Harassment	
Examples of Prohibited Conduct	
Handling of Complaints	
Retaliation	
Consensual Sexual Relationship Ethics Policy Statement	
Policy for Closing of Campus	II-7-13
Immunizations	II-7-14
Campus Wellness Policy	II-7-15
Social Media Policy	II-7-16

PART III - FISCAL AFFAIRS AND PHYSICAL PLANT

Chapter 1 – General Fiscal Affairs Policies	
The Budget	III-1-1
Financial Accounting System	III-1-2
Purchasing Policy	III-1-3
Inventories	III-1-4
Capitalization Policy for Fixed Equipment	III-1-5
Food, Beverage, and Gift Expense	III-1-6
Sponsored Programs Policy	III-1-7
Chapter 2 – Athletic Revenue	III-2-1
Chapter 3 – Cash Disbursements	
Travel Advances	III-3-1
Cash Disbursements	III-3-2
Refunds of Student Tuition and Fees	III-3-3
Chapter 4 – Personnel and Payroll	
Payroll Deduction for Scholarship Donations	III-4-1
Chapter 5 – Miscellaneous	
Athletic Grant-In-Aid	III-5-1
Athletic Scholarships & Financial Assistance	III-5-2
Room and Board Charges	III-5-3
Instructional Material Guidelines	III-5-4

Seminole State College Policy Manual

Expressive Activity Policy	III-5-5
Service and Emotional Support/Assistance Animal Policy	III-5-6
Responsible Use of Information Technology	III-5-8
Protection of Personal Information	III-5-9
Information Security	III-5-10
Name, Image, & Likeness Policy/Procedures	III-5-11
Chapter 6 – Risk Management	
Driver and Vehicle Safety Standard for Motor Vehicle Operations	III-6-1
Insurance Verification for Automobiles	III-6-2
Chapter 7 – Physical Plant	
Physical Plant and Maintenance	III-7-1
Disposal of Surplus Property	III-7-2
College Vehicles	III-7-3
Use of College Facilities by Off-Campus Groups	III-7-4
Campus Meetings	III-7-5
Campus Safety	III-7-6
Federal Compliance	III-7-7
Title IX Policy and Procedure	III-7-8

TITLE:

BOARD POLICIES AND

INTERNAL ADMINISTRATIVE PROCEDURES

Board Policy

A “Board Policy” is a written statement concerning college operation, which has been approved by a majority vote of members of the Seminole State College Board of Regents at a regular, special, or emergency meeting. Except in rare instances authorized by the President, no employee shall willfully violate any Board Policy. Board Policies shall be developed to address the global principles of college governance and operation.

Internal Administrative Procedures

Board Policies provide general operating guidelines. Specific procedures in support of Board Policies may be developed by the college administration to effectively govern the institution. As chief administrative officer of the college, the President is charged with seeing that appropriate internal procedures beyond Board Policies are formulated. Before implementation, such regulations and procedures must go through appropriate channels of authority and be approved or disapproved by the President.

At the discretion of the President, or by request of the Board of Regents, any internal administrative procedure may be taken to the Board for consideration of adoption as a Board Policy.

DATE OF ADOPTION: March 26, 1998
REVISION DATE (S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

**PUBLIC ACCESS TO AND MODIFICATION OF POLICIES
OF THE
SEMINOLE STATE COLLEGE
BOARD OF REGENTS**

The College administration will make available to the public copies of Board Policies. Two complete copies of the Board Policy Manual will be available at the reference desk of the David L. Boren Library during the library's normal hours of operation. Public use of the manuals will be limited to the library reference area.

Persons wishing to initiate a change in policy should submit a written request to the Administrative Council through the appropriate organizational channels. The request should specify the item to be changed and the purpose and perceived benefit of the change. After review, should the President deem it appropriate, the proposed policy will be presented to the Board of Regents for consideration and possible adoption.

When changes in policy or procedure are officially authorized, by presidential or Board action, the Office of the President will modify this Policy and Internal Administrative Procedures Handbook as soon as possible and make the necessary changes available to the appropriate individuals.

DATE OF ADOPTION: September 17, 1998
REVISION DATE (S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

PART I
BASIC DOCUMENTS

INTRODUCTION

The primary source of information on the pertinent laws of the state relating to higher education and, thus, Seminole State College, is the “Oklahoma Higher Education Code” published by the Oklahoma State Regents for Higher Education. A copy of this document, which is referred to throughout this volume, is available for perusal at the Office of the President.

Chapter 1 - Status as a State Institution

MEMBER OF THE STATE SYSTEM OF HIGHER EDUCATION

Seminole State College is a member of the Oklahoma State System of Higher Education pursuant to the Oklahoma Constitution, Article XIII-A, Section 1 noted in the Higher Education Code (revised July 1986) Section 1. which reads: “**Oklahoma State System of Higher Education.** All institutions of higher education supported wholly or in part by direct legislative appropriations shall be integral parts of a unified system to be known as “The Oklahoma State System of Higher Education.”

RELATIONSHIP TO OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

As part of the State System of Higher Education, Seminole State College is responsible to the Oklahoma State Regents for Higher Education (OSRHE) under the Oklahoma Constitution, Article XIII-A, Section 2, which states that:

“There is hereby established the Oklahoma State Regents for Higher Education, consisting of nine (9) members appointed by the Governor, confirmed by the Senate, and who shall be removable only for cause, as provided by law for the removal of officers not subject to impeachment... The Regents shall constitute a coordinating board of control for all State institutions described in Section 1 hereof, with the following specific powers: (1) it shall prescribe standards of higher education applicable to each

POLICY NUMBER: I-1-2 (Cont.)

institution; (2) it shall determine the functions and courses of study in each of the institutions to conform to the standards prescribed; (3) it shall grant degrees and other forms of academic recognition for completion of the prescribed courses in all of such institutions; (4) it shall recommend to the State Legislature the budget allocations to each institution; and (5) it shall have the power to recommend to the Legislature proposed fees for all of such institutions, and any such fees shall be effective only within the limits prescribed by the legislature.”

Additionally, the State Regents have other powers and duties as provided in Article XIII-A of the Oklahoma Constitution:

The State Regents (6) shall allocate funds to each institution according to its needs and functions from appropriations made by the Legislature; (7) may coordinate private, denominational and other institutions of higher learning with the State System under regulations set forth by the State Regents; (8) shall prescribe standards for admission to, retention in, and graduation from State Educational Institutions; (9) may accept federal funds and grants; (10) shall allocate revolving and other non state-appropriated educational and general funds; (11) may transfer from one institution to another any property belonging to such institution when no longer needed by it and when needed by another institution to accomplish its functions; (12) shall prepare and publish a biennial report to the Governor, the Legislature, and institutions, setting forth the progress, needs, and recommendations of State Educational Institutions and of the State Regents; conduct studies, surveys and research projects to gather information about the needs of State Educational Institutions and make such additional reports and recommendations as it deems necessary or as the Governor or the Legislature may direct, and publish such information obtained as may be considered worthy of dissemination; and, (13) shall exercise all powers necessary or convenient to accomplish the purposes and objectives of Article XIII-A of the Constitution of Oklahoma.

(The complete listing of State Regent Powers and Duties is listed in Article II, Section 22, of the Oklahoma Higher Education Code.)

**ESTABLISHMENT, SERVICE AREA, AND BOARD OF REGENTS OF
SEMINOLE STATE COLLEGE**

Article XIV, Section 180 of the Higher Education Code describes the authorization of the OSRHE to establish and maintain two-year colleges at El Reno, Poteau, Midwest City, South Oklahoma City, and Seminole. At Seminole,

POLICY NUMBER: I-1-2 (Cont.)

the college shall “serve Seminole County and surrounding area, which shall be known as the Seminole Junior College....”

Part C. of Section 180 describes the Board of Regents for the above-mentioned junior colleges stating:

“After the Oklahoma State Regents for Higher Education have acted to establish the junior colleges above named and identified, there shall be created a separate Board of Regents for each of said junior colleges, and said Board of Regents shall consist of seven (7) members to serve seven-year overlapping terms, with members of said Board to be appointed by the governor and with the advice and consent of the State Senate. Each Board shall have the same powers as the

Board of Regents of Tulsa Junior College. Four members of the Board of Regents for the junior colleges located at El Reno, Poteau, and Seminole shall be from the county in which said junior college is located....”

POLICY NUMBER I-2-1

Chapter 2 - Seminole State College Board of Regents

POWERS AND DUTIES OF BOARD OF REGENTS

In accordance with Title 70, Section 4413C and Section 4423C of the Oklahoma Statutes, the Board of Regents for Seminole State College shall have powers and duties cited as follows:

“The Board shall adopt rules as it deems necessary for the governing of the Board and the discharge of its duties, and shall cause to be kept the minutes of all meetings and transactions considered at each meeting, in a suitable book to be obtained and kept for such purpose. The Board of Regents... shall be the governing Board of the community college and shall have the supervision and management thereof and shall have the same powers and duties as governing boards of other institutions in The Oklahoma State System of Higher Education and may do all things necessary or convenient to make the community college effective for the functions and purposes for which it shall have been established.”
[Title 70, Section 4413C]

DATE OF ADOPTION: July 24, 2002
REVISION DATE(S):

LEGAL REFERENCE:
Title 70, Section 4413C and Section
4423C of the Oklahoma Statutes

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

AUDIT COMMITTEE

Recognizing the critical importance of proper financial management of the College, and the oversight responsibility of the SSC Board of Regents, an Audit Committee will be appointed annually by the Chair of the Board.

The Audit Committee will work with the President in reviewing financial matters of the institution. The Committee will serve in an advisory capacity to the full Board of Regents.

The specific duties of the Audit Committee include:

- providing assistance and guidance in the selection of auditors in accordance with Board policy;
- meeting with the auditors to establish the scope of work to be conducted in regard to the annual external audit and periodic audits for internal management purposes of the College;
- meeting with the President and auditors following the completion of the annual audit to discuss findings;
- providing an avenue of direct communication between the auditors and the Board;
- reporting to the full Board on the findings of the external and internal audits.

Meetings of the Audit Committee will be documented and kept on file in the Office of the President.

DATE OF ADOPTION: January 23, 2003
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: Policy III-1-2
“Financial Accounting System”

TITLE:

**SEMINOLE STATE COLLEGE
MISSION, FUNCTIONS, ACCREDITATION, AND HISTORY**

MISSION

Seminole State College empowers people for academic success, personal development, and lifelong learning.

CORE VALUES – C.O.R.E.

The values of Compassion, Opportunity, Respect and Excellence will be considered in all actions of Seminole State College.

FUNCTIONS

The Oklahoma State Regents for Higher Education have authorized SSC to provide the following types of learning experiences and services to meet its mission:

1. General education and other university-parallel coursework.
2. One and two-year programs of collegiate-level technical-occupational education to prepare individuals to enter the workforce.
3. Programs of remedial and developmental education.
4. Formal and informal programs of study especially designed to serve community needs for continuing education.
5. Programs of institutional research to improve the college's efficiency and effectiveness.
6. Special support and activity programs which assist and enrich students' educational experience.
7. Programs of economic development, in conjunction with area colleges and universities which serve the needs of our service area.

ACCREDITATION

Seminole State College is fully accredited by:

- The Higher Learning Commission
- The Oklahoma State Regents for Higher Education
- National Accrediting Agency for Clinical Laboratory Sciences

- Accreditation Commission for Education in Nursing
- The Oklahoma Board of Nursing

HISTORY

Seminole State College, established in 1931 as Seminole Junior College, is located in the east central portion of the state in Seminole, Oklahoma, a designated All-American City with a population of approximately 7,500.

Originally organized as an extension of the local high school, classes were held at Seminole High School and taught by high school faculty until 1969. In that year, the Oklahoma State Regents for Higher Education recommended the development of a state-supported junior college which would be separate from the local high school.

Responding to the challenge, Seminole citizens worked with state and local leaders to develop Seminole Junior College. Dr. Elmer Tanner was employed as the college's first president, and classes were offered at the First Presbyterian Church in Seminole.

The community continued its support for the new college by approving a \$250,000 bond issue, by an 8 to 1 margin, for construction of a college administration and classroom building and by donating forty acres for a new campus. In March 1971, the citizens of Seminole approved a one-cent sales tax to help support the college until 1975, when SJC became a fully state-supported institution. At the time, Seminole was the only community in the state of Oklahoma to ever impose a sales tax on itself for the support of a college.

In the spring of 1996, the Seminole Junior College Board of Regents passed a resolution requesting that the Oklahoma legislature and the Governor change the name of the institution to better reflect its institutional mission. The Oklahoma legislature and Governor Frank Keating approved the change of name to Seminole State College in May, 1996.

In addition to Dr. Tanner, the college has been led by three other presidents. Gregory Fitch served from 1982 to 1987, and Dr. Jim Cook served from 1987 to 1996. In January of 1997, Dr. James W. Utterback became chief executive officer of Seminole State College.

DATE OF ADOPTION: December 9, 1999 LEGAL REFERENCE:
REVISION DATE(S): March 25, 2010, October 24, 2019, December 12, 2019

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

PART II GENERAL ADMINISTRATION

Chapter 1 - Board of Regents

APPOINTMENT OF REGENTS

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

OATH OF OFFICE

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

REGENTS EDUCATION PROGRAM

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

VACANCIES

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

CONFLICT OF INTEREST

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

TRAVEL COMPENSATION

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

BUSINESS TRANSACTIONS WITH COLLEGE

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

OPERATING PROCEDURES - BYLAWS

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

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

I Organization of the Board

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

To serve as chairman of the board, the regent must have completed three full academic years (July 1 through June 30) of service, have attended at least 75% of all regular and special meetings during the most recently completed three year time frame, have completed (if required) the Regents Education Program required by state statute, and be elected chairman at a public meeting of the board of regents by a majority vote of board members at a meeting for which a quorum has been declared.

POLICY NUMBER: II-1-2 (Cont.)

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

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

(Adopted July 1992)

POLICY NUMBER: II-1-3

B. Duties of the Officers

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

II Board Meetings

- A. Regular meetings of the Board shall be held on the third Thursday of each month at a time and place previously determined by the Board.
- B. Special meetings of the Board may be called by the Chairman as the business of the Board may require.
- C. An agenda will be prepared in advance of each Board meeting and should serve as a guide in the Board's transaction of business.

POLICY NUMBER: II-1-2 (Cont.)

III Rules of Procedure

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

IV Quorum

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

V Order of Business

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

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

POLICY NUMBER: II-1-4

VI Keeping of Minutes

- A. The minutes of each Board meeting, when officially adopted, shall constitute the legal proceedings of each Board meeting. They shall be signed by the Chairman.

POLICY NUMBER: II-1-4

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

VII Board Committees

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

VIII Board Policies, Rules and Regulations

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

POLICY NUMBER: II-1-5

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

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

An oral or written request specifying the name of the person making the request, the date of the request, the reason for the

POLICY NUMBER: II-1-5 (Cont.)

request, the steps taken prior to the request, and the desired action and/or result must be presented to the College President at least two weeks in advance of the Board's next regularly scheduled meeting.

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

X Public Policy

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

Chapter 2

Oklahoma Open Meetings Act

Following are sections of the Oklahoma Open Meetings Act, as of close of the Forty-First Oklahoma Legislature, first regular session, 1987, which have a direct bearing on the meetings of Seminole State College and other higher education institutions

Section 303. Times and places—Advance Notice.

“All meetings of public bodies, as defined hereinafter, shall be held at specified times and places which are convenient to the public and shall be open to the public, except as hereinafter specifically provided. All meetings of such public bodies shall be preceded by advance public notice specifying the time and place of each such meeting to be convened as well as the subject matter or matters to be considered at such meeting, as hereinafter provided.”

Section 304. Definitions—As used in this act:

1. “Public body” means the governing bodies of all municipalities located within the State of Oklahoma, boards of county commissioners of the counties in the State of Oklahoma, boards of public and higher education in the State of Oklahoma and all boards, bureaus, commissions, agencies, trusteeships, authorities, councils, committees, public trusts, task forces or study groups in the State of Oklahoma supported in whole or in part by public funds or entrusted with the expending of public funds, or administering public property, shall include all committees or subcommittees of any public body. It shall not mean the state judiciary or the State Legislature or administrative staffs of public bodies, including, but not limited to, faculty meetings and athletic staff meetings of institutions of higher education, when said staffs are not meeting with the public body or entry-year assistance committees, as defined in Section 6-152 of Title 70 of the Oklahoma Statutes.
2. “Meeting” means the conducting of business of a public body by a majority of its members being personally together.
3. “Regularly scheduled meeting” means a meeting at which the regular business of the public body is conducted.
4. “Special meeting” means any meeting of a public body other than a regularly scheduled meeting or emergency meeting.
5. “Emergency meeting” means any meeting called for the purpose of dealing with an emergency. For purposes of this act, an emergency is defined as a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damage or immediate financial loss.
6. “Continued or reconvened meeting” means a meeting which is assembled for the purpose of finishing business appearing on an agenda of a previous meeting. For the purposes of this act, only matters on the agenda of the previous meeting at

which the announcement of the continuance is made may be discussed at a continued or reconvened meeting.”

POLICY NUMBER: II-2-2

Section 305. Recording of votes.

In all meetings of public bodies, the vote of each member shall be publicly cast and recorded.

Section 306. Circumvention of act.

No informal gatherings or any electronic or telephonic communications among a majority of the members of a public body shall be used to decide any action or to take any vote on any matter.

Section 307. Executive sessions.

No public body shall hold executive sessions unless otherwise specifically provided for herein.

Executive sessions of public bodies will be permitted only for the purpose of discussing the employment, hiring, appointment, promotion, disciplining or resignation of any individual salaried public officer or employee, or for the purpose of confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct of pending investigation, litigation, or proceeding in the public interest.

No executive session by a public body shall occur except on a vote by a majority of a quorum of the members present.

Section 311. Public bodies—Notice

Notwithstanding any other provisions of law, all regularly scheduled, continued or reconvened, special or emergency meetings of public bodies shall be preceded by public notice as follows:

1. All public bodies shall give notice in writing by December 15 of each calendar year of the schedule showing the date, time and place of the regularly scheduled meetings of such public bodies for the following calendar year. [Items 2., 3., 4, and 5. discuss notice of meetings for other types of state agencies.]
6. All governing boards of state institutions of higher education, and committees and subcommittees thereof, shall give such notice to the Secretary of State.

POLICY NUMBER: II-2-2 (Cont.)

7. The Secretary of State...shall keep a record of all notices received in a register open to the public for inspection during regular office hours, and, in addition, shall make known upon any request of any person the contents of said register.

8. If any change is to be made of the date, time or place of regularly scheduled meetings of public bodies, then notice in writing shall be given to the Secretary of State or county clerk or municipal clerk, as required herein, not less than ten (10) days prior to the implementation of any such change.

9. In addition to the advance public notice in writing required to be filed for regularly scheduled meetings, all public bodies shall, at least twenty-four (24) hours prior to such meetings, display public notice of said meeting, setting forth thereon the date, time, place and agenda for said meeting, such twenty-four (24) hours prior to public posting shall exclude Saturdays and Sundays and holidays legally declared by the State of Oklahoma; provided, however, the posting of an agenda shall not preclude a public body from considering at its regularly scheduled meeting any new business. Such public notice shall be posted in prominent public view at the principal office of the public body or at the location of said meeting if no office exists. "New business," as used herein, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting.

10. In the event any meetings to be continued or reconvened, public notice of such action, including date, time and place of the continued meeting, shall be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting which is continued may be discussed at the continued or reconvened meeting.

11. Special meetings of public bodies shall not be held without public notice being given at least forty-eight (48) hours prior to said meetings. Such public notice of date, time and place shall be given in writing, in person or by telephonic means to the Secretary of State.... The public body also shall cause written notice of the date, time and place of the meeting to be mailed or delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for notice of meetings of the public body with the clerk or secretary of the public body or with some other person designated by the public body. Such written notice shall be mailed or delivered at least forty-eight (48) hours prior to the special meeting. The public body may charge a fee up to Eighteen Dollars (\$18.00) per year to persons or entities filing a written request for notice of meetings, and may require such persons or entities to renew the request for notice annually. In addition, all public bodies shall, at least twenty-four (24) hours prior to such special meetings, display public notice of said meeting, setting forth thereon the date, time, place and agenda for said meeting. Only matters appearing on the posted agenda may be considered at said special meeting. Such public notice shall be posted in prominent public view at the principal office of the public body or at the location of said meeting if no office exists. Twenty-four (24) hours

POLICY NUMBER: II-2-2 (Cont.)

prior public posting shall exclude Saturdays and Sundays and holidays legally declared by the State of Oklahoma.

12. In the event of an emergency, an emergency meeting of a public body may be held without the public notice heretofore required. Should an emergency meeting of a public body be necessary, the person calling such a meeting shall give as

much advance public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means.

POLICY NUMBER: II-2-3

Section 312. Minutes of Meetings.

The proceedings of a public body shall be kept by a person so designated by such public body in the form of written minutes which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the public body, and all actions taken by such public body.

TITLE:

COLLEGE ADMINISTRATION

Duties of the President

The Seminole State College Board of Regents delegate to the President the authority to guide and direct all operations and activities of the College. It shall be the policy of the Board of Regents that the President serves as the Chief Administrative Officer and is accountable directly to the Board. In such service, the President will have the following duties. This specific enumeration of duties shall not act to limit the broad authority and responsibility of the President.

It is the policy of the Board that the President shall:

1. Serve as the Chief Executive Officer of the College, having the power to make rules not in conflict with law or with the policies of the Board, and decide all matters of administrative, management and supervisory detail in connection with the operation and maintenance of the College.
2. Approve the appointment, salary, compensation, benefits, promotion, demotion, renewal or non-renewal of contracts, discharge, and/or suspension of all College employees below the level of Vice-President. Board approval is required for initial appointment, termination, or non-renewal of Vice-Presidents. All appointments, promotions, demotions, contract non-renewals, discharges, and/or suspensions shall be reported to the Board.
3. Develop an organizational structure of the College that provides for an efficient operation of the institution. Within that power, the President may develop new positions or reassign personnel to increase efficiency of operations or progress toward institutional goals.
4. Provide direction to the staff in evaluation of educational programs and operations. Upon the basis of the findings, the President may recommend revisions in educational programs to the Board for consideration and judgment.
5. Be directly responsible to the Board. The President shall be expected to initiate and develop policies for the approval of the Board, and to delegate such responsibility to associates and subordinates as appropriate.
6. Direct the preparation of an annual budget showing the estimated financial needs for the ensuing fiscal year, and the anticipated income and submit the budget to the Board in accordance with requirements of law, Board Policy and/or other administrative entities.
8. Represent the College as its President in all dealings with other colleges, social institutions, business firms, agencies of government and the general public.

8. Work cooperatively with the Oklahoma State Regents for Higher Education, and other state and federal agencies impacting the operation of the College as well as with other external constituencies such as the public schools and private industry.

9. Develop and implement Internal Administrative Procedures appropriate for the operation of the College and in accordance with Board Policies.

DATE OF ADOPTION: December 14, 2006
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

COLLEGE ADMINISTRATION

Line of Responsibility

The lines of responsibility and communications shall be designated by the President and shall be reviewed periodically with the Board of Regents. The President shall designate administrative officers to be in charge during his/her absence.

DATE OF ADOPTION: June 18, 1998
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

COLLEGE ADMINISTRATION

Review of Administrative Decisions

In order that the President shall be fully informed, decisions made by administrative personnel, and major publications such as handbooks, catalogs, etc. developed by administrative personnel, shall be subject to approval by the President. Any proposed major changes in procedures of the college shall be submitted to the President in writing for approval. The Board of Regents shall approve policy changes as appropriate.

DATE OF ADOPTION: June 18, 1998
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.

NON-DISCRIMINATION POLICY

Seminole State College does not discriminate or permit discrimination by any member of its community against any individual based on the individual's race, color, religion, political beliefs, national origin, age (40 or older), sex, sexual orientation, genetic information, gender identity, gender expression, disability, or veteran status in matters of admissions, employment, financial aid, housing, services in educational programs or activities.

In compliance with and support of the following federal civil right laws:

- Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

College policy prohibits retaliation against a person for filing a complaint of discrimination or harassment under this policy or other applicable federal, state, or local laws. This policy also prohibits retaliation against any person who assists someone with a complaint of discrimination or harassment or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

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 period matching the length of their initial contract. The probationary period can be extended 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.

Any non-tenured faculty and professional staff members who the College does not intend to offer a contract for the coming year will receive notification by April 15th. For employees who will be rehired, salaries, benefits and other conditions of employment may be established by the President at a later time, prior to the issuance of contracts, which shall be automatically renewed without written notification. 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

Seminole State College Policy Manual

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; January
18, 2018; August 15, 2019; January 21, 2020

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

OUTSIDE EMPLOYMENT (BP/APA)

Employees are obligated to fully discharge their required duties during scheduled work hours as defined by their position at Seminole State College. The College acknowledges that employees may engage in other interests, including paid work, outside their contractual obligations to the College.

Seminole State College employees should not engage in other paid work during their work hours at Seminole State College. College resources should not be used to engage in work outside the College. Professional and Classified staff shall not engage in outside work, including teaching for Seminole State College, during their paid work hours. Neither faculty nor staff shall engage in tutoring for pay using college resources without permission at the Division Chair level or equivalent.

Full-time faculty must submit an Outside Teaching Notification through their Division Chair to teach for any other institution during their contract period with the college. These notifications will be reviewed case-by-case by the Division Chair. Division Chairs will consider program and course integrity when reviewing notifications and have the right to restrict combined teaching loads when concerns arise regarding teaching effectiveness based on the total number of courses taught in a semester.

All notifications of outside employment for full-time employees will be submitted for review to the appropriate supervisor, Vice President and President.

DATE OF ADOPTION: August 22, 2002

LEGAL REFERENCE:

REVISION DATE(S): October 22, 2009; October 25, 2012; May 18, 2023

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

EMPLOYMENT GRIEVANCES

In the interest of the equitable and efficient operation of Seminole State College, employees of the College shall be afforded a mechanism by which grievances can be resolved at the earliest opportunity. An employee may file a grievance regarding any action which allegedly violates or inequitably applies College policies and/or procedures and which affects the employee's working conditions. This policy shall be used to address complaints alleging discrimination or harassment on the basis of color, national origin, age, or disability, or other items protected under Board Policy II-4-1.

The President shall establish procedures to implement this policy. This policy and the associated procedures are separate from disciplinary and termination policies and hearings.

DATE OF ADOPTION: August 22, 2002 LEGAL REFERENCE:
REVISION DATE(S): October 22, 2009, June 23, 2015

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

RESIGNATIONS

Contracts between Seminole State College and members of the professional staff and faculty are issued on an annual basis. Employees who do not wish to enter into new contracts for the coming year should notify the President of this intention as early as possible, but in no case later than April 15. The College recognizes that numerous conditions may arise which will cause an employee to desire release from an appointment. The College desires to be helpful to employees in handling their personal affairs and in taking advantage of professional opportunities whenever this may be done without impairing the educational opportunities of the students of Seminole State College.

In consideration of the welfare of the students, the College cannot agree to the release of a faculty member from an appointment until a satisfactory replacement is available. The Board of Regents hereby authorizes the President of the College to determine whether a satisfactory replacement is available. It is suggested that persons seeking release from an appointment refrain from making plans that might later cause him or her personal embarrassment and/or expense.

DATE OF ADOPTION: August 22, 2002
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

EMPLOYEE DISCIPLINE (BP)

Seminole State College retains options to deal with misconduct or failures in job performance by personnel. The Board of Regents of Seminole State College approves the following policy in dealing with reprimands, probation, suspension, or termination of permanent members of the college staff.

Seminole State College reserves the ability to exercise any or all of the following options in dealing with misconduct by an employee or failure of the employee to perform to the satisfaction of the individual's immediate supervisor.

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.

Oral Reprimand

Verbal admonishment that employee behavior is inconsistent with expectations for the position or that performance does not meet satisfactory standards. An oral reprimand should be documented by the employee's immediate supervisor and filed in the supervisor's office.

Written Reprimand

A written reprimand is a serious formal notification to the employee that employee behavior or performance does not meet expectations for the position. A written reprimand may indicate that if corrective action is not taken with regard to a particular problem or inefficiency further disciplinary action may be taken. The written reprimand may be provided to the employee either through the annual evaluation procedure or in a letter describing the problem. A copy of this written reprimand will be placed in the employee's institutional personnel file.

Disciplinary Probation

A member of the college staff may be placed on probation for a specified period of time during which the employee will be expected to correct certain problematic behaviors. A written notification of probation detailing the reason(s) for the probation, expected corrective actions, and a timeline for review of progress will be provided to the employee. While on probation, an employee who does not show satisfactory progress toward corrective actions, or whose performance level deteriorates in other ways, may be subject to further disciplinary actions including suspension with or without pay or termination of employment.

Suspension

Upon recommendation of the immediate supervisor and with the approval of the appropriate vice president, an individual may be suspended with or without pay for a period of up to 30 days. A written notice of the action will be provided to the employee detailing the reason for the suspension. The notification of suspension, along with any response from the employee, will become a part of the employee's permanent personnel file. The employee will have certain rights as outlined in administrative guidelines regarding suspension or termination.

Termination

Any recommendation for termination of employment is subject to the approval of the President. Upon approval of the president, a written notice of the termination will be supplied to the employee. The notification of termination, along with any response from the employee, will become a part of the employee's permanent personnel file. The employee will have certain rights as outlined in administrative guidelines regarding suspension or termination.

DATE OF ADOPTION: August 22, 2002
REVISION DATE(S): October 25, 2012

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

**TERMINATION FOR REASONS OF FINANCIAL EXIGENCY OR
CHANGE OF INSTITUTIONAL PROGRAMS**

Seminole State College retains the right to terminate a contract based upon financial exigency or discontinuance or reduction of a program, service, or department. It will be the responsibility of the President to establish a fair and equitable method of reducing the number of campus employees.

RIF Principles:

1. In cases in which a program is to be reduced or discontinued, the College will make an effort to place the affected employees in other suitable positions.
2. Positions that are terminated for the above reasons will not be filled by a replacement for one calendar year unless the released employee has been offered re-appointment and given five calendar days within which to accept or decline the opportunity to return to work.
3. When the College has the option of releasing a tenured faculty member or a non-tenured faculty member, the tenured individual must be retained.
4. When the College must release tenured faculty, those with the greater length of service to SSC will be given preference for continued employment.
5. In selecting employees to be released in response to financial exigency requiring several terminations, the College will attempt to avoid making all reductions from any one area of the College.
6. Any full-time employee who has been under contract for over one year at SSC has the right to exercise his/her due process appeal rights as described herein.

Any reduction in force or disciplinary actions which are likely to result in consequences more severe than oral warning, written warning, or probation entitle the employee to an administrative due process hearing. The employee should contact the Office of the President for procedural guidelines regarding due process hearings.

DATE OF ADOPTION: August 22, 2002
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

RETIREMENT

I. Retirement Eligibility

Eligible personnel who have been employed full-time in the Oklahoma State System of Higher Education for not less than five years immediately preceding the date of retirement may avail themselves of early retirement at the age authorized or permitted by the Oklahoma Teachers Retirement System.

II. Retirement Benefits

Social Security

In accordance with federal regulations, all SSC employees are participants in the Social Security System. Social Security provides benefits for retirement, disability, death, and medical expense.

Oklahoma Teachers Retirement System (OTR)

All full-time employees and part-time employees authorized by the President may participate in OTR. The College will pay each employee's OTR contribution based on allowable compensation as defined by OTR.

III. Annuity (Tax-Sheltered IRC 403 (B) Plan)

After a College employee has completed one year of full-time employment, the College President may authorize a contribution of an amount equal to 3.5 percent of the employee's salary into a qualified tax-sheltered IRC 403 (B) Plan. This plan is based on employee and/or employer contributions into one of the approved tax-deferred annuity plans. The combined employee and employer contribution may be as much as is allowable by the Internal Revenue Service.

The employer contribution to the IRC 403 (B) plan will not be made for employees on unpaid leave of absence, unpaid FMLA leave, disability leave, or military leave in excess of 20 days in any fiscal year. The employer contribution to the plan will commence the month after the full-time employee completes the necessary enrollment into a College sponsored IRC 403(b) plan.

The SSC Board of Regents authorizes the President or his/her designee to select companies to offer qualified tax-sheltered 403 (B) Plans to College Employees according to guidelines set forth in the SSC 403(b) Master Retirement Plan.

IV. Health and Dental Insurance

All full-time employees beginning full-time employment on or after January 1, 2019, are ineligible for post-retirement health and dental insurance benefits outlined below.

For all full-time employees beginning full-time employment before January 1, 2019, the Seminole State College Board of Regents authorizes continued health and dental insurance premium contributions for employees who retire through the Oklahoma Teachers' Retirement System and have at least nine and one-half years of service at Seminole State College.

To qualify for continued health and dental benefits, eligible faculty and staff must be in active, full-time employment, and must submit a formal retirement statement with a request to participate in continued health and dental benefits to the Human Resource office.

Medical and dental insurance will be paid for qualified retirees until they become eligible for Medicare, at the option level the employee is enrolled in at the time of retirement, up to the health and dental insurance contribution amount the College makes for full-time employees. Should the option level in which the retiree is enrolled at the time of retirement cease to exist as an option, the College will pay for the replacement option chosen by the retiree, up to the health and dental insurance contribution amount the College makes for full-time employees.

V. Retirement Benefit

All full-time employees beginning full-time employment on or after January 1, 2019, are ineligible for the retirement incentive plan outlined below.

For all full-time employees beginning full-time employment before January, 1, 2019, the Seminole State College Board of Regents authorizes a Retirement Incentive Plan for employees who retire through the Oklahoma Teachers' Retirement System and have at least nine and one-half years of service at Seminole State College.

The one-time incentive payment consists of 25% of the employee's last contracted annual salary with incentive checks issued on July 31, or the last day of the month following retirement, or at a time mutually agreed upon by the College and the employee. The one-time payment would be subject to applicable taxes.

To qualify for the plan, eligible faculty and staff must be in active, full-time employment, and must submit a formal retirement statement with a request to participate in the plan to the Human Resources office by April 1. The employee's retirement date must be effective no earlier than June 30 of the current fiscal year.

Seminole State College Policy Manual

Participation in the incentive plan is not automatic. The President must approve final participation in the plan and may suspend or terminate the plan due to financial exigency. The President is authorized to approve exceptions to this policy on a case-by-case basis. All such exceptions shall be reported to the Board of Regents.

DATE OF ADOPTION: June 9, 2004
REVISION DATE(S): October 15, 2008
December 11, 2008
March 26, 2009
December 16, 2009
August 21, 2014
January 15, 2015
September 6, 2018

LEGAL REFERENCE:
The Age Discrimination in
Employment Act of 1967
403(b) section of the IRS Code
of 1986; 29 CFR § 2510.3-2(f)

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

EMPLOYEE INSURANCE BENEFITS

Health/Dental Insurance

The College will make a defined contribution each month towards full-time employees' single membership health and dental premiums. The College will strive to maintain a contribution equal to at least one plan option for health insurance and one plan option for dental insurance, as offered to all full-time employees. The contribution rate will be determined annually, with any changes effective at the beginning of the next benefits plan year. If the contribution from the College is greater than the cost of insurance for the health and dental plans chosen by the full-time employee, the full-time employee may use the remaining portion of the contribution to pay for other insurances available to the full-time employee under IRC Section 125, or make contributions to the full-time employee's Health Savings Account, if available. If the full-time employee chooses to pay for no other IRC Section 125 eligible benefits, does not contribute to an employee Health Savings Account, or the total is less than the College contribution, the remaining portion of the College contribution will be contributed to the full-time employee's IRC 403(b) plan. Other employees, less than full-time, who may be eligible for or offered health and/or dental insurance, will receive an insurance contribution equal to the premium for the plan selected or the contribution amount the College makes to full-time employees, whichever is lower.

Health/Dental Insurance Waiver Option

All full-time employees beginning full-time employment prior to January 1, 2019, and who have duplicate group health and/or dental insurance through a spouse or other responsible parties, may choose to contribute an amount equivalent to the lowest available single plan option premium for both health and dental, to their IRC 403 (B) Plan in lieu of health and dental benefits.

All full-time employees beginning full-time employment on or after January 1, 2019, and who have duplicate group health and/or dental insurance through a spouse or other responsible parties, may choose to contribute \$150 per month to their IRC 403 (B) Plan in lieu of health and dental benefits.

For purposes of this waiver option, "other responsible parties" does not include individual health and/or dental insurance purchased by the employee from marketplace sources.

Life Insurance

The College provides a life insurance policy equal to the highest thousand-dollar amount of twice the annual salary for each full-time employee.

DATE OF ADOPTION: June 22, 2000

LEGAL REFERENCE:

REVISION DATE(S): October 25, 2012, March 24, 2016, September 6, 2018

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

OTHER EMPLOYEE BENEFITS

Tuition Waiver

Full-time employees may enroll in courses at Seminole State College and receive a tuition waiver if the study is for the benefit of both the employee and the institution. Dependents of SSC full-time employees may also enroll in college credit courses and receive tuition waivers. The retaking of courses will not qualify for the tuition waiver for employees or their dependents. No part of this policy shall preclude an employee or dependent from receiving other financial assistance from Seminole State College for which they qualify. Exceptions to the terms of this policy may be granted on a case-by-case basis by the President upon recommendation from the appropriate Vice President.

Use of Recreational Facilities

All employees of Seminole State College are entitled to utilize recreational facilities when the facilities are open and properly staffed and when classes or other administratively approved activities are not utilizing the facility. Spouses and children of employees may use the recreational facilities under the same conditions as long as the employee accompanies them. Nothing in this policy should be construed as permitting unlimited and unconditional use of College facilities by employees or their spouses and/or children.

DATE OF ADOPTION: December 14, 2006 LEGAL REFERENCE:
REVISION DATE(S): November 10, 2016, July 21, 2022

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

LEAVES AND ABSENCES: ALL FULL-TIME EMPLOYEES

I. Absence Reports/Time Sheets

Employees are required to document the amount of time worked in accordance with established procedures. All full-time employees must file a Leave of Absence Form when absent from work. Whenever possible, a request for leave form must be completed in advance and approved by a supervisor prior to earned leave is taken.

Faculty Absenteeism

Any instructor who is unable to meet a scheduled class for any reason must contact the appropriate Division Chair as far in advance as possible. The instructor and Division Chair will make arrangements for classroom activities, or in case of emergency notify students, when possible, that class will not meet.

II. Annual Leave

- A. Each full-time twelve-month employee is eligible for annual leave as follows:
 - 1. 1 to 3 years of employment – 10 days
 - 2. 4 to 9 years of employment – 15 days
 - 3. 10+ years of employment – 18 days
- B. Additional Annual Leave information.
 - 1. On July 1 of each year, employees are granted annual leave earned the previous fiscal year.
 - 2. Annual leave will not be granted prior to being earned.
 - 3. Employees may accumulate up to twenty annual leave days.
 - 4. Annual leave days in excess of twenty on June 30 will be forfeited. The President may extend the excess leave on an individual basis.
 - 5. Employees completing their first partial year of employment will have their annual leave time pro-rated based on the number of months worked by June 30. The initial employment date will be rounded to the nearest first of the month.
 - 6. Annual leave may not be earned while on approved leave without pay, FMLA leave without pay, drawing disability pay, or drawing Workers' Compensation benefits.
 - 7. The College reserves the right to require employees to take annual leave at certain times of the year or in the case of a College emergency.
 - 8. Employees who terminate employment will be compensated for any earned and unused annual leave plus pro-rated annual leave since July 1.

III. Personal Business Leave

The College grants personal business leave to full-time 12-month employees to prevent a loss of pay during certain types of absences. For new full-time employees, personal business leave will be pro-rated the first year, based on hire date. It is intended for such reasons as attending a funeral of someone outside the immediate family, conducting legal business, and similar matters of a personal nature. Use of personal leave is limited to one day at a time unless prior approval has been granted by the President. Personal leave cannot be used on consecutive days even if only a partial day is used. It is not intended as additional vacation time or sick leave. Approval for personal leave must be obtained in advance from the appropriate administrative officer. Exceptions may be granted in the case of an emergency.

Each full-time twelve-month employee is granted the equivalent of five working days on July 1 of each fiscal year. Unused time does not accumulate and is not paid upon termination.

Personal Leave – Faculty

Each full-time instructor shall be granted a maximum of two (2) days of personal leave each academic year. Personal leave days may be taken with pay, may be used at the faculty member's discretion, and will be non-cumulative from year to year.

Personal leave beyond the established two days must be requested, and if granted, full pay will be deducted from the instructor's salary for each day absent. Each faculty member requesting personal leave must meet all assigned responsibilities at SSC before leaves of absence will be granted.

IV. Court/Jury Duty Leave

An employee who is granted a leave of absence for jury duty shall be entitled to such duty with full pay. A copy of the subpoena must be submitted to Human Resources prior to the start of the leave. An employee, who is not selected for jury duty after reporting each of the required days, must return to work for the remainder of the day.

No deduction in salary will be made if an employee must appear in court when subpoenaed as a witness by the Federal Government, State of Oklahoma, or political subdivision thereof. Court cases involving an employee's personal business shall be taken as personal business leave, annual leave, compensatory time, or leave without pay.

V. Family and Medical Leave

Seminole State College will provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. The twelve weeks leave does not have to be continuous but begins and is determined at the first date an employee

takes FMLA leave (paid or unpaid) for a specific qualifying health condition.

The FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons, or for any “qualifying exigency” arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The FMLA also allows eligible employees to take up to 26 weeks of job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness.

- A. **Eligible employees.** To be eligible for FMLA leave, an employee must have 12 months of cumulative service with the College and at least 1,250 hours of service during the 12-month period prior to the date leave is to begin.
- B. **Annual leave/Other paid time off.**
 - 1. The College may require or an employee may opt to substitute annual leave or other paid time off during FMLA leave.
 - 2. Employees on leave for their own serious health condition who are receiving workers’ compensation or state disability insurance benefits *cannot* be required or allowed to substitute annual leave or other paid time off if the College wishes to count the time against the employee’s FMLA entitlement.
- C. **Qualifying leave.** Leave may be requested for the following reasons:
 - 1. To care for a new child upon birth or placement for adoption or foster care. Leave for this reason must be concluded within 12 months of the birth or placement;
 - 2. To care for the employee’s child, parent or spouse who has a serious health condition;
 - 3. When due to the employee’s own serious health condition, the employee is unable to perform the essential functions of the job or needs medical treatment.
- D. **Serious health condition.** A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either:
 - 1. In-patient care (i.e., overnight stay) in a hospital, hospice or residential medical care facility or any subsequent treatment in connection with such in-patient care; or,
 - 2. Continuing treatment by a health care provider.
- E. **Continuing treatment is defined as:**
 - 1. A period of incapacity requiring absence from work, school or other regular daily activities of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition

that also includes either

- a) Treatment two or more times by or under the supervision of a health care provider or
 - b) Treatment by a health care provider one time with a continuing regimen of treatment;
2. Any period of incapacity due to pregnancy or prenatal care, or treatment for a chronic serious health condition, such as asthma or diabetes, which require periodic visits to a health care provider and may involve occasional episodes of incapacity; or
 3. Incapacity that is permanent or long-term due to a condition for which treatment may not be effective, such as terminal cancer.

F. **Advance notice and medical certification.** An employee may be required to provide advance leave notice and medical certification of necessity. Leave may be denied if requirements are not met.

1. **30 days advance notice.** If the need for leave is foreseeable, the employee must provide notice at least 30 days prior to the commencement of the leave. In cases of unforeseeable need, notice must be provided as soon as practicable – typically within one or two working days of learning of the need for leave.
2. **Medical certification.** When leave is requested due to a serious health condition, the employee shall provide medical certification of the condition in writing. This is true whether leave is for the employee's health condition or to care for an ill family member.
 - a) If leave is planned, the employee shall provide the certification before the leave begins.
 - b) If the leave is not foreseeable, the employee shall provide certification within 15 calendar days after the request for leave, or as soon thereafter as reasonably possible.
 - c) If an employee fails to provide certification in a timely manner, leave can be re-designated as some other qualifying leave or as an unexcused absence, in accordance with the College's policies.
 - d) If the College has reason to doubt the validity of a medical certification for the employee's own serious health condition, it may obtain second opinion at the College's expense.
 - e) If the opinions of the employee's and SSC's designated health care providers differ, the employer may require the employee to obtain certification from a third health care provider, again at the employer's expense. This third opinion shall be final and binding. The third health care provider must be approved jointly by the employer and the employee.
 - f) Medical certification must be obtained using form WH-380 provided by the U. S. Department of Labor. The medical certification must include at a minimum:
 - 1) the date the serious health condition commenced, and the health care provider's best judgment of the probable duration of the condition;

- 2) the diagnosis;
 - 3) a brief statement of the prescribed regimen of treatment; and
 - 4) whether inpatient hospitalization is required.
- g) The College may request re-certification for the continuation of leave at reasonable intervals (no more often than every 30 days).

G. College notification.

1. In order to count time off toward an employee's FMLA leave entitlement, the College must provide an employee with notice *in writing* that leave will be counted as FMLA leave, provided that the College knows that a qualifying event exists.
2. Under the FMLA, such notice should generally be provided to the employee within two business days after receipt by the College of the Request for FMLA leave.
3. The College can designate leave as FMLA qualifying even if the employee does not request it, if the College has sufficient information to determine that the leave is FMLA qualifying. In such cases, the College can explain to an employee that designation is for the employee's own protection – to guarantee reinstatement and to ensure that absences will be excused.
4. If the College's notice is late, the College may not count the leave taken prior to providing the notice towards an employee's 12-week entitlement.
5. The College may designate FMLA leave retroactively if
 - a) The College did not know the reason for the leave at the time the leave was taken but makes the designation within two business days after the employee returns to work; or
 - b) The College has preliminarily designated the leave as FMLA qualifying and notified the employee but is awaiting medical certification.

H. Jobs benefits and protection.

1. Health coverage.
 - a) During FMLA leave Seminole State College will continue to maintain the employee's payment for coverage under group health, dental, life, and disability until such time as the employee returns to work, resigns, fails to return to work after 12 weeks, or exhausts FMLA leave.
 - b) If the employee carries coverage for dependents, the College may elect to cancel coverage if the employee's premium payments for dependents are not received within 30 days of the due date. Should this occur, College staff will notify the employee 15 days before the employee's dependents are dropped from coverage for failure to pay.
2. Oklahoma Teachers' Retirement under paid or unpaid FMLA will be considered as continuous for purposes of eligibility and vesting for retirement plans.
3. Annual leave and sick leave will continue to accrue under paid FMLA leave but will not accrue under unpaid FMLA leave.
4. The maximum lengths of time an employee may be absent from work while his or her job is protected under the FMLA policy is 12 weeks. This is the case whether the leave is paid or unpaid or a combination of the two.

I. Return to Work

A physician's medical release must be presented to the College by an employee who has been on FMLA leave before he/she can return to work.

J. Job Restoration

1. Upon return from FMLA leave, an employee will be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.
2. The employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to **before** using FMLA leave.
3. Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to operations, SSC may refuse to reinstate "key" employees after using FMLA leave during which health coverage was maintained. (A "key" employee is a salaried "eligible" employee who is among the highest paid ten percent of employees within 75 miles of the work site.) In order to refuse reinstatement, SSC will:
 - a. notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
 - b. notify the employee as soon as the employer decides it will deny job restoration, and explain the reasons for this decision;
 - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
 - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

VI. Sick Leave

All full-time employees are entitled to sick leave at a rate of one and one-quarter days per month or a total of fifteen days for a complete year of service. Unused days may be accumulated up to 200 working days. An employee may use earned sick leave up to one-hundred-twenty consecutive workdays at his/her regular rate of pay in any given year. If an employee anticipates being gone for more than one-hundred-twenty consecutive workdays the employee should visit with the Human Resources Office about applying for long-term disability or other payroll arrangements.

Employees working full-time but less than twelve consecutive months will receive sick leave on a pro-rata basis.

A. Sick Leave and One's Immediate Family

Personnel may use sick leave time for illness or injury in the immediate family. The term "immediate family" shall be understood to include only the spouse, brothers, sisters, sons, daughters, grandchildren, father, mother, father-in-law, mother-in-law, or a relative who makes his or her home permanently in the household of the employee.

B. Additional Sick Leave Information

1. The employee, or a representative, shall give notification of absence due to personal illness or injury, in accordance with the sick leave policy, to the appropriate supervisor at the beginning of each workday, unless this is not possible due to incapacitation. Failure to give such notice may be considered an abuse of sick leave and may be cause for disciplinary action. Sick leave may be denied for failure to notify the appropriate supervisor within a reasonable time frame.
2. The College may require employees to furnish satisfactory proof of illness or disabling injury in chronic or unusual cases before paid sick leave is approved. In so doing, the supervisor may require the staff member to provide a written statement by a qualified, licensed medical practitioner certifying that the employee is ill or incapacitated. The information must include medical facts which support that certification, any suggested alterations to the staff member's regular duties (including ability to perform essential functions), the anticipated length of the illness or other incapacitating condition, as well as other information which may be necessary to determine whether granting sick leave is appropriate may be required.
3. In addition, the supervisor may require the staff member to provide periodic re-certification from a licensed medical practitioner for continued use of sick leave. In rare cases of continuing or excessive use of sick leave, a second opinion may be requested of a doctor chosen by SSC. Falsification of information regarding any sick leave may be cause for termination of employment.
4. Unless otherwise authorized, a physician's medical release must be presented to the employee's supervisor by an employee who has been on leave for more than 5 consecutive days before he/she can return to work.
5. Sick leave may not be earned by an employee during leave of absence without pay, FMLA leave without pay, or suspension.
6. Sick leave will be granted to personnel who become ill or suffer disabling injury while on annual leave provided such illness or disabling injury be verified by medical certification from a licensed practitioner.
7. There will be no salary reduction or sick leave charged for absences related to the death in the immediate family unless the absence exceeds five working days.
8. Personnel who resign or who are terminated from College employment shall forfeit all unused sick leave.
9. An employee may request documentation of accrued sick leave for the Oklahoma Teachers' Retirement System.
10. The President may approve a transfer of accrued sick leave of a terminated employee if they fall within the following as a state employee. State employees who are terminated from their employment may be eligible to have sick leave accrued at the time of termination of employment restored if they return to state employment, provided that the re-employment occurs within two years and they are eligible to accrue sick leave before the two years expire. (74-840-2.20)

C. Extended Sick Leave

Any employee who is on approved leave in excess of one week (five working days) due to an illness or injury will be placed on medical leave of absence. Upon notification from an employee, a supervisor will review the circumstances with the assistance of the Office of Human Resources. If it is determined that a formal Medical Leave is required, the supervisor will submit a written request for Medical Leave to the Office of Human Resources. The length of this leave will be paid in accordance with his/her combined accumulated sick leave, annual leave (unused and pro-rated), compensatory time, and personal leave. When the accumulated leave time has been exhausted, the employee will be placed on leave without pay unless eligible for shared sick leave and shared leave is available.

While a physician's certificate evidencing illness or disability is not required each time an employee does not report for duty, the College reserves the right to require such a certificate from the employee's physician. If the illness is prolonged, the Human Resources office must be provided with a doctor's statement on a monthly basis so that work may be planned. If it becomes necessary for the employee to request leave of absence without pay due to prolonged illness, the College may request that the employee continue to pay the monthly premium for the employee's group medical insurance. If the employee wishes to continue employee paid dependent coverage, he/she must make arrangements with the business office to pay the monthly premium.

The employee who has been on Medical Leave must provide a physician's release to the College before he/she may return to work. A full-time employee's job may be protected by the FMLA when he/she is on an approved extended Medical Leave. Failure to return to work on the next scheduled workday following the end of the period (or earlier, if released by a physician) may result in the employee's termination from College employment unless Medical Leave is extended by the appropriate Vice President.

VII. Bereavement Leave

It is the policy of SSC to ensure state employees that must be off work due to the death of an immediate family member for time lost due to the death of the family member.

If an employee is absent from work due to the death of a member of his/her immediate family, he/she will be paid for time lost at regular rate from his/her regular scheduled shift up to a maximum of five (5) workdays. Leave for full time employees must begin within ten (10) calendar days of the date of death of the family member or the date of the funeral. Time may be extended by use of vacation, personal, or sick leave with approval of the employee's supervisor.

For purposes of bereavement leave, immediate family is defined as follows:

Employees - spouse or significant other ("significant other" is defined to mean one who stands in place of a spouse and who resides with the employee), child, stepchild, grandchild, parent, stepparent, grandparent, great-grandparent, brother, sister, step-

sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or legal guardian or other person who stands in the place of a parent (in loco parentis).

Upon his/her return, the employee will submit a Request for Leave form to his/her immediate supervisor for taking bereavement leave and may be requested to attach supporting documentation.

VIII. Abandonment of Position

An employee who has failed to report to work for three consecutive workdays without notifying his/her supervisor will be considered to have voluntarily resigned his/her position.

IX. Military Leave

All officers and employees of the state, or a subdivision thereof, or a municipality therein, who are members, either officers or enlisted men/women of the Reserve Corps of the Army, the Navy, the Marine Corps, the Coast Guard, the Woman's Auxiliary Corps, or any other component of the Armed Forces of the United States, shall, when ordered by the proper authority to active duty or service, be entitled to a leave of absence from such civil employment for the period of such active service without loss of status or efficiency rating and without loss of pay during the first twenty (20) calendar days of such leave of absence during any federal fiscal year. Neither the state, or a subdivision thereof nor a municipality therein, shall be required to pay an officer or employee for more than twenty (20) calendar days of such leave of absence in any twelve-month period.

- A. Employees must secure approval of military leave by the College prior to the employee commencing duty assignments. To obtain approval, the employee must submit a copy of the official military duty orders to the Human Resources Office.
- B. The College will continue to pay the employee's group health, dental, and life and disability insurance premiums while the employee is on paid Military Leave provided evidence is presented to Human Resources Office that the employee is not covered while on leave.
- C. Annual leave and sick leave will continue to accrue under paid Military Leave but will not accrue under unpaid Military Leave.

X. Insurance Coverage while on Leave

While on an approved paid leave of absence or disability, the College will continue to pay the monthly premiums for the College-paid portion of group medical insurance, dental insurance, disability, and life insurance. Monthly premiums will not be paid while an employee is on unpaid leave of absence, on military leave beyond twenty calendar days a year, or drawing workers' compensation. Employees carrying optional coverage must make arrangements through the Payroll Office to make monthly payments for those policies they wish to continue.

XI. Administrative Leave

Administrative leave with or without pay may be granted by the President, or his or her designee, when it is determined to be in the College's best interest that an employee not return to work for a specified period of time or for designated emergency closings of the College due to inclement weather, natural disaster, pandemic situations, or other events as determined by the President.

Time approved as administrative leave will not be charged to an employee's leave balance. Employees who are not eligible for benefits, will be paid only for time worked and are not eligible for administrative leave. Benefits eligible employees are eligible to receive administrative leave with pay. In the event of weather conditions, or disaster in which the President does not grant administrative leave, employees may use earned annual leave if approved.

When administrative offices are closed, or campus services suspended, there may still be a few employees who are required to be on the job due to the nature of their work assignment. These special work assignments must be approved by area vice presidents.

In such stated situations that may affect campus operations, faculty may be asked to move to other methods of course delivery as deemed necessary and as approved by the Vice President for Academic Affairs.

XII. Professional Leave

Employees shall be entitled to attend professional meetings required by their positions. Requests to attend such meetings shall be made through the appropriate administrative channels.

XIII. Shared Leave

The Leave Sharing Program provides a means for employees to donate paid leave to a fellow College employee who is eligible for and requires donated leave due to an extraordinary or catastrophic illness, injury, impairment or physical or mental condition for either the employee or an immediate family member, and which has caused or may cause the employee to take leave without pay or terminate employment.

For the purposes of this policy, "relative of the employee" shall be limited to the spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee; "household members" means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another (This term shall include foster children and legal wards even if they do not live in the household.); "severe or extraordinary" means extreme or life threatening; "state employee" means a permanent full-time employee with one (1) year or more continuous service with the state; "terminal" means likely to result in death within two (2) calendar years.

Seminole State College Policy Manual

The President, or his/her designee, shall determine the amount of donated leave an employee may receive and authorize to use, as outlined in “§[74-840-2.23](#) – State leave sharing program.

DATE OF ADOPTION: June 22, 2000
REVIEW DATE(S): October 27, 2011
 October 25, 2012
 October 21, 2021
 July 20, 2023
 January 18, 2024

LEGAL REFERENCE:
Family and Medical Leave Act of
1993 (FMLA) and O.S. 1989
Supplement 2 Title 72 Soldiers
and Sailors & §[74-840-2.23](#). State
leave sharing program

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

COMPENSATORY/OVERTIME POLICY

I. Compensatory Time for Non-Exempt Employees

Regular full-time non-exempt employees (non-contracted employees) shall be granted compensatory time for overtime work. Non-exempt employees should be expected to work a reasonable amount of overtime when condition warrant such scheduling. All overtime shall be scheduled and authorized by the supervisor except in emergency situations. Compensatory time may not be earned at the employee's discretion.

II. Compensatory Time for Exempt Employees

Administrative and professional employees may not accumulate or be compensated for hours worked in excess of 40 in a workweek. As in the case of faculty of the college, those employees are expected to spend whatever hours are necessary in completion of work assignments. Faculty and staff may be paid for overloads and/or special assignments as authorized.

DATE OF ADOPTION: October 26, 2000
REVISION DATE (S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

Sabbatical/Release-Time/Special Projects Policy

The Board of Regents, administration and Faculty Senate of Seminole State College realize that one of the most vital parts of any institution of higher learning are its faculty, and professional staff, ideally, comprised of vibrant, and enthused employees who continue to learn. Thus, the following sabbatical/release-time/special projects policy is designed to encourage and inspire deserving employees, to allow time to pursue the various studies that would enhance their work at SSC, to conclude final work on special projects, advanced degrees, writing projects and to provide opportunity for educational travel, on-campus projects, special opportunities, and public service.

Sabbatical Policy

Requirements and Procedures

Any full-time instructor, administrator, or professional staff member who has worked a total of four years at SSC (excluding summer and minimesters), or four years since his last sabbatical, may apply for the sabbatical if the following requirements and procedures are met.

Procedure

- A. A full-time faculty member may request a fall, spring, or fall and spring sabbatical for:
 1. final work on a second master's degree
 2. final work on a doctorate
- B. A full-time administrator or professional staff member may request a fall, spring, fall and spring, or summer sabbatical for:
 1. final work on a second master's degree
 2. final work on a doctorate
- C. Applicants should request the leave no later than the semester preceding the semester for which application is being made.
- D. The sabbatical is not designed for academic degrees which fulfill the minimum required education for holding a position at SSC (a master's degree).

Application

- A. An applicant for a sabbatical should provide a letter of application and supportive information to his or her Division Chairman. Such material shall include:
 1. the reason for the sabbatical
 2. the benefit to the employee and to Seminole State College
 3. the type of study or activity to be undertaken
 4. any supportive material such as current transcripts,
 5. the time period of the sabbatical

- B. When the Division Chairman or a Supervisor is making the request, the application process would begin with the appropriate level described in Step “C”.
- C. 1. Faculty Requests:
 - a. Application and supporting material furnished to the Division Chairman will be presented to the Division Chair Council for review at their next regularly scheduled meeting. If the request is denied, the Division Chair Council must inform the faculty member in writing as to the reason(s) for such denial. The Division Chair Council should focus its approval/denial on the merit of the request.
 - b. Requests approved by the Division Chair Council will be presented to the SSC President for review. If the request is denied, the president must inform the employee in writing as to the reason(s) for the denial. The President will weigh both merit and financial factors in his decision.
 - c. Requests approved by the President will be presented to the SSC Board of Regents. If the Board denies the request, the employee must be informed in writing by the college president as to the reason(s) for the denial. Upon Board approval, the application process will be completed and the employee will be granted the requested sabbatical.
- 2. Professional Staff and Vice President’s Requests:
 - a. Application and supporting material furnished to the employee’s supervisor will be presented to the Administrative Council for review at their next regularly scheduled meeting. If the request is denied, the Administrative Council must inform the employee in writing as to the reason(s) for such denial.
 - b. Requests approved by the Administrative Council will be reviewed by the SSC President. If the request is denied, the president must inform the employee in writing as to the reason(s) for the denial. The President will weigh both merit and financial factors in his decision.
 - c. Requests approved by the President will be presented to the SSC Board of Regents. If the Board denies the request, the employee must be informed in writing by the college president as to the reason(s) for the denial. Upon Board approval, the application process will be completed and the employee will be granted the requested sabbatical.
- 3. Request by the President:
 - a. Application and supporting material furnished to the Chairman of the SSC Board of Regents who will present the request to the entire board at their next regularly scheduled meeting for approval or disapproval. No written explanation for denial will be required.
- D. If requests are denied at any level, employees may reapply as soon as conditions of denial have been adequately addressed.

Sabbatical Progress

- A. After receiving a sabbatical, a recipient will be required to report progress to his Division Chairman or Supervisor on a regular basis. The Chairman or Supervisor and the recipient will decide the frequency of the progress and whether the report is to be oral or written. Failure to report may result in the immediate termination of the sabbatical by the college.
- B. Faculty will report to their Division Chairman, Division Chairmen to the Vice President for Academic Affairs, Professional Staff to their immediate supervisor, Vice Presidents to the President, and the President to the Chairman of the SSC Board of Regents.

Payment

- A. The payment for a faculty sabbatical will be at the rate of either:
 - 1. full contractual pay for a fall or spring semester or
 - 2. half of the employee's annual contractual pay for both fall and spring semesters, or
 - 3. full contractual pay for fall and spring semesters with one-half time obligation to the college.
- B. The payment for the administrators/professional staff sabbatical will be at the rate of:
 - 1. full contractual pay for either a fall, a spring, or a summer term
 - 2. full contractual pay for two terms (fall/spring, spring/summer, or summer/fall) with one-half time obligation to the college.
- C. If an employee on sabbatical leave receives a grant or other compensation directly related to the sabbatical, the sabbatical pay will be reduced so that total compensation received by the employee does not exceed his normal contractual academic salary from SSC.
- D. College provided benefits for the individual continue in each case.

Requirement to Return

The employee who accepts a sabbatical must agree to return to SSC for a period twice as long as the length of the sabbatical. The returning employee will reassume the duties and position held before going on sabbatical leave. Employees who decide to leave employment before this period of post-sabbatical service has expired will be required to reimburse the College for a proportional amount of the pay and benefits received while on sabbatical.

Release Time/Special Projects Policy

Requirements and Procedures

A full-time instructor, administrator, or professional staff member may apply for release-time or for a special project assignment in lieu of or in addition to part of his or her normal contractual assignment pursuant to the following stipulations and procedures.

Stipulations

- A. Release-time and special projects assignments will be considered only at times when the employee is under contract to the institution. Faculty may request release-time or special project assignment only in the fall or spring semesters when they are under contract and would normally be serving the institution as an instructor. Administrators and professional staff members who are under contract for twelve months, may request release-time or special project assignment at any time of the year.
- B. Applicants should make the request as soon as possible.
- C. An applicant may request release-time or special project assignment to pursue:
 - 1. special studies
 - 2. grant writing, course development, special institutional service, etc.
 - 3. education travel, professional development activities
 - 4. public service

Application Procedure

- A. A letter of application, along with supportive information, should be tendered to the appropriate Division Chairman or Supervisor and shall include:
 - 1. purpose of the release-time or special project
 - 2. the benefit to the employee and to Seminole State College
 - 3. the type of study or activity to be undertaken
 - 4. any supportive material
 - 5. the time period of the release-time or special project
- B. When the Division Chairman or Supervisor is making the request, the application process would begin with the appropriate level described in Step “C”.
- C. 1. Faculty Requests:
 - a. Application and supporting material furnished to the Division Chairman will be presented to the Division Chair Council for review at their next regularly scheduled meeting. If the request is denied, the Division Chair Council must inform the faculty member in writing as to the reason(s) for such denial. The Division Chair Council should focus its approval/denial on the merit of the request.
 - b. Requests approved by the Division Chair Council will be presented to the SSC President for review. If the request is denied, the president must inform the employee in writing as to the reason(s) for the denial. The President will weigh both merit and financial factors in his decision.
- 2. Professional Staff and Vice President’s Requests:
 - a. Application and supporting material furnished to the employee’s supervisor will be presented to the Administrative Council for review at their next regularly scheduled meeting. If the request is denied, the Administrative Council must inform the employee in writing as to the reason(s) for such denial.
 - b. Requests approved by the Administrative Council will be reviewed by the SSC President. If the request is denied, the president must inform the employee in

POLICY NUMBER: II-4-27 (Cont.)

writing as to the reason(s) for the denial. The President will weigh both merit and financial factors in his decision.

3. Request by the President:

Application and supporting material will be furnished to the Chairman of the SSC Board of Regents who will present the request to the entire board at their next regularly scheduled meeting for approval or disapproval. No written explanation for denial will be required.

- D. If requests are denied at any level, employees may reapply as soon as conditions of denial have been adequately addressed.

POLICY NUMBER: II-4-28

Reporting on Release-Time/Special Project Progress

- A. After receiving either release-time or a special project assignment, a recipient will be required to report progress to his Division Chairman or Supervisor on a regular basis. The Chairman or Supervisor and the recipient will decide the frequency of the progress and whether the report is to be oral or written.
- B. Faculty will report to their Division Chairman, Division Chairmen to the Vice President for Academic Affairs, Professional Staff to their immediate supervisor, Vice Presidents to the President, and the President to the Chairman of the SSC Board of Regents.
- C. A final report on the release-time or special project assignment will be provided by faculty and Division Chairmen to the Division Chair Council, by professional staff and vice presidents to the Administrative Council, and by the president to the Chairman of the SSC Regents.

Load Reduction/Supplemental Pay

- A. Faculty receiving release-time during a fall or spring semester will be given a load reduction of one to nine semester credit hours. Recipients of special project assignments will receive overload supplemental pay determined by consideration of the requirements of the task. Supplemental pay will be based on the equivalent of one to nine hours of overload.
- B. Administrators and professional staff will be released from their normal work week from one to twenty hours per week or receive supplemental pay based on the percentage of the employee's salary equal to the percentage of time spent on the special assignment in excess of the normal work week.
- C. College provided benefits for the individual will continue in each case.

Special Summer Projects for Faculty

Full-time faculty, who are not under contract during the summer months, may apply for funding equal to three to nine semester hours of supplemental pay for performance of on-

campus work related to course/curriculum development or special institutional projects designated by the college president in lieu of a summer teaching assignment.

Application Procedure

- A. A request for a special summer project related to course/curriculum enhancement should be directed to the Division Chair Council through the appropriate Division Chairman.
- B. A request for an assignment by the president to conduct a special institutional project should be directed to the college president through the Division Chairman and the Vice President for Academic Affairs. Typically, the president will invite applications for projects that have been developed by him for the coming summer.
- C. All requests for a special summer project should be made by faculty no later than February 1 preceding the summer during which the project will be conducted unless that deadline is extended by the president.
- D. All requests should contain the following information:
 - 1. an outline of the work to be accomplished during the summer term
 - 2. a statement of the benefits of the work to be done
 - 3. any other supportive material.
- E. Application and supporting material furnished to the Division Chairman for a summer project related to course/curriculum development will be presented to the Division Chair Council for review at their next regularly scheduled meeting. If the request is denied, the Division Chair Council must inform the faculty member in writing as to the reason(s) for such denial. The Division Chair Council should focus its approval/denial on the merit of the request.
- F. Requests approved by the Division Chair Council will be presented to the SSC President for review. If the request is denied, the president must inform the employee in writing as to the reason(s) for denial. The president will weigh both merit and financial factors in his decision.
- G. Application for a special institutional project will be by invitation by the president. If the application is denied, the president must inform the faculty member in writing as to the reason(s) for denial. The president will weigh the qualifications of the applicant for the special project and the financial resources available for the project in his decision.

Revised and Approved by the SSC Board of Regents January 17, 1991.

ON THE JOB INJURIES (BP)

An injured employee should be directed to the emergency room at the hospital or to his personal physician. The employee should take an authorization slip for medical treatment

POLICY NUMBER: II-4-28 (Cont.)

(Available in the Payroll Office) when reporting to the hospital or physician. The authorization slip will assure that the employee is not charged for services rendered and provides the hospital and the physician the address of the Worker's Compensation insurance company. Should it be impossible for the employee to take the authorization slip at the time of injury, he should make the hospital and the physician aware that it was an on-the-job injury and that the proper authorization form will be mailed to them.

Employees should not seek medical treatment (except in case of an emergency) without first notifying their supervisor of the injury. Also, once medical treatment has been completed, the employee should contact his supervisor to report the physician's findings.

In cases where an employee is treated at a hospital or by a physician, an accident report must be completed by the supervisor and sent to the Payroll Office within twenty-four hours.

POLICY NUMBER: II-4-29

PROFESSIONAL DEVELOPMENT PLAN (BP)

Business and industry tend to recognize the tremendous contributions of their employees through a variety of staff development activities. Education, on the other hand, is just beginning to learn that professional growth is essential to providing quality services to students-the central mission of our education system. Therefore, it is incumbent upon institutions of higher education to have in place a good professional development plan for staff, faculty, and administration. Professional development opportunities allow employees to grow emotionally, educationally, culturally, and physically; and professional development activities help ensure that "burnout" and "deadwood" do not develop within the institution.

The professional development plan provides the opportunity for employees to attend:

1. Credit courses, at SSC and other accredited institutions.
2. Seminars offering accredited CEU's on-campus and off-campus.

The professional development plan is described as follows:

1. That all full-time employees be provided an irreversible option of either tuition reimbursement or education attainment pay for credit courses completed.
2. That an internal professional development transcript of completed development activities be established for each employee. Complete documentation of accredited CEU's will be required for the internal transcript.
3. That professional development transcripts be evaluated to determine salary increases resulting from professional development activities when contracts are written for the coming year.

TITLE:

TUITION & FEE REIMBURSEMENT PLAN

The Tuition and Fee Reimbursement Plan will promote the continued educational efforts of the entire Seminole State College community. Salary schedule increments may be applied to any full-time SSC Employee upon completion of a pre-approved degree.

Any full-time employee may apply for tuition and fee reimbursement for any pre-approved, job-related graduate or undergraduate hours taken and successfully completed. Courses and/or a program of study must be approved by the employee's immediate supervisor, area vice president, and the President prior to the beginning of each course and a program of study. Employees receiving tuition reimbursement will still qualify for salary incremental increases once the degree is completed.

Tuition and Fee Reimbursement

Tuition and fee* reimbursement will be made during the semester following completion of the course. An employee of the college who participates in the tuition and fee reimbursement program outlined shall execute an acknowledgment of support for expenses paid by the college whereby the employee promises to repay the expenses by remaining in employment with the college. If the employee fails to remain employed with the College until the support expenses are amortized, the employee must pay the remaining balance upon termination of employment.

The amount due pursuant to this policy shall be credited at a rate of thirteen dollars (\$13.00) per calendar day of employment beginning the first day after graduation.

- A. The employee will complete the application form for tuition and fee reimbursement prior to the beginning of the semester in which courses are to be taken.
- B. Within 60 days of course completion, the employee will submit the approved application form with signatures from the appropriate supervisor, vice president and President, a final grade report showing a "C" or higher and copy of the paid bursar statement of tuition costs to the immediate supervisor of the employee.
- C. The supervisor will send the approved application, grade report, and the paid bursar statement of tuition costs to the Human Resources Office.
- D. All approved requests will be honored when sufficient funds are available. If the requests are greater than the budgeted funds, the President May 1) prorate all requests, or 2) use a limited amount of funds allocated for the next semester to cover the requests, or 3) allocate additional funds to meet the needs of the program, or 4) prorate an individual request. If funds for one semester are not totally expended, they may be utilized the following semester.

Salary Schedule Increments upon Degree Completion

Upon completion of an associate's, bachelors, masters or doctoral degree, the employee may be awarded a one-time salary schedule increment to be added to the base salary. Unless restricted by budget limitations, an employee may receive a one-time increment of \$500 for completing an associate's degree, \$1,000 increment for completing a bachelor's degree, \$2,000 increment for completing a master's degree and a \$5,000 increment for completing a doctoral degree. In order to be eligible for the salary schedule increment, the employee must present an official transcript with degree notation from the higher education institution awarding the degree to the Human Resources Office.

FUNDING

The Professional Development Plan, will be provided an initial funding of at least \$5,000 (providing funds are available) to fund the requests for tuition and fee reimbursement for each semester, including fall, spring, and summer.

DATE OF ADOPTION: December 14, 2006
REVISION DATE(S): December 13, 2018

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

PDP: Continuing Education Unit Plan

CONCEPT

The Continuing Education Unit Plan is to gain financial support for educational efforts not funded by the college. It differs from the Reimbursement Plan in that a C.E.U. can be earned for attending accredited CEU seminars and workshops not funded by the college. The goals of the program are to help keep the energies, educational levels, and skills of the college community at a high level through the financial support by the college.

WHAT IS A C.E.U.?

A C.E.U. is a unit of credit for completed studies. According to the Oklahoma State Regents for Higher Education Non-Credit Activities System, a C.E.U. is defined as “ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.”

To earn one continuing education unit, the employee would be required to attend ten (10) clock hours of workshops, seminars, etc. As an example, a four-clock hour seminar would earn 0.4 C.E.U.s.

POLICY

Any full-time employee will be eligible to earn Continuing Education Units (CEUs) completed through participation in an identifiable specific topic, non-academic-credit workshop or seminar which is approved by the appropriate supervisor, vice president, and the president, as being a learning experience, which would enhance job performance or capabilities to serve SSC. (See Professional Development Form #2) Forms are available from the office of the VPAA. Fees for workshops or seminars must be paid by the employee to qualify for CEU salary considerations.

REPORTING C.E.U. HOURS COMPLETED

College employees must submit CEU certificates, from seminars and workshops which qualify for salary considerations, to the president’s secretary by June 1 to receive salary adjustments on the upcoming annual contract.

C.E.U. WORTH

C.E.U.s will be applied to the employee’s salary annually, will be cumulative throughout the time of employment at Seminole State College, and will become a permanent part of the employee’s salary. The individual Continuing Educational Unit (C.E.U.) value is \$20.00. The value of the C.E.U. is figured at the rate of sixty-three (63) percent of a credit hour value (currently \$33.33 per unit) allowed on the existing salary schedule. When the value for a credit hour on the salary schedule rises, the value of a C.E.U. will rise accordingly. While payments for partial units are not made, they will be carried over and added to the next year.

C.E.U. EXAMPLES

- A. Jane Smith, an art instructor, takes a graduate course from the University of Oklahoma. How does the course apply to the C.E.U. scale?
Since the course can be applied to the salary schedule, the course does not qualify for C.E.U.'s. However, the class does qualify for the Tuition Reimbursement Program.

TITLE:

SOLICITATION / DISSEMINATION OF INFORMATION ON CAMPUS
(BP)

Seminole State College reserves the right to establish reasonable restrictions on the time, place and manner of any solicitation or dissemination of information on campus. The President or his/her designee is authorized to establish procedures for approval of solicitation or dissemination of information.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

Chapter 5

Compensation and Position Classification

POLICY NUMBER: II-5-1

TITLE:

Compensation and General Information

The Seminole State College Board of Regents delegates to the President the authority to negotiate salaries with individual employees or prospective personnel within competitive limits as part of Board Policy. Seminole State College has a comprehensive wage and salary planning approach designed to recruit and retain highly qualified faculty and staff and to reward employees based upon ability, performance, and Seminole State College's available financial resources.

Position Classification System

Seminole State College has a position classification system which establishes salary ranges with minimum and maximum compensation that SSC is willing and able to pay for each job consistent with the required level of knowledge, responsibility, and working conditions of that job and available financial resources.

All full-time faculty positions belong to the classification "Faculty." Human Resources classifies all full-time non-faculty positions based on a job pay range system.

A supervisor or employee who believes that a job has been improperly classified or that the job has changed enough to justify reclassification may request a classification review. The appropriate supervisor, with the assistance of Human Resources, will evaluate salary range adjustments for prior experience to develop a recommendation for the consideration and final approval of the College President.

DATE OF ADOPTION: July 18, 2001
REVISION DATE(S): August 23, 2023

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

POLICY NUMBER: II-5-2

TITLE:

Managing Full-Time Pay with the Range

Pay ranges are inclusive of both starting pay and potential progression over time. Progression is considered to be pay beyond the starting rate, up the maximum of the assigned pay range chart.

Range Determination

Sample guidelines for managing pay with the range are provided. Human Resources will use these guidelines to determine compensation based on differences in qualification, performance, experience, and budget availability.

Faculty positions are established by considering salaries at peer institutions, industry standard for Health Science and STEM fields, and Seminole State College's available financial resources. Additional factors to consider should include internal equity and salary compression.

All non-faculty positions are analyzed for market comparison purposes using job specifications to develop comparable data from surveys of similar jobs in the appropriate local, state, regional and/or national labor markets. The salary range is established by considering comparable positions in the labor market and SSC's available financial resources. Additional factors to consider must include internal equity and salary compression.

Compensation Structure

Each of the pay range charts has been divided into columns. Descriptions detailing expectations for paying within each column are provided below. These descriptions should be used to evaluate both internal (employee's knowledge, skills, abilities, certification) and external factors (budget availability, salary compression) that affect the salary rate offered to the employee in the position. Pay range charts are found on the Human Resources page located on the Seminole State College website and updated regularly to reflect comparable positions in the labor market and SSC's available financial resources.

Column 1: Entry Level

- Meets minimum qualifications established for the position.
- Has little or no related experience to the field in which the position exists.
- Employee requires additional training for building necessary knowledge and skills to successfully perform the position.
- Low range salary

Column 2: Experienced

- Possess qualifications that are equal to or slightly better than minimum requirements.

Seminole State College Policy Manual

- Demonstrated ability to perform the job duties successfully and independently in the position.
- Employee may require additional training to perform the job duties successfully and independently in the position.
- Low – Mid range salary

Column 3: Seasoned Professional / Mid-career

- Meets minimum qualifications and meets all preferred qualifications established for the position.
- Demonstrated ability to perform the job duties successfully and independently in the position.
- Employee consistently exhibits core competencies required of the position.
- Mid – High range salary

Column 4: Senior-Level Job Expertise

- Meets minimum qualifications and meets all preferred qualifications established for the position. Employee is considered a subject matter expert in their position. Typically considered a ‘rockstar’ in their field of study, discipline, or line of work.
- Exhibits extensive breadth and depth of knowledge that brings significant value to the College.
- Employee serves as an expert resource, role model or mentor to others either in the department, college or administrative level.
- High range salary

Compensation Increases

On an annual basis, Seminole State College considers compensation increases based on the availability of financial resources, job performance, changes in the cost of living, and wage and salary adjustments. Compensation increases are generally effective July 1.

The primary considerations in compensation increases are availability of financial resources and job performance. To be eligible for a salary increase based on performance, an employee must meet or exceed job requirements.

Guidelines for Recognition of Higher Degrees

Seminole State College is an educational institution which encourages its employees to pursue continued formal and informal education.

Seminole State College awards a salary adjustment for attainment of progressively higher levels of post-secondary education (i.e., first Associate’s Degree, first Bachelor’s Degree, first Master’s Degree, and first Ph.D.).

DATE OF ADOPTION: July 18, 2001

LEGAL REFERENCE:

REVISION DATE(S): June 23, 2006, June 21, 2007, June 19, 2008; August 23, 2023

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

Salary Scale Adjustments for Faculty with Administrative Duties

The Seminole State College Board of Regents authorizes the President to provide payment for additional duties performed by members of the Faculty as Division Chairs, Division Vice Chairs or Program Directors through supplemental pay to the standard salary schedule.

Appointment

Division Chairs administratively supervise individual academic areas and report to the Vice President for Academic Affairs. Division Chairs are appointed by the President and serve in this capacity at the will of the President. Division Vice Chairs are recommended for appointment by the appropriate Division Chair and must be approved by the Vice President for Academic Affairs.

Compensation for Division Chairs

Persons assigned as Division Chairs will receive compensation (see Faculty handbook) yearly in addition to the Faculty Schedule as well as three (3) hours of teaching load release time each fall and spring semester of service.

Compensation for Division Vice Chairs

Division Vice Chairs will receive compensation (see Faculty handbook) per year in addition to the Faculty Schedule.

DATE OF ADOPTION: July 18, 2001 LEGAL REFERENCE:
REVISION DATE(S): June 21, 2007, June 19, 2008, May 10, 2018, August 23, 2023

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

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 Staff

The College may provide longevity pay increases of \$500 annually to full-time employees of the college for completion of the employee's 5th and 10th year of service. Additionally, the College may provide an additional \$1000 annual pay increase for completion of the employee's 15th, 20th, and 25th 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.

DATE OF ADOPTION: July 18, 2001

LEGAL REFERENCE:

REVISION DATE(S): January 18, 2018; August 23, 2023

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

Overload and Adjunct Pay Policy

Definitions

If a full-time faculty employee teaches credit hours beyond the duties specified in his/her contract, they will be paid for an overload teaching assignment.

An adjunct instructor is any individual contracted to teach one or more courses who is not a full-time employee. Adjunct instructors are part-time temporary employees who are hired on the recommendation of the Divisional Chair and approved by the Vice President for Academic Affairs and the President. Except as specifically approved by the President, employment and pay of adjunct instructors is on a course-by-course basis.

Rate of Pay

1. The payment for an overload assignment, or summer school teaching, or adjunct instruction will be paid at the rate defined in the SSC Faculty handbook.
2. Upon consent of the instructor, recommendation by the Division Chair, and approval by the Vice President for Academic Affairs, pro-rated payments may be authorized for courses with low enrollments. Such pro-rated payments are defined in the SSC Faculty handbook.

DATE OF ADOPTION: July 18, 2001

LEGAL REFERENCE:

REVISION DATE(S): June 23, 2005, June 21, 2007, August 20, 2015; August 23, 2023

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

**SEMINOLE STATE COLLEGE
NAME, IMAGE, & LIKENESS POLICY/PROCEEDURES**

Related statutes/rules: Oklahoma Senate Bill 48, 2021 Okla. Sess. Laws Ch. 559, § 20. The Student Athlete Name, Image and Likeness Rights Act codified in the Oklahoma Statutes as Sections 820.21 – 820.26 of Title 70.

As a member of the Oklahoma State Regents for Higher Education System, Seminole State College complies with Oklahoma Senate Bill 48, which outlines the requirements related to Intercollegiate Student-Athlete compensation for Oklahoma postsecondary students. Effective Jan 1, 2022

Definitions:

1. Affiliate: Someone who is a member of any college, athletic or foundation board or an employee or person of interest/volunteer approved by Human Resources.
2. Athletic Program: Intercollegiate athletic program at SSC.
3. Student-Athlete: A student who participates in an intercollegiate athletic program and is listed on the institutional roster by the head coach.
 - a) For this procedure “Student-Athlete” refers to an individual’s participation in the intercollegiate athletics program at SSC.

Purpose:

The purpose of this document is to describe the process for a student athlete to earn compensation for the use of her or his name, image, or likeness and the steps for such approval.

Procedure:

Student-Athlete Compensation and Rights

1. Any student may earn compensation for the use of their name, image or likeness (**NIL**) if the compensation is provided by a third party not an affiliate of SSC. Such compensation may not be provided in exchange for attending SSC or for athletic performance, including playing time and/or statistical opportunities. Compensation may not extend beyond the students’ participation in the intercollegiate athletics program at SSC;
2. A Student-Athlete who enters into a contract for compensation for his or her NIL must adhere to Oklahoma Senate Bill 48.
3. A Student-Athlete who is under the age of 18 must have any contract for compensation for the use of his or her NIL approved by a parent or guardian
4. A Student-Athlete may not enter into a contract for compensation for his or her NIL if the contract conflicts with a clause found in the Student-Athlete SSC agreement. A Student-Athlete who enters into a contract for compensation for his or her NIL is required to continue to meet his or her responsibilities and obligations as a Student-Athlete including, but not limited to, adherence to the

Student-Athlete's team contract, class attendance or other mandatory academic requirements, practice and game attendance, team travel or attendance at other official team activities.

5. A Student-Athlete who enters into a contract for compensation of his or her NIL must:
 - a) disclose the contract in a manner designated by the postsecondary institution, but in any event within seventy-two (72) hours after entering into the contract or before the next athletic event in which the student athlete is eligible to participate, whichever occurs first.
 - b) A Student-Athlete must notify and disclose to the SSC Director of Athletics any existing contracts for compensation for his or her NIL.
6. A Student-Athlete may not use any SSC logo, marks, mascot, unique colors or other defining insignias without prior written approval from the SSC Director of Athletics and the SSC Vice President of Student Affairs. Student-Athletes at the college may state that they play “[insert sport] or that they are a member of the [insert sport]” to identify themselves in connection with NIL activity.
7. A Student-Athlete may obtain professional representation for the purpose of securing compensation for the use of their NIL. A Student-Athlete may not obtain professional representation for the purpose of future representation in professional sports without risking amateur status with the National Junior College Athletic Association (NJCAA). Any Athletic agents obtained by a Student-Athlete for NIL purposes must be licensed and a member in good standing with the Oklahoma Bar Association or a registered athlete agent as defined by the Revised Uniform Athlete Agents Act.
8. A Student-Athlete shall not enter into a name, image, and likeness agreement involving a commercial product or service that conflicts with a written policy of SSC which is in compliance with Oklahoma Senate Bill 48 and NJCAA by-laws including, but not limited to, sports wagering, banned substances, or that negatively impacts or reflects adversely on SSC or its athletic programs including, but not limited to, generating public disrepute, embarrassment, scandal, ridicule, or otherwise negatively impacting the reputation or the moral or ethical standards of SSC.
9. Student-Athletes who fail to notify the SSC Director of Athletics or violate any of these requirements may face disciplinary action as determined by the SSC Director of Athletics.
10. International Student-Athletes will discuss how receiving compensation will impact their VISA status with the SSC Primary Designated School Official (PDSO), or the Designated School Official (DSO) and the Athletic Department prior to engaging in NIL activities.
11. Student-Athletes are responsible for all tax, withholding, reporting, licenses, permissions, permits, expenses, fees and any other obligations, liabilities or costs associated with NIL Activity.
12. While SSC Student-Athletes may be employed by SSC in a job on campus, Student-Athletes are not considered employees of SSC based solely on their

status as Student-Athletes. Receipt of athletics financial aid, a signed National Letter of Intent or scholarship agreement with SSC do not give the Student-Athlete employee status. A Student-Athletes receipt of NIL compensation from a noninstitutional entity does not alter the non-employee status of the Student-Athlete as set forth herein.

13. Violations of this policy may result in appropriate disciplinary measures in accordance with state law, federal law, SSC policies, procedures and/or codes of conduct and may result in NJCAA sanctions up to and including permanent ineligibility to participate in college athletics. In addition, violations of this policy may result in cancellation of athletics financial aid if a Student-Athlete is deemed ineligible to participate in competition.

Seminole State College Responsibilities:

1. SSC will notify incoming Student-Athletes of their right to pursue compensation for use of their name, image or likeness pursuant to the Student Athlete Name, Image and Likeness Rights Act.
2. SSC may not adopt or maintain contract, rule, regulation standard, or other requirements that prevent or unduly restricts the Student-Athlete from earning compensation for the use of his or her NIL. Earning such compensation will not affect the Student-Athletes' financial aid or athletic eligibility.
3. SSC may not compensate or cause compensation to be directed to any prospective or current intercollegiate athlete for the use of their name, image, or likeness. This requirement extends to organizations that support SSC, its athletic programs, officers, directors, or employees of said organizations.
4. SSC may not prevent or restrict a Student-Athlete from obtaining professional representation for the purpose of securing compensation for the use of their NIL.
5. SSC shall post or notify Student-Athletes of their right to pursue compensation for use of their NIL pursuant to Oklahoma Senate Bill 48. This information is posted on the SSC Athletics website at: <https://www.sscathletics.com>. SSC will notify Student-Athletes of their right to pursue compensation for use of their NIL prior to participation in intercollegiate competition.
6. SSC may use a Student-Athletes name, image or likeness and Student-Athletes will continue to participate in order to promote institutional promotional activities such as appearances, autograph signings, digital content creation, photo shots, athletic department games, seasons and/or activities in accordance with existing NJCAA rules without compensation to the individual Student-Athlete.
7. SSC reserves the right to update this policy as the NIL regulations evolve.
8. SSC shall have no liability to any Student-Athlete, noninstitutional entity, professional service provider, vendor, contractor, or agent as a result of a Student-Athletes participation in NIL activities.

DATE OF ADOPTION:

LEGAL REFERENCE: Oklahoma
Senate Bill 48, 2021 Okla. Sess.
Laws ch. 559, § 20. The Student
Athlete Name, Image and Likeness
Rights Act codified in the
Oklahoma Statutes as Sections
820.21 – 820.26 of Title 70.

REVISION DATE(S):

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

Chapter 6

Employee Evaluation and Faculty Tenure

ADMINISTRATIVE EVALUATION (BP)

The following standards of evaluation are established for all full-time positions at Seminole State College as well as other positions designated by the President. Each individual covered by this evaluation system will be evaluated by the following methods (forms for use in the evaluation process are available from the President's Office).

Administrative and Supervisor Staff Evaluation

The constituency of each administrator will, in January of each year, complete an evaluation regarding the effectiveness of the employee being evaluated. These will be turned in to the employee's immediate supervisor who will discuss the results with the employee.

Professional Staff Evaluation Summary

An evaluation results form will be completed by supervisors which reflect the results of each of the three evaluation instruments. Based on this document, the employee being evaluated will be recommended to the President for re-hire without condition, re-hire with condition, probation, or termination. This document will be signed by the employee and his/her immediate supervisor.

DATE OF ADOPTION:
REVISION DATE(S): February 15, 2018

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

FACULTY EVALUATION (IP)

Division Chair Evaluation of Faculty

Division Chairs will complete and forward to the Vice President for Academic Affairs, an evaluation of each faculty member within their divisions in February of each year.

The evaluation process calls for the completion of a Performance Evaluation Form by the Division Chairs which addresses the faculty member's professional performance during the preceding calendar year (January — December). New faculty members will be evaluated only on fall semester performance. The Division Chairs will discuss the evaluation with each individual faculty member and both will sign and date the Performance Evaluation Form.

The annual performance evaluation will serve the dual function of assisting the individual faculty in his professional development planning and the institution in its efforts to ensure quality instruction for its students.

Divisional/Vice Chairs will annually evaluate adjunct faculty through classroom visitation for in-person classes. Evaluation procedures will also be established for classes that are taught online.

Student Evaluation of Faculty

The Faculty Senate and administration of Seminole State College believe that periodic student evaluations of faculty are positive and vital steps for an institution to undertake. The primary goal of student evaluations of faculty is to promote the professional development of faculty.

The evaluations may include subjective and objective portions. The subjective and objective content of the evaluation instrument will be reviewed each year by the Assessment of Student Learning Committee (ASLC). In the event the ASLC recommends changes to the evaluation, the ASLC will make such recommendations to the Division Chair Council (DCC) for consideration. The DCC may choose to reject the recommendations, forward them to the Administrative Council (AC) as is, or forward them to the AC with modifications. Only changes to the evaluation instrument approved by the AC will be put into use.

The exact timing, mechanism, and number of instructor classes evaluated will be determined by the SSC administration in consultation with the DCC and ASLC. At a minimum, this mechanism will include a consultation between the instructor and the Division Chair to review the results of student evaluations and construct a strategy for the continued professional growth of the instructor. These consultations will occur after the conclusion of the semester in which the evaluations were administered, and the anonymity of the students will be vigilantly protected. The results of the student evaluations may be used as part of the faculty performance evaluation process.

DATE OF ADOPTION:

LEGAL REFERENCE:

REVISION DATE(S): February 15, 2018, March 15, 2018, July 20, 2023

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

CLASSIFIED STAFF EVALUATION (BP)

All Classified Staff will be evaluated in January of each year. Immediate supervisors will complete a Performance Evaluation Form on each employee within his/her area of supervision and then discuss the results of this form, along with any reprimands or commendations which have been issued during the preceding year, with the individual. Based on this document, the employee being evaluated will be recommended to the President for re-hire without condition, re-hire with condition, probation, or termination. This document will be signed by the employee, and his/her immediate supervisor.

EVALUATION OF PRESIDENT (BP)

The President of the College will be evaluated on an on-going basis by the Chairman of the Board of Regents. Whenever a problem with the President's job performance arises, the Chairman of the Board should communicate this to the President for corrective action. In order to gather the opinions of others concerning the President's performance, it shall be the Chairman's prerogative to use whatever means necessary, ranging from a formal evaluation instrument completed by selected individuals to informal conversations with other Board members, College staff, and/or external constituencies, to obtain additional information which may be helpful in effectively evaluating the President's job performance.

At least once per year, preferably during the month of December, the Chairman should meet individually with the President to review the year's job performance and to make him/her aware of any problem with his/her performance which may jeopardize continued employment.

DATE OF ADOPTION:
REVISION DATE(S): February 15, 2018

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

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.

If special circumstances arise where a tenured faculty member should leave the College and return at a later date, the faculty member may be eligible to have tenure status reinstated after completing one year of service. Assessment of the returning faculty member's continued quality performance in teaching, scholarship and service will be made by the appropriate Division Chair and may involve input from tenured faculty within the Division. The Division Chair's recommendation for reinstating tenure status will be made to the Vice President for Academic Affairs, and if approved, forwarded on to the President for approval.

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 LEGAL REFERENCE:

REVISION DATE (S): February 19, 2015; May 18, 2023

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

Title:

POLICY NUMBER: II-6-11

ACADEMIC RANK

The Seminole State College Board of Regents authorizes the President to award academic rank to teaching faculty members who have reached certain levels of achievement based on educational attainment, longevity and tenure.

As a general guideline, the rank of “assistant professor” may be awarded to a full-time faculty member whose academic credentials include achieving a master’s degree with 18 hours of graduate coursework in a specified teaching field. An “assistant professor” who attains tenure, may be awarded the rank of “associate professor.” After completing 10 years of full-time service as a faculty member and undergoing tenure reviews, the rank of “professor” may be awarded.

It is recognized that these guidelines will not apply to every situation. The President is authorized to award rank based on his or her assessment of individual circumstances. Financial incentives may be awarded at each level, contingent upon the availability of funding.

DATE OF ADOPTION: May 26, 2011
REVIEW DATE(S): February 20, 2018

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

REQUIREMENT FOR HEARING PROCEDURES REGARDING
STUDENT DISCIPLINARY ACTION
AND GRIEVANCE PROCEDURE FOR REMOVAL OF INDIVIDUALS
NOT AFFILIATED WITH THE COLLEGE FROM COLLEGE PREMISES

Student Disciplinary Action

In cases of student disciplinary action, the College administration will provide internal procedures ensuring compliance with applicable portions of the Oklahoma statutes. Procedures regarding student disciplinary actions and hearing procedures related to such actions will be made available to students through College publications.

Removal of Individuals not affiliated with the College from College Premises

In accordance with O.S. Title 21, Section 1376, any individual who is not a faculty member, staff member or student of the college may be required to leave the college's premises if the individual: (a) interferes with the peaceful conduct of college activities; (b) commits an act which interferes with the peaceful conduct of the college's activities; or (c) enters the college for the purpose of committing an act that may interfere with the peaceful conduct of college activities.

Written notice to vacate the property (or banning from the premises) will be provided to the individual, outlining the behavior resulting in removal. The notice will include individual(s) involved, date(s) of incident(s), as well as procedures if perpetrator wishes to appeal. If the recipient of this notice fails to leave the college's property or grounds or returns within six (6) months of the issuance of this notice without permission from the President or his/her designated officer, he/she shall be deemed to be trespassing as defined by and pursuant to O.S. Title 21, Section 1376. Any person found to be trespassing pursuant to that statute is guilty of a misdemeanor and subject to arrest.

Appeal of the citation must be done in writing within 10 days of its issuance. All such appeals should be directed to the President or his/her designated officer. The party hearing the appeal shall have 15 days to overturn the citation. If no such action is taken, the citation shall remain in effect without further right of appeal.

DATE OF ADOPTION: August 22, 2002
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

PROGRAM REVIEW

I. Background

The OSRHE Policy Statement on Program Review states, “At the two-year institutions, programs culminating in Associate of Arts and Associate of Science degrees are to be reviewed collectively instead of individually when there is no substantive major field of study.” Occupational/Technical degree programs are to be reviewed individually.

II. Purposes

According to the OSRHE “Policy Statement on Program Review”, program review is the method by which the State Regents and institutions evaluate proposed and existing programs. The primary purposes of program review are:

1. To maintain and enhance the quality of instruction, research, and public service conducted at state colleges and universities.
2. To respond to existing and emerging social, cultural, scientific, and economic needs (including addressing the needs of business/industry).
3. To provide to citizens a variety of high-quality opportunities for intellectual growth.
4. To make programs commonly accessible to academically qualified citizens of the state.
5. To utilize the state’s and the institution’s resources effectively and efficiently.

For SSC, the goal of program review is to provide a valid tool for realistic long- and short-range planning which will lead to an appropriate and efficient use of state and institutional resources to meet the mission and goals of the College in ways which best serve the needs of existing and potential students.

Specific objectives of program review at SSC are:

1. To improve the quality of instructional programs at SSC.
2. To involve faculty, staff, and administrators in an open and valid assessment of academic programs.
3. To collect both quantitative and qualitative data on each program which will permit a valid program assessment.
4. To provide data for informed decisions with regard to program initiation, expansion, contraction, consolidation, termination, and reallocation of resources.
5. To assist in the development of comprehensive institutional short and long-range plans.

III. Program Review Schedule and Responsibility

SSC will review all programs of study which lead to the awarding of a degree on an annual basis. The Vice President for Academic Affairs will examine each program's review packet in March of each year along with the appropriate Division Chair. Each of these individuals will make a recommendation on the future of the program under review and will provide the President with a final recommendation and supportive materials. The President of the College will monitor the program review process and modify internal procedures to improve the effectiveness of the process. Additionally, the President will prepare a Program Review Report on all programs every five years for submission to the OSRHE.

IV. State Regents' Review Process

According to the "Policy Statement on Program Review", VI, E., The State Regents' staff will review the respective institutions' program reviews. The staff may request additional information or evidence at this time from the home institution. Following the completion of the State Regents' staff review, an appropriate response will be made in writing to the institution's president.

In section VI, F., the "Policy Statement on Program Review" says Each institution will monitor the program review process and modify internal procedures to improve its effectiveness. The State Regents' staff will monitor the overall process and suggest improvements as appropriate.

V. Criteria for Evaluation

- A. Centrality of the Program to the Institution's Mission
The mission, along with the planning principles and goal statements, reveals the philosophical stance of SSC with respect to education and learning. The narrative on each program reviewed should address how the program is related to the mission of the College.
- B. Vitality of the Program
Vitality refers to the activities and arrangements of a program for insuring its continuing effectiveness and efficiency. Vitality is measured by a program's plan of evaluation concerning its goals, clientele served, educational experiences offered, educational methods employed, and the use of its resources. Specific measurements of program vitality which should be addressed in the review include the following:

1. Quality Indicator

An assessment of program quality should include data on faculty quality, ability of students, achievements of graduate, the curriculum, library materials, special services provided to students and/or community, community input concerning quality (i.e. from employers, graduates, and/or advisory committees) and, if applicable, specialized accreditation and student success on license examinations.

2. Demand for the Program

Demand reflects the desire of people for what the program has to offer and the needs of individuals and society served by the program. Assessment of demand concerns the aspirations and expectations of students, faculty, administrations, and the various publics served by the program.

3. Effective Use of Program Resources

The resources used for a program determine, in part, the quality of the educational experiences offered and program outcomes. Resources include financial support (State funds, grants and contracts, private funds, student financial aid, etc.), library collections, facilities (including laboratory and computer equipment) support services, and the human resources of the faculty and staff. The efficiency of resources may be measured by cost per student credit hour, faculty/student ratio, and other measures as appropriate. The effective use of resources will be concerned in evaluating programs.

C. Uniqueness of the Program

Programs may be unique because of the subject matter treated, the students served, the educational methods employed, and the effect of the achievements of the program on other institutions or agencies. Such programs may be maintained at SSC even though high costs and/or low enrollments are experienced if acceptable justifications are made.

VI. Academic Program Review Committee - Responsibility and Membership

- A. The Vice President for Academic Affairs is responsible to the president for conducting the academic program review process.
- B. The APRC consists of the Division Chair of the Program being reviewed and the Vice President for Academic Affairs.

VII. Program Review Process

A. Call for Review

The Vice President for Academic Affairs will initiate the program review process by providing the necessary materials and instruction to commence data collection and the review of all instructional programs by the Division Chair.

B. Program Review Packet

The Division Chair, in collaboration with the program faculty, will complete all materials in the Program Review Packet on a semester basis. The materials contained in the Program Review Packet are listed in Part VIII of this document.

C. Program Review Timelines

The completed Program Review Packet, containing data on the previous summer, fall, and spring semesters, will be forwarded to the VPAA by the Division Chair no later than **May 1**.

The VPAA will present recommendations concerning the programs and supportive materials to the President by **June 1**.

The President will provide notice to the VPAA concerning agreement with, modification to, or disagreement with any program recommendation by **June 15**. Following such notification, and any appropriate conference with APRC, the Division Chairs will be notified of the final recommendations and may begin preparing their divisional goals and objectives for the upcoming year.

The Division Chairs, working with their faculty, will prepare program and (taken collectively) division goals, and objectives for the upcoming academic year based on the results of the program review. The goals and objectives are to be completed no later than **May 10 or the end of the spring semester**.

The Division Chairman, utilizing their division goals and objectives and the results of the program reviews, will present their budget requests for the upcoming year to the Administrative Council. The divisional goals and objectives, together with each division's budget request, will be used as a basis for revision of the Institutional Three-Year Development Plan.

D. Action of the President

The President will furnish the SSC Board of Regents with a report on the findings of the annual Program Review.

Every five years, the President will forward a copy of all supportive materials and a narrative summary concerning the program review to the State Regents by **June 30**.

In years when program reviews are sent to the State Regents, the President will provide a report to the SSC Regents concerning any written comments by the State Regents. Should the State Regents specify recommendations and courses of action regarding any instruction program which have not been identified and acted upon by SSC, the President will prepare an institutional response for consideration by SSC Regents.

VIII. Content of the Program Review Report

Each program review shall contain the following information

A. Program Data

1. Program name
2. Division Responsible
3. Degree Awarded
4. Certificates (if any) Awarded
5. Curriculum (Prefix, Title, Credit Hours)
6. Credit hours required for degree and, if applicable, certificate(s)
7. Required discipline specific hours
8. Required supporting discipline hours
9. Required degree related hours
10. Required general education hours
11. Student Headcount (Broken down by gender, classification, marital status, and full or part time status)
12. Ethnic breakdown of students
13. Student Ages and average age
14. Student Income Levels
15. Veterans in program
16. Degrees held by students
17. Number of FTE faculty
18. Number of FTE students

Centrality of the Program to SSC's Mission

19. List the program goals and objectives and the College functions to which each is related. Program goals and objectives will be written so that the needs they address are clear, program outcomes and be assessed, and program clientele are specified.
20. Specific Educational Goals (Student outcome objectives stated in behavioral and measurable terms.)
21. Annual Program Goals and Objectives

B. Vitality of the Program - (1) Quality Indicators

1. Program faculty by name, experience, degrees, current course assignments, and course enrollments.
2. Program Student-Faculty Ratio
3. Student Advisement Services Unique to the Program
4. Special Program Accreditation or Status
5. Placement Procedure for Graduates
6. Advisory Committee Members and Dates of Meeting this year
7. Program FTE History (Last three years)
8. Semester Attrition Rate
9. Number and Percentage of Students by ACT
10. Number and Percentage of Student by GPA
11. Number of program sophomores
12. Number of program freshmen
13. Freshman to sophomore year retention percentage
14. Number of graduates last semester; last academic year
15. Average GPA of graduate
16. Success rate of graduate on Licensing Examinations
17. Data on Graduates (Number continuing college studies, number employed in field related to education, number working in unrelated field, number unemployed, number no data is available.)
- 18-19. Statements on Graduate follow-up procedures
20. Transfer GPA Comparison
21. Library Resources available to support program
22. Instructional Equipment on hand
23. Instructional Facilities utilized.

C. Vitality of the Program - (2) Demand for the Program

1. Student Enrollment History by Discipline Specific Courses
 - a. number enrolled
 - b. number withdrawing
 - c. percentage completing course
 - d. program student credit hours by semester
 - e. discipline specific student credit hours
 - f. program headcount
 - g. program FTE

D. Vitality of the Program - (3) Effective Use of Program Resources

1. Program Budget
 - a. supplies, travel, etc. expenditures for previous year and budget for current year
 - b. instructional salaries (full-time faculty and adjunct faculty, previous year and current year)
 - c. Program cost (total by student FTE)
2. Program Outcomes (Refer to items 14, 16, and 17 of Quality Indicators)

E. Uniqueness of the Program

Comment on any factors, supported by evidence listed above, that make the program unique, thereby allowing the college to continue to offer the program even though high costs and/or low enrollments are experienced.

F. Summary

1. The Division Chair and program faculty will provide a written summary of their program review in the format provided on the Program Summary forms provided. These forms allow for comments in three columns entitled:

Column 1: Strengths

Column 2: Weaknesses

Column 3: Suggested Solutions (Plans of Action)

A form must be completed for summary views on: Administrative Organization; Curriculum and Courses of Study; Facilities, Equipment, and Resources Utilized. Faculty and Staff; Guidance and Student Services; Instructional Program; and Public and Employer Relations.

2. Recommendations concerning continuation/termination of program by the division chair and the Vice President for Academic Affairs.
3. President's Comments and Final Recommendations
4. Board of Regents and, if applicable, State Regents Recommendations.

DATE OF ADOPTION: September 17, 1998
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

**COLLEGE ASSISTANCE TO BUSINESSES AND
ECONOMIC DEVELOPMENT ACTIVITIES**

Recognizing the emphasis on economic development in the State of Oklahoma, the need for the State's colleges and universities to be sensitive and supportive of the need for special assistance to businesses and economic development activities, and the need to demonstrate support for business and industrial development activities, Seminole State College will provide the following services to assist in business development and efficient operation of existing businesses.

Services Provided:

- Provision of special coursework for specific business development or educational needs when staffing, timelines, course content, cost, and other related factors are able to be agreed upon by the business entity and College personnel.
- Provision of special coursework for specific business development or educational consulting services by members of the SSC staff, or other entities working in conjunction with SSC.
- Provision of printed or audio-visual materials on hand in the SSC Library which may be of assistance in economic development or business operation in accordance with current check-out procedures.
- The development of student projects to assist business or industry development or operations. Any such "special projects" course shall conform to all academic requirements for such courses as are required at SSC.
- Provide referral information to appropriate individuals and/or organizations which can provide requested data or assistance.
- Conduct research which can assist in economic development efforts on a personnel available basis.
- Provide for limited use of selected SSC computer equipment with such usage subject to the following stipulations:
 1. The use is not for any on-going, regular function of a business for which the purchase or lease of equipment by the business or organization is possible or reasonable.
 2. The use of computer equipment must be at a time when it does not interfere with any College course, program, or administrative work currently in progress.
 3. All expendable materials used will be paid for by the user.

4. The user must furnish the personnel who, in the judgment of College officials, are capable of adequately operating the equipment.
5. Any damages to the equipment by the user will be the total responsibility of the organization or business for whom the work is being done.
6. A letter of agreement between the user and the College must be completed.

DATE OF ADOPTION: September 17, 1998
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

Intellectual Property:
Ownership of Materials Produced with Aid of Funds or Equipment
Administered by the College

Except as otherwise provided under the law, materials of any medium which are produced by a college employee while receiving financial support or utilizing equipment provided by the federal government, State of Oklahoma, or private grants and/or contracts administered by Seminole State College, are the property of the College. Any marketing or disposition of such materials will be in conformity to guidelines established by the entity providing the financial and/or physical support utilized to create the material.

DATE OF ADOPTION: September 17, 1998
REVIEW DATE(S): October 24, 2019

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

**UNAUTHORIZED USE
OF COLLEGE PROPERTY/FACILITIES**

Trespassing

Seminole State College buildings, grounds, equipment and supplies exist to serve the College's instructional mission. Individuals authorized to be on campus and use college facilities include students, employees and guests at events sanctioned by Seminole State College. The College assumes no responsibility for the supervision or the safety of uninvited campus visitors because such individuals have no legitimate purpose for being on campus. Uninvited campus visitors may be viewed as trespassers on College property and ordered to leave by any College administrator or other designated employees assisted, if necessary, by an SSC police officer. The President, or his/her designee, shall have the authority to restrict the access to campus of any individual whose presence may disrupt the ability of the College to meet its academic mission. Anyone who is so restricted from campus who subsequently violates such restriction by returning to campus will be considered to be trespassing.

Unattended Minors

Should a student, employee or invited guest to the campus bring minor children on campus and leave them unsupervised at any campus location, the adult will be contacted and requested to remove the children from campus. College personnel cannot guarantee the safety of unsupervised youth. Students should not bring children to classes with them. Faculty reserve the right to ask a student to remove children and other visitors from the classroom at any time. Failure to comply by a student or employee may lead to disciplinary actions against the offending party.

DATE OF ADOPTION: September 17, 1998
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

**USE OF COLLEGE PERSONNEL/RESOURCES
FOR PROFESSIONAL DEVELOPMENT**

Seminole State College encourages professional development activities by its employees with the goal of having better qualified and more productive personnel. In order to support employees in the completion of planned activities, including completion of formal degree requirements and special professional development activities, employees may utilize College office equipment, computers, and clerical support staff when approved by the immediate supervisor and the appropriate vice president. Approval for use of college resources in such activities will have the following provisions: that costs for any materials utilized will be reimbursed to the College, and, that clerical support will be available only after the clerical person has completed all of his/her required job duties.

DATE OF ADOPTION: September 17, 1998
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

**USE OF SSC EQUIPMENT
FOR NON-COLLEGE PURPOSES**

SSC does not permit the use of College equipment by any private, non-College supervised or administered organization or individual. The only exceptions to this policy are:

1. The use of SSC computer equipment for businesses or economic development activities which are in strict accordance with the policy established for such usage.
2. The use of College equipment for professional development or job-related activities off-campus which are approved by the employee's immediate supervisor and the College President or appropriate Vice President which are in accordance with established policies for such use.
3. The temporary and/or emergency use of equipment by another entity of State or local government or public-school following completion of a letter of agreement between SSC and the borrowing party which specifies use, operator, timelines, and related items.
4. Usage approved by the President which is not in violation with State law, Executive Orders of the Governor and the Oklahoma Constitution.

DATE OF ADOPTION: September 17, 1998
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

ETHICS POLICY

General Considerations

In general, an officer or employee's interest conflicts with that of Seminole State College when s/he places him/herself in a position to benefit directly or indirectly through a misuse of public position. This "benefit" may be in the form of money but can also be in the form of some other type of benefit to the employee. It makes no difference whether the benefit is gained directly by the employee, or whether by a relative or a friend. Neither does it matter whether Seminole State College is harmed by the action.

This policy is not limited to outright dishonesty. Conflicts of interest are frequently subtle, and often it is only a matter of degree between an acceptable course of action and an unacceptable one.

In determining whether there is a conflict involved in any given situation, there really is no substitute for sound judgment and common sense to be used in each case based upon the particular facts involved. In any case of doubt, an employee should confer with the President of the College to consider whether a particular matter could involve a potential conflict of interest, before engaging in the activity in question. Consultation by Regents and employees with legal counsel may be necessary.

It should be understood that the conflicting interests referred to throughout this policy may be direct or indirect. The interest might be that of the employee or officer, or that of another person, such as a member of the family or other close relative, or even that of a business enterprise in which the employee or officer, or other person, has an interest, and the interest may be financial or otherwise. An officer or employee is financially "indirectly interested" in a particular matter where he or she has or is likely to have a pecuniary or personal interest which is likely or would tend to interfere with the person's objective performance of public duties.

Typical Conflicts of Interest

Employees should always avoid even the appearance of impropriety, as well as the reality of a conflict. These examples set forth certain situations which would normally raise questions of a conflict of interest. Accordingly, these types of transactions should be avoided.

POLICY NUMBER: II-7-8 (Cont.)

- A. Seeking or Accepting Gifts. Under no circumstances may any Regent or employee seek or accept any compensation, gift, loan, entertainment, favor or service given for the purpose of influencing the person in the discharge of official duties.

This does not prohibit occasional acceptance of items of nominal value (generally less than \$50.00) which are not intended to influence the business judgment of the person involved. (Example: plaques, desk calendars, pens or pencils, small food items, etc.)

- B. Improper Use of Office or Position. It is improper for any Regent or employee to use his/her office or position in ways that are designed to obtain some special privilege or advantage for him/herself or someone else.
- C. Disclosure of Confidential Information. No public employee or officer may give, release or discuss confidential information obtained by the use of her/his office position to any person, group or business association not entitled to that information.

No employee may use any confidential information obtained by the use of an official position for personal gain.

- D. Selling Goods and Services to the College or State Agencies. No employee may sell, offer to sell, or cause to be sold any goods or services to SSC, except where such business relationships are preceded by competitive bidding, with the employee being declared the lowest and best bidder for the acquisition. This prohibition extends not only to transactions where the employee is personally selling goods or services, but also to cases where the employee has a substantial financial interest in a business organization that wishes to engage in transactions with SSC.
- E. Outside Employment or Compensation No Regent or employee of SSC may receive or ask for any outside employment or compensation that would impair the independence of judgment of the officer or employee from any source outside of the State, unless otherwise provided by law.

A member of the SSC Regents should never serve on the governing board of a college-related foundation at the same time as holding the public office of Regent.

- F. Use of State Titles/Political Activities. All citizens of this country have basic guaranteed rights as individuals to participate in civic and community affairs which may affect the welfare of society. At the same time, however, activities of this nature must not be represented or implied to represent that the individual is speaking on behalf of SSC, which are state supported, but nonpolitical in administration.

Regents and employees of SSC are guaranteed the right as individuals to register and vote as they may choose, express political opinions, make voluntary political contributions, or to otherwise participate fully in public affairs, including running for public office, except as prohibited by law. In so doing, however, Regents and employees should act in a manner which does not materially compromise the neutrality, efficiency, or integrity of their official duties.

Regents and employees of SSC may not, in an official capacity or through the use of any public funds, personnel, equipment or other support:

1. Directly or indirectly solicit contributions of any kind for a partisan political candidate or party.
2. Directly or indirectly solicit, receive, collect, handle, disburse or account for assessments, contributions or other funds for a partisan political purpose.
3. Organize, sell tickets to promote or actively participate in a fund-raising activity of a candidate in a partisan election of a political party.

Regents and employees of SSC may not, at any time:

1. Imply, directly or indirectly, that SSC endorses the individual's personal political beliefs or activities, or any political party, candidate, cause, or partisan or nonpartisan activity. However, in this regard, it is recognized that a certain degree of activity that is technically of a political nature is required of officers of the college in order to discharge their statutory and/or job responsibilities. Such activities may be allowed when related to fulfilling the duties and obligations set forth under State statutes, the published job description of the employee, and as specifically authorized by the SSC Regents.
2. Engage in any political activities, whether of a partisan or nonpartisan nature, that would interfere with the legal rights of other employees of the college, or of the students attending SSC.
3. Engage in any political activity, partisan or nonpartisan, which would interrupt the routine operation of any office of the college.

POLICY NUMBER: II-7-8 (Cont.)

4. Engage in any political activities which would interfere with the assigned duties of the officer or employee.

Persons who have questions regarding potential conflicts should seek advice from their supervisors or from the President.

DATE OF ADOPTION: September 17, 1998
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

TOBACCO USE ON CAMPUS

The purpose of this policy is to eliminate all tobacco use whether located indoors or outdoors on property owned, leased or contracted for use by Seminole State College and in state vehicles used for Seminole State College business.

1. The use of tobacco products (including, but not limited to, cigarettes, electronic cigarettes, vaping devices, pipes, smokeless tobacco, and other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned or under the control of Seminole State College, including parking lots owned or under the control of said agency and off-site venues used for Seminole State College campus-sponsored meetings or events, and in vehicles on campus or in vehicles used by said agency or its employees whenever conducting business anywhere.
2. This policy applies to all employees, students, clients, visitors and others at all Seminole State College property.
3. Seminole State College will identify the boundaries of its property, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The agency will also utilize printed materials and other communications as needed to educate employees and all other persons using or visiting the property regarding this policy.
4. Any locations owned by Seminole State College that share a building or property with other offices will eliminate tobacco use in their offices and from all the indoor and outdoor locations under their control.
5. Tobacco product receptacles will be removed from the property, including any ash cans near entryways.
6. Seminole State College employees will not use tobacco products while providing services to students or clients regardless of location.
7. Seminole State College is committed to providing support to all Seminole State College employees who wish to stop using tobacco products. Seminole State College is committed to ensuring that employees have access to several types of assistance, including cessation medications and telephone

counseling through the Oklahoma Tobacco Helpline. Supervisors are encouraged to refer employees to the Helpline as appropriate.

8. Seminole State College will prohibit tobacco and/or vaping company sponsorships or advertising on campus or at any off-site campus sponsored events or meetings.
9. Seminole State College will communicate and promote available tobacco cessation benefits and insurance coverage for students and employees and to all prospective students and employees, all new students at the time of orientation, all new hires, and all existing students and employees on an annual basis.
10. Noncompliance by an employee will be cause for management/supervisor intervention and may result in corrective or disciplinary action in accordance with Seminole State College personnel rules.
11. Noncompliance by students and visitors will be handled by the Office of Student Affairs and/or by the Campus Police, as appropriate.

This policy is effective June 1, 2012.

DATE OF ADOPTION: March 15, 2012
REVIEW DATE(S): May 10, 2018

LEGAL REFERENCE:
63 O.S. §1-1515 (B)
Executive Order 2012-01
Executive Order 2013-43

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

DRUG-FREE WORKPLACE

Policy Statement

Seminole State College is committed to maintaining a drug-free workplace in accordance with the requirements of the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226). Health risks generally associated with alcohol and drug abuse can result in, but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders.

To this end, the SSC Board of Regents has formally endorsed the Executive Proclamation issued by Governor Henry Bellmon on March 31, 1989, regarding actions by state agencies to insure a drug-free workplace. The U.S. Department of Education has issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989.

On June 26, 2018, Oklahoma voters approved State Question 788, codified as 63 O.S. § 420 et seq.; 63 O.S. § 426.1; the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S. § 427.1 et seq.; and the Oklahoma Medical Marijuana Waste Management Act, 63 O.S. § 428 et seq. This state question was an initiative to legalize medical marijuana. Despite passage of State Question 788, the use, possession, sale, or distribution of marijuana (including medical marijuana, edibles, and products containing marijuana) on any college-owned or controlled property or at any college event remains illegal pursuant to the Controlled Substances Act (21 U.S.C. §§ 801-904), the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226), and the Drug Free Workplace Act (41 U.S.C. §§ 8101-8106), and against Seminole State College policy.

Students, employees, or citizens cannot bring marijuana on any college property or to any college event, smoke or consume marijuana, or any product containing marijuana on any college property or at any college event. Students, employees, or citizens cannot come to class or work under the influence of any illegal substance, including marijuana. Even though medical marijuana is now legal under Oklahoma law, it remains illegal under federal law. As a recipient of federal funding, Seminole State College must abide by federal law, which prohibits the unlawful manufacture, distribution, possession, and use of illegal drugs, including medical marijuana.

Regardless of having a license for medical marijuana, its use on campus or at college events is strictly prohibited and violation of Seminole State College policy

regarding controlled substances such as marijuana may result in disciplinary action.

These regulations require that the College distribute the following information annually to employees in writing concerning the possession, use, or distribution of alcohol and illicit drugs at the College.

College Policies Relative to Drug-Free Workplace Requirements

1. The workplace of Seminole State College shall be free from the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance or alcohol. Such activities shall be grounds for disciplinary action, up to and including termination.
2. Seminole State College employees who are convicted of a drug or alcohol-related offense shall notify their supervisor and the appropriate administrative officer within five working days following the conviction or be subject to immediate suspension without pay by the President and subject to immediate termination by the Board of Regents. If the employee so convicted is engaged in a federally funded program, the appropriate federal funding agency shall be notified of the conviction within ten working days after receiving notice of the employee's conviction.
3. Employees who are convicted of a drug or alcohol-related offense, but who are not terminated from College employment, shall be required to successfully complete a recognized drug treatment or rehabilitation program.
4. All employees of the College who are directly involved in federally funded projects will be required to attend the workplace-related drug awareness program offered by the Office of Personnel Management. Employees are forbidden from performing sensitive safety functions while under the influence of any prohibited substance.

DATE OF ADOPTION: September 17, 1998

LEGAL REFERENCE: 63 O.S. § 420 et seq.; 63 O.S. § 426.1, Act, 63 O.S. § 427.1 et seq, Act, 63 O.S. § 428 et seq

REVISION DATE(S): March 26, 2009, December 9, 2021

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

OPEN RECORDS POLICY AND PROCEDURE

Purpose

This policy is provided to meet the requirements of the Oklahoma Open Records Act, codified at 51 O.S. subsection 24A (1985), while maintaining and upholding the requirements of the Buckley Amendment governing certain and/or specific information protected by federal law and a citizen's Right to Privacy under the law.

Contact

The President, at his/her discretion, will provide and/or assign an employee of the College to produce the public records requested. In the absence of the President, the Vice President for Student Affairs will handle requests for public information.

Format for Request

Requests may be in verbal or written form. A verbal request may be required to be submitted in written form, based on the nature, length, and requirement of the request to insure that appropriate materials are provided. Requests should detail: (1) the specific information requested, (2) name and address and/or phone number of the person, group and/or organization making the request, and (3) purpose of request (optional).

Time Frame

SSC is committed to providing public information on a "soon as possible" basis. Simple requests for information requiring only viewing and/or copying of readily available documents can usually be provided at the time of the request if such request is received during normal business hours of the College. Requests which will require a significant amount of search time will be responded to at times when the College employee assigned to gather the information is not engaged in work functions which are essential to the operation of the College.

The College reserves the right on all requests to seek advice of legal counsel regarding the release of any information.

Cost

For requests which are solely for commercial purposes or which clearly cause excessive disruption of the College's essential functions, a fee for the labor involved in the document search will be assessed. The College will assign the lowest salaried individual(s) capable of performing the required search and compilation of data and will charge the requesting party the hourly wage of the

POLICY NUMBER: II-7-11 (Cont.)

employee(s) times the number of hours spent on document search and compilation of requested information, plus any copying or printing costs.

Contact

Requests for information should be directed to the Office of the President, Seminole State College, 2701 Boren Boulevard, Seminole, OK 74868, (405) 382-9950.

DATE OF ADOPTION: September 17, 1998
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

SEXUAL HARASSMENT POLICY

POLICY STATEMENT

Seminole State College explicitly condemns sexual harassment of students, staff and faculty. The college is committed to maintaining a working and learning environment free of objectionable and disrespectful conduct and communication of a sexual nature and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment.

Since members of the college community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and those they supervise, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of faculty and staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitive. Sexual harassment also can involve relationships among equals as when repeated advances, demeaning verbal behavior or offensive physical contact interfere with an individual's ability to work and study productively.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

1. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
2. When submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
3. When such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

EXAMPLES OF PROHIBITED CONDUCT

Conduct prohibited by this policy may include, but is not limited to:

- Unwelcome sexual flirtation; advances or propositions for sexual activity
- Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes
- Sexually degrading language to describe an individual
- Remarks of a sexual nature to describe a person's body or clothing
- Display of sexually demeaning objects and pictures
- Offensive physical contact, such as unwelcome touching
- Coerced sexual intercourse
- Sexual assault
- Actions indicating benefits will be gained/lost based on response to sexual advances

HANDLING OF COMPLAINTS

The college encourages all complaints of sexual harassment against employees be promptly reported to the immediate supervisor of the employee charging harassment, or the next level of supervision should the immediate supervisor be alleged to be the offending party. The report should occur within 90 days after the incident. Employees have a responsibility to the institution to report incidents of harassment. Students and employees who believe they have been sexually harassed, or employees who have received reports of sexual harassment, should contact the Office of the Vice President for Student Affairs (VPSA) and provide complete details of the allegation. The VPSA will consult with the parties involved to see if a formal complaint needs to be filed. Incidents alleging sexual harassment by the VPSA should be filed with the Vice President for Academic Affairs who will follow the same procedures as outlined herein.

Upon receipt of a formal complaint, the VPSA will jointly conduct an investigation into the matter with the supervisors of the charged employee and at least one other College representative. The investigation will include one member from each gender. In cases of all formal sexual harassment complaints, a written report detailing the allegation, parties involved, method of investigation, conclusion and recommendation of the investigator(s) shall be prepared and submitted to the President. Appropriate disciplinary action may include a range of actions up to and including dismissal. Any disciplinary action may be appealed according to the due process procedure of the SSC Board Policy Manual.

RETALIATION

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as an equally serious form of harassment. Seminole State College is an Equal Opportunity Employer. SSC shall not allow gender to be a basis for

exclusion from participation, denial of benefits, or discrimination in any education programs or activity.

CONSENSUAL SEXUAL RELATIONSHIP ETHICS STATEMENT

POLICY STATEMENT

Amorous relationships that might be appropriate in other circumstances are not appropriate when they occur between any teacher or officer of the institution and any student for whom that employee has a professional responsibility. Officers and other members of the teaching staff should be aware that any romantic involvement with their students makes them liable for formal action against them if a complaint is initiated by a student. The SSC administration will have the authority to take appropriate disciplinary actions and make workplace adjustments where amorous relationships result in a disruption of the academic or workplace environment.

DATE OF ADOPTION: September 17, 1998
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

POLICY FOR CLOSING OF CAMPUS

The President or his/her designee will make the decision as to whether or not classes will be held on any day, or part of a day, during periods of inclement weather or natural disaster. Weather reports, warnings by the Department of Transportation and the Department of Public Safety, local reports of weather and street conditions, and counsel from members of the SSC Administrative Council will be utilized in making the decision. Such decisions will be primarily based on considerations of the safety of students traveling to or from the campus and/or being on the campus during inclement weather or in the face of an actual or impending natural disaster.

In most cases, the administrative offices will remain open to handle phone calls and respond to questions from the public. When classes are canceled, the decision will also be made as to whether all staff or just “critical” staff (see below) must report for duty.

DATE OF ADOPTION: September 17, 1998
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

IMMUNIZATIONS

Oklahoma Statute, Title 70 §3243 requires that all first-time college enrollees residing on campus be vaccinated against meningococcal disease. Oklahoma Statute, Title 70 §3244 requires that all full- and part-time students enrolling in postsecondary institutions provide documentation of vaccinations against hepatitis B, as well as measles, mumps and rubella (MMR).

Compliance with §3243 may be achieved by the student (or parent, in the case of a minor) either receiving the meningococcal vaccination or affirming that s/he chooses not to be vaccinated. Compliance with §3244 may be achieved by providing proof of vaccination against hepatitis B and MMR, or affirming that the student (or parent, in the case of a minor) declines to be immunized, due to moral or religious tenets.

The following categories of persons may be excluded from providing documentation of hepatitis B and MMR immunizations:

- Full- or part-time students who graduated from high school in other states with immunization laws similar to those of the State of Oklahoma
- Students who are active military or members of the reserve
- Student enrolled in Higher Education Centers and other learning sites (training centers, downtown consortia, business outreach classes and other off-site locations)
- Concurrently enrolled high school students
- Students transferring from another Oklahoma college or university after fall 2004
- Students graduating from Oklahoma high schools

DATE OF ADOPTION: February 26, 2004

REVISION DATE(S):

LEGAL REFERENCE:

Oklahoma Statute, Title 70 §3243 and
Oklahoma Statute, Title 70 §3244

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

CAMPUS WELLNESS POLICY

Introduction

Seminole State College cares about the health and wellbeing of our students, faculty, and staff and strives to create an environment that supports and encourages healthy living. We acknowledge that unhealthy eating habits, lack of physical activity, and exposure to tobacco lead to many serious health problems, including obesity and diabetes. We recognize that we can help improve the health and wellness of the students, faculty, and staff by implementing the following wellness policy.

Therefore, Seminole State College commits to creating a higher education campus environment that is conducive to healthy living by doing the following:

- Providing support for a wellness committee, team, or champion as needed for the implementation of the wellness policy.
- Promoting healthy behaviors and choices through appropriate communication resources, such as social media, email blasts, posters, and meetings.
- Conducting ongoing evaluations of wellness policies and programs.

Seminole State College adopts this wellness policy, which includes the following *Nutrition and Physical Activity*.

Nutrition

Seminole State College commits to making healthy food options widely available and easily accessible by doing the following:

Selling and offering foods and beverages throughout the campus that follow these guidelines:

- Offer fruits, vegetables, and whole grain products wherever foods are offered and sold by campus dining services.
- Make cool drinking water available at all times at no cost.
- Respect the cultural diversity and religious preferences of students, faculty, and staff (e.g., encourage students, faculty, and staff to suggest local, cultural, and favorite ethnic foods).
- Offer healthy foods and beverages in on-campus vending and during on-campus events, including alternatives to sugar-sweetened beverages.
- Promote the purchase of nutritious foods and beverages through practices such as pricing strategies, posting flyers, or using other communication tools.

Promoting good nutrition and health eating habits through the following activities and services:

- Implement a program that identifies students who may be food insecure and provides assistance options on campus.

- Ensure access to a private space (other than a restroom) that has an electrical outlet, and providing faculty and staff paid or unpaid break times, to allow mothers to express breast milk and/or breastfeed.
- Provide trained nutrition professionals on campus and offer nutritional services (e.g., personal nutrition assessments, counseling, or workshops) to the greatest extent possible.
- Host, sponsor, or promote a farmers' market on campus or nearby that is open to community members.

Physical Activity

Seminole State College commits to making physical activity opportunities widely available and easily accessible to students, faculty, and staff by doing the following:

- Provide free access or low-cost membership to an on-site fitness facility or to an off-site fitness facility for students, faculty, staff and their families.
- Provide access to an on-site changing room or locker-room with shower.
- Promote diverse recreation, physical activity, or competitive sports opportunities during each academic year.
- Offer “how to” physical activity classes that introduce new activities free of charge.
- Provide trained physical activity professionals on campus and offer physical activity services (e.g., personal fitness assessments, counseling, or workshops) to the greatest extent possible.
- Offer physical activity classes for academic credit.
- Encourage 10 minutes of physical activity into every work-day hour.
- Provide marked walking routes on campus and make a route map available.
- Promote use of stairs on campus where applicable.
- Post signage requiring cars to stop for pedestrians at all designated or marked crosswalks on campus.
- Provide safe and secure bicycle parking.
- Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities.

DATE OF ADOPTION: May 16, 2019
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

SOCIAL MEDIA POLICY

PURPOSE

During the 2019 Legislative Session, the Legislature passed Senate Bill 198. Effective November 1, 2019, “[a]ll state agencies and political subdivisions of this state shall adopt a social networking and social media policy that shall apply to the use of social media by state employees and employees of any political subdivision of this state to discourage abusive or offensive online behavior.” *See* 74 O.S. § 840-8.1(A).

POLICY STATEMENT

To protect the position, image and information assets of Seminole State College, use of the college’s social networking and social media sites is intended for the college’s purposes only. Employees are prohibited from using personal accounts for any institutional related business on any social media or social networking site. Seminole State College has developed this policy to properly portray, promote and protect the institution.

APPLICATION OF POLICY

This policy applies to the conduct of all employees of Seminole State College who, for work purposes, utilize social media or social networking, while in their capacity as a state employee, on state time, and using state resources.

DISCLAIMER OF LIABILITY

To the extent permitted by law, Seminole State College is not responsible for, and shall not be held liable for, the actions of users of the college’s social networking and social media sites, or for damages caused or suffered by such users. Further, the college is not responsible for, and shall not be held liable for the accuracy or quality of information obtained through any social media site, including personal sites.

DEFINITIONS

For the purpose of this Seminole State College policy, “Social Media” or “Social Networking” is defined as interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social bookmarking.

“Capacity as a State Employee” is conduct that occurs when the employee is performing work assigned by their state employer, engaging in conduct subject to their state employer’s control, representing themselves in a manner that a member of the public could reasonably expect that they are speaking on behalf of their state employer, or sharing information that they would not possess if not for their status as a state employee.

“State Time” is defined as time an employee is receiving wages or other remuneration from the state, including time when the employee is working from home or engaging in work activities at a location other than the employee’s designated work-site.

“State Resources” refers to any state-owned property, physical or digital, including but not limited to state-owned or provided computers, tablets, cellular telephones, and/or internet service.

SCOPE OF CONDUCT

All Seminole State College employees are discouraged from sharing content or creating comments on social media containing the following:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior and bullying language or tone;
3. Any unwelcomed discriminatory or harassing statements or images based on a protected characteristic that are so severe, pervasive, and objectively offensive that it effectively bars the victim’s access to an educational opportunity or benefit;
4. Conduct or encouragement of illegal activity; and
5. Disclosure of information which an agency and its employees are required to keep confidential by law, regulation or internal policy.

Employees are reminded that disclosure of confidential information is prohibited at all times, not solely through social media conduct. Any such disclosure may subject the employee to disciplinary action up to and including termination.

Seminole State College has appointed the Director of Community Relations, and members of the Media Relations Department, to be the voice(s) for Seminole State College on social media and to the public in general. Other employees wanting to represent Seminole State College in a professional manner by administering a Seminole State College social media/social networking page, commenting, replying and/or posting on social media must receive prior approval from the Media Relations Department and must adhere to the *Seminole State College Social Media Guidelines and Best Practices*.

Individual social media conduct affects the public view of Seminole State College and can possibly subject an employee to disciplinary action up to and including termination. If you have questions or need further guidance on the college’s social media policy, please contact your HR representative or your direct supervisor.

All Seminole State College employees may have personal social networking and social media sites and/or accounts. These sites and/or accounts should remain personal in nature and be used to share personal opinions or non-work-related information. Following this principle helps ensure a distinction between sharing personal views and views of the college. Seminole State College employees must never use their college email account or password in conjunction with a personal social networking or social media site and/or account.

Employees are reminded that employment with Seminole State College is a matter of public information whether or not it is specified on your social media accounts. Employees should be mindful that whenever discuss issues in an online platform, your comments can be tied back to your employment with the state. All employees of the college should be courteous and civil when interacting with the public on social media. Nothing in this policy is meant to prevent an employee from exercising his or her right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern.

REPORTING INAPPROPRIATE BEHAVIOR

To report inappropriate behavior on a Seminole State College social media site, contact the Media Relations Office at 405-382-9218. The Media Relations Office has the authority to remove or report any inappropriate content or content that violates the college’s social media policy.

EMPLOYEE DISCIPLINARY PROCEEDINGS

Disciplinary proceedings may be pursued against an employee who posts or participates in the posting of unacceptable social media content outlined in the “Scope of Conduct” section of this policy. Any disciplinary action considered will follow the *Seminole State College Employee Discipline Policy II-4-13*.

OPEN RECORDS AND RECORDS DISPOSITION

Social Media and Social Networking content may meet the definition of “a record” subject to the Records Management Act, 67 O.S. §§ 201 - 217, along with the Consolidated Records Disposition Schedules. These policies detail the lawful retention and disposition of every record created or received by Seminole State College. Our office follows both the General Records Disposition Schedule for State Agencies as well as our own Seminole State College specific schedule.

Employees are reminded that social media content regarding the official work of the office may be a record subject to disclosure under the Oklahoma’s Open Records Act, 51 O.S. §§ 24A.1 - 24A.31.

CONTACT INFORMATION

Seminole State College
2701 Boren Boulevard
P.O. Box 351
Seminole, OK, 74818
405-382-9950

DATE OF ADOPTION: _____ LEGAL REFERENCE: _____
REVISION DATE(S): _____

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE

THE BUDGET

The planning of the budget document shall be a continuous process involving long-term thought, study, and deliberation by the administrative staff, the faculty, and the Board of Regents. The administrative staff shall compile necessary data and in such form that, when presented to the Board of Regents, it will enable them to make logical budgetary decisions.

The budget planning process shall include essentially three phases. These phases include consideration of:

1. The Seminole State College Three-Year Plan and its impact upon the budget;
2. The estimated income for the budgeted academic year;
3. The estimated expenditures for the budgeted academic year.

In addition to the above criteria, all budgeting and planning will comply with all statutory requirements.

DATE OF ADOPTION: July 16, 1998
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

FINANCIAL ACCOUNTING SYSTEM

The following policy shall govern the financial accounting system of Seminole State College:

I. Accounting:

The College shall maintain an adequate accounting system to provide for the accounting of the source of all receipts and for the types of all expenditures. The operating funds are based upon the annual budget appropriations for current operating expenses adopted by the Board.

II. Reporting:

The budget appropriations and expenditures shall be available at all times to the SSC Board of Regents and the administration for planning and evaluation of the operation of the various aspects of the College.

For each fund, a report of expenditures and receipts in comparison with the budgetary appropriations and anticipated income shall be presented to the Board.

III. Auditing:

An independent auditing firm to audit College financial records will be selected by the Board at least once every three years.

An internal audit of the accounts of the College shall be performed on a regular basis. An annual audit will be conducted in accordance with Oklahoma Statutes as applicable.

IV. Interfund Transfers:

In order to prevent deficit cash balances, interfund transfers may be authorized by the president or his/her designee. Interfund transfers may be made only from accounts which are unrestricted in nature or between funds that have a common relationship and are not in violation of any known state or federal statutes. Appropriate accounting entries will be made to the General Ledger recognizing the inter-fund transfers.

DATE OF ADOPTION: July 16, 1998 LEGAL REFERENCE:

REVISION DATE(S):

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

PURCHASING POLICY

I. Purchasing Authority:

This policy establishes that, pursuant to State Statutes, the Seminole State College Board of Regents is exempt from the Oklahoma Central Purchasing Act and has the statutory authority to establish and promulgate purchasing policies and practices. The College President is responsible for ensuring that purchasing policies are followed.

II. Bidding Requirements for Equipment, Supplies, Contractual Services, and Professional Services:

- A. Purchases under \$10,000: Purchases of any single item or multiple items under \$10,000.00 may be processed without obtaining formal quotes or competitive bids.
- B. Purchases over \$10,000 but no greater than \$25,000, are subject to competitive bidding. Three written quotes will be solicited through an informal process and the lowest/best quote selected.
- C. The Seminole State College Board of Regents will be notified of purchases over \$15,000.
- D. Purchases greater than \$25,000 but less than \$50,000 require formal competitive bidding. Requests for Proposals (RFPs) will be solicited and the lowest and best proposal will be selected.
- E. Purchases greater than \$50,000 require formal competitive bidding and approval by the Seminole State College Board of Regents.
- F. Exceptions to bidding requirements
Competitive quotes and formal competitive bids are not required if purchased from:
 - 1. Sole source/sole brand purchases (A sole source purchase is defined as a purchase or contract for a particular service or item which, by the specifications for the item or qualifications needed by the institution, restricts the bidders to one individual, to one business entity, or to one brand name);
 - 2. Purchases made from a current State of Oklahoma or Federal General Services Administration contract or at a price less than state contract;
 - 3. Purchases made on contracts of other state system institutions of higher education, the Oklahoma State Regents for Higher Education or a consortium of such institutions;
 - 4. Other state government agencies;
 - 5. Contracts for professional services as defined in Section 803 of Title 18;
 - 6. Purchase of library books and materials (including periodicals on microfiche, magazine subscriptions, telecourses, and video conferences).

G. Bid Exclusions

The following are excluded from bidding requirements:

1. Blanket orders from which purchases will be made to cover items that are needed to maintain existing equipment or products that had previously been purchased through a competitive bid process. (Examples: microcomputer parts and supplies, hardware and software maintenance agreements.)
2. Blanket orders for purchases made throughout the year for items that cannot be bid. (Examples: credit card purchases of gasoline for college vehicles when away from campus, acquisitions from book publishers, postage, advertisements)
3. The purchase of institutional membership dues in or services from associations directly related to the functioning of higher education institutions.
4. Utility purchases, including telephone, electricity, natural gas and water and sewer.

III. Emergency Purchases:

Competitive bids or competitive quotes shall not be required for emergency purchases and contracts of \$50,000 or less when the College President declares the existence of an emergency. Unless prohibited due to the nature of the emergency, emergency purchases or contracts over \$50,000 shall include quotes obtained by telephone, fax or other expedient means. The College President will report any emergency purchases or contracts to the Board of Regents at a subsequent Board meeting.

IV. Capital Improvements:

Competitive bids shall not be required for purchases or contracts for capital improvements costing less than \$25,000.

Purchases and contracts for capital improvements of more than \$25,000 but less than \$50,000 must be competitively bid pursuant to State Statutes.

V. Documentation:

A record shall be made of each purchase or contract entered into under the above policy. Documentation will be filed in the business office to verify compliance with these policies.

DATE OF ADOPTION: December 14, 2006

LEGAL REFERENCE: Title 61

REVISION DATE(S):

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

POLICY NUMBER: III-1-4

TITLE:

INVENTORIES (BP)

An itemized inventory for each department of furniture, equipment and other items costing over \$5,000.00 shall be completed at the end of each College year and filed with the administration and the Oklahoma Department of Central Services as required.

DATE OF ADOPTION: October 26, 2000
REVISION DATE(S): December 11, 2008

LEGAL REFERENCE:
Title 75, Sections 250 through 323
of the Oklahoma Statutes.

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

CAPITALIZATION POLICY FOR FIXED EQUIPMENT (BP)

Expenditures of \$5000 or more will be capitalized if the equipment has a useful life of one year or longer, does not become a component of another piece of equipment when put into use, and is an increase in the stock of equipment. Capitalized equipment will be included on the fixed equipment inventory and recorded on the Plant General Ledger. Purchases of equipment costing less than \$5000 will be recorded as supplies.

DATE OF ADOPTION: October 26, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

FOOD, BEVERAGE, AND GIFT EXPENSE POLICY

I. Food, Beverage, and Gift Exceptions

If determined to serve the public purpose of the College, expenses for the in the following described and limited circumstances are allowed.

- A. Expenses for light refreshments and meals for the purposes of recruitment and business events; as well as for retirement, employee, and student recognition functions; and for employee meetings, retreats and seminars must be reasonable and support the mission of the College.
- B. Reasonable and customary expenses for commemorative mementos for employee and student recognition functions such as certificates, plaques and other award mementos must be approved by the President or area Vice President.
- C. The provisions provided herein do not supersede any applicable law, regulation, policy, control, standard, rule or procedure.

DATE OF ADOPTION: May 16, 2013
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

SPONSORED PROGRAMS POLICY

Office of Sponsored Programs

Seminole State College encourages faculty and staff members to seek external funding for programs and scholarships that support the strategic plan, mission, and values of Seminole State College. The ultimate responsibility for managing these projects belongs to the Principal Investigator or Project Director assisted by the Offices of the President, Sponsored Programs and Fiscal Affairs. All applications, proposals, and awards for funding, training, and other research-related activities are made in the name of Seminole State College. The Board of Regents empowers the President and/or his/her designees to request and accept grants, contracts, and other related agreements on behalf of the College. No one other than the President and/or his designee may bind the College to a plan of action.

Seminole State College is required to comply with applicable U.S. Office of Management and Budget, 2 CFR Chapter I and Chapter II Parts 200, 215, 220 and 230, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" and other regulations, guidelines, and instructions in the grant award notification or award letter when receiving federal funds. In the use of non-federal funds, the College shall comply with the award agreement, College policies and State of Oklahoma guidelines.

As such, a procedures manual will reference the OMB "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR Chapter 1 and Chapter 11 Parts 200, 215, 220 and 230, the applicable State of Oklahoma guidelines and the Seminole State College Employee Handbook throughout the manual. Whichever policy is most restrictive will be utilized for federal grants, contracts, and cooperative agreements unless specifically authorized by the funding agency.

DATE OF ADOPTION: October 22, 2015

LEGAL REFERENCE:

REVISION DATE (S):

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

ATHLETIC REVENUE (BP)

Funds collected through gate receipts, concessions and other revenue sources of intercollegiate athletic activities will be collected by the Athletic Department and forwarded to the Fiscal Affairs offices for deposit in appropriate accounts. The Athletic Department and Fiscal Affairs will be responsible for joint development and review of procedures to help ensure proper accounting of funds received as the result of Athletic Department activities.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

TRAVEL ADVANCES

Students officially enrolled in courses at Seminole State College and other persons who are performing substantial and necessary services for Seminole State College may receive travel advances for authorized travel. Funds will be advanced from Agency Special Accounts and will include travel for athletic teams, cheerleaders, official student organizations, and for student educational activities.

Requests for travel advances shall be submitted by the faculty or staff sponsor through the appropriate administrator to the College President or his/her designee. When the faculty or staff sponsor presents the request for a travel advance, the sponsor certifies that the request complies with SSC Board policy and the claimants will perform a related activity or substantial and necessary service for Seminole State College.

Travel advances disbursement will follow internal controls established in the Office of Fiscal Affairs in accordance with the following.

- Seminole State College Board Policy
- Oklahoma State Regents for Higher Education
- Oklahoma Office of State Finance
- Oklahoma Office of State Treasurer
- State of Oklahoma statutes
- Federal statutes
- NACUBO standards

Travel advances will not exceed the amount authorized by the State Travel Reimbursement Act unless specifically approved in writing as an emergency by the President. Such emergency authorization will be presented to the Board of Regents for ratification at the next meeting of the Board.

DATE OF ADOPTION: February 17, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

CASH DISBURSEMENTS

Cash disbursements will follow internal controls established in the Office of Fiscal Affairs in accordance with the following.

- Seminole State College Board Policy
- Oklahoma State Regents for Higher Education
- Oklahoma Office of State Finance
- Oklahoma Office of State Treasurer
- State of Oklahoma statutes
- Federal statutes
- NACUBO standards

DATE OF ADOPTION: February 17, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

POLICY NUMBER: III-3-3

TITLE:

REFUNDS OF STUDENT TUITION AND FEES

A refund schedule authorized by the Board of Regents will be detailed in the College Catalog. Refunds for student tuition and fees may be authorized by the President or his/her designee.

DATE OF ADOPTION: February 17, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

POLICY NUMBER: III-4-1

TITLE:

PAYROLL DEDUCTION FOR SCHOLARSHIP DONATIONS (BP)

Employees may choose to have funds withheld from their payroll checks for a variety of programs authorized by the President.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

ATHLETIC GRANT-IN-AID (BP)

The Board of Regents provides authority to the President of the College to allocate scholarship funding and waivers for the purpose of recruiting scholarship student-athletes to participate in intercollegiate competition. Scholarships will be awarded by the College based on guidelines set forth by the National Junior College Athletic Association.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

POLICY NUMBER: III-5-2

TITLE:

ATHLETIC SCHOLARSHIPS & FINANCIAL ASSISTANCE (BP)

Students receiving athletic scholarships will be allowed to receive financial assistance from other sources, including federal or private sources. In compliance with regulations of the National Junior College Athletic Association, the college will not issue funds to student-athletes in amounts that exceed financial need of the student when using the athletic scholarship as a resource. Financial assistance in excess of financial need as established through the application of this policy will be withheld by the institution and applied against expenses included in the athletic grant-in-aid award.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

ROOM AND BOARD CHARGES - (BP)

Changes in room and board rates will be approved by the Board of Regents based upon recommendations by the President. The President or his/her designee is authorized to establish charges for short-terms, interim sessions, or other special circumstances.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

INSTRUCTIONAL MATERIAL GUIDELINES POLICY

As expressed in Oklahoma statutes, Seminole State College shall adopt, purchase, and sell textbooks/instructional material in a manner to maximize instructional effectiveness and minimize student cost.

I. DEFINITIONS:

- A. Instructional material means any textbooks, workbooks, CD-ROMS, and other course related material required or recommended by the faculty or staff for a given course.
- B. Bundled material means any textbooks and any other supplemental instructional materials that may be packaged to be sold together as course materials for one price.
 - 1. Bundled material does not include instructional materials that are designed solely for sale as an integrated combination of two or more units;
or
 - 2. Materials that cannot be sold separately due to third-party contractual agreements, custom editions, or special editions.

II. PUBLISHERS: It is further required by statute that each publisher of instructional materials used at SSC make available to faculty and staff of Seminole State College:

- A. The price at which the publisher will make the instructional materials available to the bookstore; and
- B. A list of revisions made to the instructional materials since the last published edition, if any. This information can be provided by publisher either in print or online in publisher's catalog format.
- C. SSC may not lawfully recommend or require instructional materials from publishers who choose not to make this information available. Some of this information may be available on-line in publisher catalogs.

III. BOOKSTORE:

- A. The Bookstore shall disclose to faculty and staff the costs to students of purchasing instructional materials.

- B. The Bookstore shall disclose publicly how new editions of instructional materials vary from previous editions.
- C. Neither the Bookstore nor any book wholesaler conducting a book buyback on campus may accept review instructional materials from faculty and staff. Additionally, the Bookstore may not engage in any trade of any instructional material that is marked as or identified as free review instructional materials.
- D. The Bookstore shall provide students with the option of purchasing instructional materials that are unbundled when possible, disclose to faculty and staff the costs to students of purchasing instructional materials, and disclose publicly how new editions vary from previous ones.
- E. The Bookstore shall actively promote and publicize book buy-back programs.

IV. SSC FACULTY AND STAFF MEMBERS: SSC faculty and staff members shall consider the least costly practices in assigning instructional materials for a course, for example:

- A. Adopting the least expensive edition available when the educational content is comparable;
- B. Working closely with publishers and bookstores to create bundles and packages if they deliver cost savings to students.

V. PROHIBITED INDUCEMENTS: Oklahoma statute prohibits SSC employees and departments from demanding or receiving any payment, loan, subscription, advance, and deposit of money, services or anything present or promised as an inducement for requiring students to purchase specific textbooks or instructional materials.

- A. Sample copies and instructor copies of textbooks and instructional materials may be accepted as long as they are not to be sold by faculty, staff, or the bookstore.
- B. Royalties or other compensation from the sale of textbooks or instructional materials that include the writing or work of employees may be accepted.
- C. Training in the use of instructional materials and technology is acceptable; and

An honorarium for academic peer review of instructional materials is acceptable.

DATE OF ADOPTION: January 24, 2008
REVISION DATE(S):

LEGAL REFERENCE: HB 2103
Section 3241.1 of Title 70

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

EXPRESSIVE ACTIVITY POLICY

Seminole State College (the “College”) is committed to providing an environment where issues can be openly discussed and explored. The freedom to exchange views is essential to the mission of the College. This policy is in place to provide a community environment where open discussion can occur without disrupting the academic mission or daily functions of the College, subject to constitutional time, place, and manner limitations, and without unconstitutionally interfering with the rights of other members of the College community.

I. Academic Freedom and Disclaimers regarding Expression

A. Members of the College community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is primarily intended to protect members of the College community from discrimination, not to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual or faculty member or the educational, political, artistic, or literary expression of students in classrooms and on campus. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

B. The fact that certain content-based limitations on expression have been established as legally permissible does not create an obligation or responsibility on the College or any of its officials or employees to exercise any form of limitation or control of expression. Rather, because of its educational mission, it the responsibility of the College and its officials to actively encourage free and open inquiry by avoiding and resisting limitations of expression.

C. As a corollary to the College’s commitment to protect and promote free expression, members of the College community must also act in conformity with the principle of free expression. Although members of the College community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, the College has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

D. Given the wide diversity of expression that occurs at higher education institutions, the use of any College-controlled facility, area, or medium for any expression shall not constitute or suggest endorsement of the content of that expression, or any proponent thereof, by the Board of Regents, the College, its administration, staff, faculty, student body, or any individual member of those constituencies.

E. Presenters of expression shall assume full responsibility for any violation of law or College policy and procedure that they commit while on College property.

II. Members of the College Community

A. All members of the Seminole State College community - which includes students, faculty, and staff of the College - are encouraged to exercise the right of assembly, free speech, and expression throughout the campus, when doing so does not disrupt the academic mission or daily functions of the College. Expressive activities shall not be limited to any specific location on campus. However, the right of assembly and expression does not include unlawful activity that endangers the safety of the campus community or that destroys College property. Expressive activities are also not to unduly disrupt traffic, either vehicular or pedestrian, or violate other time, place, and manner parameters specified in this policy. Forums, rallies, demonstrations, and other similar expressive activities are not to occur within academic, administrative or other College buildings, including residence halls.

B. Any College community individual or small group (10 or less) may use, without prior notification or request, on any day of the week during daylight hours, any publicly accessible outdoor area of the College's campus to collect signatures, distribute materials, and/or speak spontaneously (without amplification equipment), so long as they do not disrupt the academic mission or daily functions of the College.

C. All College community individuals and groups (more than 10) wishing to participate in forums, rallies, demonstrations and other similar expressive activities should make a request in advance to the Vice President for Student Affairs or his/her designee (405-382-9272). A request should contain the name of the requestor and how he/she can be contacted; the proposed date, time, and location for the contemplated activity; the expected size of the audience; the topic(s) or subject(s) to be addressed; and any other information which may be necessary to accommodate the needs associated with the activity. The request should be made as far in advance as possible, but in no event less than three (3) working days prior to the activity.

D. The Cook Commons Gazebo area (the "Commons Area"), located north of the E.T. Dunlap Student Union, is a location conducive to expressive activity, including forums, rallies, and demonstrations. While members of the College community are not restricted to this designated public forum to engage in expressive activities, any College community individual or small group (less than 10) may use the Commons Area without prior notification or request on a first come, first served basis. An individual or group who requests and reserves the Commons Area, though, shall have priority over any other individual or group. Once a request is received and granted by the Vice President for Student Affairs or his/her designee, the Commons Area may be reserved through the Administrative Assistant of the Vice President for Student Affairs (405-382-9216).

E. Should the Commons Area be unsuitable or otherwise unavailable on the date and time requested, a limited public forum (excluding academic, administrative or other College buildings, including residence halls), as determined by the College, may be made available to College community individuals and groups for purposes of expressive activity. Once a request is received and granted by the Vice President for Student Affairs or his/her designee, a reservation may be made through the Administrative Assistant of

the Vice President for Student Affairs (405-382-9216). To ensure priority use and to avoid possible conflict with scheduled College activities, reservations are highly recommended. Use of amplification equipment is not permitted, except in exceptional circumstances and with prior approval from the Vice President for Student Affairs.

F. Denial of any request made by a College community individual or group by the Vice President for Student Affairs or his/her designee shall be in writing and will be subject to final review by the President of the College in consultation with legal counsel. Final review should in most cases be completed within twenty-four (24) hours of denial of the request by the Vice President for Student Affairs or his/her designee. If more time is required based on the particular facts and circumstances, the requestor shall be so notified.

III. Non-Members of the College Community

A. All individuals, groups, and organizations who are not members of the Seminole State College community (those who are not students, faculty, or staff) shall submit a written request to the Office of the Vice President for Student Affairs (Walkingstick Student Services Building, 2701 Boren Boulevard, Seminole, OK 74868) for purposes of expressive activity on campus. Once a request is received and approved by the Vice President for Student Affairs or his/her designee, non-members of the College community will contact the Administrative Assistant of the Vice President for Student Affairs (405-382-9216) to reserve the Commons Area, or, a limited public forum as determined by the College if the non-member individual, group or organization is sponsored by a member of the College community. Requests made by individual or group members of the College community shall have priority over any requests made by non-members of the College community.

B. The written request shall contain the name of the requestor and how he/she can be contacted; the proposed date, time, the expected size of the audience; the topic(s) or subject(s) to be addressed; and any other information which may be necessary to accommodate the needs associated with the activity. The request should be made as far in advance as possible, but in no event less than five (5) working days prior to the activity.

C. Denial of any request made by a non-member of the College community by the Vice President for Student Affairs or his/her designee shall be in writing and will be subject to final review by the President of the College in consultation with legal counsel. Final review should in most cases be completed within forty-eight (48) hours of denial of the request by the Vice President for Student Affairs or his/her designee. If more time is required based on the particular facts and circumstances, the requestor shall be so notified.

IV. Time, Place, and Manner Parameters

A. Expression may be limited or restricted with respect to time, place, or manner only as provided for in this policy statement and other related statements of policy such as the Code of Student Conduct and the Student and Employee Handbooks. Such limitations shall be narrowly tailored to serve a significant interest (such as avoiding disruption of regular classes, avoiding the scheduling of two events at the same time in the same facility, and the protection of the public order) and to assure compliance with applicable

local, state and federal laws. Any limitations must be both reasonable and content-neutral, the latter term meaning that the limitations shall be applied without regard to the content of the expression for the purpose of the assembly.

B. Limitations may include requiring (a) scheduling and planning with the appropriate authorized designee, (b) restricting or prohibiting the use of certain areas, (c) limiting certain forms of expression in specific areas, and (d) reimbursing the College any cost associated with the use of a facility, area, or medium.

C. In addition to those stated elsewhere in this policy, the following time, place, and manner parameters apply to expressive activities of both members of the College community and non-members alike:

- The activity must not violate local, state or federal laws, or College policies and procedures;
- The activity must not unduly disrupt traffic, either vehicular or pedestrian;
- The activity must not create unreasonable safety risks;
- The activity must not result in defacement or destruction of College property;
- The activity must not make use of amplification equipment, which is only permitted in exceptional circumstances and with prior approval from the Vice President of Student Affairs or his/her designee;
- The activity must not exceed two (2) hours in length within a 24 hour period;
- The location must be left in its original condition at the conclusion of the event, and reasonable charges or deposits may be imposed to enforce this requirement;
- Unless sponsored by a member of the College community, a non-member individual, group, or organization shall be limited to engaging in expressive activity in the Commons Area, following receipt of a written request and approval by the Vice President for Student Affairs or his/her designee; and
- Campus police, in consultation with the College President, are authorized to immediately cancel any campus event if, in their judgment, an unacceptable risk of harm or disturbance, damage, or injury to any facilities, property, participants, or spectators has been reached.

V. Unprotected Speech

The following forms of expression are not entitled to First Amendment protection and are not permitted on the campus of Seminole State College. Speech or expression that is:

Obscene – where a description or depiction of sexual conduct, taken as a whole by the average person, applying contemporary community standards, portrays sex in a patently offensive way, appeals to the prurient interest of individuals, and lacks serious literary, artistic, political, or scientific value;

Seminole State College Policy Manual

Defamatory - oral or written falsehoods, which are not merely a statement of the speaker's opinion, that are communicated to a third party, or parties, and would harm another's reputation;

Incitement of imminent lawless action - where the speaker intends to incite unlawful activity, uses provocative words likely to produce such action, and openly encourages such incitement;

Fighting words - confrontational words or threats that provoke immediate violence, words which by their very utterance inflict injury or tend to incite an immediate breach of the peace;

Harassment constituting a hostile environment - unwelcomed speech based on a protected characteristic that is so severe, pervasive, and objectively offensive that it effectively bars the victim's access to an educational opportunity or benefit; or

True threats - words which communicate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals that places the victim(s) in fear of bodily harm or death.

DATE OF ADOPTION: June 21, 2018
REVISION DATE (S): October 24, 2019

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

Service and Emotional Support/Assistance Animal Policy

I. Policy Statement

Seminole State College (or, the “College”) is committed to compliance with state and federal laws regarding individuals with disabilities, including but not limited to the Americans with Disabilities Act (“ADA”). All requests for emotional support/assistance animals should be directed to the ADA Coordinator’s Office; 2701 Boren Blvd., Seminole, OK 74868; 405-382-9252 or 405-382-9719.

The College will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether the animal is a reasonable accommodation on campus. In doing so, the College must balance the needs of the individual with the impact of animals on other campus patrons. The College does not generally permit animals in campus buildings except as this policy accommodates.

II. Definition

Owner: The Owner is the student-resident who has requested the accommodation and has received approval to bring an Emotional Support Animal (ESA) into college housing.

Service Animal: A service animal is a dog (or miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Examples of such tasks include but are not limited to:

- Assisting an individual with impaired vision to navigate
- Alerting individuals who are hard of hearing to the presence of people or objects
- Pulling a person's wheelchair
- Alerting the individual to take medications
- Providing assistance with stability or balance to an individual with a mobility disability
- Detecting and assisting a person during seizures

Other species of animals, whether wild or domestic, trained, or untrained, are not service animals. In some cases, the College may permit miniature horses on campus on a case-by-case basis, consistent with applicable law.

The work or tasks performed by a service animal must be directly related to the individual's disability. When it is not obvious what service an animal provides, or when there is a reasonable basis to conclude that the animal might not be a service animal, staff may make limited inquiries. The College may ask these two questions: 1) is the dog a service animal that is required because of a disability, and 2) what work or task the animal has been trained to perform. Federal law does not require the individual to provide documentation that an animal has been trained as a service animal.

Service animals are permitted everywhere on campus that the animal may reasonably accompany a person with a disability. The College may on a case-by-case basis exclude the animal from laboratories or other areas where the presence of the animal may cause an unavoidable hazard, health risk, or where the animal's presence would fundamentally interfere with the service or instruction provided. The College will not require individuals with service animals to receive permission to have their animal with them on campus, nor will there be any pre-clearance requirement for the presence of the animal on campus. However, pursuant to the two-part inquiry above, reasonable documentation and/or demonstration of the animal's training may be requested.

Although not required, it is encouraged that any individual with a service animal contact the ADA Coordinator's Office. When it is not obvious that a dog is a service animal, or if there are additional questions, it is recommended that the individual contact the ADA Coordinator's Office in order to assist in the transition of the dog on campus.

The regulations provide that the College need not accommodate a service animal if it poses a direct threat to the health or safety of others, the owner cannot effectively control it, the animal has not been housebroken, or if it would fundamentally alter the nature of a service or program.

Emotional Support/Assistance Animal: Emotional support/assistance animals do not qualify as service animals. An emotional support/assistance animal is an animal that provides assistance or performs tasks for the benefit of a person with a documented disability - the animal is deemed necessary to assist, support, or provide service to persons with disabilities. The College permits emotional support/assistance animals only within residential facilities and outdoors, and not within the remainder of campus buildings (e.g., dining facilities, library, academic buildings, athletic building and facilities, classrooms, labs, etc.).

In order for a requested accommodation to qualify as a reasonable accommodation, the requester must have a disability, and the accommodation must be necessary to afford a person with a disability an equal opportunity to use and enjoy Seminole State College housing. An animal qualifies as a reasonable accommodation if: (1) An individual has a disability, as defined in the Fair Housing Act or Rehab Act, (2) the animal is needed to assist with the disability, and (3) the individual who requests the reasonable accommodation demonstrates that there is a relationship between the disability and the assistance that the animal provides.

An emotional support/assistance animal is prescribed to an individual with a disability by a healthcare or mental health professional. Support/assistance animals provide specific functions for persons with mental and emotional disabilities in the private setting of the home and are not generally allowed in the public spaces covered by the ADA.

III. Emotional Support/Assistance Animals in College Housing

Emotional support/assistance animals may not reside in Seminole State College housing without the express approval of college officials. An exception to the Animal and Pet Policy is granted for approved animals provided that their behavior, noise, odor, and waste do not exceed reasonable standards for a well-behaved animal and that these factors do not create unreasonable disruptions for residents and other staff. Dangerous,

poisonous, and/or illegal animals are not permitted. Such requests should be processed as follows:

- A. A person requesting an emotional support/assistance animal must provide the ADA Coordinator's Office with appropriate documentation at least 30 days before prospective housing is needed. The ADA Coordinator's Office requires a 30-day notice period in order to do its due diligence by gathering and verifying the necessary documentation for the student. This documentation includes but is not limited to: Emotional support animal registration form, verification of a disability from a health care provider, the determination of any conflicting disabilities in the immediate vicinity where the animal will be housed, and verification of all vaccinations and the health of the animal. If documentation is immediately available, the time for the approval process may be shortened.
- B. Documentation of the need for an emotional support/assistance animal must include the Request for Emotional Support Animal Health Care Provider form filled out by a Health Care Provider. This may be a physician, psychiatrist, or other mental health professional. The provider should be familiar with the professional literature concerning the therapeutic benefits of assistance animals for people with disabilities. At a minimum, the letter should include the following items:
 - a. The provider's diagnosis of the person's condition
 - b. Date of onset of disability
 - c. Dates of care for this particular disability
 - d. Previous treatment strategies used to manage this diagnosis
 - e. Effect(s) the condition has on the student's ability to remain in student housing without the use of an emotional support/assistance animal
 - f. Description of the service(s) the animal will provide
 - g. Whether or not an emotional support/assistance animal is being prescribed for treatment purposes that are necessary to help alleviate symptoms associated with the person's condition and/or to help the person use and enjoy college housing

IV. When Seminole State College Housing Is Not Required To Make a Reasonable Accommodation

Seminole State College housing is not required to provide any reasonable accommodation that would pose a direct threat to the health or safety of others or if the presence of the assistance animal would (1) result in substantial physical damage to the property of others unless the threat can be eliminated or significantly reduced by a reasonable accommodation; (2) pose an undue financial and administrative burden; or (3) fundamentally alter the nature of the College's operations.

Requirements for assistance/service animals will be evaluated in the appropriate context of housing and are independent of the ADA regulations that are formulated to meet the

needs of persons with disabilities in a different context and were adopted subsequent to the Department of Housing and Urban Development's regulations.

V. Requirements of Persons with an Emotional Support Animal

Health: The animal must be properly inoculated and free from diseases. All vaccinations must be current and the animal must have an annual clean bill of health from a licensed veterinarian. The College reserves the right to request an updated verification at any time during the animal's residency.

You may not leave your dog unattended in your room for more than six consecutive hours, or other types of animals for more than 24 consecutive hours. Your animal must be removed from college premises during break periods (fall break, Thanksgiving, Christmas, spring break, summer, etc.) or any other time in which you are not physically on campus for longer than six consecutive hours if it is a dog and 24 consecutive hours for other types of animals. The animal must remain in your residence hall room or outside being walked by the owner. Your animal may not reside in the room of another student in campus housing.

If the college is required to assume responsibility for the animal due to the illness or incapacitation of its owner and user, or because the student abandons the animal, all cost incurred by the college will be charged to the student's account.

Dwelling: The owner shall keep the animal properly restrained at all times and shall not permit the animal to be at large off the premises or room of the owner unless under the control of a competent person. If an animal is found running at large, the emotional support animal is subject to capture and confinement and immediate removal from College housing. At all other times the emotional support animal shall be kept in the residence. Emotional support animals may not be taken into buildings outside the assigned residence hall room/suite (e.g., dining facilities, library, academic buildings, athletic building and facilities, classrooms, labs, etc.). Emotional support animals shall be confined in an animal crate or carrier when alone in the residence. SSC personnel shall not be required to provide care or food for any emotional support animals including, but not limited to, removing the emotional support animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the emotional support animals if safe to do so and may not be held responsible for the care, damage to, or loss of the animal.

Under Control: The owner/keeper of the animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of the owner. It must be contained within the private residential area/room at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. Emotional support animals may not be left overnight in College housing to be cared for by any individual other than the Owner. If the Owner is to be absent from their residence overnight or longer, the emotional support animal must accompany the Owner except on College sponsored events.

Cleanup Rule: Owners are responsible for properly containing and disposing of all animal fecal waste.

a. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces and changed daily.

b. Outdoor animal waste, such as dog feces, must be immediately retrieved by owner, placed in a plastic bag and securely tied before being disposed of in outside trash

dumpsters.

c. For dogs and other animals requiring exercise and outside toileting, the animal may be walked on College grounds excluding athletic fields.

Odor: The owner is responsible for maintaining an acceptable odor of the approved animal.

Inspections: The owner's residence may be inspected for fleas, ticks or other pests as needed. The Housing Director or Manager will schedule the inspection, normally done during routine health and safety inspections. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond normal required pest management.

Fines: All rooms must pass routine Health and Safety checks, as per college requirements. Failure to pass these will result in fines. Also, any noise complaint violations from the animal will be treated the same as others and the student will be fined. Continued nuisance may result in the animal no longer being able to be accommodated. A fine of \$100 per day will be implemented for any unauthorized animals found in residence halls.

VI. Request for Accommodations

Student requests for disability accommodations, including the request to have an Emotional Support Animal accompany a student on campus and in Seminole State College housing, are handled by the ADA Coordinator's Office Walkingstick Student Services Building, 2701 Boren Blvd., Seminole, OK 74868; c.hutchins@sscok.edu; 405-382-9252 or 405-382-9719. A decision about whether a particular accommodation is reasonable is a fact-intensive, case-specific determination.

1. The owner must register their animal with the ADA Coordinator's Office through completing and signing the Animal Registration Form and providing all necessary documentation.
2. The owner is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. Sensitivity to residents with allergies and to those who fear animals is important to ensure the peace of the residential community.
3. The owner is financially responsible for the actions of the approved animal including bodily injury or property damage, including but not limited to any replacement of furniture, carpet, window, or wall covering, etc. The owner is expected to cover these costs upon repair and/or move-out.
4. The owner is responsible for any expenses that are required due to costs incurred for cleaning which is above and beyond a normal cleaning or for repairs to College premises that are assessed after vacating the residence. The College shall have the right to bill the student account of the owner for unmet obligations.
5. The owner must notify the ADA Coordinator's Office in writing if the approved animal is no longer needed as an approved animal or is no longer in residence. To replace an approved animal the owner must file a new request for exception.
6. All roommates or suitemates of the owner must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, either the owner and animal or the non-approving roommates or suitemates, as determined by the Housing Coordinator, may be moved to a more suitable location.

Seminole State College Policy Manual

7. The Housing Director has the ability to relocate the owner and approved animal as necessary per current contractual agreements.
8. Owner agrees to continue to abide by all other residential policies. An exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
9. Any violation of the above rules may result in immediate removal of the animal from the College and may be reviewed through the Judicial Committee and the student will be afforded all rights of due process and appeal as outlined in that process.
10. Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract. The College may require the individual to remove the Emotional Support Animal from College housing if:
 1. the animal poses a direct threat to the health or safety of others;
 2. the animal causes substantial property damage to the property of others;
 3. the Owner does not comply with the Owner's Responsibilities set forth above; or
 4. the animal or its presence creates an unmanageable disturbance or interference with the College community.

DATE OF ADOPTION: September 6, 2018 LEGAL REFERENCE: Fair
Housing Act –Sec. 800-820. [42 U.S.C. 3601 note]

REVISION DATE(S): May 18, 2023

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

PRIVACY POLICY

The following policy applies to users of Seminole State College (SSC) websites and is intended to identify the types of information SSC gathers from users and explain how that information is used.

PERSONAL INFORMATION GATHERED

The information SSC obtains from visitors helps the college create better online experiences for these users. SSC may receive and may store any information users provide on the SSC website or give in any other way. A user can choose not to provide certain information, but as a result, may not be able to take advantage of certain services or features. SSC may use information collected during browsing sessions to provide users a more customized experience in the future. SSC may also use this information to improve the website and better communicate with website visitors.

SSC may collect general information about the way users visit the websites, including, but not limited to: the time and duration of visit, type of web browser used, the operating system/platform used, user IP address, last website the user visited before coming to SSC, and user CPU speed. SSC may also note how a visitor used SSC's website by saving site traffic patterns and clickstreams. SSC may also perform (or have third parties perform) analyses of visitors' behavior, and may share aggregated, anonymous data with sponsors and advertisers.

Any personal information a user provides SSC will only be used to conduct official SSC business. The personal information provided may be used by SSC (or third parties engaged by us) to: customize advertising and content a user sees, fulfill a user's request for services, contact the user, conduct research, respond to subpoenas, court orders or legal process, or establish or exercise legal rights or defend against legal claims. SSC will not sell, rent, loan, trade or lease personal information collected on this site.

COOKIES

By using SSC websites, users agree to accept cookies sent by SSC. Cookies are small amounts of data that SSC's website may place on a visitor's computer hard drive. A cookie file contains unique information that SSC's websites can use to track such things as the password a user created to access any SSC site, lists of webpages a user has visited, the date when a user last looked at a specific webpage, or to identify a user's session on SSC websites. A cookie file allows SSC's websites to recognize users as they click through pages on the SSC site and when they later revisit the site. SSC's websites uses cookies to "remember" your preferences, and to record your browsing behavior on the college websites.

Cookies are also used by SSC to manage a form of online advertising called remarketing. Remarketing is a form of online targeted advertising by which online advertising is

targeted to users based on previous internet actions. Remarketing tags users by setting a cookie in a user's browser through a target webpage or email. Once the cookie is set, the advertiser is able to show display ads to that user elsewhere on the internet via an ad exchange. Additionally, SSC may use remarketing on the SSC website to display ads to a user. If a user visits SSC's website, SSC may utilize cookie technology to present that visitor with advertisements in an appropriate manner during future web browsing (such as sidebar advertisements, based on interest in SSC, and with third-party vendors discussed further below.

The third-party partners (and their privacy policy) SSC shares cookies with for advertising include: Facebook (<https://www.facebook.com/policy.php>), Twitter (<https://twitter.com/en/privacy>), Instagram (<https://www.instagram.com/about/legal/privacy>), Google (<https://policies.google.com/?hl=en>),

LINKS

SSC websites may include links to other websites. We do not control the privacy policies of the destination sites. Once a user leaves SSC server, use of any information provided is governed by the privacy policy of the operator of the site being visited. SSC is not responsible for the privacy practices of websites other than the SSC websites.

CONFIDENTIALITY AND INTEGRITY OF PERSONAL INFORMATION

SSC is strongly committed to protecting personal information collected through its websites against unauthorized access, use or disclosure. SSC limits employee access to personal information collected through its websites to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information follow appropriate procedures in connection with any disclosures of personal information.

In addition, SSC has procedures to safeguard the integrity of its information technology assets, including, but not limited to, authentication, authorization, monitoring, auditing, and encryption. These security procedures have been integrated into the design, implementation, and day-to-day operations of SSC's websites as part of the College's commitment to the security of electronic content as well as the electronic transmission of information.

CHANGES TO SSC PRIVACY POLICY

This privacy policy is effective as of October, 2018. The SSC Board of Regents may update this as needed. Notice of any changes to the policy will be posted on this page. Continued use of the website following a posting of a change will constitute binding acceptance of those changes and this Privacy Policy.

CONTACT INFORMATION

Seminole State College
2701 Boren Boulevard
P.O. Box 351
Seminole, OK, 74818
405-382-9950

DATE OF ADOPTION: 10-25-2018

LEGAL REFERENCE:

REVISION DATE (S):

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

RESPONSIBLE USE OF INFORMATION TECHNOLOGY

Purpose

The purpose of this policy is to delineate the responsible use of information technology at Seminole State College (SSC). Information technology includes but is not limited to computer networks, network servers, personal computers, workstations, voice and video networks, cloud (internet-based) services, transmission systems, mobile apps, software, and digital information provided by SSC.

Policy

SSC provides information technology resources to students, employees, contractors, and third parties in support of the College's mission of teaching and learning and to conduct official College business. The College, however, may limit, restrict, or extend computing/information network privileges and access to its resources as it may determine appropriate. As with all College assets, information technology is to be used in ways consistent with federal and state law, as well as College policy.

Responsible use of information technology requires that you:

Respect the rights of others by complying with all College policies regarding sexual, racial, and other forms of harassment, and by preserving the privacy of personal data to which you have access. College resources, from any location, may not be used to transmit content that is discriminatory, defamatory, fraudulent, or obscene; or which is considered hate speech and violates any federal or state law.

Use only accounts and communication facilities which you are duly authorized to use and for the purposes for which they were intended; for example, you should not use College information technology to run a private business for financial gain or to solicit others for commercial ventures, religious or political causes or outside organizations.

Respect all pertinent licenses (including software licenses), copyrights, contracts, and other restricted or proprietary information. Use only legal versions of copyrighted software in compliance with vendor license requirements.

Respect the integrity of computing systems and data; for example, by not intentionally developing programs or making use of already existing programs that harass other users, or infiltrate a network or computing system, and/or damage or alter the components of a network or computing system or gain unauthorized access to other facilities accessible via the network.

Respect and adhere to any state or federal law which may govern the use of information technology or communication networks.

Seminole State College Policy Manual

Acknowledge that the privacy and confidentiality of electronic information transmissions cannot be guaranteed; for example, electronic mail is generally not secured and is vulnerable to unauthorized access and modification.

Acknowledge that authorized College personnel may examine computing resources and data. Examples include but are not limited to communication systems, files, email, learning management systems, cloud services, databases, and other software applications or services for reasons including but not limited to troubleshooting hardware and software problems, preventing or investigating unauthorized access and system misuse, response to cybersecurity threats, assuring compliance with software copyright and distribution policies, campus safety, cyberbullying, academic continuity, and complying with legal and regulatory requests for information.

Enforcement

Information technology users who violate this policy may be subject to College disciplinary and student code of conduct procedures. Privileges to use information technology may also be revoked. Illegal acts may also subject users to criminal prosecution and civil liability.

DATE OF ADOPTION: 10/20/2022
REVISION DATE (S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

PROTECTION OF PERSONAL INFORMATION
Seminole State College Commitments and Assignments

Seminole State College will, to the extent reasonably possible, protect the privacy, security, and confidentiality of Personally Identifiable Information and financial records, and take steps to detect, prevent, and mitigate identity theft.

Personally Identifiable Information is information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

The Director of Information Technology will be the primary contact for information security issues and management. The Vice President of Fiscal Affairs will be the primary responsible person for training of individuals with access to personally identifiable information.

DATE OF ADOPTION:
REVISION DATE(S): October 24, 2019

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

INFORMATION SECURITY

I. Purpose and Benefits

This policy defines the mandatory minimum information security requirements for Seminole State College. Based on individual business needs and specific legal and federal requirements, implemented security settings may exceed the security requirements put forth in this document, but must, at a minimum, achieve the security levels required by this policy.

This policy acts as an umbrella document to all other security policies and associated standards. This policy defines the responsibility to:

- protect and maintain the confidentiality, integrity and availability of information and related infrastructure assets;
- manage the risk of security exposure or compromise;
- assure a secure and stable information technology (IT) environment;
- identify and respond to events involving information asset misuse, loss or unauthorized disclosure;
- monitor systems for anomalies that might indicate compromise; and
- promote and increase the awareness of information security.

II. The Chief Information Security Officer (CISO)

Purpose: The purpose of this policy is to establish the authority of the Chief Information Security Officer (CISO) to override existing security policies and procedures when necessary.

Policy: The CISO is authorized to override existing security policies and procedures when special needs arise. The decision to override an existing policy or procedure must be made by the CISO, or in their absence, by their designee(s). The decision to override an existing policy or procedure must be made with the approval of the Senior Leadership Team.

Exceptions:

1. The CISO may not override policies or procedures related to legal or regulatory requirements.

2. Overrides of policies or procedures related to financial transactions or accounting practices must be approved by the Vice President of Fiscal Affairs (VPFA).

Enforcement: Violations of this policy may result in disciplinary action, up to and including termination of employment or student status and may also result in legal action. Any exceptions to this policy must be approved by the Senior Leadership Team.

III. Security Measures

Purpose: The purpose of this policy is to provide guidelines on configuration of computer systems and accounts.

Scope: This policy applies to all employees, students, contractors, and third-party vendors who have access to data and information.

A. SSC user accounts

- 1) **User Account Issuance:** Upon completion of the hiring process, faculty and staff shall be issued SSC computer system user accounts. IT shall be notified by HR once users are ready to be set up. Students shall be issued SSC user accounts once they become a student, based on completion of admission and enrollment. These accounts are assigned to the user but remain property of SSC and the State of Oklahoma.
- 2) **Access Security:** ALL user accounts shall have security based on least privilege, meaning that only required access is granted. The level of access will be determined by the area director and/or the respective VP with consultation from the IT department.
- 3) **Notifications/requests for additional permissions/access** can be sent to the IT department with the proper supervisor(s) copied. IT will review the request and might require escalation to a higher level of approval based on the specific access requested.
- 4) **Multi-Factor Authentication:** User accounts will have Multi-factor Authentication (MFA) configured with at least 2 factors required. Exceptions may be made for specific accounts/systems with additional restrictions used to help mitigate risk such as: extremely limited access, location restrictions, IP Address, etc.
- 5) **Password Sharing:** Users are prohibited from sharing passwords. If specific access to a user's data/account is required, the supervisor(s) should request access with a

Seminole State College Policy Manual

request to the IT department. IT will review and might require escalation to a higher level of approval based on the specific request.

- 6) **Compromised Accounts:** User accounts that have been found to be compromised shall be disabled by IT or the Information Security Team until any information regarding the compromise has been gathered and confirmation that the account has been secured.
- 7) **Location Lock:** User accounts are location locked to the United States unless otherwise requested via request to the IT department.
- 8) **Compliance with State and Federal Laws:** All accounts and their activities are subject to state and federal law and as such could be subject to search. Personal use of SSC accounts for storing data files or sending/receiving/storing personal email is strongly discouraged.
- 9) **Email Forwarding:** To maintain proper security and management of SSC data, email accounts that may receive confidential data will not be auto-forwarded to off-campus personal accounts.
- 10) **Email data:** Email shall not be used to transmit personal/confidential information, system filters should be in place to help detect and mitigate the use of email for this purpose.
- 11) **Personal Devices:** Users may use personal devices to check email; however, they must be encrypted and allow SSC to manage the deletion of that account remotely. When they add the account users will be prompted to allow such management as well as if their device does not meet the minimum requirements to ensure data security.

Enforcement: Violation of this policy may result in disciplinary action, up to and including termination of employment or student status and may also result in legal action.

Review: This policy shall be reviewed periodically to ensure its effectiveness and relevance to SSC's security needs. The review shall include assessing the effectiveness of the policy in protecting SSC's data and systems from unauthorized access or disclosure.

B. Computer Systems

- 1) All systems must have Anti-virus/endpoint detection and reporting system software installed to protect against malicious software/activities.
- 2) SSC will have a network detection and reporting system monitoring for malicious activities.
- 3) Systems with access to confidential or protected data, including VPN access, shall have encrypted hard disks to safeguard data.
- 4) System updates shall be installed as soon as it can be verified that they do not interfere with business operations.
- 5) Precautions shall be taken for computers used in the student labs or for public use to ensure that private data is not left on the devices. Examples include ephemeral mode for Chrome and Deepfreeze.
 - a) Computer labs for student use do not have access to confidential or protected information and can have generic logins given that all data is cleared once the system restarts using workstation protections such as DeepFreeze.
- 6) Users will not have administrative access to computers with access to secured data and/or systems, except in extreme cases where there is no other alternative. Admin access will be limited as much as possible.
- 7) Users should have screen saver locks in place requiring login after the system has been idle. It is highly recommended to lock the system when leaving it unattended.
- 8) Access to IT systems/servers shall be restricted to personnel authorized by the IT Director.
- 9) Activities such as login/out, app usage, and network/internet usage shall be logged for auditing and accountability purposes.
- 10) Remote access to SSC systems will be granted by the IT Director on a case-by-case basis.

- a) When granted, remote access will be configured by IT using the methods defined by the IT Director.

11) Remote access software shall not be installed on systems without prior approval from the IT Director and the Chief Information Security Officer (CISO).

C. Physical access

- 1) Access to IT equipment such as server rooms, network closets, etc. shall be restricted to personnel authorized by the IT Director.
 - a) All authorized personnel must use their unique access credentials or keys to gain entry and shall not share access credentials or keys with any unauthorized personnel.
 - b) Access to these areas must be logged and monitored for security purposes.
- 2) Systems, as well as other physical materials with protected and/or confidential data, should be physically secured in locked offices/rooms with limited access.
 - a) Access to these rooms should be restricted to authorized personnel and should be kept locked when not in use.
 - b) Keys and/or access cards should be securely stored and only issued to authorized personnel.
 - c) If available access card shall use additional protections such as biometric or PINs
- 3) Mobile computers/devices should not be left unattended in public places.
 - a) All mobile devices containing sensitive information should be protected with passwords and/or encryption.
 - b) Sensitive information should not be stored on mobile devices unless absolutely necessary.
 - c) Employees should be trained on the proper handling of mobile devices.
- 4) When possible, video surveillance should be used to monitor critical systems and their access.
 - a) Video surveillance should be implemented in critical areas, such as server rooms and network closets.
 - b) Surveillance footage should be retained for a reasonable period of time and made available for review by authorized personnel.
- 5) Printers used to print confidential/protected data should be in access-controlled areas, and printed material should be retrieved immediately.
 - a) Access to the printer should be restricted to authorized personnel.

- b) Printed material should be immediately retrieved by the authorized personnel and securely stored.
 - c) The use of secure printing methods, such as pull printing or secure release, is highly recommended.
- 6) Physical security breaches or incidents should be reported to Campus Police, IT Director and/or the Information Security Team immediately.
- a) All incidents should be documented and investigated thoroughly.
 - b) Any necessary corrective actions should be taken to prevent future incidents.

IV. Third-party vendors and contractors

Purpose: The purpose of this policy is to establish guidelines for Seminole State College to ensure that third-party vendors and contractors who have access to the college's systems, networks, or data comply with appropriate security controls to safeguard confidential and sensitive information.

Scope: This policy applies to all third-party vendors and contractors who have or will have access to Seminole State College's systems, networks, or data, regardless of whether the access is provided onsite or remotely.

Policy:

- 1) **Initial review:** The CISO and/or their designee(s) shall review any agreements with any contractors or vendors that will have access to Seminole State College's systems, networks, or data before they are completed, this process should also include a review of the vendor/contractor's security operations policy to ensure compliance with Seminole State College's security policy.
- 2) **Risk Assessment:** Before granting access to Seminole State College's systems, networks, or data, a risk assessment shall be conducted to evaluate the potential risks and threats posed by the third-party vendor or contractor. The assessment shall include evaluating the vendor's or contractor's security controls and policies.
- 3) **Security Requirements:** Third-party vendors and contractors shall be required to comply with Seminole State College's security policies and standards, as well as applicable state and federal regulations. The vendors and contractors shall also be required to sign a contract that specifies their security responsibilities.
- 4) **Access Controls:** Access to Seminole State College's systems, networks, or data shall be granted to third-party vendors and contractors based on the principle of least

privilege. Access shall be granted only to the data or systems necessary to perform their job functions.

- 5) **Information Protection:** Third-party vendors and contractors shall be required to protect Seminole State College's data from unauthorized disclosure, modification, or destruction. The vendors and contractors shall also be required to report any security incidents or breaches to the college's information security team immediately.
- 6) **Security Training:** Third-party vendors and contractors shall be required to complete security awareness and training programs or provide proof of training before they are granted access to Seminole State College's systems, networks, or data. The training shall include the vendor's or contractor's security responsibilities, policies, and procedures. Vendors/contractors may also be required to sign contracts stating they agree to maintain the required security levels set forth.
- 7) **Monitoring:** Seminole State College shall monitor third-party vendors and contractors' access to the college's systems, networks, or data to ensure that they comply with the security policies and requirements. Monitoring shall include periodic reviews of access logs and security incidents.
- 8) **Termination of Access:** Seminole State College shall terminate access to its systems, networks, or data by third-party vendors and contractors when access is no longer required or when the contract ends. Access shall also be terminated immediately if the vendor or contractor violates the security policies or requirements.

Enforcement: Violation of this policy may result in the immediate termination of the contract or suspension of access to Seminole State College's systems, networks, or data.

Review: This policy shall be reviewed periodically to ensure its effectiveness and relevance to Seminole State College's security needs. The review shall include assessing the effectiveness of the policy in protecting Seminole State College's data and systems from unauthorized access or disclosure.

V. Reporting Violations

Purpose: The purpose of this policy is to provide guidelines on reporting any possible data security breach or violation of policy to ensure the safety and integrity of company data and information.

Scope: This policy applies to all employees, students, contractors, and third-party vendors who have access to company data and information.

Policy:

- 1) Reporting Procedure: All employees, students, contractors, and third-party vendors who suspect or become aware of a possible data/security breach or violation of policy must report it immediately to the Chief Information Security Officer (CISO).
- 2) The following types of incidents should be reported:
 - a) Unauthorized access to confidential data
 - b) Loss or theft of devices that contain SSC data
 - c) Suspected or actual hacking or phishing attempts
 - d) Unintentional disclosure of confidential information
 - e) Any other suspicious activity related to SSC data security.
- 3) Timely Reporting: It is essential to report any possible data security breach or violation of policy promptly. Delays in reporting incidents can increase the risk of further damage, data loss, or data theft. Employees, contractors, and third-party vendors must report the incident as soon as they become aware of it.
- 4) Confidentiality: Seminole State College will keep the identity of the person reporting the incident confidential to the extent possible. However, in some situations, the CISO or manager may need to reveal the identity of the person reporting the incident to carry out an investigation or resolve the issue.
- 5) Investigation: The CISO and/or their designee(s) will investigate all reported incidents to determine the cause, extent, and impact of the breach or violation. The investigation may involve a review of system logs, interviews with employees, contractors, or third-party vendors, and other relevant methods.
- 6) Disciplinary Action: Employees, students, contractors, or third-party vendors who violate this policy or engage in any activity that puts the SSC's data at risk may face disciplinary action, up to and including termination of employment, termination of student status, or termination of the contract.
- 7) Training and Awareness: Seminole State College will provide regular training and awareness programs to educate employees on the importance of data security and the reporting procedure for possible data security breaches or violations of policy.

Seminole State College Policy Manual

Review: This policy will be reviewed periodically to ensure its effectiveness and relevance.

Enforcement: Failure to report a known incident would be in violation of this policy and may result in disciplinary action, up to and including termination of employment or student status and may also result in legal action.

DATE OF ADOPTION: May 18, 2023

LEGAL REFERENCE: Gramm-Leach-Bliley Act S.900 — 106th Congress (1999-2000)

REVISION DATE(S): _____

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

**DRIVER AND VEHICLE SAFETY STANDARD FOR
MOTOR VEHICLE OPERATIONS (BP)**

Pursuant to the State of Oklahoma's Risk Management Program, Seminole State College employees will follow Section 580:25 of the Department of Central Services in the operation of vehicles within the scope of their employment.

In case of an accident, employees should use reasonable judgement in making comments to persons other than their supervisor or law enforcement personnel without approval of their supervisor.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

**INSURANCE VERIFICATION FOR
AUTOMOBILES (BP)**

The State of Oklahoma requires that a driver of a state-owned vehicle must possess a valid insurance verification form. Because all college vehicles are insured through the State's Risk Management Program, there have been no official insurance verification forms issued to state agencies. To protect drivers of SSC vehicles, a photocopy of the College Certification of Self-Insurance will be placed in the travel packet assigned to each vehicle. The Certificate of Self-Insurance provides the policy number, types of insurance covered, and limits of liability. In addition to the Certification of Self-Insurance, the "ACCIDENT INFORMATION FORM" pamphlet will be placed in each packet.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

PHYSICAL PLANT AND MAINTENANCE (BP)

The Seminole State College Board of Regents grants the President of the College power to employ personnel and expend funds to care for college property and facilities. The Physical Plant/Maintenance Department will have primary responsibility for care of college property.

The maintenance of the plant involves the upkeep, repair, or replacement of any part of the physical plant, including the upkeep of grounds, buildings, equipment and campus infrastructure necessary to allow the College to provide educational experiences to students. Some projects requiring special skills and/or additional labor costs will be contracted by the College within purchasing guidelines of the institution.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

DISPOSAL OF SURPLUS PROPERTY (BP)

Seminole State College will follow the guidelines issued by the Department of Central Services for the disposal of surplus property. In general, the College President or his/her designee may dispose of surplus property as follows:

- A. Sold at public auction.
- B. Used as a trade-in on other property acquisitions.
- C. Transferred internally to other SSC departments.
- D. Transferred to another state agency or to the public schools.
- E. Transferred to the Oklahoma State Agency for Surplus Property.
- F. Sealed bid by the SSC Business Office.
- G. Sealed bid by the Department of Central Services.
- H. Discard of property as necessary. Discarded property must have no material value or use. Normally this equipment is considered as broken and unfeasible to repair.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

COLLEGE VEHICLES (BP)

Seminole State College may maintain a fleet of vehicles acquired through purchase, lease, or gifts as are reasonably necessary for the implementation of the educational programs of the institution. The Physical Plant Department will be responsible for the maintenance and care of college vehicles.

Use of vehicles shall be permitted only for official college business or activities authorized by the President. Such use shall be subject to the provisions of Title 47 of the Oklahoma Statutes.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:
Title 47

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

USE OF COLLEGE FACILITIES BY OFF-CAMPUS GROUPS (BP)

Seminole State College, as a public institution, seeks to serve the people of the community and state not only through its educational programs but also through the provision of facilities for groups and organizations whose general purposes are congruent with those of the institution and which are of such character and reputation as to make their association with the College reasonably appropriate and non-controversial. The College shall open its facilities to the entire community and encourage the use of the campus as the community center for all groups. The College may make suitable charges to cover its costs and may restrict use which would interfere with regular educational or student activity programs.

The College may, upon its option, withhold use of facilities from outside groups of a radical, reactionary, or dissident nature, those whose philosophy and purposes are adjudged to depart significantly and sharply from the mainstream of American political, moral, or religious values, those whose reputation causes any doubt concerning the orderliness of meetings, and those whose reputation or public image is adjudged to be such that their association with the College would be detracting from that of the institution.

Although discretion and judgment is employed, the College does not generally host in its facilities political, social, activist, or sectarian organizations and groups not having officially chartered campus chapter sponsoring the meeting. Special consideration may be given to those organizations that are contributing to the College.

The President is authorized to establish reasonable facility use fees, a list of which will be given to and available through the office of Fiscal Affairs.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

CAMPUS MEETINGS (BP)

In a general way, meetings of groups on campus may be classified as follows: (1) those formally scheduled as a part of the College curriculum or program; (2) specially called meetings by an administrative office, academic division, or some other official agency of the College; (3) meetings scheduled or called by an officially recognized organization; and (4) meetings of off-campus groups in College facilities as a community service. This latter category is the subject of a special policy statement of the Board of Regents (see policy III-8-4). The following statement addresses itself to the first three categories and variations thereof.

Meetings called by administrative offices or by academic divisions are normally a part of the teaching or service functions of the College, but require some coordination and guidance. Scheduled classes are handled through the Division Chair and the Vice President for Academic Affairs. Any deviations from the schedule should be cleared in the same fashion. Similarly, changes in the instructional plan in any course or class, such as the arrangement of special programs and use of guest lecturers, should have clearance and approval through the Division Chair and the Vice President for Academic Affairs.

Special meetings must be called by a Division Chair or administrative officer rather than by individual staff and these require the approval of the Vice President for Academic Affairs.

Student organization meetings are allowed use of College facilities only if officially recognized by the Student Government Association and the Vice President for Student Affairs. A student organization must have a statement of purposes and a program of activities with a list of officers and a schedule of meetings. Each meeting date, time, and place must be submitted for inclusion in the College Weekly Calendar. Meetings off-campus by recognized student groups require prior approval, as do programs or activities on the campus involving participation of non-students. This process involves submission of the necessary request to the Vice President for Student Affairs, action by the Student Government Association, and approval by the Vice President for Student Affairs.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

CAMPUS SAFETY (BP)

The College will endeavor to provide a safe environment for students and employees. It is incumbent upon everyone on the SSC campus to participate in campus safety by reporting any activities of concern. SSC recognizes that campus safety requires a collaborative effort on the part of all employees and students at the College.

DATE OF ADOPTION: December 14, 2000
REVISION DATE(S):

LEGAL REFERENCE:

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

FEDERAL COMPLIANCE (BP)

Seminole State College will comply with requirements of the Higher Education Opportunity Act and the Code of Federal Regulations as may be amended. Minimal compliance shall include:

- **Readmission of Service Members:**
Seminole State College will create procedures and comply with the readmissions requirement for service members as required by the Higher Education Opportunity Act (HEOA), and outlined in the Federal Register.
- **Institutional Security and Crime Statistics:**
Seminole State College will update procedures to comply with the supplementary requirements of Annual Reporting on Campus Safety (Cleary Act Reporting) as required by the Higher Education Opportunity Act (HEOA). The procedures will comply with the requirements of the Federal Register: Hate Crime Reporting; Timely-Warning and Emergency Notification; Emergency Response and Evacuation Procedures; Missing Student Notification and, Fire Safety.
- **Related and General Consumer Information:**
Seminole State College will provide Related Consumer Information as required by the Higher Education Opportunity Act (HEOA). Seminole State College will make available to enrolled or prospective students all required information, which includes: retention rates as reported on IPEDS, financial assistance available, graduation & completion rates, placement and types of employment for degree or certificate programs may be gathered from any of the following: institutional statistics, state data system, alumni or student satisfaction surveys and other relevant sources. This information will be available via a link on the College website.
- **Unauthorized File Sharing:**
Seminole State College has developed and will periodically update written procedures and plans as required by the Higher Education Opportunity Act (HEOA), to monitor the College's network and effectively combat the unauthorized distribution of copyrighted material without excessive interference to educational and research use of the network.

These will include:

- The use of one or more technology-based deterrents;
- Mechanisms for educating and informing the College community about appropriate versus inappropriate use of copyrighted material;
- Procedures for handling unauthorized distribution of copyrighted material, including disciplinary procedures;
- Procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution materials by users of the College's network; and
- Consultation with the SSC IT Director to:
 - Offer legal alternatives for downloading or otherwise acquiring copyrighted material;
 - Periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material; and
 - Make the results of reviews available on the College website or by other means.

DATE OF ADOPTION: June 24, 2010
REVISION DATE(S):

LEGAL REFERENCE:
34 CFR 668.14, 34: CFR 668.41
© & (d); 34: CFR 668.43 (a) (10);
and 668.45, 34 CFR: 668:18, 34CFR:
668.46 & 668:49

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

TITLE:

TITLE IX POLICY AND PROCEDURE

INTRODUCTION

Under Title IX of the Education Amendments of 1972:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

This Title IX policy is based on the Department of Education’s Final Rule dated May 6, 2020. Developed to reaffirm these principles, this policy has been established to provide recourse for those individuals whose rights have been violated. It is intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

Seminole State College (the “College”) uses the preponderance of the evidence, also known as “more likely than not” as a standard for proof of whether a violation occurred. In campus grievance proceedings, the burden of proof is the responsibility of the College and not the parties involved. The College never assumes a responding party is in violation of College procedure. Campus grievance proceedings are conducted to take into account the totality of all evidence available, from all relevant sources. The College may address sexual harassment affecting its students or employees that falls outside Title IX’s jurisdiction in any manner the school chooses, including providing supportive measures or pursuing discipline.

When responding to sexual harassment (e.g., by offering supportive measures to a complainant and refraining from disciplining a respondent without following a Title IX grievance process, which includes investigating formal complaints of sexual harassment), Title IX provides clear definitions so recipients, students, and employees clearly understand how a school must respond to sexual harassment incidents in a way that supports the alleged victim and treats both parties fairly. For purposes of Title IX, some definitions may vary from other similar definitions mandated by State and Federal legislation.

- **Complainant:** an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This clarifies that any third party as well as the complainant may report sexual harassment. While parents and guardians do not become complainants (or respondents), Title IX expressly recognizes the legal rights of parents and guardians to act on behalf of parties (including by filing formal complaints) in Title IX matters.
- **Respondent:** an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

- **Formal complaint:** a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment and states:
 - At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.
 - A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under the Final Rule, and by any additional method designated by the school.
- **Document filed by a complainant:** a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process, and must comply with requirements for Title IX personnel to be free from conflicts and bias.
- **Supportive measures:** individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. Title IX evaluates a school's selection of supportive measures and remedies based on what is not clearly unreasonable in light of the known circumstances, and does not second-guess a school's disciplinary decisions, but requires the school to offer supportive measures, and provide remedies to a complainant whenever a respondent is found responsible. The Title IX Coordinator is responsible for offering and coordinating the implementation of supportive measures. Supportive measure services that are provided to either the complainant or the respondent be kept confidential unless disclosure is necessary to provide the service. These services will be offered as appropriate, as reasonably available, and without fee or charge.
 - Supportive measures may include: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
- **Actual Knowledge:** notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official of the recipient who has the authority to institute corrective measures on behalf of the recipient, or to any employee of an elementary and secondary school.
- **Dating Violence:** dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such a relationship shall be determined based on consideration of the following factors:
 - The length of relationship;

- The type of relationship;
- The frequency of interaction between the persons involved in the relationship.
- **Domestic Violence:** domestic violence is felony or misdemeanor crime of violence committed by a:
 - current or former spouse or intimate partner of the victim;
 - person with whom the victim shares a child in common;
 - person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner;
 - person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma;
 - any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma.
- **Sexual Assault:** any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape:** the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;
 - **Sodomy:** Oral or anal intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent disability;
 - **Sexual assault with an object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
 - **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity;
 - **Incest:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;
 - **Statutory rape:** sexual intercourse with a person who is under the statutory age of consent.
- **Sexual Harassment:** conduct on the basis of sex that satisfies one or more of the following:
 - An employee of the College conditioning the provision of any aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (quid pro quo);
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity;
 - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that explicitly or implicitly affects an individual's

employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment;

- **Stalking:** stalking refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
 - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - Reasonable person means a person under similar circumstances and with similar identities to the victim.
 - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

INSTITUTIONAL RESPONSE EXPECTATIONS

Upon receiving a formal complaint, the College will respond in a way that is not deliberately indifferent when the College has actual knowledge. The College has actual knowledge if the Title IX Coordinator or any official who has authority to institute corrective measures on behalf of the recipient is informed. Regulations allow any person to report, but only Complainant, or Title IX Coordinator in limited cases, can initiate Formal Complaint

GRIEVANCE PROCESS

The College will provide a consistent, transparent grievance process for resolving formal complaints of sexual harassment. The College grievance process will:

- Treat complainants equitably by providing remedies any time a respondent is found responsible, and treat respondents equitably by not imposing disciplinary sanctions without following the grievance process.
- Provide remedies, which are required to be provided to a complainant when a respondent is found responsible, must be designed to maintain the complainant's equal access to education and may include the same individualized services as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- Require objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.
- Require Title IX personnel (Title IX Coordinators, investigators, decision-makers, people who facilitate any informal resolution process) to be free from conflicts of interest or bias for or against complainants or respondents.
- Training of Title IX personnel includes training on the definition of sexual harassment, the scope of the school's education program or activity, how to conduct an investigation, and grievance process including hearings, appeals, and

informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

- Will ensure that decision-makers receive training on any technology to be used at a live hearing.
- Will ensure that decision-makers receive training on issues of relevance, including how to apply the rape shield protections provided only for complainants.
- Include a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- Will ensure materials used to train Title IX personnel will be posted on the College website.
- Will ensure training materials will not rely on sex stereotypes.
- Will ensure training materials promote impartial investigations and adjudications of formal complaints of sexual harassment.
- Will ensure training materials will be maintained by the school for at least seven years.
- Include reasonably prompt time frames for conclusion of the grievance process, including appeals and informal resolutions, with allowance for short-term, good cause delays or extensions of the time frames.
- Describe the range, or list, the possible remedies the College may provide a complainant and disciplinary sanctions that may be imposed on a respondent, following determinations of responsibility.
- Will use the preponderance of the evidence standard for all formal complaints of sexual harassment (including where staff and faculty are respondents).
- Will not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- Will apply equally to both parties any provisions, rules, or practices other than those required by Title IX that the College adopts as part of its grievance process for handling formal complaints of sexual harassment. The College will evaluate the applicability of disability laws to the removal decision and consider the appropriateness of supportive measures in lieu of an emergency removal. The respondent will be provided with notice and an immediate opportunity to challenge the emergency removal.

EMERGENCY REMOVAL

In certain instances, an emergency removal action may be appropriate for the College to avoid a deliberately indifferent response. The College will conduct a prompt, individualized safety and risk analysis which must confirm there is an immediate threat to the physical health or safety of one or more individuals, who may be the respondent, the complainant, or any other individual such as a third-party witness.

INVESTIGATION

The College will investigate the allegations in any formal complaint and send written notice to both parties (complainants and respondents) of the allegations upon receipt of a formal complaint.

During the grievance process and when investigating:

- The burden of gathering evidence and burden of proof will be the responsibility of the College, not on the parties.
- The College will provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- The College will not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”).
- Parties will have the same opportunity to select an advisor of the party’s choice who may be, but need not be, an attorney.
- The College will send written notice of any investigative interviews, meetings, or hearings.
- The College will send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- The College will send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
- The College will dismiss allegations of conduct that do not meet the Title IX definition of sexual harassment or did not occur in a school’s education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the school from addressing the conduct in any manner the school deems appropriate.
- The College will, in their discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.
- The College will give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
- The College may, in their discretion, consolidate formal complaints where the allegations arise out of the same facts. Title IX protects the privacy of a party’s medical, psychological, and similar treatment records by stating that schools cannot access or use such records unless the College obtains the party’s voluntary, written consent to do so.

LIVE HEARING

The College will adhere to the Title IX requirement to provide a “live” hearing with cross-examination.

- At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
- Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
- At the request of either party, the recipient must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.
- Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.
- If a party does not have an advisor present at the live hearing, the College will provide, without fee or charge to that party, an advisor of the school's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party. Advisors must be either professionals (e.g., attorneys or experienced advocates) or at least adults capable of understanding the purpose and scope of cross-examination.
- If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- Live hearings may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.
- The College will create an audio or audiovisual recording, or transcript, of any live hearing.
- Title IX provides rape shield protections for complainants, deeming irrelevant, questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.
- If more than one decision-maker is utilized in a hearing, a majority decision of the three-person panel will stand as the final decision.

STANDARD OF EVIDENCE AND WRITTEN DETERMINATION

The College will utilize a preponderance of the evidence standard of evidence, also known as "more likely than not", for all formal complaints of sexual harassment whether the respondent is a student or an employee (including faculty member).

- The decision-maker (who cannot be the same person as the Title IX Coordinator or the investigator) must issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

- The written determination will be sent simultaneously to the parties along with information about how to file an appeal.

Range of Sanctions

Sanctions for violation of college regulations may include any one or a combination of the following:

1. Formal or informal warning and reprimands.
2. The imposing of specified restrictions.
3. Financial restitution to the appropriate party.
4. Fines
5. Loss of privileges, such as use of college facilities, visitation, and attendance at college functions, etc.
6. Conduct probation. When a student is placed on conduct probation, the student, the student's parents (if applicable), and the college President are notified. A second violation means that disciplinary action taken will be based on both violations. A student who is placed on indefinite conduct probation may petition the Vice President for Student Affairs to be removed from probation status not sooner than one calendar year from the date probation took effect. A record of conduct probation is kept in the student's file in the Admissions Office.

As a provision of conduct probation, the student may receive one or a combination of the following sanctions. They include:

- Participation in public performances, publications, events or activities sponsored by student campus organizations (except assignments required for coursework)
 - Attending or sponsoring college social functions
 - Holding an office in any student organization
 - Participation in athletics
 - Using a college vehicle
7. **Suspension.** A student may be suspended for a definite or indefinite period. Readmission to the college can be granted only by Vice President for Student Affairs. Suspension may be recorded on the student's transcript at the discretion of the Vice President for Student Affairs.
 8. **Expulsion.** When a student is expelled, a record of this action is included in the student's permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter Seminole State College unless by permission of the President.

APPEALS

The College will offer both parties an appeal from a determination regarding responsibility, and from a school's dismissal of a formal complaint or any allegations therein, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter. Appeals will not consist of meeting with the Complainant or Respondent, but solely a determination as to whether the request meets the grounds and is timely filed.

INFORMAL RESOLUTION

The College, at its discretion, may choose to offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. Any person who facilitates an informal resolution must be well trained.

- The College will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Similarly, the College will not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
- The College will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

RETALIATION

The College adamantly prohibits retaliation of any kind. Charging an individual with code of conduct violations that do not involve sexual harassment, but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitutes retaliation. The College will keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding. Complaints alleging retaliation may be filed according to a school's prompt and equitable grievance procedures. The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

TITLE IX COORDINATOR

The College Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct procedure. The Coordinator reports to the Vice President for Student Affairs. Questions about this policy and procedure should be directed to the Title IX Coordinator or Vice President for Student Affairs. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the College Title IX Coordinator:

Seminole State College Policy Manual

Leslie Sewell, Title IX Coordinator
Assistant Athletic Director
Seminole State College
2701 Boren Blvd; Raymond Harbor Fieldhouse #3
Seminole, OK 74818
(405) 382-9541
Email: l.sewell@sscok.edu

The College Deputy Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct procedure concerning employees. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the College Deputy Title IX Coordinator:

Jeanie Nix, Deputy Title IX Coordinator
Sponsored Programs Compliance Officer
Seminole State College
2701 Boren Blvd; Dan and Andrea Boren Bldg.
Seminole, OK 74818
(405) 382-9290
Email: j.nix@sscok.edu

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Code of Conduct or Employee Handbook.

DATE OF ADOPTION:08/20/2020

LEGAL REFERENCE: Public Law 92 318,
86 Stat.
235 (June 23, 1972)

REVISION DATE (S):

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____
