

Minutes

**SEMINOLE STATE COLLEGE  
BOARD OF REGENTS REGULAR MEETING  
May 10, 2018**

**I. Call to Order**

The Seminole State College Board of Regents' regular monthly meeting was called to order at 9:00 a.m. in the Enoch Kelly Haney Center Board Room.

**II. Roll Call of Members**

Roll call was conducted. Regents Franklin and McQuiston were absent.

**III. Introduction of Guests**

President Reynolds introduced administrators, and staff present at the meeting.

**IV. Minutes**

There being no additions or corrections to the minutes of the regular meeting held March 15, 2018; Regent Morgan made a motion to approve the minutes as written and Regent Hyden seconded the motion. This motion was approved unanimously.

**V. Communications to the Board**

**Financial Report** – Mr. Tony Crouch, Vice President for Fiscal Affairs, presented a review of the College's revenue and expenses through April 30, 2018. Regent Donaho made a motion to approve the Financial Report as presented and Regent Morgan seconded the motion. This motion was approved unanimously.

*- E&G and Auxiliary Purchases over \$15,000 for March – None*

*- E&G and Auxiliary Purchases over \$15,000 for April:*

• MCI Bus Repairs	\$27,975.83	E&G Funds
• Microbiology Lab Supplies	\$21,211.65	Auxiliary Funds
• Surface Pro Computers	\$58,740.00	Auxiliary Funds
• Data Management & Evaluation	\$16,900.00	Auxiliary Funds
• Gear Up Consulting Agreement	\$15,809.00	Auxiliary Funds

**VI. Hearing of Delegations**

None

## **VII. President's Report**

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

Personnel Update – President Reynolds informed the Board that April Briscoe has been hired as a GEAR UP Advisor, Billie Wietleman has been hired as the Title III grant Advising Specialist and Mack Chambers has been hired as the Head Baseball Coach. Letters of resignation have been received from Justin Yates, Assistant Professor of English and Steve Hendrix Assistant Professor of Political Science.

Legislative Update – President Reynolds updated the Board on several legislative items. She informed them that additional funding for concurrent enrollment will be received. She discussed the Constitutional Carry bill and the Medical Marijuana bill. She also discussed issues related to the public education teacher pay increases, including a possible referendum for repeal of the funding bill.

Sports Update – President Reynolds updated the Board on several sports teams' successes. She said that the softball team will be traveling to the national tournament in St. George, Utah next week, the baseball team will be playing for the regional championship this weekend and the men's and women's tennis teams will compete in the national tournaments in Texas.

Honors – President Reynolds informed the Board members about several honors recently bestowed on individuals associated with Seminole State College. These were:

- ✓ Brenda Hudson and Edie Cathey were honored by the Seminole Chamber of Commerce as the Faculty Member of the Month and the Professional Staff Member of the Month respectively
- ✓ Charles Presley, Jr., incoming freshman, was honored by OACC
- ✓ Alyssa Black and Keeley Merriman were also honored by OACC as the All-Oklahoma Academic Team Members
- ✓ Regent Marci Donaho was honored as, "Leadership Oklahoma Distinguished Graduate"
- ✓ President Reynolds was given an honorary FFA Degree at the state FFA Conference
- ✓ Board Chairman Bryan Cain was re-appointed to a 7-year term on the SSC Board of Regents
- ✓ Melanie Rinehart and Theran Hernandez graduated from Leadership Seminole

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

- President Reynolds updated the Board on the developments related to the baseball complex construction and land purchase
- 8500 eggs were stuffed by SSC Athletes for Jazzy's Egg Run at the Jasmine Moran Children's Museum

## Minutes

### SSC Board of Regents Regular Meeting

May 10, 2018

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- SSC Art students delivered corsages to a local nursing home
- The SSC Art Club visited the ECU Fine Arts Center in Ada, Oklahoma
- The President's Leadership Class visited the Oklahoma Territorial Museum and the Masonic Center in Guthrie, Oklahoma
- SSC hosted its 46<sup>th</sup> Annual Interscholastic Meet
- PTK opened a time capsule that was placed on campus by the PTK members of 2000
- FBLA inducted new members
- PTK held an Honors Graduate reception
- U.S. Senator James Lankford held a town hall meeting on campus
- An End-of-Year Bash was held on campus to celebrate the end of the semester with a color splash
- President Reynolds presented a short video presentation recapping the SSC Recognition Banquet
- Commencement was held May 4<sup>th</sup>

*Upcoming Activities* – President Reynolds informed the Board that the “Legal Issues in Higher Education Conference” will be held on September 30<sup>th</sup> at the University of Oklahoma.

## **VIII. Business**

**Approval of revisions to Board Policy II-5-3** – President Reynolds presented the Board with proposed revisions to Board Policy II-5-3 regarding employee summer hours. She stated that this change would allow changes to be made to the current summer hours for employees. President Reynolds recommended approval of these revisions. Regent Donaho made a motion to approve the revisions to Policy II-5-3 as presented and Regent Morgan seconded this motion. This motion was approved unanimously.

**Approval of revisions to Board Policy II-7-9** – President Reynolds presented the Board with proposed revisions to Board Policy II-7-9 regarding tobacco use on campus. She stated that these changes would change the current policy to include off-site venues and inside vehicles as non-smoking areas. Additionally, the changes would prohibit attaining advertising from tobacco companies. President Reynolds recommended approval of these revisions. Regent Donaho made a motion to approve the revisions to Policy II-7-9 as presented and Regent Sheffield seconded this motion. This motion was approved unanimously.

## **IX. Consent Agenda**

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

- ✓ Approval of the 2018-2019 Events and Employee Holiday Schedule

**X. Adjournment**

There being no further business or discussion the meeting was adjourned at 9:50 a.m.

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Bryan Cain, Chair

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

REVENUE

	Revenue YTD	Current Month	Budget YTD	Difference YTD	Budgeted Annual
State Appropriation	4,204,339	326,972	4,207,699	(3,360)	4,590,217
Other Transfers	4,828,958	93,287	5,031,016	(202,058)	5,468,496
<b>TOTAL</b>	<b>9,033,297</b>	<b>420,259</b>	<b>9,238,715</b>	<b>(205,418)</b>	<b>10,058,713</b>

EXPENSES

	Expenses YTD	Current Month	Budget YTD	Difference YTD	Budgeted Annual
<b>TOTAL</b>	<b>7,954,374</b>	<b>937,498</b>	<b>9,142,527</b>	<b>(1,188,153)</b>	<b>9,973,666</b>

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

	BEGINNING BALANCE <u>07-01-2017</u>	AMOUNT OF CHANGE	BALANCE <u>05-31-2018</u>	PRIOR YR BALANCE <u>05-31-2017</u>
Education & General	983,205.57	41,927.32	1,025,132.89	1,174,980.48
Auxillary	481,027.28	93,923.42	574,950.70	564,056.21
Capital Projects	179,704.69	(45,298.41)	134,406.28	168,765.69
Clearing	16,859.79	143,354.38	160,214.17	28,209.63

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

	REVENUE	EXPENSE	DIFFERENCE
State Appropriation	4,204,339.25		
Other Transfers	404,729.07		
Clearing	4,424,229.13		
TOTAL	<u>9,033,297.45</u>	<u>7,954,374.09</u>	<u>1,078,923.36</u>

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

	REVENUE	EXPENSE	DIFFERENCE
From Operations	3,481,011.55	3,013,323.04	
TOTAL	<u>3,481,011.55</u>	<u>3,013,323.04</u>	<u>467,688.51</u>

SUMMARY OF CLAIMS AND CHECKS

Treasury Claims	1,147,672.63
Auxillary	483,037.84
Clearing	910.15
SSCOK Card	44,624.00
TOTAL	<u>1,676,244.62</u>

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

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUES</b>				
Contractual Food Service	11,509.94	526,222.11	543,533.94	(17,311.83)
Bookstore	7,996.29	808,462.89	740,469.71	67,993.18
Institutional Support	16,747.94	371,952.96	370,284.89	1,668.07
Haney Center	1,475.00	5,360.00	4,590.00	770.00
Roesler Residential Center	79,620.00	557,441.02	377,255.62	180,185.40
Seminole Nation Residential Center	117,410.51	515,292.24	739,111.53	(223,819.29)
Student Activities	11,499.28	405,169.23	336,099.08	69,070.15
Infrastructure	8,019.55	291,111.10	229,524.78	61,586.32
<b>TOTAL REVENUE</b>	<u>254,278.51</u>	<u>3,481,011.55</u>	<u>3,340,869.55</u>	<u>140,142.00</u>
<b>EXPENDITURES</b>				
Contractual Food Service	36,305.15	629,904.00	611,038.74	18,865.26
Bookstore	25,045.46	706,110.80	674,622.61	31,488.19
Institutional	17,456.20	394,222.22	543,412.39	(149,190.17)
Pond Maintenance	314.47	4,048.04	7,314.75	(3,266.71)
Haney Center	13,137.65	75,951.24	77,626.05	(1,674.81)
Roesler Residential Center	24,337.44	267,393.30	271,347.89	(3,954.59)
Seminole Nation Residential Center	35,195.47	405,186.76	408,406.28	(3,219.52)
Student Activities	56,853.50	530,506.68	576,725.76	(46,219.08)
<b>TOTAL EXPENDITURES</b>	<u>208,645.34</u>	<u>3,013,323.04</u>	<u>3,170,494.47</u>	<u>(157,171.43)</u>
<b>REVENUE OVER (UNDER)</b>	<u>45,633.17</u>	<u>467,688.51</u>	<u>170,375.08</u>	<u>297,313.43</u>
<b>EXPENDITURES</b>				

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

	BEGINNING BALANCE 07-01-2017	RECEIPTS	EXPENDITURES	CURRENT CASH BALANCE	PRIOR YEAR CASH BALANCE
Education & General	<u>983,205.57</u>	<u>8,728,379.10</u>	<u>8,686,451.78</u>	<u>1,025,132.89</u>	<u>1,174,980.48</u>
AUXILLARY					
UNRESTRICTED					
Auxillary	285,395.24	3,009,452.08	2,880,610.59	414,236.73	348,521.16
Student Activities	385,619.24	391,684.94	533,251.81	244,052.37	414,409.74
SUB-TOTAL UNRESTRICTED	<u>671,014.48</u>	<u>3,401,137.02</u>	<u>3,413,862.40</u>	<u>658,289.10</u>	<u>762,930.90</u>
RESTRICTED					
Sarkey Loan	1,057.94	0.00	0.00	1,057.94	1,057.94
Restricted Programs	(153,277.15)	9,446,363.17	9,374,821.18	(81,735.16)	(179,590.64)
Agency Funds	130,421.62	120,430.73	163,763.25	87,089.10	134,558.39
Educational Activities	(172,943.51)	1,554,599.19	1,479,659.86	(98,004.18)	(159,654.28)
NIH/Bridge Grant	1,274.90	0.00	0.00	1,274.90	1,274.90
OTAG	3,479.00	175,000.00	171,500.00	6,979.00	3,479.00
SUB-TOTAL RESTRICTED	<u>(189,987.20)</u>	<u>11,296,393.09</u>	<u>11,189,744.29</u>	<u>(83,338.40)</u>	<u>(198,874.69)</u>
TOTAL FUND AUXILLARY	<u>481,027.28</u>	<u>14,697,530.11</u>	<u>14,603,606.69</u>	<u>574,950.70</u>	<u>564,056.21</u>
CAPITAL PROJECTS					
Section 13	179,704.69	310,926.00	356,224.41	134,406.28	168,765.69
SUBTOTAL CAPITAL PROJECTS	<u>179,704.69</u>	<u>310,926.00</u>	<u>356,224.41</u>	<u>134,406.28</u>	<u>168,765.69</u>
TOTAL FROM OPERATIONS	<u>1,643,937.54</u>	<u>23,736,835.21</u>	<u>23,646,282.88</u>	<u>1,734,489.87</u>	<u>1,907,802.38</u>
TRANSFERS					
Clearing Account	16,859.79	13,254,562.89	13,111,208.51	160,214.17	28,209.63
Payroll Clearing	0.00	6,524,690.17	6,524,690.17	0.00	0.00
TOTAL TRANSFERS	<u>16,859.79</u>	<u>19,779,253.06</u>	<u>19,635,898.68</u>	<u>160,214.17</u>	<u>28,209.63</u>



SUMMARY OF BUDGET ACTIVITY  
EDUCATION AND GENERAL FUND

May, 2018

FY 07/01/2017 to 06/30/2018

REVENUE	<u>ALLOCATION</u>	<u>Y-T-D ACTIVITY</u>	<u>REMAINING BALANCE</u>
State Appropriation	4,590,217.00	4,204,339.25	385,877.75
Other Deposits	225,000.00	167,386.68	57,613.32
Reimbursement From State Grants	245,204.97	237,342.39	7,862.58
Clearing Fund	4,998,291.00	4,424,229.13	574,061.87
TOTAL REVENUE	<u>10,058,712.97</u>	<u>9,033,297.45</u>	<u>1,025,415.52</u>
EXPENDITURES			
Instruction 17-18	4,812,051.61	3,107,102.51	1,704,949.10
Instruction 16-17	0.00	143,124.29	
Public Service 17-18	0.00		0.00
Academic Support 17-18	421,097.63	416,375.95	4,721.68
Academic Support 16-17	0.00	1,607.77	
Student Services 17-18	1,373,728.34	969,827.04	403,901.30
Student Services 16-17	0.00	12,369.66	
Institutional Support 17-18	1,593,275.90	1,406,827.95	186,447.95
Institutional Support 16-17	0.00	20,365.65	
Physical Plant 17-18	1,773,512.40	1,840,412.76	(66,900.36)
Physical Plant 16-17	0.00	36,360.51	
TOTAL EXPENDITURES FY 17-18	<u>9,973,665.88</u>	<u>7,740,546.21</u>	<u>2,233,119.67</u>
TOTAL EXPENDITURES FY 16-17		213,827.88	
TOTAL ALL EXPENDITURES		<u>7,954,374.09</u>	
REVENUE IN EXCESS OF EXPENDITURES		<u>1,078,923.36</u>	

SUMMARY OF REVENUE  
EDUCATION AND GENERAL FUND

May, 2018

FY 07/01/2017 to 06/30/2018

	2017-2018 July-May	2016-2017 July-May	Difference
State Appropriation	4,204,339.25	4,509,923.63	(305,584.38)
Application Fees	11,658.00	12,792.72	(1,134.72)
Tuition	2,579,112.40	2,261,865.32	317,247.08
Non-Resident Tuition	66,661.06	132,923.75	(66,262.69)
Late Enrollment Fees	0.00	0.00	0.00
Late Payment Fees	9,006.10	16,505.36	(7,499.26)
Seminars	4,642.50	8,857.00	(4,214.50)
Assessment Fees	98,038.14	98,290.57	(252.43)
Technology Service Fees	295,449.32	290,728.03	4,721.29
Library Automation Fees	90,291.20	89,160.00	1,131.20
Remedial Course Fees	46,990.65	77,940.99	(30,950.34)
Laboratory Fees	90,502.27	78,369.66	12,132.61
Parking Fees	37,762.61	39,283.78	(1,521.17)
Records Fees	65,449.56	64,907.45	542.11
Accident Shield Fee	124,197.48	123,448.28	749.20
Hybrid/Online Course Fees	0.00	1,087.23	(1,087.23)
Student ID Fees	15,707.71	18,790.00	(3,082.29)
Outreach Non-Campus Fees	0.00	681.46	(681.46)
Medical lab Tech Fees	3,260.00	7,985.35	(4,725.35)
Electronic Academic Access Fees	105,972.30	104,301.17	1,671.13
Distance Education/Outreach Fees	162,974.73	229,575.55	(66,600.82)
Compliance Fee	64,831.11	61,836.75	2,994.36
Safety Fee	64,941.50	61,860.35	3,081.15
International Student Fees	4,550.61	7,000.00	(2,449.39)
Nursing Fees	99,070.00	54,292.05	44,777.95
Subtotal Student Fees	<u>4,041,069.25</u>	<u>3,842,482.82</u>	<u>198,586.43</u>
Testing Fees	2,650.00	4,770.00	(2,120.00)
Fines-Parking, Library	2,221.95	2,885.70	(663.75)
Returned Check Charges	(2,073.00)	(152.30)	(1,920.70)
Reimbursements and Refunds	364,073.02	21,978.54	342,094.48
Indirect Cost	167,386.68	158,128.57	9,258.11
Other Income	10,752.91	183,705.61	(172,952.70)
Oiler Park Maintenance Fee	0.00	3,500.00	(3,500.00)
Rental Income	5,535.00	1,970.00	3,565.00
Reimbursement From State Grants	237,342.39	266,589.73	(29,247.34)
Subtotal: Other Income	<u>787,888.95</u>	<u>643,375.85</u>	<u>144,513.10</u>
Total Revolving Income	<u>4,828,958.20</u>	<u>4,485,858.67</u>	<u>343,099.53</u>
Total Revenue	<u><u>9,033,297.45</u></u>	<u><u>8,995,782.30</u></u>	<u><u>37,515.15</u></u>

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

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Refund & Reimbursements	0.00	0.00	0.00	0.00
Employee Meal Tickets	45.00	4,430.00	675.00	3,755.00
Students Meals	10,525.85	473,479.28	491,476.95	(17,997.67)
Rebates	939.09	48,312.83	51,381.99	(3,069.16)
<b>TOTAL REVENUE</b>	<u>11,509.94</u>	<u>526,222.11</u>	<u>543,533.94</u>	<u>(17,311.83)</u>
<b>EXPENSE</b>				
Supplies	0.00	491.56	2,423.48	(1,931.92)
Bookstore Supplies	0.00	197.25	1,299.01	(1,101.76)
Miscellaneous	36,273.65	628,897.11	606,966.96	21,930.15
Contractual Services	31.50	315.00	346.50	(31.50)
Telephone	0.00	0.00	0.00	0.00
Postage	0.00	3.08	2.79	0.29
Equipment	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>36,305.15</u>	<u>629,904.00</u>	<u>611,038.74</u>	<u>18,865.26</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>(24,795.21)</u>	<u>(103,681.89)</u>	<u>(67,504.80)</u>	<u>(36,177.09)</u>

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

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Booksales	1,399.29	527,654.94	424,162.33	103,492.61
Booksales-Nontaxable	420.00	12,072.88	11,803.14	269.74
Supply Sales	2,154.45	40,952.42	49,767.55	(8,815.13)
Supply - Nontaxable	0.00	116,440.93	95,976.74	20,464.19
Merchandise Sales	3,482.55	77,103.89	90,177.85	(13,073.96)
Merchandise Nontaxable	0.00	68.95	43.09	25.86
Rentals	0.00	29,405.34	53,611.74	(24,206.40)
SUBTOTAL REVENUE	<u>7,456.29</u>	<u>803,699.35</u>	<u>725,542.44</u>	<u>78,156.91</u>
Refunds From Vendors	535.00	3,239.90	7,769.06	(4,529.16)
Returned Check Charges	0.00	0.00	70.67	(70.67)
Lost Rental Books	0.00	340.23	6,522.91	(6,182.68)
Other Income	0.00	1,179.67	560.15	619.52
Cash Short or Long	5.00	3.74	4.48	(0.74)
<b>TOTAL REVENUE</b>	<u><u>7,996.29</u></u>	<u><u>808,462.89</u></u>	<u><u>740,469.71</u></u>	<u><u>67,993.18</u></u>
<b>EXPENSE</b>				
Professional Salaries ft	3,286.00	36,146.00	36,146.00	0.00
Classified Salaries-ft	1,941.42	21,355.62	21,355.62	0.00
Classified Salaries-pt	0.00	0.00	3,375.00	(3,375.00)
Student Wages	526.40	5,091.04	736.25	4,354.79
Professional Services	0.00	463.75	371.91	91.84
Fringe Benefits	2,961.43	32,292.20	33,080.51	(788.31)
<b>TOTAL PERSONNEL EXPENSE</b>	<u>8,715.25</u>	<u>95,348.61</u>	<u>95,065.29</u>	<u>283.32</u>
Purchase For Resale	15,020.63	570,840.64	556,074.95	14,765.69
Travel	0.00	0.00	0.00	0.00
Supplies	100.00	870.55	413.19	457.36
Bookstore Supplies	0.00	834.68	1,807.11	(972.43)
Miscellaneous	0.00	1,680.42	1,451.00	229.42
Contractual Services	1,209.58	19,653.57	19,641.45	12.12
Telephone	0.00	16.38	0.00	16.38
Postage	0.00	32.73	169.62	(136.89)
Advertising	0.00	0.00	0.00	0.00
Equipment	0.00	16,833.22	0.00	16,833.22
<b>TOTAL EXPENDITURES</b>	<u>25,045.46</u>	<u>706,110.80</u>	<u>674,622.61</u>	<u>31,488.19</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u><u>(17,049.17)</u></u>	<u><u>102,352.09</u></u>	<u><u>65,847.10</u></u>	<u><u>36,504.99</u></u>

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

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Rent Scholarship	15,600.00	109,687.50	107,737.50	1,950.00
Roesler Residential Center	4,020.00	345,812.35	171,571.06	174,241.29
Rent-Talent Search	0.00	0.00	0.00	0.00
Rent-Upward Bound	60,000.00	101,716.17	95,265.02	6,451.15
Rent-PIE Academy	0.00	0.00	0.00	0.00
Reimb-Damaged Property	0.00	0.00	149.78	(149.78)
Other Room Charges	0.00	225.00	2,532.26	(2,307.26)
TOTAL REVENUE	<u>79,620.00</u>	<u>557,441.02</u>	<u>377,255.62</u>	<u>180,185.40</u>
<b>EXPENDITURES</b>				
Professional Salaries ft	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Service	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
TOTAL PERSONNEL EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Supplies	110.03	1,332.16	2,108.86	(776.70)
Bookstore Supplies	0.00	288.48	1,023.02	(734.54)
Miscellaneous Expenditures	19,170.60	211,049.09	211,145.87	(96.78)
Contractual Services	2,500.12	25,037.72	26,151.65	(1,113.93)
Telephone	0.00	0.00	0.00	0.00
Utilities	2,556.69	29,221.87	30,318.49	(1,096.62)
Equipment	0.00	463.98	600.00	(136.02)
TOTAL EXPENDITURES	<u>24,337.44</u>	<u>267,393.30</u>	<u>271,347.89</u>	<u>(3,954.59)</u>
REVENUE OVER (UNDER) EXPENDITURES	<u>55,282.56</u>	<u>290,047.72</u>	<u>105,907.73</u>	<u>184,139.99</u>

STATEMENT OF INCOME  
SEMINOLE NATION RESIDENTIAL LEARNING CENTER

May, 2018

FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Rent- Scholarship	26,325.00	183,300.00	268,612.50	(85,312.50)
Rental Income	950.00	157,033.93	307,940.62	(150,906.69)
Rent-Upward bound	90,000.00	152,574.26	142,897.52	9,676.74
Rent-Talent Search	0.00	10,604.64	3,058.13	7,546.51
Rent-PIE Academy	0.00	9,499.99	8,837.20	662.79
Housing-Other Income	135.51	1,791.92	7,765.56	(5,973.64)
Damage Property	0.00	487.50	0.00	487.50
Reimbursement	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<u>117,410.51</u>	<u>515,292.24</u>	<u>739,111.53</u>	<u>(223,819.29)</u>
<b>EXPENSE</b>				
Professional Salaries P.T.	0.00	0.00	0.00	0.00
Classified Salaries-FT	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
<b>TOTAL PERSONNEL EXPENSE</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Travel	0.00	0.00	0.00	
Supplies	15.68	15.68	2,552.46	(2,536.78)
Bookstore Supplies	0.00	3,744.17	986.41	2,757.76
Miscellaneous	27,619.64	28,619.24	296,475.25	(267,856.01)
Contractual Services	3,762.67	295,275.68	39,539.94	255,735.74
Telephone	0.00	33,918.87	0.00	33,918.87
Utilities	3,797.48	3,797.48	65,376.42	(61,578.94)
Equipment	0.00	39,815.64	3,475.80	36,339.84
<b>TOTAL EXPENDITURES</b>	<u>35,195.47</u>	<u>405,186.76</u>	<u>408,406.28</u>	<u>(3,219.52)</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>82,215.04</u>	<u>110,105.48</u>	<u>330,705.25</u>	<u>(220,599.77)</u>

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

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Student Service Fees	8,806.75	326,319.22	326,139.68	179.54
Seminar Fees	0.00	0.00	20.00	(20.00)
Other Income	992.00	7,905.42	6,399.02	1,506.40
Photocopy Revenue	0.00	5.00	21.00	(16.00)
Vending Machine Commission	864.27	3,974.92	4,777.65	(802.73)
Reimbursements	6,084.92	33,748.40	32,927.54	820.86
Transfer from 290	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<u>16,747.94</u>	<u>371,952.96</u>	<u>370,284.89</u>	<u>1,668.07</u>
<b>EXPENSE</b>				
Professional Salarie-FT	0.00	0.00	15,106.33	(15,106.33)
Classified Salaries-FT	0.00	1,500.00	250.00	1,250.00
Classified Salaries-PT	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Services	5,000.00	201,374.73	158,812.80	42,561.93
Fringe Benefits	0.00	403.94	3,537.93	(3,133.99)
<b>Total Personnel Expense</b>	<u>5,000.00</u>	<u>203,278.67</u>	<u>177,707.06</u>	<u>25,571.61</u>
Travel	0.00	4,484.33	26,388.00	(21,903.67)
Supplies	274.72	24,169.17	13,963.36	10,205.81
Bookstore Supplies	0.00	3,623.59	2,302.02	1,321.57
Miscellaneous	11,218.23	146,118.41	61,052.82	85,065.59
Telephone	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.00
Contractual Services	963.25	5,533.60	5,536.75	(3.15)
Advertising	0.00	0.00	0.00	0.00
Utilities	0.00	0.00	0.00	0.00
Equipment	0.00	7,014.45	2,243.88	4,770.57
Capital Expense	0.00	0.00	254,218.50	(254,218.50)
Transfer of Funds	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>17,456.20</u>	<u>394,222.22</u>	<u>543,412.39</u>	<u>(149,190.17)</u>
<b>REVENUE OVER</b>	<u>(708.26)</u>	<u>(22,269.26)</u>	<u>(173,127.50)</u>	<u>150,858.24</u>
<b>(UNDER) EXPENDITURES</b>				

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

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Rent-Haney Center	1,475.00	5,360.00	4,590.00	770.00
<b>TOTAL REVENUE</b>	<u>1,475.00</u>	<u>5,360.00</u>	<u>4,590.00</u>	<u>770.00</u>
<b>EXPENSE</b>				
Professional Services	0.00	0.00	492.83	(492.83)
Supplies	6,418.55	11,723.18	8,722.10	3,001.08
Bookstore Supplies	0.00	0.00	0.00	0.00
Miscellaneous	290.00	2,686.39	12,618.42	(9,932.03)
Contractual Services	300.00	3,000.00	3,300.00	(300.00)
Utilities	4,279.10	56,691.67	52,492.70	4,198.97
Equipment	1,850.00	1,850.00	0.00	1,850.00
<b>TOTAL EXPENDITURES</b>	<u>13,137.65</u>	<u>75,951.24</u>	<u>77,626.05</u>	<u>(1,674.81)</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>(11,662.65)</u>	<u>(70,591.24)</u>	<u>(73,036.05)</u>	<u>2,444.81</u>



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

REVENUE	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
Student Activity Fees	9,926.78	356,786.23	276,129.63	80,656.60
Cultural & Recreation Fees	1,122.50	40,651.00	40,968.30	(317.30)
Student Govt Fees	0.00	0.00	0.00	0.00
Swimming And Aerobics Fees	0.00	0.00	0.00	0.00
Pool Rental	240.00	5,750.00	6,395.00	(645.00)
Concession Income	0.00	0.00	0.00	0.00
Basketball Income	0.00	0.00	3,202.00	(3,202.00)
Baseball Income	210.00	1,296.00	2,162.00	(866.00)
Softball Income	0.00	686.00	2,528.00	(1,842.00)
Volleyball Revenue	0.00	0.00	2,329.80	(2,329.80)
Soccer Income	0.00	0.00	0.00	0.00
Travel Reimbursements-Sports Teams	0.00	0.00	60.00	(60.00)
Athletics- Other Income	0.00	0.00	0.00	0.00
Transfer From Booster Club	0.00	0.00	60.00	(60.00)
Other Income-Overpayment	0.00	0.00	2,264.35	(2,264.35)
<b>TOTAL REVENUE</b>	<b>11,499.28</b>	<b>405,169.23</b>	<b>336,099.08</b>	<b>69,070.15</b>
<b>EXPENDITURES</b>				
Athletic Administration	46.06	2,563.68	2,314.13	249.55
Athletic Concession	0.00	0.00	0.00	0.00
National Tournaments	555.00	555.00	4,501.79	(3,946.79)
Men's Basketball	0.00	17,586.17	16,960.11	626.06
Women's Basketball	180.00	21,603.10	16,927.28	4,675.82
Volleyball	120.33	15,776.81	14,592.11	1,184.70
Baseball	2,892.15	51,182.73	34,117.93	17,064.80
Golf-Men	1,651.80	17,409.25	12,670.01	4,739.24
Golf-Women	2,434.59	16,797.59	9,458.14	7,339.45
Tennis-Men	1,322.25	16,582.56	14,865.91	1,716.65
Tennis Women	1,562.44	14,508.93	14,737.64	(228.71)
Softball	2,738.58	33,568.43	30,002.98	3,565.45
Women's Soccer	649.45	19,971.65	22,315.16	(2,343.51)
Student Activities	0.00	0.00	0.00	0.00
Student Government	0.00	8,119.45	5,045.83	3,073.62
Permanent Issue/Band	49.91	567.89	299.65	268.24
Residential(Scholarship Charge)	41,925.00	292,987.50	376,350.00	(83,362.50)
Sigma Kappa Delta (AFAC)	0.00	0.00	1,000.00	(1,000.00)
Student Nurse Association (Afac)	725.94	725.94	412.00	313.94
Sigma Kappa Delta	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>56,853.50</b>	<b>530,506.68</b>	<b>576,725.76</b>	<b>(46,219.08)</b>
REVENUE OVER	(45,354.22)	(125,337.45)	(240,626.68)	115,289.23
(UNDER) EXPENDITURES				
(UNDER) EXPENDITURES				

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

	CURRENT MONTH	YEAR TO-DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Pell	9,423.40	3,170,127.60	3,423,640.03	(253,512.43)
Pell Recovery	0.00	5,190.31	6,005.76	(815.45)
Seog	0.00	57,819.00	41,000.00	16,819.00
College Work Study	5,364.72	39,816.01	48,687.57	(8,871.56)
Student Direct Loans	12,122.10	2,815,433.10	2,718,992.84	96,440.26
Student Loans Repayment	933.33	1,034.60	(5,863.83)	6,898.43
FEMA Safe Room grant	0.00	0.00	0.00	0.00
Carl Perkins Grant	27,158.09	27,158.09	18,009.24	9,148.85
MentorLinks	0.00	0.00	0.00	0.00
AACC/RCCA	0.00	0.00	0.00	0.00
Upward Bound	212,334.87	945,027.67	897,824.72	47,202.95
Talent Search West	18,913.03	177,657.00	228,929.32	(51,272.32)
Talent Search Central	28,354.01	341,727.29	277,831.65	63,895.64
Dream Catcher Gear Up	64,312.28	568,287.69	483,242.60	85,045.09
Student Support STEM	27,829.74	210,102.04	205,589.27	4,512.77
Student Support Services	32,930.95	222,255.55	223,783.01	(1,527.46)
NASNTI	28,063.31	359,783.56	266,887.25	92,896.31
Title III Engaging Students in Science	28,097.19	429,904.29	268,518.33	161,385.96
College Access Challenge	0.00	0.00	0.00	0.00
OTAG	0.00	175,000.00	223,500.00	(48,500.00)
<b>TOTAL REVENUE</b>	<u>495,837.02</u>	<u>9,546,323.80</u>	<u>9,326,577.76</u>	<u>219,746.04</u>
<b>EXPENDITURES</b>				
Pell	4,755.00	3,145,693.00	3,425,422.73	(279,729.73)
Seog	0.00	58,822.88	40,542.77	18,280.11
College Work Study	5,364.72	35,762.85	48,687.57	(12,924.72)
Student Direct Loans	12,780.00	2,753,493.00	2,725,797.78	27,695.22
FEMA Safe Room grant	0.00	0.00	0.00	0.00
Carl Perkins Grant	0.00	27,158.09	18,009.24	9,148.85
MentorLinks	0.00	3,837.93	0.00	3,837.93
AACC/RCCA	1,098.32	3,952.97	0.00	3,952.97
Upward Bound	212,334.87	878,714.50	881,510.53	(2,796.03)
Talent Search West	19,048.29	194,011.54	245,259.15	(51,247.61)
Talent Search Central	28,218.75	340,509.16	277,858.65	62,650.51
Dream Catcher Gear Up	64,312.28	568,198.30	483,543.92	84,654.38
Student Support STEM	28,763.07	213,592.36	207,193.64	6,398.72
Student Support Services	35,071.95	221,682.56	222,207.38	(524.82)
NASNTI	28,063.31	359,723.32	266,887.25	92,836.07
Title III Engaging Students in Science	28,097.19	358,646.09	268,503.96	90,142.13
College Access Challenge	0.00	0.00	0.00	0.00
OTAG	0.00	171,500.00	223,500.00	(52,000.00)
<b>TOTAL EXPENDITURE</b>	<u>467,907.75</u>	<u>9,335,298.55</u>	<u>9,334,924.57</u>	<u>373.98</u>
<b>REVENUE OVER EXPENDITURES</b>	<u>27,929.27</u>	<u>211,025.25</u>	<u>(8,346.81)</u>	<u>219,372.06</u>



January 7, 2018

To Whom It May Concern:

Greetings! I am enclosing this letter with my resume and application for a position in your agency. If you have any questions, please feel free to give me a call or send me an email. I can be reached by text as well. I look forward to hearing from you. Thank you in advance for your time and consideration.

Respectfully,

Rachel Barker, MSN-RN

405-226-1251

[rabchipmunk@hotmail.com](mailto:rabchipmunk@hotmail.com)

*"They may forget your name, but they will never forget how you made them feel" - Maya Angelou*

# Rachel Barker

**Registered Nurse, MSN**

43 Bristow Lane  
Shawnee, Ok. 74801  
405-226-1251  
rabchipmunk@hotmail.com

## EXPERIENCE

### Clinic Nurse

Pottawatomie Co. Health Dept.  
Shawnee OK- *Contract Staff*  
DECEMBER 2017-PRESENT

### Adjunct Faculty

Seminole OK- *SSC Nursing Program*  
SEPTEMBER 2017-PRESENT

### Aspire Home Health

Shawnee OK - *Case Manager*  
MAY 8, 2017-

SEPTEMBER 8, 2017

### Pottawatomie Co. Health Dept.

Shawnee OK - *Coordinating Nurse*  
JANUARY 2016-MAY 5, 2017

### Pottawatomie Co. Health Dept.

Shawnee OK - *Clinic Nurse*  
DECEMBER 2004-

JANUARY 2016

### Midwest City Hospital

Midwest City OK- *Staff R.N.*  
JUNE 2004-DECEMBER 2004

## EDUCATION

### Seminole State College

Seminole OK — *Associate of Science Nursing*  
AUGUST 2002-MAY 2004

### Oklahoma Wesleyan University

Bartlesville OK — *Bachelor of Science Nursing*  
AUGUST 2005-MAY 2007

### Oklahoma Wesleyan University

Bartlesville OK — *Master of Science Nursing Education*  
NOVEMBER 2015-

SEPTEMBER 2017

## REFERENCES

**Kelli Childers** 405-830-0768  
childersk921@gmail.com

**Kristin Sherfield** 405-584-2347  
jakks@att.net

**Krystie Feezor** 405-474-7504  
krystie.renee@yahoo.com

## SKILLS/AWARDS

- Nursing Education
- Public Health Nursing
- Case Management
- Patient Advocate
- Community /Patient/ Family Education
- **2015 TB Nurse of the Year**- Oklahoma State Department of Health

## COMMUNITY PARTICIPATION

### Mission Road Church of Christ

Shawnee OK- *Active Member & Dynamic Marriage Facilitator*

## LIFE GOALS

I am eligible to sit for my nurse educators exam. I am also in the process of obtaining a certificate in biblical studies from the Sunset International Bible College. I enjoy medical missions and adventures of all kinds. My passion is advocating for and educating clients/families and students alike. My family is my life and first priority whom I enjoy spending time with and providing for.



# Oklahoma Wesleyan University

To all who may read these letters, Greeting:  
hereby it is certified that upon recommendation of the Faculty,  
the Board of Trustees of Oklahoma Wesleyan University has conferred upon

**Rachel Anne Barker**

in recognition of the fulfillment of the requirements for the Degree of

**Master Of Science in Nursing**

**Master of Nursing**

and is entitled to all the Rights, Privileges and Honors thereto pertaining.

In Witness Whereof, the Signatures of its duly Authorized officers have been herunto affixed  
at Bartlesville, Oklahoma, in the month of October, in the year of our Lord, two thousand and seventeen.

With High Honors

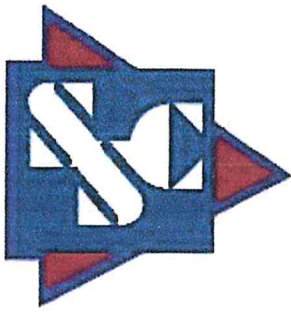
*Ernest Fox*  
President of the University

*Robert W. Henry*  
Provost



*Roger A. McTeach*  
Chairman of the Board

*F. S. S. S.*  
Secretary of the Board



# Seminole State College

## Application for Employment

Return to: Human Resources Office, P. O. Box 351, Seminole, OK 74818  
 or take to Ben & Bonnie Walkingstick Student Services Center, Fiscal Affairs,  
 or email to [hr@ssook.edu](mailto:hr@ssook.edu) Applications will remain active for 90 days.

Please type or print in ink

Last name as shown on Social Security Records <b>Barker</b>		First <b>Rachel</b>	Middle <b>Anne</b>
Address <b>43 Bristow Lane</b>		City, State, Zip <b>Shawnee, Ok 74801</b>	
Home Phone <b>405-585-0129</b>	Work Phone <b>405-226-1251</b>	Email <b>rabchipmunk@hotmail.com</b>	Do you have a current driver's license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally entitled to work in the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Documentation of your identity and employment eligibility must be provided upon hire as required by the Immigration Reform and Control Act of 1986.</i>		Are you at least 18 years old? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Type of position preferred: <input type="checkbox"/> Custodial/Housekeeping <input type="checkbox"/> Technical/Paraprofessional <input type="checkbox"/> Service/Maintenance <input type="checkbox"/> Skilled Crafts	Type of employment desired: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	List any specific position you wish to be considered for, in addition to being placed in the applicant pool: <b>Faculty - Nursing Division</b>	
Do you have any relatives employed at SSC? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  (If yes, please list) _____ (Name, Relationship, and Department)			

### Education

School	Name of School	Course of Study	No. of Years Completed	Did you graduate? Month/Year	Hours/Degree or Diploma
High School or GED	<b>Tecumseh</b>	<b>High school</b>	<b>4</b>	<b>May 2000</b>	<b>High School Diploma</b>
Business/Trade /Technical	<b>Seminole State College</b>	<b>Nursing</b>	<b>2</b>	<b>May 2004</b>	<b>Associate Science Nursing</b>
College	<b>Oklahoma Wesleyan</b>	<b>Nursing</b>	<b>2</b>	<b>May 2007</b>	<b>Bachelor Science Nursing</b>
Graduate	<b>Oklahoma Wesleyan</b>	<b>Nursing</b>	<b>2</b>	<b>December 2017</b>	<b>Master Science Nursing Education</b>

If you have had military experience, you are encouraged to list any job skills you acquired which could help you qualify for SSC Jobs.  
**NO military history**

Where did you hear of this opening?  Newspaper  Website  Other: list- **Crystal Bray & Valerie Waters**

Seminole State College in compliance with Title VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

**EMPLOYMENT EXPERIENCE**

Please list all prior employment beginning with current or most recent employment first.

If necessary, you may attach additional sheets with employment history.

May we contact your present employer?  Yes  No Name: \_\_\_\_\_

Employer: Pottawatomie County Health Dept. Telephone/Email: 405.273.2157  
 Employer's Address: 1904 Gordon Cooper Drive Shawnee 74801  
 Immediate Supervisor: Raelina Tucker Title: DNM  
 Your Title/Rank: Public Health Nurse Department: \_\_\_\_\_  
 Temporary  Part Time  Full Time Starting Salary: \$25 an hour Last or Present Salary: 25/hr.  
 Date Employed: Month Dec. Year 2017 Date Separated: Month Present Year \_\_\_\_\_  
 Specific Duties: Clinic Nurse; I worked for them before Dec 2004 to May 2017  
 Reason for Leaving: I needed to finish my master's degree + they were not supportive

I was a supervisor + needed to be absent 200 hours over 14 weeks time.

Employer: Seminole State College Telephone/Email: 405.382.9950  
 Employer's Address: 2701 Boren Blvd. Seminole 74868  
 Immediate Supervisor: Valarie Watts Title: Nursing Division Chair  
 Your Title/Rank: Adjunct Faculty Department: Nursing  
 Temporary  Part Time  Full Time Starting Salary: \$30 an hour Last or Present Salary: 30/hr.  
 Date Employed: Month Sept Year 2017 Date Separated: Month Present Year \_\_\_\_\_  
 Specific Duties: Clinical Rotation, Lab  
 Reason for Leaving: Love it, won't leave it!

**REFERENCES**

Name: Krystie Feezor APRN  
 Address: Krystie.renee@yahoo.com  
 Telephone and Email: 405.474.7504

Name: Kristin Sherfield RN  
 Address: jakhs@att.net  
 Telephone and Email: 405.584.2347

Name: Kelli Childers LPN  
 Address: Childersk921@gmail.com  
 Telephone and Email: 405.830.0708

I understand the misrepresentation of fact in this application will be sufficient grounds for termination of my employment or cancellation of job offer without notice anytime hereafter. I specifically authorize Seminole State College (SSC) to investigate my background, including any and all references available, criminal, and other judicial records, where applicable to the position for which I am applying and consistent with applicable law. I authorize SSC to use all legal means at its disposal to assess my suitability for employment. I make this authorization in return for SSC's consideration of me for employment, and I specifically release and hold SSC harmless for any and all liabilities arising out of its investigation of my application for employment.

1.7.18  
DATE

RBarker  
SIGNATURE OF APPLICANT (Read above statement before signing)

April 6, 2018

RE: Letter of Resignation from Associate Professor of Nursing Role [ Effective date 5-08-18 ]

Dear Dr. Mills,

I want to thank you, Dr. Goeller, and Valarie Watts for giving me the opportunity to be a part of the SSCOK community. As you know, the past two years have been curiously complicated because of the changes, which I feel are exciting, and necessary to build a strong program, and vastly expand the opportunity for students to enroll in nursing studies. The dramatic difference in enrollment numbers already speaks for itself. Based on this, I foresee that you may need to add more faculty to accommodate the vast numbers already vying for acceptance into this program.

I am sorry to say that both personal and financial needs play a part in my decision to not come back as full-time associate professor. On a personal level, I have come to realize that my strengths really lie in the clinical (bedside) arena and less in the classroom education area. While I have enjoyed my time with the staff and students, I love being at the bedside so much more. In the nursing department, our students are in constant communication, sometimes daily from 0600-2300 (including weekends) even in the summer, they send texts or need help with stuff. Email to and from this group is probably greater than any other. Keeping up with them while learning and preparing all new material for these new courses has contributed to some exhaustion as well.

More important personal reasons include having aging parents and their rapidly declining health. My father is 91 years old and my mother is wheelchair-bound. I am needed at home more to help them with their activities of daily living (bathing, getting dressed, meal preparation, and more). I also help care for other aging family members, one of whom is being discharged today from the hospital on hospice. My sisters and I also provide "meals on wheels" for these family members who can no longer cook for themselves.

In coming to SSCOK, the financial reality of working in education versus the private sector has been a struggle to contend with. I know you have scraped together as much funding as you could for my position, but it really needs to be more for each one of the faculty here. When I can work 14-16 days a month and make two to two-and-a half times my salary, with less stress, less mental, and emotional strain, and be at home more with my parents to attend their needs, I think the logical thing for me to do is pursue these activities that contribute toward my financial well-being.

I am happy for my contributions to the Nursing Department. If I had not been able to step into this role, the Department might not have been able to accept students two years ago. I am deeply grateful for this experience, but feel that I function best with patients and their families in a clinical setting. Please continue with your care and support of Valarie Watts and her team. The changes being created are innovative, challenging, thought-provoking and necessary for the student of the 21<sup>st</sup> century. I have discussed with Valarie the possibility of remaining in a Clinical Adjunct role for one day a week this fall if the home situation with my parents is manageable. Courtney Jones is exploring how to manage my file so that education records are not lost if this transition is approved and doable.

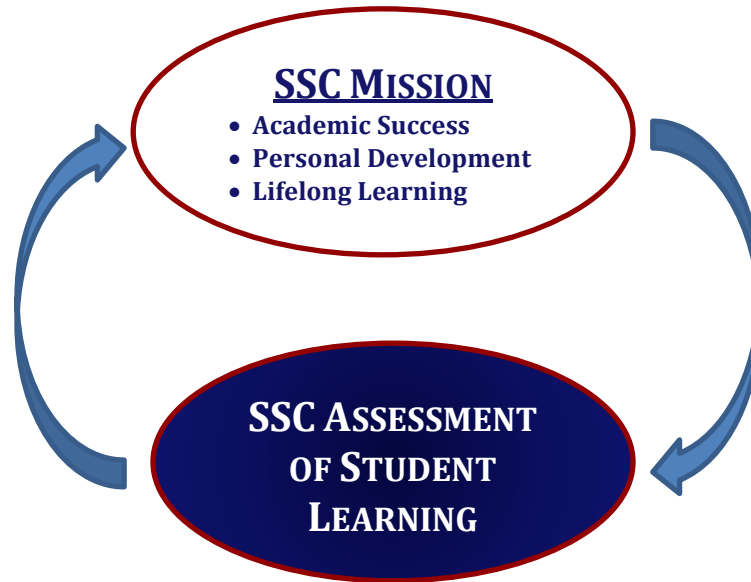
Sincerely,

Mary Zientek, MSN, RN, Associate Professor of Nursing



## Assessment of Student Learning Executive Summary 2017-18

At Seminole State College, assessment of student learning is a dynamic, comprehensive process designed to create and sustain a culture of learning on campus. The primary goal of the assessment of student learning is to continuously utilize all of the creative and analytical talents of the College to improve student learning and achievement. It is an ongoing process, distinct from the evaluation of individual students and faculty, and is driven by the mission of Seminole State College.



In general, the following line of questions guide the assessment of student learning: WHAT are students learning? HOW do we know it? And how do we USE this evidence to improve student learning? To answer these questions, academic assessment is conducted first and foremost at the course level, but also involves the use of other important self-inspective activities. All assessment activities are designed to determine if desired student learning outcomes for general education, degree programs, and the institution as a whole are being met. Factors such as the allocation of resources and the needs of local and global communities also share a dynamic relationship with the College, and therefore with the assessment process as well.

The SSC assessment procedure consists of five overlapping levels of student assessment. **Entry-Level Assessment** uses primarily direct measures of student basic academic skills proficiency through the use of ACT, SAT, institutional placement test scores, and scoring rubrics. The **Assessment of Transitional Education** tracks the success of students requiring remediation from their point of entry to the completion of general education gateway courses and degree completion. **Assessments of General Education and Degree Program Assessment, Evaluation, and Review** are conducted simultaneously and most prominently at the course level in the form of annual Course-Embedded Assessments and also via annual administrations of the *ACT Collegiate Assessment of Academic Proficiency* and the analysis of available transfer data. The **Assessment of Student Engagement and Satisfaction** provides indirect assessment data that contributes to student assessment at each of the above levels to differing degrees. Indirect

assessments regularly used for this purpose include internal instruments such as the *Entering Student Engagement Survey*, *Student Feedback on Classroom Instruction*, *Student Feedback on Online Instruction*, *Graduate Exit Survey*, and *SSC Institutional Statistics Report*.

Critical activities completed during the 2017-18 academic year as the result of the assessment process include the following:

1. Conducted monthly meetings of the Assessment of Student Learning Committee.
2. Conducted Degree Program Reviews for A.A. in Liberal Studies, A.S. in Criminal Justice, A.S. in Biology, A.S. Health Sciences, and A.A. in Child Development.
3. Conducted Degree Program Assessments for all associate degree/certificate programs.
4. Conducted Degree Program Evaluations for all associate degree/certificate programs.
5. Assessed Transitional Education.
6. Conducted College Assessment of Academic Proficiency (CAAP) Test.
7. Conducted Graduate Exit Survey.
8. Conducted Survey of Student Engagement for Entering Students.
9. Conducted the Survey of Faculty Engagement.
10. Collected data on course success rates.
11. ~~Will update~~Updated assessment procedure as required by the Oklahoma State Regents of Higher Education policy on student assessment and remediation.
12. Developed a process to change the free response question at the end of the Student Feedback on Instruction to assess current concerns.

The Assessment of Student Learning Committee has committed to address the following items during its 2018-19 proceedings:

1. Establish minimum thresholds and goals for achievement of GEO's.
  2. Establish mechanism for focused long-term improvements when thresholds are -not met.
  3. Define co-curricular courses and create method to assess courses meeting this definition.
  4. Update Student Feedback on Online Instruction to reflect Quality Matters standards such as the promotion of an environment of respect and concern for student success in conjunction with the Distance Education Committee.
  5. Update assessment procedure as required by the Oklahoma State Regents of Higher Education policy on student assessment and remediation.
-

**2017-18 Assessment of Student Learning Committee**

Dr. Linda Goeller	Coordinator of Assessment
Dr. Thomas Mills	Vice-President of Academic Affairs
John Bolander	Faculty Senate President
Carol Hartman	Business Training Coordinator
Stephen Hendrix	Assistant Professor of Social Sciences
Jessica Isaacs	Associate Professor of Language Arts
Tammy Kasterke	Assistant Professor of Business and Information Systems
Jarrold Tollett	Assistant Professor of Physics

## **Distance Education Committee 2017-18 Executive Summary**

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### **What Is Distance Education at Seminole State?**

Seminole State College (SSC) employs Higher Learning Commission (HLC) definitions for distance-delivered courses and programs: "Distance-delivered *courses* are those in which all or the vast majority of the instruction and interaction (typically 75% or more) occurs via electronic communication, correspondence, or equivalent mechanisms with the faculty and the students physically separated from each other." The College offered three forms of distance education during the 2017-18 academic year: online courses, interactive electronic television (IETV) courses and Zoom videoconferencing courses. Online courses are offered in an asynchronous format whereas IETV and Zoom courses are offered synchronously. Zoom courses were offered on a limited basis as a pilot program for concurrently enrolled high schools students who cannot travel to the SSC campus for face-to-face instruction. The pilot program was offered in collaboration with OneNet the state's network provider. OneNet supported the project by providing technical assistance, access to affordable Zoom licenses, and in some cases videoconferencing hardware to SSC and participating high schools. With the growing popularity and technical advantages of Zoom courses, IETV courses are being phased out at SSC and Zoom class offerings are being strategically expanded.

As defined by HLC, "Distance-delivered *programs* are...those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered courses." The College offered eighteen degree programs that fit this definition in 2017-18. SSC does not offer any degree programs in which one-hundred percent of the courses are available through distance delivery. The College offers no correspondence courses or programs.

### **Why Distance Education?**

SSC offers Distance Education courses in order to provide students convenient access to quality instruction at a distance using the combination of passionate instruction, innovative pedagogy, and rapidly evolving electronic technologies. Distance Education aligns well with the College mission in that it has demonstrated the ability to empower people for academic success, personal growth and lifelong learning. The College is committed to balancing the ever-increasing student demand for online education with a disciplined maintenance of academic rigor, a solid distance-learning procedural infrastructure, and flexible plans for measured growth.

### **Quality Matters™ Course Design**

In an effort to establish a formal system for the design and improvement of online courses, SSC subjects each of its online courses to the Quality Matters (QM) peer review and certification process. QM is a subscription-based, non-profit organization that provides peer-reviewed assessment of online course design and recommendations for course improvement. The QM

certification process uses a rubric specific for higher education to help colleges improve the quality assurance of their distance education programs. During the 2017-18 academic year, CAP 1103 Introduction to Microsoft Office, PSY 1113 General Psychology, and GOV 1113 American National Government achieved QM certification. Two other courses are under QM review at this time. The current plan is to have all online SSC courses QM certified in the next five years.

### **Academic Integrity and the Distance Education Proctoring Center**

In order to ensure academic integrity in online courses, the College requires all online students to complete forty percent of assignments in a way that verifies student identity and integrity. Verified student coursework includes, but is not limited to, exams, quizzes, assignments, and papers to be administered through an on-campus proctoring center or an approved off-campus location. Accordingly, SSC created the Distance Education Proctoring Center (DEPC) in 2015 for students to receive on-campus proctoring for their online classes. The DEPC is located in the SSC library. DEPC protocols and procedures are published on the Distance Education web site at <http://www.sscok.edu/distanceeducation/>.

### **2016-17 Distance Education Productivity Benchmarks**

- ✓ One hundred-six online class sections offered
- ✓ Forty-seven different online course titles offered
- ✓ Eight class sections and six course titles offered through IETV / Zoom
- ✓ Online courses generated 7,037 credit hours
- ✓ The duplicated headcount for online courses was 2,409
- ✓ 4,796 total number of test scheduled in Distance Education Proctoring Center (DEPC)

### **Quality Matters Certification Inventory**

- BA 1123 Introduction to Business
- CAP 1103 Introduction to Microsoft Office
- GOV 1113 American National Government
- HPER 1012 Wellness and Human Development (under review)
- PSY 1113 General Psychology
- SOC 1113 Introduction to Sociology (under review)

### **2018-19 Action Items and Goals**

- Continue to develop and refine Zoom course procedures and capabilities
- Submit the following courses for Quality Matters peer review:
  - CS 1183 Information Security
  - BA 2243 Personal Finance
  - ENG 1113 Composition I
  - ENG 1213 Composition II

## **Student Success Council 2017-18 Executive Summary**

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### **Scope**

The Student Success Committee's mission is to grow a campus-wide culture that facilitates engagement, completion, and success. The committee is made up of representatives from across campus, some serving particular roles that include, assessment, student success courses, advisement, and transitional education. We also have representation from the bookstore, financial aid, professional, and classified staff to ensure a broad representation of campus constituencies have a say in the changes implemented. The committee's "3x3" goal is to see a 3% increase in retention and graduation compared to the previous 3 year average. The committee works across campus to improve communication, help fill the holes that students can fall through, to facilitate Returning Student Advisor assignments and training, and to review and renew student success courses. The Student Success Committee gathers and reviews data to track the progress of the "3x3" goals. The committee reviews student issues and concerns and always looks to implement new ideas that could increase student's chances of success.

### **Accomplishments**

- To encourage classroom attendance by the most at-risk population of students, the Student Success Council worked with Transitional Education Directors and Faculty Senate to create an attendance policy for our transitional students that would allow for Administrative Withdrawals
- Led training during in-service for faculty and staff on various aspects of our system such as Brightspace and teaching strategies
- Worked with faculty and administration to create guidelines for record keeping on Brightspace
- Redesigned and combined the PASS and Freshman Seminar student success courses to a two credit Learning Strategies course

### **2018-19 Action Items and Goals**

- Continue the creation of an online orientation to be used in Learning Strategies student success course
- Assist the CORE Action System implementation team with the rollout of the new retention module in fall 2018
- Troubleshoot all aspects of advising issues
- Continue efforts to increase success-oriented communication across campus as well as to students on and off campus
- Maintain campus signage designed to remind and encourage students to move through their degree program
- Maintain and improve Learning Strategies course

To: President Lana Reynolds  
From: Tony Crouch  
Date: June 12, 2018  
RE: Tuition and Infrastructure Fee Increase

President Reynolds, based on administrative priorities of personnel raises and re-establishing positions deleted in previous years in response to decreases in state appropriations, it is my recommendation we increase tuition for FY19 by \$3.00 per credit hour for resident tuition and \$8.00 per credit hour for non-resident tuition. In total, this is projected to provide approximately \$111,600.00 additional E&G revenue.

This increase will raise resident tuition from \$96.00 per credit hour to \$99.00 per credit hour.

This increase will raise non-resident tuition from \$294.00 per credit hour to \$303.00 per credit hour.

Both rate changes equate to roughly 3.1% increases.

Additionally, based on deferred maintenance of campus buildings, roads, and parking lots, it is my recommendation we increase the infrastructure fee for FY19 by \$2.00 per credit hour for all credit hours generated. This change is projected to provide approximately \$67,800 new revenue to the auxiliary services fund.

This increase will raise the infrastructure fee from \$9.00 per credit hour to \$11.00 per credit hour.

Including the tuition increase, and keeping all other mandatory fees at FY 18 levels, the total tuition and mandatory fees for resident students will equal \$153.00 per credit hour, or 3.4% greater than the FY18 rate of \$148.00. The total non-resident tuition and mandatory fees becomes \$357.00 per credit hour, or 3.2% greater than the FY18 rate of \$346.00.

Following are the mandatory forms to be sent to the Oklahoma State Regents for Higher Education along with data comparing Seminole State College to the other community colleges in Oklahoma.

## Tuition and Mandatory Fees Comparison

	FY18	FY19
Northern Oklahoma	\$ 122.00	\$ 130.95
Oklahoma City	\$ 130.29	
Carl Albert	\$ 130.95	
Tulsa	\$ 133.00	
Western	\$ 134.80	\$ 139.50
Rose	\$ 138.12	
Connors	\$ 146.25	
Redlands	\$ 147.47	\$ 154.84
Seminole	\$ 148.00	\$ 153.00
Northeastern Oklahoma	\$ 148.25	
Eastern	\$ 152.40	\$ 152.40
Murray	\$ 160.67	\$ 161.00
Average	\$ 141.02	



Oklahoma State Regents for Higher Education  
 FY19 Tuition and Mandatory Fee Request

Community College  
 Undergraduate

Institution: Seminole State College

Date Approved by Local Governing Board: 06/21/2018

Tuition and Mandatory Fees	Credit Hours or Semesters	FY18 Tuition & Fees		FY19 Tuition & Mandatory Fees			
		FY18 Rates	Cost for 30 Credit Hours	Proposed FY19 Rates	Cost for 30 Credit Hours	\$ Chg from FY18	% Chg from FY18
<b>I. Tuition:</b>							
<i>Total Resident Tuition</i>	30	96.00	2,880.00	99.00	2,970.00	90.00	3.1%
<i>Nonresident Tuition</i>	30	198.00	5,940.00	204.00	6,120.00	180.00	3.0%
<i>Total Nonresident Tuition</i>	30	294.00	8,820.00	303.00	9,090.00	270.00	3.1%
<b>II. Mandatory Fees</b>							
<b>A. E&amp;G Part I (290 Fund)</b>							
Student Technology Services Fee	30	9.00	270.00	9.00	270.00	0.00	0.0%
Library Automation and Materials Fee	30	2.75	82.50	2.75	82.50	0.00	0.0%
Library Resources Fee	30	-	-	-	-	0.00	0.0%
Educational Network Connectivity Fee	30	-	-	-	-	0.00	0.0%
Academic Records Fee	30	2.00	60.00	2.00	60.00	0.00	0.0%
Assessment Fee	30	3.00	90.00	3.00	90.00	0.00	0.0%
Student ID Fee	1	20.00	20.00	20.00	20.00	0.00	0.0%
Publications Fee	2	-	-	-	-	0.00	0.0%
Safety Fee	30	2.00	60.00	2.00	60.00	0.00	0.0%
Security Services Fee	30	-	-	-	-	0.00	0.0%
Academic Excellence Fee	30	-	-	-	-	0.00	0.0%
Other Mandatory Fees (List Below)							
Compliance Fee	30	2.00	60.00	2.00	60.00	0.00	0.0%
	30	-	-	-	-	0.00	0.0%
	30	-	-	-	-	0.00	0.0%
<i>Subtotal E&amp;G Part I(290 Fund) Mandatory Fees</i>	30	21.42	642.50	21.42	642.50	-	0.0%
<b>B. Auxiliary (700 Fund)</b>							
Student Activity Fee	30	11.00	330.00	11.00	330.00	0.00	0.0%
Student Facility Fee #1	30	-	-	-	-	0.00	0.0%
Student Facility Fee #2	30	-	-	-	-	0.00	0.0%
Student Health Fee	2	-	-	-	-	0.00	0.0%
Cultural and Recreational Services Fee	30	1.25	37.50	1.25	37.50	0.00	0.0%
Speaker Series Fee	30	-	-	-	-	0.00	0.0%
Parking and/or Transit Fee	1	-	-	-	-	0.00	0.0%
School Newspaper Fee	30	-	-	-	-	0.00	0.0%
Student Government Fee	30	-	-	-	-	0.00	0.0%
Other Mandatory Fees (List Below)							
Student Services Fee	30	10.00	300.00	10.00	300.00	0.00	0.0%
Infrastructure Fee	30	9.00	270.00	11.00	330.00	60.00	22.2%
	30	-	-	-	-	0.00	0.0%
<i>Subtotal Auxiliary(700 Fund) Mandatory Fees</i>	30	31.25	937.50	33.25	997.50	60.00	6.4%
<b>C. Total Mandatory Fees</b>	30	52.67	1,580.00	54.67	1,640.00	60.00	3.8%
<b>III. Total Resident Tuition &amp; Mandatory Fees</b>	30	148.67	4,460.00	153.67	4,610.00	150.00	3.4%
<b>IV. Total Nonresident Tuition &amp; Mandatory Fees</b>	30	346.67	10,400.00	357.67	10,730.00	330.00	3.2%
<b>V. Legislative Peer Comparison</b>							
FY19 Peer Limit -- Community Colleges		<u>Resident</u>	<u>Nonresident</u>				
Institutional Request for FY19		\$6,018.00	\$11,189.00				
Difference from Peer Limit		\$4,610.00	\$10,730.00				
Percentage of Peer Limit		\$1,408.00	\$459.00				
Percentage Change from FY18**		76.6%	95.9%				
		3.4%	3.2%				

\*\*Provide detailed justification on narrative form for all tuition and mandatory fee increases.\*\*

\*\*\* Use of Revenue from Dedicated Fees: Requests for new fees or increases to existing fees will be thoroughly reviewed to ensure that the fees are required to meet specific costs and not requested to obscure, in essence, a tuition increase.\*\*\*

**Oklahoma State Regents for Higher Education**  
**FY19 Impact of Tuition and Fee Increases on Students' Ability to Pay--Institutional Responses**

Institution: Seminole State College

Name & E-mail Address: Tony Crouch, t.crouch@sscok.edu

Title 70 O.S. 2004 Supp., Section 3218.2B provides as follows:

*By January 1 of each year, the Oklahoma State Regents for Higher Education shall submit a report to the Governor, the President Pro Tempore of the Senate, the Speaker of the House of Representatives, and the minority floor leaders and education committee chairs of both houses of the Oklahoma Legislature, of the actions taken in regard to and the schedule of tuition and fees approved for The Oklahoma State System of Higher Education for the current academic year. The annual report shall include data on the impact of any tuition or fee increases on the ability of students to meet the costs of attendance, enrollment patterns, availability of financial aid, and any other data considered relevant by the State Regents.*

*To assist this office in compiling this annual report, please provide information on the impact of any tuition or fee increases on your students by responding to the questions below with detailed information.*

**1 Describe the projected impact of tuition and fee increases on the ability of your students to meet the costs of attendance.**

Given that SSC has a large percentage of students eligible for Title IV funding, the impact to out-of-pocket expenditures for students will be minimal.

**2 Describe the projected impact of tuition and fee increases on your institution's enrollment pattern for FY19.**

Enrollment levels are projected to be roughly equivalent to FY18.

**3 Describe the projected impact of tuition and fee increases on the availability of financial aid to offset costs. What efforts will your institution undertake to increase need-based financial aid proportionately to tuition and fee increases? (Need-based financial aid shall include, but shall not be limited to, awards for the Oklahoma Higher Learning Access Program, Oklahoma Tuition Aid Grants, federal need-based financial aid, tuition waivers and private donations.)**

SSC continues to seek, and has received, new private donations in support of scholarships for students with need for tuition assistance. SSC is also seeking to implement new software that will theoretically increase the award rate of Title IV funding via higher completion rates of the application and verification processes.

**4 Describe cost effective measures which your institution will implement in FY19.**

SSC continues to evaluate all programs, both academic and support, for efficiencies and cost reduction.

**5 Describe your institution's communication of tuition and fee requests to student government organizations, other student groups, and students at large.**

SSC's Vice President of Student Affairs met with representatives of the Student Government Association to discuss tuition and fees increases. The SGA officials understand the needs of the institution and endorse the increases as necessary for continued quality instruction and services.

**6 Provide detailed justification for all tuition and mandatory fee increases, regardless of the amount of increase.**

As teachers at Oklahoma K-12 districts and Oklahoma career technology centers receive raises for FY19, SSC finds a need to raise salaries of faculty and staff to remain competitive in the area.

**\*\*\*Use of Revenue from Dedicated Fees: Requests for new fees or increases to existing fees will be thoroughly reviewed to ensure that the fees are required to meet specific costs and not requested to obscure, in essence, a tuition increase.\*\*\***

**Oklahoma State Regents for Higher Education  
FY19 Request for Changes to Mandatory Fees**

**Other Mandatory Fees**

*To be effective Fall 2018*

**Mandatory Fees:** Fees required of all students for enrollment to receive instruction at an institution of The State System. Such fees shall be used to support the mission of the institution and shall support service facilities, such as student unions, health care infirmaries, recreational facilities, for any lawful purpose to enhance quality of student life including, but not limited to, facility debt service, student scholarships, student awards, travel, entertainment, guest speakers, and student organizations, or for any academic purpose or service as designated by the institution including, but not limited to, assessment fees and library resources fees. The State Regents shall maintain information on established mandatory fees, which shall include, but shall not be limited to, the basis for the amount of the fee, the amount of total revenue to be collected from the fee, and the use of the revenue collected. **Changes, Additions, and Deletions of Mandatory Fees Require State Regents' Approval.** OSRHE Policy and Procedures Manual, Budget and Fiscal Affairs, Section 4.18.1.C and D. Legislation: Title 70 Sections 3218.8 and 3218.9

*Other Mandatory Fees include charges such as the student assessment fee, academic records fee, student identification card fee, publication fee, parking or transit fees, student senate fees, or for any other mandatory fee request.*

**Institution Name**

**Name of Fee**

Change in Mandatory Fee Rate		Fee to be assessed as indicated below (Check all that apply)			
Current Fee	\$ 9.00	Per Credit Hour	<input checked="" type="checkbox"/>	Lower Division	<input checked="" type="checkbox"/>
Proposed Fee	\$ 11.00	Per Course	<input type="checkbox"/>	Upper Division	<input type="checkbox"/>
Change	\$ 2.00	Per Semester	<input type="checkbox"/>	Graduate Level	<input type="checkbox"/>
Is this a new Fee? Yes/No-->	No	Annually	<input type="checkbox"/>	Professional	<input type="checkbox"/>
Date Fee was last Changed	Jun-17	Date Approved by Local Governing Board: --->	21-Jun-18		

Comments:

Describe the basis for the amount of the fee: The fee is continued support for aging infrastructure. With budget cuts of the last few years, the facilities and other infrastructure needs have been put on hold. This fee will allow some of the deferred projects to be completed. Amount is based on estimated immediate needs.

Describe the use of revenue collected: As noted above, infrastructure and facilities upkeep needs.

Consequence if fee is not approved: Infrastructure and facilities will continue to suffer from lack of repair.

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

Explain: Fee increase was discussed and endorsed by the Student Government Association.

Projected New Revenue for FY19	\$ 67800
Estimated Revenue for FY18	\$ 305100
Total Projected Revenue for FY19	\$ 372900

May 3, 2018

Seminole State College Administration,

The SSC Student Government Association supports the need to increase tuition and fees for the upcoming academic year. Though it is regrettable that SSC has not been funded to which it should, it is necessary to increase tuition and fees in order to retain faculty and staff and to provide the quality education that SSC has always afforded.

Sincerely,

A handwritten signature in cursive script that reads "Miles Piersall". The signature is written in black ink and is positioned above the printed name.

Miles Piersall

SSC Student Government Association President

## **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. 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 is 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 be 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;

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:  
REVISION DATE (S):

LEGAL REFERENCE:

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

\_\_\_\_\_

\_\_\_\_\_

DRAFT

Project: Roesler Residential Learning Center Painting & Flooring

Funding Source: Auxiliary Funds on Hand

Dates: June 12- July 31, 2018

Enclosed are the requests for bids for flooring and painting of both learning centers. Notice to request bids were sent to specific vendors with which the college has previous relationship or have a local presence, and published in the Shawnee Producer. One bid was received, although a second inquiry about the project was received.

Upon receipt of the bid, it was determined to prioritize the Roesler Residential Learning Center for this summer, making Seminole Nation a priority in future years. With this, the bid from Land Home Specialties is enclosed.

The amounts to be included this summer are:

Repairs (as needed) and painting of 30,654 square feet of space	\$131,505.66
Removal, repair, labor and flooring of 19,900 square feet of floor	\$123,380.00
Cove Base	\$ 7,437.50
Stair Treads	\$ 4,753.12
Total Cost to Update Paint and Flooring	\$267,076.28



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

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

May 25, 2018

Seminole State College is accepting bids for the following:

1. Repair/Patch/Paint all interior walls – Roesler Residential Learning Center
2. Repair/Patch/Paint all interior walls – Seminole Nation Residential Learning Center

Please contact Melinda Sims (405.382.9604) or Tommy Bighead (405.434.9547) to view the spaces.

It is assumed most walls will require two coats of paint. Spaces are intermittently occupied through mid-July. Any access in June will have to be coordinated with Melinda Sims. Work to be completed by July 31, 2018.

Bid should include cost of labor and an informed estimate of the number of gallons of paint required. Each building should be bid separately and as a combined unit if the combined price is different than the sum of the two buildings. It is feasible each building could be awarded to a different contractor.

Bids are due no later than 3:00pm (Central) Friday June 8, 2018, and may be mailed to the address above, faxed to (405) 382-9665, or emailed to [t.crouch@sscok.edu](mailto:t.crouch@sscok.edu).

In case of questions, I may be reached at (405) 382-9277.

Seminole State College reserves the right to reject any and all bids.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tony Crouch'.

Tony Crouch

Vice President of Fiscal Affairs



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

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

May 29, 2018

Seminole State College is accepting bids for the following:

1. Replace all carpet – Roesler Residential Learning Center
2. Replace all carpet – Seminole Nation Residential Learning Center

Please contact Melinda Sims (405.382.9604) or Tommy Bighead (405.434.9547) to view the spaces.

The product to be installed is: Shaw Flooring, Style 0832V Uptown Now 12 vinyl flooring, Color 00564 Michigan Ave.

Spaces are intermittently occupied through mid-July. Any access in June will have to be coordinated with Melinda Sims. Work to be completed by July 31, 2018.

Bid should include all costs of carpet removal and disposal, new product, floor preparation, and professional installation. Each building should be bid separately and as a combined unit if the combined price is different than the sum of the two buildings. It is feasible each building could be awarded to a different contractor.

Bids are due no later than 3:00pm (Central) Friday June 8, 2018, and may be mailed to the address above, faxed to (405) 382-9665, or emailed to [t.crouch@sscok.edu](mailto:t.crouch@sscok.edu).

In case of questions, I may be reached at (405) 382-9277.

Seminole State College reserves the right to reject any and all bids.

Sincerely,

Tony Crouch

Vice President of Fiscal Affairs

Seminole State College

Attn: Tony Crouch

Bid Proposal Enclosed P.O. box 351

2701 Boren Blvd.

Seminole Ok 74818

June 8, 2018

Land Home Specialties

43989 Hunters Hill

Shawnee Ok 74801

Rick Landes

405 627-5219

Bid:

**Scope of work Roesler Residential Repair, patch, Paint all interior walls**

30,654 square ft @ \$4.19 per square foot \$128,440.26 ✓

Repairs as required at a square foot rate of  
.10 per foot \$3065.40 ✓

**Scope of work Seminole Nation Residential Learning Center**

**First floor** 18,614 sq feet @ \$4.19 per square foot \$77,992.66

**First floor** repairs as required at @.10 per foot \$1861.40

**Second floor** 18186 square ft @4.19 per square ft \$76,199.34

<b>Second floor</b> repairs as required @.10 per sq ft	\$1818.60
<b>Third floor</b> 18186 square ft @4.29 per square ft	\$78,017.94
<b>Third Floor</b> repairs as required @.10 per sq ft	\$1818.60

**\*Note:** due to large volume of paint bid, lesser volumes will require a 10% Up charge on paint only, which will adjust per sq ft price based on awarded Footage.

**Scope Of work: replace all carpet, Shaw flooring Style 0832V Uptown Now**

**Roesler Residential Learning center**

19,900 square ft @ \$5.79	\$115,221 <del>\$113,430.00</del>	✓
3400 linear ft base cove @ \$2.18 per linear ft.	\$7437.50	✓
Carpet removal @.41 per ft	\$8159.00	✓
Stair treads Jonsonite	\$4753.12	✓

**Seminole Nation Residential Learning center**

31,500 square ft @ \$5.79	\$182,385.00
Carpet removal @.41 per ft	\$12,915.00

Jonsonite stair treads 90

\$9506.25

**NOTE: Regarding Seminole Nation Residential, there is a question as to the viability of sub flooring, without removing large areas of 2<sup>nd</sup> and 3<sup>rd</sup> floor carpet. The bid is assuming sub flooring is in a reasonable condition to allow good adhesion.**

**Otherwise another product or resurfacing would have to be considered.**

Project: Remodel Tanner Hall 503 Lab/Classroom

Funding Source: Title III Grant

Dates: May 17 – June 30, 2018

Enclosed are the first and scope of work pages from the RFP for the above project. A pre-bid meeting was held on April 27, 2018. The following companies were present:

Land Home Specialties, Shawnee  
RSM Development, Edmond

Both companies took bid packets. Land Home Specialties submitted the only bid.

Bid opening was May 14 at 2:00pm in Tanner 503. Those present for the bid opening were:

Ann Gavin, Witness  
Rick Landes, Land Home Specialties  
Tony Crouch

The presented bid from Land Home Specialties is included. It is within the expected bid range.



**FISCAL AFFAIRS – BIDS AND CONTRACTS**  
**REQUEST FOR PROPOSAL**  
For

**Title III Grant Project Facilities Renovation Proposal for Tanner Hall 503**  
**RFP Number 2018-004**

**ISSUE DATE:** Friday, April 13, 2018

**PROPOSAL DUE DATE / TIME:** Monday, May 14, 2018 at 2:00 PM CST

**DIRECT ALL QUESTIONS & INQUIRIES TO:**

**Tony Crouch**  
**Vice President of Fiscal Affairs**  
**t.crouch@sscok.edu**  
**Fax: 405-382-9557**

**No phone calls shall be accepted during the solicitation posting. Email or Fax communications are the only acceptable forms of communication and must be posed during the designated and acceptable time frame according to the RFP directive.**

**IMPORTANT NOTICE**

**IF YOU ARE NOT RESPONDING: 1. CHECK THE BOX FOR "NO RESPONSE", 2. ADD THE REASON FOR YOUR NON- RESPONSE, 3. SIGN, DATE, AND FAX BACK THIS COVER PAGE ONLY, TO 405-382-9557.**

1.  NO RESPONSE

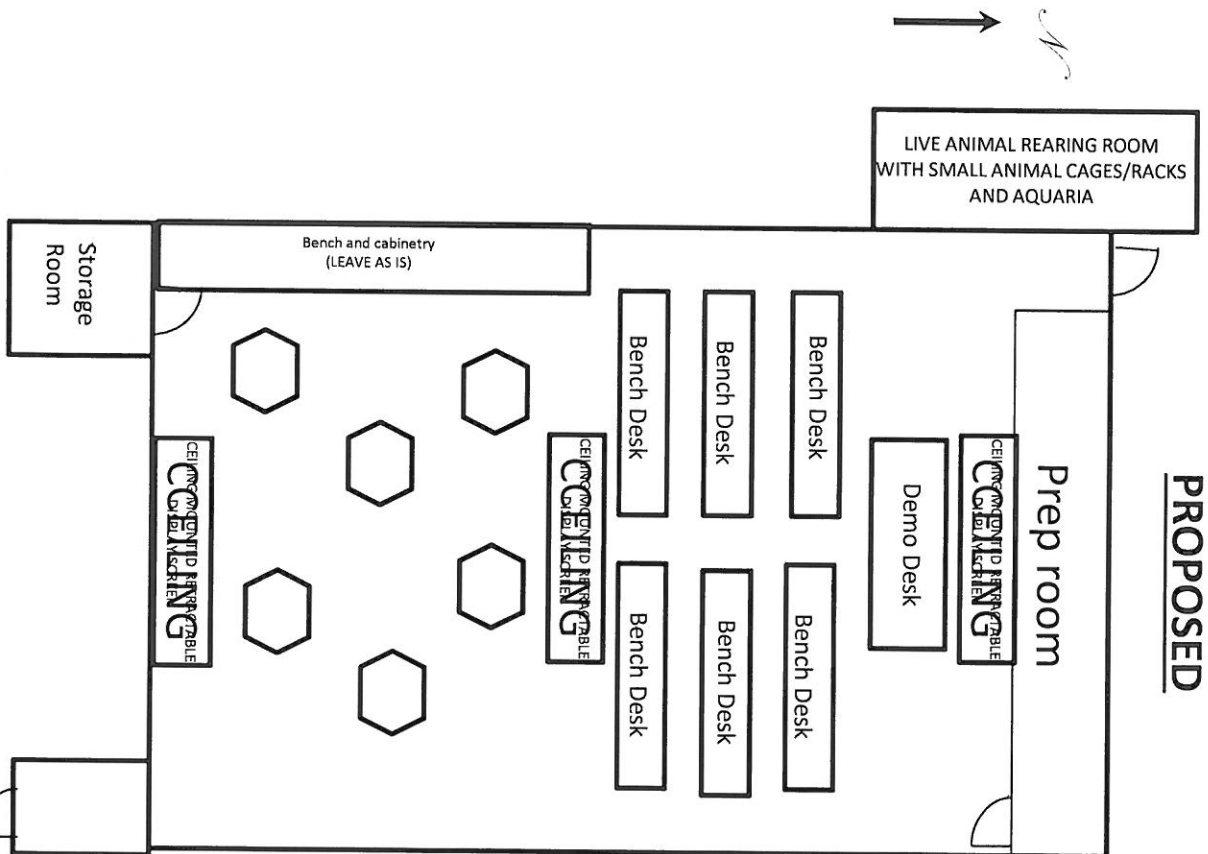
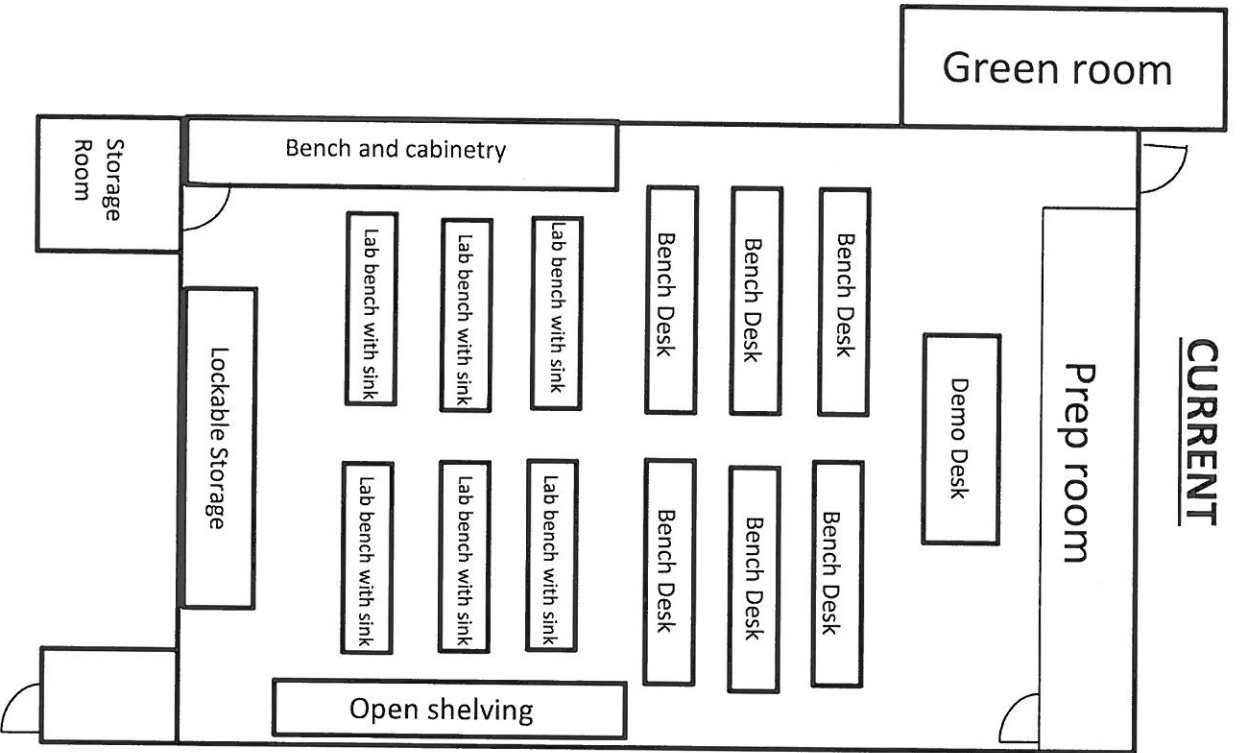
2. COMPANY NAME: \_\_\_\_\_

3. OUR REASON FOR "NO RESPONSE":

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 5.2 Scope of Work

- Remove and dispose of all ceiling tile.
- Replace ceiling tile with new.
- Remove and dispose of all lighting fixtures and replace with LED fixtures to provide equal or better lighting. Priority will be given to lighting for student workstations and instructor demonstration areas.
- Switch all lighting through motion sensors (with override) as appropriate.
- Evaluate and replace (add as required) emergency lighting with LED fixtures.
- Repair/patch/paint all wall surfaces (except east wall).
- East wall to be cleaned to remove all traces of cabinets (as required).
- Remove and dispose of all student workstations. Stations include electric, water, gas.
- Move water and electric to new workstation locations.
- Remove electrical outlets on student side of “classroom” tables. Cap remaining openings as appropriate. Assure working condition for all remaining outlets.
- Replace power “legs” on student classroom tables.
- Move exhaust fan switch to south end of room.
- Evaluate building electric capacity to include power sufficient for each workstation to support six 30 amp 120 volt outlets, and single 30 amp 120 volt outlet for each instructor demonstration station. Evaluation to also include similar requirements at other lab classrooms, present and future.
- Add electric (1 30 amp, 120 volt) for instructor demonstration stations at both north and south ends of room.
- Add electric for retractable projection screen at south end of room.
- Add electric for retractable projection screen at center of room.
- Add electric for rear-facing projector.
- Add electric for center-facing projector.
- Add electric for exhaust fans in “grow room”.
- Convert all outlets to GFCI.
- Provide electrical power sufficient to meet requirements as stated above.
- Remove and dispose of all floor tile, including both storage rooms and grow room.
- Replace floor tile with new chemical resistant tile, including both storage rooms and grow room.
- Remove and dispose of all sanitary cove base and replace with new.
- Install two instructor demonstration stations. As noted above, station at north end of room to include one 30 amp 120 volt outlet. Station at south end to include one 30 amp 120 volt outlet and sink with running water and appropriate drain.
- Add eye wash station/chemical shower to south end of room if required.
- Design and install ventilation system for “grow room”. This room will house live animals – aquatic species, mammals, reptiles, and avian species.
- Provide and install stainless steel shelving in grow room.
- All work completed is to meet all City of Seminole building codes and pass intermediary and final certificate of occupancy reviews as required.
- All work completed is to meet all ADA and life safety requirements.



= HEXAGONAL STUDENT WITH CHEMICAL-RESISTANT COUNTERTOPS, CENTERED SINK, 110V, AND DIRECT OVERHEAD LIGHTING AND VENTILATION. (ALL OSHA COMPLIANT)

Seminole State College

Attn: Tony Crouch

Bid Proposal Enclosed (RFP 2018-004)

P.O. box 351

2701 Boren Blvd.

Seminole Ok 74818

May 10,2018

Land Home Specialties

43989 Hunters Hill

Shawnee Ok 74801

Rick Landes

405 627-5219

Bid:

5.2 scope of work

Item 1, 2

Remove, dispose and replace all ceiling tile \$2451.00

Item 3 remove, dispose of all lighting replace with led  
35 units \$6237.50

Item 4 switch lighting through motion sensors \$1164.00

Item 5 replace emergency lighting with led and add one  
new emergency exit light \$685.00

Item 6 repair/patch and paint all wall surfaces less east \$1164.00

Item 7 East wall unknown what is behind cabinet (expected) anchor holes to patch	\$70.00
Item 8 remove and dispose of workstations capping All utilities	\$1985.00
Item 9 saw cut, jackhammer floor from existing Workstations locations, move water and electric to required location cap gas at each station install and plumb new stations fill and resurface floor to accept tile.	\$8846.50
Item 10 remove outlets from student side and cover, install 24 "20 amp" gfci in place of front side outlets.	\$2349.00
Item 11 replace power legs to student desks replace and Secure supply to new gfci plugs on front of student desks	\$980.00
Item 12 move exhaust fan to south end of room	\$660.00
Item 13 evaluate, research breaker panels, address circuit Load for new and existing stations, fans etc.	\$1758.00
Item 14 included in Item 9 existing electric installed into new Instructor station at south	\$245.00
Item 15,16,17,18 above grid electric for retractable screen, South, center, rear facing projector, center facing projector.	\$929.00
Item 19 add electric for exhaust fans in grow room	\$560.00
Item 20 convert all outlets to gfci less desks item 10 additional Requires an additional 59	\$3932.00

Item 21 addressed in item 13

Item 22 remove and dispose of tile remove desks to storage

(This estimate is based on there being one layer of existing flooring.) \$6750.00

(There is an option of over lay membrane and skim coat) (\$3915.00)

Item 23 tile with chemical resistant 1960 sq ft \$16,875.00  
Sample included

Item 24 remove and replace sanitary cove base \$1350.00

Item 25 install 2 instructor workstations north and south end of room \$432.00

Item 26 add eye wash if necessary south end if necessary \$3440.00

Item 27 grow room ventilation remove 2 skylights frame in 2 vents to be ducted out of building \$875.00

Item 28 provide shelving in grow room 50ft 2 shelves 18in Shelving to accomidate 600lbs per shelf \$2485.00

Given time frame and necessity to maintain access and Safety of students and faculty there will be a fulltime Over site person on the job. clean up and make ready \$5800.00

Bid total \$72,023.00

Oklahoma State Regents for Higher Education  
 655 Research Parkway, Suite 200  
 Oklahoma City, OK 73104

EDUCATIONAL AND GENERAL BUDGET - FY2018-2019  
 PART I - PRIMARY BUDGET

Schedule A

Summary of Educational and General Expenditures by Function

Agency #	623	Date Submitted:	June 13, 2018
Institution Name:	Seminole State College		
President:	Lana Reynolds		

EXPENDITURES BY ACTIVITY/FUNCTION			
Activity Number	Activity/Function	FY2018-2019 Amount	Percent of Total
<b>Educational &amp; General Budget - Part I:</b>			
11	Instruction	4,669,455	42.7%
12	Research	-	0.0%
13	Public Service	-	0.0%
14	Academic Support	488,735	4.5%
15	Student Services	1,397,165	12.8%
16	Institutional Support	1,931,860	17.7%
17	Operation and Maintenance of Plant	1,823,505	16.7%
18	Scholarships and Fellowships	620,000	5.7%
<b>Total Expenditures by Activity/Function:</b>		<b>10,930,720</b>	<b>100.0%</b>

FUNDING			
Fund Number	Fund Name	FY2018-2019 Amount	Percent of Total
<b>E&amp;G Operating Revolving Fund:</b>			
290	Revolving Funds	6,166,329	56.4%
290	State Appropriated Funds - Operations Budget	4,562,216	41.7%
290	State Appropriated Funds - Grants, Contracts and Reimbursements	202,175	1.8%
<b>Total Expenditures by Fund:</b>		<b>10,930,720</b>	<b>100.0%</b>

**EDUCATIONAL AND GENERAL BUDGET - FY2018-2019  
PART I - PRIMARY BUDGET**

Schedule A-1

Summary of Educational and General Expenditures by Function

<b>Institution Name:</b>	Seminole State College
--------------------------	------------------------

<b>EXPENDITURES BY ACTIVITY/FUNCTION</b>			
<b>Activity Number</b>	<b>Activity/Function</b>	<b>FY2018-2019 Amount</b>	<b>Percent of Total</b>
<b>11</b>	<b>Educational &amp; General Budget - Part I:</b>		
	<b>Instruction</b>		
	General Academic Instruction	3,022,580	
	Vocational/Technical Instruction	805,175	
	Community Education	197,335	
	Preparatory/Remedial Instruction	64,690	
	Instructional Information Technology	579,675	
	<b>Total Instruction:</b>	<b>4,669,455</b>	<b>42.7%</b>
<b>12</b>	<b>Research</b>		
	Institutes and Research Centers	-	
	Individual and Project Research	-	
	Research Information Technology	-	
	<b>Total Research:</b>	-	<b>0.0%</b>
<b>13</b>	<b>Public Service</b>		
	Community Service	-	
	Cooperative Extension Service	-	
	Public Broadcasting Services	-	
	Public Service Information Technology	-	
	<b>Total Public Service:</b>	-	<b>0.0%</b>
<b>14</b>	<b>Academic Support</b>		
	Libraries	63,905	
	Museums and Galleries	-	
	Educational Media Services	35,500	
	Ancillary Support/Organized Activities	-	
	Academic Administration	278,310	
	Academic Personnel Development	15,000	
	Course and Curriculum Development	32,825	
	Academic Support Information Technology	63,195	
	<b>Total Academic Support:</b>	<b>488,735</b>	<b>4.5%</b>



**Schedule A-1 (continued) - Summary of Educational and General Expenditures by Function**  
**Seminole State College**

**Institution Name:**

<b>EXPENDITURES BY ACTIVITY/FUNCTION</b>				
<b>Activity Number</b>	<b>Activity/Function</b>	<b>FY2018-2019 Amount</b>	<b>Percent of Total</b>	
15	<b>Student Services</b>			
	Student Services Administration	198,675		
	Social and Cultural Development	408,425		
	Counseling and Career Guidance	50,075		
	Financial Aid Administration	284,695		
	Student Admissions	290,795		
	Student Records	8,100		
	Student Health Services	66,000		
	Student Services Information Technology	90,400		
	<b>Total Student Services:</b>	<b>1,397,165</b>	<b>12.8%</b>	
16	<b>Institutional Support</b>			
	Executive Management	480,615		
	Fiscal Operations	516,375		
	General Administration	513,915		
	Public Relations/Development	343,525		
	Administrative Information Technology	77,430		
	<b>Total Institutional Support:</b>	<b>1,931,860</b>	<b>17.7%</b>	
17	<b>Operation and Maintenance of Plant</b>			
	Physical Plant Administration	77,625		
	Building Maintenance	326,860		
	Custodial Services	331,750		
	Utilities	375,000		
	Landscape and Grounds Maintenance	135,545		
	Major Repairs and Renovations	60,000		
	Safety & Security	338,045		
	Logistical Services	131,200		
	Operation & Maintenance Information Technology	47,480		
	<b>Total Operation and Maintenance of Plant:</b>	<b>1,823,505</b>	<b>16.7%</b>	
	18	<b>Scholarships and Fellowships</b>		
		Scholarships	-	
Fellowships		-		
Resident Tuition Waivers		375,000		
Nonresident Tuition Waivers		245,000		
<b>Total Scholarships and Fellowships:</b>	<b>620,000</b>	<b>5.7%</b>		
<b>Total Expenditures by Activity/Function:</b>		<b>10,930,720</b>	<b>100.0%</b>	

**Oklahoma State Regents for Higher Education**  
**EDUCATIONAL AND GENERAL BUDGET - FY2018-2019**  
**PART I - PRIMARY BUDGET**  
 Schedule B

**Summary of Educational and General Expenditures by Object**

<b>Institution:</b>		<b>EXPENDITURES BY OBJECT</b>		
Seminole State College		<b>Object of Expenditure</b>	<b>FY2018-2019 Amount</b>	<b>Percent of Total</b>
1		Personnel Services:		
1a		Teaching Salaries	2,565,815	23.5%
1b		Professional Salaries	1,860,490	17.0%
1c		Other Salaries and Wages	940,765	8.6%
1d		Fringe Benefits	2,277,295	20.8%
1e		Professional Services	341,955	3.1%
		<b>Total Personnel Service</b>	<b>7,986,320</b>	<b>73.1%</b>
2		Travel	141,235	1.3%
3		Utilities	532,495	4.9%
4		Supplies and Other Operating Expenses *	1,511,045	13.8%
5		Property, Furniture and Equipment	121,625	1.1%
6		Library Books and Periodicals	18,000	0.2%
7		Scholarships and Other Assistance	620,000	5.7%
8		Transfer and Other Disbursements **	-	0.0%
		<b>Total Expenditures by Object</b>	<b>10,930,720</b>	<b>100.0%</b>

**Oklahoma State Regents for Higher Education**  
**EDUCATIONAL AND GENERAL BUDGET - FY2018-2019**  
**PART I - PRIMARY BUDGET**

Schedule C

**REPORT OF EDUCATIONAL AND GENERAL REVENUE, EXPENDITURES, AND UNOBLIGATED RESERVE**

Institution Name: Seminole State College		Revenue Description	FY2018-2019 Amount	Percent of Total
<b>1.</b>	Beginning Fund Balance July 1, 2018 (Cash Basis)		1,161,236	
<b>2.</b>	Expenditures for Prior Year Obligations		300,367	
<b>3.</b>	Unobligated Reserve Balance July 1, 2018 (line 1 - line 2)		860,869	<--Formula
<b>4.</b>	Projected FY2019 Receipts:			
	State Appropriated Funds - For Operations		4,562,216	41.7%
	State Appropriated Funds - For Grants, Contracts and Reimbursements		202,175	1.8%
	Federal Appropriations		-	0.0%
	Local Appropriations		-	0.0%
	Resident Tuition (includes tuition waivers)		3,192,750	29.2%
	Nonresident Tuition (includes tuition waivers)		499,950	4.6%
	Student Fees - Mandatory and Academic Service Fees		1,943,000	17.8%
	Gifts, Endowments and Bequests		-	0.0%
	Other Grants, Contracts and Reimbursements		514,129	4.7%
	Sales and Services of Educational Departments		-	0.0%
	Organized Activities Related to Educational Departments		-	0.0%
	Technical Education Funds		-	0.0%
	Other Sources		16,500	0.2%
<b>5.</b>	Total Projected FY2019 Receipts		10,930,720	100.0%
<b>6.</b>	Total Available (line 3 + line 5)		11,791,589	<--Formula
<b>7.</b>	Less Budgeted Expenditures for FY2019 Operations		10,930,720	<--Link to Sch A
<b>8.</b>	Projected Unobligated Reserve Balance June 30, 2019 (line 6 - line 7)		860,869	<--Formula

Schedule C-1	Fund 290	Fund 700	Totals
Student Fees			
Mandatory Fees	1,124,025	-	1,124,025
Academic Service Fees	818,975	-	818,975
Total Student Fees	1,943,000	-	1,943,000
Difference Between Student Fees in cells B23 and C40	-	N/A	N/A

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION**

**EDUCATIONAL AND GENERAL BUDGET - FY2018-2019**

**PART I - PRIMARY BUDGET**

**Schedule C - 2**

**Cash Flow Requirements and the Use of Reserves**

Institution Name:		Percentage Requirements	Amount	Percentage
<b>1</b>	<b>Amount of Cash Flow Reserves Used in the FY2018 Budget Request</b>		-	
<b>2</b>	<b>Budgeted Amounts from Schedule C:</b>			
A.	Budgeted expenditures for FY2019		10,930,720	100.00%
B.	Projected Reserves at June 30, 2019		860,869	7.88%
<b>3</b>	<b>Cash Flow Requirements - State Regents and Accreditation Agencies:</b>	<b>% Requirement</b>	<b>\$ Requirements</b>	<b>Requirement</b>
A.	State Regents Cash Flow Target at 8.3% (1/12th)	8.3%	910,857	100.00%
B.	Additional Cash Flow Requirements in Addition to the 8.3%			
	<b>Total Additional Cash Flow Required by Accreditation Agencies (beyond the 8.3%)</b>		-	0.00%
C.	<b>Total Cash Flow Requirements for OSRHE and Other Accrediting Agencies</b>		910,857	100.00%
D.	<b>Amount of Projected Reserves After Cash Flow Requirements are Met</b>		(49,988)	
<b>4</b>	<b>Institution's Priorities for the Use of the Projected Reserves</b>			

B. Amount of Reserves 860,869

**Uses of Reserve:**

Provide narrative to describe how the institutional reserve will be used in the future. Each use must be classified in one of the following 8 classifications; OSRHE 1/12th, Accreditation, Campus Safety, Renovation, Capitol Projects, Equipment and Technology, Complete College America, or Other Purposes. See example worksheet.

	Amounts	Classification:
1	910,857	OSRHE 1/12th
2	-	Accreditation
3		Campus Safety
4		Renovation
5		Capitol Projects
6		Equip & Technology
7		CCA
8		Other Purposes
<b>Total Priorities for Use of Reserves</b>	<b>910,857</b>	<b>(49,987.90)</b>

Note: Add and expand rows as necessary to provide narrative to the above reserve priorities.

EDUCATIONAL AND GENERAL BUDGET  
 FISCAL YEAR FY2018-2019

Schedule F and G

STATEWIDE PROGRAM CODE: Higher Education (Inpuf)

SUMMARY OF EXPENDITURES BY FUNCTION AND OBJECT

Agency #: 623 Date Submitted: June 13, 2018  
 Institution Name: Seminole State College Presidents Name: Lana Reynolds

Object	10		20		31		40		50		60		TOTALS
	Personnel Services	Travel	Utilities	Supplies & Other Operating Expenses	Property, Furniture, & Equipment	Library Books and Periodicals	Scholarships & Other Assistance Net of Waivers	Transfers & Other Disbursements					
<b>Activity &amp; Sub-Activity/Function:</b>													
11 Instruction	4,085,790	52,185	14,015	442,115	75,350								4,669,455
12 Research													
13 Public Service	365,555	7,950	21,000	69,385	6,845	18,000							488,735
14 Academic Support	1,148,990	23,550	42,500	178,895	3,230								1,397,165
15 Student Services	1,535,475	54,500	44,400	288,485	9,000								1,931,860
16 Institutional Support	850,510	3,050	410,580	532,165	27,200								1,823,505
17 Operation. & Maintenance. of Plant (Net of Tuition Waivers)													
18 Scholarships													
<b>11 Total E&amp;G Part I - Fund 290</b>	<b>7,986,320</b>	<b>141,235</b>	<b>532,495</b>	<b>1,511,045</b>	<b>121,625</b>	<b>18,000</b>							<b>10,310,720</b>
<b>Hyperion Account Code</b>	<b>511130</b>	<b>521110</b>	<b>531160</b>	<b>531160</b>	<b>541110</b>	<b>552110</b>							
Entry into CORE E&G Part I - Fund 290	7,986,320	141,235		2,043,540		139,625							10,310,720
21 Total E&G Part II Cells linked to Sch. B-I-...	27,500	2,500		31,600									61,600
<b>Hyperion Account Code</b>	<b>511130</b>	<b>521110</b>	<b>531160</b>	<b>531160</b>	<b>541110</b>	<b>552110</b>							
Entry into CORE E&G Part II	27,500	2,500		31,600									61,600
<b>Total Allotment</b>	<b>8,013,820</b>	<b>143,735</b>	<b>532,495</b>	<b>1,542,645</b>	<b>121,625</b>	<b>18,000</b>							<b>10,372,320</b>

Schedule G

Hyperion Account Code	700 Fund No.	Activity No.	Sub-Activity No.	511130		521110		531160		541110		552110		562130		Total Budgeted Amount
				Personnel Services	Travel	Utilities	Supplies & Other Operating Expenses	Property, Furniture, & Equipment	Library Books and Periodicals	Scholarships & Other Assistance	Transfers & Other Disbursements					
	Fund 723			2,150,000	350,000	200,000	3,100,000	350,000				1,350,000				8,500,000
	Fund 789	89		10,500,000												10,500,000
	Fund 790	85		3,500,000												3,500,000
																32,872,320

11	Entry into CORE E&G Part I - Fund 290															10,310,720
21	Entry into CORE E&G Part II															61,600
G	Entry into CORE Fund 700															8,500,000
G	Entry into CORE Fund 789															10,500,000
G	Entry into CORE Fund 790															3,500,000
	Total Allotment															32,872,320

Oklahoma State Regents for Higher Education

Consolidated Capital Budgets  
FISCAL YEAR 2018-2019

Schedule H  
Various Funds by Institution

Institution Agency # and Name:		623	Seminole State College	
Date Submitted:		June 13, 2018	President: ----> Lana Reynolds	
Fund No.	Activity No.	Sub-Activity No.	Total Budgeted Amount -- Account 5400000	
295	90	00001		600,000
340	90	00001	\$	
450	90	00001	\$	
600	90	00001	\$	
650	90	00001	\$	
<b>Other Funds -- Please List:</b>				
	90	00001	\$	
	90	00001	\$	
	90	00001	\$	
	90	00001	\$	
	90	00001	\$	
<b>TOTAL</b>			\$	<b>600,000</b>

**Seminole State College**  
Organizational Chart  
FY - 19

**Board of Regents**

**President**

Administrative Assistants  
Board of Regents  
& President

**Academic Affairs**  
Vice President  
Administrative Assistant

**Student Affairs**  
Vice President  
Administrative Assistant

**Fiscal Affairs**  
Vice President  
Administrative Assistant

**Community Relations**  
Director

**Information Technology**  
Director

**Business & Education**  
Division Chair  
Instructors  
PT Office Manager

**Health Sciences**  
Division Chair  
Instructors  
Office Manager

**Language Arts & Humanities**  
Division Chair  
Instructors  
PT Office Manager

**Science, Technology, Engineering & Mathematics**  
Division Chair  
Instructors  
Office Manager

**Social Sciences**  
Division Chair  
Instructors  
PT Office Manager

**Student Success Services**  
PT Instructor

**Library/Distance Ed Center**  
PT Librarian  
PT Distance Ed Director

**TANF/ER**  
Director  
Instructional Specialist

**Registrar/Records**  
Director  
Clerks

**Admissions/Recruiting**  
PT Director  
Recruiters/Advisors

**Student Activities/  
Residential Life**  
Coordinator

**Testing**  
Coordinator

**Campus Police**  
Chief of Police  
PT Director of Campus Security & Safety  
Police Officers

**Athletics**  
Athletic Director  
Head Coaches  
Assistant Coaches  
Dir of Tourn. & Events Recruitment  
Coordinator of Athletic Services

**NASNTI**  
Director  
Student Dev. Specialist  
Technology Specialist  
Coaching Specialist

**Title III**  
PT Director  
PT Curriculum Specialist  
Advising Specialist

**Gear Up**  
Director  
Prof. Dev. Coordinator  
Advisors  
PT Office Manager

**TRiO**  
Office Manager  
Upward Bound – Director, Coordinators  
Talent Search – Director, Advisors  
Student Support Services – Director, Advisors

**Business Services**  
Coordinator

**Business Office**  
Head Cashier  
Cashier

**Accounting Office**  
Clerks

**Human Resources**  
Director

**Sponsored Programs & Compliance**  
Coordinator

**Bookstore Operations**  
Director  
Clerk

**Financial Assistance**  
Director  
Specialists  
Clerk

**Physical Plant**  
Coordinator

**Housekeeping**  
Head Housekeeper  
Housekeepers

**Maintenance**  
Technicians  
Groundskeeper

**Public Relations**  
Coordinator

**Educational Foundation Advancement**  
Coordinator

**IT**  
CTS Technicians

## LEASE AGREEMENT

This Lease is entered into this 1 day of July, 2018, between the City of Seminole, a municipal corporation, hereinafter referred to as LESSOR, and Seminole State College, hereinafter referred to as LESSEE.

### I.

LESSOR, in consideration of the terms and conditions herein set forth, hereby leases to LESSEE the real property, and improvements located thereon, hereinafter referred to as the demised premises, located in the County of Seminole, State of Oklahoma, and within the corporate boundaries of the City, all of which is more particularly described on Exhibit "A" attached hereto and made a part hereof. It is the intent of the parties for LESSOR to lease to LESSEE the Oiler PARK baseball Field and all equipment (listed on Exhibit "B", attached hereto and made a part hereof used in connection therewith.

### II.

The term of the Lease shall be for one (1) year subject to the provisions herein, commencing July 1, 2014, and ending June 30, 2015. This Lease is subject to the annual renewals by the LESSOR and LESSEE, which shall be voted on by both parties at least sixty (60) days prior to the anniversary date.

### III.

LESSEE shall not transfer or assign this Lease. The LESSEE has the right to sub-lease the facility.

### IV.

LESSEE, as LESSEE of the Baseball complex, agrees to prudently manage and operate the Baseball Field. The LESSEE will supply labor, equipment, and supplies for mowing, painting, grooming of grounds, and normal minor maintenance.

### V.

LESSOR, in consideration of this Agreement to undertake the maintenance and management of the property described on Exhibit "A", shall receive from the LESSEE the sum of ONE DOLLAR (\$1.00) a year payable on the 1<sup>st</sup> day of July of each year of this Agreement. LESSEE will, in addition, pay for the electricity and natural gas used in the operations. This provision will be subject to the annual approval by the LESSOR and LESSEE.



VI.

Any new equipment necessary to manage and operate the property shall be purchased at the sole expense of LESSEE, however, any such equipment shall be Lessee's property at the end of this Lease.

VII.

LESSEE agrees to maintain liability insurance on the operations covered by this Lease. LESSOR shall maintain fire and casualty insurance on the buildings described in Exhibit "A".

VIII.

LESSEE agrees to maintain the baseball field and appurtenances during the term of his Lease, ordinary wear and tear and acts of God excepted; however, major repairs to the facilities in excess of \$500.00 per repair would be the responsibility of the LESSOR. The LESSOR would be responsible for major repairs due to structural damage, or collapse of water or sewer lines.

IX.

LESSOR agrees to provide water and sewer services at no charge to the LESSEE for the purpose of maintaining the LESSOR'S property in a safe and satisfactory condition. All means of water conservation shall be exercised at all times. In the event of drought situations, watering shall take place only during the hours of 11 p.m. and 6 a.m.

X.

LESSEE will receive all income from advertising signs, sub-leases, and ticket sales for the use of the LESSEE.

XI.

LESSEE shall have full management decisions over the use of the field, scheduling of times and requirements for use of field by others.

XII.

LESSOR shall provide access to heavy equipment and personnel to operate said equipment when major maintenance or renovation work shall be scheduled. Any major repairs or renovations that may be required for health or safety reasons or which are required by State Statute or the Federal Government will be the responsibility of the LESSOR.

XIII.

Major capital improvements made to the Baseball Field by the LESSEE will have to be approved prior to any construction by the regularly scheduled meeting of the LESSOR.

XIV.

Should the LESSEE make a major capital improvement to the baseball Field and the Lease be terminated, the LESSOR will make every effort to negotiate an acceptable arrangement for further use or appraise the improvements and compensate the LESSEE for the improvements.

XV.

LESSOR shall have the right to inspect the property covered by this agreement at any reasonable time.

XVI.

If for any reason either party hereto shall breach the terms of this Agreement, the other party shall have the right to cancel the Agreement upon giving written notice of the default to the other party and, if the condition or conditions to the default are not cured within sixty (60) days thereafter, this Lease shall be considered canceled and the defaulting party shall release the other party from all rights hereunder.

XVII.

In the event of any controversy or dispute arising under this contract, the matter shall be referred to a mediator, mutually agreed upon by the parties, who shall determine the same, and whose decision shall be final and binding upon both the parties hereto, except as the same may be modified by a court of competent jurisdiction.

XVIII.

THIS AGREEMENT is subject to the approval of the City council of the City of Seminole and the Board of Regents for Seminole State College and, if approved, shall be binding, to the extent set forth herein, on the successors and assigns of the parties hereto.

CITY OF SEMINOLE

By: \_\_\_\_\_  
Mayor

ATTEST:

By: \_\_\_\_\_  
City Clerk

SEMINOLE STATE COLLEGE

By: \_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**BULK COMMUNICATIONS SERVICES AND ACCESS AGREEMENT**

THIS BULK COMMUNICATIONS SERVICES AND ACCESS AGREEMENT (the "Agreement") is made this May 17<sup>th</sup>, 2018 by and between Cebridge Acquisition L.P. d/b/a Suddenlink Communications ("Suddenlink") and Seminole State College ("Owner").

Suddenlink, itself and/or through its affiliates, is a provider of video, Voice Over the Internet Protocol ("VoIP") and information Services including, but not limited to, cable television service high-speed Internet ("HSI") service, and, where available, local and long distance voice service (collectively, the "Services"); and

WHEREAS, Owner holds title to, or is the authorized managing agent for Owner of, the real property located at 2701 Boren Blvd Seminole, OK which presently includes improvements located thereon totaling 252 dwelling units and other outlets commonly known as Seminole State College (collectively, the "Premises") and which is more particularly described in Exhibit A attached hereto and by this reference incorporated herein; and

WHEREAS, Owner desires to purchase cable television service ("Video Service") from Suddenlink for individuals occupying the individual dwelling units ("Tenant(s)"), and permit Suddenlink to provide other Services to Tenants; and

WHEREAS, Suddenlink is willing and desires to provide Video Service and other Services to Tenants at the Premises upon the terms and conditions set forth hereafter; and

WHEREAS, the parties desire to establish the ownership of certain facilities and equipment installed by Suddenlink or its predecessors within the Premises.

In consideration of the promises and covenants contained herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:



1. **Purpose, Term and Rates.** The purpose of this Agreement is to state the terms and conditions under which Owner will provide a nonexclusive easement and access to the Premises to Suddenlink and Suddenlink will make Services available to residents in the Premises on a bulk basis (the "Bulk Services"), and other Services on an individually billed basis (the "Additional Services"). It is understood that payment for Bulk Services shall be the responsibility of Owner. Owner shall provide the Bulk Services to all of the units in the Premises and, except as otherwise stated herein, shall not disconnect the Bulk Services from any of the units. Suddenlink shall provide Additional Service(s) to any Tenants who desire to subscribe to such Additional Service(s) as may be available and offered by Suddenlink at the Premises from time to time. Suddenlink retains the right to control, add to, delete and/or change the Services.

The Additional Services shall be provided at the rates Suddenlink lawfully establishes from time to time. Suddenlink shall give proper notice of any changes in rates or Services to Tenants in accordance with applicable law. Fees shall be due and payable in advance pursuant to a separate agreement executed by Suddenlink and each Tenant subscribing to Services. Owner acknowledges and agrees that Services to any Tenant may be terminated for Tenant's failure to pay for Services or to otherwise abide by the provisions of Tenant's agreement with Suddenlink. It is understood that payment for the Additional Services shall be the sole responsibility of the subscribing Tenant and that Owner shall have no responsibility for any such payment.

This Agreement shall commence on June 1<sup>st</sup>, 2018 and expire on June 30<sup>th</sup>, 2021 (the "Initial Term"). Notwithstanding any contrary provision of this Agreement, any obligation of Seminole State College to make any payment(s) hereunder is subject to the availability and continuation of sufficient funds for that purpose. The Agreement may be canceled, and not renewed beyond the current fiscal year ending June 30, 2019, and the end of any subsequent fiscal year, without obligation or penalty should the Oklahoma Legislature fail to appropriate funds or if a reduction in or elimination of any source of funding for the payment(s) required under this Agreement occurs.

At the end of the Initial Term, or any successive term, this Agreement will automatically renew for successive terms of one (1) year each unless either party gives written notice of its intent not to renew to the other party at least ninety (90) days prior to the expiration of the then-previous term (the Initial Term, together with the successive terms is hereinafter referred to as the "Term").

Owner shall pay to Suddenlink the fees set forth in Exhibit B attached hereto for the Services (the "Bulk Services Fee"). The Bulk Services Fee is due and payable in advance on the first day of each month. The Bulk Services Fee does not include taxes, fees, state cost recovery fees, and surcharges, including broadcast station and sports programming surcharges, which are additional. Failure to pay the Bulk Services Fee in full by the tenth (10th) day of the month shall be a material default under this Agreement. Upon receipt of notice of default Owner shall have ten (10) business days to cure default. In the event that such default is not cured within the aforementioned time period, Suddenlink shall have the right (in addition to all other

Suddenlink   
 Customer 

available remedies) to (i) immediately terminate the Services and this Agreement upon ten (10) days' prior written notice and Owner shall be liable for immediate payment of all Bulk Services Fees for the balance of the Term, which shall be determined by multiplying the then-current monthly Bulk Services Fee by the number of months remaining in the Term; or (ii) convert this Agreement to an individual Services Agreement in which event Owner grants to Company the right and license to access the Premises to solicit subscribers and provide Services to residents on an individual basis for the remainder of the Term. Owner shall not resell or charge the Tenants any incremental fee for the Bulk Services.

Owner must notify Suddenlink in writing of billing errors disputes or requests for credit within six (6) months after Owner receives the bill for which correction of an error or credit is sought. The date of the dispute shall be the date Suddenlink receives sufficient documentation to enable Suddenlink to investigate the dispute. The date of the resolution is the date Suddenlink completes its investigation and notifies the Customer of the disposition of the dispute.

If Owner requests Services provided by Suddenlink other than those specified in this Agreement, Suddenlink shall furnish such additional Services at its established rates then in effect or, in the absence of established rates, at a reasonable charge as Suddenlink determines. The Services will be provided in material compliance and shall remain in material compliance with all applicable federal, state and local laws and regulations.

Owner agrees that Tenants shall have the right to individually subscribe to any and all additional Services that Suddenlink offers in the market. Suddenlink acknowledges and agrees that Owner shall have no financial responsibility for any Services that a Tenant subscribes to directly with Suddenlink.



**2. Grant of Easement and Access Rights.** Owner grants to Suddenlink and its successors and assigns a perpetual, transferable, and non-exclusive easement across the Premises to install, connect, disconnect, transfer, improve, maintain, service, repair, remove and/or replace its equipment and the Distribution System (defined below) as necessary to provide the Services and to do all other acts necessary to ensure continued operation of Services at the Premises and to other properties, and Owner shall sign the Grant of Easement and Memorandum of Agreement attached hereto as Exhibit A. The terms of the easement shall be deemed to be covenants running with the land constituting the Premises. The provisions of this Section 2 shall survive the expiration or earlier termination of this Agreement.

Except for Suddenlink's right to reclaim and remove its Distribution System from the Premises, Suddenlink's rights hereunder at all times, now and in the future, shall be subordinate to the rights of all present and future holders of any and every recorded mortgage made by Owner in good faith for value. Suddenlink agrees and covenants that, on request and in exchange for the right of non-disturbance, Suddenlink shall execute an express subordination of the rights of Suddenlink under this Agreement (other than the right of Suddenlink to reclaim and remove its Distribution System from the Premises) in favor of each present and future holder of a recorded mortgage ("Mortgagee") made by Owner in good faith for value, with the subordination to be in the form reasonably requested by the mortgage holder(s) or Owner.

**3. Distribution System and Inside Wiring.** "Distribution System" shall mean (1) all distribution plant and associated electronics, equipment (including, without limitation, active and passive splitters and taps, amplifiers, and passives) and wiring installed or provided by Suddenlink or its predecessors which is necessary to distribute Services throughout the Premises, but specifically excluding Cable Inside Wiring as defined below; and (2) all customer reception equipment furnished to Tenants by Suddenlink at the Premises. The installation of the Distribution System and the Inside Wiring by Suddenlink will meet all applicable statutes, ordinances, codes, regulations and laws, including, but not limited to, FCC specifications (collectively, "Applicable Law") and will be installed in a good, workmanlike manner. Ownership of the facilities installed by Suddenlink, including but not limited to, cable, wiring (including home run wiring as defined by the FCC), equipment, conduit, and electronics shall at all times be and remain in Suddenlink and shall be used exclusively by Suddenlink operations unless such Distribution System is transferred by Suddenlink as provided herein. Any damage caused to the Premises by Suddenlink during installation, maintenance, repair, or removal of the Distribution Systems will be repaired by Suddenlink to Owner's reasonable satisfaction.

"Cable Inside Wiring" shall mean that cable television wiring (exclusive of active electronics) located within a Tenant's dwelling unit and including such wiring up to a demarcation point located at or about twelve inches (12") outside of where the wire enters the Tenant's dwelling unit, or as otherwise provided by Applicable Law (the "Cable Demarcation Point"), but shall not include wiring that is part of a "loop through" system. Ownership of Cable Inside Wiring shall at all times be and remain in Owner. Owner shall be responsible for the repair and maintenance of all Cable Inside Wiring, in a good, workmanlike manner in accordance with Applicable Law for the duration of this agreement. Suddenlink shall be granted exclusive use of the Cable Inside Wiring for the duration of this agreement and any renewals thereof.

**4. Disposition of Distribution System upon Expiration or Termination.** Upon expiration of this Agreement, or upon early termination of this Agreement due to default by Suddenlink and if Suddenlink is no longer providing Services to the Premises, Owner shall have the option to purchase the Distribution System at replacement value. Owner must give Suddenlink written notice of its election to exercise its purchase option at least fifteen (15) days prior to the expiration or termination of this Agreement or such option shall be deemed waived. If Owner fails to exercise its option to purchase the distribution as

Suddenlink   
Customer 

provided herein, Suddenlink shall, at Suddenlink's option, either: (i) leave the distribution in place, in which case said wiring becomes the property of Owner; or (ii) remove any or all of the Distribution at Suddenlink's expense. Any damage to the Premises caused by removal of the Distribution System will be repaired by Suddenlink to Owner's reasonable satisfaction. Any part of the Distribution System remaining on the Premises shall become the sole property of Owner.

5. **Maintenance and Repairs.** Suddenlink at its expense will maintain the Distribution System in a good, workmanlike manner in accordance with all applicable codes, regulations, or laws.

6. **Promotional Materials.** Owner may use Suddenlink's name and any and all trade or service names or marks (collectively, the "Suddenlink Marks") in appropriate promotional materials and related documentation as contemplated by this Agreement, subject to Suddenlink's prior consent, which consent may be withheld in Suddenlink's sole discretion and, where Suddenlink grants its consent, subject also to Owner's compliance with Suddenlink's quality control standards and supervision. Upon the termination of this Agreement for any reason, the foregoing license shall terminate and Owner shall immediately return to Suddenlink or destroy all copies of the Suddenlink Marks. Suddenlink reserves the exclusive rights to the Suddenlink Marks

7. **Interference.** Owner will not use, or permit others to use, any equipment that causes interference or is otherwise incompatible with the Distribution System, the reception equipment, such portion of the Inside Wiring used by Suddenlink, or Suddenlink's right to provide Services under this Agreement. Owner shall not move, disturb, alter, change, or connect any other device to the Distribution System nor authorize or permit anyone to do so.

8. **Insurance.** Suddenlink shall maintain public liability and property damage insurance to protect Owner against loss or damage resulting from the installation, operation or maintenance of the Distribution System on the Premises.

9. **Warranties.** Each party warrants that (i) it holds all rights and has full authority to execute this Agreement and to grant the rights and perform the obligations herein provided; (ii) this Agreement constitutes and shall constitute a binding obligation of each party.



10. **Indemnification and Limitation on Damages.**

**Responsibility for Actions of Employees.** The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. Seminole State College shall be responsible for the acts and omissions to act of its officers and employees while acting within the scope of their employment according to the Oklahoma Governmental Tort Claims Act, 51 O.S. § 151 *et seq.* Suddenlink shall be responsible for any damages or personal injury caused by the negligent acts or omissions to act by its officers, employees, or agents acting within the scope of their authority or employment.

Except as otherwise expressly provided herein, owner agrees that the services and equipment are provided by Suddenlink on an "as is" and "as available" basis without warranties of any kind. There are no agreements, warranties or representations, express or implied, either in fact or by operation of law, statutory or otherwise, including warranties of title, non-infringement merchantability and fitness for a particular purpose, relating to the services. Services provided are a best efforts service and Suddenlink does not warrant that the services, equipment or software shall be error-free or without interruption. Suddenlink makes no warranty as to transmission or upstream or downstream speeds of the network. All use of the services are provided at owner's sole risk and owner assumes total responsibility for owner's or any user's use of the services. Suddenlink makes no warranty that the service, equipment or software are compatible with any owner equipment and are not responsible or liable for any loss or impairment of service due in whole or in part to owner equipment. Suddenlink makes no warranty as to the security of owner's or end user's communications via Suddenlink's facilities or services, or that third parties will not gain unauthorized access to or monitor owner's or end user's communications. Owner agrees that owner has the sole responsibility to secure owner's communications and that the Suddenlink parties will not be liable for any loss associated with such unauthorized access.

Except as otherwise expressly provided in this agreement, in no event shall either party be liable to the other or to any third party for any incidental, indirect, consequential, special, or punitive damages arising out of or relating to this agreement including without limitation any liability that arises directly or indirectly out of the use or inability to use the services (including the inability to access emergency 911 or e911 services), mistakes, omissions, interruptions, failure or malfunction, deletion or corruption of files, work stoppage, errors, defects, delays in operation, delays in installation, failure to maintain proper standards of operation, failure to exercise reasonable supervision, delays in transmission, breach of warranty or failure of performance of the services and/or equipment, regardless of whether such party had been advised of the possibility of such damages.

The provisions contained within this Section 10 shall survive the expiration or termination of this Agreement.

Suddenlink  \_\_\_\_\_  
 Customer  \_\_\_\_\_

11. **Cooperation - Memorandum of Agreement.** Owner and Suddenlink agree to cooperate fully and promptly in carrying out this Agreement. Owner agrees to execute any and all documents as may reasonably be requested by Suddenlink to evidence and effectuate the rights granted to Suddenlink under this Agreement including, but not limited to, the execution of the Grant of Easement/Memorandum of Agreement attached hereto as Exhibit A for the purpose of recordation.

12. **Additional Facilities.** If Owner adds units to or adjacent to the Premises, this Agreement shall extend to all such units added if the parties mutually agree.

13. **Force Majeure.** Suddenlink shall have no liability to any person for failure to meet any of its obligations under this Agreement, where such failure is the result, in whole or part, of any labor dispute, failure of usual sources of supply, war, riot, insurrection, vandalism, commotion, fire, flood, earthquake, accident, storm, loss of the right to use rights of way or to make pole attachments, act of God or government, or any other cause beyond Suddenlink's reasonable control.

14. **Notices.** Any consent, election or notice required or permitted to be given under this Agreement shall be in writing and sent by certified or registered mail or via overnight express courier addressed to the address included at the end of this Agreement, or to such other address or addresses as shall, from time to time, be furnished in writing by the party to receive such notice to the other party. Any such notice or other communication shall be deemed to be effective when actually received or refused. Either party may by similar notice given change the address to which future notices or other communications shall be sent. Any communication by e-mail or facsimile is solely for the convenience of the parties and will not constitute valid or effective notice for purposes of this Agreement.

15. **Default.** Subject to the *Force Majeure* provisions in Section 13, if either party fails to perform or observe any of the material conditions or agreements to be performed or observed by it hereunder (the "Defaulting Party") and such failure is not cured within thirty (30) days (ten (10) days in the event of Owner's failure to pay the Bulk Services Fee) after receipt of written notice from the other party (the "Non-defaulting Party"), the Non-defaulting Party, in addition to any other rights at law or equity it may have, shall have the right to immediately terminate this Agreement.

16. **Confidentiality.** Owner shall not disclose any of the terms of this Agreement to any third party without the prior written consent of Suddenlink.

17. **Music Rights Fees.** In all cases, Owner is responsible for and must secure any public performance rights and/or pay applicable fees required by the American Society of Composers, Authors & Publishers ("ASCAP"), Broadcast Music, Inc. ("BMI") and SESAC, Inc. ("SESAC") or their respective successors, and any other entity, person or governmental authority from which a license is necessary or appropriate in connection with Owner's transmission, retransmission, communication, distribution, performance or other use of the Services whenever and wherever applicable.

18. **Miscellaneous.** This Agreement shall bind and benefit the parties and their respective successors and assigns, regardless of whether such successors and assigns expressly agree to be bound by the Agreement. If Owner sells or transfers the Premises to a third party during the initial Term, Owner shall provide a copy of this Agreement to the purchaser or transferee and require said party to assume the rights and obligations of this Agreement. Suddenlink may assign this Agreement and all of its rights hereunder without Owner's consent to any entity which controls, is controlled by or is under common control with Suddenlink or to any entity pursuant to a merger, sale or exchange of stock, or sale or exchange of assets. This Agreement is the entire understanding between the parties and supersedes any prior agreements or understandings whether oral or written. This Agreement may not be amended except by a written instrument executed by both parties. Failure of either party to exercise any of its remedies as set forth in this Agreement or at law or in equity in the event of any default by the other party shall not constitute a waiver of the right of the non-defaulting party to exercise the same in the event of a subsequent default by the defaulting party. The prevailing party in any action brought under this Agreement shall be entitled to recover from the other party reasonable attorney's fees, costs and necessary disbursements. This Agreement shall be governed by the laws of the state in which the Premises are located except where the laws of the United States have precedence. This Agreement and the obligations of the parties shall be subject to all applicable laws, regulations, court rulings, administrative orders, and Presidential decrees, as they may be amended from time to time.

Owner: Seminole State College

Customer Authorized Signature: 

Print Name: Tony Crouch

Title: VP Fiscal Affairs

Address: 2701 Boren Blvd

City, State, Zip: -Seminole Oklahoma 74868

Suddenlink: Cebridge Acquisition L.P. d/b/a Suddenlink Communications

By: 

Print Name: Stephen Tulloh

Title: VP Sales

Address: 5830 Granite Pkwy, Ste 300

City, State, Zip: Plano, TX 75024

Suddenlink 


Customer 



Exhibit A

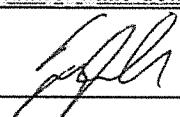
WHEN RECORDED RETURN TO: Suddenlink Communications 311 N Northwest Loop 323, Tyler, TX 75702 Attn: VP, Business Services	
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GRANT OF EASEMENT AND MEMORANDUM OF AGREEMENT

PLEASE TAKE NOTICE that \_\_\_\_\_ ("Owner") and Cebridge Acquisition L.P. d/b/a Suddenlink Communications ("Suddenlink Communications") have entered into a Bulk Telecommunications Service Agreement (the "Agreement") dated May 17<sup>th</sup>, 2018, which, in accordance with its terms, entitles Suddenlink Communications to provide cable television and other telecommunications Services throughout the property described in the attachment to this Exhibit and incorporated herein by this reference. Among other things, the Agreement provides Suddenlink Communications with rights of ingress and egress to the property at current easement, necessary or useful to provide such service and maintain its equipment and other facilities and provides for ownership of the facilities on the property used in providing such Services. The Agreement binds any successors and assigns of the Owner in accordance with its terms. A copy of relevant provisions of the Agreement will be provided to any properly interested person upon written request. This Memorandum shall be deemed terminated and released upon the termination of the Agreement and the filing of an affidavit by the OWNER of the property attesting to such termination

Suddenlink Communications requests that it receive notice of any pending trustee or foreclosure sale or receivership, bankruptcy or other proceeding affecting the property, sent to the address above.

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year above written.

Owner: Seminole State College  
 Customer Authorized Signature: 

Print Name: Tony Crouch  
 Title: VP Fiscal Affairs  
 Address: 2701 Boren Blvd  
 City, State, Zip: Seminole Oklahoma 74868

Suddenlink: Cebridge Acquisition L.P. d/b/a Suddenlink Communications


By:   
 Print Name: Stephen Tulloh  
 Title: VP Sales  
 Address: 5830 Granite Pkwy, Ste 300  
 City, State, Zip: Plano, TX 75024


Exhibit B Video Services

Bulk Video Services Fee

Video Service with no premiums

The Bulk Services Fee related to Expanded Basic video service shall be \$1,890.00 per month (based upon 252 units at \$7.50 per unit) plus applicable taxes, fees, state cost recovery fees, and surcharges, including broadcast station and sports programming surcharges. The Bulk Services Fee shall not increase for 12 months from the date of the Agreement. Thereafter, the monthly video service fee will increase no more than 6% percent per year. Suddenlink shall provide Owner with 30 days prior written notice of each such annual rate increase(s).

Owner acknowledges that Suddenlink's performance of this Agreement may be subject to the rules and regulations of federal, state or local regulatory powers and that Suddenlink is not guaranteeing the provision or availability of any particular program or channel. The Video Service initially available to the Premises will consist of Suddenlink's current channel lineup which may be modified from time to time solely at Suddenlink's discretion. Suddenlink's channel lineup may not be changed or altered by Owner or others without Suddenlink's prior written permission. It is specifically understood that in providing Video Service, Suddenlink makes use of certain programming owned by others. Owner agrees that it will make no claims nor undertake any legal action against any person or entity, including Suddenlink, if certain programming is interrupted, discontinued or substituted; provided that Suddenlink will provide to Owner its standard Video Service channel lineup and such channel lineup may be modified from time to time.

Suddenlink   
Customer 