SEMINOLE STATE COLLEGE
BOARD OF REGENTS REGULAR MEETING
Thursday, October 29, 2026

Audit Committee Meeting
President's Office
11:30 a.m.

Luncheon
Enoch Kelly Haney Center – Room #204
2701 Boren Blvd., Seminole, OK 74868
12:15 P.M.

Business Session
Enoch Kelly Haney Center – Board Room
2701 Boren Blvd., Seminole, OK 74868
1:00 P.M.

I. CALL TO ORDER

II. ROLL CALL OF MEMBERS

INTRODUCTION OF GUESTS

III. READING AND APPROVAL OF MINUTES

- Meeting Minutes August 20, 2026

Board Action: Approve/Reject/Revise

IV. COMMUNICATIONS TO THE BOARD

Financial Report – September 30, 2026

Report on Purchases over $15,000 for August and September:

• Resero Retail Tech.	$ 21,250.00
• Key Speakers Bureau INC	$ 15,500.00
• Krewko	$ 30,990.00
• National Council for Community - NCCEP	$ 25,500.00
• Voss Electric Company	$118,222.00
• Village Travel LLC	$ 25,655.97
• Trenchless Solutions	$ 23,000.00
• Crawford & Associates PC	$ 29,707.90

Board Action: Approve/Reject

V. HEARING OF DELEGATIONS

None at the time of the filing of the agenda

VI. PRESIDENT'S REPORT

- **Personnel Update**
- **Sports Update**
- **Update on Haney Roof Project**
- **Enrollment Update**
- **Scott Empowerment Fund Update**
- **Campus Activities**
- **Upcoming Events**

VII. BUSINESS

A. Review and consider approval of the FY26 external audit conducted by Finley & Cook CPAs

Board Action: Approve/Reject/Table

B. Review and consider approval of revisions to Board Policy I-3-1 regarding Mission, Functions, Accreditation and History

Board Action: Approve/Reject/Table

C. Review and consider approval of proposed revisions to Board Policy II-4-16 regarding Retirement

Board Action: Approve/Reject/Table

D. Review and consider approval of proposed revisions to Board Policy III-5-5 regarding Expressive Activity

Board Action: Approve/Reject/Table

E. Review and consider approval of proposed Board Policy regarding Sponsored Programs and Grants

Board Action: Approve/Reject/Table

E. Consideration and possible action on new items of business, not known about or which could not have been reasonably foreseen prior to the time of the posting of the agenda

Board Action: As Appropriate

VIII. CONSENT AGENDA

Approval of the following item:

- Program Deletion – Associate in Applied Science in Engineering Technology

Board Action: Approve/Reject/Table

IX. ADJOURNMENT

The Seminole State College Board of Regents may discuss, vote to approve, vote to deny, vote to table, change the sequence of any agenda item, or decide not to take up or vote on any item on this Agenda.

**If you need disability-related accommodation or wheelchair access information, please contact: Office of ADA compliance at 405-382-9216.
Requests should be made by October 28, 2026**

SEMINOLE STATE COLLEGE
BOARD OF REGENTS REGULAR MEETING
August 20, 2026

I. Call to Order

The Seminole State College Board of Regents' regular monthly meeting was called to order at 1:00 p.m. in the Board Room of the Enoch Kelly Haney Center.

II. Roll Call of Members

Roll call was conducted. Regents present were David Hooten, Teresa Burnett, Haley Coates, Ryan Franklin, Robyn Ready, and Curtis Morgan. Regent Mona Adkisson was absent.

Seminole City Attorney and Brigadier General Brad Carter administered the Oath of Office to new Board member David Hooten.

III. Introduction of Guests

President Reynolds introduced administrators and staff present at the meeting. Special recognition was given to Kyle Shifflett from the Office of the Attorney General.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held June 17, 2026, Regent Burnett made a motion to approve the minutes as presented. Regent Ready seconded the motion. Roll call was as follows: Hooten, yes; Burnett, yes; Coates, yes; Franklin, yes; Ready, yes and Morgan, yes.

V. Communications to the Board

Financial Report – Vice President for Finance, Grants, and Enrollment Melanie Rinehart presented a review of the College's revenue and expenses through July 31, 2026. Regent Coates made a motion to approve the Financial Report as presented. Regent Ready seconded the motion. Roll call was as follows: Hooten, yes; Burnett, yes; Coates, yes; Franklin, yes; Ready, yes and Morgan, yes.

VI. Hearing of Delegations

None

VII. President's Report

Personnel Update:

Lisa Jorgenson-Habig was hired as an Assistant Professor of English. A letter of intent to retire was received by Karan O'Dor, Talent Search Director. Letters of resignation were received from Jonathan Bennett, GEAR UP Director; Johnathan Gervasi, Upward Bound Coordinator; Talina Lee, Business and Industry Coordinator; Todd May, Upward Bound Coordinator and Paul Smith, Assistant Professor of Social Sciences.

Campus Activities:

- President Reynolds gave and update on the Paralegal Program
- President Reynolds gave an update on several deferred maintenance projects and other improvements on campus

- President Reynolds told the Board members about the upcoming demolition of the Sarkeys Dormitory
- President Reynolds gave an update on enrollment numbers
- President Reynolds gave an update on SSC grants
- Kids on Campus was held July 13th through the 16th
- The public relations team, Josh Hutton and Brooks Nickell, won several awards at the OCPRA conference this summer and Kim Pringle served as the President of OCPRA this past year
- SSC In-Service was held on August 12th. This year's events highlighted the 95th anniversary of SSC
- The President's Leadership Class orientation for the incoming freshmen and sophomores was held on August 14th
- The first day of fall classes was August 17th
- Welcome Week was held the first week of classes with various activities for students
- President Reynolds presented the Annual Report to the Regents

Upcoming Events

- A Math 4 Parents B&I course will be held on August 25th
- Shannon Miller will be speaking on campus on September 10th sponsored by the NASNTI grant.

VIII. Business

Election of Officers– President Reynolds presented the Board with the section of the Board Policy regarding the election of officers and information about current members' terms. Regent Ready made a motion to elect the following Regents as officers: Curtis Morgan, Chair; Ryan Franklin, Vice Chair; and Robyn Ready, Secretary. Regent Burnett seconded this motion. Roll call was as follows: Hooten, yes; Burnett, yes; Coates, yes; Franklin, yes; Ready, yes and Morgan, yes.

Approval of Revision to Board Policy II-7-2 Regarding Program Review: President Reynolds presented the Board members with a proposed revision to Board Policy II-7-2 regarding Program Review. This revision will reflect Legislative changes that dictate how often institutions review academic programs. Regent Franklin made a motion to approve the revision to Board Policy II-7-2 as presented and Regent Burnett seconded the motion. Roll call was as follows: Hooten, yes; Burnett, yes; Coates, yes; Franklin, yes; Ready, yes and Morgan, yes.

Approval of Revision to Board Policy II-7-5 – President Reynolds presented the Board members with a proposed revision to Board Policy II-7-5 regarding unauthorized use of College Property/Facilities. This revision will strengthen the policy and empower the College to specifically restrict the use of outdoor spaces. Regent Ready made a motion to approve changes to Board Policy II-7-5 as presented and Regent Burnett seconded the motion. Roll call was as follows: Hooten, yes; Burnett, yes; Coates, yes; Franklin, yes; Ready, yes and Morgan, yes.

Approval of Revision to Board Policy III-5-6 – President Reynolds presented the Board members with a proposed revision to Board policy III-5-6 regarding Service and Emotional Support/Assistance Animals. This revision will clarify the types of animals allowed on

campus for these services. Regent Hooten made a motion to approve the revision to Board Policy III-5-6 as presented. Regent Franklin seconded the motion. Roll call was as follows: Hooten, yes; Burnett, yes; Coates, yes; Franklin, yes; Ready, yes and Morgan, yes.

Approval of Revision to Board Policy III-7-8 – President Reynolds presented the Board members with a proposed revision to Board policy III-7-8 regarding Title IX Policy and Procedure. This minor revision will remove the name of a person who was a former employee and replace it with the title of the position. Regent Coates made a motion to approve the revision to Board Policy III-7-8 as presented. Regent Burnett seconded the motion. Roll call was as follows: Hooten, yes; Burnett, yes; Coates, yes; Franklin, yes; Ready, yes and Morgan, yes.

X. Adjournment

The meeting was adjourned at 1:58 p.m.

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Seminole State College
Combining Statement of Net Assets
As of September 30, 2026

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Cash and Cash Equivalents	1,483,397	1,061,364	2,357,490	2,716	(5,244)	45,057	250	-	4,945,031
Accounts Receivable, net	-	-	-	-	-	-	-	-	-
Other Accrued Income	-	-	-	-	-	-	-	-	-
Capital Assets, net	-	-	-	-	-	-	-	21,330,935	21,330,935
Total Assets	1,483,397	1,061,364	2,357,490	2,716	(5,244)	45,057	250	21,330,935	26,275,966
Accounts Payable	295	174,819	-	581	-	-	-	-	175,695
Other Accrued Expenses	-	-	-	2,135	-	-	-	-	2,135
Due To/From Other Funds	-	-	-	-	-	-	-	-	-
Long-Term Debt	-	-	-	-	-	-	-	10,025,692	10,025,692
Total Liabilities	295	174,819	-	2,716	-	-	-	10,025,692	10,203,523
Beginning Net Position	1,069,031	1,524,697	2,440,812	(0)	(5,244)	45,057	250	5,735,151	10,809,755
Change in Net Position	414,071	(638,153)	(83,322)	-	-	-	-	5,570,092	5,262,688
Ending Net Position	1,483,102	886,545	2,357,490	(0)	(5,244)	45,057	250	11,305,243	16,072,443

Seminole State College
Combining Statement of Revenues, Expenses and Changes in Net Assets
For the Period July 1 through September 30, 2026

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Revenues									
Tuition and fees, net	$ 2,191,690	$ 79,464	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,271,153
State appropriations	1,900,217	-	745,582	-	-	-	-	-	2,645,799
Federal grants and contracts	-	2,870,292	-	-	-	-	-	-	2,870,292
State and private grants and contracts	-	654,627	-	-	-	-	-	-	654,627
Housing & Food Service	-	119,379	-	-	-	-	-	-	119,379
Bookstore	-	441,343	-	-	-	-	-	-	441,343
Other revenues	130,551	156,698	-	-	-	-	-	-	287,249
Total operating revenues	4,222,457	4,321,804	745,582	-	-	-	-	-	9,289,843
Expenditures									
Compensation and benefits	2,432,869	939,738	-	-	-	-	-	-	3,372,607
Contractual services	399,889	241,623	-	-	-	-	-	-	641,512
Supplies and materials	128,366	2,078,890	614,076	-	-	-	-	-	2,821,332
Scholarships and fellowships	604,481	1,152,208	-	-	-	-	-	-	1,756,689
Communications	24,500	495	-	-	-	-	-	-	24,995
Depreciation	-	-	-	-	-	-	-	-	-
Utilities	129,429	37,626	-	-	-	-	-	-	167,055
Other expenditures	88,852	509,377	214,828	-	-	-	-	(5,570,092)	(4,757,034)
Total Operating Expenses	3,808,386	4,959,957	828,904	-	-	-	-	(5,570,092)	4,027,155
Operating income (loss)	414,071	(638,153)	(83,322)	-	-	-	-	5,570,092	5,262,688
Transfers from (to)	-	-	-	-	-	-	-	-	-
Change in Net Position	414,071	(638,153)	(83,322)	-	-	-	-	5,570,092	5,262,688

Seminole State College
Combining Statement of Changes in Cash and Cash Equivalants
For the Period July 1 through September 30, 2026

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Cash and Cash Equivalents	$ (1,450,860)	$ 3,111,018	$ 2,294,146	$ 2,716	$ (5,244)	$ 45,057	$ 250	$ -	$ 3,997,084
Change in Net Position	414,071	(638,153)	(83,322)	-	-	-	-	5,570,092	5,262,688
Changes not providing (using) cash	2,520,186	(1,411,501)	146,666	-	-	-	-	(5,570,092)	(4,314,741)
Cash and Cash Equivalents, Ending	$ 1,483,397	$ 1,061,364	$ 2,357,490	$ 2,716	$ (5,244)	$ 45,057	$ 250	$ -	$ 4,945,031

Seminole State College
Education and General - Statement of Budgeted Revenues and Expenditures
For the Period July 1 through September 30, 2026

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
REVENUE				
State Appropriations	$ 664,654	$ 1,900,217	6,153,467	$ 1,612,208
Tuition	25,958	1,967,892	2,750,000	1,014,750
Non-Resident Tuition Fees	24,437	49,242	950,000	350,550
Remedial Course Fee	50	1,352	30,000	11,070
Tuition	50,445	2,018,487	3,730,000	1,376,370
STEM Academic Excellence Fee	1,430	11,067	145,000	53,505
LAH Academic Excellence Fee	650	3,919	58,500	21,587
Bus & Ed Academic Excellence Fee	1,203	6,500	78,500	28,967
Health Science Academic Excellence Fee	-	850	14,500	5,351
Social Science Academic Excellence Fee	540	3,266	62,500	23,063
Physical Therapist Assistance Fee	-	1,080	8,650	3,192
Technology Service Fee	4,142	21,768	315,500	116,420
Bus And Ind Additional Fees	-	-	-	-
Nursing Fee	440	3,318	74,000	27,306
Laboratory Fees	798	6,030	75,000	27,675
Medical Lab Tech Fee	-	712	12,000	4,428
Electronic Academic Access Fee	1,130	7,952	118,000	43,542
Dist Education/Outreach Fee	3,679	37,724	440,000	162,360
Academic Course Fees	14,012	104,187	1,402,150	517,393
Late Payment Fees	426	2,518	15,000	5,535
Application For Admission Fees	8,355	9,991	12,000	4,428
Assessment Fee	1,147	7,180	102,500	37,823
Refund Per Legal Settlement	-	-		-
Ace Testing Fees	-	-	1,000	369
Hybrid Course Fee	-	-	-	-
Sr Citizens Discount	-	-	-	-
Enrollment Seminars	-	-	-	-
Clep Testing Fees	25	50	190	70
Library Automation Fee	1,207	6,591	95,000	35,055
Clearing Other Special Enrollment	-	-	-	-
Records Fee	855	4,798	69,000	25,461
Parking Fees	100	550	17,000	6,273
Student Id Fee	11,205	13,397	15,500	5,720
Accident Shield Fee	851	5,148	46,000	16,974
Special Testing Fees	3,375	4,630	8,000	2,952
International Student Fee	-	-	2,000	738
Compliance Fee	706	4,696	68,000	25,092
Safety Fee	1,473	9,468	145,000	53,505
Other Student Fees	29,725	69,016	596,190	219,994
Total Tuition and Fees	94,181	2,191,690	5,728,340	2,113,757
Other Income	41,809	130,551	1,486,000	548,334
Total Revenue	800,645	4,222,457	13,367,807	4,274,300
EXPENDITURES				
Instruction	406,905	1,336,161	5,100,000	1,290,300
Research	-	-	-	-
Public Service	-	-	-	-
Academic Support	54,378	165,104	620,000	156,860
Student Services	207,347	560,619	2,100,000	531,300
Institutional Support	160,202	551,226	2,000,000	506,000
Physical Plant	205,875	599,995	2,350,000	594,550
Scholarships and Tuition Waivers	-	595,281	1,197,807	23,956
Total Expenditures	1,034,707	3,808,386	13,367,807	3,102,966
Total Revenue Over (Under) Expenditures	$ (234,062)	414,071	$ -	$ 1,171,334

Seminole State College
Auxiliary Summary Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2026

	CURRENT MONTH	YEAR TO DATE	BUDGET ANNUAL	BUDGET YEAR-TO-DATE
REVENUES				
Contractual Food Service	$ 14,550	$ 30,046	$ 775,000	$ 210,800
Bookstore	189,570	441,343	1,220,000	567,300
Institutional Support	22,002	64,087	850,000	291,550
Seminole/Roesler Residential Centers	92,284	120,580	1,100,000	341,000
Student Activities	5,064	29,820	500,000	178,500
Total Revenues	323,470	685,876	4,445,000	1,589,150
EXPENDITURES				
Contractual Food Service	116,800	170,518	800,000	220,875
Bookstore	225,096	333,201	750,000	247,920
Institutional Support	1,052,167	552,621	1,300,000	491,400
Seminole/Roesler Residential Centers	76,710	222,790	1,000,000	319,470
Student Activities	695	4,735	200,000	75,600
Total Expenditures	1,471,468	1,283,866	4,050,000	1,355,265
Revenue Over (Under) Expenditures	$ (1,147,999)	$ (597,989)	$ 395,000	$ 233,885

Seminole State College
Food Service - Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2026

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
Meals revenue	$ 14,550	$ 29,574	$ 770,000	$ 209,440
Other revenue	-	472	5,000	1,360
Total revenue	14,550	30,046	775,000	210,800
Supplies	-	-	3,000	855
Miscellaneous Expenditures	-	-	-	-
Contractual Service	116,289	167,027	759,000	216,315
Professional Services	512	3,491	13,000	3,705
Total expenditures	116,800	170,518	775,000	220,875
Net profit (loss)	$ (102,251)	$ (140,472)	$ -	$ (10,075)

Seminole State College
Bookstore Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2026

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
Sales revenue	$ 189,570	$ 441,343	$ 1,200,000	$ 558,000
Other revenue	-	-	20,000.00	$ 9,300
Total revenue	189,570	441,343	1,220,000	567,300
Purchase For Resale	187,511	269,658	540,162	191,217
Professional Salaries, F.T.	3,657	10,972	43,888	10,972
Classified Salaries, F.T.	4,833	14,517	60,150	15,038
Classified Salaries, P.T.	-	-	-	-
Student Wages	-	-	-	-
Fringe Benefits	5,373	13,656	65,000	16,250
Compensation expendiures	13,864	39,145	169,038	42,260
Travel	-	-	3,000	1,062
Supplies	669	760	10,000	3,540
Miscellaneous Expenditures	189	189	2,000	708
Contractual Service	22,700	23,286	24,800	8,779
Sponsorships	164	164	500	177
Postage	-	-	-	-
Motor Pool	-	-	500	177
Other expenditures	23,721	24,398	40,800	14,443
Total expenditures	225,096	333,201	750,000	247,920
Net profit (loss)	$ (35,525)	$ 108,142	$ 470,000	$ 319,380

Seminole State College
Housing - Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2026

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
Rental revenue - Dorms	$ 92,194	118,763	$ 1,090,000	337,900
Other revenue	90	1,817	10,000	3,100
Total revenue	92,284	120,580	1,100,000	341,000
Professional Salaries, F.T.	3,657.33	10,972	41,598	10,400
Professional Services	1,745.20	2,612	41,598	13,519.35
Professional Services	237.48	14,423	10,000	3,250.00
Fringe Benefits	2,767.18	7,655	32,135	8,033.75
Personnel expenditures	8,407	35,662	125,331	35,203
Travel	-	-	500	163
Supplies	2,228	4,681	99,969	32,490
Miscellaneous Expenditures	-	-	500	163
Lease Payments	45,475	136,426	600,000	195,000
Contractual Service	1,329	8,396	8,700	2,828
Utilities	19,271	37,626	165,000	53,625
Other expenditures	68,303	187,129	874,669	284,267
Total expenditures	76,710	222,790	1,000,000	319,470
Net profit (loss)	$ 15,574	(102,210)	$ 100,000	$ 21,530

Seminole State College
Student Activities - Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2026

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
Student activity fee	$ 4,623	$ 26,499	$ 440,000	$ 157,080
Cultural & recreation fee	441	2,924	60,000	21,420
Esports	-	390		-
Softball	-	7		-
Total Revenue	5,064	29,820	500,000	178,500
Athletic Administration	-	-	-	-
National Tournaments	-	-	108,600	41,051
Golf-Women	-	-	4,000	1,512
Golf-Men	-	-	4,000	1,512
Womens Soccer	-	-	19,000	7,182
Men's Basketball	-	1,604	8,700	3,289
Women's Basketball	175	175	1,700	643
Volleyball	-	-	8,000	3,024
Baseball	-	-	16,000	6,048
Softball	-	251	7,000	2,646
Esports	-	780	7,000	2,646
Student Government	520	817	2,500	945
Livestock Judging Team	-	-	-	-
PLC	-	1,108	13,500	5,103
SSC Aggie (AFAC)	-	-	-	-
Phi Theta Kappa (AFAC)	-	-	-	-
NASA (AFAC)	-	-	-	-
Student Nurse Association(AFAC)	-	-	-	-
Total Expenditures	695	4,735	200,000	75,600
Revenue Over (Under) Expenditures	$ 4,369	$ 25,085	$ 300,000	$ 102,900

Seminole State College
Institutional Support- Statement of Budgeted Revenues and Expenditures
For the Period July 1 through September 30, 2026

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
REVENUE				
Student Service Fee	$ 3,908	$ 24,259	$ 334,000	114,562
Infrastructure Fee	4,040	25,782	364,000	124,852
Student Fees	7,948	50,041	698,000	239,414
Other Income-Overpayment	9,924	2,970	120,000	41,160
ATM other non-revenue	-	-	-	-
Refunds / Reimbursements	21	155	1,000	343
Interest Income	946	2,575	15,000	5,145
Seminar fees	-	-	-	-
Vending maching commissions	76	225	1,000	343
Photocopy revenue	-	-	-	-
Repair and replacemnet, damaged property	-	-	-	-
Haney Center	1,050	1,475	8,500	2,916
Motor Pool	2,036	6,647	6,500	2,230
Other income	14,054	14,046	152,000	52,136
Total Revenue	22,002	64,087	850,000	291,550
EXPENDITURES				
Professional Salaries, F.T.	-	-	-	-
Classified Salaries, F.T.	-	-	-	-
Professional Services	4,250	25,700	174,000	65,772
Fringe Benefits	167	167	-	-
Personnel expenditures	4,417	25,867	174,000	65,772
Travel	-	-	1,000	378
Supplies	324	4,834	4,500	1,701
Miscellaneous Expenditures	6,272	26,798	100,000	37,800
Contractual Service	537	1,540	5,500	2,079
Postage	-	-	-	-
Housing and book scholarships	1,040,266	493,123	1,015,000	383,670
Haney Center	350	458	-	-
Total Expenditures	1,052,167	552,621	1,300,000	491,400
Total Revenue Over (Under) Expenditures	$ (1,030,165)	$ (488,534)	$ (450,000)	(199,850)

Seminole State College
Restricted Funds - Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2026

	Revenue	Expenditures	Net
PELL	$ 1,559,898	$ 1,555,198	$ 4,700
PELL Admin	-	-	-
SEOG	40,750	40,250	500
Direct Loans	152,296	149,945	2,351
College Work Study	12,091	12,091	-
SSC Foundation	-	165,238	(165,238)
Private Scholarships	421,951	217,172	204,778
Private Loans	35,155	-	35,155
Tribal Fest	-	-	-
Cherokee Student Grants	49,750	49,750	-
Sac & Fox Student Grants	8,000	8,000	-
Creek Tribe Student Grants	-	2,310	(2,310)
Shawnee Tribe Student Grants	-	4,539	(4,539)
Choctaw Tribe Student Grants	16,495	15,540	955
Citizen Pottawatomie Stud Grnt	30,528	32,868	(2,340)
Chickasaw Tribe Stdt Grants	29,510	25,560	3,950
OHLAP	27,250	27,250	-
Misc Indial Tribal Grants	30,234	26,194	4,040
Seminole Tribe Student Grants	9,200	9,200	-
Oklahoma Tuition Aid Grant	-	-	-
Subtotal Financial Aid	2,423,107	2,341,105	82,002
Title III Engaging Students in Science	-	-	-
Ub Math/Science #2	93,992	98,448	(4,456)
Ub Math/Science #1	99,442	106,015	(6,572)
Upward Bound #2	104,397	99,560	4,836
Upward Bound #1	165,297	186,200	(20,903)
Talent Search West	40,470	55,806	(15,336)
Talent Search Central	97,362	98,969	(1,607)
Dream Catcher Gear Up	232,184	273,879	(41,696)
STEM Student Support	63,563	66,287	(2,725)
Student Support Serices	61,342	62,368	(1,026)
NASNTI Grant	112,055	61,396	50,660
Scholars for Excellence	13,816	19,669	(5,853)
NASNTI Grant Supplemental	-	-	-
NASNTI - Supplemental FY25	-	42,550	(42,550)
CONGRESSIONAL FUNDS - NURSING	-	-	-
GEER FUNDING - OSRHE	-	-	-
TANF	26,741	54,183	(27,441)
TANF - Ada	-	-	-
ARPA - NURSING	-	68,548	(68,548)
Carl Perkins	-	-	-
Subtotal Federal Grants	1,110,660	1,293,877	(183,217)
Care Bears	3,678	828	2,850
Nursing Student'S	169	1,576	(1,407)
Upward Bound #2 Fund Raiser	-	-	-
Upward Bound M/S Fund Raiser	-	-	-
SSS/STEM FUND RAISER	-	-	-
Ub Ms #2 Fund Raiser	-	-	-
VARIOUS GRANTS & STIPENDS	72,401	2,500	69,901
Upward Bound #1 Fundraiser	-	579	(579)
Global Studies	-	-	-
Subtoal Other Restricted	76,248	5,482	70,766
Total	$ 3,610,015	$ 3,640,464	$ (30,449)

Seminole State College
Campus Organizations - Statement of Revenue and Expenditures
For the Period July 1 through September 30, 2026

	Revenue	Expenditures	Net
VA REPORT FEE	-	2,327	(2,327)
ART FUND	-	-	-
FACULTY SENATE	1,069	50	1,019
SEMINOLE STATE AGGIE CLUB	-	419	(419)
SSC STUDENT PTA ASSOCIATION	396	-	396
NURSING STUDENTS MAILBOXES	-	-	-
UB #1 SUMMER FOOD PROGRAM	5,953	-	5,953
PHI THETA KAPPA	-	-	-
UBMS SUMMER FOOD PROGRAM	3,060	-	3,060
UB M/S #2 SUMMER FOOD PROGRAM	2,816	-	2,816
UB2 SUMMER FOOD PROGRAM	4,794	-	4,794
MLT BOC FEE	-	-	-
RESIDENTIAL DEPOSITS	(6,376)	-	(6,376)
PROFESSIONAL STAFF COUNCIL	809	1,800	(991)
CLASSIFIED STAFF ASSOCIATION	-	305	(305)
MU ALPHA THETA (MATH HONORS)	-	-	-
SIGMA KAPPA DELTA	-	-	-
BUSINESS & INDUSTRY	1,135	18,212	(17,077)
SHOTGUN SHOOTING TEAM	-	-	-
P.R.I.D.E.	-	-	-
MU ALPHA THETA - AFAC	-	-	-
PSI BETA - DEPOSITS	-	-	-
PSI BETA AFAC	-	-	-
FBLA AFAC	-	-	-
SIGMA KAPPA DELTA (AFAC)	-	-	-
ART CLUB - AFAC	-	-	-
PRIDE - AFAC	-	-	-
OTHER ORGANIZATIONS AND ACTIVITIES	12,256	12,513	(257)
	$ 25,912	$ 35,626	$ (9,714)



Seminole State College
Enoch Kelly Haney Center
2701 Boren Blvd.
Seminole, OK 74868

An Evening with Peter Simon

Pianist & Entertainer

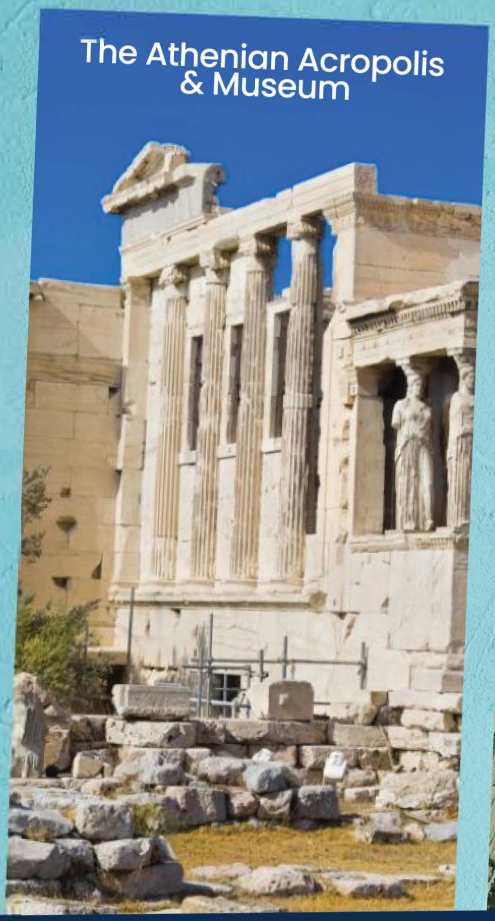
Nov. 10, 2026 | 6:30 p.m.

From Carnegie Hall to small-town America, Peter Simon continues to delight and inspire audiences everywhere with his virtuosic piano playing and light-hearted story-telling . Former Artist-in-Residence at SSC, Peter returns for another inspirational evening of beautiful music and light-hearted entertainment.

Free Admission

STUDY ABROAD ASSOCIATION
Your Home for Global Education

SEMINOLE STATE COLLEGE







STUDY ABROAD IN...

GREECE

FOCUS:
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13 Days

DATES:
May 25 - June 6, 2027

EXPLORE:
- The Ancient Athenian Agora & the Areopagus
- Corinth Canal
- Visit to an olive farm
- Visit to Nafplion
- Visit to a bio farm
- Lake Vouliagmeni
- Island Tour of Milos
- Island Tour of Paros

and more!

Contact Emily Carpenter for more info:
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Study, travel, and experience Greece.

Apply now!

TITLE:

MISSION, FUNCTIONS, ACCREDITATION, AND HISTORY

MISSION

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

CORE VALUES – C.O.R.E.

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

FUNCTIONS

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

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

ACCREDITATION

Seminole State College is fully accredited by:

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

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- Accreditation Commission for Education in Nursing
- The Oklahoma Board of Nursing
- Commission on Accreditation in Physical Therapy Education

HISTORY

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

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

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

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

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

In addition to Dr. Tanner, the college has been led by ~~three~~ four other presidents. Gregory Fitch served from 1982 to 1987, ~~and~~ Dr. Jim Cook served from 1987 to 1996~~. In January of 1997~~, and Dr. James W. Utterback served from 1997 to 2017. In January of 2017, Lana Reynolds became chief executive officer of Seminole State College.

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

RELATED ADMINISTRATIVE RULES AND REGULATIONS:_____

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POLICY NUMBER: II-4-16

TITLE:

RETIREMENT

I. Retirement Eligibility

Eligible personnel who have been employed full-time in the Oklahoma State System of Higher Education for ~~not less than five~~ at least seven years *(unless hire date is before or after November 1, 2017, in which it is at least five years)* immediately preceding the date of retirement may avail themselves of ~~early~~ retirement at the age authorized or permitted by the Oklahoma Teachers Retirement System.

II. Retirement Benefits

Social Security

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

Oklahoma Teachers Retirement System (OTR)

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

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

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

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

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

IV. Health and Dental Insurance

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

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

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

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

V. Retirement Benefit

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

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

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

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

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

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

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

POLICY NUMBER: III-5-5

TITLE:

EXPRESSIVE ACTIVITY POLICY

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

I. Disclaimers regarding Expression

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

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

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

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

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

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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. Generally accessible outdoor areas of campus are public forums where members can engage in expressive activities including peaceful assembly, protests. ~~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 vehicle 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 and contemporaneously ~~(~~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 Academic and 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 Academic and Student Affairs or his/her designee, the Commons Area may be reserved through the Administrative Assistant of the Vice President for Academic and 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 Academic and Student Affairs or his/her designee, a reservation may be made through the Administrative Assistant of the Vice President for Academic and 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

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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 Academic and 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 Academic and 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 Academic and 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 Academic and Student Affairs or his/her designee, non-members of the College community will contact the Administrative Assistant of the Vice President for Academic and Student Affairs (405-382-9216) to reserve the Commons Area, or, a generally accessible outdoor area of campus ~~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. Location decisions will be based on content-neutral and viewpoint-neutral scheduling, safety, and operational concerns. 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 Academic and 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. Denial decisions will be based on content-neutral and viewpoint-neutral scheduling, safety, and operational concerns. Final review should in most cases be completed within forty-eight (48) hours of denial of the request by the Vice President for Academic and Student Affairs or his/her designee. If more time is required based on the particular facts and circumstances, the requestor shall 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, content-neutral, viewpoint-neutral, with the latter term meaning that the

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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 to generally accessible outdoor areas of campus~~ the Commons Area, following receipt of a written request and approval by the Vice President for Academic and 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.
- Signs or banners will be carried or personally attended always by at least one participant. Unattended displays may not be used.
- Vehicles and heavy equipment may not be used in unscheduled expressive outdoor spaces.
- No items (e.g., signs, equipment, décor, etc.) may be attached in any manner to trees, bushes, benches, light poles, buildings, or permanent signs.

VI. Student Discipline

Protected speech cannot be sanctioned as harassment unless it satisfies the statutory definition.

VII. The College may charge security fees for expressive events requiring a permit. The fee shall not be based on the content of the expressive activities, the content of the expression

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of an invited guest, or the anticipated reaction to the expressive activities of a student or student organization or the expression of an invited guest. Imposition of a security fee shall be based on content- and viewpoint-neutral criteria including, but not limited to, the time or location of the event and the anticipated size of the event audience.

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 subjectively and objectively offensive that it would effectively deny equal educational access; 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.

Training shall be required and provided for all college deans, heads of departments, and individuals responsible for establishing college free-speech policies or handling free-speech complaints. The training will shall be required every two (2) years, or upon hire or promotion to one of the positions described by this section. Training shall be provided for all students in their first year of enrollment.

An annual report will be submitted to the Governor, Legislature, OSRHE Chancellor and the Oklahoma Free-Speech Committee. This report is posted on the College website annually. More information can be obtained from the office of the Vice President for Academic and Student Affairs located in the Walkingstick Student Services building.

DATE OF ADOPTION: June 21, 2018 LEGAL REFERENCE: SB1725
REVISION DATE (S): October 24, 2019

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

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POLICY NUMBER: XXXX

TITLE:

INSTITUTIONAL POLICY ON SPONSORED PROGRAMS AND GRANTS

Responsible Department: Finance, Grants and Enrollment – Sponsored Programs

Applies To: All Faculty, Staff, Administrators, and Project Directors/Principal Investigators (PIs)

1. Purpose & Objectives

Seminole State College (SSC) actively pursues external funding from federal, state, and private entities to advance institutional priorities, support student success, and expand educational opportunities.

This policy establishes uniform procedures for solicitation, acceptance, financial management, and compliance of all sponsored projects at SSC. The primary objectives are to:

- Ensure compliance with federal laws, state statutes, granting agency guidelines, and College policies.
- Protect the institution's financial integrity and academic reputation.
- Clarify internal roles and responsibilities across the pre-award and post-award life cycles.

2. Scope & Governing Regulations

2.1 Scope

This policy applies to all externally funded grants, cooperative agreements, subawards, and contracts received by Seminole State College from government agencies (e.g., U.S. Department of Education, Oklahoma State Regents for Higher Education, Oklahoma Department of Human Services) and private foundations.

2.2 Governing Regulatory Frameworks

All sponsored activities at SSC must strictly comply with:

- **Federal Standards:** Title 2 of the Code of Federal Regulations, Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* - 2 CFR 200).
- **State Standards:** Oklahoma State Statutes, Oklahoma State Regents for Higher Education (OSRHE) policy manual, and Oklahoma Office of Management and Enterprise Services (OMES) guidelines.

- **Institutional Policies:** SSC Board of Regents Policies, Purchasing Policies, and Employee Handbooks.

3. Institutional Roles & Responsibilities

Authorized Representative Note: Only the President of Seminole State College or designated Vice Presidents hold the legal authority to sign grant applications, formal awards, contracts, or legal commitments on behalf of the College.

3.1 Sponsored Programs

- Serves as the central coordination point for pre-award activities, proposal review, and submission.
- Coordinates internal application approvals and agency compliance checks.
- Acts as the primary liaison between the College and funding agency program officers.

3.2 Fiscal Affairs

- Manages post-award financial administration, accounting, drawdown requests, and billing.
- Ensures correct fiscal classification, payroll distribution, and budget tracking.
- Oversees financial reporting, annual audit preparation, and indirect cost (F&A) recovery.

3.3 Project Director / Principal Investigator (PD/PI)

- Manages day-to-day project operations, scope execution, and program milestone achievements.
- Monitors grant expenditures to ensure costs are allowable, allocable, and necessary under the approved budget.
- Prepares and submits required programmatic and progress reports in a timely manner.

4. Pre-Award Procedures & Proposal Development

4.1 Concept Approval & Notification

Faculty or staff intending to apply for an external grant must notify the Office of Sponsored Programs 30 days prior or as soon as it is known to the sponsor's submission deadline.

4.2 Internal Routing & Approval Form

Before submission to any external funding agency, all grant proposals—including project narratives, budgets, match requirements, and commitments of institutional resources—must be formally routed via the SSC Grant Application Approval Form.

Approvals must be secured from:

1. Project Director / Applicant
2. Department Chair / Division Chair
3. Office of Sponsored Programs (OSP)
4. Vice President of Finance, Grants and Enrollment
5. SSC Administration Council (including Director of IT if the grant has IT implications)

5. Post-Award Financial & Administrative Management

5.1 Account Setup & Budget Control

Upon receipt of a Notice of Award (NOA) or formal grant agreement, Fiscal Affairs assigns a restricted fund account number. Expenditures cannot be incurred prior to the official award start date unless pre-award spending is explicitly permitted by the sponsor.

5.2 Cost Principles (2 CFR 200 Subpart E)

All grant expenditures must meet three baseline federal tests:

- **Allowable:** Conform to sponsor rules, federal uniform guidance, and SSC purchasing policies.
- **Allocable:** Incurred specifically to advance the approved grant objectives.
- **Reasonable:** Pass the test of prudent action and market rates.

5.3 Effort Reporting & Personnel Compensation

Salary charges to state or federal grants must accurately reflect work performed.

- Employees compensated through grant funds must complete monthly Time & Effort documentation in accordance with institutional procedures and 2 CFR 200.430.
- Personnel changes or reductions in PI time exceeding the threshold set by the grant will obtain prior written approval from the sponsor.

5.4 Procurement & Asset Management

- All purchases made with grant funds must follow SSC standard purchasing guidelines and Oklahoma state contract rules.
- **Equipment Management:** Equipment purchased with grant funds (defined as items with a useful life exceeding one year and per-unit cost meeting SSC capital assets threshold) must be tagged, cataloged in the grant and/or institutional inventory.

6. Compliance, Reporting & Audits

6.1 Performance & Financial Reporting

- The Project Director is responsible for submitting all progress/narrative reports according to the funder's schedule.
- Fiscal Affairs submits all official financial status reports (e.g., Federal Financial Report SF-425) and requests reimbursement draws.
- Copies of all submitted reports must be archived with the OSP.

6.2 Record Retention

All grant-related documentation—including grant agreements, financial records, receipts, effort reports, and correspondence—must be retained for the minimum of seven (7) years following the formal closure of the grant by the awarding agency, or longer if required by specific state law or pending litigation/audit.

6.3 Audits & Single Audit Compliance

All federal and state grant records are subject to internal oversight and external audit. SSC participates in the annual Single Audit (pursuant to 2 CFR 200 Subpart F). PIs and program staff are required to assist Fiscal Affairs immediately during any agency review or audit inquiry.

7. Policy Review & Maintenance

This policy shall be reviewed every two years by the Office of Sponsored Programs and the Office of Fiscal Affairs to maintain alignment with updated federal uniform guidance, Oklahoma higher education mandates, and institutional operational needs.

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

RELATED ADMINISTRATIVE RULES AND REGULATIONS: _____

Academic Affairs: Catalog Addition-Deletion-Change Form

Date Approved by Curriculum Committee: 9-30-26

Action: Click box for drop-down menu options Deletion of Degree Program or Emphasis

- COMMENTS/EXPLANATION AS NEEDED: The Associate in Applied Science in Engineering Technology program has not met the minimum productivity requirements over the past seven years. During this period, the program has produced only two graduates and has experienced consistently low to non-existent enrollment. Given the lack of student demand and the program's inability to sustain adequate enrollment or productivity levels, it is recommended that the Engineering Technology AAS degree program be deleted from the college catalog. This action will allow institutional resources to be focused on programs that better align with student interests and workforce needs.

Full Course Title (35 character max.):

Short Course Title (15 character max.):

Course Description (include only if description is changing, including changes for prereqs or coreqs; or it's a new course; use review functions to show changes if the description is changing.): ***A course syllabus is required for any new course.***

Course Prefix: Lab/Practicum Course Number:

Lecture Credit Hours: Lab/Practicum Credit Hours:

Lab/Practicum Fee: No (click to select Yes) Enrollment Limit:

Course Number: *(IT will determine course number, but you can make a request to check if one is available)*

Permission Needed: No (click to select Yes) Pass/Fail Grade: No (click to select Yes)

NOTE: *Division Chairs / Faculty, please note that the following information may come from other areas on campus. If you don't know what something is, skip it, because IT or Fiscal Affairs, etc. is most likely responsible for that part of the form / implementation. Thanks.*

Division Code: Student Clock Hours/Semester:

Hegis Code: Lab Clock Hours/Semester:

Special Class Type: Faculty Clock Hours/Semester:

CIP Code: Room Clock Hours/Semester:

OSRHE CEP Matrix: Teaching Load Hours/Semester:

Cost Center: Pre-Requisite(s):

Attachments*: Choose One Co-Requisite(s):

Please note, a course syllabus is required for any new course.

Additional Note(s) as Needed (form will continue on next page if necessary):

Signatures:

Processing and Routing – Please click to check box and route to next person:

☐ AA ☐ IT/Jenzabar ☐ Registrar ☐ Student Accounts Specialist ☐ VA School Cert. Officer

When all have checked boxes, RETURN TO DOI/ACADEMIC AFFAIRS: ☐ received

- **Division Chair Signature:** Date: 9/30/26
- **Dean of Instruction Signature:** Date: 9-30-26
- **VPASA Signature:** Date: 9/30/26

FOR PROCESSING AND IMPLEMENTATION -- NEXT STEPS / EXPLANATIONS AS NEEDED:

Processing and Routing – Please click to check box and route to next person:

☐ AA ☐ IT/Jenzabar ☐ Registrar ☐ Student Accounts Specialist ☐ VA School Cert. Officer

When all have checked boxes, RETURN TO DOI/ACADEMIC AFFAIRS: ☐ received