

**SEMINOLE STATE COLLEGE  
BOARD OF REGENTS REGULAR MEETING  
Thursday, March 26, 2026**

**Lunch  
Enoch Kelly Haney Center – Room #204  
2701 Boren Blvd., Seminole, Ok 74868  
12:15 p.m.**

**Business Session  
Enoch Kelly Haney Center – Board Room  
1:00 P.M.**

**I. CALL TO ORDER**

**II. ROLL CALL OF MEMBERS**

**III. INTRODUCTION OF GUESTS**

**IV. READING AND APPROVAL OF MINUTES**

[Regular Meeting January 15, 2026, and Special Meeting January 20, 2026](#)

**V. COMMUNICATIONS TO THE BOARD**

[Financial Report - February 28, 2026](#)

*Report on Purchases over \$15,000 for February:*

- |                           |             |  |
|---------------------------|-------------|--|
| • Abtech Technologies Inc | \$79,016.40 | Data storage - NASNTI - state contract     |
| • Howard Industries Inc   | \$54,344.00 | State contract                             |
| • Nucleus Robotics LLC    | \$24,000.00 | TS Curriculum and training - part of grant |
| • Texas Instruments INC   | \$16,000.00 | GU Tech purchase - part of grant           |

**VI. HEARING OF DELEGATIONS**

None at the time of filing of the agenda.

**VII. PRESIDENT'S REPORT**

- [Personnel Update](#)
- SSC Educational Foundation Investment Committee Update
- Haney Roof Update
- Seminole State College Tenure Policy
- Sports Update
- Campus Activities

**VIII. BUSINESS**

- A. [Review and consider approval of revision to Board Policy II-5-6 regarding Service and Emotional Support/Assistance Animal](#)

**Board Action: Approve/Reject/Revise**

B. Review and consider approval of revision to Board Policy II-7-5 regarding Campus Wellness

**Board Action: Approve/Reject/Revise**

C. Review and consider approval of proposed Board Policy regarding the Online Credit Hours

**Board Action: Approve/Reject/Revise**

D. Review and consider approval of proposal from VOSS for an LED Lighting and Controls Upgrade for the Haney Center Utterback Ballroom

**Board Action: Approve/Reject**

E. Consideration and possible action regarding awarding of Emeritus status to Tracy Jacomo

**Board Action: Approve/Reject**

F. Consideration of any matter not known about, or which could not have been reasonably foreseen prior to the posting of the agenda

**Board Action: As Appropriate**

**IX. ADJOURNMENT**

Agenda  
SSC Board of Regents Regular Meeting  
March 26, 2026  
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**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 March 25, 2026.

**SEMINOLE STATE COLLEGE**  
**BOARD OF REGENTS REGULAR MEETING**  
**January 15, 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 Marci Donaho, Teresa Burnett, Robyn Ready, Mona Adkisson, Ryan Franklin and Curtis Morgan. Regent Barry Tims was absent.

**III. Introduction of Guests**

President Reynolds introduced administrators and staff present at the meeting. Special recognition was given to members of the Science, Technology, Engineering and Mathematics Division. Members present included: Emily Carpenter, STEM Division Chair; Jarrod Tollett, Professor of Engineering and Physics; Melissa Bryant, Assistant Professor of STEM; Cullen Birney, Assistant Professor of Math; Leigh Ann Wilson, Assistant Professor of Life Science; and Amanda Soward, Assistant Professor of STEM.

**IV. Minutes**

There being no additions or corrections to the minutes of the regular meeting held December 18, 2025, Regent Morgan made a motion to approve the minutes as presented. Regent Ready seconded the motion. Roll call was as follows: Morgan, yes; Burnett, yes; Ready, yes; Adkisson, yes; Franklin, yes; and Donaho, 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. A full financial report for December 2025 was not provided due to the late meeting in December. This financial report will be presented at the February regular meeting.

**VI. Hearing of Delegations**

None.

**VII. President's Report**

**Personnel Update:** President Reynolds discussed personnel changes since the last Board of Regents meeting. New hires included: Leslie Havlicek, Talent Search Advisor; Thomas Leonard, Talent Search Advisor; and Ann Benson, Nursing Program Director. Amelia Hendrix has been appointed the new Comptroller.

**Campus events and recognitions:**

- A New Employee Orientation was held on Wednesday, January 14<sup>th</sup>
- The last day Employee Holiday luncheon was held on December 19<sup>th</sup>
- The first day of classes was held on January 12<sup>th</sup>
- Students, faculty and staff were offered free waffles on January 14<sup>th</sup>
- The Business and Industry department offered a "Microsoft for Work Professionals" course on January 14<sup>th</sup>

- President Reynolds gave the Regents an update on enrollment: Spring Headcount is up 3.63 % and Spring Hours are up 1.46%
- President Reynolds presented the Regents with copies of two articles regarding the MacKenzie Scott Foundation gifts to Oklahoma colleges. One article highlights Seminole State College
- President Reynolds presented the Regents with a copy of the “2025 At-A-Glance” publication

**Upcoming Events:**

- The Trojan Baseball team has been invited to play in the Future Stars Series at the Globe Life Field – the home of the Texas Rangers on January 25<sup>th</sup> and 26<sup>th</sup>
- The SSC Trojan Baseball First Pitch Banquet will be held on January 31<sup>st</sup>
- In observance of Presidents’ Day – Jeffery Christiansen will hold a special presentation, “George Washington: The Indispensable Man” on February 13<sup>th</sup>
- A 50<sup>th</sup> Anniversary Celebration will be held on February 16<sup>th</sup> honoring the anniversary of the SSC Belles Basketball team’s national championship in 1976.

**VIII. Business**

**Approval of Contract with Finley & Cook, PLLC for Professional Auditing Services**

– President Reynolds presented the Board with copies of a memo from Vice President Rinehart recommending approval of a contract with Finley & Cook, PLLC for professional auditing services. President Reynolds recommended approval of entering into the contract. Regent Adkisson made a motion to approve the contract with Finley & Cook, PLLC and Regent Ready seconded this motion. Roll call was as follows: Morgan, yes; Burnett, yes; Ready, yes; Adkisson, yes; Franklin, yes; and Donaho, yes.

**Motion to Enter into Executive Session to discuss the Terms of the President’s**

**Employment** –The Board retired into executive session to discuss the terms of the President’s employment. Regent Morgan made a motion to enter into executive session and Regent Franklin seconded this motion. Roll call was as follows: Morgan, yes; Burnett, yes; Ready, yes; Adkisson, yes; Franklin, yes; and Donaho, yes.

**Motion to Enter into Open Session** – Regent Adkisson made a motion that the Board go

back into open session to present a motion on the items discussed in executive session. Regent Burnett seconded this motion to enter back into open session. Roll call was as follows Morgan, yes; Burnett, yes; Ready, yes; Adkisson, yes; Franklin, yes; and Donaho, yes.

**Consideration of Terms of Employment of Lana K. Reynolds as President of Seminole State College**

– Regent Morgan made a motion to renew President Reynolds’ contract with the same terms and conditions as the previous year. President Reynolds declined a salary increase, citing the institution’s inability to award across-the-board pay increases last July. President Reynolds expressed her appreciation to the faculty and staff and for the support of the Board. Roll call was as follows: Morgan, yes; Burnett, yes; Ready, yes; Adkisson, yes; Franklin, yes; and Donaho, yes.

## **X. Adjournment**

Regent Ready made a motion to adjourn the meeting and Regent Burnett seconded the motion. There being no further business, the meeting was adjourned at approximately 2:41 p.m. Roll call was as follows: Morgan, yes; Burnett, yes; Ready, yes; Adkisson, yes; Franklin, yes; and Donaho, yes.

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Marci Donaho, Chair

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS SPECIAL MEETING January 20, 2026

#### I. Call to Order

The Seminole State College Board of Regents' special meeting was called to order at 11:30 p.m. in the Board Room of the Enoch Kelly Haney Center.

#### II. Roll Call of Members

Roll call was conducted. Members present included: Curtis Morgan, Robyn Ready, Marci Donaho, Teresa Burnett, Mona Adkisson, and Ryan Franklin. Members absent were: Barry Tims.

#### III. Discussion

The SSC Regents held a discussion of institutional needs, plans for long-term investment of funds and process for prioritizing expenditures related to the \$17 million gift from the MacKenzie Scott Foundation with the Executive Committee of the Seminole State College Educational Foundation and the Administrators (See attached)

**Board Action: Discussion Only No Action Taken**

#### VI. Adjournment

There being no further business or discussion, the meeting was adjourned at 2:00 p.m.

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Marci Donaho, Chair

**Seminole State College  
Combining Statement of Net Assets  
As of February 28, 2026**

|                            | <b>Education and<br/>General Fund</b> | <b>Auxiliary and<br/>Restricted Fund</b> | <b>Capital<br/>Projects Fund</b> | <b>Payroll<br/>Withholding<br/>Fund</b> | <b>OKHEEI<br/>Trust Fund</b> | <b>Federal<br/>Restricted<br/>Fund</b> | <b>CARES Act<br/>Fund</b> | <b>Capital Assets<br/>and Long-Term<br/>Debt Fund</b> | <b>Total All Funds</b> |
|----------------------------|---------------------------------------|--|----------------------------------|---|------------------------------|--|---------------------------|---|------------------------|
| Cash and Cash Equivalents  | 719,753                               | 2,588,848                                | 2,863,188                        | 2,716                                   | (5,244)                      | 72,189                                 | 250                       | -   | 6,241,700              |
| Accounts Receivable, net   | -                                     | -  | -                                | -                                       | -                            | -                                      | -                         | -   | -                      |
| Other Accrued Income       | (63,261)                              | -  | -                                | -                                       | -                            | -                                      | -                         | -   | (63,261)               |
| Capital Assets, net        | -                                     | -  | -                                | -                                       | -                            | -                                      | -                         | 22,252,880  | 22,252,880             |
| <b>Total Assets</b>        | <b>656,492</b>                        | <b>2,588,848</b>                         | <b>2,863,188</b>                 | <b>2,716</b>                            | <b>(5,244)</b>               | <b>72,189</b>                          | <b>250</b>                | <b>22,252,880</b>                                     | <b>28,431,319</b>      |
| Accounts Payable           | 295                                   | 156,716                                  | -                                | 581                                     | -                            | -                                      | -                         | -   | 157,592                |
| Other Accrued Expenses     | -                                     | -  | -                                | 2,135                                   | -                            | -                                      | -                         | -   | 2,135                  |
| Due To/From Other Funds    | -                                     | -  | -                                | -                                       | -                            | -                                      | -                         | -   | -                      |
| Long-Term Debt             | -                                     | -  | -                                | -                                       | -                            | -                                      | -                         | 11,058,513  | 11,058,513             |
| <b>Total Liabilities</b>   | <b>295</b>                            | <b>156,716</b>                           | <b>-</b>                         | <b>2,716</b>                            | <b>-</b>                     | <b>-</b>                               | <b>-</b>                  | <b>11,058,513</b>                                     | <b>11,218,240</b>      |
| Beginning Net Position     | 1,253,806                             | 1,616,206                                | 1,122,747                        | -                                       | (5,244)                      | 31,108                                 | 250                       | 5,394,245   | 9,413,118              |
| Change in Net Position     | (597,609)                             | 815,927                                  | 1,740,441                        | -                                       | -                            | 41,081                                 | -                         | 5,800,122   | 7,799,961              |
| <b>Ending Net Position</b> | <b>656,197</b>                        | <b>2,432,132</b>                         | <b>2,863,188</b>                 | <b>-</b>                                | <b>(5,244)</b>               | <b>72,189</b>                          | <b>250</b>                | <b>11,194,367</b>                                     | <b>17,213,079</b>      |

**Seminole State College**  
**Combining Statement of Revenues, Expenses and Changes in Net Assets**  
**For the Period July 1 through February 28, 2026**

|  | Education and<br>General Fund | Auxiliary and<br>Restricted Fund | Capital Projects<br>Fund | Payroll<br>Withholding<br>Fund | OKHEEI Trust<br>Fund | Federal<br>Restricted Fund | CARES Act Fund | Capital Assets<br>and Long-Term<br>Debt Fund | Total All Funds |
|--|-------------------------------|----------------------------------|--------------------------|--------------------------------|----------------------|----------------------------|----------------|--|-----------------|
| <b>Revenues</b>                        |                               |                                  |                          |                                |                      |                            |                |  |                 |
| Tuition and fees, net                  | \$ 4,039,932                  | \$ 899,765                       | \$ -                     | \$ -                           | \$ -                 | \$ -                       | \$ -           | \$ -   | \$ 4,939,697    |
| State appropriations                   | 4,301,363                     | -                                | 2,912,854                | -                              | -                    | -                          | -              | -  | 7,214,217       |
| Federal grants and contracts           | -                             | 6,860,602                        | -                        | -                              | -                    | 15,038                     | -              | -  | 6,875,640       |
| State and private grants and contracts | -                             | 1,218,378                        | -                        | -                              | -                    | 50,000                     | -              | -  | 1,268,378       |
| Housing & Food Service                 | -                             | 976,460                          | -                        | -                              | -                    | -                          | -              | -  | 976,460         |
| Bookstore                              | -                             | 1,029,178                        | -                        | -                              | -                    | -                          | -              | -  | 1,029,178       |
| Other revenues                         | 393,641                       | 1,420,429                        | -                        | -                              | -                    | -                          | -              | -  | 1,814,070       |
| Total operating revenues               | 8,734,936                     | 12,404,812                       | 2,912,854                | -                              | -                    | 65,038                     | -              | -  | 24,117,640      |
| <b>Expenditures</b>                    |                               |                                  |                          |                                |                      |                            |                |  |                 |
| Compensation and benefits              | 6,406,458                     | 2,277,327                        | -                        | -                              | -                    | 193                        | -              | -  | 8,683,977       |
| Contractual services                   | 715,444                       | 926,810                          | -                        | -                              | -                    | 20,250                     | -              | -  | 1,662,504       |
| Supplies and materials                 | 296,129                       | 4,684,964                        | 560,678                  | -                              | -                    | 840                        | -              | -  | 5,542,611       |
| Scholarships and fellowships           | 1,149,366                     | 2,631,766                        | -                        | -                              | -                    | -                          | -              | -  | 3,781,132       |
| Communications                         | 47,511                        | 1,044                            | -                        | -                              | -                    | 1,000                      | -              | -  | 49,555          |
| Depreciation                           | -                             | -                                | -                        | -                              | -                    | -                          | -              | -  | -               |
| Utilities                              | 303,524                       | 100,896                          | -                        | -                              | -                    | -                          | -              | -  | 404,420         |
| Other expenditures                     | 414,114                       | 966,078                          | 611,736                  | -                              | -                    | 1,674                      | -              | (5,800,122)                                  | (3,806,520)     |
| Total Operating Expenses               | 9,332,545                     | 11,588,886                       | 1,172,413                | -                              | -                    | 23,957                     | -              | (5,800,122)                                  | 16,317,679      |
| Operating income (loss)                | (597,609)                     | 815,927                          | 1,740,441                | -                              | -                    | 41,081                     | -              | 5,800,122                                    | 7,799,961       |
| Transfers from (to)                    | -                             | -                                | -                        | -                              | -                    | -                          | -              | -  | -               |
| Change in Net Position                 | (597,609)                     | 815,927                          | 1,740,441                | -                              | -                    | 41,081                     | -              | 5,800,122                                    | 7,799,961       |

**Seminole State College**  
**Combining Statement of Changes in Cash and Cash Equivalents**  
**For the Period July 1 through February 28, 2026**

|                                    | <b>Education and<br/>General Fund</b> | <b>Auxiliary and<br/>Restricted<br/>Fund</b> | <b>Capital<br/>Projects Fund</b> | <b>Payroll<br/>Withholding<br/>Fund</b> | <b>OKHEEI<br/>Trust Fund</b> | <b>Federal<br/>Restricted<br/>Fund</b> | <b>CARES Act<br/>Fund</b> | <b>Capital<br/>Assets and<br/>Long-Term<br/>Debt Fund</b> | <b>Total All<br/>Funds</b> |
|------------------------------------|---------------------------------------|--|----------------------------------|---|------------------------------|--|---------------------------|---|----------------------------|
| Cash and Cash Equivalents          | \$ 1,346,766                          | \$ 1,277,298                                 | \$ 1,020,787                     | \$ 2,716                                | \$ (5,244)                   | \$ 31,108                              | \$ 250                    | \$ -  | \$ 3,673,681               |
| Change in Net Position             | (597,609)                             | 815,927                                      | 1,740,441                        | -                                       | -                            | 41,081                                 | -                         | 5,800,122   | 7,799,961                  |
| Changes not providing (using) cash | (29,404)                              | 495,624                                      | 101,960                          | -                                       | -                            | -                                      | -                         | (5,800,122)   | (5,231,942)                |
| Cash and Cash Equivalents, Ending  | <u>\$ 719,753</u>                     | <u>\$ 2,588,848</u>                          | <u>\$ 2,863,188</u>              | <u>\$ 2,716</u>                         | <u>\$ (5,244)</u>            | <u>\$ 72,189</u>                       | <u>\$ 250</u>             | <u>\$ -</u>   | <u>\$ 6,241,700</u>        |

**Seminole State College**  
**Education and General - Statement of Budgeted Revenues and Expenditures**  
**For the Period July 1 through February 28, 2026**

|  | <u>ACTUAL</u>       |                     | <u>BUDGET</u>         |                     |
|--|---------------------|---------------------|-----------------------|---------------------|
|  | <u>CURRENT</u>      | <u>YEAR-TO-DATE</u> | <u>ANNUAL</u>         | <u>YEAR-TO-DATE</u> |
| <b><u>REVENUE</u></b>                          |                     |                     |                       |                     |
| <b>State Appropriations</b>                    | \$ 451,342          | \$ 4,301,363        | 6,045,148             | \$ 4,316,236        |
| Tuition  | 1,274,536           | 1,676,262           | 2,702,742             | 2,324,358           |
| Non-Resident Tuition Fees                      | 329,451             | 761,810             | 650,063               | 559,054             |
| Remedial Course Fee                            | 15,456              | 31,015              | 37,832                | 32,536              |
| <b>Tuition</b>                                 | <u>1,619,443</u>    | <u>2,469,088</u>    | <u>3,390,637</u>      | <u>2,915,948</u>    |
| STEM Academic Excellence Fee                   | 50,237              | 109,804             | 115,470               | 99,304              |
| LAH Academic Excellence Fee                    | 20,946              | 47,593              | 47,456                | 40,812              |
| Bus & Ed Academic Excellence Fee               | 29,483              | 61,550              | 66,418                | 57,119              |
| Health Science Academic Excellence Fee         | 6,450               | 12,234              | 12,457                | 10,713              |
| Social Science Academic Excellence Fee         | 21,672              | 49,604              | 49,022                | 42,159              |
| Physical Therapist Assistance Fee              | 4,200               | 7,500               | 3,668                 | 3,154               |
| Technology Service Fee                         | 109,317             | 247,694             | 261,000               | 224,460             |
| Bus And Ind Additional Fees                    | -                   | -                   | 500                   | 430                 |
| Nursing Fee                                    | 32,019              | 65,591              | 76,062                | 65,413              |
| Laboratory Fees                                | 24,777              | 58,509              | 70,787                | 60,877              |
| Medical Lab Tech Fee                           | 6,036               | 10,276              | 8,776                 | 7,547               |
| Electronic Academic Access Fee                 | 45,060              | 93,984              | 76,800                | 66,048              |
| Dist Education/Outreach Fee                    | 162,342             | 346,087             | 306,377               | 263,484             |
| <b>Academic Course Fees</b>                    | <u>512,539</u>      | <u>1,110,425</u>    | <u>1,094,793</u>      | <u>941,522</u>      |
| Late Payment Fees                              | 227                 | 7,634               | 5,458                 | 4,694               |
| Application For Admission Fees                 | 855                 | 8,244               | 11,225                | 9,654               |
| Assessment Fee                                 | 35,408              | 81,548              | 86,063                | 74,014              |
| Refund Per Legal Settlement                    | -                   | -                   | -                     | -                   |
| Ace Testing Fees                               | -                   | 975                 | 2,590                 | 2,227               |
| Hybrid Course Fee                              | -                   | -                   | -                     | -                   |
| Sr Citizens Discount                           | -                   | -                   | -                     | -                   |
| Enrollment Seminars                            | -                   | 128                 | -                     | -                   |
| Clep Testing Fees                              | -                   | 70                  | 190                   | 163                 |
| Library Automation Fee                         | 33,276              | 75,599              | 79,643                | 68,493              |
| Clearing Other Special Enrollment              | -                   | -                   | -                     | -                   |
| Records Fee                                    | 24,093              | 54,952              | 57,765                | 49,678              |
| Parking Fees                                   | 1,100               | 14,809              | 27,040                | 23,254              |
| Student Id Fee                                 | 1,340               | 11,096              | 14,964                | 12,869              |
| Accident Shield Fee                            | 2,094               | 27,125              | 97,035                | 83,450              |
| Special Testing Fees                           | 2,840               | 6,355               | 3,350                 | 2,881               |
| International Student Fee                      | 1,000               | 1,000               | 8,138                 | 6,999               |
| Compliance Fee                                 | 23,407              | 53,748              | 57,360                | 49,330              |
| Safety Fee                                     | 57,775              | 117,137             | 49,978                | 42,981              |
| <b>Other Student Fees</b>                      | <u>183,415</u>      | <u>460,419</u>      | <u>500,799</u>        | <u>430,687</u>      |
| <b>Total Tuition and Fees</b>                  | <u>2,315,397</u>    | <u>4,039,932</u>    | <u>4,986,229</u>      | <u>4,288,157</u>    |
| <b>Other Income</b>                            | <u>93,740</u>       | <u>393,641</u>      | <u>500,544</u>        | <u>430,468</u>      |
| <b>Total Revenue</b>                           | <u>2,860,479</u>    | <u>8,734,936</u>    | <u>11,531,921</u>     | <u>9,034,860</u>    |
| <b><u>EXPENDITURES</u></b>                     |                     |                     |                       |                     |
| Instruction                                    | 385,356             | 3,494,392           | 5,672,273             | 3,823,112           |
| Research                                       | -                   | -                   | -                     | -                   |
| Public Service                                 | -                   | -                   | -                     | -                   |
| Academic Support                               | 38,786              | 375,454             | 639,771               | 431,206             |
| Student Services                               | 154,331             | 1,381,054           | 2,049,133             | 1,381,116           |
| Institutional Support                          | 179,405             | 1,349,570           | 2,023,331             | 1,363,725           |
| Physical Plant                                 | 187,921             | 1,594,434           | 2,221,864             | 1,497,536           |
| Scholarships and Tuition Waivers               | 1,151               | 1,137,641           | 950,000               | 950,000             |
| <b>Total Expenditures</b>                      | <u>946,950</u>      | <u>9,332,545</u>    | <u>13,556,372</u>     | <u>9,446,695</u>    |
| <b>Total Revenue Over (Under) Expenditures</b> | <u>\$ 1,913,529</u> | <u>(597,609)</u>    | <u>\$ (2,024,451)</u> | <u>\$ (411,834)</u> |

**Seminole State College**  
**Auxiliary Summary Statement of Revenue and Expenditures**  
**For the Period July 1 through February 28, 2026**

|  | CURRENT<br>MONTH   | YEAR<br>TO<br>DATE | BUDGET              |                     |
|--|--------------------|--------------------|---------------------|---------------------|
|  |                    |                    | ANNUAL              | YEAR-TO-DATE        |
| <b><u>REVENUES</u></b>                   |                    |                    |                     |                     |
| Contractual Food Service                 | \$ 229,494         | \$ 617,276         | \$ 815,542          | \$ 644,278          |
| Bookstore                                | 227,794            | 1,031,878          | 1,220,000           | 1,112,640           |
| Institutional Support                    | 249,176            | 603,942            | 1,073,908           | 895,639             |
| Seminole/Roesler Residential Centers     | 348,305            | 977,913            | 1,065,388           | 820,349             |
| Student Activities                       | 146,236            | 334,570            | 560,000             | 473,200             |
| <b>Total Revenues</b>                    | <b>1,201,006</b>   | <b>3,565,579</b>   | <b>4,734,838</b>    | <b>3,946,106</b>    |
| <b><u>EXPENDITURES</u></b>               |                    |                    |                     |                     |
| Contractual Food Service                 | 133,383            | 529,602            | 813,000             | 596,742             |
| Bookstore                                | 59,976             | 539,362            | 817,313             | 639,915             |
| Institutional Support                    | 945,361            | 1,209,638          | 1,194,500           | 1,061,911           |
| Seminole/Roesler Residential Centers     | 124,592            | 645,852            | 699,659             | 483,663             |
| Student Activities                       | 155                | 59,531             | 146,900             | 130,594             |
| <b>Total Expenditures</b>                | <b>1,263,467</b>   | <b>2,983,984</b>   | <b>3,671,372</b>    | <b>2,912,825</b>    |
| <b>Revenue Over (Under) Expenditures</b> | <b>\$ (62,462)</b> | <b>\$ 581,594</b>  | <b>\$ 1,063,466</b> | <b>\$ 1,033,282</b> |

**Seminole State College**  
**Food Service - Statement of Revenue and Expenditures**  
**For the Period July 1 through February 28, 2026**

|                            | <b>ACTUAL</b>           |                            | <b>BUDGET</b>          |                            |
|----------------------------|-------------------------|----------------------------|------------------------|----------------------------|
|                            | <b><u>CURRENT</u></b>   | <b><u>YEAR-TO-DATE</u></b> | <b><u>ANNUAL</u></b>   | <b><u>YEAR-TO-DATE</u></b> |
| Meals revenue              | \$ 229,494              | \$ 614,064                 | \$ 800,000             | \$ 632,000                 |
| Other revenue              | -                       | 3,212                      | 15,542                 | 12,278                     |
| <b>Total revenue</b>       | <b><u>229,494</u></b>   | <b><u>617,276</u></b>      | <b><u>815,542</u></b>  | <b><u>644,278</u></b>      |
| Supplies                   | -                       | 957                        | 9,500                  | 6,973                      |
| Miscellaneous Expenditures | -                       | -                          | -                      | -                          |
| Contractual Service        | 132,120                 | 521,254                    | 785,000                | 576,190                    |
| Professional Services      | 1,263                   | 7,392                      | 18,500                 | 13,579                     |
| <b>Total expenditures</b>  | <b><u>133,383</u></b>   | <b><u>529,602</u></b>      | <b><u>813,000</u></b>  | <b><u>596,742</u></b>      |
| <b>Net profit (loss)</b>   | <b><u>\$ 96,110</u></b> | <b><u>\$ 87,674</u></b>    | <b><u>\$ 2,542</u></b> | <b><u>\$ 47,536</u></b>    |

**Seminole State College**  
**Bookstore Statement of Revenue and Expenditures**  
**For the Period July 1 through February 28, 2026**

|                                  | <u>ACTUAL</u>     |                     | <u>BUDGET</u>     |                     |
|----------------------------------|-------------------|---------------------|-------------------|---------------------|
|                                  | <u>CURRENT</u>    | <u>YEAR-TO-DATE</u> | <u>ANNUAL</u>     | <u>YEAR-TO-DATE</u> |
| Sales revenue                    | \$ 227,747        | \$ 1,029,178        | \$ 1,200,000      | \$ 1,094,400        |
| Other revenue                    | 47                | 2,699               | 20,000.00         | \$ 18,240           |
| <b>Total revenue</b>             | <u>227,794</u>    | <u>1,031,878</u>    | <u>1,220,000</u>  | <u>1,112,640</u>    |
| Purchase For Resale              | <u>45,358</u>     | <u>409,251</u>      | <u>600,000</u>    | <u>501,000</u>      |
| Professional Salaries, F.T.      | 3,657             | 30,509              | 43,888            | 25,601              |
| Classified Salaries, F.T.        | 5,000             | 42,500              | 60,150            | 35,088              |
| Classified Salaries, P.T.        | -                 | -                   | -                 | -                   |
| Student Wages                    | -                 | -                   | -                 | -                   |
| Fringe Benefits                  | 5,676             | 45,036              | 65,000            | 37,917              |
| <b>Compensation expenditures</b> | <u>14,333</u>     | <u>118,044</u>      | <u>169,038</u>    | <u>98,606</u>       |
| Travel                           | -                 | 307                 | 3,000             | 2,505               |
| Supplies                         | 222               | 2,144               | 13,700            | 11,440              |
| Miscellaneous Expenditures       | -                 | 589                 | 4,575             | 3,820               |
| Contractual Service              | 63                | 8,841               | 24,800            | 20,708              |
| Sponsorships                     | -                 | 186                 | 500               | 418                 |
| Postage                          | -                 | -                   | 1,200             | 1,002               |
| Motor Pool                       | -                 | -                   | 500               | 418                 |
| <b>Other expenditures</b>        | <u>285</u>        | <u>12,067</u>       | <u>48,275</u>     | <u>40,310</u>       |
| <b>Total expenditures</b>        | <u>59,976</u>     | <u>539,362</u>      | <u>817,313</u>    | <u>639,915</u>      |
| <b>Net profit (loss)</b>         | <u>\$ 167,818</u> | <u>\$ 492,516</u>   | <u>\$ 402,687</u> | <u>\$ 472,725</u>   |

**Seminole State College**  
**Institutional Support- Statement of Budgeted Revenues and Expenditures**  
**For the Period July 1 through February 28, 2026**

|  | <u>ACTUAL</u>       |                     | <u>BUDGET</u>       |                     |
|--|---------------------|---------------------|---------------------|---------------------|
|  | <u>CURRENT</u>      | <u>YEAR-TO-DATE</u> | <u>ANNUAL</u>       | <u>YEAR-TO-DATE</u> |
| <b><u>REVENUE</u></b>                          |                     |                     |                     |                     |
| Student Service Fee                            | \$ 118,272          | \$ 271,790          | \$ 480,000          | 400,320             |
| Infrastructure Fee                             | 127,009             | 294,220             | 540,000             | 450,360             |
| <b>Student Fees</b>                            | <u>245,281</u>      | <u>566,009</u>      | <u>1,020,000</u>    | <u>850,680</u>      |
| Other Income-Overpayment                       | 1,005               | 16,553              | 8,368               | 6,979               |
| ATM other non-revenue                          | -                   | -                   | 4,000               | 3,336               |
| Refunds / Reimbursements                       | 629                 | 730                 | 50                  | 42                  |
| Interest Income                                | 687                 | 7,123               | 20,000              | 16,680              |
| Seminar fees                                   | -                   | -                   | -                   | -                   |
| Vending maching commissions                    | 75                  | 841                 | 1,000               | 834                 |
| Photocopy revenue                              | -                   | -                   | -                   | -                   |
| Repair and replacemnet, damaged property       | -                   | -                   | -                   | -                   |
| Haney Center                                   | 1,500               | 5,900               | 10,245              | 8,544               |
| Motor Pool                                     | -                   | 6,785               | 10,245              | 8,544               |
| <b>Other income</b>                            | <u>3,895</u>        | <u>37,933</u>       | <u>53,908</u>       | <u>44,959</u>       |
| <b>Total Revenue</b>                           | <u>249,176</u>      | <u>603,942</u>      | <u>1,073,908</u>    | <u>895,639</u>      |
| <b><u>EXPENDITURES</u></b>                     |                     |                     |                     |                     |
| Professional Services                          | -                   | 148,521             | 174,000             | 154,686             |
| <b>Personnel expenditures</b>                  | <u>-</u>            | <u>151,929</u>      | <u>174,000</u>      | <u>154,686</u>      |
| Travel   | -                   | -                   | 1,000               | 889                 |
| Supplies                                       | 146                 | 2,493               | 4,000               | 3,556               |
| Miscellaneous Expenditures                     | 1,308               | 78,141              | 45,000              | 40,005              |
| Contractual Service                            | 228                 | 3,393               | 5,500               | 4,890               |
| Housing and book scholarships                  | 943,679             | 973,060             | 965,000             | 857,885             |
| Haney Center                                   | -                   | 397                 | -                   | -                   |
| <b>Total Expenditures</b>                      | <u>945,361</u>      | <u>1,209,638</u>    | <u>1,194,500</u>    | <u>1,061,911</u>    |
| <b>Total Revenue Over (Under) Expenditures</b> | <u>\$ (696,185)</u> | <u>\$ (605,696)</u> | <u>\$ (120,592)</u> | <u>(166,271)</u>    |

**Seminole State College**  
**Housing - Statement of Revenue and Expenditures**  
**For the Period July 1 through February 28, 2026**

|                               | <b>ACTUAL</b>            |                            | <b>BUDGET</b>            |                            |
|-------------------------------|--------------------------|----------------------------|--------------------------|----------------------------|
|                               | <b><u>CURRENT</u></b>    | <b><u>YEAR-TO-DATE</u></b> | <b><u>ANNUAL</u></b>     | <b><u>YEAR-TO-DATE</u></b> |
| Rental revenue - Dorms        | \$ 347,555               | 972,510                    | \$ 1,055,388             | 812,649                    |
| Other revenue                 | 750                      | 5,403                      | 10,000                   | 7,700                      |
| <b>Total revenue</b>          | <b><u>348,305</u></b>    | <b><u>977,913</u></b>      | <b><u>1,065,388</u></b>  | <b><u>820,349</u></b>      |
| Professional Salaries, F.T.   | 3,657.33                 | 30,509                     | 41,598                   | 24,266                     |
| Professional Services         | 866.76                   | 7,434                      | 41,598                   | 29,284.99                  |
| Professional Services         | 1,962.00                 | 7,017                      | 10,000                   | 7,040.00                   |
| Fringe Benefits               | 2,524.80                 | 20,163                     | 32,135                   | 18,745.42                  |
| <b>Personnel expenditures</b> | <b><u>9,011</u></b>      | <b><u>65,123</u></b>       | <b><u>125,331</u></b>    | <b><u>79,336</u></b>       |
| Travel                        | -                        | 304                        | 500                      | 352                        |
| Supplies                      | 3,018                    | 43,743                     | 49,628                   | 34,938                     |
| Miscellaneous Expenditures    | -                        | 492                        | 500                      | 352                        |
| Lease Payments                | 91,320                   | 410,940                    | 350,000                  | 246,400                    |
| Contractual Service           | 3,555                    | 24,354                     | 8,700                    | 6,125                      |
| Utilities                     | 17,688                   | 100,896                    | 165,000                  | 116,160                    |
| <b>Other expenditures</b>     | <b><u>115,581</u></b>    | <b><u>580,729</u></b>      | <b><u>574,328</u></b>    | <b><u>404,327</u></b>      |
| <b>Total expenditures</b>     | <b><u>124,592</u></b>    | <b><u>645,852</u></b>      | <b><u>699,659</u></b>    | <b><u>483,663</u></b>      |
| <b>Net profit (loss)</b>      | <b><u>\$ 223,713</u></b> | <b><u>332,061</u></b>      | <b><u>\$ 365,729</u></b> | <b><u>\$ 336,686</u></b>   |

**Seminole State College**  
**Student Activities - Statement of Revenue and Expenditures**  
**For the Period July 1 through February 28, 2026**

|  | <b>ACTUAL</b>     |                     | <b>BUDGET</b>     |                     |
|--|-------------------|---------------------|-------------------|---------------------|
|  | <b>CURRENT</b>    | <b>YEAR-TO-DATE</b> | <b>ANNUAL</b>     | <b>YEAR-TO-DATE</b> |
| Student activity fee                     | \$ 130,796        | \$ 300,135          | \$ 500,000        | \$ 422,500          |
| Cultural & recreation fee                | 14,626            | 33,621              | 60,000            | 50,700              |
| Esports                                  | 814               | 814                 |                   | -                   |
| Softball                                 | -                 | -                   |                   | -                   |
| <b>Total Revenue</b>                     | <b>146,236</b>    | <b>334,570</b>      | <b>560,000</b>    | <b>473,200</b>      |
| Athletic Administration                  | -                 | -                   | -                 | -                   |
| National Tournaments                     | -                 | 15,452              | 40,000            | 35,560              |
| Golf-Women                               | -                 | 2,100               | 4,000             | 3,556               |
| Golf-Men                                 | -                 | 1,000               | 4,000             | 3,556               |
| Womens Soccer                            | -                 | 6,823               | 19,000            | 16,891              |
| Men's Basketball                         | -                 | 4,661               | 8,700             | 7,734               |
| Women's Basketball                       | -                 | 1,305               | 1,700             | 1,511               |
| Volleyball                               | -                 | 4,649               | 8,000             | 7,112               |
| Baseball                                 | -                 | 6,816               | 16,000            | 14,224              |
| Softball                                 | -                 | 7,684               | 7,000             | 6,223               |
| Esports                                  | -                 | -                   | 7,000             | 6,223               |
| Student Government                       | -                 | 1,920               | 18,000            | 16,002              |
| Livestock Judging Team                   | -                 | -                   | -                 | -                   |
| PLC                                      | 155               | 7,120               | 13,500            | 12,002              |
| SSC Aggie (AFAC)                         | -                 | -                   | -                 | -                   |
| Phi Theta Kappa (AFAC)                   | -                 | -                   | -                 | -                   |
| NASA (AFAC)                              | -                 | -                   | -                 | -                   |
| Student Nurse Association(AFAC)          | -                 | -                   | -                 | -                   |
| <b>Total Expenditures</b>                | <b>155</b>        | <b>59,531</b>       | <b>146,900</b>    | <b>130,594</b>      |
| <b>Revenue Over (Under) Expenditures</b> | <b>\$ 146,081</b> | <b>\$ 275,039</b>   | <b>\$ 413,100</b> | <b>\$ 342,606</b>   |

**Seminole State College**  
**Restricted Funds - Statement of Revenue and Expenditures**  
**For the Period July 1 through February 28, 2026**

|  | <u>Revenue</u>      | <u>Expenditures</u> | <u>Net</u>        |
|--|---------------------|---------------------|-------------------|
| PELL                                   | \$ 2,791,235        | \$ 2,794,848        | \$ (3,613)        |
| PELL Admin                             | 400                 | -                   | 400               |
| SEOG                                   | 87,000              | 87,500              | (500)             |
| Direct Loans                           | 959,680             | 957,901             | 1,779             |
| College Work Study                     | 45,036              | 45,036              | -                 |
| SSC Foundation                         | -                   | 13,815              | (13,815)          |
| Private Scholarships                   | 463,475             | 560,688             | (97,213)          |
| Private Loans                          | 150,115             | -                   | 150,115           |
| Tribal Fest                            | -                   | -                   | -                 |
| Cherokee Student Grants                | 65,750              | 63,750              | 2,000             |
| Sac & Fox Student Grants               | 22,958              | 22,505              | 453               |
| Creek Tribe Student Grants             | 17,000              | 15,500              | 1,500             |
| Shawnee Tribe Student Grants           | -                   | 28,046              | (28,046)          |
| Choctaw Tribe Student Grants           | 25,972              | 27,073              | (1,101)           |
| Citizen Pottawatomie Stud Grnt         | 65,072              | 60,425              | 4,647             |
| Chickasaw Tribe Stdtd Grants           | 55,102              | 59,752              | (4,650)           |
| OHLAP                                  | 293,580             | 317,740             | (24,160)          |
| Misc Indial Tribal Grants              | 92,983              | 59,322              | 33,661            |
| Seminole Tribe Student Grants          | 31,900              | 29,900              | 2,000             |
| Oklahoma Tuition Aid Grant             | 235,850             | 235,850             | -                 |
| <b>Subtotal Financial Aid</b>          | <u>5,403,109</u>    | <u>5,379,652</u>    | <u>23,457</u>     |
| Title III Engaging Students in Science | -                   | -                   | -                 |
| Ub Math/Science #2                     | 161,055             | 162,190             | (1,135)           |
| Ub Math/Science #1                     | 188,139             | 188,159             | (20)              |
| Upward Bound #2                        | 159,118             | 159,191             | (73)              |
| Upward Bound #1                        | 257,956             | 257,922             | 34                |
| Talent Search West                     | 137,243             | 137,329             | (86)              |
| Talent Search Central                  | 246,795             | 246,795             | -                 |
| Dream Catcher Gear Up                  | 717,120             | 717,120             | -                 |
| STEM Student Support                   | 143,010             | 150,812             | (7,802)           |
| Student Support Serices                | 197,512             | 198,681             | (1,169)           |
| NASNTI Grant                           | 619,188             | 472,494             | 146,693           |
| Scholars for Excellence                | 48,952              | 53,067              | (4,115)           |
| NASNTI Grant Supplemental              | -                   | -                   | -                 |
| NASNTI - Supplemental FY25             | -                   | 146,693             | (146,693)         |
| CONGRESSIONAL FUNDS - NURSING          | -                   | 57,486              | (57,486)          |
| GEER FUNDING - OSRHE                   | -                   | -                   | -                 |
| TANF                                   | 69,494              | 95,518              | (26,024)          |
| TANF - Ada                             | -                   | -                   | -                 |
| ARPA - NURSING                         | -                   | 45,856              | (45,856)          |
| Carl Perkins                           | -                   | -                   | -                 |
| <b>Subtotal Federal Grants</b>         | <u>2,945,581</u>    | <u>3,089,312</u>    | <u>(143,731)</u>  |
| Care Bears                             | 8,108               | 9,163               | (1,055)           |
| Nursing Student'S                      | 1,822               | 1,403               | 419               |
| Upward Bound #2 Fund Raiser            | -                   | 4,777               | (4,777)           |
| Upward Bound M/S Fund Raiser           | -                   | 1,673               | (1,673)           |
| Ub Ms #2 Fund Raiser                   | -                   | 1,765               | (1,765)           |
| VARIOUS GRANTS & STIPENDS              | 414,827             | 13,507              | 401,320           |
| Upward Bound #1 Fundraiser             | 1,870               | 6,862               | (4,992)           |
| Global Studies                         | -                   | -                   | -                 |
| <b>Subtoal Other Restricted</b>        | <u>426,626</u>      | <u>39,149</u>       | <u>387,477</u>    |
| <b>Total</b>                           | <u>\$ 8,775,317</u> | <u>\$ 8,508,113</u> | <u>\$ 267,203</u> |

**Seminole State College**  
**Campus Organizations - Statement of Revenue and Expenditures**  
**For the Period July 1 through February 28, 2026**

|                                    | <u>Revenue</u>   | <u>Expenditures</u> | <u>Net</u>         |
|------------------------------------|------------------|---------------------|--------------------|
| VA REPORT FEE                      | -                | -                   | -                  |
| FACULTY SENATE                     | 2,565            | 1,800               | 765                |
| SEMINOLE STATE AGGIE CLUB          | -                | 180                 | (180)              |
| SSC STUDENT PTA ASSOCIATION        | 2,180            | 685                 | 1,495              |
| NURSING STUDENTS MAILBOXES         | -                | -                   | -                  |
| UB #1 SUMMER FOOD PROGRAM          | 4,114            | -                   | 4,114              |
| PHI THETA KAPPA                    | 152              | 473                 | (321)              |
| UBMS SUMMER FOOD PROGRAM           | 2,577            | -                   | 2,577              |
| UB M/S #2 SUMMER FOOD PROGRAM      | 4,310            | -                   | 4,310              |
| UB2 SUMMER FOOD PROGRAM            | 4,050            | -                   | 4,050              |
| MLT BOC FEE                        | 680              | 1,350               | (670)              |
| RESIDENTIAL DEPOSITS               | (1,307)          | -                   | (1,307)            |
| PROFESSIONAL STAFF COUNCIL         | 1,991            | 2,124               | (133)              |
| CLASSIFIED STAFF ASSOCIATION       | 202              | 701                 | (499)              |
| MU ALPHA THETA (MATH HONORS)       | -                | -                   | -                  |
| BUSINESS & INDUSTRY                | 1,505            | 55,134              | (53,629)           |
| SHOTGUN SHOOTING TEAM              | -                | 300                 | (300)              |
| P.R.I.D.E.                         | -                | 62                  | (62)               |
| 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 | 40,898           | 33,978              | 6,920              |
|                                    | <u>\$ 63,917</u> | <u>\$ 96,788</u>    | <u>\$ (32,871)</u> |

# **MacKenzie Scott Discussion**

Tuesday, January 20, 2026 – 11:30 a.m.

Haney Center Board Room

## **POSSIBLE AREAS TO SUPPORT:**

- New Gym / Community Performance Center
- Concurrent Scholarships – Fees
- Ag Program
- Sports Scholarships – Adjusting or Augmenting to Remain Competitive in Recruiting
- Transportation – Bus
- Retire Foundation Debt
- Employee Stipends / Merit Pay
- Nursing / Health Sciences Programs
- Cultural Activities – Music, Art, Language Arts, Speakers

## **Goals/Objectives for MacKenzie Scott Discussion**

Tuesday, January 20, 2026 – 11:30 a.m.

Haney Center Board Room

- Advisement / Not Voting / Open Meeting
- Retreat Plans
- Input from Leadership – College and Foundation
- Examples of Management of Other Major Gifts
- Method for Prioritizing Selection of Projects

# ERNESTO V MARTINEZ JR.

Wewoka, OK  
405-404-4216  
nesto2001@outlook.com

**Dear Seminole State College,**

**21 JAN 2026**

I am applying for the role of Upward Bound Coordinator. I believe that this is a great opportunity to apply my expertise and skills with customer service and genuine commitment to helping students succeed. I have recently obtained my bachelor's in information technology and also have experience in helping students with finding solutions to problems. I have been a part-time math tutor for nearly 3 years here in Seminole State and it has provided a strong foundation for guiding students in their courses.

**Seminole State College  
Upward Bound Math/Science  
Coordinator  
2701 Boren Blvd  
Seminole, OK 74868**

One of my goals is to continue building my foundation for delivering excellent customer service by assisting both students and faculty. I want to delve deeper into supportive learning environments and enhance my overall skills.

As a part-time tutor at Seminole State College, I not only gained familiarity with how colleges operate, but one of my main tasks was to assist students with problems. I am confident in my abilities to solve tech related issues such as providing customer support in helping configure, maintain, and fix computers. My time as a tutor has taught me that communication is a key skill in customer service, I believe in Upward Bound's mission to help guide students to success.

Overall, I believe that my skills would be greatly beneficial for this organization, and I am grateful for the opportunity. My time here at SSC has taught me that education is one of the keys to success, it is critical to help students gain the skills necessary to excel in life. I look forward to the possibility of contributing to the Upward Bound Math/Science Program and supporting the next generation of college-bound scholars.

Sincerely,



Ernesto Martinez

# ERNESTO VIRGIL MARTINEZ JR.

Wewoka, Oklahoma  
(405) 404-4216 | nesto2001@outlook.com

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## EXPERIENCE

### **PART-TIME TUTOR**

Seminole State College | Seminole, OK  
AUG 2022 – JAN 2025

Worked with Student Support Services, which is a federal TRIO program that is designed to provide free college retention and completion services to students that qualify, such as individuals that come from disadvantaged backgrounds. Tutoring is one of the main services that is provided, and I have experience in providing excellent customer service in this field. I have also assisted staff with various tasks such as moving and filing papers and other related administrative duties.

- Provided paid academic support through Student Support Services, a federal TRIO program focused on improving college retention and completion.
- Tutored students in Pre-Calculus, Calculus I-III, Quantitative Reasoning, Statistics, and general math coursework.
- Taught students how to use Microsoft Office Applications, including Word, Excel, and PowerPoint.
- Delivered clear explanations and strong customer service to students from diverse and disadvantaged backgrounds.
- Assisted program staff with administrative tasks such as organizing files, moving materials, and completing general office duties.

### **IT INTERSHIP**

Seminole State College | Seminole, OK  
AUG 2025 – DEC 2025 (406 hours)

- Gained hands-on experience supporting the college's IT department, assisting faculty and students across campus.
- Troubleshoot hardware and software issues for computer and mobile devices.
- Installed and configured desktop systems terminated and tested Ethernet ports to ensure reliable network connectivity.
- Shadowed IT technicians to learn best practices in campus-wide technical support and service delivery.
- Researched, designed, and built an updated inventory management system using SQL Server 2019 and Microsoft Access, improving accuracy and efficiency in asset tracking.

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## EDUCATION

### **BACHELOR OF APPLIED SCIENCE IN INFORMATION TECHNOLOGIES**

Oklahoma State University Institute of Technology  
Sep 2024 – Aug 2025

### **ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGIES**

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Oklahoma State University Institute of Technology

Jan 2024 – Aug 2024

**ASSOCIATE IN COMPUTER SCIENCE**

Seminole State College

AUG 2022 – MAY 2023

**ASSOCIATE IN PRE-ENGINEERING**

Seminole State College

Aug 2019 – May 2021

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**SKILLS**

- Communication – Able to communicate information effectively and explain details to non-technical users.
  - Teamwork – Able to work efficiently with teams and collaborate to solve problems.
  - Problem Solving/Critical Thinking – Able to identify and understand various problems and come up with appropriate solutions.
  - Adaptability – Able to work well in fast-paced environments and adapt to situations.
  - Conflict Resolution – Experienced in resolving conflicts and handling difficult situations with patience and professionalism.
  - Tech Support – Able to provide technical support and troubleshooting assistance for devices & services.
  - Operating Systems knowledge – I have experience in resolving issues with devices such as Apple, Microsoft, and Android.
-

**From:** [ernesto martinez](#)  
**To:** [HR](#)  
**Subject:** Upward Bound Coordinator Position  
**Date:** Wednesday, January 21, 2026 2:45:10 PM  
**Attachments:** [Cover Letter SSC.docx](#)  
[Resume SSC.docx](#)  
[Unofficial Transcript.pdf](#)

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## CAUTION

This email originated from outside of SSC. Do not click links or open attachments unless you recognize the actual sender and know the content is safe.

Hello,

My name is Ernesto Martinez and I would like to apply for the Upward Bound Math/Science Coordinator position. I have attached my cover letter, resume, and unofficial transcript. My 3 references are listed below:

Janna Wilson-Byrd: (405) 382-9642

Marc Hunter: (405) 382-9264

Sarah Ledford: (405) 382-9549

Sent from [Outlook](#)

February 9, 2026

Dr. Bill Knowles  
Vice President for Academic and Student Affairs  
Seminole State College

Ann Benson  
Nursing Program Director  
Seminole State College

Holly Wilson-Byrd  
Human Resources Director  
Seminole State College

Subject: Formal Notice of Resignation

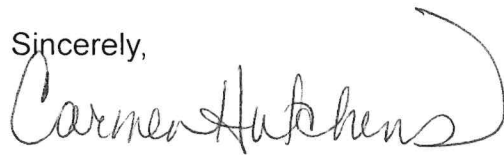
Dr. Knowles, Director Benson and Mrs. Wilson- Byrd,

Please accept this letter as formal notice of my resignation from my position as Academic Advisor at Seminole State College, effective February 20, 2026. This letter also serves as notice of my resignation from my annual contract as ADA Coordinator, which is currently scheduled to conclude on June 30, 2026. My resignation from this role will be effective February 20, 2026, as well.

After careful consideration, I have decided to fully retire after ten rewarding years at SSC. As many know, my time at SSC marked a second career following my retirement through OPERS. It has been a pleasure to support students and contribute to their educational opportunities.

I wish the college continued success, particularly in advancing accessibility for students with disabilities and in the growth of the nursing program.

Sincerely,

A handwritten signature in black ink that reads "Carmen Hutchins". The signature is written in a cursive style with a large, sweeping flourish at the end.

Carmen Hutchins  
Academic Advisor/ADA Specialist  
Seminole State College

**From:** Gina Pope <[g.pope@sscok.edu](mailto:g.pope@sscok.edu)>  
**Sent:** Tuesday, March 10, 2026 12:40 PM  
**To:** Bill Knowles <[b.knowles@sscok.edu](mailto:b.knowles@sscok.edu)>

This is not an email that I ever saw myself writing, but here we are. I am formally turning in my resignation effective March 20, 2026. This decision was not made easily or willingly. However, due to some unexpected and life altering circumstances with my youngest child, decisions must be made. It is now imperative that I be closer to my kids and the hour commute between here, home and their school is just not workable. I am needing to be where I can reach them in minutes.

This decision took a lot of prayer and worry as I am not sure what the future holds. I am grateful the opportunity to be a part of this family even for a short time. I learned so much that I will be able to take with me no matter where I go.

*Gina Mariano Pope, MEd*  
*Coordinator of Library and Career Services*

**Tuesday, March 31, 2026**

**JOIN US!**

*You are Invited to Join Campus and Community Leaders  
representing **SEMINOLE STATE COLLEGE** for*

# Higher Education Day at the Capitol

Lunch at the OU Faculty House – 601 NE 14th Street – Oklahoma City

at 11:30 a.m.

**Higher Education Program to Follow at  
2:00 p.m. at Capitol in House Chambers**

**RSVP to the President's Office at 405-382-9200  
or [m.downey@sscok.edu](mailto:m.downey@sscok.edu)**

Thanks in advance for your support of this event!



# PLEASE JOIN US

## 2026 HIGHER EDUCATION & OKLAHOMA'S PROMISE DAY AT THE STATE CAPITOL

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION • PUBLIC COLLEGES AND UNIVERSITIES

### Tuesday, March 31, 2026

Join us to visit with students, faculty and staff and for the Oklahoma's Promise Day program (10 a.m. in House Caucus Room 110, 1<sup>st</sup> floor) and Higher Education Day program, including recognition of the 2025 Distinguished Service Award recipients (2 p.m. in the House Chamber, 4<sup>th</sup> floor)

### PROGRAM SPEAKERS:

#### Oklahoma's Promise Day

- ▶ Rep. Arturo Alonso-Sandoval (invited)
- ▶ Rep. Collin Duel (invited)
- ▶ OKC Chamber Sr. Vice President of Government Relations and Policy Mike Jackson (invited)

#### Higher Education Day

- ▶ Governor Kevin Stitt
- ▶ Speaker Kyle Hilbert
- ▶ Pro Tem Lonnie Paxton (invited)
- ▶ State Regents Chair Courtney Warmington
- ▶ Student speakers from Oklahoma colleges and universities



OKLAHOMA STATE REGENTS  
FOR HIGHER EDUCATION

*Improving our future by degrees*



# 2026

# Higher Education & Oklahoma's Promise Day at the State Capitol

## Tuesday, March 31, 2026

Check in, House Caucus Room 110, 1<sup>st</sup> floor .....8:30 a.m.  
*(Please come here first to get stickers and handouts)*

Meet with your legislators..... 8:30-10 a.m.  
*(Please schedule in advance, if possible)*

Oklahoma's Promise Day Program, House Caucus Room 110..... 10-10:30 a.m.

Group photo with Executive & Legislative leadership, stairwell ..... 11-11:15 a.m.  
*(tentative)*

Meet with your legislators..... 11:15 a.m.-12 p.m.  
*(Please schedule in advance, if possible)*

Lunch with Legislators ..... 12-1 p.m.

Meet with your legislators..... 1-2 p.m.  
*(Please schedule in advance, if possible)*

Higher Education Day Program, House Floor ..... 2-3 p.m.

### FEATURED SPEAKERS:

- ▶ Governor Kevin Stitt
- ▶ Speaker of the House Kyle Hilbert
- ▶ Senate Pro Tem Lonnie Paxton (invited)
- ▶ State Regents' Chair Courtney Warmington
- ▶ Student Speakers

### Distinguished Service Awards Recognition, House Floor

Meet with your legislators..... 3-3:30 p.m.  
*(Please schedule in advance, if possible)*

State Regents' staff will be available in the Supreme Court hallway after 10:30 a.m. to answer questions and assist you in finding your legislators to help facilitate successful meetings.

TITLE:

## **Service and Emotional Support/Assistance Animal Policy**

### **I. Policy Statement**

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

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

### **II. Definition**

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

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

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

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

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

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

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

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

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

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

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

### **III. Emotional Support/Assistance Animals in College Housing**

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

disruptions for residents and other staff. Dangerous, poisonous, and/or illegal animals are not permitted. Such requests should be processed as follows:

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

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

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

Requirements for assistance/service animals will be evaluated in the appropriate context of housing and are independent of the ADA regulations that are formulated to meet the needs of persons with disabilities in a different context and were adopted subsequent to the Department of Housing and Urban Development's regulations.

## **V. Requirements of Persons with an Emotional Support Animal**

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

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

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

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

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

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

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

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

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

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

Inspections: The owner's residence may be inspected for fleas, ticks or other pests as needed.

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

Fines: All rooms must pass routine Health and Safety checks, as per college requirements.

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

## **VI. Request for Accommodations**

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

1. The owner must register their animal with the ADA Coordinator's Office through completing and signing the Animal Registration Form and providing all necessary documentation.
2. The owner is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. Sensitivity to residents with allergies and to those who fear animals is important to ensure the peace of the residential community.
3. The owner is financially responsible for the actions of the approved animal including bodily injury or property damage, including but not limited to any replacement of furniture, carpet, window, or wall covering, etc. The owner is expected to cover these costs upon repair and/or move-out.
4. The owner is responsible for any expenses that are required due to costs incurred for cleaning which is above and beyond a normal cleaning or for repairs to College premises that are assessed after vacating the residence. The College shall have the right to bill the student account of the owner for unmet obligations.

5. The owner must notify the ADA Coordinator's Office in writing if the approved animal is no longer needed as an approved animal or is no longer in residence. To replace an approved animal the owner must file a new request for exception.
6. All roommates or suitemates of the owner must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, either the owner and animal or the non-approving roommates or suitemates, as determined by the Housing Coordinator, may be moved to a more suitable location.
7. The Housing Director has the ability to relocate the owner and approved animal as necessary per current contractual agreements.
8. Owner agrees to continue to abide by all other residential policies. An exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
9. Any violation of the above rules may result in immediate removal of the animal from the College and may be reviewed through the Judicial Committee and the student will be afforded all rights of due process and appeal as outlined in that process.
10. Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

The College may require the individual to remove the Emotional Support Animal from College housing if:

1. the animal poses a direct threat to the health or safety of others;
2. the animal causes substantial property damage to the property of others;
3. the Owner does not comply with the Owner's Responsibilities set forth above; or
4. the animal or its presence creates an unmanageable disturbance or interference with the College community.

DATE OF ADOPTION: September 6, 2018

LEGAL REFERENCE: Fair Housing Act –  
**Sec. 800-820. [42 U.S.C. 3601 note]**

REVISION DATE(S): May 18, 2023

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

TITLE:

## CAMPUS WELLNESS POLICY

### Introduction

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

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

- Providing support for a wellness committee, team, or champion as needed for the implementation of the wellness policy.
  - Promoting healthy behaviors and choices through appropriate communication resources, such as social media, email blasts, posters, and meetings.
  - Conducting ongoing evaluations of wellness policies and programs.
- Seminole State College adopts this wellness policy, which includes the following *Nutrition and Physical Activity*.

### Nutrition

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

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

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

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

- Implement a program that identifies students who may be food insecure and provides assistance options on campus.
- Ensure access to a private space (other than a restroom) that has an electrical outlet, and providing faculty and staff paid or unpaid break times, to allow mothers to express breast milk and/or breastfeed.

- Provide trained nutrition professionals on campus and offer nutritional services (e.g., personal nutrition assessments, counseling, or workshops) to the greatest extent possible.
- Host, sponsor, or promote a farmers' market on campus or nearby that is open to community members.

## Physical Activity

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

- Provide free access or low-cost membership to an on-site fitness facility or to an off-site fitness facility for students, faculty, staff and their families.
- Provide access to an on-site changing room or locker-room with shower.
- Promote diverse recreation, physical activity, or competitive sports opportunities during each academic year.
- ~~Offer "how to" physical activity classes that introduce new activities free of charge.~~
- ~~Provide trained physical activity professionals on campus and offer physical activity services (e.g., personal fitness assessments, counseling, or workshops) to the greatest extent possible.~~
- ~~Offer physical activity classes for academic credit.~~
- ~~Encourage 10 minutes of physical activity into every work day hour~~
- With prior approval from supervisors, professional and classified staff may be released from regular work assignments for one hour, two times each week to exercise on campus utilizing the Seminole State College Wellness Center or walking trails. Faculty wishing to participate in this program, may elect to use up to two hours of their regularly scheduled office hours. Coverage of critical areas of operations, as well as unique needs of various areas of campus, will have to be considered by supervisors when granting release time.
- Provide marked walking routes on campus and make a route map available.
- Promote use of stairs on campus where applicable.
- Post signage requiring cars to stop for pedestrians at all designated or marked crosswalks on campus.
- Provide safe and secure bicycle parking.
- Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities.

## Fragrance and Scent Awareness

To promote a healthy and safe environment for all students, employees, and visitors, the campus seeks to maintain an environment with minimal exposure to fragrances and other strong scents. Many individuals experience sensitivity or adverse health reactions to scented products. Therefore, the use of candles, incense, plug-in or spray air fresheners, diffusers, and other fragranced products is not permitted in campus offices, classrooms, or other shared indoor spaces. Employees and students are expected to be mindful of personal fragrances and are asked to refrain from wearing strong perfumes, colognes, or heavily scented personal care products

while on campus. Maintaining a low-fragrance environment helps support the health, comfort, and well-being of the entire campus community.

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

LEGAL REFERENCE:

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

TITLE:

### **ONLINE CREDIT HOUR POLICY**

This policy confirms that all courses, whether face-to-face, hybrid, or entirely online require a workload equivalent to the established standard for granting credit hours. SSC adheres to the federal definition of a credit hour as mandated by the Higher Learning Commission (HLC).

#### **Online Course Equivalency and Documentation**

SSC ensures that the academic rigor and total workload of online courses are **equivalent** to face-to-face courses. Online courses meet this equivalency through **Regular and Substantive Interaction (RSI)**.

**RSI** is defined as instructor-initiated, academically purposeful teaching. Activities count only as RSI when they show instructor presence, direction, or evaluation. The work required in online courses is measured by documenting activities that fulfill RSI "Direct Instruction" and "Student Work" components of the credit hour definition.

For specific guidance on what counts as “seat time” activities for online courses, see the SSC Faculty Handbook procedures. Division Chairs will ensure compliance with this policy during the annual faculty evaluations.

**The Total Documented Online Course Workload per week for each credit hour must combine both:**

1. **Direct Instruction:** Time spent engaging with the instructor or directed learning activities (e.g., recorded lectures, instructional videos, virtual meetings, discussion boards).
2. **Student Work:** Time spent on outside assignments (e.g., reading, studying, researching, writing, projects, quizzes, labs, art activities).

**Total Documented Online Course Workload Example:** A 3-credit-hour course must require the equivalent of approximately 150 minutes of documented class instruction per week for a 16-week semester, for a total of 2400 minutes for the entire course.

## Required Documentation

For all online and distance learning courses, the instructor must clearly document the required student activities and time expectations within the class shell on the LMS (e.g., Brightspace). The online course within the LMS serves as the primary evidence of the required workload. This may include:

- The estimated total minutes or duration of **required recorded lectures** or video content.
- The expected length and frequency of **graded discussion board postings** (measuring instructional interaction).
- The estimated time for completing **required tutorials, web links, or interactive assignments**.
- The expected time commitment for **major writing, research, labs, quizzes, or project-based assignments**.
- The expected number of **scheduled virtual meetings or one-on-one interactions with the instructor**.

This documentation may be done using one or more of the following options within the class shell on the LMS:

- **Course Syllabus:** The syllabus must outline all graded assignments and learning activities, along with the expected time commitment necessary for the average student to complete them.
- **Class Outline:** The class outline must show the various units or modules that will be covered over the semester, with the sequence of assignments or activities, expected deadlines, etc.
- **Class Calendar:** The detailed monthly, weekly or daily calendar must show the sequence of learning activities (e.g., module releases, assignments due dates, required virtual meetings).

#### 4. Ensuring Equivalence

When developing or reviewing an online course, the following conditions confirm that the credit hour standard is met:

| Type of Activity                 | Online Equivalent (Direct Instruction)  | Online Equivalent (Student Work)  |
|----------------------------------|---|---|
| <b>Typical In-Class Time</b>     | Examples: Required attendance at synchronous virtual meetings, viewing of assigned video lectures, mandatory virtual interactions with the instructor/peers (e.g., graded discussion boards, virtual labs). May include other examples as approved by the Division Chair. | Examples: Preparation for exams, quizzes, or presentations; required reviewing of lecture notes or media. May include other examples as approved by the Division Chair.                                 |
| <b>Typical Out-of-Class Time</b> | Examples: Researching, reading, and responding to course materials; completing projects, papers, and lab reports; online group collaboration. May include other examples as approved by the Division Chair.   | Examples: Self-Study Time: Time dedicated to review, practice, and mastery of course content outside of specific assignment requirements. May include other examples as approved by the Division Chair. |

DATE OF ADOPTION: \_\_\_\_\_

LEGAL REFERENCE:

REVIEW DATE(S):

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

\_\_\_\_\_

# VOSS



## LED Lighting and Controls Upgrade

**Prepared for:** Seminole State College – Haney Auditorium, Seminole, OK

**Prepared by:** Voss Lighting Design Team

**Date:** January 28, 2026

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## Executive Summary

Seminole State College is committed to providing an unparalleled educational environment. To align with this mission, Voss Lighting is pleased to propose a comprehensive lighting and controls upgrade for the Haney Auditorium Banquet Hall and Lecture Hall.

The current lighting systems are outdated and becoming obsolete, leading to rising maintenance costs and inconsistent performance. This project will transition both spaces to high-efficiency LED technology with integrated wireless Bluetooth controls, resulting in **up to 75-80% energy savings**, superior dimming capabilities, and a significant reduction in facility maintenance demands.

# Part 1: Banquet Hall Scope of Work

## Lighting

- **Cove Lighting:** Remove 216 existing fluorescent fixtures and install **216 new 4-foot Cove LBI LED fixtures**.
- **Track Lighting:** Remove existing track and install (3) 8-foot track sections (ECOJ-8L-120-WH) and install **(18) GX35 35LM track heads** for optimal coverage.
- **Recessed Lighting:** Remove existing fluorescent downlights and install **(71) M6RDL409CSMCLZ10U LED downlight cans** in the ceiling.

## Lighting Controls

- **Bypass existing Lutron control system**
- **Control Modules:** Install **(18) wireless modules** for cove/can lighting and **(3) wireless modules** for track lighting.
- **User Interface:** Install (9) wireless button stations and (1) iPad wall mount for a centralized system interface.

# Part 2: Lecture Hall Scope of Work

## Lighting

- **4" Downlights:** Replace (12) existing can lights with **CR4RLMCCT 4" Commercial Retrofit Downlights**
- **6" Downlights:** Replace (26) can lights with **CR6RLMCCT 6" Commercial Retrofit Downlights**
- **8" Downlights:** Replace (4) can lights with **CR8RLMCCT 8" Commercial Retrofit Downlights**
- **Troffer Lighting:** Replace (19) existing 2x4 troffers with **Selectable Backlit LED Panels**
- **Emergency Units:** Replace (4) existing 2x4 troffers with **Selectable Backlit LED Panels featuring integrated emergency battery backups** for code-compliant egress lighting

## Lighting Controls

- **Bypass existing Lutron control system**
- **Room Controllers:** Install **(10) PSC-WCM-450-BLE-CB Room Controllers** wired to lighting circuits for wireless BLE control
- **Wall Stations:** Install (2) wireless button stations for scene and zone control

## Method of Procedures

- **Standards:** All work shall be performed in accordance with manufacturer instructions and all applicable local and national electrical codes
- **Coordination:** The contractor will verify mounting locations and coordinate scheduling with the owner's representative to minimize disruption
- **Safety & Cleanliness:** All debris from demolition and installation will be removed from the site daily
- **Testing:** System testing and verification of all fixtures and control devices is required prior to project completion

## System Programming

Following the successful physical installation and hardware verification by the contractor, **Voss Lighting** will provide all system programming. This includes:

- Configuration of the wireless Bluetooth mesh network.
- Custom scene setting and zone grouping for both the Banquet and Lecture halls.

## Project Investment

- Total Budget Project Cost: **\$123,170.00**
- Estimated OGE Utility Rebate: **(\$4,948.00)**
- Net Project Investment: **\$118,222.00**
- Required Down Payment: **\$49,268.00**

## Comparative Market Analysis

To ensure Seminole State College receives the best value, our team performed a market comparison for similar systems. An equivalent wired system from **Electronic Theatre Controls (ETC)**, a leading manufacturer, is estimated to cost approximately **\$170,000 – \$200,000**. By utilizing a high-performance wireless Bluetooth mesh network, Voss Lighting provides a modern, flexible solution at a significantly lower capital investment.

## **Installation & Warranty**

- Labor: Pricing is based on a normal 8-hour per day, 40-hour per week work schedule.
- Initial Warranty: Voss warrants the work (material and labor) against defects for a period of twelve (12) months from the date of substantial completion.
- Beyond the initial 12-month Voss warranty, the LED fixtures and lamps are backed by a 5-year manufacturer warranty. Voss Lighting will coordinate with manufacturers to provide replacement products for any items covered under these extended terms.
- Warranty Service Schedule: For fixtures installed over 20 feet high, Voss will provide warranty-related labor one time at or near the end of the initial warranty period (approximately 11 months after installation).
- Cost Responsibilities: During this warranty visit, Voss will cover the cost of the electrician's labor. However, all costs for lift rental, bucket trucks, or specialty access equipment are excluded from warranty coverage and shall be the responsibility of the
- Manufacturer Support: After the initial 12-month period, Voss will coordinate with manufacturers to provide replacement products for any items covered under an extended manufacturer warranty.

## **Next Steps**

Upon your approval, Voss Lighting will provide a firm quote and prime contract for signature.

Once the contract is fully executed and the down payment is received, the product will be ordered and the installation scheduled.

**PROJECT PRICE INCREASES:** This quotation is based upon current product pricing and installation related costs. Quotation is guaranteed for (10) ten days from quotation date. After (10) ten days, our pricing will be reviewed for any necessary adjustments related to material, expense, equipment, labor and any and other related costs that may be affected by an extended approval period.

## GENERAL POLICIES REGARDING COLLEGE PERSONNEL

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

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

### NON-DISCRIMINATION POLICY

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

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

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

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

### PRESIDENTIAL SEARCH AND SELECTION

In the event of an opening in the position of President, the Chair of the Seminole State College Board of Regents has the responsibility and authority to oversee the presidential selection process. The Office of the President, in collaboration with the Faculty Senate Subcommittee on

Academic Issues, has developed a search and selection process, which may be utilized at the discretion of the Board. The Board may utilize other methods for recruitment and selection of a President.

## **EMPLOYMENT QUALIFICATIONS**

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

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

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

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

## **APPOINTMENT OF PERSONNEL**

### **Initial Appointment**

Full-Time Faculty, Administrative, and Program Employees

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

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

### **Responsibilities**

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

### **New Employment Probationary Period**

Newly hired employees who are not full-time faculty shall be placed in a six-month probationary period. Newly hired faculty shall be placed in a probationary period matching the length of their initial contract. The probationary period can be extended if warranted on the recommendation of their supervisor(s) and the approval of the President. If an employee persists in poor performance, a supervisor may recommend termination.

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

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

### **Contract Renewals**

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

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

Any non-tenured faculty and professional staff members who the College does not intend to offer a contract for the coming year will receive notification by April 15<sup>th</sup>. For employees who will be rehired, salaries, benefits and other conditions of employment may be established by the President at a later time, prior to the issuance of contracts, which shall be automatically renewed without written notification. Classified employees are "at will" and serve at the pleasure of the president subject to dismissal with or without cause at any time. Classified staff shall receive notification of the conditions of their employment at the beginning of each fiscal year.

### **Authorization of Emeritus Status**

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

DATE OF ADOPTION: December 14, 2006      LEGAL REFERENCE:  
REVISION DATE(S): October 27, 2011; October 25, 2012; March 26, 2015; January 18,  
2018; August 15, 2019; January 21, 2020

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