

August 25, 2025

Board of Trustees
Fort Scott Community College
2108 S. Horton
Fort Scott, KS 66701

The Board of Trustees of Fort Scott Community College will meet in regular session on **Monday, August 25, 2025**. The meeting will be held in **Cleaver-Boileau-Burris Hall** at **Fort Scott Community College**.

5:30 p.m. RNR Hearing, Budget Hearing, and Regular monthly Board meeting

THE AGENDA

5:30 ROLL CALL, 3

PLEDGE OF ALLEGIANCE

BOARD PRAYER

MISSION STATEMENT

Fort Scott Community College is an institution of higher learning with a long history of culture and diversity that provides affordable academic, technical and occupational programs to meet student needs while fostering a mutually supportive relationship between the college and its communities.

REVENUE NEUTRAL HEARING

- A. Call to Order
- B. Comments from the Board
- C. Comments from the Public
- D. Approval of 2025-26 Revenue Neutral Rate Resolution
- E. Adjourn

BUDGET HEARING,

- A. Call to Order
- B. Comments from the Board
- C. Comments from the Public
- D. Adoption of 2025-26 Budget
- E. Adjourn

CALL TO ORDER,

- A. Comments from the Chair
- B. Comments from the Public⁸
- C. Recognitions and Retirements, 8

PROGRAM REVIEW AND ADMINISTRATIVE UPDATES,

CONSENT AGENDA, 12

- A. Approval of Agenda, 1212
- B. Approval of Minutes of previous Regular Board Meeting conducted on July 21, 2025 and Special Meetings conducted July 18, 2025 and July 28, 2025, 12 13
- C. Approval Treasurer's Report, 17ks, 17
- D. Approval of Personnel Actions, 1212
- E. Approval of Personnel Actions - Gordon Parks Museum Board, 5, 12

F. Approval of Board Meeting Preparation Workshop Dates, 12,

12 DISCUSSION ITEMS, 20

- A. Kansas Association of Community Colleges (KACC) Quarterly Meeting Update, 20
- B. Presentation from Powell Law Group, LLP, 20
- C. FRAME Grant, 20
- D. Maintenance Building Addition, 20
- E. Greyhound Lodge, 20
- F. Financial Aid Policies, 20

ACTION ITEMS, 54

- A. Consideration of Student Services Policies, 54, 21
- B. Approval of Presidential Employment Contract Revision, 60
- C. Consideration of Alcohol Service, 61, 28
- D. Approval of Memorandum of Understanding with USD 234, 62

CORRESPONDENCE AND TRUSTEE COMMENTS, 67

EXECUTIVE SESSION, 71

ADJOURNMENT, 7233

UPCOMING CALENDAR DATES:

August 25, 2025 (to facilitate budget process)	Board Meeting
September 22, 2025 (to facilitate budget process)	Board Meeting
October 20, 2025	Board Meeting
November 17, 2025	Board Meeting
December 15, 2025	Board Meeting
January 26, 2026 (Changed from January 19 due to Dr. Martin Luther King, Jr. Day)	Board Meeting
February 16, 2026	Board Meeting
March 23, 2026 (Changed from March 16 due to spring break)	Board Meeting
April 20, 2026	Board Meeting
May 18, 2026	Board Meeting
June 15, 2026	Board Meeting

Sincerely,
Bryan Holt, Chair
Dr. Jack Welch, President

FSCC's vision for the future is to support "Students First, Community Always" through a central focus on teaching and learning; advancing strong, innovative programs and departments; maximizing and leveraging opportunities; initiating efficient and effective processes; and developing the region's workforce.

ROLL CALL

_____ Ronda Bailey

_____ John Bartelsmeyer

_____ Jim Fewins

_____ Bryan Holt

_____ Chad McKinnis

_____ Doug Ropp

REVENUE NEUTRAL HEARING

A. Call to Order

B. Comments from the Board

C. Comments from the Public

D. Approval of 2025-26 Revenue Neutral Rate Resolution

Resolution No. 8-25-25

A RESOLUTION OF THE Fort Scott Community College Board of Trustees, Fort Scott, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for Fort Scott Community College was calculated as 28.77 mills by the Bourbon County Clerk; and

WHEREAS, the budget proposed by the Governing Body of Fort Scott Community College will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body held a hearing on August 25th, 2025 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing Body of Fort Scott Community College, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF Fort Scott Community College:

Fort Scott Community College shall levy a property tax rate exceeding the Revenue Neutral Rate of 29.95 mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this 25th day of August, 2025 and SIGNED by the Governing Body.

Recommendation: It is recommended that the Board approve the 2025-26 Revenue Neutral Rate resolution as stated above.

BOARD ACTION:	MOTION ____	SECOND ____	VOTE ____
DISCUSSION:			
VOTE:	____ Bailey	____ Bartelsmeyer	____ Fewins
	____ Holt	____ McKinnis	____ Ropp

E. Adjourn

BOARD ACTION:	MOTION ____	SECOND ____	VOTE ____
DISCUSSION:			
VOTE:	____ Bailey	____ Bartelsmeyer	____ Fewins
	____ Holt	____ McKinnis	____ Ropp

**NOTICE OF HEARING TO EXCEED THE REVENUE NEUTRAL RATE AND BUDGET HEARING
2025-2026 BUDGET**

The governing body of FORT SCOTT COMMUNITY COLLEGE in BOURBON COUNTY will meet on
August 25, 2025 at 5:30 PM at Cleaver-Burris-Boileau Building, FSCC
for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of
to be levied, the revenue neutral rate, and to consider amendments. Detailed budget information is available at Dick Hedges Admin. Bldg. : FS
and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2025 Tax to be Levied (as shown below) establish the maximum limits
of the 2025-2026 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes,
is subject to change depending on final assessed valuation.

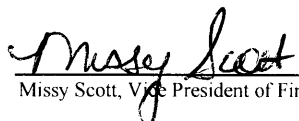
	2023-2024		2024-2025		Proposed Budget 2025-2026		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2025 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	10,010,538		6,705,385		8,568,250	4,152,382	29.950
Postsecondary Tech Ed	3,978,801		3,369,499		4,178,000	xxxxxxxxx	xxx
Adult Education	17,084		17,033		17,250	(0)	0.000
Adult Supp Education	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Motorcycle Driver	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Truck Driver Training	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Auxiliary Enterprise	1,588,870	xxx	1,235,823	xxx	2,050,000	xxxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxxx	xxx
Capital Outlay	(156,099)		100,343		391,264	0	0.000
Bond and Interest	0		0		0	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	xxx	0	xxx	0	xxxxxxxxx	xxx
Total All Funds	15,439,194	0.000	11,428,083	0.000	15,204,764	xxxxxxxxx	29.950
Revenue Neutral Rate**							28.770
Total Tax Levied	0		0		xxxxxxxxx	4,152,381	
Assessed Valuation					138,644,329		

Outstanding Indebtedness, July 1

	2023	2024	2025
G.O. Bonds			
Capital Outlay Bonds			
Revenue Bonds			
No-Fund Warrants			
Temporary Notes			
Lease Purchase Principal	6,161,486	5,541,229	4,756,095
Total	6,161,486	5,541,229	4,756,095

* Tax Rates are expressed in mills.

**Revenue Neutral Rate as defined by KSA
79-2988


Missy Scott, Vice President of Finance & Operations

Page No.

BUDGET HEARING

A. Call to Order

B. Comments from the Board

C. Comments from the Public

D. Adoption of 2025-26 Budget

Recommendation: It is recommended that the Board approve the 2025-26 budget as presented.

BOARD ACTION:	MOTION ____	SECOND ____	VOTE ____
DISCUSSION:			
VOTE:	_____ Bailey	_____ Bartelsmeyer	_____ Fewins
	_____ Holt	_____ McKinnis	_____ Ropp

E. Adjourn

BOARD ACTION:	MOTION ____	SECOND ____	VOTE ____
DISCUSSION:			
VOTE:	_____ Bailey	_____ Bartelsmeyer	_____ Fewins
	_____ Holt	_____ McKinnis	_____ Ropp

CERTIFICATETO THE CLERK OF BOURBON COUNTY COUNTY, STATE OF KANSAS

We the undersigned, duly elected, qualified and acting officers of

FORT SCOTT COMMUNITY COLLEGE

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2025-2026; and (3) the Amount(s) of 2025 Tax to be Levied are within statutory limitations.

Table of Contents:			2025-2026 Adopted Budget		
Adopted Budget and Financial Statements	K.S.A.	Page No.	Expenditures & Transfers	Amount of 2025 Tax to be Levied	County Clerk's Use Only
Statement of Indebtedness					
Statement of Conditional Lease, etc.					
Current Funds Unrestricted:					
General	71-204		8,568,250	4,152,382	
Postsecondary Technical Education			4,178,000	XXXXXXXXXX	
Adult Education	71-617		17,250	(0)	
Adult Supplementary Education	74-32,261		0	XXXXXXXXXX	
Motorcycle Driver Safety	71-1508		0	XXXXXXXXXX	
Truck Driver Training Course	71-1509		0	XXXXXXXXXX	
Auxiliary Enterprise			2,050,000	XXXXXXXXXX	
Total Current Funds Unrestricted			14,813,500	4,152,381	
Plant Funds					
Capital Outlay	71-501		391,264	0	
Bond and Interest	10-113		0	0	
Special Assessment			0	0	
No Fund Warrants			0	0	
Revenue Bonds	10-113		0	XXXXXXX	
Total Plant Funds			391,264	0	
Total – All Funds		XXXXXXX	15,204,764		
Hearing Notice				Final Assessed Valuation	

Assisted by:

Revenue Neutral Rate: 28.77

Does budget require a resolution to
exceed the Revenue Neutral Rate?

YES

Attest: _____, 2025

County Clerk

Signature and Title of Elected Official

CALL TO ORDER

A. COMMENTS FROM THE CHAIR

B. COMMENTS FROM THE PUBLIC

C. RECOGNITIONS AND RETIREMENTS

PROGRAM REVIEW AND ADMINISTRATIVE UPDATES

Student Services Board Update:

- Hired a new Director of SSC/ Concurrent Advisor
- Moved Susan Benson to The SSC as the Assistant/tutor
- Student orientation
- Employee Inservice
- HLC evidence gathering
- Stepping up for Youth (Bourbon County initiative meetings)
- Welcome Back week activities

Admissions Dept. Updates:

- Organized and recruited participants for the Community Connections Expo.
- Assisted in adding internal and external signage.
- Trained new student ambassadors.
- Assisted with the initiation of a new admission application.
- Refined and relaunched the academic scholarship application.
- Built and disseminated the semester's visit schedule.
- Admissions Representative, Sammie Horton, helped plan welcome week activities.
- Assisted student life personnel with welcome week activities.
- Created a multi-media package for track student-athlete recruitment.
- Planned the administrator and counselor luncheon (11/21/25)
- Visited Fort Scott High School to address concurrent and dual credit course issues.
- Visited Fort Scott High School on their first day of classes.
- Visited Uniontown High School 8.18.25. Met with teachers and coaches and shared donations.
- Coordinated a digital video commercial shoot on campus 8.21.25.
- Represented FSCC at Carl Junction (MO) High School's family night 8.20.25.
- Hosted five individual students on campus.
- Coordinated with the VPAA regarding possible emerging programs.
- Hosted all incoming nursing students during their orientation.
- Hosted all incoming cosmetology students during their orientation.
- Assisted general student move-in day (8.15-16.25)

Advising:

What we are currently working on:

- Enrollment fall and fall intersession
- Getting several calls about enrollment/schedule changes
- Adjusting schedules
- General Advising apts—long term/short term goals
- Advising students on how/when to use student accounts: MYFSCC, Blackboard, Student Email
- Getting student accounts, such as student email, activated for students
- Setting up Degree Audits
- Degree/SAP Appeal meetings w/students
- Processing Accommodations requests for students who qualify
- Meeting with potential students on campus/athletic visits
- Participating in SAP/Degree Appeal Committee meetings

- J-1 trainings/meetings (Registration and Advising)
- Updating advisors on changes to curriculum or advising procedures
- Updating advisors on issues/updates/changes within J1
- Cabinet meetings
- SSC discussions—needs/wants

WELCOME WEEK

AUGUST

2025

17
SUN

GREYHOUND COOKOUT AND ORIENTATION

Parking Lot Between Ellis Fine Arts Center and Bailey Hall

Cookout @ 5:30 pm Orientation @ 7:00 pm



18
MON

GROCERY BINGO

FSCC Student Union, Bailey Hall
7:30 pm



19
TUES



GAME NIGHT

Sponsored by Student Government
FSCC Dining Hall
5:30 pm



20
WED

MOVIE NIGHT

Location: Fort Cinema
Showing: Freakier Friday and Naked Gun
Doors Open @ 7:00 pm
Movies Start @ 7:30 pm

FREE ENTRY
FREE FOOD
FREE DRINKS
FREE RIDES



21
THURS

KICKBALL WITH TRIO

FSCC Lower Softball Field
5:00 PM



BUSINESS/
ACTIVITY EXPO
Bailey Hall
8:00 AM- 11:00 AM



Water Balloons
Mega Slip In Slide
S'mores
Fire Pits

22
FRI

S'MORES AND WATER WARS

Lawn Between Ellis and the Business Office - 7:30 PM



CONSENT AGENDA

A. APPROVAL OF AGENDA

B. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Attached are the minutes of the Regular Board Meeting conducted on July 21, 2025 and Special Meetings conducted July 18, 2025 and July 28, 2025

C. APPROVAL OF TREASURER'S REPORT AND CHECKS

Attached are the Treasurer's Report, Financial Report, and Checks Written, Cleared, or Voided

D. APPROVAL OF PERSONNEL ACTIONS

Additions

- 1) Naron Rollins, Track and Field Head Coach, effective August 25, 2025
- 2) Thomas Cunningham, Harley Davidson Instructor, effective August 26, 2025
- 3) Vickie Epps, Administrative Assistant - Pleasanton Campus, effective August 26, 2025

Separations

- 1) Sandy Tucker, CAMP Tutor, effective July 31, 2025
- 2) Anthony Chatmon, Track and Field Head Coach, effective August 8, 2025
- 3) Melissa Scott, Chief Financial Officer-Vice President of Finance and Operations, effective September 12, 2025

Transfer

- 1) Stacy Bishop, from TRIO advisor to Director of Student Success Center and Concurrent Advising, effective August 26, 2025
- 2) Susan Benson, from Financial Aid Assistant Director to Professional Tutor, effective August 26, 2025

E. APPROVAL OF PERSONNEL ACTIONS - GORDON PARKS MUSEUM BOARD

Additions

- 1) Bridget McGilbray, effective August 8, 2025
- 2) Zaria Byrd, effective August 8, 2025

Separations

- 1) Jackson Tough, effective August 8, 2025
- 2) Marion Stepps, effective August 8, 2025

F. APPROVAL OF BOARD MEETING PREPARATION WORKSHOP DATES

Board Workshops will be held at noon the Friday before the already approved regular monthly board meetings. These workshops will allow the Board to prepare for the regular monthly meeting.

Identified workshop dates include:

September 19, 2025
October 17, 2025
November 14, 2025
December 12, 2025
January 23, 2026

February 13, 2026
March 13, 2026* *adjusted for spring break*
April 17, 2026
May 14, 2026* *adjusted for graduation*
June 11, 2026* *adjusted for summer schedule*

RECOMMENDATION: It is recommended that the Consent Agenda items be approved as presented.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

VOTE: _____ Bailey _____ Bartelsmeyer _____ Fewins
_____ Holt _____ McKinnis _____ Ropp

FORT SCOTT COMMUNITY COLLEGE
Minutes of the Board of Trustees Special Meeting
July 18, 2025

PRESENT: Ronda Bailey, John Bartelsmeyer, Jim Fewins, Bryan Holt, Doug Ropp

ALSO PRESENT: Dr. Jack Welch - President, faculty, and staff

Chairman Holt called the meeting to order at 10:05 am in the Cleaver-Burris-Boileau Agriculture Building.

The meeting was opened with the Pledge of Allegiance and Holt reading FSCC's mission statement.

A motion was made by Fewins, seconded by Bartelsmeyer, and carried by unanimous vote to appoint Missy Scott as the temporary board clerk.

The Board reviewed the agenda for the regularly scheduled board meeting to be held July 21, 2025. Each item in the agenda was discussed, and Board members were given an opportunity to ask questions regarding each item.

ADJOURNMENT: There being no further business to come before the Trustees, a motion to adjourn was made at 1:08 pm by Fewins, seconded by Bartelsmeyer, and carried by unanimous vote.

Chairman

Clerk

FORT SCOTT COMMUNITY COLLEGE
Minutes of the Board of Trustees Meeting
July 21, 2025

PRESENT: Ronda Bailey, John Bartelsmeyer, Jim Fewins, Bryan Holt, Chad McKinnis, and Doug Ropp

ALSO PRESENT: Dr. Jack Welch, President, Juley McDaniel - Board Clerk, faculty, staff, community members

Chairman Holt called the meeting to order at 5:31 pm in the Cleaver-Burris-Boileau Agriculture Building.

The meeting was opened with the Pledge of Allegiance, a prayer led by Holt, and Holt reading FSCC's mission statement.

COMMENTS FROM THE CHAIR: None

COMMENTS FROM THE PUBLIC: None

RECOGNITIONS: Jim Chandler recognized the baseball coaches John Hill, Andrew Morrow, and Dawson Cantwell for the baseball team's outstanding year in the classroom. The program had a team GPA of 3.71. There will be multiple academic all Americans, including 23 players with a 4.0 GPA.

PROGRAM UPDATES:

J1 UPDATE - J1 project managers Ben Souza and Courtney Metcalf presented an update on the recent the J1 conference and the J1 implementation currently taking place. A large team participated in the JAM conference in May, where they received intensive hands-on training from the company. It is estimated that almost 10,000 hours have been put into this transition in the past two years. One module went live today, and they intend to have all modules live by the end of this week. In the future they hope to be able to show the board examples of capabilities in J1 that FSCC was not previously able to use in POISE.

STUDENT SERVICES YEAR IN REVIEW - Vanessa Poyner, Vice President of Students, introduced representatives of the Student Services team. A booklet of accomplishments for the department was provided to each board member.

CONSENT AGENDA: A motion was made by Bartelsmeyer, seconded by Fewins, and carried by a unanimous vote to approve the consent agenda.

DISCUSSION ITEMS:

A. STUDENT POLICIES:

The board reviewed proposed student policies. The policies will be presented for approval at the next regular board meeting.

ACTION ITEMS:

- A. APPROVAL OF TENTATIVE AGREEMENT WITH FSCAPE:** A motion was made by Ropp, seconded by Bailey, and carried by unanimous vote to approve the tentative agreement with FSCAPE.
- B. APPROVAL OF PROPOSED SALARY INCREASES FOR 2025 - 26:** A motion was made by Fewins, seconded by Ropp, and carried by unanimous vote to approve the proposed salary increases for 2025-26.
- C. CONSIDERATION OF AGREEMENT WITH USD 344:** A motion was made by Ropp, seconded by Bartelsmeyer, and carried by unanimous vote to approve the agreement with USD 344. Fewins requested to receive updates throughout the coming year.
- D. CONSIDERATION OF SALE OF GREYHOUND LODGE:** A motion was made by Holt, seconded by Fewins, and carried by unanimous vote to table this item to the next meeting.

E. CONSIDERATION OF BIDS FOR MAINTENANCE BUILDING ENCLOSURE: A motion was made by Ropp, seconded by Bailey, and carried by unanimous vote to accept the proposal from Karleskint and Marsh with the low bid for the enclosure of the maintenance building.

F. APPROVAL OF NURSING FEE REVISION: A motion was made by Ropp, seconded by McKinnis, and carried by unanimous vote to approve reduce the ATI Student Testing Fee from \$675 to \$519.50.

CORRESPONDENCE AND ADMINISTRATIVE UPDATES:

- **ADMINISTRATION** - The Board heard an update from President Welch.

TRUSTEE COMMENTS: Trustees provided brief comments as summarized below.

DOUG ROPP -still wants to get group together to paint Harley front.

RONDA BAILEY - KACC meeting is August 1 and 2 at Cowley. Ronda is unable to go that weekend, so hopes Chad can attend, as the meetings are very informative.

JIM FEWINS - Excited about the direction of the college.

JOHN BARTELSMEYER - Excited about the direction of the college. Glad agreement with 344 is settled. Ty Masterson announced yesterday he's going to run for governor.

CHAD MCKINNIS - Thanked the negotiations team. They did a great job, they're very understanding. Missy did a wonderful job. Hopefully able to continue to grow wages over time.

BRYAN HOLT- Budget coming up. Voted to exceed revenue neutral with mills this year. Financial picture looks much better, but not out of the woods yet. Credit to administrative team who held down costs the past year. Lowering the mill would be a little premature. Have a target to get to for reserve funds. The driver will be increased enrollment. Keep looking to the future, good things are going to happen.

ADJOURNMENT: There being no further business to come before the Trustees, a motion to adjourn was made at 6:19 pm by Bartelsmeyer, seconded by Bailey, and carried by unanimous vote.

Chairman

Clerk

FORT SCOTT COMMUNITY COLLEGE
Minutes of the Board of Trustees Special Meeting
July 28, 2025

PRESENT: Ronda Bailey, John Bartelsmeyer, Jim Fewins, Bryan Holt, Chad McKinnis, Doug Ropp

ALSO PRESENT: Dr. Jack Welch - President, Juley McDaniel - Board Clerk, faculty, and staff

Chairman Holt called the meeting to order at 10:05 am in the Cleaver-Burris-Boileau Agriculture Building.

The meeting was opened with the Pledge of Allegiance, a prayer, and Holt reading FSCC's mission statement.

CONSENT AGENDA: A motion was made by Bartelsmeyer, seconded by Fewins, and carried by a unanimous vote to approve the consent agenda.

ACTION ITEMS:

- A. APPROVAL OF PERSONNEL ACTIONS:** A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to approve the personnel actions as presented.

Board members held a moment of silence in honor of former student Elijah Ming who died in the line of duty for the Wyandotte County Sheriff's Department.

ADJOURNMENT: There being no further business to come before the Trustees, a motion to adjourn was made at 10:12 pm by Bartelsmeyer, seconded by Bailey, and carried by unanimous vote.

Chairman

Clerk

FSCC Accounts Payable - Check Register 07-01-2025-08-19-2025

Payment Number	Payment Name	Payment Date	Payment Amount	Payment Type
AP 37180	CDW GOVERNMENT INC	7/25/2025	3,996.82	C - Check
AP 371831	CDW GOVERNMENT INC	7/30/2025	3,996.82	C - Check
AP 371836	AIRGAS MID-SOUTH (PITTSBURG)	8/5/2025	79.00	C - Check
AP 371837	ALMA MARINA AVALOS	8/5/2025	118.75	C - Check
AP 371838	AMERICAN RECYCLING	8/5/2025	10.00	C - Check
AP 371839	ASSOCIATION OF COMM COLL TRUST	8/6/2025	3,868.00	C - Check
AP 371840	BUTLER COMMUNITY COLLEGE	8/6/2025	2,290.00	C - Check
AP 371841	BIG SUGAR LUMBER & HOME CENTER	8/6/2025	905.74	C - Check
AP 371842	CANON FINANCIAL SERVICES, INC.	8/6/2025	966.50	C - Check
AP 371843	CASTLE BRANCH, INC.	8/6/2025	216.00	C - Check
AP 371844	CDL ELECTRIC CO	8/6/2025	392.50	C - Check
AP 371845	CE WATER MANAGEMENT INC	8/6/2025	162.00	C - Check
AP 371846	Anthony Chatmon	8/6/2025	109.67	C - Check
AP 371847	CITY OF FORT SCOTT	8/6/2025	1,650.04	C - Check
AP 371848	CITY OF FRONTENAC	8/6/2025	115.29	C - Check
AP 371849	COMMUNITY HEALTH CTR OF SEK	8/6/2025	40.00	C - Check
AP 371850	Thomas Dwayne Cunningham	8/6/2025	200.00	C - Check
AP 371851	DAVE'S PHONE SERVICE LLC	8/6/2025	204.97	C - Check
AP 371852	ECOLAB FOOD SAFETY	8/6/2025	410.13	C - Check
AP 371853	EDUCATIONAL ASSESSMENTS CORP	8/6/2025	8,354.00	C - Check
AP 371854	FIVE CORNERS MINI-MART	8/6/2025	390.18	C - Check
AP 371855	FORT SCOTT BROADCASTING	8/6/2025	210.00	C - Check
AP 371856	FORT SCOTT CHAMBER OF COMMERCE	8/6/2025	350.00	C - Check
AP 371857	FSCC PRINT SHOP	8/6/2025	824.20	C - Check
AP 371858	GROSS INSURANCE AGENCY INC	8/6/2025	1,260.00	C - Check
AP 371859	HEIDRICKS TRUE VALUE	8/6/2025	202.66	C - Check
AP 371860	HENRY KRAFT INC	8/6/2025	764.95	C - Check
AP 371861	HERRING BANK	8/6/2025	3,870.40	C - Check
AP 371862	HIGHER LEARNING COMMISSION THE	8/6/2025	6,245.45	C - Check
AP 371863	JOHNSON CONTROLS SECURITY SOL	8/6/2025	2,447.23	C - Check
AP 371864	JUDY'S IRON & METAL	8/6/2025	49.24	C - Check
AP 371865	KANSAS ASSOCIATION OF COMMUNIT	8/6/2025	15,253.80	C - Check
AP 371866	KASB WORKERS COMPENSATION FUND	8/6/2025	24,905.00	C - Check
AP 371867	KASFAA	8/6/2025	150.00	C - Check
AP 371868	KCADNE	8/6/2025	75.00	C - Check
AP 371869	KS - Fort Scott High School	8/6/2025	1,000.00	C - Check
AP 371870	KW TRUCKING OF KS	8/6/2025	1,010.55	C - Check
AP 371871	PARTNERS FINANCIAL LLC	8/6/2025	276.71	C - Check
AP 371872	Melissa A Scott	8/6/2025	86.80	C - Check
AP 371873	SEK CTEC	8/6/2025	4,177.61	C - Check
AP 371874	KEY INDUSTRIES INC	8/6/2025	378.40	C - Check
AP 371875	KRYTERION INC	8/6/2025	126.00	C - Check
AP 371876	KT HEALTH CLINIC	8/6/2025	136.00	C - Check
AP 371877	KTK Electric LLC	8/6/2025	4,666.79	C - Check
AP 371878	LIMELIGHT MARKETING LLC	8/6/2025	270.00	C - Check
AP 371879	MARV TRAINING	8/6/2025	622.79	C - Check
AP 371880	MASTERS RENTALS & LEASING	8/6/2025	6,798.00	C - Check
AP 371881	MAYCO ACE HARDWARE	8/6/2025	74.04	C - Check
AP 371882	MERCHANTS FLEET	8/6/2025	2,671.20	C - Check
AP 371883	MIDWEST MINERALS	8/6/2025	4,146.75	C - Check
AP 371884	MILLER FEED & OIL	8/6/2025	109.99	C - Check
AP 371885	Andrew Morrow	8/6/2025	342.93	C - Check
AP 371886	MPH DEVELOPMENT, LLC	8/6/2025	13,399.96	C - Check
AP 371887	JUDY NELSON	8/6/2025	1,280.00	C - Check
AP 371888	NJCAA	8/6/2025	5,400.00	C - Check

Payment Number	Payment Name	Payment Date	Payment Amount	Payment Type
AP 371889	NJCAA COACHES ASSOCIATION	8/6/2025	1,182.00	C - Check
AP 371890	O'REILLY AUTO PARTS	8/6/2025	209.97	C - Check
AP 371891	PERRY WEATHER INC	8/6/2025	695.00	C - Check
AP 371892	PIVOT POINT	8/6/2025	45,693.16	C - Check
AP 371893	PRESTOSPORTS LLC	8/6/2025	3,935.93	C - Check
AP 371894	REYNOLDS LAW FIRM PA	8/6/2025	1,229.47	C - Check
AP 371895	SEK EDUCATION SERVICE CENTER	8/6/2025	2,573.00	C - Check
AP 371896	SHIRT SHACK	8/6/2025	1,672.90	C - Check
AP 371897	SNAP-ON INDUSTRIAL	8/6/2025	322.65	C - Check
AP 371898	TALON POWERSPORTS SOLUTIONS	8/6/2025	286.75	C - Check
AP 371899	TAMMY TAYLOR NAILS, INC	8/6/2025	4,434.50	C - Check
AP 371900	TOTAL ELECTRONICS CONTRACTING	8/6/2025	104.85	C - Check
AP 371901	TRI-VALLEY DEVELOPMENTAL SERV.	8/6/2025	23.40	C - Check
AP 371902	UNIVERSITY OF ARKANSAS	8/6/2025	4,386.72	C - Check
AP 371903	VALIDITY SCREENING SOLUTIONS	8/6/2025	1,213.00	C - Check
AP 371904	WRIGHT NATIONAL FLOOD INS CO	8/6/2025	6,393.00	C - Check
AP 371905	ALLEGIANTECHNOLOGY	8/7/2025	3,607.72	C - Check
AP 371906	Taylor N Bailey	8/11/2025	91.32	C - Check
AP 371907	ASSESSMENT TECHNOLOGIES INST.	8/14/2025	14,546.00	C - Check
AP 371908	KAE LANI BRYAN	8/14/2025	40.43	C - Check
AP 371909	CE WATER MANAGEMENT INC	8/14/2025	162.00	C - Check
AP 371910	CDL ELECTRIC CO	8/14/2025	547.09	C - Check
AP 371911	CITY OF FRONTENAC	8/14/2025	74.10	C - Check
AP 371912	CLARUS CORP	8/14/2025	14,406.12	C - Check
AP 371913	Thomas Dwayne Cunningham	8/14/2025	400.00	C - Check
AP 371914	ETTINGER'S OFFICE SUPPLY	8/14/2025	1,200.00	C - Check
AP 371915	FIVE CORNERS MINI-MART	8/14/2025	930.06	C - Check
AP 371916	FORT SCOTT CHURCH OF THE NAZARENE	8/14/2025	2,500.00	C - Check
AP 371917	FSCC BOOKSTORE	8/14/2025	23.00	C - Check
AP 371918	FORT SCOTT RIDES LLC	8/14/2025	40.00	C - Check
AP 371919	HAWKES LEARNING SYSTEMS	8/14/2025	19,511.00	C - Check
AP 371920	HEALTHY ROSTER	8/14/2025	999.00	C - Check
AP 371921	HEIBERG CONSULTING	8/14/2025	1,799.00	C - Check
AP 371922	HENRY KRAFT INC	8/14/2025	1,466.86	C - Check
AP 371923	HIXON FARMS LLC	8/14/2025	6,800.00	C - Check
AP 371924	HUB INTERNATIONAL MID-AMERICA	8/14/2025	92,866.00	C - Check
AP 371925	HUMAN eSOURCES LTD	8/14/2025	700.00	C - Check
AP 371926	HUSCH BLACKWELL	8/14/2025	5,000.00	C - Check
AP 371927	INDEPENDENCE COMMUNITY COLLEGE	8/14/2025	250.00	C - Check
AP 371928	JOHNSON COUNTY COMMUNITY COLLEGE	8/14/2025	300.00	C - Check
AP 371929	KIRKLAND WELDING SUPPLIES	8/14/2025	66.00	C - Check
AP 371930	KJCCC	8/14/2025	15,890.00	C - Check
AP 371931	LINCOLN LAND COMMUNITY COLLEGE	8/14/2025	550.00	C - Check
AP 371932	LOCKWOOD MOTOR SUPPLY	8/14/2025	557.75	C - Check
AP 371933	MEDCO SUPPLY	8/14/2025	2,309.43	C - Check
AP 371934	MERCHANTS FLEET	8/14/2025	2,671.20	C - Check
AP 371935	MEYER MUSIC	8/14/2025	1,065.00	C - Check
AP 371936	MILLER FEED & OIL	8/14/2025	188.98	C - Check
AP 371937	MILLER, FRANK LYNN	8/14/2025	1,350.00	C - Check
AP 371938	MISSOURI STATE UNIVERSITY - WEST PLAINS	8/14/2025	500.00	C - Check
AP 371939	NEOSHO COUNTY COMM COLLEGE	8/14/2025	17,000.00	C - Check
AP 371940	JUDY NELSON	8/14/2025	1,440.00	C - Check
AP 371941	NITRO PROMO	8/14/2025	338.00	C - Check
AP 371942	CLAYTON PARKER	8/14/2025	1,200.00	C - Check
AP 371943	PARTNERS FINANCIAL LLC	8/14/2025	276.71	C - Check
AP 371944	PEST X SOLUTIONS	8/14/2025	925.00	C - Check
AP 371945	PLEASANT HOME RENTALS LLC	8/14/2025	1,600.00	C - Check

Payment Number	Payment Name	Payment Date	Payment Amount	Payment Type
AP 371946	REYNOLDS LAW FIRM PA	8/14/2025	475.00	C - Check
AP 371947	SLEEP INN & SUITES FORT SCOTT	8/14/2025	103.88	C - Check
AP 371948	STATE BEAUTY SUPPLY	8/14/2025	40.93	C - Check
AP 371949	STERICYCLE	8/14/2025	937.73	C - Check
AP 371950	SWAY MEDICAL	8/14/2025	550.50	C - Check
AP 371951	Jared Burket Walters	8/14/2025	3,850.00	C - Check
AP 371952	Joseph L Cummings	8/14/2025	1,400.00	C - Check
AP 371953	TOWN SQUARE PUBLICATIONS LLC	8/14/2025	695.00	C - Check
AP 9000002	JENZABAR	7/28/2025	412,987.00	E - Electronic Payment
AP 9000004	BLACKBOARD INC	7/30/2025	42,624.52	E - Electronic Payment
AP 9000005	NASFAA	7/30/2025	2,442.00	E - Electronic Payment
AP 9000006	ACT FINANCE	8/5/2025	81.00	E - Electronic Payment
AP 9000007	ASCENDIUM EDUCATION SOLUTIONS	8/6/2025	1,115.50	E - Electronic Payment
AP 9000008	KERMP	8/6/2025	286,924.56	E - Electronic Payment
AP 9000009	RESPONDUS INC	8/6/2025	8,945.00	E - Electronic Payment
AP 9000010	DBA SIMPLE SHIPPING CONTAINER SIMPLE VENTURES	8/6/2025	15,500.00	E - Electronic Payment
AP 9000011	ALLEGiant TECHNOLOGY	8/7/2025	3,607.72	C - Check
AP 9000012	AMAZON CAPITAL SERVICES	8/12/2025	4,852.76	C - Check
AP 9000013	CAPITAL ONE/WAL MART	8/12/2025	385.91	C - Check
AP 9000014	CRAW-KAN	8/12/2025	539.98	C - Check
AP 9000015	CRAW-KAN	8/12/2025	539.98	C - Check
AP 9000016	EVERGY	8/12/2025	920.22	C - Check
AP 9000017	EVERGY	8/12/2025	27,952.72	C - Check
AP 9000018	EVERGY	8/12/2025	5,556.54	C - Check
AP 9000019	EVERGY	8/12/2025	817.71	C - Check
AP 9000020	FED EX GROUND	8/12/2025	26.84	C - Check
AP 9000021	FED EX GROUND	8/12/2025	374.86	C - Check
AP 9000022	FOUR STATE SANITATION	8/12/2025	3,002.60	C - Check
AP 9000023	HERRING BANK	8/12/2025	194.40	C - Check
AP 9000024	KANSAS DEPT OF REVENUE	8/12/2025	735.58	C - Check
AP 9000025	KANSAS GAS SERVICE	8/12/2025	764.93	C - Check
AP 9000026	KANSAS GAS SERVICE	8/12/2025	717.16	C - Check
AP 9000027	KANSAS GAS SERVICE	8/12/2025	701.89	C - Check
AP 9000028	LAKELAND OFFICE SYSTEMS	8/12/2025	1,921.91	C - Check
AP 9000029	LEASE FINANCE SERVICES	8/12/2025	1,306.07	C - Check
AP 9000030	Otis Elevator Co	8/12/2025	560.90	C - Check
AP 9000031	PHILLIPS 66-COMMERCIAL	8/12/2025	3,105.09	C - Check
AP 9000032	PHILLIPS 66-COMMERCIAL	8/12/2025	2,457.03	C - Check
AP 9000033	PITNEY BOWES INC	8/12/2025	662.69	C - Check
AP 9000034	PITNEY BOWES INC	8/12/2025	2,744.46	C - Check
AP 9000035	SECURITY BANK OF KANSAS CITY	7/23/2025	98,246.25	C - Check
AP 9000036	SHELL FLEET PLUS	8/12/2025	416.08	C - Check
AP 9000037	TOUCHTONE COMM INC	8/12/2025	36.41	C - Check
AP 9000038	UMB CARD SERVICES	8/12/2025	4,342.13	C - Check
AP 9000039	WOODRIVER ENERGY	8/12/2025	920.16	C - Check
AP 9000040	ASCENDIUM EDUCATION SOLUTIONS	8/14/2025	26.00	E - Electronic Payment
AP 9000041	JENZABAR	8/14/2025	92,084.25	E - Electronic Payment
AP 9000042	ALLEGiant TECHNOLOGY	8/15/2025	3,602.18	E - Electronic Payment
AP 9000043	EVERGY	8/19/2025	36,275.37	E - Electronic Payment
BO 1028	FSCC	8/14/2025	5,918.80	C - Check
BO 1029	NATIONAL INTERCOLLEGIATE RODEO	8/18/2025	12,700.00	C - Check
			<u>1,520,293.13</u>	

DISCUSSION ITEMS

- A. Kansas Association of Community Colleges (KACC) Quarterly Meeting Update
- B. Presentation from Powell Law Group, LLP
- C. FRAME Grant
- D. Maintenance Building Addition
- E. Greyhound Lodge
- F. Financial Aid Policies

1.1 Policies and Procedures Development Responsibilities

Policies and procedures for financial aid administration are developed by the Director of Financial Aid and his/her staff. The impact on other offices within the institution, such as the Registrar's office, Business Office, and Admissions, are taken into consideration before policy is implemented. The policies are then evaluated with regard to the U.S. Department of Education regulations to ensure that the office maintains compliance. It is the responsibility of the Financial Aid Director to ensure that those impacted are aware of any changes to existing policies and procedures or the development of new ones. They will be disseminated via e-mail to pertinent departments. Policies and procedures will be reviewed periodically to maintain compliance and ensure administrative capability.

The following lists of references, though not exclusive, are used to keep abreast of new regulations, laws and policy changes:

- *IFAP (Information for Financial Aid Professionals)* website: www.ifap.ed.gov
- *Federal Student Aid Handbook – Knowledge Center*
- *NASFAA (National Association of Student Financial Aid Administrators)* website: www.nasfaa.org; *Today's News: sent via e-mail daily.*
- *Knowledge Center FAQs – Knowledge Center*
- *Training Resources – fsapartners.ed.gov/training/training-resources*
- *AskRegs – nasfaa.org/AskRegs*
- *NASFAA.org/home*
- *Dear Colleague/Partner Letters – fsapartners.ed.gov/knowledge-center/library*
- *Policy Bulletins*
- *Electronic Announcements*
- *Newsletters and conference publications from KASFAA*
- *Other publications that provide guidance to laws or regulations that impact student aid*

These resources are accessible to all Financial Aid office personnel.

1.2 Implicit Bias Awareness & Individual Development Policy

https://www.nasfaa.org/diversity_toolkit

Policies

Diversity: Fort Scott Community College recognizes and values differences in age, ethnicity, gender identity and expression, nationality, religion, sexual orientation, political perspective, socioeconomic status, citizenship, military status, persons with a mental health condition, status as an individual with a disability and first-generation student status that enrich our learning and working environment. It is the goal of the college to mirror the diversity of the communities which we live and serve.

Equity: Fort Scott Community College fully embraces the core components of equity - fairness, impartiality, and objectivity in all areas of governance requiring decision making, problem solving and dispute resolution. The college is committed to respect individuality, human dignity, and equality.

Inclusion: Fort Scott Community College intentionally strives to foster a culture that affords an opportunity for all constituents to feel welcome, included and able to contribute to the overall success for the college. A climate of openness, trust, education, engagement, and celebration of differences lies at the core of Fort Scott Community College

2.3.1 Third-Party Servicers

Policies

The President and Vice President of Finance and Operations sign third-party servicer contracts and update the Financial Aid Director when to add to the PPA.

2.4.1 Accommodations for Disabilities

Policies

FSCC is committed to full compliance with all laws regarding equal opportunity for students with disabilities in accordance with the ADA and other applicable federal, state, and local laws. Financial aid office will direct all inquiries to the Accessibilities Coordinator who will respond accordingly.

2.4.2 Staff Customer Service Interactions

Policies

Students have access to financial aid services by walk-in assistance, calling or by scheduling an appointment. Communication is also facilitated via regular mail, email, phone, myFSCC portal and fax. Information, online loan counseling and most forms are available via the web at www.fortscott.edu.

2.4.3 Treatment of Correspondence/Forms

Policies

A goal of the Financial Aid Office is to have a turn-around time of all questions with the resulting correspondence in less than five days. In all matters of correspondence, a copy of each letter sent is recorded and made a part of the student's financial aid file. Written and email correspondence to students is tracked through Jenzabar One (administration system) within a history screen. Voicemail and email are answered normally within 48 hours

(business days). Phone calls are answered in a prompt, courteous manner with record of conversation noted in Jenzabar One.

2.4.4 Incoming Communications

Policies

Incoming email is handled by financial aid staff and normal response time is within 48 hours. Walk-ins and phone calls are handled by available financial aid staff.

2.4.5 Confidentiality of Student Records

Policies

All information received is kept in strict confidence. Employees and student workers are required to sign an oath of confidentiality.

2.5 Records Management and Retention

Policies

The Financial Aid Office is responsible for retention of all student information records with the exceptions listed below. Student records have been paper files until FSCC switched administrative software in July 2025 to which the financial aid office went to electronic files. The area that the Financial Aid Office is located in is locked when it is closed. Papers containing any student information are shredded if they are not needed for processing student aid.

By storing documents electronically, we meet and exceed the requirements of retaining financial aid documents for three years and loan documents for five years.

- All fiscal records regarding federal aid are retained by the Business Office.
- Registrar's Office is responsible for maintaining transcript information and FERPA authorizations.

2.5.1 Safeguarding Electronic Records

Policies

Have requested from IT

2.6 Information Sharing and the Family Educational Rights and Privacy Act

Policies

STUDENTS RIGHT TO PRIVACY

Fort Scott Community College Office of Financial Aid complies with the federal regulations set forth in the Family Educational Rights and Privacy Act of 1974. Any disclosure of information must have prior consent from the student. This consent is given by means of a “Release of Information Form” that the student must sign either a paper form which can be downloaded from www.fortscott.edu, or submitted electronically through the student portal.

NO INFORMATION MAY BE RELEASED OVER THE PHONE TO ANYONE WHO CANNOT ESTABLISH THEIR IDENTITY.

2.6.1 Internal Disclosure

Policies

https://www.nasfaa.org/uploads/documents/NASFAA_Data_Sharing_Decision_Tree.pdf

2.6.2 External Disclosure

Policies

FSCC will release student records to accrediting organizations, auditors, and to comply with a judicial order or lawfully issued subpoena. Students can authorize the release of their protected records. Additionally, in cases where officials are acting in a case of health or safety emergency.

2.6.3 Authorization Consent Form

Policies

[https://fortscott.edu/academics/advising/ferpa/
Information Release Form \(PDF\)](https://fortscott.edu/academics/advising/ferpa/Information_Release_Form_(PDF))

2.6.4 Information Release via Telephone

Policies

https://www.nasfaa.org/uploads/documents/NASFAA_Data_Sharing_Decision_Tree.pdf

2.6.5 FERPA Related Recordkeeping Requirements

Policies

Fort Scott Community College complies with the Family Educational Rights and Privacy Act (FERPA) by maintaining accurate records of student information requests,

disclosures, and consents. The Records Office is responsible for implementing and documenting FERPA-related recordkeeping in accordance with federal regulations.

3.1 Institutional Eligibility Requirements

Policies

Fort Scott Community College is fully certified to participate in the Title IV, HEA programs through 12/31/2025. The Financial Aid Director is responsible to coordinate the recertification process, review the documents with President/Administrative Cabinet once approved by the President then submit for final approval from DOE. Fort Scott Community College is defined as an eligible institution for participation in the federal programs of student financial aid. To be an eligible institution a school must meet a number of common elements as defined by regulation. These elements consider the school's minimum program length, admission standards, degree or certificate programs, legal authorization and accreditation. Letters of institutional eligibility and program participation agreements are available in the office of the Director of Financial Aid, President Office, or other administrative offices.

We have submitted our E-APP for recertification (deadline was 6/30/2025) and will update date once approved.

3.1.1 Program Eligibility

Policies

A program at Fort Scott Community College is one where a student can matriculate and earn a specified number of credit hours that will lead to a degree or an eligible Title IV certificate in that particular field. Before Title IV funding is awarded, a student must be admitted as a degree-seeking student defined by the Registrar's office. The Registrar's office maintains all program eligibility requirements and monitors program start/end dates.

The financial aid office evaluates student eligibility with the Satisfactory Academic Progress policy at the end of each semester and at awarding.

Fort Scott Community College is a credit hour school (no clock hour courses), whose academic year consists of the Fall, Spring and Summer terms. The length of the Fall and Spring semesters is recognized in the traditional semester varying between 14-16 weeks per semester; each semester contains a combination of sub-terms. At the successful completion of one's program the Registrar's Office awards degrees.

All associate degrees and only the certificate programs listed below are approved for Title Iv funding:

Ag Technology John Deere
Construction Technology

- Cosmetology
- Criminal Justice
- Environmental Water Technology
- Farm and Ranch Management
- Harley Davidson Motorcycle Service Technology
- Heavy Equipment Operator
- Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician
- Welding Technology

3.1.1.1 Ineligible Programs

Policies

Ineligible programs for Title IV eligibility are programs that are listed in the course catalog as offered/attainable however not on the PPA/ECAR. The college administration determines which programs go forward for approval with PPA/ECAR. Some short-term certificate programs we offer are not Title IV eligible.

3.1.1.2 Evaluation of New Programs

Policies

The financial aid office follows the direction of the Vice President of Academic Affairs regarding the evaluation and/or addition for a new Title IV programs and/or any current program changes/edits. Once informed by the VPAA, the Financial Aid Director will make the necessary changes to update PPA or make requests for additional programs to be considered for eligibility. Required documentation is provided by the VPAA, the PPA is signed by the President; then information is forwarded and submitted by the Financial Aid office to the DOE.

3.1.2.1 Provisions

Policies

FSCC must administer the Title IV programs in accordance with all applicable statutory and regulatory provisions. Any additional special arrangements, agreements, or limitations into which it has entered must also be observed.

3.1.2.2 Administration

Policies

The individual responsible for the administering and coordinating the institutions financial aid programs is the Director of Financial Aid. The financial aid office shall maintain a working staff that is knowledgeable about Title IV regulations. The Director

of Financial Aid shall be the primary person to receive all information received by any institutional office that impacts a student's Title IV eligibility.

3.1.2.3 Responsibilities of Institutional Offices

Policies

The institution is capable of adequately administering the program under each of the standards established in this section. The Secretary considers an institution to have that administrative capability if the institution – The Office of Admissions – • Required to admit eligible students in degree seeking programs The Office of Financial Aid – • Administer Federal Student Aid Programs and the responsibilities that governs eligibility, process, administration, origination, reconciliation and disbursement, etc. to ensure compliance. The Business office works in collaboration with the Office of Financial Aid to ensure the process, credit, disbursement and reconciliation is conducted to ensure compliance. The Registrar's office – To accurately maintain record keeping for enrolled and separated students to report to the Clearinghouse and to the Office of Financial Aid so that the FAO will be able to adequately and accurately process and disburse aid, reconcile and conduct R2T4 appropriately. The Office of Academic Affairs – • To work to ensure that attendance and/or the lack thereof, if accurately reported to the Registrar's Office which the Office of Financial Aid uses to report and process FSA accordingly. (a) Administers the Title IV, HEA programs in accordance with all statutory provisions of or applicable to Title IV of the HEA, all applicable regulatory provisions prescribed under that statutory authority, and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to Title IV of the HEA; (b) (1) Designates a capable individual to be responsible for administering all the Title IV, HEA programs in which it participates and for coordinating those programs with the institutions other Federal and non-Federal programs of student financial assistance. The Secretary considers an individual to be "capable" under this paragraph if the individual is certified by the State in which the institution is located, if the State requires certification of financial aid administrators. The Secretary may consider other factors in determining whether an individual is capable, including, but not limited to, the individual's successful completion of Title IV, HEA program training provided or approved by the Secretary, and previous experience and documented success in administering the Title IV, HEA programs properly; (2) Uses an adequate number of qualified persons to administer the Title IV, HEA programs in which the institution participates. The Secretary considers the following factors to determine whether an institution uses an adequate number of qualified persons - (i) The number and types of programs in which the institution participates; (ii) The number of applications evaluated; (iii) The number of students who receive any student financial assistance at the institution and the amount of funds administered; (iv) The financial aid delivery system used by the institution; (v) The degree of office automation used by the

institution in the administration of the Title IV, HEA programs; (vi) The number and distribution of financial aid staff; and (vii) The use of third-party servicers to aid in the administration of the Title IV, HEA programs; (3) Communicates to the individual designated to be responsible for administering Title IV, HEA programs, all the information received by any institutional office that bears on a student's eligibility for Title IV, HEA program assistance; and (4) Has written procedures for or written information indicating the responsibilities of the various offices with respect to the approval, disbursement, and delivery of Title IV, HEA program assistance and the preparation and submission of reports to the Secretary;

(c) (1) Administers Title IV, HEA programs with adequate checks and balances in its system of internal controls; and (2) Divides the functions of authorizing payments and disbursing or delivering funds so that no office has responsibility for both functions with respect to any particular student aided under the programs. For example, the functions of authorizing payments and disbursing or delivering funds must be divided so that for any particular student aided under the programs, the two functions are carried out by at least two organizationally independent individuals who are not members of the same family, as defined in § 668.15, or who do not together exercise substantial control, as defined in § 668.15, over the institution; (d) (1) Establishes and maintains records required under this part and the individual Title IV, HEA program regulations; and (2) (i) Reports annually to the Secretary on any reasonable reimbursements paid or provided by a private education lender or group of lenders as described under section 140(d) of the Truth in Lending Act (15 U.S.C. 1631(d)) to any employee who is employed in the financial aid office of the institution or who otherwise has responsibilities with respect to education loans, including responsibilities involving the selection of lenders, or other financial aid of the institution, including - (A) The amount for each specific instance of reasonable expenses paid or provided; (B) The name of the financial aid official, other employee, or agent to whom the expenses were paid or provided; (C) The dates of the activity for which the expenses were paid or provided; and (D) A brief description of the activity for which the expenses were paid or provided. (ii) Expenses are considered to be reasonable if the expenses - (A) Meet the standards of and are paid in accordance with a state government reimbursement policy applicable to the entity; or (B) Meet the standards of and are paid in accordance with the applicable Federal cost principles for reimbursement, if no State policy that is applicable to the entity exists. (iii) The policy must be consistently applied to an institution's employees reimbursed under this paragraph; (e) For purposes of determining student eligibility for assistance under a title IV, HEA program, establishes, publishes, and applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory academic progress in his or her educational program. The Secretary considers an institution's standards to be reasonable if the standards are in accordance with the provisions specified in § 668.34. (f) Develops and applies an adequate system to identify and resolve discrepancies in the information that the institution receives from different sources with respect to a student's application for financial aid under Title IV, HEA programs. In determining whether the institution's system is adequate, the Secretary considers whether the

institution obtains and reviews - (1) All student aid applications, need analysis documents, Statements of Educational Purpose, Statements of Registration Status, and eligibility notification documents presented by or on behalf of each applicant; (2) Any documents, including any copies of State and Federal income tax returns, that are normally collected by the institution to verify information received from the student or other sources; and (3) Any other information normally available to the institution regarding a student's citizenship, previous educational experience, documentation of the student's social security number, or other factors relating to the student's eligibility for funds under the Title IV, HEA programs; (g) Refers to the Office of Inspector General of the Department of Education for investigation - (1) After conducting the review of an application provided for under paragraph (f) of this section, any credible information indicating that an applicant for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application. The type of information that an institution must refer is that which is relevant to the eligibility of the applicant for Title IV, HEA program assistance, or the amount of the assistance. Examples of this type of information are - (i) False claims of independent student status; (ii) False claims of citizenship; (iii) Use of false identities; (iv) Forgery of signatures or certifications; and (v) False statements of income; and (2) Any credible information indicating that any employee, third-party servicer, or other agent of the institution that acts in a capacity that involves the administration of the Title IV, HEA programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving the Title IV, HEA programs. The type of information that an institution must refer is that which is relevant to the eligibility and funding of the institution and its students through the Title IV, HEA programs; (h) Provides adequate financial aid counseling to eligible students who apply for Title IV, HEA program assistance. In determining whether an institution provides adequate counseling, the Secretary considers whether its counseling includes information regarding - (1) The source and amount of each type of aid offered; (2) The method by which aid is determined and disbursed, delivered, or applied to a student's account; and (3) The rights and responsibilities of the student with respect to enrollment at the institution and receipt of financial aid. This information includes the institution's refund policy, the requirements for the treatment of title IV, HEA program funds when a student withdraws under § 668.22, its standards of satisfactory progress, and other conditions that may alter the student's aid package; (i) Has provided all program and fiscal reports and financial statements required for compliance with the provisions of this part and the individual program regulations in a timely manner; (j) Shows no evidence of significant problems that affect, as determined by the Secretary, the institution's ability to administer a Title IV, HEA program and that are identified in - (1) Reviews of the institution conducted by the Secretary, the Department of Education's Office of Inspector General, nationally recognized accrediting agencies, guaranty agencies as defined in 34 CFR part 682, the State agency or official by whose authority the institution is legally authorized to provide postsecondary education, or any other law enforcement agency; or (2) Any

findings made in any criminal, civil, or administrative proceeding; (k) Is not, and does not have any principal or affiliate of the institution (as those terms are defined in 2 CFR parts 180 and 3485) that is - (1) Debarred or suspended under Executive Order 12549 (3 CFR, 1986 Comp., p. 189) or the Federal Acquisition Regulations (FAR), 48 CFR part 9, subpart 9.4; or (2) Engaging in any activity that is a cause under 2 CFR 180.700 or 180.800, as adopted at 2 CFR 3485.12, for debarment or suspension under E.O. 12549 (3 CFR, 1986 Comp., p. 189) or the FAR, 48 CFR part 9, subpart 9.4; (l) For an institution that seeks initial participation in a Title IV, HEA program, does not have more than 33 percent of its undergraduate regular students withdraw from the institution during the institution's latest completed award year. The institution must count all regular students who are enrolled during the latest completed award year, except those students who, during that period - (1) Withdrew from, dropped out of, or were expelled from the institution; (2) Were entitled to and actually received in a timely manner, a refund of 100 percent of their tuition and fees; (m) (1) Has a cohort default rate - (i) That is less than 25 percent for each of the three most recent fiscal years during which rates have been issued, to the extent those rates are calculated under subpart M of this part; (ii) On or after 2014, that is less than 30 percent for at least two of the three most recent fiscal years during which the Secretary has issued rates for the institution under subpart N of this part; and (iii) As defined in 34 CFR 674.5, on loans made under the Federal Perkins Loan Program to students for attendance at that institution that does not exceed 15 percent. (2) (i) However, if the Secretary determines that an institution's administrative capability is impaired solely because the institution fails to comply with paragraph (m)(1) of this section, and the institution is not subject to a loss of eligibility under §§ 668.187(a) or 668.206(a), the Secretary allows the institution to continue to participate in the Title IV, HEA programs. In such a case, the Secretary may provisionally certify the institution in accordance with § 668.13(c) except as provided in paragraphs (m)(2)(ii), (m)(2)(iii), (m)(2)(iv), and (m)(2) (v) of this section. (ii) An institution that fails to meet the standard of administrative capability under paragraph (m)(1)(ii) based on two cohort default rates that are greater than or equal to 30 percent but less than or equal to 40 percent is not placed on provisional certification under paragraph (m)(2)(i) of this section - (A) If it has timely filed a request for adjustment or appeal under §§ 668.209, 668.210, or 668.212 with respect to the second such rate, and the request for adjustment or appeal is either pending or succeeds in reducing the rate below 30 percent; or (B) If it has timely filed an appeal under § 668.213 after receiving the second such rate, and the appeal is either pending or successful; or (C) (1) If it has timely filed a participation rate index challenge or appeal under § 668.204(c) or § 668.214 from either or both of the two rates, and the challenge or appeal is either pending or successful; or (2) If the second rate is the most recent draft rate, and the institution has timely filed a participation rate challenge to that draft rate that is either pending or successful. (iii) The institution may appeal the loss of full participation in a Title IV, HEA program under paragraph (m)(2)(i) of this section by submitting an erroneous data appeal in writing to the Secretary in accordance with and on the grounds specified in §§ 668.192 or 668.211 as applicable; (iv) If

the institution has 30 or fewer borrowers in the three most recent cohorts of borrowers used to calculate its cohort default rate under subpart N of this part, we will not provisionally certify it solely based on cohort default rates; (v) If a rate that would otherwise potentially subject the institution to provisional certification under paragraphs (m)(1)(ii) and (m)(2)(i) of this section is calculated as an average rate, we will not provisionally certify it solely based on cohort default rates; (n) Does not otherwise appear to lack the ability to administer the Title IV, HEA programs competently; (o) Participates in the electronic processes that the Secretary - (1) Provides at no substantial charge to the institution; and (2) Identifies through a notice published in the Federal Register; and (p) Develops and follows procedures to evaluate the validity of a student's high school completion if the institution or the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

3.1.2.4 Separation of Duties

Policies

Fort Scott Community College must administer Title IV programs with adequate checks and balances in its system of internal controls. The functions of authorizing payments and disbursing or delivering funds must be divided among organizationally independent individuals so that no office has responsibility for both functions.

3.1.2.5 Records

Policies

Fort Scott Community College must establish and maintain records as required under General Provisions and program regulations.

3.1.2.6 Electronic Processes

Policies

Fort Scott Community College must participate in the electronic process as identified by the Department of Education (DOE).

The Office of Financial Aid is compliant with the requirements to be able to fully participate in the electronic processes required by ED. The institution uses the Jenzabar One (JFA) student information system as its financial aid management software.

3.1.2.7 Checking Validity of High School Completion

Policies

The Registrar's Office is responsible for validating high school completion.

3.1.2.8 Information Discrepancies

Policies

Fort Scott Community College resolves all discrepancies in the information it receives from different sources with respect to a student's application for Title IV aid. We refer for investigation to the Office of Inspector General (OIG) any credible information indicating that a Title IV aid applicant, school employee, or third-party servicer may have engaged in fraud or other criminal misconduct in connection with an aid application.

3.1.2.9 Reviews & Proceedings

Policies

FSCC demonstrates administrative capability by participating in annual compliance audits by an independent auditor as required. FSCC fully cooperates with any additional audits that may be conducted by ED, an accrediting agency or a state agency.

3.1.2.10 Cohort Default Rates

Policies

Fort Scott Community College makes every effort to ensure that the institutions Direct Loan cohort default rates do not exceed the thresholds defined by the DOE.

3.1.3 Financial Responsibility

Institutions must meet certain financial standards to begin participation in and maintain eligibility for Title IV programs. Some of the standards are general, and some are specific to institutional type (public, nonprofit, for-profit). Part 668, Subpart L In order to participate in the FSA programs, a school must demonstrate that it is financially responsible. To provide the Department with the information necessary to evaluate a school's financial responsibility, schools are required to submit financial information to the Department every year. A school must provide this financial information in the form of an audited financial statement as part of a combined submission that also includes the school's compliance audit. The combined submission must be submitted to the Department within six months of the end of the school's fiscal year.

Policies

- Pay Title IV credit balances as required.
- Financial Aid is disbursed in late September/early October and again in late February/early March for regular session classes. After the initial disbursement,

Financial Aid continues to disburse aid to student accounts weekly during the fall and spring semesters and two times during the summer semesters.

- Any excess funds are refunded to students no later than 14 calendar days from when credit balance was created on the student account.
- Make payments in accordance with any existing, undisputed financial obligation.
- G5 funds are drawn down after funds have been disbursed to students.
- Make payroll payment in accordance with its published payroll schedule – all college personnel shall receive his/her paycheck by the 15th day of the month.

3.1.4.1 Fiscal Operations Report and Application to Participate

Policies

Fort Scott Community College must accurately prepare the FISAP. The report must be submitted every year by October 1st. The Director of Financial Aid will ensure that the College complies with this federal regulation and maintain a copy.

3.1.4.2 National Student Loan Data System

Policies

Fort Scott Community College accurately reports student information to COD which feeds into NSLDS for Federal Pell Grant, FSEOG, FWS and overpayments. Enrollment reporting is submitted through the clearing house.

3.1.4.3 Program-Specific Reporting

Policies

Reconciliation externally with DOE and internally between the Financial Aid and the Business offices is conducted on a monthly basis for the Federal Student Aid Programs.

3.1.5 Copyright Infringement and Peer-to-Peer File Sharing

Policies

Fort Scott Community College supports and adheres to the Copyright Law of the United States.

3.2 General Title IV Student Eligibility Requirements

Policies

To be eligible for financial aid at FSCC:

All students must be enrolled in an eligible program/be enrolled in courses required for said eligible program at Fort Scott Community College, have a High school diploma or

GED, have submitted all previous transcripts to the Registrar's office and be an eligible student within the guidelines of the Department of Education before they can receive any Title IV assistance. Students who are in default on a student loan will not be eligible for federal aid.

Regular students- must have a high school diploma or GED and be enrolled in an eligible program.

A student who has received a degree or certificate and wishes to continue taking courses at FSCC must complete a Degree Appeal and eligibility will be determined by the Appeals Committee. If approved the student must declare a new major and will only receive federal aid for courses required to complete the new degree.

Cosmetology students- must attend 30 calendar days for loan disbursements and have a minimum of 187.5 clock hours before Pell will be released*. The cosmetology instructor and the student will need to sign the attendance form and forward it to the FA office before the FA office will transmit aid.

*This time limit determines only when the student becomes eligible. It will take additional time to coordinate disbursement with the Business office.

3.3 Federal Financial Aid Programs in Which Institution Participates

3.3.1 Federal Pell Grant Program

The Federal Pell Grant is a federally funded program with the purpose of helping financially needy students meet the cost of postsecondary education. It is available to all students who show eligibility through the Free Application for Federal Aid (FAFSA). This program is centrally administered by the federal government and is typically the foundation of a student's aid package.

A statutory limitation on the duration of Pell Grant eligibility will be implemented through the calculation of a percentage value called the Pell Grant Lifetime Eligibility Used (LEU). A student's LEU is the sum of each of the percentages of the student's scheduled award that was actually disbursed to the student for each award year. The calculation of the duration of a student's eligibility includes all years of the student's receipt of Pell Grant funding. A student is no longer eligible for Pell Grant funds once the student's LEU reaches 600%. This change in the duration of students' Pell Grant eligibility is not limited only to students who received their first Pell Grant on or after the 2008-2009 award year, as the HEA previously provided when the duration of eligibility was 18 semesters. Pell eligibility is limited to six scheduled Pell awards, or the equivalent to twelve semesters of eligibility. Eligible students who are enrolled less than full-time will receive an appropriately prorated award.

Policies

Determining Eligibility: The Financial Aid Office uses the Pell award as the foundation of the student's financial aid package. Therefore, students are strongly encouraged to complete the FAFSA each year. The Financial Aid Office accepts results through electronic transmission with the Central Processing System (CPS). Student eligibility is determined only through the CPS of the Department of Education using the Student Aid Index (SAI) formula. The amount of Federal Pell Grant for which a student is eligible is determined using the Student Aid Index (SAI) Formula and enrollment intensity. The Financial Aid Office must have an official SAI before eligibility for any funds may be determined. Students are notified of the amount of their Pell Grant through a hard copy offer letter and email offer notification. All reports required by the Department of Education are submitted in a timely fashion. The enrollment status of students is determined at 20th day of regular semester classes.

3.3.2 Federal Work-Study Program

Policies

The Federal Work Study Program (FWS) provides employment for undergraduate students who demonstrate a financial need. These earnings assist students with educational expenses. The

objective and purpose of the FWS program is to provide:

1. A source of financial aid to undergraduate students who demonstrate financial need.
2. Work experience which enhances the participants education whenever possible.
3. Community Service hours

3.3.2.1 General Employment Conditions & Limitations

Policies

Students request an application for work-study employment from the financial aid office. The financial aid office determines federal work study eligibility and then explains the application process. Students are selected/hired by appropriate departments who have been pre-approved. Students who accept a FWS job must attend work study orientation that explains policy, procedures and regulations including not working during regular class scheduled time and not working when the college is closed. Student workers are given resources that explain policy and FERPA and the terms/conditions of their employment. The employment relationship between FSCC and all FWS employees is exclusively that of an employee-at-will, meaning either the student or the College may terminate the relationship at any time. Students will earn a rate of \$10 per hour. The Financial Aid Office, Human Resource Office and VP of Student Services monitor, research and establish the rate of pay each year.

3.3.2.2 Federal Share Limitations

Policies

At the discretion of the Financial Aid Office, 10% of FWS funds may be transferred to the FSEOG account. In addition, 10% of FWS funds may be carried forward or back to the next or last academic year's work study account. FSCC matches 25% of federal allocation.

3.3.2.3 Fiscal Procedures & Recordkeeping

Policies

It is the responsibility of the student employee and supervisor to review/complete payroll system entries for student's work hours. It is the responsibility of the Office of Financial Aid to receive and review the payroll records. It is the responsibility of the Payroll Office to process the pay for students employed through the FWS program.

3.3.4 Federal Supplemental Educational Opportunity Grant Program

Policies

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a need-based Title IV grant program administered by Fort Scott Community College (FSCC) to assist undergraduate students with exceptional financial need. Priority is given to students who are Pell Grant eligible and who have the lowest Student Aid Index (SAI), as determined by the Free Application for Federal Student Aid (FAFSA).

FSEOG funds are awarded based on the annual federal allocation to FSCC and are subject to availability. The college will not exceed the FSEOG funding limits authorized in the institution's annual Title IV Campus-Based Program Allocation Notification plus the 25% institutional match.

Policy Review

This policy is reviewed annually by the Director of Financial Aid to ensure compliance with federal regulations and to update award amounts or procedures based on institutional funding levels. The Director has the authority to make awards more than the annual amount when justified per each students' situation.

3.3.6 Federal Direct Student Loan Program

Policies

Fort Scott Community College participates in the William D. Ford Federal Direct Loan Program, which provides federal student loans to eligible students to help meet their cost of attendance. Direct Loans include **Subsidized**, **Unsubsidized**, and **PLUS (Parent Loan for Undergraduate Students)**. All loans are processed through the U.S. Department of Education without the involvement of private lenders.

The Financial Aid office will package the maximum amount for which the student is eligible. The amount of eligibility will not exceed the maximum amount of the yearly allocation allowed by the DOE and not to exceed the student's cost of attendance.

FSCC encourages responsible borrowing and reserves the right to limit or deny loan eligibility based on student need, academic performance, prior loan history, or potential for successful repayment.

Policy Review

This policy is reviewed annually by the Director of Financial Aid to ensure continued compliance with federal regulations and to adjust internal procedures as necessary.

4.1 Private Education Loan Disclosures

Policies

Fort Scott Community College (FSCC) does **not** participate in or maintain any **preferred lender arrangements (PLAs)** for private education loans or Title IV loans. The Financial Aid Office does not endorse, promote, or suggest any specific private lenders to students or families.

FSCC is committed to providing clear, unbiased, and student-focused financial aid counseling and adheres strictly to federal requirements under the **Higher Education Opportunity Act (HEOA)** and **Title IV regulations** regarding preferred lender disclosures and relationships.

Section 5: Student Consumer Information Requirements

5.1.1 Notice to Enrolled Students

Policies

In compliance with federal regulations under the **Higher Education Act of 1965 (HEA), as amended**, Fort Scott Community College (FSCC) is required to annually notify all enrolled students of the availability of specific consumer information. This includes key topics related to financial assistance, institutional practices, student outcomes, campus safety, and student rights under federal law.

FSCC must distribute this notice to each enrolled student individually and must clearly explain how and where students may access each required disclosure.

Consumer information is provided to prospective/current students and employees at the FSCC Website www.fortscott.edu.

5.1.2 Financial Aid Information

Policies

In accordance with federal regulations under the **Higher Education Act (HEA), as amended**, Fort Scott Community College (FSCC) is required to **publish and make readily available** certain consumer information related to financial aid to all enrolled and prospective students. This includes details about financial aid programs, application procedures, eligibility, terms and conditions, disbursement methods, student responsibilities, and borrower counseling.

FSCC ensures that this information is consistently updated, accessible, and clearly communicated through institutional websites, printed materials, and direct communications.

5.1.3 Institutional Information

Policies

In compliance with the **Higher Education Act of 1965, as amended**, Fort Scott Community College (FSCC) is required to **make institutional information readily available to enrolled and prospective students** upon request. While many of these disclosures are managed by departments outside the Financial Aid Office, the Financial Aid Office is responsible for assisting in directing students to the appropriate sources and ensuring required disclosures under its purview are available and current.

This policy governs the **process of dissemination**, rather than the content, of institutional information.

The FSCC website and is primary location for notification.

<https://fortscott.edu/academics/consumer-information/>

5.1.4 Completion or Graduation Rate

Policies

In compliance with **34 CFR § 668.45** of the Higher Education Act, Fort Scott Community College (FSCC) is required to **annually prepare and make available** to both **enrolled and prospective students** its most recent **completion or graduation rate**, and if applicable, **transfer-out rate**. These disclosures promote transparency regarding student outcomes and institutional performance.

This section outlines the **responsibilities and procedures** for making this information publicly accessible. It addresses the **dissemination** process, not the calculation or content of the rates.

5.1.5 Annual Security Report

Policies

In compliance with the **Clery Act (20 U.S.C. § 1092(f))** and federal regulations, Fort Scott Community College (FSCC) must publish and disseminate an **Annual Security Report (ASR)** to all current and prospective students and employees by **October 1st** of each year. The ASR contains campus crime statistics for the past three calendar years and information regarding campus security policies, procedures, and safety programs.

This policy outlines the method by which FSCC disseminates the report, fulfills requests for physical copies, and coordinates with relevant departments responsible for its preparation and publication.

5.1.5.1 Timely Warnings and Emergency Notifications

Policies

In compliance with the **Clery Act (34 CFR § 668.46(g))**, Fort Scott Community College (FSCC) must issue **Timely Warnings** and **Emergency Notifications** to inform the campus community of potential or immediate threats to the safety and security of students and employees. These alerts help protect individuals and promote informed decision-making during and after a reported crime or critical incident.

This policy identifies the **types of notifications**, the **circumstances** under which they are issued, and the **responsible offices** and communication methods used.

5.1.5.2 Campus Crime Log

Policies

In compliance with the **Clery Act (34 CFR § 668.46(c))**, Fort Scott Community College (FSCC) maintains a **daily crime log** if a campus police or security department is in operation. The crime log records all alleged criminal incidents reported to the Campus Security Office and includes specific details as required by federal regulations.

The crime log is a public record and is made available for inspection to members of the campus community and the general public.

5.1.6 Student-Athlete Completion or Graduation Rate

Policies

In compliance with federal regulations, Fort Scott Community College (FSCC), as an institution providing **athletically-related financial aid**, must annually prepare a report detailing the **completion or graduation rates** and, if applicable, **transfer-out rates** of its

athletic aid recipients. This report must include related statistics on student-athlete outcomes.

FSCC is also required to provide this report **to prospective student-athletes**, including their **parents, high school coaches, and guidance counselors**, when offering athletically-related aid.

5.1.7 Athletic Program Participation and Financial Support Report

Policies

As a co-educational institution with an intercollegiate athletic program, Fort Scott Community College (FSCC) complies with federal regulations requiring the preparation, dissemination, and submission of the **Annual Athletic Program Participation and Financial Support Report**. This report provides transparency about athletic program participation by gender and related financial support.

FSCC must make this report available to **enrolled students, prospective students**, and the **general public**, and must submit the report annually to the **U.S. Department of Education (ED)**.

5.1.8 Annual Fire Safety Report

Policies

Fort Scott Community College (FSCC) ensures timely and effective dissemination of the Annual Fire Safety Report to all required audiences in compliance with federal regulations. The institution also maintains clear procedures for individuals to request and obtain copies of the full report.

5.1.8.1 Fire Log

Policies

In accordance with federal regulations, Fort Scott Community College (FSCC) maintains an **on-campus student housing fire log** that records all reported fires occurring in on-campus student housing facilities. The institution ensures that this log is accessible to students, employees, prospective students, prospective employees, and the general public, while balancing transparency with safety and privacy considerations.

5.1.10 Drug and Alcohol Abuse Prevention Information

Policies

Fort Scott Community College (FSCC) complies with federal regulations requiring the annual distribution of written information about its **Drug and Alcohol Abuse**

Prevention Program to all students enrolled in credit-bearing courses (excluding continuing education students) and all employees. The institution also provides a separate written notice at enrollment to students regarding the penalties associated with federal and state convictions for the sale or possession of illegal drugs while receiving Title IV financial aid.

5.1.11 Voter Registration Information

Policies

In accordance with the **National Voter Registration Act of 1993 (NVRA)**, Fort Scott Community College (FSCC) commits to making a **good faith effort** to distribute voter registration forms to its students, particularly focusing on **Title IV-eligible degree- and certificate-seeking students**. FSCC ensures that voter registration materials are widely available and individually provided as required by federal and state laws.

5.1.12 Peer-to-Peer File Sharing

Policies

Fort Scott Community College (FSCC) is committed to educating students about the risks and consequences of unauthorized peer-to-peer file sharing using the institution's information technology systems. FSCC maintains clear policies regarding illegal downloading and distribution of copyrighted materials and enforces disciplinary actions against violations. The institution also provides information about legal alternatives for acquiring copyrighted materials.

FSCC ensures that information about these policies, disciplinary actions, and legal alternatives is readily available to enrolled and prospective students, and is included annually in consumer information disclosures.

5.2 State-Required Consumer Information

Policies

Fort Scott Community College (FSCC) complies with all applicable Kansas state requirements regarding consumer information disclosures. The institution reviews, updates, and disseminates any state-mandated consumer information not already addressed in federal disclosures to ensure transparency and compliance.

6.1 Application Process

Policies

Fort Scott Community College (FSCC) is committed to ensuring that all students have access to accurate, timely, and accessible information and resources related to applying

for financial aid. FSCC primarily uses the **Free Application for Federal Student Aid (FAFSA®)** as the foundation of its financial aid application process and complies with all federal and state regulations related to the secure and lawful collection of student and contributor data.

6.2 Forms

Policies

To support accuracy, regulatory compliance, and efficient processing, Fort Scott Community College (FSCC) uses a variety of internal and federally approved **non-application forms** throughout the financial aid process. These forms are used to complete verification, resolve conflicting information, clarify special or unusual circumstances, manage program eligibility, and support disbursement and aid adjustments.

FSCC uses different forms depending on **student dependency status, academic standing, or aid program requirements**. All forms referenced below are maintained and updated by the **Financial Aid Office** and are available through the Financial Aid Forms Portal on the FSCC website or in-person by request.

6.3 Deadlines

Policies

Fort Scott Community College (FSCC) establishes and communicates clear deadlines for submission of financial aid applications and supporting documents to ensure compliance with federal, state, and institutional regulations. These deadlines are intended to allow timely processing, accurate awarding, and on-schedule disbursement of aid. While FSCC encourages early submission, procedures are in place to review late applications and requests under limited circumstances.

6.4 Document Assignment, Collection, and Tracking

Policies

Fort Scott Community College (FSCC) uses a combination of automated and manual systems to assign, collect, and track financial aid documents. The goal is to ensure timely, accurate processing of aid while maintaining the security and confidentiality of student data. FSCC also partners with approved third-party servicers for specific functions and follows strict access and security protocols when handling student application information.

6.5 Pre-Packaging Appeals

Policies

Fort Scott Community College (FSCC) allows students and/or parents to submit appeals prior to the packaging of financial aid when circumstances exist that impact the student's ability to afford college but are not accurately reflected on the FAFSA. FSCC exercises its **Professional Judgment (PJ)** authority to make adjustments to a student's FAFSA information or aid eligibility when appropriate and permitted by federal regulation.

Appeals must be submitted with documentation, reviewed by Financial Aid staff, and approved by the **Director or Assistant Director of Financial Aid** prior to aid packaging. Appeals without required documentation or outside the scope of allowable changes may be denied.

Section 7: File Review and Verification

7.1 Verification

7.1.1 Selection of Applicants to be Verified

Policies

Fort Scott Community College (FSCC) complies with all U.S. Department of Education (ED) requirements related to the verification of student financial aid applications. The institution verifies 100% of applications selected for verification by the **FAFSA Processing System (FPS)** and may also select additional applications for institutional verification based on established criteria.

FSCC adheres to all relevant federal guidance, including:

- **2025–2026 FAFSA Verification Guide**
- **Dear Colleague Letters GEN-23-05 and GEN-22-15**
- **Federal Register Vol. 88, No. 195**
- **FSA Handbook, Volume 1 and Volume 2, 2025–26**

7.1.2 Acceptable Documentation and Forms

Policies

Fort Scott Community College (FSCC) complies with all federal requirements for verifying information reported on the Free Application for Federal Student Aid (FAFSA®). Each year, the U.S. Department of Education (ED) publishes a notice in the **Federal Register** identifying acceptable documentation for verification for the applicable award year. ED may also issue updates or clarification through **Dear Colleague Letters (GEN)** and **Electronic Announcements**.

FSCC uses this guidance to determine which documents are required for each applicant and ensures that students and contributors understand their responsibility to provide complete, accurate, and timely documentation.

7.1.3 Data Elements to be Verified

Policies

Each year, the U.S. Department of Education (ED) publishes a **notice in the Federal Register** identifying which FAFSA® data elements are subject to **federal verification** and assigns applicants selected for verification into **Verification Tracking Groups**. FSCC complies fully with federal requirements, verifying all required data elements for each tracking group and applying any midyear changes as published by ED through the **Federal Register**, **Dear Colleague Letters (GEN)**, and **Electronic Announcements**.

FSCC also conducts **institutional verification** in certain cases, based on internal analysis and data integrity review. Any application corrections resulting from verification are submitted to the **FAFSA Processing System (FPS)** promptly to ensure timely awarding and compliance.

7.1.4 Conflicting and Inaccurate Information

Policies

Definition of Conflicting Information

Conflicting information arises when data reported on the Free Application for Federal Student Aid (FAFSA), or other financial aid documents, are inconsistent or contradictory within the application or between documents submitted by the student or parent. This includes, but is not limited to: discrepancies in income, household size, number of family members in college, or other key data elements affecting eligibility or aid amounts.

7.1.5 Student Notification of Verification Changes

Policies

Fort Scott Community College (FSCC) notifies financial aid applicants of the results of verification and any resulting changes to their Title IV aid eligibility—including Federal Pell Grants, campus-based aid (such as FSEOG and Federal Work-Study), and federal student loans—through timely and secure communication methods.

7.2 Clearance of Database Matches, Reject Codes, C-Codes, Comment Codes, and Other Edits

Policies

Fort Scott Community College (FSCC) is committed to ensuring that all students who receive Title IV aid meet federal eligibility requirements. The Financial Aid Office is responsible for reviewing and resolving any database match issues, reject codes, C-codes,

comment codes, and other eligibility flags identified through the Institutional Student Information Record (ISIR) or FAFSA processing results.

8.1 Various Student Populations

Policies

Fort Scott Community College (FSCC) assigns an appropriate Cost of Attendance (COA) budget to each financial aid applicant based on their enrollment status, program of study, housing plans, and other individual circumstances. This budget determines the student's total eligibility for federal, state, and institutional financial aid.

8.2 How Budgets are Derived and Updated

Policies

basic components are:

- Tuition and fees
- Books, course materials, supplies, and equipment (An allowance for costs required for all students enrolled in the same program of study. Includes a reasonable allowance for the upfront purchase or rental of equipment (e.g., computer), supplies, or materials.)
- Living expenses (e.g., room and board)
 - *Food costs*: A standard allowance reflecting three meals a day, which may be either on- or off-campus
 - *Institutionally-owned housing costs*: An allowance for housing, with or without dependents, based on either the average or the median amount for similar-type residents.
 - *Off-campus housing costs*: An allowance for housing that reflects off-campus housing costs (e.g., rent or other types of housing costs).
 - *Dependent students living with parents*: A standard allowance for living costs greater than zero.
- Transportation (An allowance which may include such costs between a student's residence and campus or place of work.)
- Miscellaneous personal expenses (for students enrolled at least half-time)
The basic budget components are the same for students taking all or a part of a program via distance education.

Consortium agreements where in FSCC is home school are manually adjusted to reflect actual costs for tuition/fees at host school.

- Prohibition against offering tuition discounts, and subsequently reducing the tuition and fees component of the COA, to students who pay tuition early
- Prohibition against including overtime charges in the COA for students who fail to complete a program within the established timeframe
- Prohibition against including finance charges in the COA

- Prohibition against including the hours taken in an adult education component when determining a student's COA and enrollment status
- Prohibition against including educational expenses for coursework provided by an ineligible institutions which exceeds the regulatory maximum under a written arrangement
- Prohibition against including educational expenses associated with a gap-year experience (e.g., travel, experiential activity, and/or travel)
- Prohibition against including educational expenses for first-time distance educational programs without recognized accrediting agency approval
- Prohibition of including educational expenses for instruction provided at a Title IV-eligible foreign institution in which:
 - The entire course is delivered via distance education
 - Any coursework, work, special studies, or research which exceeds the 25 percent maximum threshold provided at a Title IV-eligible or ineligible U.S. institution
 - Whether actual or average costs are used
 - When and why adjustments are made to student budgets
 - Students attending under consortium or contractual arrangements
 - How often budget components are reviewed and updated (e.g., annually)

8.3 Additional Costs

Policies

COA adjustments can be made on a individual unique situation at any time when student is currently enrolled. Student must initiate the request through the COA adjustment form and provide documentation to support the request. Components that can be adjusted are the following: tuition/fees/books, computer purchase, transportation, dependent care, or miscellaneous. All requests are reviewed and decision determined by the Financial Aid Director who then notifies student of any adjustments.

8.6 Budget Appeals

Policies

Fort Scott Community College (FSCC) may consider adjustments to a student's standard Cost of Attendance (COA) budget when unusual or extraordinary education-related expenses are documented through a formal appeal. Budget revisions are considered on a case-by-case basis using professional judgment in accordance with federal regulations. A budget increase does not guarantee an increase in aid.

Section 9: Packaging Financial Aid

9.1 Packaging Philosophies

Policies

Fort Scott Community College (FSCC) periodically reviews its financial aid packaging philosophies to ensure alignment with institutional mission, strategic goals, regulatory changes, and student needs. Any changes to packaging strategies are made in a deliberate, data-informed manner to support access, equity, retention, and completion.

9.2 Available Funds and Number of Eligible Students

Policies

Fort Scott Community College (FSCC) ensures that all institutional, state, and federal financial aid programs are awarded in accordance with verified funding levels and current regulations. The Financial Aid Office is responsible for coordinating all awards and must be formally notified of available fund sources and limits prior to packaging student aid. This promotes compliance, accuracy, and effective fund management.

9.2.1 Usage of the ACA for Campus-Based Program Amounts

Policies

Fort Scott Community College (FSCC) follows federal guidelines in determining whether to claim the Administrative Cost Allowance (ACA) associated with participation in campus-based federal aid programs, such as Federal Work-Study (FWS) and Federal Supplemental Educational Opportunity Grant (FSEOG). The ACA decision directly impacts the total amount of campus-based funds available for student awarding.

9.5 Package Construction

Policies

Fort Scott Community College (FSCC) is committed to packaging all students equitably and consistently in compliance with federal, state, and institutional regulations. The Financial Aid Office has established oversight and quality control procedures to ensure packaging policies are applied fairly and accurately to all eligible students.

9.6 Packaging Other Educational Resources

Policies

Financial aid office works collaboratively with other FSCC departments who offer scholarships.

- Scholarship applications should be considered to accommodate all demographics.
- Depending on the scholarship agreements, scholarship selections could vary across many departments.

9.6.3 AmeriCorps Benefits

Policies

Fort Scott Community College (FSCC) ensures that all eligible students receiving AmeriCorps benefits are properly identified and that the Financial Aid Office is notified in a timely manner. The College complies with federal regulations regarding the treatment of AmeriCorps benefits, including the application of these benefits toward eligible student loan repayment.

9.6.5 Bureau of Indian Affairs Grants

Policies

FSCC verifies information needed for Indian Affairs Grants.

9.8 Crossover Payment Periods/Summer Financial Assistance

Policies

Fort Scott Community College (FSCC) ensures accurate identification, awarding, and tracking of financial aid for students enrolling in summer terms. The Financial Aid Office manages summer aid within federal, state, and institutional guidelines, ensuring award maximums are observed and appropriate documentation is maintained.

9.9 Package Notification

Policies

FSCC ensures students are timely and effectively notified of their financial aid offers and to outline the procedures for managing student responses, including acceptance, declination, and follow-up communications.

9.9.2 Aid Package Revisions

Policies

Fort Scott Community College (FSCC) ensures that all financial aid offer revisions are made accurately and in a timely manner when changes occur due to updated student information, verification outcomes, appeals, or other relevant factors. Students are promptly notified of any changes to their financial aid packages.

9.10 Overawards and Overpayments

Policies

Fort Scott Community College (FSCC) is committed to preventing financial aid overawards and overpayments through rigorous monitoring and interoffice coordination. When overawards or overpayments occur, the College determines liability—whether institutional or student—and follows established procedures to resolve the issue in compliance with federal regulations. Notably, Federal Pell Grant awards are never reduced to offset overawards of campus-based aid, TEACH Grants, or Direct Loan overpayments.

Section 10: Professional Judgment (PJ)

10.1 PJ Authority and Individuals Who May Exercise It

Policies

Fort Scott Community College (FSCC) authorizes designated Financial Aid Office staff to exercise Professional Judgment (PJ) in accordance with federal regulations to adjust financial aid eligibility on a case-by-case basis. All PJ decisions are final and cannot be appealed to the U.S. Department of Education (ED).

10.2 Circumstances for Which PJ Adjustments are Allowed and Resulting Actions Taken

Policies

Professional judgment is determined on a case by case basis.

10.3 Requests for PJ Consideration

Policies

Requests for professional judgment must be presented to the financial aid office by the deadlines outlined within the form associated with request.

10.4 PJ Documentation

Policies

All documentation requested within the professional judgement request forms must be complete.

Section 11: Disbursements

Policies

Fort Scott Community College (FSCC) administers Title IV financial aid disbursements through secure and compliant methods, ensuring eligible students receive funds in a

timely manner. The College provides qualifying Title IV eligible students with options to obtain or purchase required books and supplies by the seventh day of each payment period, while allowing students to opt out of these methods if desired. Institutional safeguards maintain separation of duties and protect students from penalties due to financial aid disbursement or delivery delays.

11.2 Disbursement Dates and Schedules

Policies

Disbursement dates and schedules will be made available on the school website and will be presented to the student through an offer letter if allowable.

11.4 Student and Parent Notifications

Policies

As soon as a refund has been issued, whether it's a paper check or electronic refund, an email is sent to the student's FSCC email address notifying them of the refund, when and where to pick it up. This email is generated in our SIS and noted in the student's communication history.

If a paper check is not picked up in 14 days, the refund will be mailed to the last known address we have in our system.

If a plus loan is received and creates a credit on a student account, an email is sent directly to the parent's email notifying them of the refund.

Parent Plus loan refunds are mailed to parents the day they are issued.

A copy of the sent email is scanned and saved on the student's record.

Section 12: Satisfactory Academic Progress

12.1 Process Overview and Responsibilities

Fort Scott Community College (FSCC) has established a **Satisfactory Academic Progress (SAP) Policy** to ensure that students receiving federal financial aid are making adequate progress toward their degree or certificate programs. This policy aligns with federal regulations and includes specific criteria for maintaining eligibility for financial aid.

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require that students must be making "Satisfactory Academic Progress" (SAP), to remain eligible for Federal student financial aid programs. These programs include the

Supplemental Educational Opportunity Grant (SEOG), the College Work-Study Program, the Pell Grant, and Federal student loans.

In accordance with Federal guidelines, FSCC has established a framework for evaluating a student's efforts to achieve an education goal (such as a certificate or degree) within a given period of time.

- Students must be attending all classes and be in good standing at the time grants and loans are disbursed.
- A student must have a minimum grade point average (GPA) of 1.75 for the first semester at any post-secondary institution and a minimum cumulative GPA of a 2.0 for all other semesters.
- Students must complete enough hours each semester to maintain the level or status for which they are/were paid. For example, if a student is paid on full-time, he/she must complete 12 or more hours. Three-quarter time, 9-11 hours; half-time, 6-8 hours; less than half-time, 1-5 hours.
- Students must complete 70% of their overall attempted coursework. For example, if a student attempted 15 credit hours and completed 12 of those hours, their completion rate would be 80%.
- If at any time it is determined that it is mathematically impossible for a student to reach a 70% completion rate within their elected program of study timeframe, they may be placed on Suspension without the opportunity to appeal.
- Intersession courses will be included in the prior semester's SAP evaluation.
- An incomplete grade will be considered the same as a withdrawal.
- Students may be allowed to receive aid up to 150% of their elected program's coursework.

If in the first semester a student does not maintain minimum SAP standards, that student will be placed on WARNING status for the next enrolled semester. They may still receive federally funded aid. To remove a WARNING status, the student must reinstate his/her academic good-standing per the minimum criteria of our SAP Policy as stated below:

- Maintain a minimum cumulative GPA of a 2.0
- Students must complete enough hours to maintain the level or status for which they are paid
- If on WARNING for completion rate, must complete all attempted hours; no withdrawals, incompletes or grades of "F"

PLEASE ALWAYS CONTACT THE FINANCIAL AID OFFICE BEFORE WITHDRAWING FROM ANY COURSE!

If a student does not complete the above criteria after being placed on WARNING status, that student will then be placed on SUSPENSION status and will not receive any federally funded aid. Students denied aid due to SUSPENSION status may take courses at FSCC at their own expense for at least one semester and must reach minimum SAP standards before aid will be reinstated.

Students may appeal their SUSPENSION status by submitting a written appeal form to the Financial Aid Office. Appeals are reviewed by the SAP Appeal Committee and *their decision is final*. Students will be notified via their FSCC student email of the Committee's decision.

If the appeal is denied, the student will remain on SUSPENSION and must pay for any educational costs at their own expense. A student whose financial aid eligibility has been revoked must complete, without financial aid, *at least* two full-time semesters while maintaining our minimum SAP standards.

If the appeal is approved, the student's financial aid eligibility will be reinstated with a PROBATION status and the student must adhere to an Academic Plan. The committee has the authority to set specific Academic Plans for students. Failure to maintain minimum SAP standards and/or an assigned Academic Plan will result in denial of aid without the opportunity to appeal.

Section 13: Return of Title IV Funds

13.1 Process Overview and Applicability

Policy Overview

All students receiving Federal (Title IV) Financial Aid at FSCC are subject to a "Return of Title IV Funds" calculation if they completely withdraw from all classes on or before the 60% point of the semester. This calculation determines the amount of federal funds the student and FSCC are entitled to keep, based on the duration of the student's enrollment during the semester. It is possible that GDCC and/or the student will owe federal funds back to the Department of Education, regardless of the outcome of the FSCC institutional refund policy.

Section 14: Institutional Refunds

14 Institutional Refunds

Policies

REFUND POLICIES

INSTITUTIONAL REFUND POLICY

A student who officially drops a class may be eligible for a refund of tuition if the course is dropped by the "last day to drop with a refund date" that is determined by the registrar.

16 Audits

16.1 Type of Audit

Policies

Fort Scott Community College (FSCC) Financial Aid Office cooperates fully with all financial aid-related audits to ensure compliance with federal, state, and institutional regulations. The office maintains clear procedures for responding to audit requests, providing documentation, and addressing findings promptly and effectively.

16.2 Audit Submission Schedule

Policies

Vice President of Finance and Operations is responsible for submitting the audit findings to the appropriate entities.

ACTION ITEMS

A. APPROVAL OF STUDENT SERVICES POLICIES

BACKGROUND: The following policies were presented for review at the last regular board meeting. The policies were shared with all employees for an open comment period. Employee feedback was considered, and the following versions are being recommended by the Cabinet and Executive Teams for approval.

- Accidents and Illnesses
- Coordination of Policies by Enforcement Official
- Copyright Policy
- Searches of Dorm Rooms and Students
- Student Conduct
- Student Social Events

RECOMMENDATION: It is the recommendation of administration to approve the Student Services policies as presented.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

VOTE: _____ Bailey _____ Bartelsmeyer _____ Fewins
 _____ Holt _____ McKinnis _____ Ropp

ACCIDENTS AND ILLNESSES (update in grey)

If a faculty member or student becomes ill or is injured in a college-sponsored activity, the faculty member should proceed with emergency care as the case may warrant, as described in this section. Any college employee who discovers an accident involving a student on college property shall report the accident in a timely manner to the appropriate dean or Vice President or designated representative and follow the rules approved by the Board.

Only qualified college employees may assist a student suspected of injury other than attempting to make the student as comfortable as possible while waiting for competent medical treatment. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or who have otherwise been approved by the President to administer treatment. College employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. The college will not assume liability for employees acting outside the scope of their authority under these policies.

ACCIDENTS AND ILLNESSES (PROPOSED CHANGE)

Fort Scott Community College (FSCC) is committed to maintaining a safe and secure environment for students, faculty, staff, and visitors. In the event of an accident occurring on campus, it is essential that all incidents are properly reported and, when necessary, emergency personnel are contacted immediately.

Procedure

1. Emergency Response

- If an accident results in serious injury or poses an immediate danger, individuals should call **911** or contact campus security immediately.
- If medical attention is needed but is not an emergency, individuals should seek assistance from local medical providers or campus personnel.

2. Accident Reporting

- All accidents, regardless of severity, must be reported through the **FSCC Accident Report Form**, which is available online.
- The accident form should be completed as soon as possible by the individual involved, a witness, or an FSCC employee.
- Completed forms will be submitted to the appropriate FSCC office for review and record-keeping.

3. Follow-Up and Documentation

- The college administration will review accident reports and take appropriate follow-up actions as needed.
- If necessary, FSCC may conduct an internal review to address any safety concerns and implement preventive measures.

Compliance

Failure to report an accident may result in corrective action as deemed appropriate by FSCC administration.

COORDINATION OF POLICIES BY ENFORCEMENT OFFICIAL (new proposal below)

~~Law enforcement officers may be requested to assist in controlling disturbances of the college environment which the President or other college administrators have found to be unmanageable and which have the potential of causing harm to students, other persons or college property, who have exhibited undesirable or illegal conduct on college premises or at a college event held on college property and who have been requested to leave by an administrator, but have failed or refused to do so. College administrators shall meet at least annually with local law enforcement officials to discuss the college's policy and rules regarding law enforcement contacts with the college. Law enforcement officials will be asked to instruct their staffs as to the terms of the college's policies and rules~~

Investigation of Student Conduct

Designated college officials, as appointed by the President, are authorized to investigate and question students regarding potential violations of college policies, the student conduct code, or other infractions. If there is reasonable belief that a criminal law has been violated, the administrator shall notify the appropriate law enforcement agency and may request further investigation into the alleged violation.

Coordination with Law Enforcement

College administrators may engage in periodic meetings with local law enforcement agencies to discuss policies and protocols related to law enforcement interactions with the college. Law enforcement officers shall not conduct investigations on campus during college hours unless an emergency situation necessitates immediate action. In such cases, the administrator must verify the identity of the officers and the justification for the investigation or questioning of a student. If the administrator determines that the identification or justification is insufficient, the request may be denied. The administrator shall make reasonable efforts to notify the President and the officer's superiors if a request is refused.

Handling Criminal Violations

Any information regarding criminal activity occurring on campus shall be reported to the appropriate law enforcement agency for further action.

Law Enforcement Custody of Students

College officials shall not voluntarily release students to law enforcement unless the student has been formally placed under arrest or taken into custody by law enforcement or another authorized agency. If a student is taken into custody on college premises without prior notification to college administration, the college staff present shall request that the law enforcement officer notify an administrator as soon as possible.

Managing Campus Disturbances

Law enforcement officers may be called upon to assist in managing disruptions on campus. If necessary, officers may take students or other individuals into custody to restore order and ensure the safety of the college community.

COPYRIGHT POLICY (new policy)

Fort Scott Community College takes copyright protection very seriously. Many scholars, musicians, and performers rely on copyright to protect their intellectual property. The following information explains what copyright infringement is, what the consequences of copyright infringement are, and the policy for those who illegally access music, TV shows, or movies. This information is not intended to be a comprehensive treatment of copyright laws; it is intended to provide basic information to help you avoid copyright infringement.

Fort Scott Community College prohibits the use of its network resources (i.e., internet/WiFi) to conduct inappropriate and/or illegal activity. The College complies with applicable federal and state laws and requires that network account holders do the same in accordance with FSCC's Policy on Computer and Internet Acceptable Use. Alleged violations of the Computer and Internet Acceptable Use Policy shall be subject to disciplinary due process. Unauthorized or improper use will lead to the possible revocation of the user's access, and the College may also require restitution for any use which is in violation of the usage guidelines. Fort Scott Community College will pursue criminal and civil prosecution of violators when appropriate.

What is Copyright Infringement?

Copyright holders are granted exclusive rights under section 106 of the Copyright Act (Title 17 of the United States Code) including the right to reproduce, distribute, display, or perform the copyrighted work or to make a derivative work. Copyright infringement is the act of using works protected by copyright law without permission or legal authority. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without permission or the authority to do so constitutes an infringement.

Penalties

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov.

SEARCHES OF DORM ROOMS AND STUDENTS (same, but added wording in blue)

Searches of dorm rooms and students shall be conducted in accordance with institutional guidelines found in the Housing Handbook. No law enforcement officer may search any dorm room without a search warrant unless he has the consent of the President or designee and is accompanied by the President or designated representative. If a law enforcement officer wishes to search a student's dorm room, and he has a warrant for such search, the President or a designated representative shall immediately take such person to the student's dorm room and permit him to search the room.

STUDENT CONDUCT (revised)

All student behavior shall be based upon respect and consideration for the rights of others. Students shall be responsible for knowing, and abiding by, the rules and regulations of the college. The college assumes that all students are able and willing to maintain standards of self-discipline appropriate to membership in a college community. A rigid code of conduct is purposely omitted in order to establish confidence in this assumption. The college reserves the right to take disciplinary measures in the best interest of FSCC. Discipline is the responsibility of the Dean of Students. Cases involving minor infractions of normal discipline are handled by the Disciplinary Review Board. Disciplinary action will be initiated when a student's behavior/action is determined to be dangerous to that individual's health/well being, infringement on others' rights, damage to college property, or any other situation which reflects negatively on the college community, programs, organizations, or activities. The college reserves the right to dismiss a student whose conduct is at any time unsatisfactory in the judgment of college officials. Conflicts with rules/regulations governing the following areas place a student in violation, and subject to discipline of the Student Code of Conduct. Students should refer to the Student Handbook for specific offenses that violate the student conduct expectations. (added this to remove the listing below)

~~**ALCOHOL AND DRUG POLICY**—Alcoholic beverages and illegal drugs are prohibited on college property. Possession, distribution or use of alcoholic beverages, 3.2 beer, or the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the Fort Scott Community College Campus, within the college buildings or at any college-sponsored event is strictly prohibited. Violation will result in immediate disciplinary action up to and including dismissal from college.~~

~~**ASSAULT AND BATTERY**—includes any action, including hazing, which threatens the physical well being, mental health, or safety of others.~~

~~**DISHONESTY**—includes cheating, plagiarism, other areas of academic dishonesty, or intentionally giving false information to the college.~~

~~**DISRUPTIVE BEHAVIOR**—includes disorderly, indecent, or obscene conduct either in the classroom or on campus-owned/operated facilities or properties on/at college-sponsored events.~~

~~**ELECTRONIC COMMUNICATIONS**—Students are expected to abide by ethical standards in the use of all electronic communications which includes, but is not limited to, electronic mail, Internet services, and electronic mail.~~

~~**FIREWORKS, FIREARMS AND AMMUNITION, KNIVES OR OTHER WEAPONS**—A Fort Scott ordinance forbids the detonation of fireworks within the city limits. Kansas Statute 39-17-1309~~

forbids carrying weapons on school property. Firearms, ammunition, knives, explosives, explosive weapons, weapons of any type of any stolen property are strictly prohibited on the campus. This list includes, but is not limited to, any weapon designed to fire any projectile, i.e., paintball guns, bb guns, air rifles, pellet guns, etc. The college cooperates and will report any violations to local law enforcement agencies for prosecution. Students will also be dismissed from the college should any type of weapon be used in a threatening manner.

GAMBLING—by Kansas Statute 21-4303, gambling is illegal and is not permitted.

SMOKING IN RESTRICTED AREAS—All buildings owned and leased by FSCC are tobacco-free. Neither smoking nor chewing of tobacco is allowed within the buildings.

TELEPHONE/LONG-DISTANCE DISHONESTY—Students are not to make personal long distance calls on the college's phone line. Should students need to make personal long distance calls, they should use a personal credit card, call collect, or have the call charged to their home phone number. Unauthorized use of another student's credit card is strictly forbidden.

THEFT/VANDALISM—Theft or damage to college or other's property will subject students to college disciplinary measures as well as legal action.

TRAFFIC LAWS AND REGULATIONS—All local and state regulations are in effect on campus 24 hours a day. City, county and state law enforcement agencies have jurisdiction on campus. All laws and regulations are strictly enforced to assure safety.

STUDENT SOCIAL EVENTS/ACTIVITIES (NEW ADDITION IN BLUE)

Student social events such as dances and parties contribute an important element in the development of the individual. All such events must have prior approval of the VP of Student Affairs and the faculty sponsor of the club or class sponsoring the event. Every college-sponsored activity held during school hours or after school hours will have at least one college-designated representative in attendance that shall have general supervisory responsibilities over the student group.

Disorder and disruption of college activities will not be tolerated, and persons attempting to endanger the safety of students, college personnel or other adults, to damage college property, to interfere with college activities or the educational process, will be asked to leave the premises.

The college administration and staff are responsible for handling any problem. The final decision for determining if assistance is needed is the responsibility of the college administrator. In the absence of the administrator, the determination shall be made by the assistant administrator or person designated to be in charge of the activity. The president shall be notified of any serious problem at the college.

B. APPROVAL OF PRESIDENTIAL EMPLOYMENT CONTRACT REVISION

BACKGROUND: A slight modification is suggested for the verbiage in the Health Insurance section of the presidential employment contract to add the italicized below:

D. Health Insurance.

The board shall provide medical insurance expense and hospitalization insurance for the president (and spouse or family) pursuant to the following provisions:

The full cost of medical, hospitalization, prescription, dental, and vision insurance will be covered by the board. *In the event these benefits are waived, an amount equivalent to the value of such benefits shall be added to the president's taxable wages.*

RECOMMENDATION: It is recommended that the Board approve the presidential employment contract revision.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

VOTE: _____ Bailey _____ Bartelsmeyer _____ Fewins
 _____ Holt _____ McKinnis _____ Ropp

C. CONSIDERATION OF ALCOHOL SERVICE

BACKGROUND: The FSCC Foundation requests permission from the Board of Trustees to serve alcohol in the Ellis Fine Arts Building during their **Big Benefit Auction** on **Saturday, October 18, 2025**. This fundraising event directly supports **student scholarships** and **college-related projects**, helping the Foundation expand educational opportunities and strengthen the future of Fort Scott Community College.

The Foundation is committed to ensuring that this event is conducted responsibly and in full compliance with all applicable laws and regulations. To that end:

- The Foundation will obtain and maintain all necessary **licenses and permits** required by the State of Kansas to serve alcohol.
- Alcohol service will be handled directly by Foundation staff and volunteers, who will be trained in compliance and safe service practices.
- Appropriate measures will be in place to promote responsible consumption and maintain a safe, professional environment for all attendees.

The addition of alcohol service is expected to enhance the overall experience of the evening and contribute to the success of the auction, thereby maximizing the support the Foundation able to provide to our students and the College.

RECOMMENDATION: It is recommended the Board approve the Foundation's request to serve alcohol at their upcoming Big Benefit Auction, following the stipulations outlined in their request.

BOARD ACTION:	MOTION ____	SECOND ____	VOTE ____
DISCUSSION:			
VOTE:	_____ Bailey	_____ Bartelsmeyer	_____ Fewins
	_____ Holt	_____ McKinnis	_____ Ropp

D. APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH USD 234

BACKGROUND: Following is a memorandum of understanding between Fort Scott Community College and USD 234 that formalizes shared facility usage between both entities.

RECOMMENDATION: Administration recommends approving the Memorandum of Understanding with USD 234 to formalize shared facility usage.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

VOTE:	_____ Bailey	_____ Bartelsmeyer	_____ Fewins
	_____ Holt	_____ McKinnis	_____ Ropp

Memorandum of Understanding Between Fort Scott Community College and USD 234

This Memorandum of Understanding ("Agreement") is entered into by and between **Fort Scott Community College** ("FSCC") and **Fort Scott Unified School District #234** ("USD 234"), effective as of the date last signed below. The purpose of this Agreement is to memorialize the parties' mutual understanding regarding the shared use of facilities owned or operated by each entity.

1. Facility Use Agreement

FSCC and USD 234 agree to provide each other access to their respective facilities and equipment for instructional and administrative use, upon approval and availability. However, each entity shall retain **priority use** of its own facilities and will determine and communicate to the other party the **availability** of such facilities in a timely manner.

FSCC and USD 234 agree to provide each other access to their respective facilities and equipment for instructional and administrative use subject to a written scheduling request submitted no less than [XX] business days in advance, and approval based on availability. However, each entity shall retain priority use of its own facilities and will determine and communicate to the other party the availability of such facilities within [XX] business days of receiving a request.

2. USD 234 Facilities

USD 234 owns and controls a variety of facilities and equipment including, but not limited to:

- Football and track stadium and related equipment
- Gymnasiums
- Theatre and band facilities and equipment
- Classrooms and office space
- Wrestling room and wrestling equipment

USD 234 agrees to make these facilities available to FSCC programs and personnel for instruction, activities, and administrative services, as scheduling permits.

3. FSCC Facilities

FSCC owns and controls multiple facilities and equipment, including but not limited to:

- Baseball and softball stadiums and equipment
- Campus pond (for fishing activities)
- Weight room and strength training equipment
- Theatre and band facilities and equipment

- Classrooms
- Two practice soccer fields
- Gymnasium

FSCC agrees to make these facilities available to USD 234 programs and personnel, as scheduling permits.

4. Term

This Agreement shall commence on **August 18, 2025**, and remain in effect until **August 17, 2026**, unless otherwise extended in writing by mutual agreement. Either party may terminate this Agreement **without cause** by providing **thirty (30) days** written notice to the other party.

This Agreement shall commence on August 18, 2025, and remain in effect until August 17, 2026, and shall automatically renew for successive one-year terms unless either party provides written notice of termination at least sixty (60) days prior to the expiration of the current term, unless otherwise extended in writing by mutual agreement. Either party may terminate this Agreement without cause by providing thirty (30) days written notice to the other party.

5. Maintenance and Custodial Responsibilities

Any damage caused during the other party's use must be reported and appropriately repaired by the entity causing the damage. Each party is responsible for providing its own custodial supplies and services for its respective facilities.

Any damage caused during the other party's use must be reported in writing within five (5) business days and appropriately repaired by the entity causing the damage within thirty (30) days of notice, unless otherwise agreed in writing.

6. Legal Compliance

This Agreement is subject to modification or termination by action of the **Kansas Legislature** or the **Kansas Board of Regents**. If any change in law renders this Agreement unlawful, it shall terminate immediately without recourse by either party.

7. Indemnification

Each party agrees to indemnify, defend, and hold harmless the other party from any and all liabilities, damages, or claims arising from its own operations, employees, or invitees in relation to the use of the facilities or equipment under this Agreement.

Each party agrees to indemnify, defend, and hold harmless the other party from any and all liabilities, damages, or claims arising from its own operations, employees, or invitees in relation to the use of the facilities or equipment under this Agreement. Each party shall maintain, at its own expense, commercial general liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, and shall provide proof of such coverage to the other party upon request.

8. Miscellaneous

8.1 Modification

This Agreement may be amended only in writing and signed by authorized representatives of both parties.

8.2 Notices

All notices shall be sent in writing to the following addresses:

- **USD 234**
723 E. 16th Street
Fort Scott, Kansas 66701
- **Fort Scott Community College**
2108 S. Horton
Fort Scott, Kansas 66701

8.3 Severability

If any provision of this Agreement is found invalid or unenforceable, the remaining provisions shall continue in full force and effect.

8.4 Entire Agreement

This document contains the entire understanding between the parties and supersedes all prior negotiations or agreements.

8.5 Waiver

Failure to enforce any provision shall not constitute a waiver of that provision or any other part of the Agreement.

8.6 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas.

8.7 Headings

Section headings are provided for convenience and do not affect interpretation.

8.8 Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original.

8.9 Third Party Rights

Nothing in this Agreement creates any rights or benefits in any third party.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives as of the dates written below.

Fort Scott Community College

By: _____

Chairperson, Board of Trustees

Date: _____

Signature: _____

Printed Name: _____

Attest: _____

Board Clerk

USD 234 – Unified School District

By: _____

Chairperson, Board of Education

Date: _____

Signature: _____

Printed Name: _____

Attest: _____

Board Clerk

CORRESPONDENCE AND TRUSTEE COMMENTS

Andrew

Macie Borret +

James
Indicott

Warren

Jack

Hudson Oliver

Julay

Fort Scott Community College,

Thank you for providing watermelon
at the Barber County Fair. Our members greatly
appreciate the support!

Kylee Lunsberg

Barnstormers 4-H Club

→ Hiattville 4-H Club

Harley

Riley Stephen

Ty S. JJ

Sheridan

Paisley

Katie Martin - Londyn Malone

Breckert

Fort Scott Community College,

Thank You for sponsoring the trophy for the Shopping in Style Revue. This is my second year in the project and I have learned so much about taking care of clothing and finding clothes that fit me well. I am looking forward to more years in the project!

Sincerely,

Seth Shadden



August 7, 2025

Marci Myers
Fort Scott Community College
2108 S. Horton St.
Fort Scott, KS 66701

Dear Marci,

On behalf of the Fort Scott Area Chamber of Commerce, thank you for your generous support as a **Banner Sponsor** for the **31st Annual Chamber Golf Classic**.

Your involvement helped make this year's event a great success, with **40 teams and 160 players** coming together for a day of fun, networking, and community spirit. Your sponsorship and participation provided excellent visibility for your business and contributed significantly to the overall experience.

The Golf Classic is one of the Chamber's key fundraising events, supporting our mission to **Support Commerce, Build Community, and Promote Spirit** throughout **Fort Scott, Bourbon County, and the surrounding area**. We truly appreciate your role in helping us continue this important work.

Thank you once again for your continued support. We look forward to seeing you at future Chamber events—and especially at the **32nd Annual Chamber Golf Classic in 2026!**

Sincerely,

Lindsay B. Madison
President & CEO

Leslie Godden
Communications & Event Coordinator

Please pass along our
thanks to the rest
of the team! It
is very much
appreciated!

Fort Scott Area Chamber of Commerce
231 East Wall Street, Fort Scott, Kansas 66701
| 620.223.3566 | FAX 620.223.3574 | WEB www.fortscott.com

EXECUTIVE SESSION

RECOMMENDATION: It is recommended that the Board adjourn to executive session.

MOVE TO EXECUTIVE SESSION:

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

VOTE: _____ Bailey _____ Bartelsmeyer _____ Fewins
 _____ Holt _____ McKinnis _____ Ropp

MOVE TO REGULAR SESSION:

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

VOTE: _____ Bailey _____ Bartelsmeyer _____ Fewins
 _____ Holt _____ McKinnis _____ Ropp

ADJOURN

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____
DISCUSSION:

VOTE: ____ Bailey ____ Bartelsmeyer ____ Fewins
 ____ Holt ____ McKinnis ____ Ropp