

**FORT SCOTT COMMUNITY COLLEGE**  
**Minutes of the Board of Trustees Special Meeting**  
**August 7, 2025**

**PRESENT:** Ronda Bailey, Bryan Holt, Chad McKinnis, Doug Ropp

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

Chairman Holt called the meeting to order at 10:00 am in the Cleaver-Burris-Boileau Agriculture Building.

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

**CONSENT AGENDA:** A motion was made by Ropp, seconded by Bailey, and carried by unanimous vote to approve the consent agenda.

**ACTION ITEMS:** A motion was made by Ropp, seconded by Bailey, and carried by unanimous vote to approve the personnel actions as listed.

**ADJOURNMENT:** There being no further business to come before the Trustees, a motion to adjourn was made at 10:04 am by McKinnis, seconded by Bailey, and carried by unanimous vote.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Clerk

**FORT SCOTT COMMUNITY COLLEGE**  
**Minutes of the Board of Trustees Special Meeting**  
**August 22, 2025**

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

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

Chairman Holt called the meeting to order at 12:00 pm in the Cleaver-Burris-Boileau Agriculture Building.

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

**EXECUTIVE SESSION:** A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to adjourn to executive session for fifteen minutes beginning at 12:05 pm for the purpose of discussing non-elected personnel as it relates to discussion of identifiable information of non-elected personnel with no action expected to follow. The board invited Dr. Jack Welch to join.

**OPEN SESSION:** A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to return to open session at 12:21 pm.

The Board reviewed the agenda for the regularly scheduled board meeting to be held August 25, 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 12:55 pm by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote.

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Chairman

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Clerk

**FORT SCOTT COMMUNITY COLLEGE**  
**Minutes of the Board of Trustees Meeting**  
**August 25, 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-Burriss-Boileau Agriculture Building.

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

Holt read the following statement:

"The Board of Trustees at Fort Scott Community College had planned to hold both our revenue neutral rate hearing and our budget hearing today. Due to some errors and omissions in the published budget document we are cancelling the budget hearing scheduled for today, but because the publication issue does not impact what was published in our revenue neutral rate information sent to each Bourbon County taxpayer we will continue with our revenue neutral rate hearing and will be rescheduling the budget hearing for a date a few weeks from now after the budget information is republished and the required ten day notification period has passed. This new budget hearing date and time will be publicly noticed in the new publication in the newspaper, on the Fort Scott CC website, and through the normal meeting announcement methods used by the college."

"The Board of Trustees of Fort Scott Community College has voted and notified the public of our intent to exceed the revenue neutral rate. That decision has been mailed to each taxpayer in the county by the County Clerk. The hearing date and time published in that notice was for today August 25th at 5:30 pm. We will now open the Revenue Neutral Rate Hearing."

**REVENUE NEUTRAL HEARING**

A. Call to Order at 5:34 pm.

B. Comments from the Board: None

C. Comments from the Public: Anne Dare advocated for FSCC to budget as tightly as possible on behalf of Bourbon County taxpayers. She requested President Welch have provide information at the upcoming Wednesday's community meeting that outlines the financial future of FSCC.

D. Approval of 2025-26 Revenue Neutral Rate Resolution: A motion was made by Fewins seconded by Bailey, and carried by unanimous vote to approve the Revenue Neutral Rate Resolution as read and presented, adopting a revenue neutral rate of 29.95 mills.

E. Adjourn: A motion was made by Fewins, seconded by Ropp, and carried by unanimous vote to adjourn the Revenue Neutral Hearing at 5:42 pm.

**BUDGET HEARING**

A motion was made by Bartelsmeyer, seconded by Bailey, and carried by unanimous vote to cancel the budget hearing until a later date to be determined, given Holt's statement at the opening of the meeting.

**CALL TO ORDER**

**COMMENTS FROM THE CHAIR:** None

**COMMENTS FROM THE PUBLIC:** None

**RECOGNITIONS AND RETIREMENTS:** Holt recognized Sara Sutton's service as interim president during the 24-25 year.

Retirements of Pam Constans and Lynne Wheeler were recognized.

Conner Vernon congratulated the rodeo program's success during the past year, including a third consecutive Central Plains Region Men's Team Champion title and placing as the fifth high team in the nation at this summer's College National Finals Rodeo.

#### **PROGRAM REVIEW AND ADMINISTRATIVE UPDATES:**

**RODEO** - Chad Cross and Cable Wareham provided an update on the Rodeo Team. Wareham highlighted the history of success of the men's team, but added that this year's women's team includes strong contenders in the breakaway roping event as well.

**PUBLIC RELATIONS** - Taylor Bailey, Director of Public Relations, provided handouts of upcoming events as well as a survey about potential FSCC programs.

**STUDENT SERVICES** - Vanessa Poyner, Vice President of Student Affairs, shared the successes of Welcome Week. Approximately 80 students participated in each event. EdSights has continued to be a very useful tool. Student Services can provide additional information about this software if the board wants.

**ACADEMIC AFFAIRS** - Larry Guerrero, Vice President of Academic Affairs, provided an overview of the current state and potential academic plan for the year. Currently enrollment is at 11,280 credit hours, which is significant for the number of courses being offered. Eighty total adjunct instructors are employed, with approximately 40 used consistently.

Guerrero also shared the following ideas and goals for FSCC academics to increase future enrollment: Strengthen and increase CTE programs, adding barbering to cosmetology, potential for CDL student eligibility for federal financial aid for it, stackable courses, increase course offerings in intersession and summer semesters, add more online classes, offer a bachelor's degree in partnership with a 4 year school to allow our students to take higher level courses on our campus, add a second cohort to nursing, shift 16 week courses to 8 week courses (except for nursing) when possible, EWT Program growth, offer three-week online mini courses. Additionally, he shared there has been discussion of expanding the maintenance building to house HEO, masonry, etc. programs. The ARPA grant could pay for the addition to the building.

**GRANTS** - Lindsay Hill

**FOUNDATION** - Lindsay Hill reported the Foundation Board approved up to \$350,000 in scholarships to FSCC for this year. The Foundation's President's Dinner is September 18 to recognize annual donors and lifetime givers, and the auction is October 18. She also provided updates on current grants, including ARPA, FRAME, AED grant, and Gordon Parks' recent grant.

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

#### **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

#### **ACTION ITEMS:**

- A. APPROVAL OF STUDENT SERVICES POLICIES:** A motion was made by Fewins, seconded by Bailey, and carried by unanimous vote to approve the Student Services Policies as presented.
- B. APPROVAL OF PRESIDENTIAL EMPLOYMENT CONTRACT REVISION:** A motion was made by Fewins, seconded by Bartelsmeyer, and carried by unanimous vote to approve the presidential employment contract revision.

**C. CONSIDERATION OF ALCOHOL SERVICE:** A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to approve alcohol service by FSCC at their Big Benefit Auction, following stipulations outlined in their request.

**D. APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH USD 234:** A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to approve the Memorandum of Understanding between Fort Scott Community College and USD 234 to formalize shared facility usage.

**CORRESPONDENCE AND TRUSTEE COMMENTS:**

The Board reviewed correspondence and provided the following comments.

Doug - Still interested in painting the front of Harley, and he's willing to get a group of people to help paint it.

Ronda - Fed men's basketball and volleyball teams. She urged anyone with an opportunity to do so to interact with FSCC's students. Business Expo went very well. Invited the board to participate in the Old Settler's Parade at Uniontown on Labor Day.

Jim - Impressed with student volunteers when needed for requested projects, highlighting a recent experience with the baseball team cleaning out a building. FSCC has excellent students, and they're fun to be around.

John - None

Chad - enjoy the excitement with the first week of school. Recognition to those working so hard to make it a memorable experience.

Bryan - An insert was in the Tribune featured the first week back activities. Addressed requests to have meetings streamed back on YouTube. He asked the Board to think about the potential of streaming again in the future. Ronda requested the board to check with Zack on the legalities and reminded the Board that KACC recommends not streaming. She reminded the Board that Heather Morgan said FSCC was one of two institutions that was still streaming at the time.

**ADJOURNMENT:** There being no further business to come before the Trustees, a motion to adjourn was made at 6:36 pm by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote.

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Chairman

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Clerk

**FORT SCOTT COMMUNITY COLLEGE**  
**Minutes of the Board of Trustees Special Meeting**  
**September 4, 2025**

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

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

Chairman Holt called the meeting to order at 12:00 pm in the Cleaver-Boileau-Burris Agriculture Building.

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

**BUDGET WORKSHOP:**

The following items were addressed:

Bartelsmeyer - In president's office budget - hospitalization premium of over \$29,000.

6079 - Jenzabar travel - \$5000. J1 conference didn't happen until end of May, may be late invoices that got entered. This amount covers the cost of sending 2 - 3 people. Used prior year as an example for building president's office budget.

6270 - Accreditation expense. Prior year was \$25,000, this year is \$30,000. ACEN may also be in this.

6810 - Dues - A large jump from last year

5130 - Director's salary - includes 2 positions now - Jared and Taylor

Ag Dept 6011 - Livestock team from \$35,000 to \$45,000 because of additional team members. Ropp - need to work on getting more money into the ag program.

Ag recruiting - 6020 - more than doubled. More focused on recruiting and traveling to promote FSCC livestock. Playoff line last year was \$21,000, but this year is nothing. Probably represents national contest

Criminal Justice - salaries - adjunct instructors.

5130 - 8530 proposed budget is 0 because no longer using this code and added a new code.

Nursing - some of last year's utility costs are gone because they're in Hedges building. Savings of \$40,000 moving nursing out of Burke St.

EWT - program runs in Paola.

How is truck driving going? Concerned because of financing with FAFSA. We're currently a flat rate of \$4260. Used to have it accredited and bound with financial aid, but many would default on loans. Increased default rate, which caused financial problems for FSCC with Department of Ed. Currently recruiting students to come in for a 4 - 6 week program for a flat rate of \$4260. No other CDL programs in KS that are accredited for the same reason. Instructors are certified as they should be and we have several trucks.

Notice of public hearing on page 1 - 9/16 at 5:30 pm.

3% that goes to reserves is not reflected in net income.

Missy - made change in logistics this morning. In 6500 section - shuttle lease bumped to \$95,000 from \$75,000 because we're a year over our lease. New lease amount is significantly more per month than we're currently paying. Have to renew lease, and will bring to September meeting for approval. Also a change in revenue from HEP/CAMP for logistics (\$20,000). Do most institutions lease vehicles? Only vans and shuttles are leased. Charles is going to put list of surplus vehicles to sell on Purple Wave.

Recruiting budget for band, speech/drama, etc? Very small budgets. They need to use it, we need to see them use it. We need students, they need to really recruit, probably not enough budgeted for them to recruit.

Campus restoration grant - already received \$61,000. That's one of the adjustments Heather Morgan made - it's actually \$90,000. Discussion about Greyhound Hall bathroom renovations.

Bryan thanked Missy for putting it all together.

Jack - Important for everyone to be at HLC visit. Mock time for board is this coming Monday from noon - 130. Powell Law Group has assured him that they can get the policies numbered and returned by the time of the audit. Hired a search firm for the CFO position. Will have an accounting firm to help bridge the gap between Missy leaving and the new CFO.

Larry - Shari Barrett will come in on Sunday night. Explanation about mock visit, walk through what's expected. Board's time will be over Criterion 2. Board requested copies of the summary sheets Vanessa made.

Board will conduct Jack's evaluation in December.

**ADJOURNMENT:** There being no further business to come before the Trustees, a motion to adjourn was made at 12:55 pm by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote.

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Chairman

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Clerk

**FORT SCOTT COMMUNITY COLLEGE**  
**Minutes of the Board of Trustees Special Meeting**  
**September 8, 2025**

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

**ALSO PRESENT:** Dr. Sheri Barrett, Juley McDaniel - Clerk

The meeting was called to order by Chairman Holt at 12:02 pm.

Board has summaries of the criterions. (\*They do have Teams link for assurance argument).

Dr. Barrett explained the criterions and site visit expectations.

When HLC meets with the board, they'll be considering the following points:

- Does the board knows the role of the trustees?
- Board's involvement in budget.
- Presidential hiring process.
- Board training - KACC new member training. KACC quarterly meetings.
- Strategic plan.
- How does board live out the mission and vision and college?
- How does the board serve faculty and staff?
- The board has one employee - the president.
- The possible outcomes: met, met with concerns, not meet.

**ADJOURNMENT:** There being no further business to come before the Trustees, a motion to adjourn was made at 1:17 pm by Holt, seconded by Bailey, and carried by unanimous vote.

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Chairman

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Clerk

**FORT SCOTT COMMUNITY COLLEGE**  
**Minutes of the Board of Trustees Special Meeting**  
**September 16, 2025**

**PRESENT:** Ronda Bailey, John Bartelsmeyer (by phone), Jim Fewins, Doug Ropp

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

Chairman Holt called the meeting to order at 5:33 pm in the Cleaver-Burris-Boileau Agriculture Building.

The meeting was opened with the Pledge of Allegiance led by Ropp and a prayer led by Dr. Welch. Ropp read FSCC's mission statement.

**COMMENTS FROM THE BOARD:** None

**COMMENTS FROM THE PUBLIC:** None

**ADOPTION OF THE 2025-26 BUDGET:** A motion was made by Fewins, seconded by Bailey, and carried by unanimous vote to approve the 2025 - 26 budget as presented, including a total budget of \$15,426,716, with \$4,152,381 levied in taxes.

**ADJOURNMENT:** There being no further business to come before the Trustees, a motion to adjourn was made at 5:36 pm by Bailey, seconded by Fewins, and carried by unanimous vote.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Clerk

Prefix	Number	Name	Date	Amount	Rtn/Void Dte	Void
AP	371954	BRIGGS AUTO	8/26/2025	536.78		
AP	371955	CANON FINANCIAL SERVICES, INC.	8/26/2025	966.50		
AP	371956	CATYC	8/26/2025	275.00		
AP	371957	CORO MED	8/26/2025	400.00		
AP	371958	ECOLAB FOOD SAFETY	8/26/2025	616.35		
AP	371959	ELSEVIER	8/26/2025	3839.70		
AP	371960	FASTENAL	8/26/2025	51.79		
AP	371961	FORMS ONE	8/26/2025	4410.00		
AP	371962	FORT SCOTT TRIBUNE	8/26/2025	405.00		
AP	371963	GREAT WESTERN DINING SERVICE	8/26/2025	7747.36		
AP	371964	HARRIS MEDIA SERVICES LLC	8/26/2025	9000.00		
AP	371965	HENRY KRAFT INC	8/26/2025	20.25		
AP	371966	HUDL	8/26/2025	11089.00		
AP	371967	JOCKS NITCH	8/26/2025	7391.30		
AP	371968	JOHNSON CONTROLS FIRE PROTECT	8/26/2025	1215.00		
AP	371969	KENNETH SPILLMAN	8/26/2025	1000.00		
AP	371970	KEY INDUSTRIES INC	8/26/2025	1229.80		
AP	371971	KJCCC	8/26/2025	7182.00		
AP	371972	KTK Electric LLC	8/26/2025	32411.74		
AP	371973	MARSHA'S DELI	8/26/2025	45.00		
AP	371974	MASTERS RENTALS & LEASING	8/26/2025	3399.00		
AP	371975	MEDCO SUPPLY	8/26/2025	72.92		
AP	371976	MOLTEN	8/26/2025	191.75		
AP	371977	MPH DEVELOPMENT, LLC	8/26/2025	14118.67		
AP	371978	NC-SARA	8/26/2025	2200.00		
AP	371979	PBR TOURNAMENTS KC	8/26/2025	350.00	9/12/2025	Y
AP	371980	PEARSON EDUCATION	8/26/2025	5050.36		
AP	371981	SLEEP INN & SUITES FORT SCOTT	8/26/2025	113.34		
AP	371982	VALIDITY SCREENING SOLUTIONS	8/26/2025	156.00		
AP	9000044	HERRING BANK	8/27/2025	134.50		
AP	9000045	KANSAS GAS SERVICE	8/27/2025	670.57		
AP	9000046	TOUCHTONE COMM INC	8/27/2025	36.44		
AP	9000047	FOUR STATE SANITATION	8/27/2025	3002.60		
AP	9000048	FED EX GROUND	8/27/2025	14.59		
AP	9000049	LAKELAND OFFICE SYSTEMS	8/27/2025	2027.18		
AP	9000050	AMAZON CAPITAL SERVICES	8/27/2025	6752.74		
AP	371983	CITY OF FORT SCOTT	9/3/2025	2574.97		
AP	371984	ECOLAB FOOD SAFETY	9/3/2025	326.59		
AP	371985	BERNADETTE FETTEROLF	9/3/2025	5192.42		
AP	371986	FORT SCOTT BROADCASTING	9/3/2025	465.00		
AP	371987	FSCC BOOSTER CLUB	9/3/2025	400.00		
AP	371988	FSCC FOUNDATION	9/3/2025	1520.00		
AP	371989	FSCC PETTY CASH	9/3/2025	1200.00		
AP	371990	GREAT WESTERN DINING SERVICE	9/3/2025	16.00		

AP	371991 HEIDRICKS TRUE VALUE	9/3/2025	496.75
AP	371992 HENRY KRAFT INC	9/3/2025	355.40
AP	371993 HUDL	9/3/2025	750.00
AP	371994 INTERNAL REVENUE SERVICE	9/3/2025	30.00
AP	371995 JOHNSON CONTROLS FIRE PROTECT	9/3/2025	1320.85
AP	371996 KEY INDUSTRIES INC	9/3/2025	66.22
AP	371997 KIRKLAND WELDING SUPPLIES	9/3/2025	645.00
AP	371998 KRYTERION INC	9/3/2025	396.00
AP	371999 MARLO BEAUTY SUPPLY	9/3/2025	129.72
AP	372000 Alyssa Martin	9/3/2025	304.50
AP	372001 MAYCO ACE HARDWARE	9/3/2025	230.56
AP	372002 MIDWEST MINERALS	9/3/2025	736.32
AP	372003 MILLER FEED & OIL	9/3/2025	307.95
AP	372004 O'REILLY AUTO PARTS	9/3/2025	287.26
AP	372005 PITTS, CALVIN, E	9/3/2025	1575.00
AP	372006 PIVOT POINT	9/3/2025	4003.21
AP	372007 PLEASANT HOME RENTALS LLC	9/3/2025	1600.00
AP	372008 PRODUCERS MFA	9/3/2025	662.27
AP	372009 R II CONCRETE CONSTR LLC	9/3/2025	1050.00
AP	372010 SAKER, DAVID, M	9/3/2025	100.00
AP	372011 SLEEP INN & SUITES FORT SCOTT	9/3/2025	103.88
AP	372012 STAPLES	9/3/2025	2349.70
AP	372013 STATE BEAUTY SUPPLY	9/3/2025	333.87
AP	372014 TAMMY TAYLOR NAILS, INC	9/3/2025	5071.64
AP	372015 TRI-VALLEY DEVELOPMENTAL SERV.	9/3/2025	213.00
AP	372016 FSCC PETTY CASH	9/4/2025	1200.00
AP	372017 Michael A Estrada	9/4/2025	200.00
AP	9000051 UMB CARD SERVICES	9/5/2025	16724.02
AP	372018 BIG SUGAR LUMBER & HOME CENTER	9/11/2025	343.74
AP	372019 CE WATER MANAGEMENT INC	9/11/2025	162.00
AP	372020 CITY OF FRONTENAC	9/11/2025	69.10
AP	372021 ECOLAB FOOD SAFETY	9/11/2025	500.00
AP	372022 FIVE STAR FOOD EQUIPMENT	9/11/2025	1041.36
AP	372023 FIVE CORNERS MINI-MART	9/11/2025	434.32
AP	372024 FORT SCOTT RIDES LLC	9/11/2025	20.00
AP	372025 FORT SCOTT TRIBUNE	9/11/2025	571.00
AP	372026 FOUR STATE MAINTENANCE SUPPLY	9/11/2025	245.87
AP	372027 FSCC BOOSTER CLUB	9/11/2025	332.00
AP	372028 FSCC PETTY CASH	9/11/2025	1200.00
AP	372029 FSCC PRINT SHOP	9/11/2025	317.40
AP	372030 GENERAL MACHINERY	9/11/2025	129.94
AP	372031 GREAT WESTERN DINING SERVICE	9/11/2025	30971.04
AP	372032 HYPERICE	9/11/2025	2196.00
AP	372033 JOHNSON CONTROLS FIRE PROTECT	9/11/2025	11840.89
AP	372034 KIRKLAND WELDING SUPPLIES	9/11/2025	1953.00
AP	372035 LOCKWOOD MOTOR SUPPLY	9/11/2025	452.02
AP	372036 LUCAS METAL WORKS	9/11/2025	56.74

AP	372037	MCGRAW-HILL INC	9/11/2025	2320.35
AP	372038	MEDCO SUPPLY	9/11/2025	605.01
AP	372039	MERCHANTS FLEET	9/11/2025	2671.20
AP	372040	MIDWEST MINERALS	9/11/2025	188.21
AP	372041	PARTNERS FINANCIAL LLC	9/11/2025	276.71
AP	372042	PEST X SOLUTIONS	9/11/2025	925.00
AP	372043	REYNOLDS LAW FIRM PA	9/11/2025	950.00
AP	372044	RJ WOOD & ASSOCIATES, LTD	9/11/2025	2000.00
AP	372045	SCOTTCO LLC	9/11/2025	549.36
AP	372046	SHIRT SHACK	9/11/2025	457.50
AP	372047	TALON POWERSPORTS SOLUTIONS	9/11/2025	286.75
AP	372048	Johnny O's	9/11/2025	115.00
BO	9000001	LANDMARK NATIONAL BANK	9/15/2025	97.72
BO	1030	NATIONAL INTERCOLLEGIATE RODEO	9/15/2025	2700.00
BO	1031	NATIONAL INTERCOLLEGIATE RODEO	9/15/2025	300.00
AP	372049	TATE SLY	9/16/2025	56.00

## DISCUSSION ITEMS

### A. Retirement 403B Plan Policy

#### **Retirement 403B Plan Policy**

In previous years Fort Scott Community College has offered a 403(b) retirement plan with no institutional match. During 2025 faculty negotiations, Fort Scott Community College agreed to offer a 403(b) plan match of 50% up to 1% of salary. The institution's matching contributions vest as follows:

#### Continuous years worked

0 - 5 years	0%
Completion of 6 years	25%
Completion of 8 years	50%
Completion of 10 years	100%

Unvested amounts for employees that leave the institution prior to completion of 10 years of service are retained by the institution and used for future matches.

**ACTION ITEMS**

**A. APPROVAL OF FINANCIAL AID 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, and no feedback was provided. The following versions are being recommended by the Cabinet and Executive Teams for approval.

**RECOMMENDATION:** It is the recommendation of administration to approve the Financial Aid policies as presented.

BOARD ACTION:      MOTION \_\_\_\_ SECOND \_\_\_\_                      VOTE \_\_\_\_

DISCUSSION:

VOTE:                      \_\_\_\_\_ Bailey                                      \_\_\_\_\_ Bartelsmeyer                      \_\_\_\_\_ Fewins  
                                 \_\_\_\_\_ Holt    \_\_\_\_\_ McKinnis                                      \_\_\_\_\_ Ropp

## 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](http://www.ifap.ed.gov)
- *Federal Student Aid Handbook – Knowledge Center*
- *NASFAA (National Association of Student Financial Aid Administrators)* website: [www.nasfaa.org](http://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](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](http://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](http://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](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%20Release%20Form%20(PDF))

### **2.6.4 Information Release via Telephone**

#### **Policies**

[https://www.nasfaa.org/uploads/documents/NASFAA\\_Data\\_Sharing\\_Decision\\_Tree.pdf](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 it's published payroll schedule – all college personnel shall receive his/her paycheck by the 15<sup>th</sup> 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](http://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.

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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.

**B. CONSIDERATION OF SHUTTLE LEASE**

**BACKGROUND:** Logistics is seeking Board approval for the renewal of the lease with Master’s Transportation for a 44 or 51 passenger shuttle. The department recommends selecting the 44-passenger shuttle instead of the 51-passenger due to the decline in the number of athletes that travel within a given sport. The 44-passenger shuttle comes in at a lower price point per month than the 51 and would satisfy FSCC’s current and future team needs. Our current leased shuttle is a 50-passenger and has been very welcomed by the sports teams and is a great ambassador for the college. The 51-passenger is \$6,408 higher a year than the 44 and FSCC can make the 44-passenger work.

The basic breakdown of the two are as follows:

1. Both are for 5yr with a 3yr 36k mileage manufactures warranty, 2yr chassis, 5yr frame and crossmember, 3yr transmission and 4yr axle for each outlined in each packet.
2. The 51 passenger is \$5,490.00 a month.
3. The 44 passenger is \$4,956.00 a month.

**RECOMMENDATION:** It is recommended that the Board approve the 44-passenger shuttle lease.

BOARD ACTION:      MOTION \_\_\_\_ SECOND \_\_\_\_                      VOTE \_\_\_\_

DISCUSSION:

VOTE:                      \_\_\_\_\_ Bailey                                      \_\_\_\_\_ Bartelsmeyer                                      \_\_\_\_\_ Fewins  
   \_\_\_\_\_ Holt                                      \_\_\_\_\_ McKinnis                                      \_\_\_\_\_ Ropp



**Master's**  
*Transportation Inc.*



Fort Scott Community College

## 51 PASSENGER M2 EXECUTIVE COACH

### Vehicle Features

- Entrance Door Power: Electric
- Rear Door: No
- Monitor Quantity: 4
- Stereo: Yes - Includes PA
- USB: Yes
- Floor Color: Wood
- Seat Height: High Back
- Flooring Type: Altro
- AC: 250K BTU Dual Compressor
- Condenser Location: Rooftop
- Mirror Type: Heated
- Roof Hatch Quantity: 2
- Seat Belts: 3-Point
- Wheel Simulators: Yes
- Safety Equipment: Fire Extinguisher, First Aid Kit, Emergency Triangles, Back-Up Alarm, Back-Up Camera
- Seat Options: Arm Rests, Recliners, Tray
- Upholstery Primary Color: Black

## Overview

This new Executive Coach Widebody for sale at Master's Transportation is built on the Freightliner M2 chassis, and features a maximum seating capacity for 51 passengers plus the driver. A 6.7L Diesel engine and Automatic transmission provide the Executive Coach Widebody with reliable performance - even when traveling at maximum capacity. Safely transport passengers and cargo with a long list of modern safety features and equipment including Fire Extinguisher, First Aid Kit, Emergency Triangles, Back-Up Alarm, Back-Up Camera, 3-Point seat belts, and more.



MOVING PEOPLE  
**FORWARD**

**Vehicle Overview**

**Engine**

- 6.7L Cummins Diesel 300HP
- Automatic Transmission
- Air Brakes
- Fuel tank: 100 gallons

**Safety**

- Laser Cut Body Steel Cage Framing
- 6 Emergency Egress Windows
- Back-Up Camera and Alarm

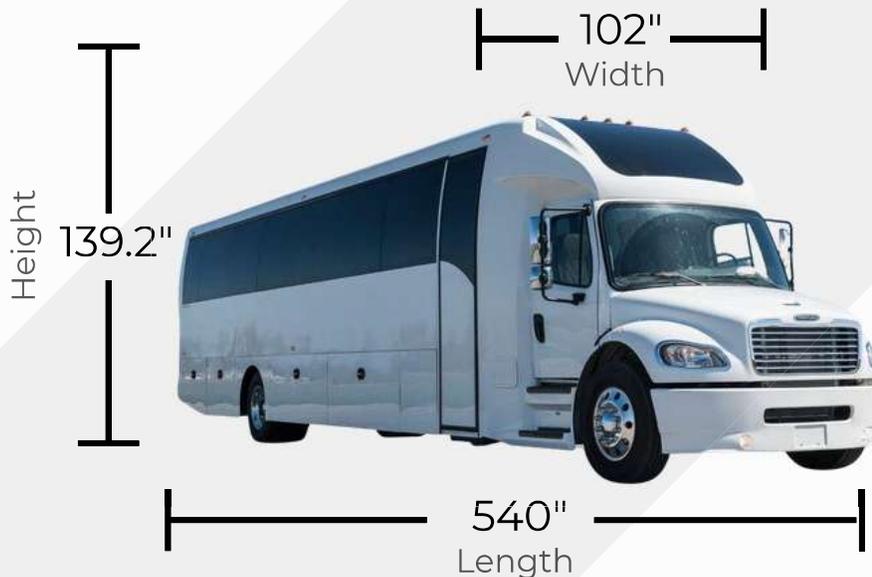
**Other Specs**

- Rear and Front Power Shades for Driver
- Plug Door
- Power Entry Step
- Under Belly Luggage

**GVWR 33,000 lbs**



**Vehicle Measurements:**



### Chassis

- Make: M2 Freightliner
- Engine: 6.7L Cummins Diesel 300HP
- Transmission: Automatic
- Brakes: Air
- GVWR: 33,000 lbs.
- Heavy Duty Chassis Battery w/Additional Battery
- Alcoa Aluminum Wheels
- Cruise Control
- 300 AMP Alternator, Programmable Fast Idle Control
- Dual Rear Wheels
- Engine Block Heater
- Limited Slip Axle
- Rear Air Suspension and Controls

### Exterior

- Color: White
- Tinted Frameless Windows
- Power Entry Step
- Steel Cage Framing
- Plug Door
- Power Side View Mirrors, Heated

### Interior

- Seating Capacity: 51 + Driver
- Color: Black Padded Vinyl
- Polished Stainless Steel Entry Grab Rails
- Modesty Panel at Entrance Door
- Altro Transit Wood Pattern Flooring
- Driver Front Power Shade
- Panoramic Front View Window

### A/C and Heat

- 205K BTU Air Conditioning System w/Rooftop Condenser
- Heater Coils Built into A/C System

### Lighting

- LED Walk Way Ceiling Spot Lighting System
- LED Stepwell Lights
- LED Interior Lights

### Audio/Visual

- AM/FM/DVD Stereo w/PA
- Second Rear PA System
- Second Rear Radio/DVD
- DVD Player w/USB Inputs
- 3 - 15" Drop Down TVs
- 110V/USB in Every Row

### Luggage

- Overhead Luggage w/Reading Lights
- Under Belly Luggage

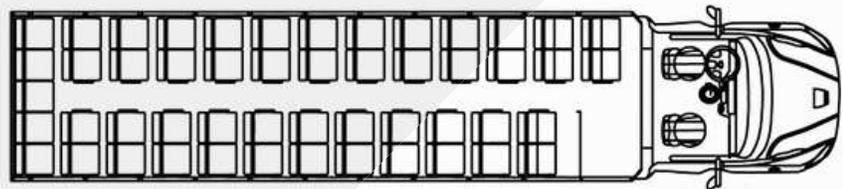
### Safety

- Back-Up Alarm
- Back-Up Camera
- Fire Extinguisher
- First Aid Kit
- Emergency Triangles
- Roof Hatch (2)
- Red Light at Each Emergency Exit Window (6)

### Seating

- 19" Euro Seats w/Armrest and Tray
- 3-Point Retractable Seat Belts
- Recliner on All Seats Except Back Row
- High Back Air Suspension Driver Seat

### Floor plan:



**Manufacturer Warranty**

- Executive Coach: 3 Year/36,000 Miles

**Chassis Warranty**

- Basic Chassis: 2 Years/Unlimited Miles
- Engine: 2 Years/250,000 Miles
- Frame & Crossmembers: 5 Years/Unlimited Miles
- Transmission: 3 Years/Unlimited Miles
- Axles: 4 Years/Unlimited Miles

All vehicles come with warranty, but Master's Transportation offers more value without the added cost. Our coverage and support comes with each of our new buses — standard.

**We Process All The Warranty Registrations**

We register all of your bus parts for you, no more pesky warranty cards to fill out. This includes all parts, wheelchair lift, electronics, HVAC, etc.

**We Handle All The Paperwork**

We administer and coordinate any warranty work. You make one call to our warranty department, and they take it from there.

**Repair Facilities Near You**

When warranty work is needed, we use service repair facilities near the bus location. We have over 2,900 authorized centers and growing. You will never have to drive far to get repairs completed.

**Our Core Values**

- We Relentlessly Pursue Excellence.
- We Demand a Culture of High Integrity.
- We Have a Positive, Can-Do Attitude.
- We Are Solution Oriented.

## Pricing

Description: 51 Passenger

Mileage: 1

Purchase Price:

## Finance/Lease

	<u>60</u> Months	___ Months	___ Months
Operating Lease @ <u>2,000</u> Miles Per Year	\$5,490/month		

\*Estimated payment is based on approved credit.

- Pricing does not include taxes, tags or titling fees.
- If any of the items are not listed as discussed, please advise us immediately.
- This proposal shall remain valid for (30) thirty days from the issue date, subject to availability.
- Pricing includes pre-delivery inspection and destination charges to our facility.
- For delivery to final destination, additional delivery charges may apply.
- Our supplied pricing includes rebates, discounts, credits and any other incentives.

## Contact

Name: Jimmy DeKraai

Phone: 913-237-9356

Email: [jdekraai@masterstransportation.com](mailto:jdekraai@masterstransportation.com)

Date Issued: 9/15/2025

## Notes

### Automated Side Luggage System Introduction

The Freightliner **EG40**, developed by Grech Motors, is a vehicle with a capacity for **44** passengers that combines functionality and comfort. Its automated luggage system stands out for:

- **Italian Technology:** Advanced system for efficient opening and closing.
- **Easy Access:** Optimizes storage management.
- **Safe Operation:** Designed to ensure reliable and practical use.

This manual includes:

**1. Control Panel Location:**

Identification and function of operation buttons.

**2. Notes and Precautions:**

Recommendations for safe use and damage prevention.

**3. Procedures in Case of Failures:**

How to manually unlock the doors.

Following these instructions ensures the safe and effective operation of the luggage system in the **EG40**.



Made by

Diana Durán

Engineering Revision

Omar Razo

Quality Manager

Joseph Vivanco

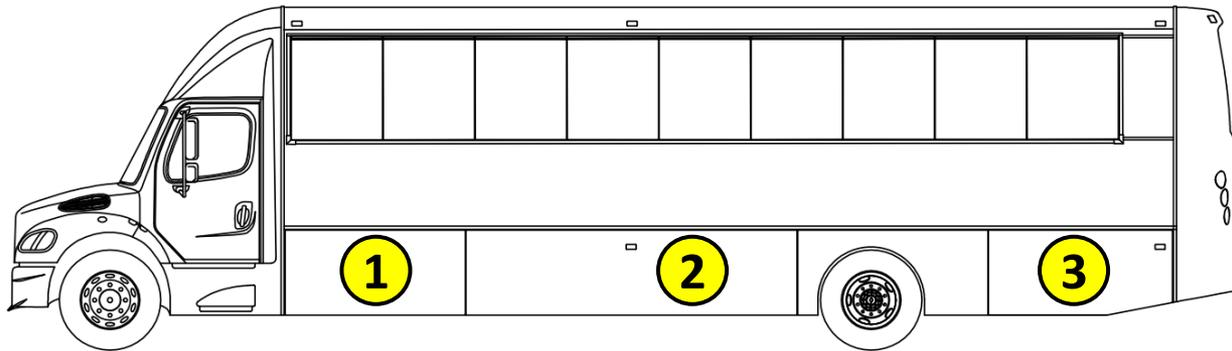
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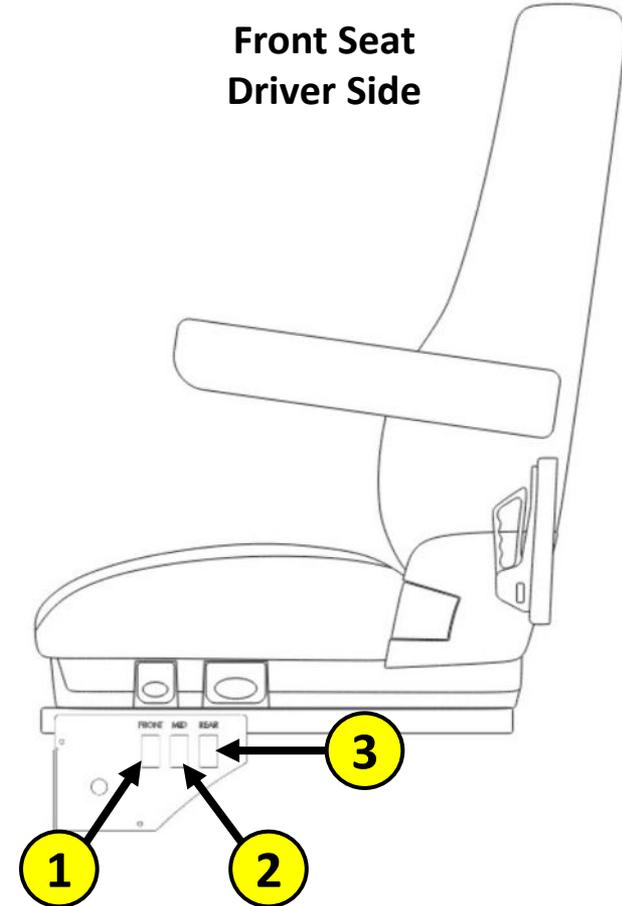
### Control Location: Driver Side

The driver seat includes **three** buttons to control the side luggage doors on the **driver side**. These buttons are clearly labeled and strategically placed for easy access and use:

1. **Front:** Controls the front door.
2. **Middle:** Controls the middle door.
3. **Rear:** Controls the rear door.



Front Seat Driver Side



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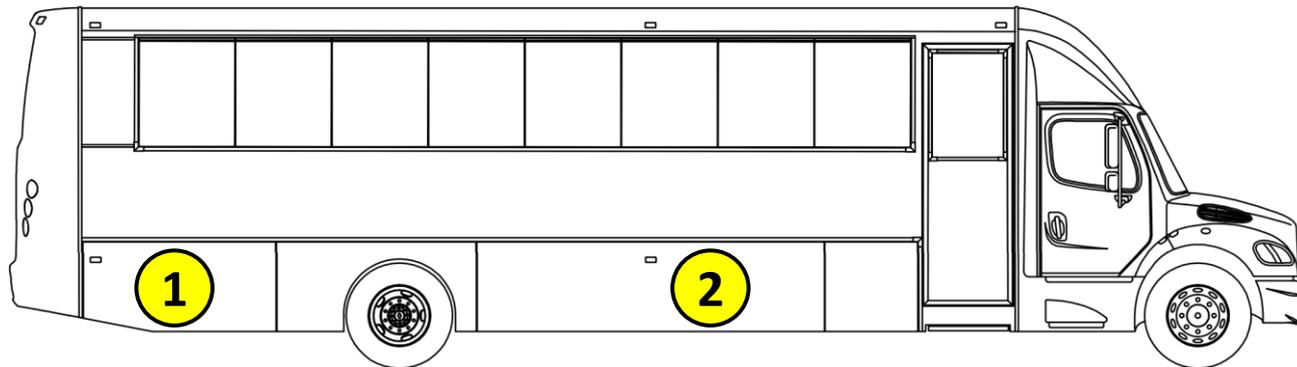
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UI-001<sub>521</sub>

### Control Location: Curb Side

The passenger seat includes **two** buttons to control the exterior side doors on the **curb side**. These buttons are clearly labeled and strategically placed for easy access and use:

- 1. **Middle:** Controls the middle door.
- 2. **Rear:** Controls the rear door.



Front Seat Curb Side



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UI-001\_32

### General Notes and Warnings

#### NOTE

Know the location and function of each button before operating the doors to avoid errors during use.

#### NOTE

Each time a door is opened, an alarm sounds to alert occupants and operators.

#### NOTE

Do not overload the compartment, ensuring the proper closure of the doors to prevent damage.

#### NOTE

Place heavier objects at the bottom and close to the vehicle's chassis to maintain balance. Avoid stacking items too high to prevent them from falling during movement.

#### WARNING

Ensure that there are no obstructions or visible damage on the doors or controls before and after operation.

#### WARNING

Do not operate the doors while the vehicle is in motion. This can compromise the safety of passengers and equipment.

#### WARNING

Before opening any door, ensure that there are no people or objects near the doors to prevent vehicle damage or accidents.

#### WARNING

Keep hands away from the doors when operating them. Ensure that there are no people inside or near the luggage compartment who could be at risk of getting trapped when opening and closing the doors.

#### CAUTION

The alarm is an important safety indicator; if it is not working correctly, it is important to report it.

#### CAUTION

If a failure is detected in the automated system or if the doors do not close properly, do not attempt to force the operation. Use the manual emergency release lever.

#### CAUTION

The doors can be opened and closed with the unit on or off, but it is recommended to do so with the unit on, as it maintains a constant air pressure. If the unit is off, the pressure may drop, making it harder to close the doors properly.

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UI-001<sub>54</sub>

### Air Release Valve

Both seats (driver and passenger) are equipped with a valve designed to release air from the automated door system in case of system blockages.

- **Function:**

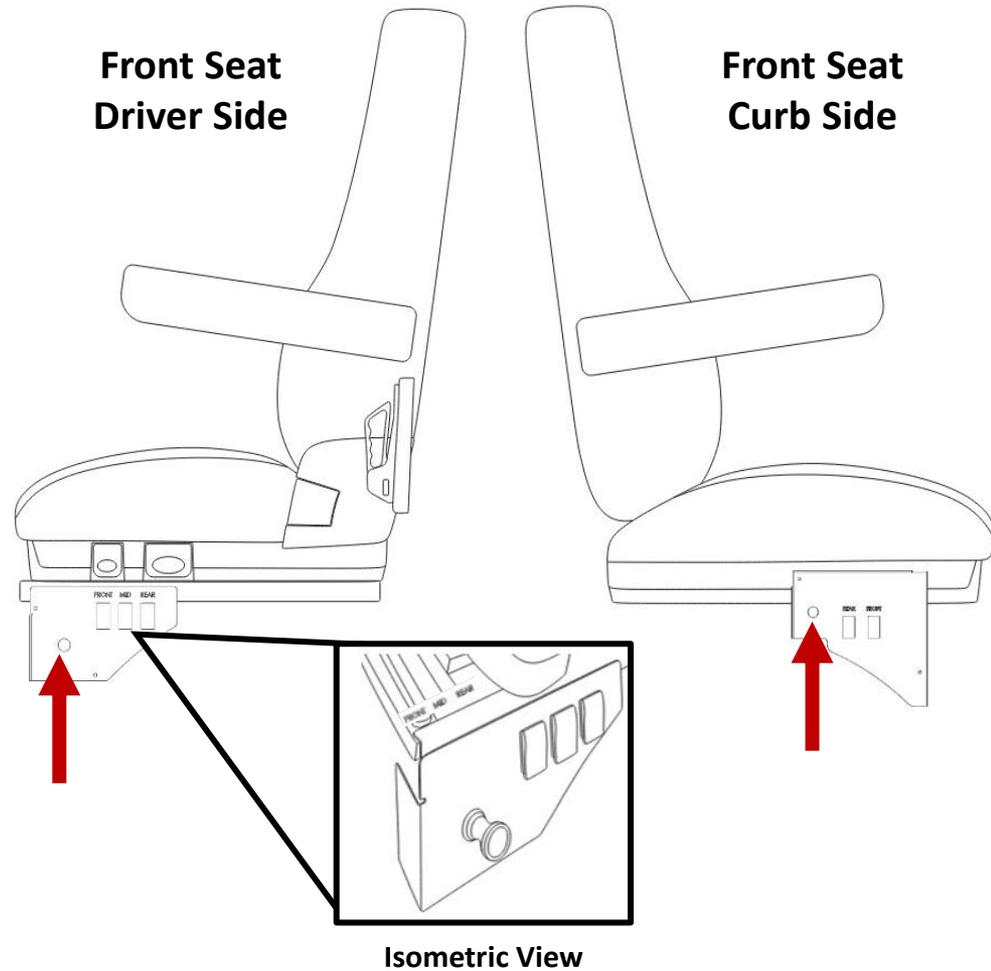
Allows manual operation of the doors when the automated system does not respond, ensuring the vehicle's safety and functionality.

- **Location:**

It is located beside each seat, next to the control buttons for the side doors.

- **How to use:**

Pull the valve firmly and release; the doors will automatically open once the system releases the air.



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UI-001<sub>64</sub>

### Manual Operation Lever for Doors

The vehicle is equipped with two independent levers, designed to ensure manual operation of the luggage doors in case of blockages or jams.

• **Function:**

Allows unlocking the luggage doors when the automated system does not respond.

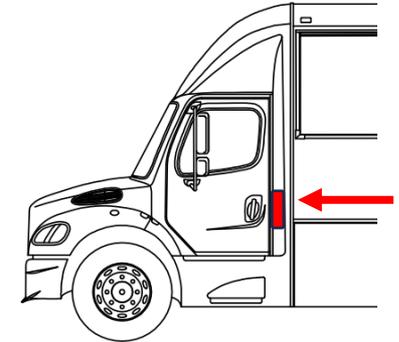
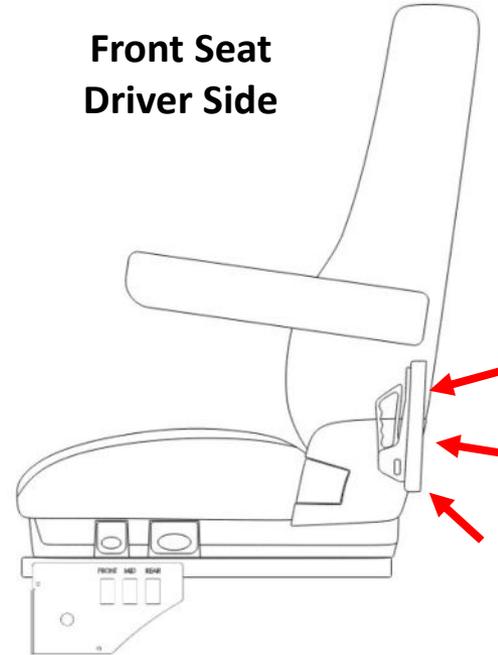
• **Location:**

- The **first lever** is located on the unit's wall next to the driver's seat.
- The **second lever** is located inside the unit, on the left side of the main passenger door entrance.

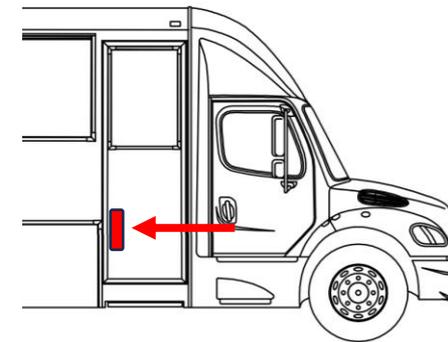
• **How to use:**

Pull the lever firmly to unlock the doors.

Front Seat Driver Side



Driver Side



Curb Side

Made by

Diana Durán

Engineering Revision

Omar Razo

Quality Manager

Joseph Vivanco

Code

UI-00156

### Notes and Warnings for Air Release Valve and Manual Operation Levers

#### NOTE

The levers and valve are designed exclusively for exceptional situations, such as blockages or failures in the automated system.

#### NOTE

Before operating the levers or valve, ensure that the surrounding areas are clear to avoid risks.

#### WARNING

Do not operate the levers or valve while the vehicle is in motion. This could compromise the safety of the system and passengers.

#### CAUTION

If the doors do not respond after using the valve or lever, this could indicate a serious issue with the air mechanism or the automated system.

#### CAUTION

Using the levers or valve repeatedly without need can wear out the door mechanism.

#### CAUTION

Regularly check the condition of the levers and valve during vehicle maintenance to ensure their functionality in case the automated system fails.

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Quality Manager

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Code

UI-001<sub>6</sub>

**C. APPROVAL OF BANK SIGNER RESOLUTION**

**BACKGROUND:** Following is an updated resolution identifying approved signers for bank accounts associated with Fort Scott Community College, Booster, and the Foundation.

**RECOMMENDATION:** It is recommended the bank signee resolution be approved.

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

# Fort Scott Community College

2108 S. Horton St.

Fort Scott, KS 66701

[www.fortscott.edu](http://www.fortscott.edu)

620-223-2700 Fax 620-223-4927



BE IT RESOLVED THAT, Fort Scott Community College, Fort Scott, Kansas, hereby authorizes the following as signers on the College bank account(s) at UMB and Landmark:

Jack Welch  
Marci Myers  
Hannah Dunn  
Board Member (John Bartelsmeyer, as appointed by Board)

BE IT RESOLVED THAT, Fort Scott Community College, Fort Scott, Kansas, hereby authorizes the following as signers on the Booster bank account(s) at Landmark:

Jack Welch  
Hannah Dunn  
Juley McDaniel

BE IT RESOLVED THAT, Fort Scott Community College, Fort Scott, Kansas, hereby authorizes the following as signers on the Foundation bank account(s) at USB and Commerce:

Brian Comstock  
Mark Lewis  
William Martin  
Lindsay Hill  
Jack Welch

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

Attest: \_\_\_\_\_  
Board Clerk

\_\_\_\_\_  
Board Member

Date: \_\_\_\_\_

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

**D. APPROVAL OF SALE OF PROPERTY - GREYHOUND LODGE**

**BACKGROUND:** In May, 2025, the Board of Trustees gave Interim President Sara Sutton and VP of Finance and Operations Missy Scott the authority to negotiate with an interested party to purchase Greyhound Lodge. Since then, an appraisal has been completed, and administration is seeking approval to sell the property, giving President Jack Welch the authority to negotiate offers.

**RECOMMENDATION:** It is recommended the Board approve the sell of Greyhound Lodge and give President Welch the authority to negotiate offers.

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

**E. CONSIDERATION OF MAINTENANCE BUILDING EXPANSION BID**

**BACKGROUND:** The Board has previously discussed and tabled approval of bids to enclose the south end of the maintenance shop. The following bid has been received.

**RECOMMENDATION:** It is recommended the Board approve the bid from Karleskint & Marsh Construction for \$165,417.15.

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

 **Karleskint & Marsh Construction**

2103 Poplar Road  
Fort Scott, Kansas 66701  
Phone: 620-224-0176

**To:** Fort Scott Community College

**Re:** Karleskint & Marsh Construction is pleased to submit this proposal for the construction of the 50-foot x 50-foot addition and 25-foot x 50-foot renovation of the Maintenance Building at Fort Scott Community College. This proposal is based on the specifications and scope of work outlined in your request. Our company has extensive experience with construction projects of this scope and is fully licensed and insured in the State of Kansas.

### **Scope of Work & Itemized Costs**

The following subcontracted work and direct labor/material costs are included in this proposal:

- Steel Building (subcontracted): **\$62,036.75**
- Concrete (subcontracted): **\$40,250.00**
- Garage Door & Opener (subcontracted): **\$8,222.50**
- Closed-Cell Spray Foam Insulation; 2 inches (subcontracted): **\$29,095.00**
- Electrical to Scope (subcontracted): **\$12,650.00**
- Labor (liner panel installation): **\$5,520.00**
- Materials (liner panels): **\$7,642.90**

**Total Bid Amount: \$165,417.15**

### **Exclusions**

This proposal does not include plumbing or HVAC installation. Those services, if required, will need to be contracted separately.

### **Company Qualifications**

Karleskint & Marsh Construction brings decades of combined experience in commercial and institutional construction. We are committed to quality workmanship, adherence to deadlines, and compliance with state and federal regulations. Our team has successfully managed projects of similar scope, maintaining strong relationships with subcontractors, suppliers, and clients.

### **Closing Statement**

We appreciate the opportunity to submit this proposal and look forward to the possibility of working with Fort Scott Community College on this important project. Please do not hesitate to contact us at 620-224-0176 with any questions or to discuss additional details.

Sincerely,

Chris Karleskint

**CORRESPONDENCE AND TRUSTEE COMMENTS**

**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