

October 20, 2025

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

The Board of Trustees of Fort Scott Community College will meet in regular session on **Monday, October 20, 2025**. The meeting will be held in **Cleaver-Boileau-Burris Hall** at **Fort Scott Community College**.

5:30 p.m. Regular monthly Board meeting

THE AGENDA

5:30 ROLL CALL, 3

PLEDGE OF ALLEGIANCE

BOARD PRAYER

MISSION STATEMENT

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

CALL TO ORDER, 4

- A. Comments from the Chair, 4
- B. Comments from the Public, 4
- C. Recognitions and Retirements, 4

PROGRAM REVIEW AND ADMINISTRATIVE UPDATES, 4

CONSENT AGENDA, 9

- A. Approval of Agenda, 9
- B. Approval of Minutes of previous Regular Board Meeting conducted on September 22, 2025 and Special Meetings conducted September 19, 2025, October 7, 2025, and October 13, 2025, 10
- C. Approval Treasurer's Report, 15
- D. Approval of Personnel Actions, 9

DISCUSSION ITEMS, 21

- A. Updated Board Policy Manual

ACTION ITEMS, 95

- A. Approval of 403B Retirement Plan Policy, 95
- B. Approval of Bank Signers Resolution, 97
- C. Consideration of Tractor Proposals, 99
- D. Consideration of Passenger Van Lease, 100
- E. Consideration of Employee Insurance Renewal, 103
- F. Approval of Agreement with SEK Mental Health Center, 106

CORRESPONDENCE AND TRUSTEE COMMENTS, 108

EXECUTIVE SESSION, 109

ADJOURNMENT, 110

UPCOMING CALENDAR DATES:

October 17, 2025	Board Workshop
October 20, 2025	Board Meeting
November 14, 2025	Board Workshop
November 17, 2025	Board Meeting
December 12, 2025	Board Workshop
December 15, 2025	Board Meeting
January 23, 2026	Board Workshop
January 26, 2026 (Changed from January 19 due to Dr. Martin Luther King, Jr. Day)	Board Meeting
February 13, 2026	Board Workshop
February 16, 2026	Board Meeting
March 13, 2026* <i>adjusted for spring break</i>	Board Workshop
March 23, 2026 (Changed from March 16 due to spring break)	Board Meeting
April 17, 2026	Board Workshop
April 20, 2026	Board Meeting
May 14, 2026* <i>adjusted for graduation</i>	Board Workshop
May 18, 2026	Board Meeting
June 11, 2026* <i>adjusted for summer schedule</i>	Board Workshop
June 15, 2026	Board Meeting

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

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

ROLL CALL

_____ Ronda Bailey

_____ John Bartelsmeyer

_____ Jim Fewins

_____ Bryan Holt

_____ Chad McKinnis

_____ Doug Ropp

CALL TO ORDER

A. COMMENTS FROM THE CHAIR

B. COMMENTS FROM THE PUBLIC

C. RECOGNITIONS AND RETIREMENTS

HLC Team

PROGRAM REVIEW AND ADMINISTRATIVE UPDATES

A. ATHLETICS

Foundation Update

Alumni Event – Kansas City (October 4):

Hosted our first alumni gathering in Kansas City. It was a successful event and a strong start to building a growing alumni database for future engagement and connection opportunities.

Fort Scott Community Foundation Grant:

Received a \$1,000 grant from the Fort Scott Community Foundation in support of our Senior Varsity Program.

Neosho County CTE Building Tour (September 25):

Rory and I toured Neosho County's CTE facility to gain insight and ideas for potential layout and design elements as we continue to expand our own CTE and maintenance programs.

President's Community Advisory Committee:

Attended the committee meeting and participated in discussions about new initiatives and community-driven suggestions for college growth and improvement.

Fall Scholarship Awards:

The Foundation continues to award Fall 2025 scholarships, with an estimated total of \$110,000 to be distributed.

Collaboration with Dr. Welch:

Ongoing communication regarding ways the Foundation can help alleviate financial burdens on the college through scholarship support and targeted funding.

Strategic Planning – Data collection

- o Spent a lot of time over the past month help collect the data for our Strategic Plan Documentation

Foundation Benefit Auction (October 19):

Our annual signature fundraising event is scheduled for Saturday, October 19. We'll provide an update at the next meeting on the results and overall impact of the auction.

Grants Update:

- o Frame Grant – update to be provided
- o ARPA Heavy Equipment Grant – update to be provided

Update from President Dr. Jack Welch, October Board Meeting

The **Kansas Board of Regents (KBOR)** recently released enrollment data for all community colleges across the state. While many colleges have seen modest enrollment growth, Fort Scott recorded the largest decline this year. We acknowledge this reality and are addressing it directly. Rather than focusing on the negative, we are choosing to learn from it and take strategic action to change our trajectory.

Our focus is on rebuilding momentum, fostering engagement, and creating a **culture of growth** across the college. The plans are developed and implemented will, I believe, make a measurable difference as we move forward.

Cabinet Meetings and Transparency

We have restructured **Cabinet meetings** to increase participation and transparency across the institution. Faculty and staff are now invited to attend, ensuring that information flows openly and inclusively.

Special thanks to **Doug Hurd** and **Judge Hart** for their thoughtful insights and contributions during recent discussions. Our next Cabinet meeting will be held immediately following the “Conversation” meeting on **Tuesday, October 21 at 2:00 p.m.** This approach allows for continuity and shared engagement without adding more to already full schedules.

Transparency and collaboration remain central to my leadership approach, and I believe this inclusive model will strengthen communication and unity throughout FSCC.

Student Leadership and Engagement

Our **Student Leadership Advisory Committee** continues to inspire with their energy and initiative. The group has grown to **13 active members**, each bringing forward ideas to enhance campus life. One exciting proposal under discussion is the creation of a **Student Union/Game Room** featuring pool tables, ping pong, foosball, and gaming stations.

A potential location could be the current bookstore space, should we consider relocating the bookstore to Bailey Hall. **Vice President of Student Services Vanessa Poyner** is reviewing the feasibility of this idea, and I am encouraged by the enthusiasm our students are showing to take ownership of campus improvement.

It’s important to note that this group complements—not replaces—Student Services. All initiatives will be reviewed collaboratively to ensure alignment with our mission and operations.

Student Ambassadors

Our **Student Ambassadors** played an essential role in the Gordon Parks Celebration, assisting with campus tours and representing FSCC with professionalism and pride. Their enthusiasm continues to strengthen our visibility and campus spirit.

VP of Finance and Operations/CFO

We are excited for the return of Gina Shelton as CFO-VP of Finance and Operations. I want to thank **Carolyn Sinn** for her steady leadership and assistance, along with **Jim Chandler, Hannah, Suzanne, Marci, Amber, and Cindy**, who have all provided valuable support in budget reconciliation and audit preparation.

“College Connection” Radio Broadcast

The new weekly radio segment titled **“College Connection”** is now on our local station, every Monday at 7:45 am. This program highlights FSCC updates, celebrate student and staff achievements, and promotes upcoming events. Each episode will also be posted on our website for broader community access. This initiative represents another important step in our efforts to strengthen outreach and engagement across the region.

Communication & Transparency

- Continued classroom visits and faculty engagement to maintain open communication.
- Observed faculty HLC preparation meetings.
- Encouraged continued dialogue between departments to foster collaboration and shared purpose. The Academic Affairs and Student Services have begun meeting together to improve campus communication.

Engagement & Responsiveness

- Met with the **President’s Student Leadership Committee**, whose feedback is helping shape student-centered initiatives.
- The **President’s Workforce and Community Advisory Committees** was held **September 29 in Ellis Hall**. These forums allow business and community leaders to share insights that strengthen FSCC’s alignment with workforce needs.

Commitment to Student Success

- Supported ongoing **HLC preparation efforts**, reinforcing our focus on academic quality and continuous improvement. It appears the HLC meeting went well. We should know the results soon.
- Incorporated student input into initiatives designed to enhance the student experience.
- Athletics programs remain strong, well-organized, and on key.

Work Environment and Growth

- Continuing exploration of new program offerings at the **Miami County Campus**.
- **Frame Grant**: Land commitment received and awaiting deed.
- **Greyhound Lodge**: Collaborating with Rory on posting for sale.
- Appreciation to **J.D. Handley** for his exceptional work promoting the **CDL program** on KOAM-TV, excellent publicity for FSCC’s workforce programs.

Speakers Bureau Initiative

We are assembling the **FSCC Speakers Bureau – “Voices of FSCC: Sharing Knowledge, Inspiring Change.”**

This initiative will allow our faculty and staff to share expertise at community organizations, schools, and events, helping position FSCC as a thought leader in our region. Anyone interested in participating is encouraged to reach out with their topics of interest.

Closing Thoughts

This month has reflected the collective spirit and dedication that make Fort Scott Community College a special place. From student leadership and faculty collaboration to community engagement and operational progress, we are moving forward with purpose and pride.

Thank you for your continued support and partnership as we build a strong and sustainable future for FSCC.

Respectfully submitted,

Jack S. Welch

President, Fort Scott Community College

CONSENT AGENDA

A. APPROVAL OF AGENDA

B. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Attached are the minutes of the Regular Board Meeting conducted on September 22, 2025 and Special Meetings conducted September 19, 2025, October 7, 2025, and October 13, 2025

C. APPROVAL OF TREASURER'S REPORT AND CHECKS

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

D. APPROVAL OF PERSONNEL ACTIONS

Additions

- 1) Seth Cross, HEP Database Manager, effective October 27, 2025
- 2) Daniela Espino, HEP Instructional Support Services Coordinator, effective October 21, 2025
- 3) Shari Nickelson, HEP/CAMP Program Staff, effective November 1, 2025

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

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

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

FORT SCOTT COMMUNITY COLLEGE
Minutes of the Board of Trustees Special Meeting
September 19, 2025

PRESENT: Ronda Bailey, 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 12:04 pm in the Cleaver-Burris-Boileau Agriculture Building.

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

Updates were provided by Vanessa Poyner, Larry Guerrero, Rory Chaplin, Jim Chandler, Lindsay Hill, and Jack Welch.

The Board reviewed the agenda for the regularly scheduled board meeting to be held September 22, 2025. Each item in the agenda was discussed, and Board members were given an opportunity to ask questions regarding each item.

ADJOURNMENT: There being no further business to come before the Trustees, a motion to adjourn was made at 1:02 pm by Ropp, seconded by Bailey, and carried by unanimous vote.

Chairman

Clerk

FORT SCOTT COMMUNITY COLLEGE
Minutes of the Board of Trustees Meeting
September 22, 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 5:30 pm in the Cleaver-Burris-Boileau Agriculture Building.

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

CALL TO ORDER

COMMENTS FROM THE CHAIR: None

COMMENTS FROM THE PUBLIC: None

RECOGNITIONS AND RETIREMENTS: Dr. Guerrero recognized the success of FSCC's Nursing and Allied Health programs. Nursing and Allied Health Director, Vickie Laderer, introduced department employees and shared enrollment and pass rates for the department. She added that the Student Nurse Organization is hosting a blood drive on campus later this week in the Ellis Fine Arts Center.

PROGRAM REVIEW AND ADMINISTRATIVE UPDATES:

Kirk Sharp, Director of the Gordon Parks Museum, provided an update about the Gordon Parks Center. The 22nd annual Gordon Parks Celebration is next week. During the celebration, esteemed guests will be honored, photography and poetry contest winners will be named, and many presentations will be available for viewing. The tribute dinner will feature a photo auction for the first time, as well.

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

DISCUSSION ITEMS:

- A. Retirement 403B Plan Policy

ACTION ITEMS:

- A. APPROVAL OF FINANCIAL AID POLICIES:** A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to approve the Financial Aid Policies as presented.
- B. CONSIDERATION OF SHUTTLE LEASE:** A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to approve the 44 passenger shuttle lease as presented for \$4,965 per month.
- C. APPROVAL OF BANK SIGNER RESOLUTION:** A motion was made by Bailey, seconded by Ropp, and carried by unanimous vote to approve the bank signer resolution as presented.
- D. APPROVAL OF SALE OF PROPERTY - GREYHOUND LODGE:** A motion was made by Ropp, seconded by Bartelsmeyer, and carried by unanimous vote to approve the sale of Greyhound Lodge and give President Jack Welch the authority to negotiate offers.

- E. CONSIDERATION OF MAINTENANCE BUILDING EXPANSION BID:** A motion was made by Fewins, seconded by Bartelsmeyer, and carried by unanimous vote to approve the bid from Karleskint & Marsh Construction for \$165,417.15.

CORRESPONDENCE AND TRUSTEE COMMENTS:

Jim - Congratulations and thanks to the nursing department for all the growth the past two years.

Ronda - Enjoyed the President's Dinner and looking forward to the auction. Impressed by Kirk Sharp's work with the Gordon Parks Celebration.

Doug - Appreciate everyone's hard work and efforts in the last few months.

Bryan - Have talked to Dr. Welch and Dr. Guerrero about meeting as a board for preparatory discussion for the HLC visit.

Dr. Welch - Have to pat the employees on the back. They have great attitudes and work very hard. The recent cabinet meeting was great. Big applause to faculty and staff.

ADJOURNMENT: There being no further business to come before the Trustees, a motion to adjourn was made at 6:11 pm by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote.

Chairman

Clerk

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

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

ALSO PRESENT: Dr. Larry Guerrero - Vice President of Academic Affairs, Juley McDaniel - Board Clerk, and staff

Chairman Holt called the meeting to order at 4:00 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.

HLC VISIT DISCUSSION AND PREPARATION

Dr. Guerrero provided the itinerary and addressed what the Board should expect during the upcoming HLC visit.

ADJOURNMENT: There being no further business to come before the Trustees, a motion to adjourn was made at 5:04 pm by Ropp, seconded by Holt, and carried by unanimous vote.

Chairman

Clerk

FORT SCOTT COMMUNITY COLLEGE
Minutes of the Board of Trustees Special Meeting
October 13, 2025

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

ALSO PRESENT: HLC Peer Review Team, Juley McDaniel - Board Clerk

Chairman Holt called the meeting to order at 12:34 pm in the Cleaver-Boileau-Burris Agriculture Building.

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

DISCUSSION WITH HLC PEER REVIEW TEAM

The board engaged in conversation and addressed questions presented by the HLC Peer Review Team until 1:20 pm.

Additional staff, administration, and community entered at 1:20 pm.

APPROVAL OF PERSONNEL ACTIONS:

A motion was made by Fewins, seconded by McKinnis, and carried by unanimous vote to approve the personnel actions as provided.

ADJOURNMENT: There being no further business to come before the Trustees, a motion to adjourn was made at 1:30 pm by Ropp, seconded by Bailey, and carried by unanimous vote.

Chairman

Clerk

Unencumbered Cash Balance Rev/Exp

Description/Vendor	6/30/2025	July 2025	7/31/2025	Aug 2025	8/31/2025	Sep 2025	9/30/2025
	Cash Balance	Revenue/Exp	EOM Total	Revenue/Exp	EOM Total	Revenue/Exp	EOM Total
FUND 11 - GENERAL	1,165,538.89	(705,262.71)	460,276.18	(266,356.76)	193,919.42	(191,284.30)	2,635.12
FUND 12 - VOCATIONAL	1,057,313.87	(78,950.23)	978,363.64	355,459.88	1,333,823.52	(184,583.40)	1,149,240.12
FUND 13 - ADULT EDUCATION	-	-	-	(17,000.00)	(17,000.00)	-	(17,000.00)
FUND 38 - STUDENT SUCCESS	352,735.18	(128.81)	352,606.37	216,930.01	569,536.38	(8,300.69)	561,235.69
FUND 39 - BUSINESS INDUSTRY AND APPRENTICESHIP	332,581.00	-	332,581.00	288,120.00	620,701.00	(3,700.00)	617,001.00
FUND 61 - CAPITAL OUTLAY	55,525.30	432,986.00	488,511.30	(31,907.44)	456,603.86	-	456,603.86
FUND 67- ELLIS	(79,072.00)	-	(79,072.00)	-	(79,072.00)	(176,726.07)	(255,798.07)
FUND 71 - STUDENT FEES	719,243.15	(640.00)	718,603.15	(321.29)	718,281.86	(2,370.83)	715,911.03
FUND 81 - BOOKSTORE	(11,101.86)	(4,986.23)	(16,088.09)	(36,724.15)	(52,812.24)	(10,872.69)	(63,684.93)
FUND 82 - STUDENT UNION	175,472.00	-	175,472.00	-	175,472.00	-	175,472.00
FUND 83 - RESIDENCE HALLS	601,382.92	(4,387.81)	596,995.11	(137,185.07)	459,810.04	(17,844.58)	441,965.46
FUND 84 - DINING HALL	(50,937.34)	-	(50,937.34)	(7,847.41)	(58,784.75)	(48,729.12)	(107,513.87)
ALL Other Funds(HEP,Grants,Title,SL etc)	(406,372.40)	626,077.73	219,705.33	381,443.07	601,148.40	132,854.00	734,002.40
TOTALS	3,912,308.71	264,707.94	4,177,016.65	744,610.84	4,921,627.49	(511,557.68)	4,410,069.81

3% Transfer Savings Account	\$	409,879.82	Total
July	\$	30,000.00	\$ 439,879.82
August	\$	70,000.00	\$ 509,879.82
Sept (bank abalance before transfer)			\$ 509,930.69

Accounts

[✎ EDIT ACCOUNTS](#)[🖨 PRINT](#)

Direct Loans

X5602

Available balance

\$179,496.04

RECENT ▼

Operating

X5610

Available balance

\$1.00

RECENT ▼

Deposit Account

XXX3185

Available balance

\$4,504,527.65

RECENT ▼

PAYROLL

XXXXXX3411

Available balance

\$100.00

RECENT ▼

NON-TAXABLE LOANS

XXXXX3265

Principal balance

\$517,268.98

RECENT ▼

Booster Checking

XXXXXX7511

Available balance

\$232,271.52

RECENT ▼

Savings 1413

XXXXXX1413

Available balance

\$509,930.69

RECENT ▼

Payment Type	Pre	fix	Number	Name	Date	Amount
C Check Payment	BO		1032	2-Far Design Co LLC	10/2/2025	225.00
C Check Payment	BO		1033	ADAPT PHYS THERAPY & PLAYER DV	10/8/2025	5400.00
C Check Payment	BO		1034	BROCK ELECTRIC CO INC	10/8/2025	313.98
C Check Payment	BO		1035	CALEB LIGON	10/8/2025	113.18
C Check Payment	BO		1036	PREP BASEBALL REPORT LLC	10/8/2025	1250.00
C Check Payment	BO		1037	Conner Vernon	10/8/2025	383.15
C Check Payment	AP		372050	2-Far Design Co LLC	9/18/2025	1078.00
C Check Payment	AP		372051	ASCENDIUM EDUCATION SOLUTIONS	9/18/2025	48.00
C Check Payment	AP		372052	AVERY LUMBER	9/18/2025	44.02
C Check Payment	AP		372053	SHERI H BARRETT	9/18/2025	799.41
C Check Payment	AP		372054	CANON FINANCIAL SERVICES, INC.	9/18/2025	771.50
C Check Payment	AP		372055	CAROLINA BIOLOGICAL SUPPLY CO	9/18/2025	1346.48
C Check Payment	AP		372056	CDW GOVERNMENT INC	9/18/2025	2233.74
C Check Payment	AP		372057	Shelby A Defebaugh	9/18/2025	13.60
C Check Payment	AP		372058	DUNN,HANNAH	9/18/2025	17.60
C Check Payment	AP		372059	ECOLAB FOOD SAFETY	9/18/2025	116.35
C Check Payment	AP		372060	F&Y SERVICES LLC	9/18/2025	3700.00
C Check Payment	AP		372061	FASTENER SUPPLY	9/18/2025	15.98
C Check Payment	AP		372062	FIRST EDITION SCREENPRINTING	9/18/2025	602.00
C Check Payment	AP		372063	Danny Fleming	9/18/2025	335.00
C Check Payment	AP		372064	FORT SCOTT CHRISTIAN HEIGHTS	9/18/2025	150.00
C Check Payment	AP		372065	4IMPRINT	9/18/2025	2727.15
C Check Payment	AP		372066	FSCC BOOSTER CLUB	9/18/2025	58.00
C Check Payment	AP		372067	FSCC PETTY CASH	9/18/2025	1200.00
C Check Payment	AP		372068	GREAT WESTERN DINING SERVICE	9/18/2025	15477.12
C Check Payment	AP		372069	GREENE CO 4-H FOUNDATION	9/18/2025	270.00
C Check Payment	AP		372070	HARRIS MEDIA SERVICES LLC	9/18/2025	4700.00
C Check Payment	AP		372071	JENZABAR	9/18/2025	31979.25
C Check Payment	AP		372072	KRYTERION INC	9/18/2025	400.00
C Check Payment	AP		372073	LEARNING TREE INSTITUTE	9/18/2025	247.50
C Check Payment	AP		372074	MARSHA'S DELI	9/18/2025	833.50
C Check Payment	AP		372075	MCGRAW-HILL INC	9/18/2025	351.00
C Check Payment	AP		372076	MCVEY, JULIA	9/18/2025	141.07
C Check Payment	AP		372077	MTI ENTERPRISES INC	9/18/2025	1340.00
C Check Payment	AP		372078	NABC	9/18/2025	125.00
C Check Payment	AP		372079	NITRO PROMO	9/18/2025	280.00
C Check Payment	AP		372080	PANOPTO INC	9/18/2025	18500.00
C Check Payment	AP		372081	POCKET NURSE ENTERPRISES INC	9/18/2025	2113.18
C Check Payment	AP		372082	R & R EQUIPMENT INC	9/18/2025	477.25
C Check Payment	AP		372083	SCOTTCO LLC	9/18/2025	149.00
C Check Payment	AP		372084	SNAP-ON INDUSTRIAL	9/18/2025	2250.72
C Check Payment	AP		372085	TOAS Designs LLC	9/18/2025	140.00
C Check Payment	AP		372086	SHERWIN WILLIAMS	9/18/2025	1569.07
C Check Payment	AP		372087	DUROSSETTE'S TIRE SERVICE	9/18/2025	393.00

C Check Payment	AP	372088 ON DECK SPORTS	9/18/2025	271.25
C Check Payment	AP	372089 KACRAO	9/23/2025	775.00
C Check Payment	AP	372090 JUDITH NELSON	9/30/2025	1968.00
C Check Payment	AP	372091 GARDEN CITY COMMUNITY COLLEGE	10/1/2025	6000.00
C Check Payment	AP	372092 SEWARD CO COMMUNITY COLLEGE	10/1/2025	3000.00
C Check Payment	AP	372093 AVERY LUMBER	10/1/2025	105.43
C Check Payment	AP	372094 BIG SUGAR LUMBER & HOME CENTER	10/1/2025	753.30
C Check Payment	AP	372095 CASTLE BRANCH, INC.	10/1/2025	100.00
C Check Payment	AP	372096 CITY OF FORT SCOTT	10/1/2025	4493.83
C Check Payment	AP	372097 CONVERGEONE INC	10/1/2025	562.50
C Check Payment	AP	372098 CORO MED	10/1/2025	645.00
C Check Payment	AP	372099 ECOLAB FOOD SAFETY	10/1/2025	326.59
C Check Payment	AP	372100 FARONICS TECHNOLOGIES USA	10/1/2025	1260.00
C Check Payment	AP	372101 FORMS ONE	10/1/2025	4235.00
C Check Payment	AP	372102 FORT SCOTT BROADCASTING	10/1/2025	375.00
C Check Payment	AP	372103 FORT SCOTT CHAMBER OF COMMERCE	10/1/2025	35.00
C Check Payment	AP	372104 FSCC PRINT SHOP	10/1/2025	701.10
C Check Payment	AP	372105 GREAT WESTERN DINING SERVICE	10/1/2025	31017.84
C Check Payment	AP	372106 HENRY KRAFT INC	10/1/2025	1275.06
C Check Payment	AP	372107 HOWIES ATHLETIC TAPE	10/1/2025	2077.27
C Check Payment	AP	372108 HPSO	10/1/2025	3588.00
C Check Payment	AP	372109 HEIDRICKS TRUE VALUE	10/1/2025	234.25
C Check Payment	AP	372110 JOCKS NITCH	10/1/2025	6056.00
C Check Payment	AP	372111 JOHNSON COUNTY COMMUNITY COLLEGE	10/1/2025	1500.00
C Check Payment	AP	372112 JOHNSON CONTROLS FIRE PROTECT	10/1/2025	8016.52
C Check Payment	AP	372113 JUDY'S IRON & METAL	10/1/2025	23.95
C Check Payment	AP	372114 JUDY'S FUEL & OIL LLC	10/1/2025	779.88
C Check Payment	AP	372115 KEY INDUSTRIES INC	10/1/2025	217.58
C Check Payment	AP	372116 KIWANIS CLUB OF FORT SCOTT KS	10/1/2025	52.50
C Check Payment	AP	372117 KTK Electric LLC	10/1/2025	3746.16
C Check Payment	AP	372118 LIMELIGHT MARKETING LLC	10/1/2025	270.00
C Check Payment	AP	372119 MARSHA'S DELI	10/1/2025	46.25
C Check Payment	AP	372120 MASTERS RENTALS & LEASING	10/1/2025	3399.00
C Check Payment	AP	372121 MEDCO SUPPLY	10/1/2025	90.30
C Check Payment	AP	372122 MEYER MUSIC	10/1/2025	15.00
C Check Payment	AP	372123 MILLER FEED & OIL	10/1/2025	8630.00
C Check Payment	AP	372124 MPH DEVELOPMENT, LLC	10/1/2025	13507.00
C Check Payment	AP	372125 MTI ENTERPRISES INC	10/1/2025	35.00
C Check Payment	AP	372126 MAYCO ACE HARDWARE	10/1/2025	76.96
C Check Payment	AP	372127 JUDITH NELSON	10/1/2025	492.00
C Check Payment	AP	372128 PARKWOOD TOURNAMENT LLC	10/1/2025	200.00
C Check Payment	AP	372129 PARTNERS FINANCIAL LLC	10/1/2025	276.71
C Check Payment	AP	372130 PEST X SOLUTIONS	10/1/2025	925.00
C Check Payment	AP	372131 PIVOT POINT	10/1/2025	199.00
C Check Payment	AP	372132 PLEASANT HOME RENTALS LLC	10/1/2025	1600.00
C Check Payment	AP	372133 PRODUCERS MFA	10/1/2025	664.77
C Check Payment	AP	372134 STAPLES	10/1/2025	858.47

C Check Payment	AP	372135 STATE BEAUTY SUPPLY	10/1/2025	304.21
C Check Payment	AP	372136 TALON POWERSPORTS SOLUTIONS	10/1/2025	286.75
C Check Payment	AP	372137 TRI-VALLEY DEVELOPMENTAL SERV.	10/1/2025	64.20
C Check Payment	AP	372138 VALIDITY SCREENING SOLUTIONS	10/1/2025	38.00
C Check Payment	AP	372139 WICHITA STATE UNIVERSITY	10/1/2025	125.00
C Check Payment	AP	372140 BOTERO AND FINLEY INVESTMENTS	10/7/2025	15595.00
C Check Payment	AP	372141 AACRAO	10/8/2025	700.00
C Check Payment	AP	372142 ASCENDIUM EDUCATION SOLUTIONS	10/8/2025	1231.00
C Check Payment	AP	372143 BROCK ELECTRIC CO INC	10/8/2025	1766.87
C Check Payment	AP	372144 CE WATER MANAGEMENT INC	10/8/2025	162.00
C Check Payment	AP	372145 CENGAGE LEARNING INC	10/8/2025	354.00
C Check Payment	AP	372146 CINDY PROCTOR	10/8/2025	4.44
C Check Payment	AP	372147 CITY OF FRONTENAC	10/8/2025	69.10
C Check Payment	AP	372148 EdSights, Inc	10/8/2025	19250.00
C Check Payment	AP	372149 FIVE CORNERS MINI-MART	10/8/2025	438.07
C Check Payment	AP	372150 FORT SCOTT CHAMBER OF COMMERCE	10/8/2025	10.00
C Check Payment	AP	372151 GLOBAL INDUSTRIAL	10/8/2025	1520.99
C Check Payment	AP	372152 GREAT WESTERN DINING SERVICE	10/8/2025	15387.12
C Check Payment	AP	372153 HERRING BANK	10/8/2025	3760.85
C Check Payment	AP	372154 JENZABAR	10/8/2025	13464.75
C Check Payment	AP	372155 JOHNSON CONTROLS FIRE PROTECT	10/8/2025	675.00
C Check Payment	AP	372156 JUDY'S IRON & METAL	10/8/2025	553.52
C Check Payment	AP	372157 KW TRUCKING OF KS	10/8/2025	758.69
C Check Payment	AP	372158 MCGRAW-HILL INC	10/8/2025	6147.38
C Check Payment	AP	372159 POCKET NURSE ENTERPRISES INC	10/8/2025	879.60
C Check Payment	AP	372160 R & R EQUIPMENT INC	10/8/2025	8.40
C Check Payment	AP	372161 REYNOLDS LAW FIRM PA	10/8/2025	1725.00
C Check Payment	AP	372162 SHERWIN WILLIAMS	10/8/2025	305.26
C Check Payment	AP	372186 KARLESKINT-MARSH CONSTRUCTION	10/14/2025	12400.00
E Electronic Payment	AP	9000052 ALLEGiant TECHNOLOGY	9/18/2025	3609.40
E Electronic Payment	AP	9000053 AT&T	9/18/2025	2704.98
E Electronic Payment	AP	9000054 CAPITAL ONE/WAL MART	9/18/2025	2067.93
E Electronic Payment	AP	9000055 CRAW-KAN	9/18/2025	539.98
E Electronic Payment	AP	9000056 EVERGY	9/18/2025	38563.54
E Electronic Payment	AP	9000057 FED EX GROUND	9/18/2025	443.10
E Electronic Payment	AP	9000058 FOUR STATE SANITATION	9/18/2025	3002.60
E Electronic Payment	AP	9000059 HERRING BANK	9/18/2025	377.50
E Electronic Payment	AP	9000060 KANSAS GAS SERVICE	9/18/2025	1448.62
E Electronic Payment	AP	9000061 KANSAS DEPT OF REVENUE	9/18/2025	2325.00
E Electronic Payment	AP	9000062 LAKELAND OFFICE SYSTEMS	9/18/2025	494.86
E Electronic Payment	AP	9000063 LEASE FINANCE SERVICES	9/18/2025	5667.20
E Electronic Payment	AP	9000064 Otis Elevator Co	9/18/2025	1161.04
E Electronic Payment	AP	9000065 PHILLIPS 66-COMMERCIAL	9/18/2025	1779.78
E Electronic Payment	AP	9000066 PITNEY BOWES INC	9/18/2025	1808.21
E Electronic Payment	AP	9000067 SECURITY BANK OF KANSAS CITY	9/18/2025	176726.07
E Electronic Payment	AP	9000068 TOUCHTONE COMM INC	9/18/2025	36.44
E Electronic Payment	AP	9000069 WOODRIVER ENERGY	9/18/2025	1806.24

E	Electronic Payment	AP	9000070 UMB CARD SERVICES	9/22/2025	19839.92
E	Electronic Payment	AP	9000071 AMAZON CAPITAL SERVICES	9/25/2025	6228.17
E	Electronic Payment	AP	9000072 CRAW-KAN	10/2/2025	539.98
E	Electronic Payment	AP	9000073 KANSAS GAS SERVICE	10/2/2025	1463.35
E	Electronic Payment	AP	9000074 AT&T	10/2/2025	1354.50
E	Electronic Payment	AP	9000075 CAPITAL ONE/WAL MART	10/2/2025	1079.54
E	Electronic Payment	AP	9000076 SECURITY BANK OF KANSAS CITY	10/2/2025	5328.75
E	Electronic Payment	AP	9000077 FOUR STATE SANITATION	10/2/2025	3002.60

DISCUSSION ITEMS

- A. Updated Board Policy Manual

Fort Scott Community College Board Policy Manual

2025-2026



NOTE: The policies codified herein are subject to change by formal action of the Fort Scott Community College Board of Trustees. Whenever there is conflict between the provisions of this manual and the official minutes of the Board of Trustees, the official minutes will control.

TABLE OF CONTENTS

<u>CHAPTER 1: BOARD MEMBERS AND OPERATION</u>	4
A. <u>Board Authorization</u>	4
B. <u>Election and Term of Office</u>	4
C. <u>Board Ethics</u>	4
D. <u>Board Member Roles and Responsibilities</u>	7
E. <u>Board Operations</u>	8
F. <u>Board Meetings</u>	9
<u>CHAPTER 2: FINANCIAL POLICIES</u>	13
A. <u>Fiscal Oversight and Responsibility</u>	13
B. <u>Budgeting</u>	13
C. <u>Procurement</u>	13
D. <u>Financial Reporting</u>	19
E. <u>Tuition, Fees, and Revenue</u>	20
F. <u>Capital and Asset Management</u>	21
G. <u>Reimbursements</u>	21
<u>CHAPTER 3: ADMINISTRATIVE POLICIES</u>	22
A. <u>Procedures Relating to Requests for Inspection of Public Records and Obtaining Copies</u>	22
B. <u>Institutional Advancement</u>	23
C. <u>Public Assembly Guidelines</u>	25
D. <u>Facilities</u>	26
E. <u>Records Retention and Disposal</u>	30
F. <u>Identity Theft Prevention (Red Flags Rule)</u>	30
G. <u>Technology and Data Management</u>	33
H. <u>Compliance and Legal Affairs</u>	35
<u>CHAPTER 4: ACADEMIC AFFAIRS</u>	37
A. <u>Academic Program and Curriculum</u>	37
B. <u>Instructional Standards</u>	39
C. <u>Faculty Policies</u>	40

D. <u>Student Academic Policies</u>	42
E. <u>Academic Administration</u>	44
CHAPTER 5: STUDENT SERVICES	44
A. <u>Admissions and Enrollment</u>	44
B. <u>Tuition and Fees</u>	45
C. <u>Student Conduct and Discipline</u>	46
D. <u>Student Support Services</u>	48
E. <u>Financial Aid Policies</u>	50
F. <u>Student Life</u>	51
CHAPTER 6: PERSONNEL POLICIES	51
A. <u>Equal Employment Opportunity</u>	51
B. <u>Hiring and Recruitment</u>	51
C. <u>Employee Conduct and Ethics</u>	53
D. <u>Employee Discipline, Due Process, and Separation from Employment</u>	58
E. <u>Compensation and Benefits</u>	60
F. <u>Leave Policies</u>	61
G. <u>Grievance Procedures</u>	63
H. <u>Personnel Files</u>	63
I. <u>Policy Review</u>	64
J. <u>Miscellaneous Personnel Policies</u>	64
APPENDICES	
<u>APPENDIX A. Weapons Policy</u>	66
<u>APPENDIX B. Alcohol and Illegal Drugs Policy</u>	70
<u>APPENDIX C. Smoke and Tobacco Free Campus Policy</u>	72
<u>APPENDIX D. One Policy, Two Procedures Model (1P2P) Model – Discrimination, Harassment And Retaliation</u>	73

CHAPTER 1: BOARD MEMBERS AND OPERATION

A. BOARD AUTHORIZATION

1. Authorization. Fort Scott Community College (FSCC or the College) shall be governed by a Board of Trustees (Board) which shall constitute a body corporate and politic, possessing the usual powers of a corporation for public purposes, under the name and style of “The Board of Trustees of Fort Scott Community College of the State of Kansas” pursuant to K.S.A. 72-201.

2. Board Legal Status. The Constitution of the State of Kansas charges the state with the responsibility of maintaining a system of education for all students in Kansas. The state Legislature fulfills this responsibility by enacting laws to regulate the Colleges, providing a portion of the funds needed for operating the College, and delegating the immediate control to the Board elected within the county.

2. Board's Role in County Education. The Board, therefore, is an agency of the state with powers delegated to it by the Legislature. The Board shall comply with the provisions of mandatory laws and shall consider and accept or reject the provisions of permissive laws. In all cases where the state laws do not provide or prohibit, the Board shall consider itself the agent establishing and appraising educational activities of the service area and responsive to the desires of the citizens of the county.

B. ELECTION AND TERM OF OFFICE

1. Election. There are six members of the Board (Board), each of whom is elected in accordance with K.S.A. 71-1422, and 74-1403(1) and (2). No member of the Board shall be an employee of the community college (College).

a. Vacancies shall be filled pursuant to K.S.A. 71-201.

2. Term of Office. Each member of the Board shall be elected for a four-year term commencing on the second Monday in January following election. Members shall serve until their successors are elected or appointed and qualified as provided in K.S.A. 71-1412.

C. BOARD ETHICS

1. Duty of Loyalty. Board members shall uphold the duty of loyalty by exercising their responsibilities solely in the best interests of the Board and the community college system as a whole. Decisions and actions must reflect a commitment to the collective mission and governance of the institutions under the Board’s purview, rather than personal interests or the interests of any individual, external organization, or specific institution.

2. Conflict of Interest. A conflict of interest arises when a Board member’s personal, financial, or professional relationships or affiliations interfere with—or have the potential to interfere with—their ability to act in the best interests of the Board. A conflict of interest, or apparent conflict of interest, exists when an Employee or person acting for or on behalf of the College:

a. Personal Gain. A conflict of seeking personal gain through his/her employment at the College, such as when a person uses, or attempts to use:

- i. His/her position with The College to achieve a material and/or financial benefit for himself/herself or others;
- ii. The College property, resources or services, including but not limited to, The College offices, office supplies, telephone, equipment, computing resources, for personal and private purposes to achieve a material or financial benefit for himself/herself or others;
- iii. The College Employees, Students, contractors, or volunteers to achieve a material or financial benefit for himself/herself or others;
- iv. Any confidential information acquired in connection with The College related activities or The College employment to achieve material or financial benefit for himself/herself or others, or for unauthorized purposes;
- v. A person directly or indirectly solicits, receives or accepts anything of more than nominal value from any person or organization seeking to do business with or have an association with The College.

b. The following exceptions do not constitute personal gain:

- i. Registration for an event at which the Employee is making a presentation or providing a service, as an Employee of The College, to the event sponsor;
- ii. Promotional items, such as coffee cups, pens, pencils, mouse pads, etc.;
- iii. Textbooks, software, and instructional materials to be reviewed by teaching faculty;
- iv. An award, plaque, certificate, memento or similar item given in recognition of the Employee's charitable, civic, professional, personal private, public or political achievements;
- v. Food and/or beverage of nominal or reasonable amount given to or consumed by an Employee at a single meal or event; or,
- vi. The President or his/her designee may grant additional exceptions, in writing, when he/she determines, upon the basis of the facts presented:
- vii. The benefit accruing to the individual is of nominal value; and
 - a) The exception will not impair either the individual's or The College's ability to conduct business ethically, fairly and impartially; or
 - b) When the requested exception is a common and generally accepted practice in public higher education institutions.
- viii. Engages in non-College employment or consulting activity for himself/herself or for another which impairs his/her ability to fulfill her/his obligations to The College as an Employee, such as:
 - a) Employment or other activity, which occurs at times during which the Employee normally is to perform his/her obligations for the College;

b) Employment, without the approval of your immediate supervisor or head of department, in a teaching capacity on a full-time or part-time basis with another higher education institution;

c) Employment or activity individually or with another person or entity providing goods or services which are in competition with goods and/or services provided by The College;

d) The Employee's judgment in the performance of The College duties and responsibilities.

c. Disclaimer. In all employment or activities outside of The College employment, each Employee functions in his or her individual capacity, without the support of the College, and is solely responsible for his/her acts.

d. Disclosure. All officers of the College or its Board, deans, directors and those persons identified by the President shall annually submit a completed "Annual Conflict of Interest Disclosure Statement" to the Vice President of Finance and Operations.

i. All persons recommending or involved in creating any financial obligation of the College, including but not limited to the purchase of goods or services, contracts obligating the College, and leases, shall disclose to their supervisor the nature of any relationship whatsoever they may have with any vendor, contractor or lessor. A financial obligation in which an Employee or representative of the College has an interest will only be entered into if:

a) It is deemed to be in the best interests of The College; and,

b) Such person's interest with the other party will not conflict substantially or materially with such person's discharge of his/her The College responsibilities.

ii. All persons considering non-College employment or other activity which may create a conflict of interest have a duty to disclose any actual or potential conflict to their supervisor by submitting a written statement describing the nature of the potential conflict. Supervisors who become aware of such actual or potential conflict with the College by persons within their supervision have a duty to request such individuals provide such a written statement.

iii. Any person who is in doubt whether he/she is confronted with an actual or potential conflict of interest should seek the advice of his/her supervisor or the appointing authority for his/her position to determine if the interest could conflict impermissibly with the person's obligation to The College.

e. Enforcement. The ultimate responsibility for the enforcement of the policies and regulations on conflicts of interest is that of the President who may delegate authority for enforcement to other The College officials.

i. Violations shall subject the person to disciplinary sanctions which may include, but are not limited to, suspension from or termination of employment. Violations of the policy or regulations, include, but are not limited to:

1) The failure to file timely disclosures; Filing incomplete, erroneous, or inaccurate disclosures;

2) Failure to comply with prescribed procedures for managing or resolving conflicts or potential conflicts of interest;

3) The use of the Employee's or individual's official title of employment or the College's name, or any of the College's component parts, including any of the College's graphics, in any situation other than in the conduct of official College business.

3. Prohibited Gift Acceptance Guidelines. Employees will not seek or accept for themselves or others any gifts, favors, or entertainment, without a legitimate business purpose. A strict standard is expected with respect to gifts, services, discounts, entertainment or considerations of any kind from suppliers. Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the College. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors or any person doing or seeking to do business with the College are to act in the best interest of the College. Each employee shall make prompt and full disclosure in writing to their Dean or Vice President of any potential situation which may involve a conflict of interest.

a. Employees should not accept gifts from those under their supervision of more than limited value.

4. Acceptable Business Courtesies and Gift Guidelines. In the application of this policy, employees may accept for themselves and members of their families common courtesies usually associated with customary business practices. These include but are not limited to:

a. Lunch and/or dinner with vendors sometimes including spouses as long as the invitation is extended by the vendor.

b. Gifts of small value from vendors such as calendars, pens, pads, knives, etc. (not to exceed \$100 in value).

c. Tickets to events (such as sports, arts, etc.) are acceptable if offered by the vendor and the vendor accompanies the associate to the event (not to exceed \$100 in value). These are not to be solicited by the employee and must be approved by the appropriate Dean or Vice President.

d. Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc., are acceptable.

e. Day outings such as golf, fishing, and hunting are acceptable with prior approval from the appropriate Dean or Vice President. The vendor must be in attendance and participation by the associate's family members is not acceptable.

f. Use of vendor's facilities (vacation homes, etc.) by employees or families for personal use is prohibited. It is never permissible to accept a gift in cash or cash equivalent such as stocks or other forms of marketable securities of any amount.

D. BOARD MEMBER ROLES AND RESPONSIBILITIES

1. Committee as a Whole. The Board shall operate at all times as a committee of the whole.

2. Advisory Committees. The Board shall establish such advisory committees as it deems necessary. The type and function of each advisory committee shall be dictated by the needs of the College for the special services of the committee. Each advisory committee shall organize itself with assistance from the President. The President

shall provide appropriate material or personnel to assist committees. Each committee shall report to the President and/or the Board as the Board may require by regulation or by procedure. The Board may dissolve any advisory committee at any time. In appointing members of advisory committees, the Board shall consider the recommendation of the President and other members of the administrative staff, as well as the recommendation of individual Board member.

3. Role and Responsibilities. The Board of Trustees, whose members are elected as representatives of the people of the county, shall act as the agent of the state in carrying out the will of the people of the county in matters of public education.

a. The Board has those powers that are expressly granted to it by the Constitution of the State of Kansas or by the statutes enacted by the Legislature, those powers implied by state statutes, and those duties expressly imposed by the statutes.

b. Election of Officers. The annual reorganization meeting of the Board will be the first regular meeting of the fiscal year, when the Board shall elect a chair and vice chair for a term of one year.

1) Each officer shall be elected by a majority of the members present and voting.

2) The Board shall also appoint a representative to the Kansas Association of Community College Trustees and the Southeast Kansas Education Service enter.

3) Duty of Chair: It shall be the duty of the chair to preside at all meetings of the Board, appoint all committees whose appointment is not otherwise provided for, affix signature to all checks ordered by the Board to be drawn upon for college money, and perform other such duties as may properly pertain to the office.

4) Duties of Vice-Chair: The vice-chair shall perform the duties of the chair in the absence of the chairman. He/she shall perform other duties as designated by the Board.

5) Duties of Treasurer: It shall be the duty of the treasurer to attend meetings of the Board when required to do so, oversee preparation and submit in writing a monthly financial report of said Board, and to pay college funds only upon checks signed by the chair of the Board and countersigned by the clerk.

6) Duties of Clerk: It shall be the duty of the clerk to be present at all meetings, post or have published all legal notices, prepare and sign all legal documents, countersign all warrants drawn upon the treasury by the order of the Board, have custody of the records, books and documents, and perform all such other duties as prescribed.

E. BOARD OPERATIONS

1. Fiscal Oversight and Responsibility. The Board is responsible for:

a. Approving the annual budget;

b. Reviewing financial reports and audits;

c. Ensuring financial policies are followed;

d. Providing oversight of fiscal operations and long-term financial planning.

2. Policy Development. The Board shall continually review its policies and amend and supplement existing policies as needed. The President shall draft all recommended policy changes including new policy recommendations.

a. Policies and rules of the Board may be submitted to the Board's attorney or to the staff of Kansas Association of School Boards to determine their legality before they are submitted to the Board for final approval. In formulating policy recommendations to be made to the Board, the President may involve members of the entire staff. When practical, the Board may involve students in the development of Board policy.

b. All rules and regulations found in handbooks for students, teachers or other employees and supplements thereto will be considered a part of Board policies and rules by reference and will comply with Board policy. The policies, rules, and regulations of the Board may be amended at any regular, special, or adjourned meeting of the Board by majority vote of the members of the Board.

c. A recommendation by an individual or group of citizens or patrons to adopt or amend any policy or rule may be submitted at any regular Board meeting. Any action on the recommendation will take place at the next regular meeting of the Board unless an emergency is declared which requires that final action be taken immediately.

d. Stakeholder Input in Decision-Making. As a general rule, individuals and groups who are directly affected by a proposal, or have a vested interest in a proposal, shall be given an opportunity to review and provide advice about the proposal prior to its final adoption. This ensures that all perspectives on a concept have been considered in the review and approval process.

2. Board Compensation and Expenses. The College shall reimburse Board members when they travel outside of the community on college business. When attendance at conventions or other educational meetings or travel for other college purposes is authorized in advance by the Board, expenses shall be reimbursed as follows:

a. Transportation includes, but is not limited to, coach air fare, plus charges for ground transportation, if required, for meeting sites beyond reasonable driving distances. If the meeting is within reasonable driving distance, the Board member shall be reimbursed for mileage as per the state rate;

b. Fees and registration as required for participation at meetings;

c. Hotel or motel at single-room rate; and

d. Reasonable expenses for meals; maximum per diem allowances may be set by the Board.

e. Receipts for hotel/motel accommodations, transportation costs, and meals shall be submitted with expense vouchers upon return and accounted for in writing to the President's office.

f. Lifetime courtesy passes are to be issued to members of the Board, which will admit them to all college activities and events.

3. Professional Services to the College.

a. Board Attorney. The Board shall appoint, either on a full-time or retainer basis, an attorney to serve as the Board attorney. His/her primary function is to provide professional legal counsel and representation to the Board and President. The performance of the Board Attorney shall be subject to evaluation on a continuing basis by the Board and President. Appointment shall be for a one-year term

with reappointment subject to Board approval. For special purposes, as deemed appropriate by the President, other attorneys may be engaged.

b. College Auditors. The Board shall appoint a Kansas licensed CPA to perform the annual audit of Fort Scott Community College, the Athletic Association and the Fort Scott Community College Endowment Association. The term of the engagement shall be determined at renewal.

1) The performance of the Board Auditors shall be subject to evaluation on a continuing basis by the Board and the President.

c. College Bank Services. The Board shall appoint a banking institution to serve the College. The primary function is to provide professional banking services to the College. The performance of the banking services shall be subject to evaluation on a continuing basis by the President and appropriate staff. If it is determined that the services can be provided more efficiently or effectively, the services will be put out for bid.

d. College Architectural Services. The Board shall appoint, either on a full-time or retainer basis, an architect to serve as the College architect. His/her primary function is to provide professional architectural services and representation to the Board and President. The performance of the Board architect shall be subject to evaluation on a continuing basis by the Board and President. If it is determined that the services can be provided more efficiently or effectively, the services will be put out for bid.

e. Consultants and Independent Evaluators. In order to pursue its educational mission and also to protect the public's financial investment in the College, the services of qualified professional consultants and/or evaluators may be engaged to provide insights and ideas for dealing with especially difficult problems and/or special services which the staff is unable to provide.

1) The kinds of assistance sought from consultants may include, but will not be limited to:

- a) conducting fact finding, surveys and research,
- b) providing counsel or services requiring special expertise, and
- c) assisting with development of policy or program.

F. BOARD MEETINGS

1. Official Meeting Dates.

a. The official meeting dates for the fiscal school year are determined and approved by the Board of Trustees at the June Board meeting. The regular meetings of the Board shall be on the third Monday of each month. If the meeting date falls on a holiday or during spring break, the meeting will be held on the following Monday.

b. At the Board's discretion, the meeting date may be changed from the third Monday due to inclement weather, lack of a quorum, to accommodate the budget process and/or hearing and to facilitate the year-end closeout. The press and public will be notified of the date change.

c. The time of meetings shall be as determined by Board consensus, with proper notification of the press and public made before each meeting.

2. Quorum. A majority of the Board shall constitute a quorum.
3. Location. All meetings of the Board shall be held in the Heritage Room of the Administration Building unless a different place is designated by resolution at a regular meeting or in the notice of a special meeting.
4. Executive Session. The Board may recess to a closed or executive session in compliance with K.S.A. 75-4319.
 - a. Discussion during closed session shall be limited to the following subjects:
 - 1) Personnel matters of non-elected personnel;
 - 2) Consultation with an attorney for the Board, who is present, which would be deemed privileged in the attorney-client relationship;
 - 3) Matters relating to employer-employee negotiations whether or not in consultation with the representation of the public body;
 - 4) Matters relating to actions adversely affecting a person as a student, except that any such person shall have the right to a public hearing if he or she requests;
 - 5) Preliminary discussions relating to the acquisition of real property;
 - 6) Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship;
 - 7) Matters relating to the security of a public body or agency, public building or facility or the information system of a public body or agency, if the discussion of such matters at any open meeting would jeopardize the security of such public body, agency, building, facility, or information system.
4. Special Meeting Procedures. Special meetings may be called by the chair of the Board or by joint action of any two members of the Board. A written notice stating the time and place of the special meeting and the purpose for which it was called must, unless waived, be given each member of the Board at least two days in advance of the meeting, and no business other than stated on the notice can be transacted at the meeting.
5. Adjourned Meeting Guidelines. Any legal meeting of the Board may be adjourned to a specific time and place. Only items on the agenda of the adjourned meeting may be acted upon at an adjourned meeting.
6. Board Agenda Preparation. The Board agenda will be compiled by the President in cooperation with the Board chair and may include a period of time when the public may speak to the Board. Other Board members may request items to be placed on the agenda. The annotated agenda will be sent to all Board members at least three calendar days prior to any regular Board meeting. The agenda may include the following information:
 - a. Items to be discussed and Board procedure
 - b. Monthly reports
 - c. Requests for hearings and other such information.
 - d. Other items and reports may be added as the need arises.
7. Procedures For Public Comment. The Board will include on its meeting agenda a time for members of the public to address the Board. The Board Chair shall determine if the item is to be placed on the agenda of a meeting. The Chair has the discretion and authority to direct and limit the presentation of public comment.

- a. Members of the general public wishing to make a comment at a Board meeting may request permission to do so during the Public Comment portion of the agenda. Such permission should be requested by filling out a request form by noon on the day of the Board meeting. Forms will be presented to the Board Chairman for consideration. Generally, matters that are personal in nature or relate to personnel matters will not be heard publicly. The Chairman also has a responsibility to discourage abusive or redundant comments. If the appropriate request is not made in advance the Chairperson has the discretion to hear from individuals present at the meeting.
- b. When recognized for public comment, citizens should restrict comments to no more than three minutes. If several citizens desire to make comment about the same topic, the Board Chairman may require that the citizens choose a spokesperson to speak on behalf of all.
- c. The Board meetings operate according to an agenda that is developed in advance. Only items specifically placed on the agenda will be acted upon or discussed. Items or questions presented as “public comment” will not be discussed by the Board. Occasionally, for reasons of expediency, the Board Chairman may respond or answer a question raised; but, as a rule, there will be no action or discussion of public comment items. Generally, the Board Chairman will respond to public comment by saying, “Thank you for your comments.”
- d. The Public comment portion of the Board agenda is not intended for use by employees and students of the College. The BOT has clearly developed policies for the handling of employee and student concerns, proposals, grievances, student discipline, and other matters of internal college affairs. In these instances, the Board serves as the appeal board and will, therefore, not become involved until all internal procedures for addressing a specific situation have been exhausted.

8. Records of Board Actions.

- a. The clerk of the Board, or a person designated by the Board, shall be responsible for taking and transcribing the minutes of each meeting of the Board and sending them to the Board no fewer than two calendar days prior to the date of the next regular meeting. The minutes shall clearly reflect all motions voted on by the Board. The minutes will not contain a summary of the comment(s) made by the Board member, a guest or a member of the staff unless such person requests that his written remarks be made part of the minutes.
- b. When any matter comes before the Board for discussion or action and a Board member is determined, in accordance with the above, to have an actual or apparent conflict in the matter, the Board member with the conflict shall not vote on the matter.
- c. When any matter comes before the Board for discussion or action and a Board member is determined, in accordance with the above, to have an actual or apparent conflict in the matter, the conflicted Board member shall not participate in or attend Board discussion of the matter, unless the Board determines that it would significantly serve the interest of the Board to have the conflicted Board member explain the issue or answer questions. Any such determination and participation shall be recorded in the Board minutes.

CHAPTER 2: FINANCIAL POLICIES

A. FISCAL OVERSIGHT AND RESPONSIBILITY

1. Purpose and Scope. The College is committed to sound fiscal stewardship, transparency, and compliance with all applicable state and federal laws and regulations. This policy applies to all financial activities conducted by the College, including budgeting, procurements, reporting, and audits.

a. The College shall comply with:

- 1) all Kansas statutes (e.g., K.S.A. 71-211, K.S.A. 71-222);
- 2) Kansas Board of Regents (KBOR) financial reporting requirements;
- 3) Federal regulations including those related to grants, Title IV funding, and procurement.

2. Delegation of Financial Authority. The Board delegates day-to-day financial management to the President and designated administrative staff, including the Chief Financial Officer (CFO). All financial decisions must comply with Board-approved policies and procedures.

3. Fiscal Year. The College's fiscal year shall begin on the first day of July and end on the last day of June in the succeeding year (July 1-June 30).

B. BUDGETING

1. Annual Budget. The President or designee shall annually prepare a budget of estimated income and expenses on a fiscal year basis for presentation to the Board in compliance with the form prescribed by the KBOR.

a. Public hearings on the annual budget shall be held as required by law.

b. Following the public hearing at which the Board adopts the Legal Budget, the College will file the Legal Budget with the County Clerk and the KBOR, with all required supporting documentation, on or before the date required by law each year.

2. Budget amendments. Budget amendments must be approved by the Board.

3. Budget Transfers. Transfers between budget categories may be authorized by the President or CFO, provided they do not exceed thresholds established by the Board.

4. Multi-year Financial Plan. The District shall maintain a multi-year financial plan to support long-term sustainability, capital planning, and strategic initiatives.

5. Use of Reserve Funds. The Board must approve use of reserve funds aligned with institutional priorities. Fund balances shall be monitored to ensure fiscal health and compliance with reserve policies.

C. PROCUREMENT

1. General Applicability. This policy applies to all FSCC students and employees, and all purchases and reimbursements made using college funds.

a. "College funds" means funds administered or held by the College in an account controlled by the College.

b. "Expenditure" means payment or other disbursement for goods or services using College Funds.

- c. The expenditure of college funds should be handled in a manner that assures the greatest value per dollar expended.
- d. Reasonable administrative purchasing guidelines which involve comparison of product and service costs, availability, and administrative verification of the most responsible purchasing decisions applicable to each situation shall be followed.

2. Authority. Under Kansas law, all contracts relating to the purchase of goods or services must be governed by and interpreted in accordance with the laws of Kansas, and the College may not agree to submit to the jurisdiction of any court other than a court of the state of Kansas.

- a. The Board retains the right to deviate from its procurement policies, as the Board shall determine from time to time, for the acquisition of products, goods, and services, or any combination thereof.
- b. All purchases requiring Board approval, regardless of funding source, shall follow the procedures outlined in this policy and are subject to the authority delegated to the Administration and Purchasing Office.

3. Contract Approval. The power to enter into contracts on behalf of the College is vested in the Board.

- a. No contract or agreement shall be made which names the College as a party unless authority is otherwise delegated by the Board or the President.
- b. As such, no individual has the authority to enter into purchase contracts unless specifically authorized by the Board. Any such purchases are considered unauthorized and become a personal obligation to the vendor by the individual making the purchase.
- c. All new agreements and memorandums of understanding will have the consent of the Board of Trustees prior to any formal approval on behalf of the College.
- d. Except for the expenditure of twenty thousand dollars (\$20,000) or less for construction, reconstruction or remodeling, or for the purchase of materials, goods, or wares, the Board shall approve any and all contracts at a regular meeting or at a special meeting called for such purpose.

4. Unauthorized Contract Restrictions. No individual has authority to enter into contracts and/or leases, or in any other way obligate The College for procurement indebtedness, unless specifically authorized to do so by the Board of Trustees.

- a. The intent of this policy is to cover contracts not covered by the Board policies on purchasing, personnel, or other areas where formal policy exists.

5. Authorized Signers. Once approved by the Board, the President is authorized to sign any and all contracts for and on behalf of the Board of Trustees except as otherwise required by law or as otherwise specified by the Board. The President may sign renewals of agreements and memorandums of understanding provided that:

- a. The documents have not fundamentally changed since prior approval by Board of Trustees, and
- b. All documents are subsequently shared with the Board of Trustees at the regularly scheduled monthly meetings.
- c. The College designated the President as an authorized signer for the College.

- 1) The Board of Trustees has authorized the President to execute contracts, financial documents, and other official documents necessary for the conduct of the College's business.
- 2) The Board gives the President the authority to sign any and all documents approved by the board including but not limited to contracts, leases, and any other documents to follow through on board action.

d. The Board has three authorized signers for the College who are designated by elected position:

- 1) The Board Chair;
- 2) The Vice-Chair, and
- 3) The Treasurer.

The individuals will change on a periodic basis by the result of the election of officers.

6. Competitive Bids. The College complies with the required procurement methods established in the OMB Uniform Guidance, 2 CFR 200.320. (UG Requirements). Competitive bids or quotations are solicited by the CFO in accordance with Board Policy and UG Requirements.

a. Definitions.

- 1) "Request for Quotations" (RFQs) are informal requests to vendors to obtain pricing and terms for goods or services. These may be solicited via email, fax, mail, written documentation, or verbally.
- 2) "Requests for Bids" (RFBs) are formal announcements that FSCC intends to purchase goods or services. Vendors are invited to submit pricing and terms. RFBs may be open to the public or issued by invitation and may be submitted in sealed or unsealed formats.
- 3) "Requests for Proposals" (RFPs) are formal solicitations used when the nature of complexity of the goods or services requires detailed proposals. Vendors must provide pricing, terms, qualifications, and a description of how they will fulfill the request.

b. Notice. Competitive bids will be solicited by notice published in the following areas:

- 1) Public Record for Fort Scott Tribune;
- 2) The College's public website;
- 3) Bids will be solicited by invitation to prospective vendors.

a) The administration will make every reasonable effort to locate and send invitations to bid to qualified vendors located in Bourbon County, to qualified vendors who have provided similar goods or services to the College in the past, to vendors that have expressed interest in receiving such invitation to bid, and to any other qualified vendor who may be capable of providing a superior product at a competitive price.

c. All bids will be sealed when received (emails bids are accepted on an as requested and approved basis) and will be opened in public at the time and place stated in the bid notice.

d. Bids will be evaluated for conformity and follow-up/clarifying questions may need to occur.

- e. The administration will report to the Board of Trustees the results of the bid and provide all supporting documentation and vendor communication.
- f. It will be the policy of the Board of Trustees to award contracts for procurement on the basis of sealed bids to the lowest bid which fully complies with all bid specifications.
- g. The College administration is authorized to utilize the services of licensed professional architects or engineers for the administration of the sealed bid process for the procurement of goods and services for constructions, reconstruction, or remodeling on real property improvements.

7. Purchasing Authority, Thresholds, and Reporting Guidelines.

a. The College shall ensure that purchases are made in a manner that maximizes open and free competition by using the following solicitation methods unless otherwise provided by Board Policy.

b. Procurement Thresholds.

1) Purchases greater than \$2,000 but less than \$10,000. If it is estimated that the procurement will exceed \$2,000, but be less than \$10,000:

a) Quotation shall informally be obtained from two (2) or more qualified sources of supply with consideration of quality and consideration of local businesses.

b) The quotes will be presented to the VP of Finance and Operations for final approval.

2) Purchases greater than \$10,000 but less than \$20,000. If it is estimated that the procurement will exceed \$10,000, but be less than \$20,000:

a) RFQs shall informally be obtained from three (3) or more qualified sources of supply with consideration of quality and consideration of local businesses.

b) The quotes will be presented to the VP of Finance and Operations for final approval.

3) Expenditures up to \$20,000 (Twenty-thousand Dollars). The President is authorized to approve the expenditure of twenty thousand dollars (\$20,000.00) or less for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services on behalf of the Board, and to execute contracts for same.

a) RFBs may be requested for expenditures under twenty thousand dollars (\$20,000.00) when such bids might be to the economic benefit of the College.

7. Purchases Greater than \$20,000.00. Any expenditure involving an amount of more than twenty thousand dollars (\$20,000.00) for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services shall require sealed proposals (Requests for Proposals).

a. All contracts for construction and repairs, and all purchases of and contracts for supplies, materials, equipment, and contractual services shall be awarded to the lowest cost supplier on the basis of competitive price quotations, except in any of the following circumstances:

1) True "sole source" procurements of unique goods or services available only from a single supplier with no competition. An RFP must be used when two or more dissimilar but potentially acceptable alternatives are available and the total cost for the contracted goods or services will exceed the sum of \$20,000.

2) Payments for fees and taxes, and purchases of contracted services or materials procured from the State of Kansas, its departments, its political subdivisions, agencies of other states or subdivisions thereof, or agencies of the U.S. Government.

3) Annual renewals of contracts for services or leases of property of equipment covering a period exceeding one year, provided that such contracts for services (but not leases of property of equipment) shall not exceed a term of five years.

4) Payments for services supplied by regulated public utilities and transportation companies.

5) Payments of wages, salaries, and fringe benefits to college personnel and reimbursements for travel and other work-related expenses.

6) Payment for services rendered by licensed or certified professionals. However, the Board of Trustees and the administration will annually evaluate the performance of at least the following professional services, and the administration will periodically issue request for proposals as directed by the Board of Trustees: a. Attorney and legal services b. Certified Public Accountant and Auditor c. Architectural Services d. College Property and Liability Insurance Agent/Broker

7) Payments of financial aid grants and loans awarded to registered students of the College.

8) Purchases of real property, provided, however, that any purchase of real property must first be approved by the Board of Trustees.

9) Purchase/Reimbursement of goods for resale by the College bookstore or other departments of the College.

10) Purchases of goods and services by separate student, alumni, and other organizations through accounts maintained for them by the College as fiscal agent.

11) Purchases of goods at a commercial auction provided the total purchase price for all items does not exceed \$10,000.

12) Purchases of educational materials directly tied to curriculum and secured by copyright.

13) Payment for emergency repairs (including supplies, materials, equipment, and contractual services) where student living conditions and/or employee working conditions would be adversely affected without the immediate restoration of service.

b. Except procurements excluded under Section 1) above, all contracts for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services shall be awarded to the lowest cost supplier on the basis of competitive price quotations or proposals determined by the following procedures:

c. If it is estimated that the procurement will exceed \$20,000, competitive bids will be solicited for not less than 10 (ten) business days prior to the date stated for the opening of the bid.

8. Request for Proposal (RFP) Process. In cases where two or more goods or services are available from different vendors which are substantially different or unique in character but may each be potentially capable of meeting the needs of the College, the administrations may utilize a Request for Proposal (RFP) procurement process rather than a sealed competitive bid process, regardless of the expected total price of the procurement.

- a. The administration shall provide bid specifications which defines the quality of the goods or services to be provided.
- b. A time will be scheduled as soon as feasible after the response deadline for the top 3 vendors to present their proposal and demonstrate their product to an evaluation committee appointed by the administration.
- c. The recommended proposal choice must be submitted in writing to the Board of Trustees by the evaluation committee and must be justified through an evaluation of all relevant factors in comparison to all other deemed the preferred bidder and awarded the bid if all of proposals received.
- d. All contracts for the purchase of goods and services will be awarded on the basis of conformity to specifications developed by the administration. Such specifications will constitute an adequate basis for defining and evaluating the goods or services in the specified time frame and in the specified quality and quantity. No such specifications will be fixed in a manner which effectively reasonably competitive bids on alternative products or services which adequately meets the needs of the College. It will be the policy of the administration of the College to develop and implement standardized specifications for procurements whenever feasible.
- e. Whenever the Board of Trustees of the College solicits bids for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services submitted by bidders domiciled within Bourbon County and by bidders domiciled outside Bourbon County, and the low bid is submitted by a bidder domiciled outside Bourbon County, the Bourbon County domiciliary which submitted the lowest bid may be the following are met:
 - 1) The quality, suitability, and usability of the construction, reconstruction, remodeling, materials, goods or wares are equal; and
 - 2) The amount of the bid of the Bourbon County domiciliary is not more than three percent (3%) greater than the amount of the low bid; and
- f. The Bourbon County domiciliary agrees to meet the low bid by filing a written agreement to that effect within 72 hours after receiving notification of being deemed the preferred bidder.
 - 1) For the of this Authorization to Purchase policy, "Bourbon County domiciliary" is defined as:
 - a) A bidder whose principal place of business is located in Bourbon County, or
 - b) A bidder who does business in Bourbon County and who has a sales representative whose residence is in Bourbon County.
- g. In cases where normal service agreements have been established and the board determines it is in the best interest of the College for the service agreement to be continued or renewed, agreements may be regularly extended or renewed, unless investigation provides evidence that agreements with alternate or new vendors would be more efficient or cost effective for the College. The Board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the College, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. The Board also reserves the right to disqualify any vendors who may be found to be delinquent in their payment of property taxes within the College's taxing district.

i. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract (including the provisions of the DA-146) with the College and provide a performance or public works bond as required by law or the Board of Trustees.

j. Information on bids awarded shall be maintained in the College business office and shall be available for review upon request. The final responsibility for all procurement rests with the President or his/her designee. The Board of Trustees reserves the right to suspend the formal bid procedure in the event of a disaster, emergency, or if the board otherwise determines it is in the best interest of the College.

9. Emergency Authority. In the event of an emergency situation such as a power failure, severe cold weather, or a natural disaster, the President or Vice President of Finance and Operations shall have the authority to purchase capital equipment needed to keep the buildings of the College open or to reopen the buildings of the College. The Board shall be notified expediently of such purchases and shall ratify any such purchases as soon as possible after the purchase is made.

10. Cooperative Procurement Efforts. The College may participate in cooperative procurement efforts with other education institutions, pricing consortiums, or public agencies to combine purchasing power and obtain more favorable pricing. The section specifically includes the Kansas State Contract. Procurements of individual items through such programs are exempted from the provisions this policy above, provided that the collective procurement follows a competitive bid process similar to the provisions of section 1.

D. FINANCIAL REPORTING

1. Annual Financial Report. The Chief Financial Officer shall submit to the Board chair and President a comprehensive financial report for the prior fiscal year in accordance with American Institute of Certified Public Accountants, the Governmental Accounting Standards Board and the National Association of College and College Business Officers' Financial Accounting and Reporting Manual for Higher Education unless otherwise provided by state law, practices or procedures.

a. The Annual Financial Report shall be prepared in accordance with the schedule maintained on the Board's website.

b. The Board chair and President shall be responsible for recommending to the Board any specific financial report findings that should be further reviewed by the Board.

2. Audits. It shall be the policy of the Board of Trustees to require that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. This shall include the accounts of the Board of Trustees and college agency or auxiliary accounts.

a. The College shall maintain a system of internal controls to safeguard assets, ensure accurate financial reporting and promote operational efficiency.

b. The President shall develop and implement corrective action plans in response to audit findings. Progress shall be reported to the Board.

3. Monthly Financial Report. The Chief Financial Officer shall submit monthly budget reports to the President in conformity with financial reporting methods and formats promulgated by the American Institute of Certified Public Accountants, the Governmental Accounting Standards Board and the National Association of College and

College Business Officers' Financial Accounting and Reporting Manual for Higher Education unless otherwise provided by state law, practices or procedures.

a. This shall include a Schedule of Revenues, Expenditures, and Changes in Unencumbered Cash-Budget and Actual for all budgeted funds, including:

- 1) General Fund;
- 2) Postsecondary Technical Education Fund;
- 3) Adult Education Fund;
- 4) Auxiliary Enterprise Funds;
- 5) Capital Outlay Fund.

4. Kansas Board of Regents Oversight. The College shall comply with the financial reporting guidelines established by the Kansas Board of Regents, such as the standardized chart of accounts (K.S.A. 71-211).

5. Transparency and Public Access. The College shall comply with K.S.A. 71-222 that requires publication of taxpayer and student transparency data. This includes:

- a. Tuition and fee revenue;
- b. State and local tax support;
- c. Expenditures by function;
- d. Student enrollment and completion data.

6. Board Oversight. The Board shall:

- a. Review and approve annual budgets and financial statements;
- b. Receive quarterly financial updates from the administration;
- c. Ensure corrective actions are taken in response to audit findings;
- d. Maintain compliance with KBOR's standardized chart of accounts (K.S.A. 71-211).

7. State Reporting Requirements. The College shall submit financial data for inclusion in the Community College Data Book and KHEStats Dashboard to ensure consistency and comparability across institutions.

E. TUITION, FEES, AND REVENUE

1. Tuition and Fee Setting. Tuition and fees shall be reviewed annually and approved by the Board. Considerations include cost of instruction, market competitiveness, and student affordability.

- a. The Board delegates to the President the authority to establish user and administrative fees where the increase does not generate an amount in excess of \$250,000 annually.
- b. In addition to the tuition and fees, some programs of study and courses charge extra fees to cover the costs of materials and supplies provided by the College. Some programs and courses may require students to purchase additional materials and supplies on their own or pay for certification testing.

c. No student fees, other than user fees, shall be charged or collected by any state university for debt service on bonded indebtedness for any building or facility of such state university used primarily for academic purposes or providing health care services unless a student referendum is conducted in accordance with K.S.A. 76-742.

2. Revenue Sources and Restrictions. Revenue sources include tuition, fees, state and local appropriations, grants, and auxiliary services. Restricted funds shall be used in accordance with donor or grantor requirements.

3. Grants and External Funding. All grant applications and external funding proposals must be approved by the President or designee. Grant funds shall be administered in compliance with applicable guidelines.

4. Fundraising and Donations. The College may accept donations and conduct fundraising activities. All gifts shall be acknowledged and used in accordance with donor intent and College policies and procedures.

F. CAPITAL AND ASSET MANAGEMENT

1. Capital Budgeting. Capital projects shall be included in the annual budget and long-term financial plan. Projects exceeding established thresholds require Board approval.

a. The College shall utilize its Capital Outlay Fund in compliance with K.S.A. 71-501a, which fund shall consist of all moneys deposited therein in accordance with law.

b. The proceeds of any tax levied under K.S.A. 71-501, and amendments thereto, shall be deposited in the FSCC capital outlay fund.

c. Any proceeds derived from the sale of oil or gas or other minerals by FSCC may be deposited in the capital outlay fund.

2. Facilities Planning. Facilities planning shall align with strategic goals and include assessments of space utilization, maintenance needs, and future growth.

3. Asset Inventory and Disposal. The College shall maintain an inventory of capital assets. Disposal of surplus property shall follow established procedures and be approved by the Board when required.

4. Debt Management and Bond Issuance. Debt financing shall be used prudently and only with Board approval. The College shall comply with all legal requirements related to bond issuance and debt service.

a. Pursuant to legislative authority, including specific appropriation provisos in conjunction with K.S.A. 71-500, et seq., the Board is authorized to issue or seek issuance of debt obligations on behalf of the College.

b. The Board may issue debt obligations directly or by using the services of the Kansas Development Finance Authority.

G. REIMBURSEMENTS

1. Travel Reimbursement. The Board will provide reimbursement for expenses incurred in travel related to the performance and duties of college personnel when it aligns and supports the College mission.

- a. Travel requests need approved in advance by the appropriate Director, Dean, Vice President, or designee.
- b. All college travel must be submitted no later than 10 days in advance by follow the Travel Procedure set forth by the Business Office.
- c. A Travel Request Form along with accompanying purchase order must be approved and a purchase order number assigned before travel is made.

CHAPTER 3: ADMINISTRATIVE POLICIES

A. PROCEDURES RELATING TO REQUESTS FOR INSPECTION OF PUBLIC RECORDS AND OBTAINING COPIES

1. Kansas Open Records Act. The Kansas Open Records Act grants the public the right to inspect and obtain copies of public records created or maintained by public agencies in Kansas. The Kansas Open Records Act (KORA), K.S.A. 45-215 et seq., as amended, states "public records shall be open for inspection by any person." Public records are "records made, maintained, created or possessed by a public agency." The College is classified as a public agency for the purposes of this Act.
2. College Information Officer. The College has designated the Board Clerk as the Information Officer with the authority to establish and maintain a system of records in accordance with KORA. The officer may be reached in the FSCC Business Office or at 620-223-2700.
3. Public Records Request. Requests for public records shall be submitted in writing to the College's information officer. Use of The College's [Public Records Request form](#) is suggested to optimize accuracy and timeliness; however, a request in any written format containing the requestor's name and contact information will be addressed.
4. Response to Public Records Request. The information officer shall examine each request to determine whether the record requested is an open record or is subject to an exception of the Kansas Open Records Act that would allow the record to remain closed.
 - a. The information officer may also refuse to provide access to a public record or to permit inspection if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the district.
 - b. The information officer shall either grant or deny each request as soon as possible, but not later than the end of the third business day following the date the request is received.
 - c. If the request cannot be acted upon immediately, the information officer shall notify the requestor within the three-day window when the open record will be made available. K.S.A. 45-219 authorizes reasonable charges to be assessed to cover costs incurred providing requested materials. As such, the following fee schedule is established by The College:
 - 1) NO FEE: Records requiring less than 30 minutes to obtain
 - 2) \$50.00/HOUR: Records expected to require more than 30 minutes to produce (with a 1-hour minimum)

3) \$200.00/HOUR: Records requiring review or input by college attorney or redaction (with a 1-hour minimum)

i) For records requiring attorney consultation as well as FSCC time in excess of 30 minutes, both the attorney rate and FSCC rate will be assessed.

d. The College shall provide an estimate of the charge to the requestor, and payment of estimated fees shall be paid in full prior to records production.

e. Standardized reports provided by the College will either be hard-copy, Adobe Portable Document Format (PDF), or in another format already utilized by the College to produce the requested report.

f. The use of names, addresses, and any other information derived from public records for the purpose of selling or offering for sale any property or service to persons listed therein is prohibited by K.S.A. 45-230.

B. INSTITUTIONAL ADVANCEMENT

1. Acceptance of Gifts. When the College anticipates applying for, accepting and receiving a private donation, gift, grant or bequest that may impose a significant fiscal obligation upon the College, such private donation, gift, grant or bequest must be reviewed by the Board prior to the acceptance of such donation, gift, grant or bequest by the Board or authorization for the College to accept such donation, gift, grant or bequest pursuant to K.S.A. 76-724.

a. For purposes of this policy "significant fiscal obligation" shall be considered to be a need, at the time of receipt of the donation, gift, grant or bequest, and in reasonable relation to the acceptance thereof, to: (i) seek additional state funding of \$50,000 or more, or (ii) seek additional state funding for operating support of a gift building.

b. If appropriate, the President and Chair of the Board shall notify other officials of the State including but not limited to the Governor, the Secretary of Administration, the State Director of the Budget, the Attorney General and the Director of Architectural Services of such private donations, gifts, grants or bequests.

c. The President of the College shall seek to verify, with reference to all private donations, gifts, grants or bequests of real property, that said real property was not the site of or used for the disposal of hazardous wastes or materials.

d. When the proposed private donations, gifts, grants or bequests consist of a facility to be constructed for the state College, reasonable efforts should be taken to encourage the donor to make such gift conform to guidelines and procedural manuals of the Kansas Board of Regent's Director of Architectural Services.

e. This policy shall not apply to donations, gifts, grants or bequests made to institutional endowment associations or foundations.

2. Gift Acceptance and Donation Procedures.

a. Tax Deductibility. Gifts that are accorded naming opportunities and that further College's mission are deductible in accordance with the Internal Revenue Code and IRS guidelines.

b. Costs associated with creating donor recognition systems or plaques may be paid from either a portion of the naming donor's gift or with internal budgeted resources.

c. The College Endowment Association will receive the funds for each gift.

1) Funds will be transferred by the Endowment Association to a College account stipulated by the Vice President of Finance and Operations.

2) The payments from said account will be restricted to use for the stated purpose for which they are given.

3. Naming Rights and Recognition Policies. The minimum gift requirement for an opportunity to name a physical structure, or facility at The College shall be \$500,000 cash or assets valued at \$500,000 that can be converted to cash immediately upon receipt. A physical structure, or facility will not be named in honor of a donor in return for an estate commitment.

a. Criteria for Acceptance. The College will judge the acceptability of potential naming gifts based upon one or more of the following criteria: the naming gift's usefulness and inspirational value to the student body; its physical or aesthetic enhancement of the campus; its contributions to the heritage and reputation of the College, and its compliance with the stated Capital Campaign purpose.

b. Named Gift Approval Process. The Director of Development shall make a naming recommendation for a physical structure, or facility to the President upon execution of the gift agreement with the Donor. Naming of a building or an area requires a completed Gift/Pledge Agreement and full receipt of cash or assets that can be converted to cash immediately.

1) Gift Agreements. Each capital or endowment gift that occasions a naming opportunity must be accompanied by a written gift/pledge agreement that has been approved and signed by the donor or the donor's designated representative.

2) Each gift agreement will specify the purpose of the gift. If the naming gift entails a multi-year pledge payment, the schedule for such payments must also be detailed.

3) The President will make recommendations to the Board with regard to any offer to name a physical structure, or facility at The College.

4) The Board will have final decision to approve or deny the president's recommendation for naming a physical structure or facility at the College. If approved, the name change of the physical structure, or facility shall not take effect until the funds promised in the gift agreement have been received in full.

c. Donor's Pledges for Naming Opportunities.

1) Pledges for naming opportunities must be completed within five years from the initial pledge date.

2) For naming opportunity pledges that do not reach the minimum funding level within the stated five-year period, the donor or their representative will be consulted to determine the most appropriate course of action, which may include a pledge extension or the transfer of the donated funds to an account stipulated by the Vice-President of Finance and Operations.

3) In the event a donor's pledge is not fulfilled, the naming opportunity will be forfeited.

d. **Permanence of Naming.** The naming of physical space (buildings, grounds and facilities, or portions thereof) is intended to be in place for the life of the specific physical space.

1) If, in the determination of the Board of Trustees, circumstances change so that the purpose for which the physical space was established is significantly altered or if the physical space is no longer needed or habitable, the Board of Trustees, in consultation with administrative and/or academic leadership and the donor(s), if possible, will determine an appropriate way to recognize the donor's naming gift in perpetuity.

2) If the College and the donor previously established a Gift/Pledge Agreement or other contract that provides a practicable course of action, then that action shall be followed.

c. **Removal of a Name.** College naming opportunities shall bear only the name of individuals or entities that exemplify the attributes of integrity, character, and leadership consistent with the high values of The College Board of Trustees. If those attributes are not maintained by the donor /honoree(s), the Board of Trustees reserves the right to remove the donor/honoree's name from a physical structure, or facility at any time.

4. Use of College Name and Branding.

a. FSCC employees may express personal political views in writing or speech but must clearly state they are acting as individuals—not representing the College.

b. Employees should avoid using FSCC letterhead, branding, or other official materials when sharing political opinions.

c. If testifying before the Legislature on behalf of an outside group, employees must notify FSCC's designated representative in advance.

C. PUBLIC ASSEMBLY GUIDELINES

1. Peaceful Assembly. The College (FSCC) values the rights of individuals to engage in peaceful assembly and expression.

a. As a public educational institution, FSCC's facilities, grounds, and resources are dedicated to providing high-quality education and fulfilling the College's mission.

b. The public character of FSCC does not extend to unrestricted use of its property, and individuals must exercise assembly rights in ways that do not disrupt or interfere with college operations, activities, or safety.

c. This policy outlines guidelines balancing FSCC's educational mission with First Amendment expression.

2. Academic Interference. Actions by faculty, staff, students or visitors that unnecessarily or unreasonably obstruct or interfere with the teaching, research or learning functions or other normal and necessary activities of the College, or that create an imminent threat of danger to persons or property, may constitute grounds for restitution, suspension, dismissal or termination, or temporary or permanent exclusion from the campus or any part thereof.

a. Interference with the conduct of the institution shall include, but not be limited to:

- 1) Actions by faculty, staff, students or visitors that violate any statutory, administrative, or regulatory provision that could subject the College to any sanction under any federal or state law, regulation, or policy
- 2) Actions by faculty, staff, students or visitors that result in any potential or actual loss of accreditation.
- 3) Interference with the conduct of the institution shall not include any constitutionally protected expression, though such expression may be limited by reasonable, narrowly drawn and content neutral time, place or manner restrictions.

3. Protection of Rights. Events must not infringe on the rights of FSCC students, staff, or visitors.
4. Disruption and Termination. FSCC may terminate an Event that becomes disruptive.
5. Financial Responsibility. Organizers are financially responsible for any necessary restoration if the event area is left in disarray.
6. Compliance with Policies and Laws. All Events must comply with FSCC policies, Kansas Board of Regents regulations, and relevant local, state, and federal laws.
7. Presidential Authorization. The FSCC President or their designee may authorize First Amendment activities that, despite minor procedural deviations, do not disrupt FSCC activities. Content neutrality will be observed.
8. Authority to Remove Individuals. Any person violating this policy may be asked to leave the campus by FSCC security personnel. Noncompliance may result in criminal trespass charges.
9. Support for Expression. FSCC recognizes and upholds the rights of non-College groups to engage in First Amendment activities. This policy ensures such activities align with the College's mission and operational needs.

D. FACILITIES

1. Use of College Facilities. The Vice President of Finance and Operations, in cooperation with the director of maintenance, will develop a comprehensive program that will ensure proper management of all college-owned real property.
 - a. All buildings and property will be maintained and inspected on a regular basis by the Vice President of Finance and Operations, director of maintenance, or designated representative.
 - b. The grounds and facilities of the College shall be made available to employees, employee organizations, students, and student organizations when such use does not conflict with use by, or any of the policies and procedures of, the College.
 - c. The requesting individual or organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the President or designee.
 - d. An "employee organization" is an organization composed of College faculty and staff or an employee professional organization.
2. Requests Procedures. In accordance with this policy, individuals or groups may use designated areas of the FSCC campus for First Amendment activities.

a. Notification Requirement: Groups must notify the FSCC Dean of Students or designee at least one week (7 calendar days) prior to the Event.

b. The notification must include:

- 1) The name, address, and contact details of the sponsoring organization;
- 2) The name and contact details of an event organizer;
- 3) The date, time, and requested location for the Event;
- 4) The purpose and nature of the Event;
- 5) Information on any sound amplification devices; and
- 6) Estimated number of participants.

3. Facility Usage Guidelines and Requirements

a. Signage: Signs may be no larger than 2' x 2', with each participant allowed one sign.

b. Event Scheduling: No Event may take place on the same date as other major College events expected to attract over fifty (50) people. Events are limited to weekdays, 8:00 a.m. to 8:00 p.m.

c. Event Duration: Each Event may last up to five hours.

d. Event Location: Unless otherwise approved, the designated assembly area is the lawn adjacent to the Danny and Willa Ellis Fine Arts Center. Approval must be obtained from the FSCC Dean of Students or designee.

e. Sound Amplification: Permitted within the designated assembly area if the volume does not disrupt College operations, including classes, residence halls, offices, or other activities.

f. Information Distribution: Handouts are permitted provided they are not obscene, libelous, or advocating unlawful conduct. Inclusion of the Sponsoring Organization's name is recommended.

g. Solicitations: Selling or soliciting funds is not allowed during Events.

h. Building Access: Demonstrations or events are not permitted inside FSCC buildings.

i. Cleanup Responsibility: The sponsoring organization is responsible for restoring the area to its original condition. Additional charges may apply if damage or excessive cleanup is required.

j. Safety and Compliance: All fire, safety, and sanitation regulations must be observed, and no College utilities or hook-ups will be provided.

k. Traffic and Safety Considerations: The Event must not obstruct campus traffic or access to FSCC buildings and should not pose safety risks to students, employees, or visitors.

4. College Vehicles and Equipment.

a. Purchase and replacement of vehicles are delegated to the President of the College or the President's designee. Replacement of vehicles should be made in accordance with Department of Administration guidelines and procedures.

b. Use of College Vehicles. No college vehicle may be used for other than college business or activities unless a special request has been approved in writing by the President or his/her designee.

c. Off-Campus Use of College Vehicles. Off-campus use of FSCC vehicles shall be regulated by current law and insurance regulations and limited to FSCC sponsored/co-sponsored activities, FSCC community service projects, organizations or educational facilities within FSCC service area.

5. Maintenance of Facilities. The Vice President of Finance and Operations, in cooperation with the director or maintenance, will develop an annual priority list outlining long-range maintenance of college property.

6. Property Insurance Maintenance. The College will designate at least one insurance agent residing in the service area to act as the College's insurance agent of record, with the responsibility to develop adequate insurance programs at the best possible rate, covering all property owned by the College.

a. All college-owned real property and some personal property will be insured to cover losses from natural causes, fire, vandalism, and other such casualties. Such insurance shall cover theft of college monies.

b. All college-owned vehicles will be insured in compliance with state law and for at least \$500,000 liability insurance.

7. Restitution for Property Damage. The College shall seek restitution according to law for loss and damage sustained by the College because of malicious mischief, vandalism, burglary and other wrongful acts.

a. The cost involved in repairing the damage and/or replacing equipment will be determined after consultation with the appropriate personnel.

b. A routine procedure will be followed for any necessary follow-up to secure restitution from the responsible party.

c. Restitution payments will be made to the Business Office. If necessary, payment may be made in several installments.

d. Accounts not paid in full within a specified time may be processed for legal action. College property must be returned when a student withdraws from the College.

e. If not returned, the College may refuse to forward student records according to law.

8. Safety and Inspections. The Board and its administrative staff will make every effort to provide a safe environment for student recreation and study and for all employees to fulfill their employment duties and responsibilities.

a. The Board will cooperate with local government officials, emergency preparedness authorities, and other related state agencies to ensure that adequate warning systems are available for use at the College in the event of fire or other natural disasters. Employees shall be constantly on alert for potential safety and fire hazards.

b. All buildings, furnaces, boilers, bleachers and lighting fixtures will be periodically inspected by the Vice President of Finance and Operations and maintenance personnel to ensure maximum safety for students, employees, and patrons and to meet minimum state and federal standards.

- 1) If, upon proper investigation, defects are found to exist, the individual conducting the investigation will immediately inform the Vice President of Finance and Operations, director of maintenance, or immediate supervisor in writing.
- 2) The defect will be removed or repaired as soon as possible.
- 3) Defects which require expenditure of money will be reported to the Board in compliance with rules regulating such circumstances.
- 4) Any defects not immediately removed, repaired or otherwise eliminated will be blocked off with fences or other restraining devices.

9. Disposition of Surplus Property. The College shall ensure timely and responsible management of surplus property while maintaining compliance with Kansas Statute 75-6602 regarding the disposal of public property. This policy governs the disposal of surplus property in a manner that ensures accountability, transparency, and the responsible use of college resources.

- a. Surplus Property refers to FSCC-owned assets and inventory, including but not limited to equipment, furniture, supplies, and other personal property that is obsolete, damaged, worn out, or no longer needed by any department within the College. Surplus property does not include real estate.
- b. Property declared surplus that was purchased with federal funds will be disposed of as required by the rules specific to the funding source.
- c. The disposition of college-owned real estate requires prior authorization by an affirmative vote of at least two-thirds of the Board of Trustees.
- d. Authorization to Dispose of Surplus Property: The President or designee shall be authorized to dispose of surplus property.
- e. Before designating the property as surplus, reasonable efforts shall be made to redistribute the property for use within the College.
- f. The disposition of surplus property should emphasize stewardship of public assets, support the College's mission, promote sustainability, ensure fairness and transparency, and comply with all applicable laws and regulations.
- g. Surplus property may be disposed of through the following methods:
 - 1) Trade-in;
 - 2) Advertised public sale (by public auction, fixed price, negotiated price, or informal bidding);
 - 3) Donation to educational institutions or nonprofit organizations;
 - 4) Recycling or salvage;
 - 5) Trash (as a last resort after all other methods have been considered).
- h. When determining the disposal method, the President, or designee, shall make every effort to maximize the value and benefit to the College while considering associated costs. Disposal by trash shall be used only when all other alternatives have been exhausted. Before disposal, all FSCC logos and insignia must be removed from the property.

h. A detailed list of surplus property disposed of under this provision shall be included in the consent agenda for review at the next Board of Trustees meeting.

E. RECORDS RETENTION AND DISPOSAL

1. Applicability. This policy applies to all College departments, offices, and employees responsible for creating, maintaining, or disposing of records in any format (paper, electronic, audio, video, etc.).
2. Compliance. The College adheres to all state and federal statutes and regulations, including but not limited to:
 - a. Kansas Open Records Act (K.S.A. 45-215 to 45-223);
 - b. Government Records Preservation Act (K.S.A. 45-401 to 45-413);
 - c. Public Records Act (K.S.A. 75-3501 to 75-3518);
 - d. Records Retention and Disposition Schedules (K.A.R. 53-4-1).
3. Retention and Disposition Schedule. The Board Clerk is responsible for ensuring compliance with the Kansas State General Retention and Disposition Schedule.
 - a. Records must be disposed of securely to protect confidentiality.
 - b. Records of historical or long-term value shall be transferred to the College archives.
 - c. Failure to comply with this policy may result in disciplinary action and legal consequences. All employees are responsible for understanding and adhering to this policy.

F. IDENTITY THEFT PREVENTION (RED FLAGS RULE).

1. Identity Theft Prevention Program. In accordance with the Fair and Accurate Credit Transactions Act of 2003 (FACTA), the College President shall be responsible for developing and maintaining an Identity Theft Prevention Program to establish procedures and/or guidelines on detecting, preventing, and mitigating identity theft. It is the intent of the College to comply with all applicable provisions of this Act.
 - a. Under the Red Flags Rule, the College is required to establish an “Identity Theft Prevention Program” tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:
 - 1) Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program.
 - 2) Detect Red Flags that have been incorporated into the Program.
 - 3) Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft.
 - 4) Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from identity theft.
2. Definitions.
 - a. Identity Theft – A fraud committed or attempted using the identifying information of another person without authority.

- b. Red Flag – A pattern, practice, or specific activity that indicates the possible existence of identity theft.
- c. Covered Account – Account used mostly for personal, family, or household purposes, and that involves multiple payments or transactions. A covered account is also an account for which there is a foreseeable risk of identity theft.
- d. Program Administrator – The individual designated with primary responsibility for oversight of the program.
- e. Identifying information – Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, Section IV: Employee Policies Board of Trustees Policy Handbook 150 government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address, or routing code.

3. Identification of Red Flags. In order to identify relevant Red Flags, the College considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. The College identifies the following Red Flags in each of the listed categories:

a. Suspicious Documents Red Flags

- 1) Identification document or card that appears to be forged, altered or inauthentic;
- 2) Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
- 3) Other document with information that is not consistent with existing student information;
- 4) Application for service that appears to have been altered or forged.

4. Suspicious Personal Identifying Information Red Flags.

- a. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates);
- b. Identify information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application);
- c. Identify information presented that is the same as information shown on other applications that were found to be fraudulent;
- d. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
- e. Social security number presented that is the same as one given by another student;
- f. An address or phone number presented that is the same as that of another person;
- g. A person fails to provide complete personal identifying information on an application when reminded to do so;

h. A person's identifying information is not consistent with the information that is on file for the student.

5. Suspicious Covered Account Activity or Unusual Use of Account Red Flags

- a. Change of address for an account followed by a request to change the student's name;
- b. Payments stop on an otherwise consistently up-to-date account;
- c. Account used in a way that is not consistent with prior use;
- d. Mail sent to the student is repeatedly returned as undeliverable;
- e. Notice to the College that a student is not receiving mail sent by the College;
- f. Notice to the College that an account has unauthorized activity;
- g. Breach in the College's computer system security;
- h. Unauthorized access to or use of student account information;
- i. Alerts from Others Red Flag: Notice to the College from a student, Identity Theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in identity theft;

6. Application of Other Laws and College Policies. College personnel should make reasonable efforts to secure confidential information to the proper extent. Furthermore, this section should be read and applied in conjunction with the Family Education Rights and Privacy Act ("FERPA"), and other applicable laws and College policies.

7. Identification of "Red Flags." Each College department which offers or maintains Covered Accounts will be responsible for managing and protecting information related to covered accounts. In order to identify relevant "Red Flags", the College considers the types of accounts that it offers and maintains, the methods it provides to open accounts, the methods it provides to access accounts, and its previous experiences with identity theft. The following are relevant "Red Flags", in each of the listed categories, which employees should be aware of and diligent in monitoring for:

a. Notification and Warnings from Credit Reporting Agencies

- 1. Report of fraud accompanying a credit report;
- 2. Notice or report from a credit agency of a credit freeze on a customer or applicant;
- 3. Notice or report from a credit agency of an active-duty alert from an applicant;
- 4. Indication from a credit report of activity that is inconsistent with a customer's usual pattern or activity.

8. Suspicious Documents

- a. Identification document or card that appears to be forged, altered or inauthentic;
- b. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;

- c. Other document with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged);
- d. Application for service that appears to have been altered or forged.

9. Suspicious Personal Identifying Information

- a. Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
- b. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
- c. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
- d. Social security number presented that is the same as one given by another customer;
- e. A person fails to provide complete personal identifying information on an application when reminded to do so (however, by law social security numbers must not be required);
- f. A person's identifying information is not consistent with the information that is on file for the customer.

10. Suspicious Account Activity or Unusual Use of Account

- a. Change of address for an account followed by a request to change the account holder's name;
- b. Payments stop on an otherwise consistently up-to-date account;
- c. Account used in a way that is not consistent with prior use (example: very high activity);
- d. Mail sent to the account holder is repeatedly returned as undeliverable;
- e. Notice to the College that a customer is not receiving mail sent by the College;
- f. Notice to the College that an account has unauthorized activity;
- g. Breach in the College's computer system security;
- h. Unauthorized access to or use of customer account information;
- i. Alerts from Others: Notice to the College from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

G. TECHNOLOGY AND DATA MANAGEMENT

1. Information Security Policies

- a. The College's procedures for information security establish guidelines to protect the confidentiality, integrity and availability of College information systems and data in compliance with applicable federal and state laws, including FERPA, HIPAA, and the Kansas Open Records Act.

b. This policy applies to all FSCC employees, students, contracts, and third-party users who access, manage, or store College data or use College technology resources.

2. Acceptable Use. The President or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the College and with law and policy. See [Academic Catalog](#), p. 16.

a. For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

b. Access to the College's technology resources is a privilege, not a right.

1) Access to the College’s technology resources, including the internet, shall be made available to Board members, students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

2) Limited Personal Use. Limited personal use of the College's technology resources shall be permitted if the use:

a) Imposes no tangible cost on the College;

b) Does not unduly burden the College's technology resources; and

c) Has no adverse effect on an employee's job performance or on a student's academic performance.

3) Access by Individuals with Disabilities. The President or designee shall develop procedures to ensure that individuals with disabilities have access to the College's electronic and information resources similar to individuals without disabilities.

c. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the College's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines.

b. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with College policies. Violations of law may result in criminal prosecution as well as disciplinary action by the College.

e Monitored Use. Electronic mail transmissions and other use of the College's technology resources by Board members, students, employees, and members of the public shall not be considered private. Designated College staff shall be authorized to monitor the College's technology resources at any time to ensure appropriate use.

3. Disclaimer of Liability. The College shall not be liable for users' inappropriate use of the College's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users.

a. The College shall not be responsible for ensuring the availability of the College's technology resources or the accuracy, appropriateness, or usability of any information found on the Internet.

4. Records Retention. A College employee shall retain electronic records, whether created or maintained using the College's technology resources or using personal technology resources, in accordance with the College's record management program.

H. COMPLIANCE AND LEGAL AFFAIRS

1. Non-Discrimination Statement. The College does not discriminate on the basis of any characteristic protected by law (such as race, color, national origin, sex, disability, age, religion, or veteran status) in all aspects of employment, admission, and participation in its education programs or activities.

a. This policy applies to all academic programs, student services, employment practices, and operations, including but not limited to: General Education; Agriculture; Health Care; Construction Technologies; Welding; Cosmetology; Emergency Medical Technician; Harley Davidson Technician; John Deere Technician; Masonry; and Heating, Ventilation, and Air Conditioning.

b. FSCC is an open enrollment institution.

c. This policies complies with all federal and state laws and regulations, including but not limited to: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; the Age Discrimination Act of 1975; Title IX of the Education Amendments Act of 1972; and the Regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, and 28 CFR Part 35.

d. Inquiries concerning The College's compliance under these laws, should be directed to contact the College's Title IX Coordinator, Vanessa Poyner, Bailey Hall Student Services Office, 2108 S. Horton, Fort Scott, Kansas 66701 (620) 223-2700 ext. 3500 or vanessap@fortscott.edu.

e. For inquiries about Section 504 or the Americans with Disabilities Act, please contact Disabilities Coordinator, Ashley Keylon, 2108 S. Horton, Fort Scott, Kansas 66701 (620) 223-2700 or ashleyk@fortscott.edu.

2. Accessibility Commitment. The College is committed to providing accurate and accessible information to the widest possible audience, regardless of technology or ability. We make every effort to comply with best practices and standards found in Section 508 of the Rehabilitation Act and the [Web Content Accessibility Guidelines](#) of the World Wide Web Consortium Accessibility Initiative (W3C WAI). The FSCC website has been built using code compliant with W3C standards for HTML and CSS.

3. Equal Opportunity Statements.

a. The College fully adopts and incorporates by reference the [“One Policy, Two Procedures Model \(1P2P\)” available on the District website](#) and as outlined in [Appendix D](#). This model governs the College's procedures for addressing all complaints of discrimination, harassment, and retaliation.

b. This policy shall be considered an integral part of the College's governance and compliance framework and shall be enforced as if fully set forth herein.

4. FERPA Compliance. The College protects the privacy of student education records, including the access to and disclosure of student information, in compliance with the Family Educational Rights and Privacy Act (34 C.F.R. Part 99; 20 U.S.C. § 1232g). See [Student Privacy Rights](#).

a. Fort Scott Community College complies with all federal regulations set forth in Public Laws 98-380,

93- 568 & 106-102.

b. Without express written consent, FSCC may not release information regarding grades, educational achievement, financial information or anything other than Directory Information (as noted in the section below) to anyone other than the student.

c. Students who wish others to be able to access such information must fill out and sign a form indicating their wishes. Forms can be obtained from the Registrar's Office, by visiting fortscott.edu and clicking on Academics, Registrar, Forms, and Information Release Form, or by logging in to the student portal and clicking information release.

d. Forms sent electronically will only be accepted from a student email account. Upon written request from a student, authorized parent, or legal guardian, the College will provide grade records for dependent students, unless restricted by other applicable policies or laws.

e. The College may withhold student records due to disciplinary actions, unpaid fines or fees listed in the official fee schedule, or other lawful debts resulting from written agreements between the student and the College.

5. Campus Security and Safety Policies. The College will attempt to ensure that students, employees, and others, as well as all property owned by the College, are protected from possible damage, injury or disturbances occurring on college grounds or buildings.

a. Parking and Traffic Rules. The President shall act on behalf of the Board in exercising the authority of the Board to care for, control, maintain and supervise all roads, streets, driveways and parking facilities for vehicles on the grounds of the state College.

b. Weapons Policy.

1) The College fully adopts and incorporates by reference the "Weapons Policy and Procedures" as outlined in [Appendix A](#).

2) This policy shall be considered an integral part of the College's governance and compliance framework and shall be enforced as if fully set forth herein.

c. Drug/Alcohol Free Campus Policy.

1) The College fully adopts and incorporates by reference the Drug/Alcohol Free Campus Policy as outlined in [Appendix B](#).

2) This policy shall be considered an integral part of the College's governance and compliance framework and shall be enforced as if fully set forth herein.

d. Smoke and Tobacco Free Campus Policy.

1) The College fully adopts and incorporates by reference the Smoke and Tobacco-Free Campus Policy as outlined in [Appendix C](#).

2) This policy shall be considered an integral part of the College's governance and compliance framework and shall be enforced as if fully set forth herein.

5. Clery Act and Crime Awareness Reporting. The College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Crime information shall be made available to the students and media in a timely manner.

- a. This policy applies to all FSCC campuses, including satellite locations, and governs procedures for crime reporting, emergency notifications, and publication of annual security reports.
- b. The College shall publish and distribute an Annual Security Report (ASR) by October 1st of each year. This report shall be available in the Business Office and on the College website.
- c. The College encourages the prompt and accurate reporting of all crimes, including sexual misconduct and hate crimes. Crimes may be reported to Campus Security Officials, the Dean of Students, or local law enforcement.
- d. Timely Warnings and Emergency Notifications.
 - 1) The College shall issue Timely Warnings to the campus community when a Clery-reportable crime poses an ongoing threat.
 - 2) Emergency Notifications shall be issued for significant emergencies or dangerous situations involving an immediate threat to health or safety.
 - 3) Notifications may be delivered via email, text alerts, website updates, and other communication platforms.
- e. Compliance and Oversight. The College shall maintain accurate records of reported crimes and ensure timely submission to the U.S. Department of Education.

CHAPTER 4: ACADEMIC AFFAIRS

A. ACADEMIC PROGRAM AND CURRICULUM

1. Program Review. Periodically, all programs need to be revisited to ensure they are meeting the needs of students and the institution. A systematic program review showcases the strengths of a program and may provide insights into areas of improvement. Program evaluation serves the following purposes:
 - a. Confirms the importance of the program as a part of the College or college curriculum;
 - b. Explains how the program meets the needs of students and serves the institution;
 - c. Provides the opportunity to expand or contract services as needed;
 - d. Provides an incentive to develop innovative new programs, creative approaches to instruction, and interdisciplinary connections in learning
2. New Academic Units and Academic Programs. It shall be the policy of the College to encourage the instructional staff to cooperatively develop comprehensive curriculum that encompasses a philosophy of education compatible with the needs of the student and the resources of the College.
 - a. The instructional staff will evaluate the curriculum of the College in view of the College's goals and objectives on a periodic basis.
 - b. No program shall be eliminated or new program added without approval of the Board.

c. The President shall have the responsibility to seek available resources for use by the instructional staff in the development of college-wide programs.

d. The procedure for curriculum development is:

- 1) The initiator submits appropriate material to his respective division chairperson.
- 2) The division chairperson reviews the material, suggests revision if necessary to the Vice President of Academic Affairs.
- 3) The dean or Vice President sends the proposal for recommendation to the curriculum committee where it is reviewed for cross-divisional implications. The curriculum committee makes its recommendations and forwards that recommendation to the Vice President of Academic Affairs who then adds the course to the master course list and then submits the master course list to the Kansas Board of Regents for final approval.
- 4) The curriculum committee is advisory in nature and reports its recommendations to the Vice President of Academic Affairs. Functions include:
 - a) Review and evaluate program/course proposals, modifications and deletions.
 - b) Review program degrees/certificates and courses for general education requirements.
 - c) Refine curriculum forms and procedures.
 - d) Appoint subcommittees as needed;
 - e) Review and update the College catalog.

2. General Education Requirements. The College shall offer a comprehensive general education curriculum designed to promote critical thinking, communication, quantitative reasoning, and civic engagement. General education requirements shall be consistent with KBOR transfer guidelines and support degree completion and transferability.

3. Career and Technical Education Programs. The College shall provide career and technical education (CTE) programs that prepare students for employment in high-demand fields. These programs shall be designed in consultation with industry partners and advisory committees and shall meet state and federal standards, including those under the Carl D. Perkins Career and Technical Education Act.

4. Online and Distance Education. The College shall offer online and hybrid courses to expand access to education. All distance education offerings shall meet the same academic standards and learning outcomes as traditional face-to-face courses. Faculty teaching online courses shall receive appropriate trainings and support.

5. Program Articulation and Transfer Agreements. The College shall maintain articulation agreements with Kansas universities and other institutions to facilitate student transfer and degree completion. These agreements shall be reviewed periodically to ensure alignment with current curriculum and transfer policies.

6. Credit by Examination and Prior Learning Assessment. The College shall provide opportunities for students to earn academic credit through standardized examinations (e.g., CLEP, AP) and Prior Learning Assessment (PLA). Policies governing PLA shall ensure academic rigor and align with KBOR guidelines.

7. Courses Involving Travel or Field Experience. Courses that include travel, fieldwork, or experiential learning shall be approved through the curriculum process and include appropriate risk management protocols. Faculty must ensure that learning outcomes are clearly defined and assessed.

B. INSTRUCTIONAL STANDARDS

1. Credit Hour Definition. The College adopts the federal definition of a credit hour as established by the U.S. Department of Education and KBOR. One credit hour represents one hour of classroom instruction and a minimum of two hours of out-of-class student work per week over a standard semester. For laboratory, studio, or clinical courses, equivalent instructional time and student engagement shall be maintained.

2. Course Numbering System. Courses shall be numbered according to a standardized system that reflects academic level and transferability in alignment with KBOR guidelines to facilitate articulation to other institutions.

3. Class Attendance Policy. Regular attendance and class participation are expected of all students. Faculty shall establish and communicate attendance policies at the first-class meeting, both orally and in writing. Attendance may be used in determining final grades, and excessive absences may result in administrative withdrawal in accordance with College procedures.

4. Final Examination Policy. Final examinations or culminating assessments shall be administered in all credit-bearing courses unless otherwise approved by the Academic Affairs committee. The final exam schedule shall be published each semester, and faculty are expected to adhere to the designated times.

5. Grading System and Academic Standing. FSCC shall use a standardized grading scale (A–F) with defined grade point values. Academic standing shall be determined based on cumulative GPA and credit completion. Students must maintain a minimum GPA of 2.0 to remain in good academic standing. Policies governing probation, suspension, and reinstatement shall be published in the College Catalog and Student Handbook.

a. Academic decisions are made by faculty members, division chairs and deans. If a student believes that an academic decision is unfair, he/she may meet with the faculty member who will review the student's complaint. If the complaint is unresolved, the student can file a Student Complaint. See [Student Complaint Guidelines](#).

6. Academic Integrity and Misconduct. Student academic dishonesty shall not be tolerated at the College. This policy pertains to all FSCC classes and does not affect any action taken by the instructor of the class. The instructor retains the right to take the action he or she deems appropriate to the specific case including but not confined to the following:

- a. Discussing the violation with the student;
- b. Failing the student for the specific assignment in question; and/or
- c. Failing the student for the class. If the instructor decides to fail the student for the course, the student will receive an F grade on his or her transcript.
- d. The instructor also has the following options regardless of the actions already taken. The instructor can notify the appropriate Division Chair or Dean that academic dishonesty has occurred. The notification will include the following information:

- 1) Name and ID number of the student or students involved;

- 2) Proof that academic dishonesty has occurred; and
- 3) A description of any action already taken by the instructor.

e. Once the Division Chair or Dean has received this information, he/she will notify the student's advisor and any sponsors or coaches with whom the student is associated of the breach in academic integrity. The Division Chair or Dean will also notify the student by mail that a second occurrence will result in a recommendation of dismissal from the College to the Vice President of Academic Affairs.

1) The Division Chair or Dean will maintain a file, listing students whose names have been turned in for academic dishonesty.

7. Academic Freedom Statement. The Board of Trustees and the Fort Scott College Association of Professional Employees (FSCAPE) agree that academic freedom is essential to the fulfillment of the purposes of the College. They acknowledge the fundamental need to protect from any censorship or restraint the status of Professional Employees which might interfere with their obligation to pursue truth in performance of their functions.

- a. Professional Employees are entitled to freedom in searching for better ways of instructing and in publishing about their methods of instruction, subject to adequate performance in their other academic duties and responsibilities. Faculty members are entitled to freedom in the classroom in discussing subject matter, but they should be cautious about introducing controversial matter which has no relationship to the subject. The College retains the right to make content- based decisions when shaping its curriculum.
- b. Research or publication conducted during the College workday shall be subject to the approval of the President of the College or his/her designee.
- c. When a faculty member speaks or writes outside of his/her instructional responsibilities, he/she speaks or writes as a citizen and shall have the same rights and responsibilities for such actions as any other citizen.

C. FACULTY POLICIES

1. Faculty Qualifications. Fort Scott Community College employs qualified faculty members to support its mission and objectives, ensuring the provision of high-quality education and training for all students. Faculty are selected based on their academic credentials, professional experience, and commitment to fostering student success, aligning with the institution's dedication to academic excellence and career readiness. This policy applies to the hiring of all full-time, part-time, and adjunct faculty positions, including those in both academic (non- technical) and career and technical disciplines.

- a. The College follows the Higher Learning Commission's (HLC) Policy on Assumed Practices (CRRT.C.10.010) to determine acceptable faculty qualifications. Factors considered for faculty qualifications "may include but are not limited to: the achievement of academic credentials, progress toward academic credentials, equivalent experience, or some combination thereof".
- b. "Achievement of academic credentials means that an instructor possesses an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees. In terminal degree programs, an instructor possesses the same level of degree. In the context of general education courses, or other non-occupational courses, achievement of academic credentials typically means that an instructor holds a master's degree or higher. Generally,

this degree is in the discipline or subfield in which the instructor is teaching. If an instructor holds the degree in a discipline or subfield other than that in which they are teaching, the individual has completed a reasonable amount of coursework in the discipline or subfield in which they teach.”

c. Faculty teaching in career and technical programs must meet instructional standards required by programs with national or state accreditations and align with industry credentialing and experience requirements. For individual courses, please refer to the faculty qualifications document. Exceptions can be made at the discretion of the Vice President of the Academic Affairs. If an exception is made, a written explanation must be noted on the faculty credential exception form and signed by the Division chair and Vice President of the Academic Affairs.

2. Faculty Evaluation and Development. The College shall maintain a structured faculty and instructor evaluation process to promote instructional excellence and professional growth. Evaluations shall include student feedback, peer review, and administrative assessment.

a. All faculty are expected to maintain compliance with credentialing requirements and participate in ongoing professional development, including activities that support teaching effectiveness and alignment with accreditation standards.

3. Faculty Workload and Expectations. Faculty workload shall be determined in accordance with institutional guidelines and contractual agreements. Expectations include, but are not limited to:

a. Teaching assigned courses and maintaining scheduled office hours;

b. Participating in curriculum development and assessment;

c. Advising students and supporting academic success;

d. Engaging in professional development activities, including workshops, conferences, and continuing education, to enhance teaching effectiveness and subject matter expertise.

4. Intellectual Property Rights. The College recognizes the rights of faculty to retain ownership of original scholarly works, including instructional materials, publications, and creative content, unless otherwise specified by contract or grant agreement. When institutional resources are substantially used in the creation of intellectual property, FSCC may retain joint ownership or licensing rights as outlined in the College’s Intellectual Property Policy.

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

b. The College prohibits the use of its network resources (i.e., internet/WiFi) to conduct inappropriate and/or illegal activity. The College complies with applicable federal and state laws and requires that network account holders do the same in accordance with FSCC’s Policy on Computer and Internet Acceptable Use. See [Course Catalog](#), p. 16.

1) Alleged violations of the Computer and Internet Acceptable Use Policy shall be subject to disciplinary due process. Unauthorized or improper use will lead to the possible revocation of

the user's access, and the College may also require restitution for any use which is in violation of the usage guidelines. The College will pursue criminal and civil prosecution of violators when appropriate.

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

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

2) Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov.

5. **Faculty Governance and Committees.** Faculty shall have representation in institutional governance through participation in standing and ad hoc committees, including the Academic Affairs Committee, the Curriculum Committee, and Faculty Senate (if applicable). Faculty input is essential to decision-making processes related to curriculum, academic standards, and institutional planning.

D. STUDENT ACADEMIC POLICIES

1. **Student Classification.** Students shall be classified based on the number of credit hours completed:

- a. Freshman: 0-29 credit hours
- b. Sophomore: 30 or more credit hours
- c. Full-Time: Enrolled in 12 or more credit hours per semester
- d. Part-Time: Enrolled in fewer than 12 credit hours per semester

2. **Course Add/Drop and Withdrawal.** Students may add or drop courses during the designated registration period. After the add/drop deadline, students may withdraw from classes with a grade of "W" until the published withdrawal deadline. After the withdrawal deadline, withdrawals require documentation of extenuating circumstances and approval from the Dean of Students. See [FSCC's Academic Catalog](#), p. 36.

3. **Academic Forgiveness and Renewal.** The College offers academic forgiveness to eligible students seeking to improve their academic standing. Students may petition to exclude grades from prior coursework under specific conditions, including a significant lapse in enrollment and successful completion of recent coursework. All requests must be submitted to the Registrar and approved by the Academic Appeals Committee.

4. **Graduation Requirements.** To graduate from the College, students must:

- a. Complete all required coursework for their declared program;

- b. Earn a minimum cumulative GPA of 2.0;
- c. Fulfill residency requirements as outlined in the College Catalog;
- d. Submit a graduation application by the published deadline.

Degrees and certificates shall be conferred upon verification of eligibility by the Registrar.

5. Honorary Degrees. The Board awards the honorary associate degree to recognize extraordinary contributions that advance the mission and student success of The College. The Honorary Associate Degree will be conferred to one or two individuals per year at commencement ceremonies in May. It is to honor individuals who have:

- a. Demonstrated outstanding service to The College and to recognize persons whose lives serve as examples of the College's aspirations for our students.
- b. Made a significant, noteworthy contribution to advance The College as a comprehensive institution.
- c. Demonstrated lasting commitment and admirable service to education and strong advocacy for the community college mission.
- d. Shown outstanding altruism that enhances the quality of life for others at The College and/or community.
- e. Demonstrated outstanding contributions to the arts that enhances the quality of life for students and the community.
- f. Shown extraordinary achievement in a field or vocation which Fort Scott Community has a program.

Honorary degrees may be awarded in absentia and posthumously, but only upon recommendation by the Board of Trustees in the case of extraordinary and compelling circumstances.

6. Student Grievance Process. The College encourages students to resolve complaints informally and at the lowest possible administrative level.

- a. Students can file a complaint for academic grievances with protection against unwarranted infringement of their rights. See [Student Complaint Guidelines](#).
- b. Such grievances may concern alleged violations of college policies, infringement of students' rights and problems dealing with other students, college staff and faculty or college activities.
- c. Grievance Process (Non-Disciplinary): If a student feels an academic decision is unfair:
 - 1) Contact the faculty or staff member involved.
 - 2) If unresolved, escalate to the department chair or dean and/or submit a formal complaint using the [FSCC Complaint Form](#). This form allows students to specify the type of complaint and upload supporting documentation.
 - 3) If still unresolved, submit a written complaint to the Board using the [Student Complaint to the Board](#) form.
 - a) When a complaint is made directly to the Board of Trustees as a whole or to Board members as individuals, it will be referred to the administration for study and possible resolution.

7. Student Learning Outcomes Assessments. Assessment at FSCC focuses on evaluation of student learning outcomes at the following levels:

- a. Institutional Learning Outcomes;
- b. Degree Outcomes, including General Education Learning Outcomes and Program Learning Outcomes;
- c. Course Assessments;
- d. Co-curricular Assessments.

E. ACADEMIC ADMINISTRATION

1. Academic Calendar. On or before the March Board meeting of each year, the President shall present to the Board a recommended academic calendar for the next school year for final approval. In making such recommendation, consideration shall be given to the customs of residents of the College, legal holidays, and other relevant matters.

2. Campus Closings Due to Weather. FSCC typically seeks to keep the College open for classes during bad weather. The decision to close campus for bad weather will usually be made prior to 6:00a.m. on the day of classes.

- a. In accordance with federal wage and hour laws, when the College remains open, faculty and staff who cannot come to work because of bad weather must take personal or vacation leave.
- b. If the decision is made to close a particular site, the President or his designee may call a holiday for employees at the respective location(s). Even though the site is closed, administrative personnel are expected to coordinate activities and perform duties as necessary and appropriate.
- c. If classes are cancelled, notification will be submitted to the following radio and television stations: KESM (El Dorado Springs); KKOW (Pittsburg); KMDO/KOMB (Fort Scott); KNEM/KNMO (Nevada); KOAM (CBS Channel 7); KODE (ABC Channel 12); KSNF (NBC Channel 16); and KSHB (NBC Channel 41).

CHAPTER 5: STUDENT SERVICES

A. ADMISSIONS AND ENROLLMENT

1. Admissions Guidelines. FSCC shall adopt and maintain Admissions Guidelines, procedures, and requirements that are consistent with the policies of the KBOR and applicable state and federal laws and regulations, including but not limited to, K.S.A. 76-717.

- a. Admission is open to all qualified applicants without regard to race, color, religion, national origin, age, disability, sex, veteran status, or any other characteristic protected by law.
- b. FSCC has an open enrollment policy, which allows students to be accepted and begin the enrollment process at any time throughout the year.

2. Admissions Minimum Standards. The College shall publish and regularly update admissions procedures, including requirements for high school graduates, GED holders, homeschool students, transfer students, international students, and special populations. See [Academic Catalog](#).

- a. Applications are accepted from individuals who have graduated from an accredited high school or satisfactorily completed a high school diploma equivalency (GED) examination.

1) The College offers classes and testing procedures for completion of the GED requirements.

b. Homeschooled students must provide an official transcript that includes the principal's signature and date of graduation. Only transcripts from a state-approved homeschool will be accepted.

c. Exceptions to minimum admissions requirements. Students who do not meet admission requirements may be admitted for one semester upon advisement from the FSCC Advising Office. Admissions under this exception shall not exceed 10% of the freshman class and shall prioritize Kansas residents, including those in military service.

3. Residency Status. Residency status for tuition purposes is determined in accordance with Kansas laws (K.S.A. 72-1046; K.S.A. 66-201).

a. At the start of each semester, the FSCC Registrar will determine each student's residency status for tuition purposes. If a student's original classification is found to be incorrect, the Registrar may reclassify the student and issue written notice of any additional charges or refunds. Residency decisions made by authorized staff are considered official Registrar determinations.

b. After a student has continuously resided in Kansas for six months, he/she may petition for in-state residency status by securing and completing an Affidavit of Residency form, including supporting documentation, from the Registrar prior to the first day of the semester.

1) Approval of a student's Affidavit of Residency form and designation of Kansas residency does not automatically qualify a student for any type of residency-based tuition or fee waiver, regardless of change of permanent address.

c. Students who disagree with a nonresident classification may file a written appeal with the Registrar within 30 days of receiving notice. This also applies to students who are reclassified from resident to nonresident status. A standard appeal form is available upon request. Students must pay their original tuition bill in full before an appeal can proceed. If no appeal is filed within the deadline, the classification becomes final.

1) FSCC will maintain a Residency Appeals Committee made up of at least three members appointed by the College President. This committee reviews student appeals regarding residency status. The committee will elect a chairperson and meet with the Registrar, who serves in an advisory role but is not a voting member.

2) Residency decisions made by the committee are final and not subject to further review by FSCC or the Board of Regents. If a student is reclassified as a resident, FSCC will refund the difference between resident and nonresident tuition for that semester.

3) The committee may consult with legal counsel regarding residency questions. Official residency guidelines are established by the Kansas Board of Regents and are available in [FSCC's Academic Catalog](#).

B. TUITION AND FEES

1. Payment and Fees. All students are required to pay fees as published in the institution's comprehensive fee schedule.

2. Extensions. Short-term extensions of the fee payment due date may be granted for sponsored international students experiencing international monetary exchange difficulties, students certified to receive funds through the institution's Office of Student Financial Aid, and for other extenuating circumstances at the institution's discretion.

3. Administrative Procedures. The College shall follow its administrative procedures to collect outstanding obligations owed by students and former students. The College shall maintain a system to record all delinquent financial obligations owed to the College by students and former students. The College may take any or all of the following actions for delinquent student accounts:

- a. Deny or cancel registration;
- b. Withhold refunds (to the extent permitted by law) and the provision of services, grade reports, transcripts, diplomas, and graduation;
- c. Terminate agreements for student or family housing and/or take other action when financial obligations relate to housing;
- d. Use outside collection agencies as authorized in K.S.A. 76-745, report to credit bureaus, and assess related fees;
- e. Follow K.S.A. 75-3782a, et seq., in requesting the Director of Accounts and Reports write-off of uncollectible accounts; and
- f. Other measures as permitted by law.

4. Tuition Assistance for Faculty/Staff. Employees, including adjunct instructors, and their immediate family members are eligible for scholarships which cover the cost of in-district tuition and fees.

- a. The scholarship recipient pays specific course fees and cost of books/supplies.
- b. Employee should complete the necessary scholarship form for themselves and/or their immediate family members. The form can be found on the employee pages.
- c. Employees should schedule classes that do not interfere with their regular working hours.
- d. The employee's supervisor and the appropriate vice president must approve any exception.
- e. The individual may choose not to apply for the employee tuition scholarship if he/she applied and qualified for another institutional and/or endowment scholarship of greater value.
- f. An individual may not receive two or more institutional/endowed scholarships with assistance greater than the value of tuition.

C. STUDENT CONDUCT AND DISCIPLINE

1. Standards of Conduct. All student behavior shall be based on respect and consideration for the rights of others. Students shall be responsible for knowing and abiding by the rules and regulations of the College. See [Code of Conduct](#).

- a. The College assumes that all students are able and willing to maintain standards of self-discipline appropriate to membership in a community college. A rigid Code of Conduct is purposely omitted in

order to establish confidence in this assumption. The College reserves the right to take disciplinary measures in the best interests of FSCC.

b. Conflicts with Board Policies, College rules/regulations governing the following areas place a student in violation, and subject to the Student Code of Conduct:

- 1) Nondiscrimination Policy.
- 2) Weapons Policy. See [Appendix A](#).
- 3) Alcohol and Illegal Drugs Policy. See [Appendix B](#).
- 4) Smoke and Tobacco Free Campus Policy. See [Appendix C](#).
- 5) 2) "One Policy, Two Procedures Model (1P2P)" as outlined in Appendix D which governs the College's procedures for addressing all complaints of discrimination, harassment, and retaliation. See also [College website](#).
- 6) State and federal statutes, including but not limited to the Americans with Disabilities Act of 1990; the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Equal Pay Act of 1963; and the Violence Against Women Act (VAWA). See [VAWA Brochure](#).
- 7) FSCC Acceptable Use and FSCC Computer and Network Usage Agreements;
- 8) Academic dishonesty;
- 9) Disruptive behavior;
- 10) Gambling in violation of K.S.A. 21-4303;
- 11) Other violations listed in the [Student Handbook](#) or [Academic Catalog](#).

2. Disciplinary Procedures. Discipline is the responsibility of the Vice President of Student Affairs.

a. Reports of misconduct are usually made to the Vice President of Student Affairs for investigation and determination of appropriate action.

- 1) The Vice President of Student Affairs will review the nature of the complaint and the relevant evidence and testimony with the student.

b. Disciplinary action will be initiated when a student's behavior/action is determined to be dangerous to that individual's health/well-being, infringes on others' rights, damages college property, or in any other situation which reflects negatively on the College community, its programs, organizations, or activities.

c. The College reserves the right to dismiss a student whose conduct is at any time unsatisfactory in the judgment of college officials.

3. Appeals Process. If the appropriate action taken by the Vice President of Student Affairs calls for the student to be expelled or penalized, the student will be informed in writing.

a. A student may appeal the decision of the Vice President in writing within three (3) business days after the original decision has been made.

b. The Vice President of Student Affairs will inform the College Disciplinary Review Board within three (3) business days of receiving written notice of the student's appeal.

1) College Disciplinary Review Board (CDRB). The CDRB is composed of three (3) professional staff members who are appointed by the faculty representatives and three (3) full-time students who are appointed by the President's Ambassador's organization.

c. An appeal hearing will be conducted within seven (7) business days following notice to the College Disciplinary Review Board.

1) All appeal hearings are private to ensure justice and to discourage delay.

2) The appeal is limited to a review of the record from the original decision. If evidence was unavailable at the time of the original decision is discovered, it will also be considered.

3) The student requesting the appeal must be present on the hearing date set in the letter. Failure to be present as scheduled waives the student's right to appeal.

4) The Vice President of Student Affairs and the student, or his/her designee, shall have an opportunity to testify and bring witnesses.

i. The number of witnesses shall be limited to five (5) unless prior approval is granted by the Vice President of Student Affairs. Each witness is awarded a maximum of five (5) minutes of testimony.

5) The CDRB may ask questions of the student, the Dean or his/her designee, or the witnesses who have testified.

6) The CDRB shall decide to uphold the disciplinary decision or to recommend that the action be modified. The CDRB shall issue a written decision.

d. The student or the Vice President of Student Affairs, or his/her designee, may appeal the decision of the CDRB to the College President within three (3) business days after the CDRB has made its decision.

1) The President shall hear the appeal within seven (7) business days and render a written decision to all parties.

2) The decision of the President is final.

D. STUDENT SUPPORT SERVICES.

The College is committed to supporting student success through comprehensive services that promote academic achievement, personal development, and equitable access. These policies ensure compliance with KBOR directives, Kansas statutes, and federal regulations, including but not limited to, Title VII, Title IX, ADA, and FERPA.

1. Counseling and Mental Health Services. FSCC provides academic advising and personal counseling services to assist students in:

a. Course selection and degree planning;

b. Career exploration and transfer preparation;

c. Mental health and wellness support.

These services are available to all students, including those enrolled online and at satellite campuses. See [Student Success Center](#).

2. Academic Advising. Effective academic advising is central to the educational mission of the Board. The College's academic advisor shall provide the following:

- a. Goal Setting: Help students to set both short-term and long-term educational goals.
- b. Information: Accurately inform students of graduation requirements. The advisor should be sensitive to the importance of strategic course selections so as to minimize the number of semesters required for graduation. Additionally, the advisor should be able to inform students of career opportunities in their field of study.
- c. Transitions: Each advisor should inform students how to change colleges and/or departments. Furthermore, the advisor should provide information to explain the process students follow to enroll in their curriculum and to drop or add courses during the semester.
- d. Accessibility: Each advisor should have reasonable hours and methods of availability for students. Additionally, students should be able to set up appointments within an adequate amount of time to make curricular selections and career choices.
- e. Referral to Campus Resources: Each advisor should be able to refer students to various campus resources including, but not limited to: College counseling services, student activities, and career and employment services.
- f. Each advisor shall provide information to students to inform them of their responsibilities in the Academic Advising process.
- g. Students must meet with an advisor during their first semester to schedule classes and begin a degree plan. Students are encouraged to meet with their advisor each subsequent semester for assistance with specific course requirements, transfer credits, course sequence, and general college matters.

4. TRIO Student Support Services (TRIO SSS). TRIO Student Support Services (TRIO SSS) is a federally funded program committed to empowering students to persist. The ultimate goal of The College's TRIO SSS program is to increase retention and assist students in completing degrees and in transferring to four-year institutions. The FSCC TRIO SSS program provides students with a multitude of support services including advising, cultural trips, campus visits, and career exploration. Each year, TRIO SSS serves a minimum of 150 students. See [TRIO Student Support Services](#).

- a. Individual student needs plans shall be developed in accordance with the requirements of K.S.A. 76-717 and shall:
 - 1) Be jointly developed by the student and the student's advisor. Other College employees may be involved, at the discretion of the institution.
 - 2) Address the student's academic coursework. If deemed appropriate by the student and the student's advisor, plans may address other issues, such as extracurricular activities, financial needs and any other aspect of student life having a bearing on academic success.
 - 3) Be adopted prior to the student's initial enrollment at the College.

4) Be reviewed by the student and the student's advisor at least once each semester in the first academic year immediately succeeding adoption of the plan. Based on this review, the plan may be revised upon mutual agreement between the student and the student's advisor.

4. Disability Support Services. The College provides support for qualified students with disabilities. Students seeking assistance with academic programs because of disabilities (emotional, physical, mental, or multiple disabilities) should contact the Disabilities Coordinator through the Advising Office at advising@fortscott.edu or (620) 223-2700 ext. 3630. See also Disability Services.

a. Academic, career counseling assessment, planning services, and transition services are available to those who qualify with special needs.

b. Students requesting services must submit a written request and official documentation prior to the start of each semester.

E. FINANCIAL AID POLICIES.

1. Financial Aid. FSCC provides students with a quality education at an affordable cost. Even so, many students require some financial aid to achieve their educational and career goals.

a. FSCC shall administer financial aid programs in compliance with federal Title VI regulations, KBOR policies, and applicable state laws. The goal is to ensure equitable access to postsecondary education for students with financial need.

b. Students may apply for federal financial aid if they are seeking a degree or certificate at FSCC, if they have a high school diploma or equivalent, and if they are not taking courses at FSCC while still in high school.

2. General Requirements.

a. FSCC shall maintain a Financial Aid Office that administers:

1) Federal aid (Pell Grants, SEOG, Work-Study, Direct Loans);

2) State aid (Kansas Comprehensive Grant, Kansas Promise Scholarship, Career Technical Workforce Grant);

3) Institutional aid (FSCC scholarships and tuition waivers);

4) Private aid (External scholarships and third-party scholarships).

b. All financial aid applicants must submit a Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov.

c. FSCC shall ensure that aid is awarded without discrimination based on race, gender, disability, age, sex, religion, national origin, or other protected class.

3. Satisfactory Academic Progress. To remain eligible for financial aid, students must meet Satisfactory Academic Progress (SAP) standards which include, in part:

a. Be in good standing at the time loans and grants are disbursed;

b. Maintain a minimum GPA requirement;

- b. Complete at least 67% of all attempted credits;
- c. Maximum time frame not exceeding 150% of the program length.

Students failing to meet SAP may appeal and be placed on probation, if approved. See [SAP Framework Policy](#) for additional information.

4. Refund or Repayment Policies. Students who withdraw or drop below required enrollment levels may be subject to:

- a. Return of Title IV Funds calculation;
- b. Institutional refund policies as outlined in the [Student Catalog](#);
- c. Special provisions for military personnel activated for duty.

F. STUDENT LIFE

1. Student Housing. FSCC offers students two on-campus housing options: Greyhound Hall and Boileau Hall. The dormitories are designed to give students the best in residential living. Each provides a living-learning environment, which is an integral part of the total educational program at FSCC. A professional staff oversees the residence halls. Each air-conditioned floor has a lounge area which can be used to study, relax, or visit with friends.

2. Meal Plan. All on-campus students have a meal plan. A deposit is required with the contract to reserve a room. For more information visit www.fortscott.edu/Housing.

3. Student Health Insurance.

- a. FSCC requires any international student holding a F-1 visa and any exchange visitor holding a J-1 visa to show proof of health insurance coverage for each semester or term for which the student is enrolled, whether or not the student is participating in the Board's voluntary student health insurance program. Such proof of insurance shall be required prior to the student beginning classes.

CHAPTER 6: PERSONNEL POLICIES

A. EQUAL EMPLOYMENT OPPORTUNITY

1. Equal Employment Opportunity. FSCC shall provide equal employment opportunities to all applicants and employees with regard to race, color, religion, sex, disability, or veteran status. This policy complies with Title VII, the Americans with Disabilities Act, and KBOR Equal Opportunity Guidelines.

B. HIRING AND RECRUITMENT

1. Hiring Practices. All hiring shall follow fair and transparent procedures.

- a. The College has the right to alter the selection process for pertinent administrative positions, succession planning, assistant coaching positions, or unique situations.
- b. Employment will not be denied because of service in the Guard or Reserve. Employee job and career opportunities will not be limited or reduced because of service in the Guard or Reserve.

2. Job Descriptions. Job descriptions and job qualifications shall be clearly defined.

3. Background Checks. In addition to verifications required by law and except as otherwise provided in this policy or under the approved implementation plan of a state College, the College shall provide for the performance of a criminal background check on each person hired for any College position, other than employees reasonably expected to be employed for six months or less and student hourly employees.

a. Criminal background checks shall be conducted either prior to the extension of an offer for employment, or as part of an offer of employment that is made contingent upon a successful criminal background check.

b. For purposes of this policy, a criminal background check shall include:

1) Criminal history record searches for felony and misdemeanor convictions at the county and federal levels in every jurisdiction where the candidate currently resides or has resided. Such searches should cover a minimum of the last seven years.

2) Sex offender registry searches at the county and federal levels in every jurisdiction where the candidate currently resides or has resided.

3) Other verifications as required by law for specified positions.

4. Hiring Authority. The President shall recommend personnel appointments to the Board for approval as required by K.S.A. 71-201.

a. All employment offers are contingent on Board of Trustee approval at the next Board meeting.

5. Nepotism. FSCC prohibits employees from participating in decisions involving hiring, promotion, supervision, or evaluation of relatives or individuals with whom they have a close personal connection.

a. Any FSCC employee must not participate in decisions related to admission, academic evaluation, hiring, performance reviews, promotion, discipline, or salary affecting a family member or someone in their household. This includes serving on committees or groups making such decisions. These situations are considered conflicts of interest.

a. "Relative" for the purpose of this policy is defined as mother, father, brother, sister, husband, wife, son, daughter, mother/father-in-law, brother/sister-in-law, son/daughter-in-law.

b. Relatives of current Board members will not be employed for the position of President, Vice President of Academic Affairs, Dean of Students, or Vice President of Finance and Operations at the College.

c. Relatives of present employees of the College will not be hired for positions which would require one relative to supervise, evaluate, or discipline the other.

d. Family relationships or household arrangements do not prevent someone from being hired at FSCC. However, all hiring and personnel decisions must follow College and Board policies and be free from bias or undue influence.

e. Employees must disclose any potential conflicts of interest, including familial or personal relationships, that could influence employment decisions.

f. If a conflict is identified, FSCC will take steps to ensure impartiality, such as reassigning supervisory duties or removing the employee from the decision-making process.

6. Student Employees. Students may be employed by the College for certain positions subject to budget limitations and personnel requirements.

C. EMPLOYEE CONDUCT AND ETHICS

1. Employee Ethics. The College is committed to fostering a culture of integrity, professionalism, and accountability among all employees. As public servants and representatives of the College, employees are expected to uphold the highest ethical standards in accordance with applicable laws and institutional values.

a. All FSCC employees shall:

- 1) Conduct themselves in a manner that reflects honesty, respect, and fairness toward students, colleagues, and the public.
- 2) Comply with all applicable federal, state, and local laws, including but not limited to:
 - a) K.S.A. 75-2949f, which outlines conduct detrimental to state service, including gross misconduct, misuse of state property, and release of confidential information.
 - b) K.S.A. 46-237 and 46-237a, which govern the acceptance of gifts and prohibit conflicts of interest for public employees.
 - c) K.S.A. 75-4304, which prohibits public employees from participating in contracts where a conflict of interest exists.
- 3) Avoid conflicts of interest and disclose any potential conflicts in accordance with College procedures and Kansas ethics laws.
- 4) Maintain confidentiality of privileged information and refrain from using their position for personal gain.
- 5) Promote a safe, inclusive, and respectful workplace free from discrimination, harassment, and retaliation.

2. Consensual Relationships. FSCC recognizes that relationship involving unequal power dynamics – such as between employees and students or employees and their supervisors – can raise concerns about coercion, favoritism, and conflicts of interest. Employees are expected to maintain professional boundaries and avoid any conduct that could be perceived as exploitative or discriminatory, even if the relationship is consensual.

a. Definitions.

- 1) Consensual relationship includes any intimate, romantic, dating, sexual relationship, or sexual conduct to which both parties have given consent.
- 2) Fraternization includes any amorous, romantic, and/or sexual conduct or relationship, consensual or otherwise.
- 3) Student is an individual enrolled in credit and non-credit courses at all College locations.
- 4) Employee is any staff, faculty, or administrator employed by the College.

b. Prohibitions

- 1) While faculty and staff are allowed to foster appropriate relationships with students, fraternization between any employee or Board member and any registered student is strictly prohibited.
- 2) Consensual relationships between any College employee or Board member in which one person has influence, including but not limited to, direct or indirect authority over the other, are prohibited.

c. Reporting Requirements

- 1) Because of potential issues regarding conflict of interest, discrimination and/or harassment, reporting of pre-existing or new relationships to the Human Resources Department or their designee is required. Failure to report in a timely manner will be considered a violation and policy.
- 2) Upon disclosure of a prohibited relationship, the College will take appropriate and reasonable steps to mitigate any exposure to the College. Examples of appropriate and reasonable steps include, but are not limited to, changing the employee reporting structure or assigning a student to the same class with a different instructor.

d. Confidentiality. The College will protect the confidentiality of individuals for any case reported to the College.

e. Special Circumstances. Upon request of the involved parties, the College shall grant exceptions to this policy upon concluding that an otherwise prohibited consensual relationship existed prior to the effective date of this policy, and that the consensual relationship does not present the likelihood of abuse of power or exploitation by either party and there exists other good cause for granting an exception.

f. Consequences. Employees who engage in a consensual relationship with a student or other employee contrary to the guidance, prohibitions, and requirements provided in this policy are subject to disciplinary action up to and including termination, depending on the nature of and context for the violation.

3. Employees and Gifts. Employees shall not seek or accept for themselves or others any gifts, favors, or entertainment, without a legitimate business purpose.

- a. A strict standard is expected with respect to gifts, services, discounts, entertainment or considerations of any kind from suppliers.
- b. Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the College.
- c. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors or any person doing or seeking to do business with the College are to act in the best interest of the College.
- d. Each employee shall make prompt and full disclosure in writing to their Dean or Vice President of any potential situation which may involve a conflict of interest.

e. In the application of this policy, employees may accept for themselves and members of their families common courtesies usually associated with customary business practices. These include but are not limited to:

- 1) Lunch and/or dinner with vendors sometimes including spouses as long as the invitation is extended by the vendor.
- 2) Gifts of small value from vendors such as calendars, pens, pads, knives, etc. (not to exceed \$100 in value).
- 3) Tickets to events (such as sports, arts, etc.) are acceptable if offered by the vendor and the vendor accompanies the associate to the event (not to exceed \$100 in value). These are not to be solicited by the employee and must be approved by the appropriate Dean or Vice President.
- 4) Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc., are acceptable.
- 5) Day outings such as golf, fishing, and hunting are acceptable with prior approval from the appropriate Dean or Vice President. The vendor must be in attendance and participation by the associate's family members is not acceptable.
- 6) Use of vendor's facilities (vacation homes, etc.) by employees or families for personal use is prohibited. It is never permissible to accept a gift in cash or cash equivalent such as stocks or other forms of marketable securities of any amount. Employees should not accept gifts from those under their supervision of more than limited value.

4. Employee Conflict of Commitment and Conflict of Interest.

- a. Reporting Requirement. If a situation arises, raising questions of real or apparent conflict of commitment or conflict of interest as described in this policy, affected employees must meet with their department chair, school dean or supervisor, report the conflict as described below, and eliminate the conflict or manage it in an acceptable manner. Additionally, every full and part-time employee, except student employees, shall report, as required below, any consulting arrangements, significant financial or managerial interests, or employment in an outside entity, the financial or other interests of which would reasonably appear to be directly and significantly affected by their research or other College activities.
- b. Conflict of Time Commitment. Attempts to balance College responsibilities with external activities (such as, but not limited to, consulting, public service or pro bono work) can result in real or apparent conflicts regarding commitment of time and effort. Whenever a faculty or staff member's external activities exceed reasonable time limits, or whenever a full-time faculty or full-time unclassified staff member's primary professional responsibility is not to the College, a conflict of time commitment exists.
- c. Conflicts of commitment usually involve issues of time allocation. Full-time faculty members and full-time unclassified staff of the College owe their primary professional responsibility to FSCC, and their primary commitment of time and intellectual effort must be to the education, service, research and scholarship missions of the College.
- d. Faculty and unclassified staff should maintain a presence on campus commensurate with their appointments.

e. The specific responsibilities, position requirements, employment obligations and professional activities that constitute an appropriate and primary commitment of time will differ across schools and departments, but said responsibilities, requirements, obligations and activities should be initially premised on a general understanding of full-time commitment for full-time faculty and full-time unclassified staff of the College.

f. Exceptions must be justified and shown to enhance the institutional mission and must be approved in advance by the faculty or staff member's supervisor.

g. "Conflict of interest" means the existence of an Employee's financial or personal considerations which may, or may appear to, impair or compromise the performance of the Employee's duties as a College employee for or on behalf of FSCC. A conflict of interest, or apparent conflict of interest, exists when:

1) An Employee or person acting for or on behalf of The College:

- a) Seeks personal gain through his/her employment at The College for himself or a member of his/her family or others for whom he/she is associated including, but not limited to the following examples:
- b) Using the employee's position with The College to achieve a material and/or financial benefit for himself/herself or others;
- c) Using the College property, resources or services, including but not limited to, The College offices, office supplies, telephone, equipment, computing resources, for personal and private purposes to achieve a material or financial benefit for himself/herself or others;
- d) Attempts to achieve a material or financial benefit for himself/herself or others; and
- e) Using any confidential information acquired in connection with The College related activities or The College employment to achieve material or financial benefit for himself/herself or others, or for unauthorized purposes.
- f) Directly or indirectly soliciting, receiving or accepting anything of more than nominal value from any person or organization seeking to do business with or have an association with The College.

2) Exceptions to "personal gain" are:

- a) Registration for an event at which the Employee is making a presentation or providing a service, as an Employee of The College, to the event sponsor;
- b) Promotional items, such as coffee cups, pens, pencils, mouse pads, etc.;
- c) Textbooks, software, and instructional materials to be reviewed by teaching faculty;
- d) An award, plaque, certificate, memento or similar item given in recognition of the Employee's charitable, civic, professional, personal private, public or political achievements;
- e) Food and/or beverage of nominal or reasonable amount given to or consumed by an Employee at a single meal or event; or,

f) The President or his/her designee may grant additional exceptions, in writing, when he/she determines, upon the basis of the facts presented:

- i) The benefit accruing to the individual is of nominal value; and
- ii) The exception will not impair either the individual's or The College's ability to conduct business ethically, fairly and impartially; or,
- iii) When the requested exception is a common and generally accepted practice in public higher education institutions.

h. Other Employment and Activity. The following are examples of non-College employment or activity, either with or without compensation, which impairs the ability of an individual to perform his/her obligations as an Employee or representative of The College:

- 1) Employment or other activity, which occurs at times during which the Employee normally is to perform his/her obligations for the College.
- 2) Employment, without the approval of your immediate supervisor or head of department, in a teaching capacity on a full-time or part-time basis with another higher education institution.
- 3) Employment or activity individually or with another person or entity providing goods or services which are in competition with goods and/or services provided by the College.
- 4) Employees who have accepted outside employment or other activities may not use accrued sick leave to engage in outside employment or other activities. Employees who are absent for outside employment or activities must use vacation or personal leave.

i. College Disclaimer. In all employment or activities outside of the College employment, each Employee functions in his or her individual capacity, without the support of the College, and is solely responsible for his/her acts.

j. Disclosure Requirement for Financial Obligation. All persons recommending or involved in creating any financial obligation of the College, including but not limited to the purchase of goods or services, contracts obligating the College, and leases, shall disclose to their supervisor the nature of any relationship whatsoever they may have with any vendor, contractor or lessor. A financial obligation in which an Employee or representative of the College has an interest will only be entered into if:

- 1) It is deemed to be in the best interests of The College; and,
- 2) Such person's interest with the other party will not conflict substantially or materially with such person's discharge of his/her The College responsibilities.

k. Disclosure Requirement for Conflict with Duties. All persons considering non-The College employment or other activity which may create a conflict of interest have a duty to disclose any actual or potential conflict to their supervisor by submitting a written statement describing the nature of the potential conflict. Supervisors who become aware of such actual or potential conflict with The College by persons within their supervision have a duty to request such individuals provide such a written statement.

l. Annual Disclosure. All officers of The College or its Board of Trustees, deans, directors and those persons identified by the President shall annually submit a completed "Annual Conflict of Interest Disclosure Statement" to the Vice President of Finance and Operations.

m. Enforcement. The ultimate responsibility for the enforcement of the policies and regulations on conflicts of interest is that of the President who may delegate authority for enforcement to other The College officials.

n. Violations of the policy or regulations, include, but are not limited to:

- 1) The failure to file timely disclosures;
- 2) Filing incomplete, erroneous, or inaccurate disclosures: or,
- 3) Failure to comply with prescribed procedures for managing or resolving conflicts or potential conflicts of interest.

o. Violations shall subject the person to disciplinary sanctions which may include, but are not limited to, suspension from or termination of employment.

p. In compliance with §200.112 Conflict of Interest and §200.113 Mandatory Disclosures The College will disclose to Federal agencies any instances of conflict of interest or relevant violations of Federal criminal law.

5. Political Activity.

a. Holding Public Office. FSCC faculty, administrators, and support staff may accept appointed or elected public positions, including political roles, as long as the position does not create a conflict of interest or interfere with their job responsibilities.

b. Running for Office. Declaring candidacy for public office does not affect an employee's status at FSCC. However, employees must continue to fully perform their duties or take approved leave if needed. Failure to meet job responsibilities while campaigning may result in disciplinary action.

c. Leave for Public Service. Employees elected or appointed to full-time public office (e.g., Congress, Kansas Legislature, or other state/county roles) may be granted unpaid leave for the duration of their service. For Kansas legislators, this leave begins with the Oath of Office or the start of the legislative session and ends with adjournment. Legislators not in session may continue working at FSCC if they decline legislative pay, though they may still receive mileage and expense reimbursements. Eligible employees may choose to remain in FSCC's retirement plan while on leave, if applicable.

D. EMPLOYEE DISCIPLINE, DUE PROCESS AND SEPARATION FROM EMPLOYMENT

1. Employee Handbook. The College shall administer employee discipline and separation in accordance with Board-approved policies, applicable provisions of the [Employee Handbook](#), and relevant federal and state statutes and regulations.

a. All disciplinary actions shall be conducted fairly, consistently, and in compliance with due process requirements outlined in applicable state and federal laws, including but not limited to:

- 1) K.S.A. 75-2949 which governs dismissals, demotions, and suspensions of public employees.
- 2) K.S.A. 75-4321, the Public Employer-Employee Relations Act, which promotes fair labor practices and grievance resolution.
- 3) K.S.A. 75-2925 et seq., the Kansas Civil Service Act, which establishes standards for classified employees, including disciplinary procedures and appeals.

b. Detailed procedures are developed by the administration to implement these policies. These administrative procedures are detailed in the [Employee Handbook](#) and negotiated agreements.

2. Disciplinary actions. The College recognizes the importance of maintaining a professional and respectful work environment. Disciplinary actions may include, but is not limited to, verbal warnings, written reprimands, probation, suspension, demotion, and/or termination, depending on the severity and nature of the conduct.

3. Separation from Employment. The College with separate employment for the following reasons:

a. Resignation is the voluntary employment separation initiated by an employee. If an employee wishes to resign, they are encouraged to give two weeks' notice in writing to their supervisor so there is sufficient time to seek a qualified replacement. This letter shall be forwarded immediately to the Human Resources Department.

b. Termination is the involuntary separation of employment due to reasons other than a reduction in force. Prior to termination, an employee must be given a written notice of intent to terminate by the Human Resources Department. Examples of infractions of the Employee Rules of Conduct for which an employee can be terminated include, but are not limited to:

- 1) Violations of state or federal laws;
- 2) Committing or facilitating fraud or theft;
- 3) Falsifying College records, including timesheets;
- 4) Working under the influence of alcohol or illegal drugs;
- 5) Possessing or using alcohol or illegal drugs while on duty or on College property;
- 6) Threatening or committing physical or verbal abuse or violence;
- 7) Displaying disruptive or intimidating behavior in the workplace;
- 8) Damaging College, employee, or student property through negligence or misconduct;
- 9) Refusing lawful and reasonable directives from a supervisor;
- 10) Violating safety or health rules;
- 11) Smoking or using tobacco products on College property;
- 12) Engaging in sexual or unlawful harassment or discrimination;
- 13) Possessing explosives or unauthorized weapons on College property;
- 14) Misusing leave benefits or having excessive unexcused absences;
- 15) Unauthorized use or alteration of College systems, files, or equipment;
- 16) Improper access or disclosure of confidential information;
- 17) Violating College policies and procedures;
- 18) Demonstrating unsatisfactory work performance or professionalism;
- 19) Being convicted of a felony offense;

20) Participating in political activities during work hours;

21) Sleeping during assigned work hours.

22) Reduction in Force is the involuntary separation of employment initiated by the College for non-disciplinary reasons. Such a reduction in force shall be done in a fair and equitable manner and shall generally be based on factors relating to performance ratings and length of service. The Board may eliminate an employee's job because of the necessity to reduce the workforce brought about by any or all of the following:

23) Change in size or nature of the College student population;

24) Financial exigency;

25) Restructuring of the College curricula; or

26) The consolidation or elimination of certain job functions.

c. Retirement is the voluntary employment separation initiated by the employee who meets the age, length of service, and any other criteria for retirement from the College. Employee benefits will be affected by retirement as described in the Employee Handbook. All accrued, vested benefits that are due and payable at retirement will be paid.

d. Job Abandonment occurs when an employee fails to report to work for three consecutive business days without notifying the College of their absence. This is considered a voluntary resignation as a result of job abandonment.

E. COMPENSATION AND BENEFITS

1. Comprehensive Compensation Plan. FSCC shall pay all employees in accordance with its Comprehensive Compensation Plan.

a. Compensation shall be based on job classification, experience, education, and performance.

b. Salary schedules for faculty and staff shall be reviewed annually and approved by the Board.

c. FSCC may offer stipends or additional pay for special assignments, overloads, or leadership roles.

2. Time Worked. FSCC will pay all employees for time worked in an accurate and timely manner, in accordance with applicable laws, and will maintain the required supporting documents and records.

3. Annual Enrollment. Employees are offered annual enrollment for a comprehensive benefits package that may include:

a. Health, dental, and vision insurance;

b. Life and disability insurance;

c. Flexible spending accounts;

d. Employee assistance program;

e. Tuition reimbursement or waiver programs;

f. Paid leave (vacation, sick, personal, bereavement);

g. Overtime and holiday pay, as applicable;

h. Participation in the Kansas Public Employees Retirement System or KBOR Mandatory Retirement Plan (403b).

F. LEAVE POLICIES

1. Leave and Benefits. Specific procedures, eligibility criteria, and benefit details related to leave and benefits are outlined in the [Employee Handbook](#). The College will regularly review and update the Employee Handbook to ensure ongoing compliance with applicable federal and state laws and regulations.

a. FSCC shall provide:

1) Vacation and sick leave accrual based on employment status;

2) Family Medical Leave Act compliance;

3) Military leave, jury duty, and bereavement leave;

4) Community engagement leave, if applicable.

5) Leave without pay may be granted only when all other forms of leave have been exhausted. Excessive absenteeism causes disruption to the duties of the position and can result in disciplinary action.

2. Family Medical Leave Act. The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

a. Twelve (12) workweeks of leave in a 12-month period for:

1) The birth of a child and to care for the newborn child within one year of birth;

2) The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;

3) To care for the employee's spouse, child, or parent who has a serious health condition;

4) A serious health condition that makes the employee unable to perform the essential functions of his or her job;

5) Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

b. Twenty-six work weeks of leave during a single 12-month period of military caregiver leave to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin.

c. The leave shall normally be unpaid leave. However, if the employee has vacation, personal, sick, or disability leave that is available for use, the paid leave shall be used first and counted toward the annual family and medical leave. The President will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

d. Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

e. During the period of any unpaid family and medical leave the Board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall be paid by the employee to the College on or before the payroll date. The Board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

f. When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable. Family leave may not be used intermittently or on a part time basis without the prior approval of the President. Upon the employee providing notice of need for leave, the employer will notify the employee of:

- 1) The reasons that leave will count as family and medical leave
- 2) Any requirements for medical certification
- 3) Employer requirements of substituting paid leave
- 4) Requirement for premium payments for health benefits and employee responsibility for repayment if employer pays employee share
- 5) Right to be restored to same or equivalent job
- 6) Any employer required fitness for duty certification

3. Disability Leave. If an employee's illness or injury requires a leave of absence for more than 12 weeks, the College may, with satisfactory medical evidence, extend an employee's leave for an additional 14 weeks, or a total of 26 weeks in an 18-month rolling period.

a. Employees will be required to provide satisfactory medical evidence substantiating their need for continued leave.

b. While on Disability Leave, employees are required to report to their supervisor at least every 30 days regarding the status of their medical condition and their intent to return to work.

c. The employee is responsible for the total cost of the health insurance premiums on any health insurance coverage for the employee or the employee's family.

d. Employees do not accrue paid time off while on Disability Leave.

e. The College will grant the employee's reinstatement to his/her job (assuming it has not been eliminated) at the end of the 26-week period if the employee can continue to perform the job with or without reasonable accommodations.

f. If the employee is unable to perform the job at the end of the 26-week period due to illness or injury, the College may allow the employee to bid for any unfilled position that the employee is qualified for and capable of performing with or without accommodation.

g. In all events, if the employee is unable to return to either the job or an unfilled position which they are qualified for and capable of performing, because of injury or illness for a period of 26-weeks within an 18-month rolling period, the employee shall be separated from employment.

4. Insurance. Specific procedures, eligibility criteria, and benefit details related to medical, dental, vision, and other types of insurance are outlined in the [Employee Handbook](#).

5. Worker Compensation. The College participates in Worker Compensation as required by current statute. Specific procedures, eligibility criteria, and benefit details related to worker compensation are outlined in the [Employee Handbook](#).

G GRIEVANCE PROCEDURES

1. Employee Grievance. A grievance is a complaint by an employee based on an alleged violation, misinterpretation, or misapplication by the College of a contract or agreement, a Board policy, administrative regulation or practice affecting conditions of employment.

2. Grievance Process. The President of the College has the right to intercede at levels one and two to circumvent the grievance procedure and bring it immediately to level three.

a. Level One: The aggrieved person may first discuss the problem with his immediate supervisor. During the discussion, the aggrieved person and the supervisor shall seek to resolve the matter informally.

b. Level Two: If the aggrieved person is not satisfied with the disposition of the grievance at level one, or if no decision has been rendered within one week of discussion of the grievance, the employee may file the grievance in writing with the appropriate dean or Vice President. Within one week after receipt of the written grievance by the dean or Vice President, the dean or Vice President will meet with aggrieved person in an attempt to resolve it.

c. Level Three: If the aggrieved person is not satisfied with the disposition of the grievance at level two or if no decision has been rendered within one week after discussion of the grievance, the employee may file the grievance in writing with the College President. Within one week after written receipt of the grievance by the President, the President will meet with the aggrieved person in an effort to resolve the grievance.

d. Level Four: If the aggrieved person is not satisfied with the disposition of the grievance at level three or if no decision has been rendered within one week after presentation of the grievance, the employee may file the grievance with the Board of Trustees. Within one week after receipt of the written grievance by the Board of Trustees or at its next regularly scheduled meeting, the Board or its designee will meet with the aggrieved person in an effort to resolve it. The Board shall submit its decision in writing to the aggrieved person within one week of the meeting.

H. PERSONNEL FILES.

1. Custodianship. Personnel files shall be kept under the custodianship of the Human Resources Department. Individual personnel files are available to the employee for review upon request.

2. Public Records. The custodian of personnel files may legally grant access to public records to a person who has made a written request for access to public information that certifies that the intended use is acceptable. These records may contain application forms, resumes, transcripts, payroll and leave data, performance reviews, and other work-related documents.

3. Confidential Records. Medical files that may be required pursuant to provisions of the Americans with Disabilities Act, Family Medical Leave, Bloodborne Pathogen control protocols, or other federal or state mandates are maintained in confidential files apart from personnel files.

4. Updated Information. Employees should notify Human Resources of any change in address, telephone, marital status, number of dependents, changes in deductions for tax purposes, changes or additions in insurance coverage, additional training or education, or any other changes to ensure accuracy of the personnel file.

I. POLICY REVIEW

1. Annual Review. The Department of Human Resources shall review personnel policies annually and update them to reflect changes in law, KBOR policy, or institutional needs.

J. MISCELLANEOUS PERSONNEL POLICIES.

1. Emeritus/Emerita Honorary Status. Emeritus/Emerita status is an honorary title awarded to a retiring faculty member or administrator for extended meritorious service.

a. In recognition and appreciation of the efforts of the College (FSCC) faculty and staff, the Board of Trustees hereby establishes “Emeritus Staff Status” for those employees of the College who meet the eligibility requirements outlined in administrative regulations.

b. A person granted emeritus status shall, subject to any subsequent modification or termination of this policy, be entitled to receive the following:

- 1) A printed resolution of the FSCC Board of Trustees’ action granting emeritus status
- 2) Lifetime all event pass for FSCC activities
- 3) Participate in FSCC graduation ceremonies if they so choose

2. Honoraria. The Board encourages the use of instructional services and resource persons available to the College. Instructors, sponsors, and college administrators are expected to exercise judgment and investigate fully those who are being considered as resource speakers and inform the Vice President of Academic Affairs. The Board encourages the utilization of community resources in the instructional program of the College. A reasonable honorarium may be paid to community resource personnel if approved in advance by the appropriate dean or Vice President.

3. Withholding of Paychecks and Set-Off of Amounts Owed. In addition to any other remedy available by law, the College shall be authorized, in accordance with K.S.A. 75-6201 et seq., to withhold payroll or other warrants issued by the State to, or setoff amounts owed by, any officer or employee of that institution against salary, other compensation or other amounts payable to such individual for any fine, fee or penalty owed by such officer or employee to the College.

4. Kansas Tort Claims Act/Legal Defense of Employees. Lawsuits involving FSCC employees—including faculty, staff, and administrators—are governed by the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.). This law helps limit personal liability and allows the State of Kansas to defend and indemnify employees who are sued for actions taken within the scope of their job duties.

a. If an FSCC employee is sued for alleged misconduct or failure to perform their duties, they must immediately notify FSCC’s legal counsel. The College will then work with the Kansas Attorney General’s

Office to request legal defense. For questions about coverage or legal protections under this Act, employees should contact FSCC's legal counsel.

b. To the extent permitted by law, the Board may insure all employees against all legal action arising out of the performance of authorized duties.

5. Whistleblowing. The College shall prominently post a copy of the "Whistleblower" Act (K.S.A. 75-2973) in locations where it can reasonably be expected to come to the attention of all employees of the institution. The "Whistleblower" Act sets forth the right of state employees to discuss the operations of a state agency with any member of the legislature and the right to report any violation of state or federal law or rules and regulations to any person, agency, or organization without retaliation.

6. Reporting of Child Sexual Abuse. FSCC has adopted administrative procedures for the mandatory reporting, to appropriate law enforcement agencies, of any child sexual abuse witnessed by staff or faculty. For purposes of this provision, child sexual abuse means those crimes defined in K.S.A. 2011 Supp. 21-5501 et seq. that relate to minors as victims.

APPENDIX A

Weapons Policy and Procedures

The possession and use of firearms, explosives, and other weapons are prohibited on the campus of the College, with the limited exception of concealed handguns as provided in the policy.

The purpose of this policy is to describe how handguns may be carried, stored, and managed on the campus of The College in as safe a manner as possible. This policy is in accordance with the Kansas Board of Regents policy and state law, KSA 75-7c01, et seq., Fort Scott City Ordinance 9.4.01.0.

Geographic Applicability - This policy is applicable only within the geographic limits of the College campus. Campus is defined as any building or grounds or grounds owned by The College or any building or grounds leased by the College for college use.

I. Definitions

A. Weapons:

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant:
2. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried:
3. Any BB gun, pellet gun, air/C02 gun, any taser or similar electrical weapon that discharges, a projectile, blow gun, projectile stun gun:
4. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce;
5. Any incendiary or explosive material, (liquid solid, or mixture) equipped with a fuse, wick or other detonation device;
6. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray and/or direct contact stun guns shall not be deemed to be a weapon for the purposes of this policy;
7. Any knife, commonly referred to as a switch-blade, which has a blade that open automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
8. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation of service of food shall not be construed to be a weapon for the purposes of this policy;
9. Any martial arts weapon such as nun chucks or throwing stars;

10. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person:
or

11. Any other dangerous or deadly weapon or instrument of like character.

B. Handgun. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing ammunition or Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be a fired by the use of a single hand.

C. Firearm. Any handgun, rifle, shotgun, and other weapon which will or is designed to expel a projectile by the action of an explosive.

II. Prohibitions and Restrictions to the Carrying of a Concealed Firearm Pursuant to Kansas Law

A. Open carry of firearms by any means is prohibited. The carrying of any rifle, shotgun, or other long gun by any means is prohibited; it is a violation to openly display any lawfully possessed concealed carry handgun while on campus except when lawfully using the handgun in self-defense or when transferring to safe storage.

A. Kansas law outlines the following restrictions to the concealed carrying of a handgun. Failure to comply with the following restrictions is a violation of college policy and Kansas Law:

1. Individuals in possession of a concealed handgun must be at least 21 years of age. [K.S.A. 21-6302(a)(4)];
2. A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safe operation the firearm.
3. A firearm cannot be fired in the corporate limits of a city, at a dwelling, structure, or vehicle in which a human is present, except in self-defense [K.S.A. 21-6308, 6308a];
4. A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
5. A firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
6. A firearm cannot be carried by an individual with alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
7. A firearm cannot be carried by an individual who has been convicted of a felony crime. [K.S.A. 21-6304];
8. An automatic firearm cannot be carried [K.S.A. 21-6301(a) (5)];
9. Any cartridge which can be fired by a handgun and which has a plastic-coated bullet that has a core of less than 60% lead by weight, whether the person knows or has reason to know that the plastic-coated bullet has a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
10. Any device or attachment of any kind designed, used or intended for use in suppressing the report of any firearm is illegal [K.S.A. 21-6301(a)(4)].

III. Carrying Safety Requirements

Any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun is wholly and solely responsible for carrying, storing, and using that handgun in a safe manner and in accordance with the Kansas law, Kansas Board of Regents policy and college policy. Concealed means completely hidden from view and does not reveal the weapon in any way, shape or form.

Whether on their person or in a personal carrier, every handgun carried by an individual must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures any external hammer in an uncocked position. The handgun must be secured in the holster with a strap or by other means of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

Handguns with an external safety must be carried with the safety in the “on” position. The handgun must be in the person’s custody and control at all times with safety mechanism engaged.

Handguns must be carried securely in a suitable carrier (backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual’s personal items). The suitable carrier must at all times remain with the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier’s design, carrying or holding the carrier, or sitting the carrier next to or within the immediate reach of the individual.

IV. Campus Gun-Free Locations with Adequate Security Measures

There are no college locations designated as gun free with permanent adequate security measures. The College may designate a specific location as temporarily gun free and use temporary adequate security measures as defined and required by law and Kansas Board of Regents policy. Appropriate notice will be given whenever this temporary designation is made.

V. Handgun Storage

Handgun storage is prohibited at the College except in the following circumstances:

- (1) In an individual’s privately-owned or leased motor vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or,
- (2) In an individual’s on-campus residential unit when the handgun is secured in a holster and in an approved storage device (see below).
- (3) Approved Storage Device: The College does not provide approved handgun storage devices to any person, under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device.

VI. Approved Storage Device

The College does not provide approved handgun storage devices to any person, under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device.

An approved storage device meets the following criteria:

1. Is of sufficient size to fully enclose the handgun while secured in an approved holster (as defined in Section III);
2. Is constructed of sturdy materials that are non-flammable;

3. Has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device. Devices secured exclusively with a key lock are prohibited;
4. Device is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

VII. Prohibited Storage

1. In any college classroom, lab, office, or facility;
2. In a residence hall, except in the residential unit of the individual who is at least 21 years of age, legally owns the handgun, and has the handgun secured in an approved storage device;
3. In a motor vehicle that is unlocked or when the handgun is visible from the outside of the vehicle;
4. In any other location or under any circumstance except as specifically permitted by this policy or the state of federal law.

VII. Violations Process

All suspected weapons policy violations will be reported to the Fort Scott Police Department. Initial investigations will be conducted by college officials and the Fort Scott Police Department to determine if college of Kansas Board of Regents policy has been violated. If the investigation determines a crime has been committed, a separate criminal investigation will be conducted, unrelated to policy. If college policy has allegedly been violated, the matter will be reported to the College administrative team.

When there is probable cause to believe that a weapons policy violation has occurred, or continued possession and carrying by the alleged policy violator will create imminent danger to self or others, the Fort Scott Police Department have authority to disarm and/or temporarily confiscate a firearm and issue a restriction to not carry a concealed firearm on campus pending results of the investigation.

The President, or his or her designee, may take any temporary action as determined necessary to ensure the safety of the College and of its students and personnel. Any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly.

Any employee or student of the College who violates one or more provisions of the policy shall be subject to discipline in accordance with applicable college codes of conduct. Any individual who violates state or federal law may be detained, arrested, or otherwise subjected to lawful processes appropriate to the circumstances.

The College fully adopts and incorporates by reference the “Weapons Policy and Procedures” as outlined in [Appendix B](#). This model governs the College’s procedures for addressing all complaints of discrimination, harassment, and retaliation.

This policy shall be considered an integral part of the College’s governance and compliance framework and shall be enforced as if fully set forth herein.

APPENDIX B

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS POLICY

I. General Prohibitions

Alcoholic beverages and illegal drugs are generally prohibited on College property.

The possession, distribution, or use of alcoholic beverages, or the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on the FSCC campus, within the College buildings, or at any college-sponsored event is strictly prohibited. Violation will result in immediate disciplinary action up to and including dismissal from the College.

II. Harmful to the Academic Community

FSCC has long recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of the other drugs.

This high-risk behavior is exemplified by decreased productivity of members of the community, serious health problems, strained and social interactions as well as forms of vandalism.

Problems associated with the illicit use and abuse of substances have a pervasive impact upon the academic community and are not associated with a single socioeconomic group or age level.

The processes of education and learning are especially impaired by alcohol abuse and the use of illicit drugs. FSCC subscribes to the basic philosophy of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.

FSCC enforces clear policies that promote an educational environment free from the abuse of alcohol and other drugs.

III. Education Program

FSCC will provide an educational program for its students for the purpose of preventing alcohol and other drug abuse as well as, providing educational information to the academic community for them to make informed and responsible decisions concerning the use of any controlled substance.

IV. Community Values

FSCC will create an environment that promotes and reinforces: healthy responsible living; respect for community laws, campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual or ethical and physical well-being of its community members.

V. Counseling, Referral and Treatment

FSCC will provide opportunity for a reasonable level of care for alcohol and other drug abusers through counseling, referral and treatment. The College is committed to a healthy environment for learning and living.

VI. On College Property or at Any College-Sponsored Event

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in or on college property, or in any vehicle while such vehicle is being used to transport students for the College, or at any college

sponsored event, and attendance of college events while under the influence of drugs is strictly prohibited. Possession, distribution or use of alcoholic beverages, including 3.2 beer, is also not allowed.

VII. Exemption from Alcoholic Beverages Policy

Pursuant to K.S.A. 41-719, the board of trustees of a community college may exempt from the prohibition against consumption of alcoholic liquor on public property, specified property which is under the control of said board and which is not used for classroom instruction, in accordance with a written policy adopted by such board, and the Board of Trustees of The College hereby determines and declares that the following property should be and is here now exempt from said statutory prohibition, to wit:

- Danny and Willa Ellis Family Fine Arts Center
- East Campus
- Along with concrete and patio areas attached to the Danny and Willa Ellis Family Fine Arts Center and East Campus building, within 50 feet of the building, following all city and county ordinances.

The written policy as hereinafter set forth shall be complied with in regard to the consumption of alcoholic beverages in and on said properties of The College, to-wit:

- Any event or activity pursuant to this policy shall be in full compliance with the Kansas Liquor Control Act.
- Thus, for example, under no circumstances shall any individual under the age of 21 be served or be allowed to consume alcoholic beverages at any event.
- No alcohol may be served or used on the campus of FSCC except in or on said properties, and at performing arts or fund-raising events sponsored by the College, the Greyhound Club, or the FSCC Endowment Association.
- All events must be approved in advance by the President.
- The alcoholic beverages to be served shall be provided by the sponsoring organization, shall be the property of the sponsoring organization, and shall be removed from FSCC property immediately upon conclusion of the event.
- All applicable ordinances of the City of Fort Scott shall be complied with.
- In all cases, obtaining any required liquor permit shall be the responsibility of the sponsor.
- In no event shall alcoholic beverages be served before 10:00 a.m. or after 12 midnight on any day.

The College fully adopts and incorporates by reference the “Alcohol and Illegal Drugs Policy” as outlined in Appendix B. This model governs the College’s procedures for addressing all complaints of discrimination, harassment, and retaliation.

This policy shall be considered an integral part of the College’s governance and compliance framework and shall be enforced as if fully set forth herein.

APPENDIX C

SMOKE AND TOBACCO-FREE CAMPUS

Fort Scott Community College (FSCC) is committed to providing a safe and healthy working and learning environment for the students, faculty, staff, and visitors on its campus, and hereby adopts the following smoke and tobacco-free campus policy.

This policy applies to all Fort Scott Community College campuses, facilities, properties, and vehicles, owned or leased by the College, regardless of location, including distant campuses, sites, and/or locations. This policy applies to all FSCC employees, students, independent contractors, and visitors.

It is the responsibility of all students, faculty, staff and visitors to observe, adhere to, and respect the College's Smoke Free policy. Students, faculty, and staff are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support the FSCC's goal of becoming smoke free and improving individual health and well-being.

“Smoking and/or smoke products” include, but are not limited to, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or similar product containing lighted or heated tobacco and/or other plant material intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form, as well as electronic delivery devices that create an aerosol or vapor of nicotine or any other substance.”

Smoking and smoke products as defined herein shall not be permitted in any enclosed place, including, but not limited to, all offices, vehicles, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within FSCC housing.

Smoke products as defined herein shall also be prohibited outdoors on all FSCC campus properties, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums.

This policy shall be enforced by the office of the President. Each violation is dealt with by the appropriate campus disciplinary procedures.

The College fully adopts and incorporates by reference the “Smoke and Tobacco Free Campus Policy” as outlined in Appendix C. This model governs the College’s procedures for addressing all complaints of discrimination, harassment, and retaliation.

This policy shall be considered an integral part of the College’s governance and compliance framework and shall be enforced as if fully set forth herein.

APPENDIX D

The College fully adopts and incorporates by reference the [“One Policy, Two Procedures Model \(1P2P\)” available on the District website](#) and as outlined in Appendix D. This model governs the College’s procedures for addressing all complaints of discrimination, harassment, and retaliation.

This policy shall be considered an integral part of the College’s governance and compliance framework and shall be enforced as if fully set forth herein.

ACTION ITEMS

A. APPROVAL OF 403B RETIREMENT PLAN POLICY

BACKGROUND: The following policy was presented for review at the last regular board meeting. The policy was shared with all employees for an open comment period. That feedback is included in the following version being recommended by the Cabinet and Executive Teams for approval.

RECOMMENDATION: It is the recommendation of administration to approve the 403B Retirement Plan Policy as presented.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

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

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, Beginning January 1, 2026, Fort Scott Community College agreed to will offer a 403(b) plan match of 50% up to 1% of salary, not to exceed a maximum annual institutional contribution of \$750.

The institution's matching contributions vest as follows:

Continuous years worked

<u>0—5 years</u>	<u>0%</u>
<u>Completion of 6 years</u>	<u>25%</u>
<u>Completion of 8 years</u>	<u>50%</u>
<u>Completion of 10 years</u>	<u>100%</u>

<u>Continuous Years Worked</u>	<u>Vested Percentage</u>
<u>0 - 3 years</u>	<u>0%</u>
<u>Completion of 4 years</u>	<u>50%</u>
<u>Completion of 5 years</u>	<u>60%</u>
<u>Completion of 6 years</u>	<u>70%</u>
<u>Completion of 7 years</u>	<u>80%</u>
<u>Completion of 8 years</u>	<u>90%</u>
<u>Completion of 9 years</u>	<u>100%</u>

Years of service before this policy's inception apply toward continuous years worked for vesting purposes.

Unvested amounts for employees that leave the institution prior to completion of ~~10~~ 9 years of service are retained by the institution and used for future matches.

B. 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 signer 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

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
Gina Shelton
Hannah Dunn
Marci Myers
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
Gina Shelton
Hannah Dunn
Marci Myers

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

C. CONSIDERATION OF TRACTOR PROPOSALS

BACKGROUND: Fort Scott Community College requested proposals for the purchase of a tractor to support the college including Rodeo.

Minimum Specifications:

- 50 - 75 horsepower
- Open station with rollover protection
- Four-wheel drive
- Front loader bucket with skid steer quick attach
- Joystick control
- One rear remote hydraulic valve
- Agricultural tires
- Block heater

Proposal Deadline:

Two proposals were received by the September 26th, 2025 5:00pm deadline.

Proposals Received:

All proposals are subject to board approval and availability of funds. FSCC reserves the right to refuse any and all proposals submitted.

Proposal I

R & R Tractor- 1 Workmaster 70 new Holland Tractor with Front Loader. Meets Specifications- \$46,000

Proposal II

New John Deere 5060E MY24 OOS Tractor with 520 M loader and 73 in BKT. Meets Specifications- \$47,610

RECOMMENDATION: It is recommended the Board accept Proposal I from R&R Tractor for \$46,000.

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

D. CONSIDERATION OF PASSENGER VAN LEASE

BACKGROUND: Logistics is seeking board approval for a change of the lease for three 15-passenger vans with Merchant's Fleet, to Masters Transportation. With the lease of the three vans, it allows the department to be able to effectively transport everyone to their respective destinations in the most fiscally responsible way possible. The vans have been a welcomed upgrade to our fleet and have been utilized by almost every department at one time or another, and are primarily utilized for agriculture judging teams and have been vital in getting them to their contests. With the purchase of one new van exceeding \$60,000 we are unable at this time purchase any. Masters Transportation also has a Premium Maintenance plane included with their lease. Attached is a copy of the maintenance program. Below are the two quotes that from the venders that lease 15-passenger vans.

Merchant's Fleet 12-month lease, each van \$1,395 a month with 2k miles and no service plan, with a monthly total of \$4,185.00

Masters Transportation 60 month lease each van \$1375.00 a month with 2k miles and a service plan, for a monthly total of \$4125.00

RECOMMENDATION: It is recommended the Board approve the lease with Masters Transportation for 60 months for \$4125 per month.

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

Drive On for Miles.

\$0 Deductible per Covered Repair Visit	✓
Scheduled Maintenance Coverage	✓
Limited Wear Item Coverage	✓
First-Day Rental Option	✓
Transferable to Subsequent Owner (transfer fee applies)	✓
Full Synthetic Oil Option (available on most vehicles)	✓
Multiple Service Intervals Available (5,000, 7,500 and 10,000 miles)	✓
Severe Duty Maintenance Coverage (5,000-mile intervals)	✓



The Ford Protect extended service plan is 100% backed by Ford Motor Company.



\$0 deductible.



Coverage is 100% transferable.

- If you ever sell your vehicle, the new owner can take advantage of remaining coverage. This could help attract buyers, plus it may bring an INCREASED RESALE VALUE for your vehicle (transfer fee applies).



First-Day Rental Option.

- Provides coverage of \$60 a day for up to 2 days for covered repairs



0% APR interest-free Installment

Payment Plan: Flexible payment options are available when the extended service plan is not included in the vehicle financing; everyone qualifies, making it the smart choice.



FORD PROTECT®

This brochure is intended to provide general information about a Premium Maintenance extended service plan offered by Ford Protect. Prices and plan details may have changed after the brochure was printed. Plan availability, benefits, coverage and provider may vary by state. Please refer to your plan's service contract for the actual terms and conditions.



<https://redirect.ford.com/fppmp>

FORD PROTECT®

Premium
Maintenance Plan
EXTENDED SERVICE PLAN



Drive On with Confidence.

It's more than just a routine oil change. Keep your vehicle running at its optimum performance with a Ford Protect Premium Maintenance extended service plan.

This comprehensive plan provides premium protection for your vehicle with routine inspections, preventive care and replacement of select wear items that require periodic attention to ensure it's running at top performance.

Premium Maintenance covers these important maintenance items:



Engine oil and filter changes



Multi-point inspections



Tire rotations



Brake pads and linings



Shock absorbers/struts



Spark plugs



Clutch discs



Engine belts, coolant hoses and clamps



Wiper blades



Drive On with Peace of Mind.

Comprehensive maintenance coverage for Ford and competitive-make vehicles.

Keep your car or truck running great for years to come with a Ford Protect Premium Maintenance Plan. Covering scheduled maintenance required by the manufacturer, including select wear items, these prepaid plans help protect you against rising labor and parts costs.

Enjoy premium protection for miles and miles.

With this plan, you'll be able to protect your vehicle and budget with timely care and inspections that may:

- Prevent serious and expensive repairs
- Help you maintain optimal performance
- Possibly increase your vehicle's resale value



- All service intervals purchased must be completed before the coverage ends
- Coverage begins at the New Vehicle Limited Warranty start date and zero miles
- Coverage ends at the earlier of the number of years purchased or number of miles purchased

You can add to your plan and drive on with even greater peace of mind.

Ford Protect Pickup and Delivery Option.

This option provides convenient personalized service, which allows you more free time rather than spending your valuable time in a dealership. Service includes:

- Pickup & delivery
- For loaner benefits, First-Day Rental Option must be included
- Mobile service option

Coverage for scheduled maintenance.



The following services are representative of the required maintenance for your vehicle. Your specific plan will be based on requirements indicated in your Owner's Scheduled Maintenance Guide.

- Change engine oil and replace oil filter
- Inspect and rotate tires
- Inspect brake pads/shoes/rotors/drums, brake lines and parking brake system
- Inspect wheel ends for end play and noise
- Inspect and lubricate steering linkage, ball joints, suspension and, if equipped, halfshafts, driveshafts and u-joints
- Change transmission fluid
- Replace fuel filter
- Replace engine air filter
- Change engine coolant
- Replace PCV valve
- Change transfer case fluid*
- Inspect and lubricate 4x4 front axle shaft u-joints*
- Lubricate 4x4 front hub needle bearings*
- Lubricate 4x2 front wheel bearings, replace grease seals and adjust bearings*
- Fill diesel exhaust fluid*

Multi-point inspection.



At each scheduled service appointment, your vehicle will also undergo a comprehensive multi-point inspection as indicated in your Owner's Scheduled Maintenance Guide.

- Check fluid levels and fill:
 - Transmission (if equipped with a dipstick)
 - Brake reservoir
 - Power steering
 - Coolant recovery reservoir
 - Window washer
 - Diesel exhaust fluid (if necessary)*
- Check systems and components:
 - Horn, interior lights, exterior lamps, turn signals, and hazard and brake lights
 - Windshield washer spray, wiper operation and wiper blades
 - Windshield for cracks, chips and pitting
 - Radiator, heater and air conditioning lines (leaks and damage)
 - Engine air filter
 - Oil and fluid leaks
 - Exhaust system (leaks, damage, loose parts)
 - Steering and steering linkages
 - Shocks/struts and other suspension components (leaks and damage)
 - Accessory drive belt(s)
 - Clutch operation*
 - Tires for wear and proper air pressure

* If equipped.

PREMIUM MAINTENANCE PLAN TIME AND MILEAGE OPTIONS			
(All Makes and Models – Gas/Hybrid/Diesel)			
Plan Length or Miles Covered (Coverage ends at the earlier of years or mileage)	Available Coverage		
	Severe	Normal (Recommended based on AVG IOLM)	Extended Normal
		Estimated Maintenance Frequency	
	5,000 ^o Miles	7,500 Miles	10,000 Miles
Total Number of Service Visits			
2 Years			
25,000 Miles	5	3	2
30,000 Miles	6	4	3
27 Months			
25,000 Miles	5	3	2
30,000 Miles	6	4	3
39,000 Miles	8	5	4
45,000 Miles	9	6	4
3 Years			
22,500 Miles	4	3	2
31,500 Miles	6	4	3
36,000 Miles	7	5	4
37,500 Miles	8	5	4
45,000 Miles	9	6	4
60,000 Miles	12	8	6
75,000 Miles	15	10	8
85,000 Miles	17	11	9
100,000 Miles	20	13	10
125,000 Miles	25	17	13
150,000 Miles	30	20	15
175,000 Miles	35	24	18
39 Months			
25,000 Miles	5	3	2
30,000 Miles	6	4	3
39,000 Miles	8	5	4
45,000 Miles	9	6	4
60,000 Miles	12	8	6
4 Years			
36,000 Miles	7	5	4
48,000 Miles	10	7	5
60,000 Miles	12	8	6
75,000 Miles	15	10	8
85,000 Miles	17	11	9
100,000 Miles	20	13	10
125,000 Miles	25	17	13
150,000 Miles	30	20	15
175,000 Miles	35	24	18
5 Years			
36,000 Miles	7	5	5
48,000 Miles	10	7	5
60,000 Miles	12	8	6
75,000 Miles	15	10	8
85,000 Miles	17	11	9
100,000 Miles	20	13	10
125,000 Miles	25	17	13
150,000 Miles	30	20	15
175,000 Miles	35	24	18
6 Years			
36,000 Miles	7	6	6
48,000 Miles	10	7	6
60,000 Miles	12	8	6
75,000 Miles	15	10	8
85,000 Miles	17	11	9
100,000 Miles	20	13	10
125,000 Miles	25	17	13
150,000 Miles	30	20	15
175,000 Miles	35	24	18
7, 8, 9 and 10 Years			
36,000 Miles	7	7	7
48,000 Miles	10	7	7
60,000 Miles	12	8	7
75,000 Miles	15	10	8
85,000 Miles	17	11	9
100,000 Miles	20	13	10
125,000 Miles	25	17	13
150,000 Miles	30	20	15
175,000 Miles	35	24	18

102
*Coverage includes "severe duty" maintenance items (if required). Visits may vary for Ford Blue Advantage and Lincoln CPO plans.

E. CONSIDERATION OF EMPLOYEE INSURANCE RENEWAL

BACKGROUND: The Employee Benefits Committee has reviewed renewal rates for the 2026 plan year. The committee focused on maintaining strong, competitive coverage options, restoring benefit value lost in previous renewals, and reducing employee premium costs where possible. The committee's work reflects a thoughtful balance between fiscal responsibility and the College's commitment to supporting employees through competitive, meaningful, and sustainable benefit offerings.

The committee recommends maintaining or lowering employee contribution percentages for existing plans and introducing two new options that mirror current contribution levels. While FSCC would assume a greater share of the premium, even the highest projected scenario remains nearly \$40,000 below the amount budgeted for employee insurance for 2025–26. A side-by-side comparison between current and recommended plans will be provided at the workshop.

RECOMMENDATION: It is recommended the Board approve the Employee Benefits Committee's recommended plans as presented.

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

2025 (what we have)										2026										2026									
PLAN A: CMZAC										PLAN A: CMZAC (SAME PLAN)										Recommended Rates									
	#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE%		EE Total/yr	ER Total/Yr		#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE%		EE Total/yr	ER Total/Yr		#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE%		EE Total/yr	ER Total/Yr			
EMPLOYEE ONLY	39	\$ 527.62	\$ 31.66	\$ 495.96	6%		\$ 14,815.57	\$ 232,110.59	EMPLOYEE ONLY	39	\$ 548.56	\$ 31.66	\$ 516.90	6%		\$ 14,815.57	\$ 241,910.51	EMPLOYEE ONLY	39	\$ 548.56	\$ 27.43	\$ 521.13	5%		\$ 12,836.30	\$ 243,889.78			
EMPLOYEE + SPOUSE	5	\$ 1,118.66	\$ 408.94	\$ 709.72	37%		\$ 24,536.43	\$ 42,583.17	EMPLOYEE + SPOUSE	5	\$ 1,163.56	\$ 408.94	\$ 754.62	35%		\$ 24,536.43	\$ 45,277.17	EMPLOYEE + SPOUSE	5	\$ 1,163.56	\$ 407.25	\$ 756.31	35%		\$ 24,434.76	\$ 45,378.84			
EMPLOYEE + CHILDREN	10	\$ 1,055.09	\$ 344.90	\$ 710.19	33%		\$ 41,388.08	\$ 85,222.72	EMPLOYEE + CHILDREN	10	\$ 1,097.41	\$ 344.90	\$ 752.51	31%		\$ 41,388.08	\$ 90,301.12	EMPLOYEE + CHILDREN	10	\$ 1,097.41	\$ 329.22	\$ 768.19	30%		\$ 39,506.76	\$ 92,182.44			
EMPLOYEE + FAMILY	3	\$ 1,646.12	\$ 808.32	\$ 837.80	49%		\$ 29,099.61	\$ 30,160.71	EMPLOYEE + FAMILY	3	\$ 1,712.41	\$ 808.32	\$ 904.09	47%		\$ 29,099.61	\$ 32,547.15	EMPLOYEE + FAMILY	3	\$ 1,712.41	\$ 770.58	\$ 941.83	45%		\$ 27,741.04	\$ 33,905.72			
							\$ 109,839.68	\$ 390,077.20								\$ 109,839.68	\$ 410,035.96							\$ 104,518.87	\$ 415,356.77				
BLUECHOICE CUSTOM 1500/60%										BLUECHOICE CUSTOM 1500/60% (NEW PLAN)										Recommended Rates									
	#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE%		EE Total/yr	ER Total/Yr		#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE%		EE Total/yr	ER Total/Yr		#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE%		EE Total/yr	ER Total/Yr			
EMPLOYEE ONLY									EMPLOYEE ONLY	39	\$ 563.88	\$ 33.83	\$ 530.05	6%		\$ 15,833.75	\$ 248,062.09	EMPLOYEE ONLY	39	\$ 563.88	\$ 28.19	\$ 535.69	5%		\$ 13,194.79	\$ 250,701.05			
EMPLOYEE + SPOUSE									EMPLOYEE + SPOUSE	5	\$ 1,196.49	\$ 442.70	\$ 753.79	37%		\$ 26,562.08	\$ 45,227.32	EMPLOYEE + SPOUSE	5	\$ 1,196.49	\$ 418.77	\$ 777.72	35%		\$ 25,126.29	\$ 46,663.11			
EMPLOYEE + CHILDREN									EMPLOYEE + CHILDREN	10	\$ 1,128.44	\$ 372.39	\$ 756.05	33%		\$ 44,686.22	\$ 90,726.58	EMPLOYEE + CHILDREN	10	\$ 1,128.44	\$ 338.53	\$ 789.91	30%		\$ 40,623.84	\$ 94,788.96			
EMPLOYEE + FAMILY									EMPLOYEE + FAMILY	3	\$ 1,761.05	\$ 862.91	\$ 898.14	49%		\$ 31,064.92	\$ 32,332.88	EMPLOYEE + FAMILY	3	\$ 1,761.05	\$ 792.47	\$ 968.58	45%		\$ 28,529.01	\$ 34,868.79			
																\$ 118,146.97	\$ 416,348.87							\$ 107,473.93	\$ 427,021.91				
BLUECHOICE CUSTOM 1500/80%										BLUECHOICE CUSTOM 1500/80% (NEW PLAN)										Recommended Rates									
	#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE%		EE Total/yr	ER Total/Yr		#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE%		EE Total/yr	ER Total/Yr		#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE%		EE Total/yr	ER Total/Yr			
EMPLOYEE ONLY									EMPLOYEE ONLY	39	\$ 577.95	\$ 34.68	\$ 543.27	6%		\$ 16,228.84	\$ 254,251.76	EMPLOYEE ONLY	39	\$ 577.95	\$ 28.90	\$ 549.05	5%		\$ 13,524.03	\$ 256,956.57			
EMPLOYEE + SPOUSE									EMPLOYEE + SPOUSE	5	\$ 1,226.76	\$ 453.90	\$ 772.86	37%		\$ 27,234.07	\$ 46,371.53	EMPLOYEE + SPOUSE	5	\$ 1,226.76	\$ 429.37	\$ 797.39	35%		\$ 25,761.96	\$ 47,843.64			
EMPLOYEE + CHILDREN									EMPLOYEE + CHILDREN	10	\$ 1,156.96	\$ 381.80	\$ 775.16	33%		\$ 45,815.62	\$ 93,019.58	EMPLOYEE + CHILDREN	10	\$ 1,156.96	\$ 347.09	\$ 809.87	30%		\$ 41,650.56	\$ 97,184.64			
EMPLOYEE + FAMILY									EMPLOYEE + FAMILY	3	\$ 1,805.77	\$ 884.83	\$ 920.94	49%		\$ 31,853.78	\$ 33,153.94	EMPLOYEE + FAMILY	3	\$ 1,805.77	\$ 812.60	\$ 993.17	45%		\$ 29,253.47	\$ 35,754.25			
																\$ 121,132.31	\$ 426,796.81							\$ 110,190.02	\$ 437,739.10				
PLAN B: HDHP + HSA										HDHP + HSA (MODIFIED PLAN)										Recommended Rates									
	#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE %	ER HSA Contr/ month	EE Total/yr	ER Total/Yr		#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE %	ER HSA Contr/ month	EE Total/yr	ER Total/Yr		#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE %	ER HSA Contr/ month	EE Total/yr	ER Total/Yr			
EMPLOYEE ONLY	17	\$ 463.95	\$ 4.75	\$ 459.20	1%	\$ 90.00	\$ 968.76	\$ 112,037.04	EMPLOYEE ONLY	17	\$ 508.42	\$ 4.75	\$ 503.67	1%	\$ 100.00	\$ 968.76	\$ 123,148.92	EMPLOYEE ONLY	17	\$ 508.42	\$ -	\$ 508.42	0%	\$ 100.00	\$ -	\$ 124,117.68			
EMPLOYEE + SPOUSE	2	\$ 981.77	\$ 263.89	\$ 717.88	27%	\$ 90.00	\$ 6,333.41	\$ 19,389.07	EMPLOYEE + SPOUSE	2	\$ 1,077.25	\$ 263.89	\$ 813.36	24%	\$ 100.00	\$ 6,333.41	\$ 21,920.59	EMPLOYEE + SPOUSE	2	\$ 1,077.25	\$ 215.45	\$ 861.80	20%	\$ 135.00	\$ 5,170.80	\$ 23,923.20			
EMPLOYEE + CHILDREN	12	\$ 926.07	\$ 207.66	\$ 718.41	22%	\$ 90.00	\$ 29,902.33	\$ 116,411.75	EMPLOYEE + CHILDREN	12	\$ 1,016.06	\$ 207.66	\$ 808.40	20%	\$ 100.00	\$ 29,902.33	\$ 130,810.31	EMPLOYEE + CHILDREN	12	\$ 1,016.06	\$ 152.41	\$ 863.65	15%	\$ 150.00	\$ 21,946.90	\$ 145,965.74			
EMPLOYEE + FAMILY	2	\$ 1,443.88	\$ 596.86	\$ 847.02	41%	\$ 90.00	\$ 14,324.68	\$ 22,488.44	EMPLOYEE + FAMILY	2	\$ 1,584.89	\$ 596.86	\$ 988.03	38%	\$ 100.00	\$ 14,324.68	\$ 26,112.68	EMPLOYEE + FAMILY	2	\$ 1,584.89	\$ 554.71	\$ 1,030.18	35%	\$ 125.00	\$ 13,313.08	\$ 27,724.28			
							\$ 51,529.18	\$ 270,326.30								\$ 51,529.18	\$ 301,992.50							\$ 40,430.77	\$ 321,730.91				
PLAN C - ELIMINATING										ELIMINATING										ELIMINATING									
	#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE %		EE Total/yr	ER Total/Yr																					
EMPLOYEE ONLY	2	\$ 489.44	\$ 27.84	\$ 461.60	6%		\$ 668.09	\$ 11,078.40																					
EMPLOYEE + SPOUSE		\$ 1,036.56	\$ 378.93	\$ 657.63	37%		\$ -	\$ -																					
EMPLOYEE + CHILDREN		\$ 977.71	\$ 319.61	\$ 658.10	33%		\$ -	\$ -																					
EMPLOYEE + FAMILY		\$ 1,524.83	\$ 748.76	\$ 776.07	49%		\$ -	\$ -																					

DENTAL

2025							
	#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE %		
EMPLOYEE ONLY	58	\$ 36.16	6.96	\$ 29.20	19%	\$ 4,844.16	\$ 20,323.20
EMPLOYEE + SPOUSE	7	\$ 77.57	24.95	\$ 52.62	32%	\$ 2,096.16	\$ 4,419.72
EMPLOYEE + CHILDREN	22	\$ 78.28	23.74	\$ 54.54	30%	\$ 6,266.37	\$ 14,399.55
EMPLOYEE + FAMILY	5	\$ 119.69	48.51	\$ 71.18	41%	\$ 2,910.88	\$ 4,270.52
						\$ 16,117.58	\$ 43,412.98

2026							
EE rate remains same							
#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE %		EE Total/yr	ER Total/Yr
58	\$ 38.17	6.96	\$ 31.21	18%		\$ 4,844.16	\$ 21,722.16
7	\$ 81.90	24.95	\$ 56.95	30%		\$ 2,096.16	\$ 4,783.44
22	\$ 82.37	23.74	\$ 58.63	29%		\$ 6,266.37	\$ 15,479.31
5	\$ 126.09	48.51	\$ 77.58	38%		\$ 2,910.88	\$ 4,654.52
						\$ 16,117.58	\$ 46,639.42

2026							
Recommended Rates							
#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE %		EE Total/yr	ER Total/Yr
58	\$ 38.17	6.96	\$ 31.21	18%		\$ 4,844.16	\$ 21,722.16
7	\$ 81.90	24.95	\$ 56.95	30%		\$ 2,096.16	\$ 4,783.44
22	\$ 82.37	23.74	\$ 58.63	29%		\$ 6,266.37	\$ 15,479.31
5	\$ 126.09	48.51	\$ 77.58	38%		\$ 2,910.88	\$ 4,654.52
						\$ 16,117.58	\$ 46,639.42

VISION

2025							
	#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE %		
EMPLOYEE ONLY	52	\$ 6.19	\$ 6.19	\$ -	100%	\$ 3,862.56	0
EMPLOYEE + SPOUSE	13	\$ 13.00	\$ 13.00	\$ -	100%	\$ 2,028.00	0
EMPLOYEE + CHILDREN	20	\$ 11.15	\$ 11.15	\$ -	100%	\$ 2,676.00	0
EMPLOYEE + FAMILY	13	\$ 20.86	\$ 20.86	\$ -	100%	\$ 3,254.16	0
						\$ 11,820.72	0

2026							
EE rate remains same							
#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE %		EE Total/yr	ER Total/Yr
52	\$ 6.19	\$ 6.19	\$ -	100%		\$ 3,862.56	0
13	\$ 13.00	\$ 13.00	\$ -	100%		\$ 2,028.00	0
20	\$ 11.15	\$ 11.15	\$ -	100%		\$ 2,676.00	0
13	\$ 20.86	\$ 20.86	\$ -	100%		\$ 3,254.16	0
						\$ 11,820.72	0

2026							
EE rate remains same							
#	Total Premium	EE Amt/Mo	ER Amt/Mo	EE %		EE Total/yr	ER Total/Yr
52	\$ 6.19	\$ 6.19	\$ -	100%		\$ 3,862.56	0
13	\$ 13.00	\$ 13.00	\$ -	100%		\$ 2,028.00	0
20	\$ 11.15	\$ 11.15	\$ -	100%		\$ 2,676.00	0
13	\$ 20.86	\$ 20.86	\$ -	100%		\$ 3,254.16	0
						\$ 11,820.72	0

F. APPROVAL OF AGREEMENT WITH SEK MENTAL HEALTH CENTER

BACKGROUND: Southeast Kansas Mental Health Center has supported FSCC and its students for the past few years by providing an onsite therapist or intern therapist for student and/or employee use. The following agreement formalizes the arrangement and responsibilities of both parties to continue to provide this valuable service on campus.

RECOMMENDATION: It is recommended the Board approve the agreement with SEK Mental Health Center.

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

MEMORANDUM OF AGREEMENT
BETWEEN
FORT SCOTT COMMUNITY COLLEGE AND
SOUTHEAST KANSAS MENTAL HEALTH CENTER

Fort Scott Community College and Southeast Kansas Mental Health Center (SEKMHC) agree to the following collaborative agreement effective the ____ day of October, 2025. Both parties have concluded that it is in their mutual best interest to work collaboratively in the provision of certain behavioral, emotional, and academic services to students served by the community college.

Scope of Work:

- The plan is for SEKMHC to provide services onsite for Fort Scott Community College as mutually agreed upon.

SEKMHC will:

- Provide licensed and/or qualified mental health providers to provide mental health treatment.
- Verify licensed providers maintain any certifications, registrations, or licenses as required by law and that licensed providers remain in good standing in their profession.
- Give notice of all planned absences of SEKMHC Staff.
- An intern in their clinical year will be considered if appropriate.

Fort Scott Community College will:

- Provide a safe, adequate, and confidential space for SEKMHC employees to work with those referred for services.
- Provide amenities such as internet access, phone access, etc. as reasonably able.
- Provide referrals and assist with contacting parent/guardian as needed.

Both parties will:

- Be responsible for respective liability insurance. Each agrees to mutually indemnify and hold harmless the other against all liabilities.
- Respect and work within the framework of each other's policies.
- Obtain appropriate legal consents and share, on a limited basis, confidential information regarding students and in some cases, their families.
- Provide contact information for agency coordination and collaboration.
- Agree to refrain from actively recruiting, or soliciting permanent employees of either company, who are on active payroll status and are currently participating in this collaborative relationship, without the prior approval of the party whose employee is being considered for employment. This does not prohibit any employee from responding to or pursuing employment opportunities through normal media channels, e.g. newspapers, professional journals, etc. so long as it is not an attempt to avoid the intent of the above restriction.
- Be responsible for discussing billing and insurance with the student/client.

This agreement is in effect for the calendar school year and upon written notification may be terminated at the end of the school year by either party for any reason. If written notification is not submitted by either party, the agreement will continue to be in effect for another school year. Upon termination of the agreement by either party, there is an understanding that concessions will be made by both parties to provide appropriate termination of services to participants.

Approved and signed by:

Nathan Fawson, SEKMHC

Date

Date

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