**FORT SCOTT COMMUNITY COLLEGE**
**BOARD OF TRUSTEES – SPECIAL MEETING MINUTES**
**September 30, 2026 – 1:00 p.m.**
**Ellis Fine Arts Building**

The Board of Trustees of Fort Scott Community College met in special session on September 30, 2026, at 1:00 p.m. in the Ellis Fine Arts Building.

PRESENT: Ronda Bailey, Destry Brown, Chad Cosens, Marilyn Hoyt, Chad McKinnis, Doug Ropp

ABSENT: None

ALSO PRESENT: President Dr. Jack Welch, Clerk Lindsay Hill, Dr. Larry Guerrero, Keith Stiffelmire, Courtney Kline, Vanessa Poyner, Juley McDaniel, and other faculty, staff and community members.

## 1.0 Call to Order

Chair Doug Ropp called the meeting to order at 1:00p.m. with roll call of the board members by the clerk.

## 2.0 Flag Salute & Invocation

Completed.

## 3.0 Personnel

3.1 Executive Session

Doug Ropp moved that the Board recess into executive session to discuss personnel matters of non-elected personnel pursuant to the exception to protect the privacy interests of individuals under K.S.A. 75-4319(b)(1) and that the open meeting shall resume at 1:16 p.m. in the meeting room. The Board invited President Dr. Jack Welch to join the executive session.

Chad Cosens seconded the motion.
Motion approved 6-0.

3.2 Return to Open Session

Doug Ropp moved that the Board return to open session at 1:16 p.m.

Ronda Bailey seconded the motion.
Motion approved 6-0.

3.3 Executive Session
Doug Ropp moved that the Board recess into executive session to discuss personnel matters of non-elected personnel pursuant to the exception to protect the privacy interests of individuals under K.S.A. 75-4319(b)(1) and that the open meeting shall resume at 1:32 p.m. in the meeting room. The Board invited President Dr. Jack Welch to join the executive session.

Destry Brown seconded the motion.
Motion approved 6-0.

3.4 Return to Open Session
Doug Ropp moved that the Board return to open session at 1:32 p.m.
Marilyn Hoyt seconded the motion.
Motion approved 6-0.

3.5 Employment Matters of Non-Elected Personnel
Doug Ropp moved to approve the employment matters as presented.
Destry Brown seconded the motion.
Motion approved 6-0.

EMPLOYMENT

- Mitchell Flores – Men/Women's Soccer Head Coach, effective 10/1/2026

3.6 Consideration of 2 Enrollment Counselors
Courtney Kline explained to the board of restructuring the two positions from Miami County campus into two Enrollment Coordinators. She explained that the name of them will shift to Enrollment Coordinators before coming to the board for a vote. These positions will focus on high school enrollment and recruitment. No action was taken by the board.

**4.0 New Business**
4.1 Consideration of Title IX Coordinator
Destry Brown moved to appoint Ashley Rohleder-Webb, KASB Attorney, as Title IX Coordinator for the limited scope of reports to FSCC on and around September.

Ronda Bailey seconded the motion.
Motion approved 6-0.

4.2 Resolution 26-10 – Bank Signer Resolution
Doug Ropp moved to approve the Bank Signer Resolution 26-10 as presented.

Chad McKinnis seconded the motion.
Motion approved 6-0.

**5.0 Adjournment**
Doug Ropp moved to adjourn the meeting.
Chad Cosens seconded.
Motion approved 6-0.

The Board adjourned at 1:38pm.

Board Chair: _____
Date: 10/19/26

Attest:
Clerk, Board of Trustees Lindsay Hill
Date: 10/19/26

# Enrollment Counselor

**Department:** High School Enrollment
**Reports To:** Director of High School Enrollment
**Employment Status:** Full-Time

## Position Summary

The Enrollment Counselor is responsible for recruiting, enrolling, and supporting high school students participating in Fort Scott Community College's concurrent and dual enrollment programs. This position serves as a primary point of contact for students, families, and high school personnel throughout FSCC's service area.

The Enrollment Counselor will build upon and maintain established relationships with area high schools, assist students with the admissions and enrollment process, provide ongoing student support, and recruit high school students to attend FSCC following graduation.

## Essential Duties and Responsibilities

- Develop and maintain strong relationships with high school counselors, administrators, teachers, students, and families throughout FSCC's service area.
- Regularly visit assigned high schools to provide information, answer questions, assist with enrollment, and promote FSCC programs and opportunities.
- Recruit and enroll students in concurrent and dual enrollment programs, including assisting with admissions applications, collecting required documentation and transcripts, and course registration.
- Administer/proctor applicable testing for students enrolling in FSCC's concurrent and dual enrollment programs.
- Coordinate with students and high school personnel to ensure enrollment requirements and deadlines are met each semester.
- Serve as a primary resource for concurrent and dual enrollment students, assisting with questions or issues related to college systems, Learning Management Systems, student portals, and other technology.
- Connect students with appropriate FSCC services/resources when needed and available.
- Maintain regular communication and follow-up with prospective and enrolled students to support enrollment and successful completion of coursework.
- Develop and maintain a recruitment pipeline of service-area high school students who may attend FSCC following high school graduation.
- Communicate with prospective students about FSCC academic programs, scholarships, financial aid, athletics, activities, and student support services.
- Participate in high school visits, college fairs, Preview Days, Open Houses, information sessions, and other recruitment and outreach events.
- Track prospective and enrolled student interactions and maintain accurate records in FSCC's student information and recruitment systems.
- Assist with traditional academic advising during peak registration times.
- Collaborate with other FSCC departments to support student recruitment, enrollment, and transition to FSCC.

- Represent FSCC in a professional, positive, and student-centered manner at campus, high school, and community events.
- Maintain confidentiality of student records and comply with FERPA and all applicable college policies and procedures.
- Perform other duties as assigned.

## Knowledge, Skills, and Abilities

- Strong interpersonal, communication, and relationship-building skills.
- Excellent customer service and problem-solving skills.
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities, meet deadlines, and maintain accurate records.
- Ability to work independently and collaboratively with students, families, high school personnel, and college departments.
- Ability to effectively use student information systems, LMS platforms, email, and other technology.
- Positive, energetic, and student-centered approach to recruitment and enrollment.

## Minimum Qualifications

- Associate degree or 3 years of applicable experience.
- Strong communication, organizational, and interpersonal skills.

## Preferred Qualifications

- Bachelor's degree.
- Experience in higher education admissions, enrollment management, advising, or recruitment.
- Experience working with concurrent/dual enrollment students or high school partnership programs.
- Experience working directly with high school counselors, administrators, teachers, and students.
- Experience with student information, recruitment, or enrollment management systems.

## Work Environment & Travel

This position requires frequent travel throughout FSCC's service area to visit high schools and participate in recruitment and enrollment activities. The position may require occasional evening and weekend work for recruitment events, college activities, Preview Days, Open Houses, and other events.

Fort Scott Community College
2108 South Horton
Fort Scott, KS 66701

# RESOLUTION 26-10: BANKING SIGNERS RESOLUTION

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

Jack Welch
Marci Myers
Cynthia Osborn
Doug Ropp
Gina Shelton

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
Suzanne Griffin
Cynthia Osborn
Gina Shelton

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:

Jack Welch
Kellye Barrows
Lindsay Hill
Mark Lewis
William Martin

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Attest:

Board Clerk