

**FORT SCOTT COMMUNITY COLLEGE**  
**Minutes of the Board of Trustees Meeting**  
**September 23, 2024**

**PRESENT:** Ronda Bailey, John Bartelsmeyer, Jim Fewins (via Zoom), Bryan Holt, Chad McKinnis, and Doug Ropp

**ALSO PRESENT:** Sara Sutton - Interim President, Juley McDaniel - Board Clerk, Zackery Reynolds, FSCC Attorney, faculty, staff, community members

Chairman Holt called the meeting to order at 5:34 pm in the meeting rooms of the Cleaver-Burris-Boileau Agriculture Building.

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

**CONSENT AGENDA:**

A motion was made by Bartelsmeyer, seconded by Bailey, and carried by unanimous vote to approve the consent agenda as amended.

**DISCUSSION ITEMS:**

**A. RESERVE UNENCUMBERED FUND BALANCE (CASH RESERVES) POLICY:** Sara Sutton presented a proposed policy for creating cash reserves for FSCC. It will be presented for board action at the next board meeting.

**B. SEX OFFENDER NOTIFICATION AND POLICY:** Vanessa Poyner summarized a proposed policy regarding sex offenders enrolled at FSCC. Bailey asked how the proposed policy applies to high school students at extension sites.

**C. FINANCIAL RESPONSIBILITY AGREEMENT:** A proposed acknowledgement of financial responsibility of attendance was reviewed. It will be presented for action at the next board meeting.

**D. BURKE STREET PROPERTY:** Board members concurred that the disposal of the Burke Street campus should be considered in the future.

**E. CAMPUS HOUSING RECOMMENDATIONS FOR 2025-26:** Vanessa Poyner discussed housing plans for the 2025-26 academic year. The biggest change is a recommendation that all students named on a roster be required to live in college housing with a full meal plan, and freshmen on activity scholarships be required to live in campus housing. Finalized plans will be presented to all recruiting employees by October 1, 2024, and all changes in place and on the website by the end of October. This item was informational only, and no board action is necessary.

**ACTION ITEMS:**

- A.** Resolution 2024 - 57: A motion was made by Bailey seconded by Bartelsmeyer, and carried by unanimous vote to approve the Automated External Defibrillator (AED) Policy.
- B.** Resolution 2024 - 58: A motion was made by Bartelsmeyer, seconded by McKinnis, and carried by unanimous vote to approve the Travel Policy with an amendment allowing exceptions to be approved by the supervisor."
- C.** Resolution 2024 - 59: A motion was made by Ropp, seconded by Bailey, and carried by unanimous vote to approve the Tentative Agreement with FSCAPE.
- D.** Resolution 2024 - 60: A motion was made by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote to approve purchase order and invoice difference revisions as presented to require the invoice and requisition to be within \$25 excluding shipping.
- E.** Resolution 2024 - 61: A motion was made by Bartelsmeyer, seconded by McKinnis, and carried by unanimous vote to approve the EdSights proposal as presented.

- F. Resolution 2024 - 62: A motion was made by Bartelsmeyer, seconded by Fewins to continue the relationship between FSCC and IDEA; however, Bartelsmeyer withdrew his motion due to a conflict of interest.

A motion was made by Ropp, seconded by McKinnis, and carried by a 4-0 vote to table the topic for a future special meeting. Fewins and Bartelsmeyer abstained due to conflicts of interest.

**REPORTS:**

- **ADMINISTRATION** - The Board reviewed and heard updates from Academic Affairs, Student Services, Foundation, Finance and Operations, and the Interim President.

**EXECUTIVE SESSION:** A motion was made by Bailey, seconded by Bartelsmeyer, and carried by unanimous vote to adjourn to executive session for fifteen minutes beginning at 8:10 pm for the purpose of discussing acquisition of real property as it relates to parking areas, with action not expected to follow. The board invited Zack Reynolds, Sara Sutton, Vanessa Poyner, and Sonia Gugnani to join.

**OPEN SESSION:** A motion was made by Bartelsmeyer, seconded by McKinnis, and carried by unanimous vote to return to open session at 8:26 pm.

**EXECUTIVE SESSION:** A motion was made by Bailey, seconded by McKinnis, and carried by unanimous vote to adjourn to executive session for ten minutes beginning at 8:30 pm for the purpose of discussing non-elected personnel as it relates to pay arrangements for staff, with action expected to follow. The board invited Sara Sutton to join.

**OPEN SESSION:** A motion was made by Bartelsmeyer, seconded by Bailey, and carried by unanimous vote to return to open session at 8:40 pm.

A motion was made by Bailey, seconded by McKinnis, and carried by unanimous vote to issue a 1.5% raise to staff, subject to the terms of the employee handbook.

Bailey issued condolences to the families of Daryl Roller and Aeron Hicks, both previous employees of Fort Scott Community College, who had recently passed.

**ADJOURNMENT:** There being no further business to come before the Trustees, a motion to adjourn was made at 8:42pm by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote.

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Chairman

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Clerk

**FORT SCOTT COMMUNITY COLLEGE**  
**Minutes of the Board of Trustees Special Meeting**  
**October 10, 2024**

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

**ALSO PRESENT:** Sara Sutton - Interim President, Juley McDaniel - Board Clerk, faculty, staff, community members

Chairman Holt called the meeting to order at 11:30 am in the meeting rooms of the Cleaver-Burriss-Boileau Agriculture Building.

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

**CONSENT AGENDA:**

A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to approve the consent agenda as amended.

**ACTION ITEMS:**

- A. Resolution 2024 - 61: A motion was made by Ropp seconded by McKinnis to dissolve the agreement between IDEA and FSCC. The motion was amended to give Chairman Holt authorization to sign a notice of termination of the agreement, as well as authorization to the Board Chair, Interim President, and FSCC Attorney Zackery Reynolds to work with IDEA for an orderly separation. The motion passed with a unanimous 4-0 vote; Bartelsmeyer and Fewins abstained due to conflicts of interest.
- B. Resolution 2024 - 62: A motion was made by Bailey, seconded by McKinnis, and carried by unanimous vote to approve the purchase of a dump truck for the CDL program as presented.
- C. Resolution 2024 - 63: A motion was made by McKinnis, seconded by Ropp, and carried by unanimous vote to approve the CTEC Sublease Agreement Amendment.

**EXECUTIVE SESSION:** A motion was made by Bailey, seconded by McKinnis, and carried by unanimous vote to adjourn to executive session for thirty minutes beginning at 11:50 pm for the purpose of discussing non-elected personnel as it relates to discussion of identifiable information of non-elected personnel with action not expected to follow. The board invited Sara Sutton to join.

**OPEN SESSION:** A motion was made by Bailey, seconded by McKinnis, and carried by unanimous vote to return to open session at 12:20 pm.

**ADJOURNMENT:** There being no further business to come before the Trustees, a motion to adjourn was made at 12:21pm by Bartelsmeyer, seconded by McKinnis, and carried by unanimous vote.

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Chairman

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Clerk

Fort Scott Community College  
Purchase Orders Issued  
between 09/19/2024 to 10/16/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
AMAZON CAPITAL	09/25/2024	45110	83-8383-7000	GREYHOUND/BOILE	CLEANING SUPPLIES AND PAPER	200.00
AMAZON CAPITAL	09/25/2024	45110	11-7100-6480	FACILITIES AND	WATER PUMP FOR COSMETOLOGY AC	40.00
AMAZON CAPITAL	09/25/2024	45110	11-7100-7000	FACILITIES AND	SOAP DISPENSER FOR COSMETOLOGY	19.06
AMAZON CAPITAL	09/25/2024	45118	11-7100-7000	FACILITIES AND	MOP BUCKETS	99.98
AMAZON CAPITAL	09/25/2024	45118	11-7100-7000	FACILITIES AND	MOP HEADS-MICROFIBER FOR GYM	35.18
AMAZON CAPITAL	09/25/2024	45118	11-7100-7000	FACILITIES AND	TOILET SEAT COVERS	80.38
AMAZON CAPITAL	09/25/2024	45118	11-7100-7000	FACILITIES AND	RUBBER WASHER MULTI PACK	9.99
AMAZON CAPITAL	09/25/2024	45118	11-7100-7000	FACILITIES AND	RUBBER WASHERS OUTDOOR MULTI	19.99
AMAZON CAPITAL	09/25/2024	45118	11-7100-7000	FACILITIES AND	GROUT SCRUB BRUSHES	58.71
AMAZON CAPITAL	09/25/2024	45118	11-7100-7000	FACILITIES AND	DRY ERASE SURFACE CLEANER 1GAL	57.98
AMAZON CAPITAL	09/25/2024	45118	11-7100-7000	FACILITIES AND	WHITE BOARD CLEANER	169.50
AMAZON CAPITAL	09/25/2024	45135	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/WELDING/FSCC	149.94
AMAZON CAPITAL	09/25/2024	45146	11-6200-8500	BUSINESS OFFICE	Barcode Scanner for Bookstore	67.00
AMAZON CAPITAL	09/26/2024	45155	26-3814-7010	CAMP 2024-25	STUDENT SUPPLIES/ BOOK CLUB	118.21
AMAZON CAPITAL	10/01/2024	45167	26-3814-7010	CAMP 2024-25	STUDENT SUPPLIES ATU	195.00
AMAZON CAPITAL	10/01/2024	45172	11-7100-6460	FACILITIES AND	OXYGEN SENSOR FOR TRUCK	20.00
AMAZON CAPITAL	10/01/2024	45190	11-7100-7000	FACILITIES AND	WEEDEATER HEAD SPOOLS	51.00
AMAZON CAPITAL	10/01/2024	45197	26-3814-7010	CAMP 2024-25	BOOKS FOR CAMP BOOK CLUB	600.00
AMAZON CAPITAL	10/02/2024	45211	31-6855-4520	Pantry FSACF Gr	HYGEINE/LAUNDRY SUPPLIES	500.00
AMAZON CAPITAL	10/02/2024	45227	11-7100-6480	FACILITIES AND	SHARKBITE FITTINGS TO REPAIR	14.00
AMAZON CAPITAL	10/07/2024	45230	12-1215-7020	FT. SCOTT COSME	supplies	150.00
AMAZON CAPITAL	10/07/2024	45235	11-5350-7000	ADMISSIONS	RECRUITING CASES	220.00
AMAZON CAPITAL	10/07/2024	45264	12-1223-7020	CTEC-AG DEPT	Seeds	100.00
AMAZON CAPITAL	10/08/2024	45270	81-8100-4525	BOOKSTORE	display	32.99
AMAZON CAPITAL	10/11/2024	45327	11-7100-7000	FACILITIES AND	HANDSOAP 6/CASE	286.95
AMAZON CAPITAL	10/11/2024	45327	11-7100-7000	FACILITIES AND	COMMERCIAL DOOR HINGES	70.78
AMAZON CAPITAL	10/11/2024	45350	12-1230-7020	S.T.A.R.S.	Master Lock Brass Combination	37.13
AMAZON CAPITAL	10/16/2024	45411	11-5000-7000	STUDENT SERVICE	HOUNDS RALLY GAMES SUPPLIES	25.00
AMAZON CAPITAL	10/16/2024	45411	11-5000-7000	STUDENT SERVICE	HOUNDS RALLY GAMES SUPPLIES	23.00
AMAZON CAPITAL	10/16/2024	45431	12-2604-7020	WELDING-PAOLA	REPLACEMENT BAND SAW BLADES	100.00
AMAZON CAPITAL	10/16/2024	45438	11-7100-7000	FACILITIES AND	HEX KEYS FOR PUSH BAR	7.59
						3,559.36
ARKANSAS TECH U	09/26/2024	45156	26-3814-7300	CAMP 2024-25	T&F/MUKAPRU HTOO #T01373726	960.00
ARKANSAS TECH U	09/26/2024	45156	26-3814-7010	CAMP 2024-25	BOOKS/MUKAPRU HTOO #T01373726	40.00
ARKANSAS TECH U	09/26/2024	45156	26-3814-7010	CAMP 2024-25	BOOKS/TAEH KUE #T01325225	322.64
ARKANSAS TECH U	09/26/2024	45156	26-3814-7300	CAMP 2024-25	T&F/HSAPAWLER MOO #T01364463	850.00
ARKANSAS TECH U	09/26/2024	45156	26-3814-7010	CAMP 2024-25	BOOKS/HSAPAWLER MOO #T01364463	150.00
						2,322.64
ASCAP	10/02/2024	45217	11-6300-6820	MARKETING/DIGIT	24-25 MUSIC LICENSE	518.94
						518.94
ASCENDIUM EDUCA	10/02/2024	45208	11-5200-6520	FINANCIAL AID	COHORT CATALYST-DELINQUENCY	66.00
ASCENDIUM EDUCA	10/02/2024	45208	11-5200-6520	FINANCIAL AID	COHORT CATALYST FORBEARANCE	134.00

Fort Scott Community College  
Purchase Orders Issued  
between 09/19/2024 to 10/16/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
ASCENDIUM EDUCA	10/02/2024	45208	11-5200-6520	FINANCIAL AID	COHORT CATALYST-GRACE OUTREACH	48.00
						248.00
AT&T	10/01/2024	45174	83-8384-6315	GREYHOUND LODGE	FIRE ALARM/TELE	842.84
AT&T	10/01/2024	45174	11-7100-6310	FACILITIES AND	TELE/FAX	254.44
						1,097.28
AVALOS: ALMA MA	10/09/2024	45302	26-3814-6643	CAMP 2024-25	SEPTEMBER TUTOR/MENTOR SCC	452.96
						452.96
AVERY LUMBER	09/26/2024	45164	12-1230-7020	S.T.A.R.S.	Fiberglass rebar litebar	252.48
AVERY LUMBER	09/26/2024	45164	12-1230-7020	S.T.A.R.S.	100PC 6" 17GA bar tie	11.98
AVERY LUMBER	10/08/2024	45275	12-1230-7020	S.T.A.R.S.	9" 6 in 1 linesman plier	27.99
						292.45
BAKER: KORBEN	10/16/2024	45387	11-5530-1472	RODEO	SADDLE BRONC PAY OUT	110.00
						110.00
BARBER: ASHLEIG	10/16/2024	45373	11-5530-1472	RODEO	BARREL RACING PAY OUT	64.00
						64.00
Beare: Payton	10/09/2024	45323	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Beare: Payton	10/09/2024	45323	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
BELTRAN: ADRIAN	10/11/2024	45346	25-2544-7485	HEP 2024-25	Reimb Childcare Yr4 Sept'24	110.00
						110.00
Berg: Quinton	10/09/2024	45322	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Berg: Quinton	10/09/2024	45322	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
BIG SUGAR LUMBE	10/02/2024	45225	11-7100-7000	FACILITIES AND	CONCRETE MIX 3 BAGS	19.92
						19.92
Biggs: Daniel	10/09/2024	45321	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Biggs: Daniel	10/09/2024	45321	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
Biggs: Daniel	10/16/2024	45453	26-3814-7410	CAMP 2024-25	REIMBURSE HEALTH SVCS	20.00

Fort Scott Community College  
Purchase Orders Issued  
between 09/19/2024 to 10/16/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
						195.00
BMI	09/25/2024	45123	11-6300-6820	MARKETING/DIGIT	MUSIC LICENSE 24-25	395.00
						395.00
Boeck: Emily	10/09/2024	45309	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Boeck: Emily	10/09/2024	45309	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
BRIGGS AUTO	10/09/2024	45288	11-6500-6460	LOGISTICS	Front hub replace on van 12	650.00
						650.00
Brooks: Gretche	10/09/2024	45320	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Brooks: Gretche	10/09/2024	45320	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
Burns: Taylor	10/09/2024	45308	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Burns: Taylor	10/09/2024	45308	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
CANON FINANCIAL	10/16/2024	45462	11-6600-6150	PRINT SHOP	B&W COPIER CONTRACT	52.50
CANON FINANCIAL	10/16/2024	45462	11-6600-6150	PRINT SHOP	B&W COPIER CONTRACT-LEXMARK	45.00
CANON FINANCIAL	10/16/2024	45462	11-6600-6150	PRINT SHOP	IMAGE PRESS COPIER CONTRACT	869.00
						966.50
CAPITAL ONE/WAL	10/11/2024	45104A	11-5545-6010	SOFTBALL	MEALS 10/13/24	208.00
CAPITAL ONE/WAL	09/25/2024	45134	11-7100-7000	FACILITIES AND	DOOR KNOB	64.00
CAPITAL ONE/WAL	09/25/2024	45145	11-6200-8500	BUSINESS OFFICE	Keyboard for Bookstore Registe	9.88
CAPITAL ONE/WAL	09/26/2024	45160	11-1129-7000	PAOLA	Water	11.00
CAPITAL ONE/WAL	10/01/2024	45181	11-5545-1471	SOFTBALL	09/27/2024	750.00
CAPITAL ONE/WAL	10/07/2024	45250	27-2720-7000	TRIO 2024-25	Office/Workshop supplies	173.49
CAPITAL ONE/WAL	10/07/2024	45263	11-5520-1471	VOLLEYBALL	SUPPLIES FOR PINKOUT	75.00
CAPITAL ONE/WAL	10/11/2024	45326	11-7100-7000	FACILITIES AND	WRENCHES, PLIERS,SAW,TOOLS	143.21
CAPITAL ONE/WAL	10/16/2024	45406	11-1197-7020	SPEECH/DRAMA/TH	Show supplies	60.00
CAPITAL ONE/WAL	10/16/2024	45410	11-5000-7000	STUDENT SERVICE	HOUNDS RALLY GIVAWAY	35.00
CAPITAL ONE/WAL	10/16/2024	45452	81-8100-8588	BOOKSTORE	restock	150.00
						1,679.58
CAROLINA BIOLOG	09/26/2024	45154	71-7199-7000	STUDENT FEES	Shipping costs	71.00
						71.00

Fort Scott Community College  
Purchase Orders Issued  
between 09/19/2024 to 10/16/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
CASTLE BRANCH,	10/16/2024	45421	37-3961-6150	IOWA PROJECT-11	IA PROJ-CASTLE BRANCH-SEPT 24	121.80
						121.80
Castro-Galan: I	10/09/2024	45299	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Castro-Galan: I	10/09/2024	45299	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
CDW GOVERNMENT	09/25/2024	45137	41-3010-6673	CARL PERKINS GR	PERKINS RESOURCES/CRIM.JUSTICE	1,831.20
						1,831.20
CERNA: BLANCA N	10/16/2024	45418	25-2544-7410	HEP 2024-25	REIMB. Medical Sept'24	116.79
						116.79
CITY OF FORT SC	10/02/2024	45223	11-7100-6320	FACILITIES AND	2108 HORTON #4 WATER 8/13-9/12	54.83
CITY OF FORT SC	10/02/2024	45223	12-1206-6320	JOHN DEERE PROG	2301 HORTON #1 WATER 8/13-9/12	90.90
CITY OF FORT SC	10/02/2024	45223	12-2603-6320	WELDING-FT SCOT	2301 HORTON #2 WATER 8/13-9/12	62.30
CITY OF FORT SC	10/02/2024	45223	83-8384-6320	GREYHOUND LODGE	LODGE WATER 8/13-9/12	800.98
CITY OF FORT SC	10/02/2024	45223	11-7100-6320	FACILITIES AND	2108 HORTON #5WATER 8/13-9/12	1,784.21
CITY OF FORT SC	10/02/2024	45223	11-7100-6320	FACILITIES AND	2108 HORTON #7 WATER 8/13-9/12	54.84
CITY OF FORT SC	10/02/2024	45223	11-7100-6320	FACILITIES AND	16 S HILL ST WATER 8/13-9/12	70.50
CITY OF FORT SC	10/02/2024	45223	11-7100-6320	FACILITIES AND	2108 HORTON #3 WATER 8/13-9/12	80.63
CITY OF FORT SC	10/02/2024	45223	83-8387-6320	GARRISON APARTM	GARRISON WATER 8/13-9/12	789.65
CITY OF FORT SC	10/02/2024	45223	11-7100-6320	FACILITIES AND	2108 HORTON #1 WATER 8/13-9/12	134.50
CITY OF FORT SC	10/02/2024	45223	11-7100-6320	FACILITIES AND	BURKE ST WATER 8/13-9/12	119.39
CITY OF FORT SC	10/02/2024	45223	11-7100-6320	FACILITIES AND	BALLFIELD WATER 8/13-9/12	894.61
CITY OF FORT SC	10/02/2024	45223	11-7100-6320	FACILITIES AND	2108 HORTON #2 WATER 8/13-9/12	121.35
CITY OF FORT SC	10/02/2024	45223	11-7100-6320	FACILITIES AND	EFAC WATER 8/13-9/12	108.31
						5,167.00
CITY OF FRONTEN	10/07/2024	45233	12-1202-6320	HARLEY DAVIDSON	HARLEY WATER 8/15-9/15	65.01
						65.01
COLLINS: TREY	10/01/2024	45179	11-5500-6800	GENERAL ATHLETI	09/21/2024	180.00
						180.00
COMMUNITY HEALT	10/02/2024	45218	11-6500-6460	LOGISTICS	Drug screen Randy Phillips	40.00
COMMUNITY HEALT	10/11/2024	45324	12-1744-7000	CDL	CDL CLASS DRUG SCREEN	40.00
						80.00
CRAW-KAN	10/02/2024	45215	11-7100-6680	FACILITIES AND	BURKE ST INTERNET OCTOBER	500.00

Fort Scott Community College  
Purchase Orders Issued  
between 09/19/2024 to 10/16/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
CRAW-KAN	10/02/2024	45215	11-7100-6680	FACILITIES AND	HILL ST INTERNET OCTOBER	229.99
CRAW-KAN	10/02/2024	45215	11-7100-6680	FACILITIES AND	BASEBALL INTERNET OCTOBER	80.00
CRAW-KAN	10/02/2024	45215	83-8387-6360	GARRISON APARTM	GARRISON INTERNET OCTOBER	229.99
						1,039.98
CROSS-WALTERS:	10/16/2024	45397	11-5530-1472	RODEO	BREAKAWAY PAY OUT	68.00
						68.00
CROSS: CHAD	10/16/2024	45393	11-5530-1472	RODEO	TEAM ROPING PAY OUT	84.00
						84.00
CROWN AWARDS	09/20/2024	45109	71-7190-6197	STUDENT ACTIVIT	Shipping for Math Relay Awards	41.98
						41.98
CURTIS: TRACY L	10/09/2024	45301	26-3814-6643	CAMP 2024-25	SEPTEMBER TUTOR/MENTOR OPSU	238.00
CURTIS: TRACY L	10/09/2024	45301	26-3814-7010	CAMP 2024-25	REIMBURSE STUDENT SPLS - OPSU	42.43
						280.43
Darbro: Lane	10/09/2024	45319	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Darbro: Lane	10/09/2024	45319	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
De La Fuente Jr	10/09/2024	45311	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
De La Fuente Jr	10/09/2024	45311	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
DE MATEO: MARCO	10/16/2024	45424	37-3961-6030	IOWA PROJECT-11	IA PROJ-MARCOS DE-SEPTEMBER 24	725.20
						725.20
DeBates: Willia	10/09/2024	45318	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
DeBates: Willia	10/09/2024	45318	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
DEFEBAUGH: SHEL	10/16/2024	45439	81-8150-2025	BOOKSTORE CONSI	OCTOBER 2024 PAYOUT	50.17
						50.17
DEL CHIARO: IZA	10/16/2024	45398	11-5530-1472	RODEO	BREAKAWAY PAY OUT	102.00
						102.00



Fort Scott Community College  
Purchase Orders Issued  
between 09/19/2024 to 10/16/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
DELGADO: MERCED	10/16/2024	45447	25-2544-7480	HEP 2024-25	HEP Yr4 Placement		25.00
DELGADO: MERCED	10/16/2024	45463	25-2544-7480	HEP 2024-25	HEP Yr4 HSE		200.00
DELGADO: MERCED	10/16/2024	45463	25-2544-7475	HEP 2024-25	HEP Yr4 Transportation		50.00
							275.00
DiaMedical USA	10/01/2024	45188	41-3010-8594	CARL PERKINS GR PERKINS EQUIPMENT/EMT/FY25			6,800.00
DiaMedical USA	10/01/2024	45188	41-3010-8594	CARL PERKINS GR PERKINS EQUIPMENT/EMT/FY25			1,899.98
DiaMedical USA	10/01/2024	45188	41-3010-8594	CARL PERKINS GR PERKINS EQUIPMENT/EMT/FY25			1,329.98
DiaMedical USA	10/01/2024	45188	41-3010-8594	CARL PERKINS GR PERKINS EQUIPMENT/PHLEBOTOMY			4,749.75
DiaMedical USA	10/01/2024	45188	41-3010-8594	CARL PERKINS GR SHIPPING AND HANDLING			989.50
							15,769.21
DODGE CITY COMM	10/07/2024	45260	25-2544-6645	HEP 2024-25	HEP Yr4 Oct. Site Payment		1,500.00
							1,500.00
DOHERTY STEEL	10/16/2024	45433	12-2604-7020	WELDING-PAOLA	STEEL		990.00
							990.00
DUROSSETTE'S TI	09/25/2024	45114	11-6500-6460	LOGISTICS	2 tires #12		438.00
							438.00
ECK: ANDREW J	10/16/2024	45374	11-5530-1472	RODEO	PICK UP MAN-ALUMNI RODEO		150.00
							150.00
EdSights, Inc	10/02/2024	45226	38-0000-6820	UNCLASSIFIED	EDSIGHTS RETENTION SOLUTION		19,250.00
							19,250.00
EGLAND: CONNOR	10/16/2024	45396	11-5530-1472	RODEO	BREAKAWAY PAY OUT		34.00
							34.00
ELSEVIER	09/25/2024	45151	12-1235-7010	NURSING	Next Gen Custom Pkg RN (5)		3,375.00
ELSEVIER	09/26/2024	45161	12-1235-7010	NURSING	Elsevier 360-RN		8,100.00
ELSEVIER	09/26/2024	45162	12-1235-7010	NURSING	Elsevier 360 -RN		6,750.00
							18,225.00
ESPINO: DANIELA	10/11/2024	45344	25-2544-6644	HEP 2024-25	HEP Yr4 Sept'24 Time Log		742.50
							742.50

Fort Scott Community College  
Purchase Orders Issued  
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
Estrada: Michae	10/16/2024	45436	11-5525-6010	BASEBALL	UMPIRE AT UCM	100.00
						100.00
FABICK CAT	10/07/2024	45244	35-0000-7003	UNCLASSIFIED	EQUIPMENT RENTAL	2,600.00
FABICK CAT	10/07/2024	45245	35-0000-7003	UNCLASSIFIED	EQUIP RENTAL OVERAGE PO 44776	826.50
						3,426.50
Fankhauser: Luk	10/09/2024	45317	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Fankhauser: Luk	10/09/2024	45317	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
FED EX GROUND	10/01/2024	45175	81-8100-6150	BOOKSTORE	Idea shipping 9-4	21.24
FED EX GROUND	10/01/2024	45175	81-8100-6150	BOOKSTORE	Idea shipping 9-4	13.66
FED EX GROUND	10/01/2024	45175	81-8100-6150	BOOKSTORE	Idea shipping 9-5	17.08
FED EX GROUND	10/01/2024	45175	81-8100-6150	BOOKSTORE	Idea shipping 9-5	12.49
FED EX GROUND	10/01/2024	45175	81-8100-6150	BOOKSTORE	Idea shipping 9-9	12.20
FED EX GROUND	10/01/2024	45175	81-8100-6150	BOOKSTORE	Idea shipping 9-11	13.63
FED EX GROUND	10/01/2024	45175	81-8100-6150	BOOKSTORE	Idea shipping 9-11	12.34
FED EX GROUND	10/01/2024	45176	81-8100-6150	BOOKSTORE	shipping 9-10	18.73
FED EX GROUND	10/01/2024	45176	81-8100-6150	BOOKSTORE	shipping 9-16	12.42
FED EX GROUND	10/01/2024	45177	25-2544-6150	HEP 2024-25	shipping 8-29	13.16
FED EX GROUND	10/01/2024	45177	81-8100-6150	BOOKSTORE	shipping 9-11	12.90
FED EX GROUND	10/01/2024	45177	81-8100-6150	BOOKSTORE	shipping 9-12	15.23
FED EX GROUND	10/01/2024	45177	81-8100-6150	BOOKSTORE	Idea shipping 9-16	12.52
FED EX GROUND	10/01/2024	45177	11-5500-6150	GENERAL ATHLETI	shipping 9-17	8.21
FED EX GROUND	10/01/2024	45177	81-8100-6150	BOOKSTORE	Idea shipping 9-18	11.54
FED EX GROUND	10/01/2024	45178	25-2544-6150	HEP 2024-25	shipping 9-17	16.37
FED EX GROUND	10/01/2024	45178	25-2544-6150	HEP 2024-25	shipping 9-17	16.37
FED EX GROUND	10/01/2024	45178	81-8100-6150	BOOKSTORE	Idea shipping 9-18	11.72
FED EX GROUND	10/08/2024	45268	81-8100-6150	BOOKSTORE	Idea shipping 9-26	15.65
FED EX GROUND	10/08/2024	45268	81-8100-6150	BOOKSTORE	shipping 9-26	18.03
FED EX GROUND	10/08/2024	45268	25-2544-6150	HEP 2024-25	shipping 9-27	18.03
FED EX GROUND	10/08/2024	45268	25-2544-6150	HEP 2024-25	shipping 9-27	23.85
FED EX GROUND	10/08/2024	45268	25-2544-6150	HEP 2024-25	shipping 9-27	24.04
FED EX GROUND	10/08/2024	45268	25-2544-6150	HEP 2024-25	shipping 9-27	26.57
FED EX GROUND	10/08/2024	45268	25-2544-6150	HEP 2024-25	shipping 9-27	9.75
FED EX GROUND	10/08/2024	45268	25-2544-6150	HEP 2024-25	shipping 9-27	9.75
FED EX GROUND	10/08/2024	45269	25-2544-6150	HEP 2024-25	shipping 8-29	6.74
FED EX GROUND	10/08/2024	45269	81-8100-6150	BOOKSTORE	Idea shipping 9-18	12.20
FED EX GROUND	10/08/2024	45269	81-8100-6150	BOOKSTORE	Idea shipping 9-23	7.59
FED EX GROUND	10/08/2024	45269	81-8100-6150	BOOKSTORE	Idea shipping 9-24	12.61
FED EX GROUND	10/08/2024	45269	81-8100-6150	BOOKSTORE	Idea shipping 9-25	12.61
FED EX GROUND	10/08/2024	45269	81-8100-6150	BOOKSTORE	Idea shipping 9-25	13.54
FED EX GROUND	10/08/2024	45269	81-8100-6150	BOOKSTORE	Idea shipping 9-25	12.61
FED EX GROUND	10/08/2024	45269	81-8100-6150	BOOKSTORE	shipping 9-25	18.31

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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
FED EX GROUND	10/08/2024	45269	81-8100-6150	BOOKSTORE	Idea shipping 9-25	11.53
FED EX GROUND	10/08/2024	45269	81-8100-6150	BOOKSTORE	shipping 9-26	19.80
FED EX GROUND	10/16/2024	45450	81-8100-6150	BOOKSTORE	Idea shipping 9-30	19.20
FED EX GROUND	10/16/2024	45450	81-8100-6150	BOOKSTORE	shipping 10-1	44.67
FED EX GROUND	10/16/2024	45450	26-3814-6150	CAMP 2024-25	shipping 10-1	12.25
FED EX GROUND	10/16/2024	45450	26-3814-6150	CAMP 2024-25	shipping 10-1	14.92
FED EX GROUND	10/16/2024	45451	25-2544-6150	HEP 2024-25	shipping 9-27	11.33
FED EX GROUND	10/16/2024	45451	25-2544-6150	HEP 2024-25	shipping 9-27	11.33
FED EX GROUND	10/16/2024	45451	25-2544-6150	HEP 2024-25	shipping 9-27	9.37
FED EX GROUND	10/16/2024	45451	81-8100-6150	BOOKSTORE	Idea shipping 9-27	6.75
FED EX GROUND	10/16/2024	45451	81-8100-6150	BOOKSTORE	Idea shipping 9-27	11.73
FED EX GROUND	10/16/2024	45451	81-8100-6150	BOOKSTORE	Idea shipping	19.80
FED EX GROUND	10/16/2024	45451	81-8100-6150	BOOKSTORE	Idea shipping 10-1	23.06
						709.43
FIVE CORNERS MI	10/07/2024	45232	11-7100-7250	FACILITIES AND	FUEL FOR MAINTENANCE TRUCK	70.68
FIVE CORNERS MI	10/07/2024	45232	11-7100-7250	FACILITIES AND	FUEL FOR MAINTENANCE TRUCK	77.88
FIVE CORNERS MI	10/07/2024	45232	11-7100-7250	FACILITIES AND	FUEL FOR MAINTENANCE MOWER	53.21
						201.77
FLINN SCIENTIFI	10/01/2024	45183	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/CRIM.JUSTICE	59.06
						59.06
FORESTER: TARA	10/16/2024	45371	11-5530-1472	RODEO	BARREL RACING PAY OUT	32.00
FORESTER: TARA	10/16/2024	45389	11-5530-1472	RODEO	GOAT TYING PAY OUT	60.00
						92.00
FORT SCOTT CHAM	10/16/2024	45407	81-8100-6150	BOOKSTORE	EBLAST BOOKSTORE	10.00
						10.00
FORT SCOTT HIGH	10/16/2024	45460	11-1130-5840	EXTENSION-OTHER	Concurrent- Public Speaking	2,460.00
FORT SCOTT HIGH	10/16/2024	45460	11-1130-5840	EXTENSION-OTHER	Concurrent- English 101	3,075.00
FORT SCOTT HIGH	10/16/2024	45460	11-1130-5840	EXTENSION-OTHER	Concurrent- General Bio & Lab	4,100.00
FORT SCOTT HIGH	10/16/2024	45460	11-1130-5840	EXTENSION-OTHER	Concurrent- US History 101	2,460.00
FORT SCOTT HIGH	10/16/2024	45460	11-1130-5840	EXTENSION-OTHER	Concurrent- American Governmen	2,460.00
FORT SCOTT HIGH	10/16/2024	45460	11-1130-5840	EXTENSION-OTHER	Concurrent- General Psychology	1,230.00
						15,785.00
FSCC	10/16/2024	45435	26-3814-7300	CAMP 2024-25	T&F/PAYTON BEARE 999673658	454.49
FSCC	10/16/2024	45435	26-3814-7470	CAMP 2024-25	DORM/PAYTON BEARE	241.75
FSCC	10/16/2024	45435	26-3814-7460	CAMP 2024-25	MEALS/PAYTON BEARE	270.76
FSCC	10/16/2024	45435	26-3814-7300	CAMP 2024-25	T&F/QUINTON BERG 999150936	469.92

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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
FSCC	10/16/2024	45435	26-3814-7470	CAMP 2024-25	DORM/QUINTON BERG	309.72
FSCC	10/16/2024	45435	26-3814-7460	CAMP 2024-25	MEALS/QUINTON BERG	288.36
FSCC	10/16/2024	45435	26-3814-7300	CAMP 2024-25	T&F/LANE DARBRO 999172430	1,410.00
FSCC	10/16/2024	45435	26-3814-7470	CAMP 2024-25	DORM/LANE DARBRO	750.00
FSCC	10/16/2024	45435	26-3814-7460	CAMP 2024-25	MEALS/LANE DARBRO	840.00
FSCC	10/16/2024	45435	26-3814-7300	CAMP 2024-25	T&F/WILLIAM DEBATES 999582919	1,320.00
FSCC	10/16/2024	45435	26-3814-7470	CAMP 2024-25	DORM/WILLIAM DEBATES	870.00
FSCC	10/16/2024	45435	26-3814-7460	CAMP 2024-25	MEALS/WILLIAM DEBATES	810.00
FSCC	10/16/2024	45435	26-3814-7300	CAMP 2024-25	T&F/REX HARRISON 999383182	1,320.00
FSCC	10/16/2024	45435	26-3814-7470	CAMP 2024-25	DORM/REX HARRISON	810.00
FSCC	10/16/2024	45435	26-3814-7460	CAMP 2024-25	MEALS/REX HARRISON	870.00
FSCC	10/16/2024	45435	26-3814-7300	CAMP 2024-25	T&F/OLIVIA NITSCHKE 999521090	924.00
FSCC	10/16/2024	45435	26-3814-7300	CAMP 2024-25	T&F/TAYLOR RAMIREZ 999302358	1,350.00
FSCC	10/16/2024	45435	26-3814-7470	CAMP 2024-25	DORM/TAYLOR RAMIREZ	870.00
FSCC	10/16/2024	45435	26-3814-7460	CAMP 2024-25	MEALS/TAYLOR RAMIREZ	780.00
FSCC	10/16/2024	45435	26-3814-7300	CAMP 2024-25	T&F/CHARLI SPINDLE 999124090	1,320.00
FSCC	10/16/2024	45435	26-3814-7470	CAMP 2024-25	DORM/CHARLI SPINDLE	810.00
FSCC	10/16/2024	45435	26-3814-7460	CAMP 2024-25	MEALS/CHARLI SPINDLE	870.00
FSCC	10/16/2024	45435	26-3814-7300	CAMP 2024-25	T&F/JACKSON WOOD 999243320	498.96
FSCC	10/16/2024	45435	26-3814-7470	CAMP 2024-25	DORM/JACKSON WOOD	306.18
FSCC	10/16/2024	45435	26-3814-7460	CAMP 2024-25	MEALS/JACKSON WOOD	328.86
						19,093.00
FSCC BOOKSTORE	10/16/2024	45416	11-6100-9100	PRESIDENT'S OFF	HLC Meeting Gift Certif	80.00
						80.00
FSCC BOOSTER CL	10/07/2024	45236	11-5550-1471	TRACK/XC-WOMEN	REVSHARE CHECK	1,486.10
						1,486.10
FSCC GORDON PAR	09/25/2024	45132	11-6100-6160	PRESIDENT'S OFF	GPC CELEBRATION TICKETS	120.00
						120.00
FSCC PRINT SHOP	09/25/2024	45112	11-1129-6150	PAOLA	august copies	168.66
FSCC PRINT SHOP	09/25/2024	45112	11-1197-6150	SPEECH/DRAMA/TH	august copies	14.58
FSCC PRINT SHOP	09/25/2024	45112	11-2900-6150	STUDENT SUCCESS	august copies	30.66
FSCC PRINT SHOP	09/25/2024	45112	11-4100-6150	LIBRARY	august copies	8.49
FSCC PRINT SHOP	09/25/2024	45112	11-4200-6150	ACADEMIC ADMINI	august copies	576.03
FSCC PRINT SHOP	09/25/2024	45112	11-5500-6150	GENERAL ATHLETI	august copies	127.41
FSCC PRINT SHOP	09/25/2024	45112	11-5520-6150	VOLLEYBALL	august copies	5.25
FSCC PRINT SHOP	09/25/2024	45112	11-5525-6150	BASEBALL	august copies	4.23
FSCC PRINT SHOP	09/25/2024	45112	11-6100-6150	PRESIDENT'S OFF	august copies	.54
FSCC PRINT SHOP	09/25/2024	45112	11-6140-6150	HUMAN RESOURCES	august copies	61.11
FSCC PRINT SHOP	09/25/2024	45112	11-6200-6150	BUSINESS OFFICE	august copies	40.65
FSCC PRINT SHOP	09/25/2024	45112	11-6400-6150	MIS DEPARTMENT	august copies	.30

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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
FSCC PRINT SHOP	09/25/2024	45112	12-1202-6150	HARLEY DAVIDSON	august copies	71.10	
FSCC PRINT SHOP	09/25/2024	45112	12-1205-6150	AG DEPARTMENT	august copies	81.03	
FSCC PRINT SHOP	09/25/2024	45112	12-1225-6150	CRIMINAL JUSTIC	august copies	29.19	
FSCC PRINT SHOP	09/25/2024	45112	12-1250-6150	ENVIRONMENTAL W	august copies	.06	
FSCC PRINT SHOP	09/25/2024	45112	12-4250-6150	ASSOC DEAN OCCU	august copies	94.53	
FSCC PRINT SHOP	09/25/2024	45112	25-3813-6150	CAMP YEAR 3	august copies	9.93	
FSCC PRINT SHOP	09/25/2024	45112	27-2719-7000	TITLE IV/SSS-YE	august copies	59.67	
FSCC PRINT SHOP	09/25/2024	45112	37-3720-6150	MEP A YEAR 20	august copies	11.97	
FSCC PRINT SHOP	09/25/2024	45112	81-8100-6150	BOOKSTORE	august copies	6.03	
FSCC PRINT SHOP	09/25/2024	45112	11-1129-6150	PAOLA	print jobs	34.92	
FSCC PRINT SHOP	09/25/2024	45112	11-4200-6150	ACADEMIC ADMINI	print jobs	95.68	
FSCC PRINT SHOP	09/25/2024	45112	11-5000-6150	STUDENT SERVICE	print jobs	180.30	
FSCC PRINT SHOP	09/25/2024	45112	11-5100-6150	ADVISING	print jobs	3.80	
FSCC PRINT SHOP	09/25/2024	45112	11-5200-6150	FINANCIAL AID	print jobs	22.80	
FSCC PRINT SHOP	09/25/2024	45112	11-5300-6150	REGISTRAR	print jobs	6.25	
FSCC PRINT SHOP	09/25/2024	45112	11-5350-6150	ADMISSIONS	print jobs	329.00	
FSCC PRINT SHOP	09/25/2024	45112	11-5500-6150	GENERAL ATHLETI	print jobs	12.50	
FSCC PRINT SHOP	09/25/2024	45112	11-5510-6150	BASKETBALL-MEN	print jobs	50.22	
FSCC PRINT SHOP	09/25/2024	45112	11-5515-6150	BASKETBALL-WOME	print jobs	3.80	
FSCC PRINT SHOP	09/25/2024	45112	11-5545-6150	SOFTBALL	print jobs	12.35	
FSCC PRINT SHOP	09/25/2024	45112	11-6100-6150	PRESIDENT'S OFF	print jobs	17.58	
FSCC PRINT SHOP	09/25/2024	45112	11-6200-6150	BUSINESS OFFICE	print jobs	3.80	
FSCC PRINT SHOP	09/25/2024	45112	11-6800-6150	FOUNDATION	print jobs	892.56	
FSCC PRINT SHOP	09/25/2024	45112	11-6850-6150	GORDON PARKS CE	print jobs	280.09	
FSCC PRINT SHOP	09/25/2024	45112	12-1230-6150	S.T.A.R.S.	print jobs	19.88	
FSCC PRINT SHOP	09/25/2024	45112	12-1235-6150	NURSING	print jobs	.76	
FSCC PRINT SHOP	09/25/2024	45112	12-2601-6150	CONSTRUCTION TR	print jobs	1.10	
FSCC PRINT SHOP	09/25/2024	45112	27-2719-7000	TITLE IV/SSS-YE	print jobs	7.00	
FSCC PRINT SHOP	09/25/2024	45112	11-2900-6150	STUDENT SUCCESS	pink slip supplies	3.75	
FSCC PRINT SHOP	09/25/2024	45112	11-4200-6150	ACADEMIC ADMINI	pink slip supplies	219.00	
FSCC PRINT SHOP	09/25/2024	45112	11-5000-6150	STUDENT SERVICE	pink slip supplies	32.50	
FSCC PRINT SHOP	09/25/2024	45112	11-5200-6150	FINANCIAL AID	pink slip supplies	19.00	
FSCC PRINT SHOP	09/25/2024	45112	11-5300-6150	REGISTRAR	pink slip supplies	6.50	
FSCC PRINT SHOP	09/25/2024	45112	11-5350-6150	ADMISSIONS	pink slip supplies	44.50	
FSCC PRINT SHOP	09/25/2024	45112	11-5500-6150	GENERAL ATHLETI	pink slip supplies	142.75	
FSCC PRINT SHOP	09/25/2024	45112	11-6140-6150	HUMAN RESOURCES	pink slip supplies	8.50	
FSCC PRINT SHOP	09/25/2024	45112	11-6200-6150	BUSINESS OFFICE	pink slip supplies	50.00	
FSCC PRINT SHOP	09/25/2024	45112	12-1205-6150	AG DEPARTMENT	pink slip supplies	6.00	
FSCC PRINT SHOP	09/25/2024	45112	11-6800-6150	FOUNDATION	pink slip supplies	32.00	
FSCC PRINT SHOP	09/25/2024	45112	12-1215-6150	FT. SCOTT COSME	pink slip supplies	1.50	
FSCC PRINT SHOP	09/25/2024	45112	12-1235-6150	NURSING	pink slip supplies	24.00	
FSCC PRINT SHOP	09/25/2024	45112	12-2603-6150	WELDING-FT SCOT	pink slip supplies	14.25	
FSCC PRINT SHOP	09/25/2024	45112	25-2543-6150	HEP YEAR 3	pink slip supplies	36.00	
FSCC PRINT SHOP	09/25/2024	45112	27-2719-7000	TITLE IV/SSS-YE	pink slip supplies	10.00	
FSCC PRINT SHOP	09/25/2024	45112	37-3720-6150	MEP A YEAR 20	pink slip supplies	48.00	

4,074.06

Fort Scott Community College  
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
Fuhriman: Morga	10/09/2024	45307	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Fuhriman: Morga	10/09/2024	45307	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
GARDEN CITY COM	10/07/2024	45259	25-2544-6645	HEP 2024-25	HEP Yr4 Oct. Site Payment	2,000.00
						2,000.00
GARZA: ALEJANDR	10/11/2024	45348	25-2544-6644	HEP 2024-25	HEP Yr4 Sept'24 Time Log	513.00
						513.00
GEORGIA DEPARTM	10/16/2024	45440	37-3720-5930	MEP A YEAR 20	OCTOBER-DECEMBER UNEMPLOYMENT	180.00
						180.00
Global Print Br	10/02/2024	45220	11-6300-6150	MARKETING/DIGIT	Num 9 Bus Reply Env and Num 10	2,030.00
						2,030.00
GoGuardian & Pe	10/08/2024	45273	27-2720-7000	TRIO 2024-25	online tutoring	3,400.00
						3,400.00
GREAT WESTERN D	09/25/2024	45116	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 9/18/24	15,586.06
GREAT WESTERN D	09/25/2024	45116	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 9/18/24	828.80
GREAT WESTERN D	09/25/2024	45116	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 9/18/24	1,042.86
GREAT WESTERN D	10/09/2024	45285	84-8400-6640	FOODSERVICE/DIN	19 MEAL PLANS 9/26-10/02	15,299.20
GREAT WESTERN D	10/09/2024	45285	84-8400-6640	FOODSERVICE/DIN	10 MEAL PLANS 9/26-10/02	828.80
GREAT WESTERN D	10/09/2024	45285	84-8400-6640	FOODSERVICE/DIN	7 MEAL PLANS 9/26-10/02	1,123.08
GREAT WESTERN D	10/09/2024	45285	84-8400-6640	FOODSERVICE/DIN	BOARD ADJUSTMENT FROM 8/21	291.40
GREAT WESTERN D	10/09/2024	45286	84-8400-6640	FOODSERVICE/DIN	19 MEAL PLANS 9/19-9/25	15,490.44
GREAT WESTERN D	10/09/2024	45286	84-8400-6640	FOODSERVICE/DIN	10 MEAL PLANS 9/19-9/25	828.80
GREAT WESTERN D	10/09/2024	45286	84-8400-6640	FOODSERVICE/DIN	7 MEAL PLANS 9/19-9/25	1,042.86
GREAT WESTERN D	10/16/2024	45443	84-8400-6640	FOODSERVICE/DIN	19 MEAL PLAN 160 STUDENTS	15,299.20
GREAT WESTERN D	10/16/2024	45443	84-8400-6640	FOODSERVICE/DIN	10 MEAL PLAN 10 STUDENTS	828.80
GREAT WESTERN D	10/16/2024	45443	84-8400-6640	FOODSERVICE/DIN	7 MEAL PLAN 14 STUDENTS	1,123.08
						69,030.58
GRIFFITH: JENCE	10/16/2024	45381	11-5530-1472	RODEO	BAREBACK PAY OUT	40.00
						40.00
GROSS INSURANCE	10/01/2024	45187	11-6200-6220	BUSINESS OFFICE	SURETY BOND MISSY SCOTT	306.37
						306.37

Fort Scott Community College  
Purchase Orders Issued  
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
Gutierrez: Alan	10/09/2024	45306	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Gutierrez: Alan	10/09/2024	45306	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
HARBOR FREIGHT	10/16/2024	45402	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/WELDING/FSCC	249.99
						249.99
Harrison: Rex	10/09/2024	45316	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Harrison: Rex	10/09/2024	45316	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
Harrison: Rex	10/09/2024	45316	26-3814-7410	CAMP 2024-25	REIMBURSE HEALTH SERVICES	57.92
						232.92
HEIDRICKS TRUE	09/25/2024	45131	83-8384-7000	GREYHOUND LODGE	BALL VALVE AND NIPPLE	29.28
HEIDRICKS TRUE	09/25/2024	45131	11-7100-6480	FACILITIES AND	PLUGS,CABLE TIES, EXTENSION	50.98
HEIDRICKS TRUE	09/25/2024	45131	11-7100-6480	FACILITIES AND	COBALT DRILL BIT SET	36.99
HEIDRICKS TRUE	09/25/2024	45131	11-7100-6480	FACILITIES AND	FAUCET CONNECTOR	6.98
HEIDRICKS TRUE	09/25/2024	45131	11-7100-6480	FACILITIES AND	COUPLING	4.29
HEIDRICKS TRUE	09/25/2024	45131	11-7100-6480	FACILITIES AND	FROSTED SILLCOCK	44.99
HEIDRICKS TRUE	09/25/2024	45131	11-7100-6480	FACILITIES AND	SLIP JOINT TEE, COUPLINGS,	19.46
HEIDRICKS TRUE	10/02/2024	45222	83-8383-6480	GREYHOUND/BOILE	FLUSHLEVER	19.99
HEIDRICKS TRUE	10/02/2024	45224	11-7100-6480	FACILITIES AND	FLEXIBLE TUBING TO REPAIR	11.98
HEIDRICKS TRUE	10/07/2024	45234	11-7100-6480	FACILITIES AND	PLUMBING REPAIR AT COSMO	6.48
HEIDRICKS TRUE	10/09/2024	45281	11-7100-6480	FACILITIES AND	3 COUPLINGS-BURKE ST REPAIR	22.47
HEIDRICKS TRUE	10/09/2024	45281	11-7100-7000	FACILITIES AND	CABLE TIE AND ZIP TIES FOR	41.77
HEIDRICKS TRUE	10/11/2024	45328	11-7100-6480	FACILITIES AND	HOT WATER TANK REPAIR PARTS	102.98
HEIDRICKS TRUE	10/16/2024	45412	11-7100-7000	FACILITIES AND	NON CONTACT VOLTAGE TESTER	19.99
						418.63
HENRY KRAFT INC	10/16/2024	45400	11-7100-7000	FACILITIES AND	H2ORANGE FLOOR CLEANER	409.74
HENRY KRAFT INC	10/16/2024	45400	11-7100-7000	FACILITIES AND	DELIVERY OF PRODUCT	2.50
						412.24
HERNANDEZ: EMIL	10/11/2024	45347	25-2544-6644	HEP 2024-25	HEP Yr3 Sept'24 Time Log	270.00
						270.00
Hernandez: Raul	10/09/2024	45310	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Hernandez: Raul	10/09/2024	45310	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
HERRING BANK	10/09/2024	45277	11-6200-6150	BUSINESS OFFICE	ACH ITEM FEES	.30
HERRING BANK	10/09/2024	45277	11-6200-6150	BUSINESS OFFICE	FLAT FILE FEES	7.00

Fort Scott Community College  
Purchase Orders Issued  
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
HERRING BANK	10/09/2024	45277	11-6200-6150	BUSINESS OFFICE	MC CARDS	7.50
HERRING BANK	10/09/2024	45277	11-6200-6150	BUSINESS OFFICE	BADGES	8.00
HERRING BANK	10/09/2024	45277	11-6200-6150	BUSINESS OFFICE	ICLASS BADGES	15.00
HERRING BANK	10/09/2024	45277	11-6200-6150	BUSINESS OFFICE	REFUND CHOICES	93.00
HERRING BANK	10/09/2024	45277	11-6200-6150	BUSINESS OFFICE	SWIPE TERMINAL LEASE	50.00
						180.80
HOME DEPOT CRED	09/25/2024	45136	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/WELDING/FSCC	299.25
HOME DEPOT CRED	10/02/2024	45221	83-8383-6480	GREYHOUND/BOILE	FAUCET HANDLE	27.52
HOME DEPOT CRED	10/07/2024	45242	12-2603-6480	WELDING-FT SCOT	PUMP FOR COMPRESSOR REPAIR	400.00
HOME DEPOT CRED	10/16/2024	45441	12-2603-7020	WELDING-FT SCOT	42" DRUM FAN	399.00
						1,125.77
Htoo: Kaw Key R	10/09/2024	45298	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Htoo: Kaw Key R	10/09/2024	45298	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
Htoo: Mu Ka Pru	10/09/2024	45297	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Htoo: Mu Ka Pru	10/09/2024	45297	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
IDEA	09/25/2024	45138	37-0000-4830	UNCLASSIFIED	Arkansas Check	29,500.00
IDEA	10/16/2024	45429	37-3961-6030	IOWA PROJECT-11	IA PROJ-STAFF-SEPTEMBER 2024	2,908.20
IDEA	10/16/2024	45430	37-3961-6030	IOWA PROJECT-11	IA PROJ-LINDSEY M-SEPT 2024	727.05
						33,135.25
JAYHAWK USD #34	10/16/2024	45461	11-1130-5840	EXTENSION-OTHER	CONCURRENT- ENGLISH 101	1,230.00
JAYHAWK USD #34	10/16/2024	45461	11-1130-5840	EXTENSION-OTHER	Concurrent- Calculus w/Analyti	1,025.00
JAYHAWK USD #34	10/16/2024	45461	11-1130-5840	EXTENSION-OTHER	Concurrent- College Algebra	1,230.00
JAYHAWK USD #34	10/16/2024	45461	11-1130-5840	EXTENSION-OTHER	Concurrent- General Psychology	1,230.00
						4,715.00
JENZABAR	10/09/2024	45283	11-6400-6651	MIS DEPARTMENT	J1 IMPLEMENTATION AND TRAINING	24,309.00
						24,309.00
JOHNSON COUNTY	10/01/2024	45202	11-6100-6810	PRESIDENT'S OFF	NCCBP Benchmark Renewal	1,250.00
						1,250.00
JOHNSON: ALEXAN	10/16/2024	45428	37-3961-6030	IOWA PROJECT-11	IA PROJ-ALEX J-SEPTEMBER 2024	1,129.43
						1,129.43



Fort Scott Community College  
Purchase Orders Issued  
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
JUDY'S IRON & M	10/07/2024	45241	11-7100-7000	FACILITIES AND	LARGE METAL PLATE TO COVER	107.92
						107.92
KACRAO	10/16/2024	45434	11-5300-6810	REGISTRAR	KACRAO	80.00
						80.00
KANSAS DEPT OF	10/01/2024	45192	12-1215-4100	FT. SCOTT COSME	SALES TAX	126.14
KANSAS DEPT OF	10/01/2024	45192	12-0000-1010	UNCLASSIFIED	SALES TAX	126.14-
KANSAS DEPT OF	10/01/2024	45192	70-8383-4850	GREYHOUND/BOILE	SALES TAX	1.54
KANSAS DEPT OF	10/01/2024	45192	70-0000-1010	UNCLASSIFIED	SALES TAX	1.54-
KANSAS DEPT OF	10/01/2024	45192	98-0000-4850	UNCLASSIFIED	SALES TAX	147.52
KANSAS DEPT OF	10/01/2024	45192	98-0000-1010	UNCLASSIFIED	SALES TAX	147.52-
KANSAS DEPT OF	10/01/2024	45192	76-0000-2160	UNCLASSIFIED	SALES TAX	275.19-
KANSAS DEPT OF	10/01/2024	45192	76-0000-1010	UNCLASSIFIED	SALES TAX	275.19
KANSAS DEPT OF	10/01/2024	45192	81-8100-2160	BOOKSTORE	SALES TAX	1,257.66-
KANSAS DEPT OF	10/01/2024	45192	81-0000-1010	UNCLASSIFIED	SALES TAX	1,257.66
KANSAS DEPT OF	10/01/2024	45192	81-8100-2160	BOOKSTORE	SALES TAX	3.05-
KANSAS DEPT OF	10/01/2024	45192	81-0000-1010	UNCLASSIFIED	SALES TAX	3.05
KANSAS DEPT OF	10/01/2024	45192	76-0000-2160	UNCLASSIFIED	AUGUST SALES TAX	1,535.90
KANSAS DEPT OF	10/07/2024	45239	12-1744-7020	CDL	KS DEPT OF REVENUE DIVISION OF	1,600.00
						3,135.90
KANSAS GAS SERV	10/02/2024	45214	11-7100-6330	FACILITIES AND	HILL ST GAS 8/15-9/17	92.93
KANSAS GAS SERV	10/02/2024	45214	11-7100-6330	FACILITIES AND	MAINTENANCE GAS 8/13-9/13	43.86
KANSAS GAS SERV	10/02/2024	45214	12-2603-6330	WELDING-FT SCOT	WELDING GAS 8/13-9/13	43.86
KANSAS GAS SERV	10/02/2024	45214	12-1206-6330	JOHN DEERE PROG	JOHN DEERE GAS 8/13-9/13	55.23
KANSAS GAS SERV	10/02/2024	45214	12-1202-6330	HARLEY DAVIDSON	HARLEY GAS 8/09-9/11	90.19
KANSAS GAS SERV	10/02/2024	45214	83-8384-6330	GREYHOUND LODGE	LODGE GAS 8/15-9/17	367.55
KANSAS GAS SERV	10/09/2024	45284	11-7100-6330	FACILITIES AND	BURKE ST GAS 8/13-9/13	149.91
KANSAS GAS SERV	10/16/2024	45415	11-7100-6330	FACILITIES AND	2108 HORTON GAS 9/1-10/1	653.93
KANSAS GAS SERV	10/16/2024	45415	11-7100-6330	FACILITIES AND	EFAC GAS 9/1-10/01	.00
						1,497.46
KIRKLAND WELDIN	09/25/2024	45152	12-2603-7020	WELDING-FT SCOT	HYPERTHERM TORCH, ELECTRODE	434.45
KIRKLAND WELDIN	09/26/2024	45163	12-1230-7020	S.T.A.R.S.	Oxygen	290.00
KIRKLAND WELDIN	09/26/2024	45163	12-1230-7020	S.T.A.R.S.	Acetylene	632.00
KIRKLAND WELDIN	09/26/2024	45163	12-1230-7020	S.T.A.R.S.	Delivery Charge	5.00
KIRKLAND WELDIN	09/26/2024	45165	12-1230-7020	S.T.A.R.S.	Faceshield/Clear Jackson	74.04
KIRKLAND WELDIN	09/26/2024	45165	12-1230-7020	S.T.A.R.S.	Faceshield/shade	252.00
KIRKLAND WELDIN	09/26/2024	45165	12-1230-7020	S.T.A.R.S.	5p+ 1/8 mild steel 6010	501.00
KIRKLAND WELDIN	09/26/2024	45165	12-1230-7020	S.T.A.R.S.	6-20163 Grind Wheel/4	86.80
KIRKLAND WELDIN	09/26/2024	45165	12-1230-7020	S.T.A.R.S.	6-22130 4-1/2x1/8x5/8-11	86.80
KIRKLAND WELDIN	09/26/2024	45165	12-1230-7020	S.T.A.R.S.	6-4S58 Bead Brush/Knot 4x 5/8	120.00
KIRKLAND WELDIN	09/26/2024	45165	12-1230-7020	S.T.A.R.S.	Delivery	5.00

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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
KIRKLAND WELDIN	10/01/2024	45195	12-2602-7020	WELDING-CTEC	HVAC gases for soldering	1,000.00
KIRKLAND WELDIN	10/01/2024	45196	12-2602-7020	WELDING-CTEC	Gases for class	1,500.00
KIRKLAND WELDIN	10/07/2024	45255	12-2603-7020	WELDING-FT SCOT	SAW BLADES AND WELDING RODS	500.00
KIRKLAND WELDIN	10/08/2024	45274	12-1230-7020	S.T.A.R.S.	ARG T ARGON T	60.00
KIRKLAND WELDIN	10/08/2024	45274	12-1230-7020	S.T.A.R.S.	TC-25 ARGON/C02	150.00
KIRKLAND WELDIN	10/11/2024	45366	12-1230-7020	S.T.A.R.S.	CABLE CONNECTOR/BLACK MALE	98.80
KIRKLAND WELDIN	10/11/2024	45366	12-1230-7020	S.T.A.R.S.	CABLE LUG/TWECO	14.20
KIRKLAND WELDIN	10/11/2024	45366	12-1230-7020	S.T.A.R.S.	ELECTRODE HOLDER/LENCO	112.00
KIRKLAND WELDIN	10/11/2024	45366	12-1230-7020	S.T.A.R.S.	42 PLUG/MALE EAGLE 50 AMP 250V	74.00
KIRKLAND WELDIN	10/11/2024	45366	12-1230-7020	S.T.A.R.S.	EG300 GROUND/CLAMP/LENCO	41.80
KIRKLAND WELDIN	10/16/2024	45401	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/WELDING/CTEC	429.50
KIRKLAND WELDIN	10/16/2024	45432	12-2604-7020	WELDING-PAOLA	LAB SUPPLIES AND REPAIR PARTS	300.00
						6,767.39
KJCCC	10/09/2024	45278	11-5500-6800	GENERAL ATHLETI	MENS BASKETBALL GAME FEE	12,426.00
KJCCC	10/09/2024	45278	11-5500-6800	GENERAL ATHLETI	MENS BASKETBALL ASSIGNING FEE	171.00
KJCCC	10/09/2024	45278	11-5500-6800	GENERAL ATHLETI	WOMENS BASKETBALL GAME FEE	9,810.00
KJCCC	10/09/2024	45278	11-5500-6800	GENERAL ATHLETI	WOMENS BASKETBALL ASSIGN FEE	135.00
						22,542.00
KRYTERION	10/01/2024	45199	12-1240-7010	ALLIED HEALTH	Test Codes	36.00
KRYTERION	10/11/2024	45332	12-1240-7010	ALLIED HEALTH	Student test codes	126.00
KRYTERION	10/11/2024	45332	12-1240-7010	ALLIED HEALTH	student test codes	216.00
KRYTERION	10/11/2024	45332	12-1240-7010	ALLIED HEALTH	student test codes	18.00
KRYTERION	10/11/2024	45332	12-1240-7010	ALLIED HEALTH	student test codes	180.00
KRYTERION	10/11/2024	45332	12-1240-7010	ALLIED HEALTH	student test codes	234.00
KRYTERION	10/11/2024	45332	12-1240-7010	ALLIED HEALTH	student test codes	234.00
KRYTERION	10/11/2024	45332	12-1240-7010	ALLIED HEALTH	student test codes	180.00
KRYTERION	10/11/2024	45332	12-1240-7010	ALLIED HEALTH	student test codes	18.00
KRYTERION	10/11/2024	45332	12-1240-7010	ALLIED HEALTH	student test codes	162.00
KRYTERION	10/11/2024	45332	12-1240-7010	ALLIED HEALTH	student test codes	432.00
						1,836.00
KTK Electric LL	09/25/2024	45126	61-7100-8300	FACILITIES AND	OVERAGE ON PO 44972 DUE TO	121.74
KTK Electric LL	09/25/2024	45127	11-7100-6480	FACILITIES AND	SERVICE CALL 7/11/24	289.98
KTK Electric LL	09/25/2024	45127	11-7100-6480	FACILITIES AND	SERVICE CALL 9/18/24	635.00
KTK Electric LL	09/25/2024	45127	11-7100-6480	FACILITIES AND	SERVICE CALL 9/18	92.50
						1,139.22
Kue: TaEh	10/09/2024	45296	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Kue: TaEh	10/09/2024	45296	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00

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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
LAKELAND OFFICE	09/25/2024	44338A	26-3814-6150	CAMP 2024-25	MONTHLY CONTRACT RATE	117.75
LAKELAND OFFICE	09/25/2024	44338A	25-2544-6150	HEP 2024-25	MONTHLY CONTRACT RATE	63.81
LAKELAND OFFICE	09/25/2024	44339A	26-3814-6150	CAMP 2024-25	MONTHLY CONTRACT RATE	117.75
LAKELAND OFFICE	09/25/2024	44339A	25-2544-6150	HEP 2024-25	MONTHLY CONTRACT RATE	63.81
LAKELAND OFFICE	09/25/2024	44340A	26-3814-6150	CAMP 2024-25	MONTHLY CONTRACT RATE	117.75
LAKELAND OFFICE	09/25/2024	44340A	25-2544-6150	HEP 2024-25	MONTHLY CONTRACT RATE	63.81
LAKELAND OFFICE	09/25/2024	44341A	26-3814-6150	CAMP 2024-25	MONTHLY CONTRACT RATE	117.75
LAKELAND OFFICE	09/25/2024	44341A	25-2544-6150	HEP 2024-25	MONTHLY CONTRACT RATE	63.81
LAKELAND OFFICE	09/25/2024	44342A	26-3814-6150	CAMP 2024-25	MONTHLY CONTRACT RATE	117.75
LAKELAND OFFICE	09/25/2024	44342A	25-2544-6150	HEP 2024-25	MONTHLY CONTRACT RATE	63.81
LAKELAND OFFICE	09/25/2024	44343A	26-3814-6150	CAMP 2024-25	MONTHLY CONTRACT RATE	117.75
LAKELAND OFFICE	09/25/2024	44343A	25-2544-6150	HEP 2024-25	MONTHLY CONTRACT RATE	63.81
LAKELAND OFFICE	09/25/2024	44344A	26-3814-6150	CAMP 2024-25	MONTHLY CONTRACT RATE	117.75
LAKELAND OFFICE	09/25/2024	44344A	25-2544-6150	HEP 2024-25	MONTHLY CONTRACT RATE	63.81
LAKELAND OFFICE	09/25/2024	44345A	26-3814-6150	CAMP 2024-25	MONTHLY CONTRACT RATE	117.75
LAKELAND OFFICE	09/25/2024	44345A	25-2544-6150	HEP 2024-25	MONTHLY CONTRACT RATE	63.81
LAKELAND OFFICE	09/25/2024	44346A	26-3814-6150	CAMP 2024-25	MONTHLY CONTRACT RATE	117.75
LAKELAND OFFICE	09/25/2024	44346A	25-2544-6150	HEP 2024-25	MONTHLY CONTRACT RATE	63.81
LAKELAND OFFICE	09/25/2024	45117	11-6600-6151	PRINT SHOP	CONTRACT OVERAGE 8/17-9/16	498.00
LAKELAND OFFICE	10/11/2024	45329	11-6600-6151	PRINT SHOP	B&W CONTRACT OVERAGE 9/6-10/05	22.14
LAKELAND OFFICE	10/11/2024	45329	11-6600-6151	PRINT SHOP	COLOR CONTRACT OVERAGE	570.25
LAKELAND OFFICE	10/16/2024	45414	28-2812-8500	PASS YR12	BW CONTRACT RATE 10/09-11/08	267.32
LAKELAND OFFICE	10/16/2024	45414	28-2812-8500	PASS YR12	BW CONTRACT OVERAGE 10/9	475.57
						3,467.32
LANDERS: TRINIT	10/16/2024	45448	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
LANDERS: TRINIT	10/16/2024	45448	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
LANDMARK NATION	09/25/2024	45147	11-6200-6130	BUSINESS OFFICE	Stop Payment Fee for Check	33.00
LANDMARK NATION	10/16/2024	45455	25-2544-6645	HEP 2024-25	HEP Yr4 Check Stop Payment Fee	33.00
						66.00
Lange: Kansas	10/09/2024	45305	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Lange: Kansas	10/09/2024	45305	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
LEASE FINANCE S	09/25/2024	44415A	26-3814-6150	CAMP 2024-25	MONTHLY LEASE	28.23
LEASE FINANCE S	09/25/2024	44415A	25-2544-6150	HEP 2024-25	MONTHLY LEASE	81.31
LEASE FINANCE S	09/25/2024	44416A	26-3814-6150	CAMP 2024-25	MONTHLY LEASE	28.23
LEASE FINANCE S	09/25/2024	44416A	25-2544-6150	HEP 2024-25	MONTHLY LEASE	81.31
LEASE FINANCE S	09/25/2024	44417A	26-3814-6150	CAMP 2024-25	MONTHLY LEASE	28.23
LEASE FINANCE S	09/25/2024	44417A	25-2544-6150	HEP 2024-25	MONTHLY LEASE	81.31
LEASE FINANCE S	09/25/2024	44418A	26-3814-6150	CAMP 2024-25	MONTHLY LEASE	28.23

Fort Scott Community College  
Purchase Orders Issued  
between 09/19/2024 to 10/16/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
LEASE FINANCE S	09/25/2024	44418A	25-2544-6150	HEP 2024-25	MONTHLY LEASE	81.31
LEASE FINANCE S	09/25/2024	44419A	26-3814-6150	CAMP 2024-25	MONTHLY LEASE	28.23
LEASE FINANCE S	09/25/2024	44419A	25-2544-6150	HEP 2024-25	MONTHLY LEASE	81.31
LEASE FINANCE S	09/25/2024	44420A	26-3814-6150	CAMP 2024-25	MONTHLY LEASE	28.23
LEASE FINANCE S	09/25/2024	44420A	25-2544-6150	HEP 2024-25	MONTHLY LEASE	81.31
LEASE FINANCE S	09/25/2024	44421A	26-3814-6150	CAMP 2024-25	MONTHLY LEASE	28.23
LEASE FINANCE S	09/25/2024	44421A	25-2544-6150	HEP 2024-25	MONTHLY LEASE	81.31
LEASE FINANCE S	09/25/2024	44422A	26-3814-6150	CAMP 2024-25	MONTHLY LEASE	28.23
LEASE FINANCE S	09/25/2024	44422A	25-2544-6150	HEP 2024-25	MONTHLY LEASE	81.31
LEASE FINANCE S	09/25/2024	44425A	26-3814-6150	CAMP 2024-25	MONTHLY LEASE	28.23
LEASE FINANCE S	09/25/2024	44425A	25-2544-6150	HEP 2024-25	MONTHLY LEASE	81.31
						985.86
LOCKWOOD MOTOR	10/01/2024	45166	11-6500-6460	LOGISTICS	Repair parts for shuttle	500.00
LOCKWOOD MOTOR	10/07/2024	45243	11-7100-7030	FACILITIES AND	BATTERY FOR MOWER	60.29
LOCKWOOD MOTOR	10/09/2024	45282	11-7100-7000	FACILITIES AND	WEDEATER OIL	5.98
						566.27
LOUISBURG USD #	10/16/2024	45464	11-1130-5840	EXTENSION-OTHER	Concurrent-College Algebra	1,998.75
LOUISBURG USD #	10/16/2024	45464	11-1130-5840	EXTENSION-OTHER	Concurrent-Elem. Stats	1,230.00
LOUISBURG USD #	10/16/2024	45464	11-1130-5840	EXTENSION-OTHER	Concurrent-Intro to Business	1,230.00
LOUISBURG USD #	10/16/2024	45464	11-1130-5840	EXTENSION-OTHER	Concurrent- College Physics	2,050.00
LOUISBURG USD #	10/16/2024	45464	11-1130-5840	EXTENSION-OTHER	Concurrent-Gen. Biology	4,100.00
LOUISBURG USD #	10/16/2024	45464	11-1130-5840	EXTENSION-OTHER	Concurrent-Gen.Chemistry	2,050.00
LOUISBURG USD #	10/16/2024	45464	11-1130-5840	EXTENSION-OTHER	Concurrent-College Algebra	2,460.00
LOUISBURG USD #	10/16/2024	45464	11-1130-5840	EXTENSION-OTHER	Concurrent-Public Speaking	2,460.00
						17,578.75
Lunsford: Quint	10/16/2024	45382	11-5530-1472	RODEO	BAREBACK PAY OUT	60.00
						60.00
MABE: LINDSEY	10/16/2024	45425	37-3961-6030	IOWA PROJECT-11	IA PROJ-LINDSEY M-SEPTEMBER 24	767.01
						767.01
MALDONADO: MELI	10/09/2024	45304	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
MALDONADO: MELI	10/09/2024	45304	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
Marks: Dakota	10/16/2024	45437	11-5525-6010	BASEBALL	UMPIRE AT UCM	100.00
						100.00

Fort Scott Community College  
Purchase Orders Issued  
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
Marlo Beauty Su	10/16/2024	45420	12-1215-7020	FT. SCOTT COSME	practice bleach, gloves,	270.00
						270.00
MARROQUIN: EMIL	10/16/2024	45426	37-3961-6030	IOWA PROJECT-11	IA PROJ-EMILIA M-SEPTEMBER 24	728.24
						728.24
MAYCO ACE HARDW	09/25/2024	45129	11-7100-7000	FACILITIES AND	AA BATTERIES	5.99
MAYCO ACE HARDW	09/26/2024	45153	83-8384-7000	GREYHOUND LODGE	PLUMBING REPAIR KIT	17.99
MAYCO ACE HARDW	10/01/2024	45194	11-7100-6480	FACILITIES AND	ARM MOUNT ARNOLD ARENA	7.59
MAYCO ACE HARDW	10/16/2024	45454	11-7100-6480	FACILITIES AND	PLUMBING REPAIR PARTS-BURKE ST	74.96
						106.53
MCKENZIE RIVER	10/07/2024	45256	26-3814-6650	CAMP 2024-25	EVALUATOR - 1ST QTR OF YR 4	3,750.00
MCKENZIE RIVER	10/07/2024	45261	25-2544-6650	HEP 2024-25	HEP Yr4 1st Qr Invoice	4,000.00
						7,750.00
MEDICAL EQUIPME	10/11/2024	45358	11-5503-6641	ATHLETIC TRAINI	SCHEDULED PM INSPECTIONS	360.00
						360.00
MELLENDEZ-TREJO:	10/11/2024	45341	25-2544-6645	HEP 2024-25	HEP Yr4 Sept'24 Time Log	126.00
						126.00
MERCHANTS FLEET	10/11/2024	45334	11-6500-6410	LOGISTICS	VAN 851278 LEASE-OCTOBER	890.40
MERCHANTS FLEET	10/11/2024	45334	11-6500-6410	LOGISTICS	VAN 851224 LEASE-OCTOBER	890.40
MERCHANTS FLEET	10/11/2024	45334	11-6500-6410	LOGISTICS	VAN 851279 LEASE-OCTOBER	890.40
						2,671.20
MFA Oil Co	09/25/2024	45139	35-0000-7251	UNCLASSIFIED	Grease tubes	230.10
MFA Oil Co	09/25/2024	45139	35-0000-7251	UNCLASSIFIED	Diesel Fuel	1,680.00
MFA Oil Co	09/25/2024	45139	35-0000-7251	UNCLASSIFIED	Diesel Tank	250.00
						2,160.10
Mid-State Renta	10/11/2024	45367	12-1230-7020	S.T.A.R.S.	Concrete saw 20"	60.00
Mid-State Renta	10/11/2024	45367	12-1230-7020	S.T.A.R.S.	damage waiver	9.00
Mid-State Renta	10/11/2024	45368	12-1230-7020	S.T.A.R.S.	BOSCH ELECTRIC JACKHAMMER	80.00
Mid-State Renta	10/11/2024	45368	12-1230-7020	S.T.A.R.S.	Damage Waiver	12.00
						161.00
Miller Auto Sup	10/16/2024	45469	35-0000-7251	UNCLASSIFIED	Tube grease	149.70

Fort Scott Community College  
Purchase Orders Issued  
between 09/19/2024 to 10/16/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
Miller Auto Sup	10/16/2024	45469	35-0000-7251	UNCLASSIFIED	5 gal hydraulic fluid	69.99
Miller Auto Sup	10/16/2024	45469	35-0000-7251	UNCLASSIFIED	6 gal	69.14
						288.83
MILLER: KARTER	10/16/2024	45384	11-5530-1472	RODEO	TIE DOWN ROPING PAY OUT	60.00
MILLER: KARTER	10/16/2024	45392	11-5530-1472	RODEO	TEAM ROPING PAY OUT	56.00
						116.00
MILLER: KOBAY	10/16/2024	45390	11-5530-1472	RODEO	TEAM ROPING PAY OUT	56.00
						56.00
MITCHELL: TAYLO	10/01/2024	45180	11-5500-6800	GENERAL ATHLETI	09/21/2024	180.00
						180.00
MO-KAN-NE	10/07/2024	45246	27-2720-6010	TRIO 2024-25	Student Leadership Conference	6,475.08
						6,475.08
Moo: BuChri	10/09/2024	45295	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Moo: BuChri	10/09/2024	45295	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
Moo: Hsa Paw Le	10/09/2024	45294	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Moo: Hsa Paw Le	10/09/2024	45294	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
MPH DEVELOPMENT	10/16/2024	45445	11-1129-6340	PAOLA	ELECTRICITY METER 2	112.92
MPH DEVELOPMENT	10/16/2024	45445	11-1129-6340	PAOLA	ELECTRIC MAIN METER-OCTOBER	1,698.49
MPH DEVELOPMENT	10/16/2024	45445	11-1129-6320	PAOLA	WATER OCTOBER	221.27
MPH DEVELOPMENT	10/16/2024	45445	11-1129-6320	PAOLA	WASTE MANAGEMENT OCTOBER	433.09
MPH DEVELOPMENT	10/16/2024	45445	11-1129-6330	PAOLA	KANSAS GAS STE100-OCTOBER	91.15
MPH DEVELOPMENT	10/16/2024	45445	11-1129-6330	PAOLA	KANSAS GAS STE200-OCTOBER	51.93
MPH DEVELOPMENT	10/16/2024	45445	11-1129-6410	PAOLA	OCTOBER RENT	8,888.00
MPH DEVELOPMENT	10/16/2024	45445	11-1129-6410	PAOLA	RE TAXES OCTOBER	2,282.00
MPH DEVELOPMENT	10/16/2024	45445	11-1129-6410	PAOLA	MIDWEST FIRE ALARM INSPECTION	260.00
MPH DEVELOPMENT	10/16/2024	45445	11-1129-7030	PAOLA	GENERAL MAINTENANCE-OCTOBER	125.00
						14,163.85
NEOSHO COUNTY C	09/25/2024	45115	13-1300-6640	ADULT EDUCATION	FY24-25 ADULT ED SERVICES	17,000.00
						17,000.00

Fort Scott Community College  
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
NITRO PROMO	10/01/2024	45186	11-1181-7020	BAND	MUSIC DEPARTMENT SHIRTS	21.00
NITRO PROMO	10/01/2024	45186	11-1181-7020	BAND	MUSIC DEPARTMENT SHIRTS	105.00
NITRO PROMO	10/01/2024	45186	11-1181-7020	BAND	MUSIC DEPARTMENT SHIRTS	63.00
NITRO PROMO	10/01/2024	45186	11-1181-7020	BAND	MUSIC DEPARTMENT SHIRTS	73.50
NITRO PROMO	10/01/2024	45186	11-1181-7020	BAND	MUSIC DEPARTMENT SHIRTS	12.50
NITRO PROMO	10/01/2024	45186	11-1181-7020	BAND	MUSIC DEPARTMENT SHIRTS	14.50
						289.50
NITSCHKE: OLIVI	10/09/2024	45315	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
NITSCHKE: OLIVI	10/09/2024	45315	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
NJCAA	10/02/2024	45219	11-5500-6810	GENERAL ATHLETI	24-25 MEMBERSHIP DUES	5,400.00
						5,400.00
NJCAA COACHES A	10/07/2024	45238	11-5500-6810	GENERAL ATHLETI	BASEBALL COACHES DUES 24-25	140.00
NJCAA COACHES A	10/07/2024	45238	11-5500-6810	GENERAL ATHLETI	MENS BASKETBALL COACHES DUES	100.00
NJCAA COACHES A	10/07/2024	45238	11-5500-6810	GENERAL ATHLETI	WOMENS BASKETBALL COACHES DUES	100.00
NJCAA COACHES A	10/07/2024	45238	11-5500-6810	GENERAL ATHLETI	MENS CROSS COUNTRY COACHES DUE	145.00
NJCAA COACHES A	10/07/2024	45238	11-5500-6810	GENERAL ATHLETI	WOMENS CROSSCOUNTRY COACHES	145.00
NJCAA COACHES A	10/07/2024	45238	11-5500-6810	GENERAL ATHLETI	SOFTBALL COACHES DUES 24-25	125.00
NJCAA COACHES A	10/07/2024	45238	11-5500-6810	GENERAL ATHLETI	MENS TRACK COACHES DUES 24-25	146.00
NJCAA COACHES A	10/07/2024	45238	11-5500-6810	GENERAL ATHLETI	WOMENS TRACK COACHES DUES	146.00
NJCAA COACHES A	10/07/2024	45238	11-5500-6810	GENERAL ATHLETI	VOLLEYBALL COACHES DUES 24-25	115.00
						1,162.00
O'REILLY AUTO P	10/01/2024	45193	11-7100-6480	FACILITIES AND	BELT FOR BASKETBALL GOAL LIFT	15.21
						15.21
Omak Rodeo Co L	10/16/2024	45377	11-5530-1472	RODEO	ALUMNI RODEO PAY OUT	1,500.00
						1,500.00
OSAWATOMIE USD	10/16/2024	45459	11-1130-5840	EXTENSION-OTHER	Concurrent- General ChemistryI	2,050.00
						2,050.00
Otis Elevator C	10/07/2024	45231	11-7100-6480	FACILITIES AND	BAILEY HALL ELEVATOR REPAIR	2,232.88
						2,232.88
Page: Jentry	10/11/2024	45353	25-2544-6645	HEP 2024-25	HEP Yr4 Sept'24 Time Log	1,115.00
Page: Jentry	10/11/2024	45353	25-2544-6149	HEP 2024-25	HEP Yr4 Sept'24 Phone Stipend	50.00

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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
							1,165.00
PAOLA USD #368	10/16/2024	45458	11-1130-5840	EXTENSION-OTHER	Concurrent-	Field Study I	461.25
PAOLA USD #368	10/16/2024	45458	11-1130-5840	EXTENSION-OTHER	Concurrent-	English 101	1,691.25
PAOLA USD #368	10/16/2024	45458	11-1130-5840	EXTENSION-OTHER	Concurrent-	American Governmen	1,537.50
PAOLA USD #368	10/16/2024	45458	11-1130-5840	EXTENSION-OTHER	Concurrent-	Public Speaking	1,998.75
PAOLA USD #368	10/16/2024	45458	11-1130-5840	EXTENSION-OTHER	Concurrent-	Music Appreciation	461.25
							6,150.00
Paw: Lweh Kpor	10/09/2024	45293	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND		125.00
Paw: Lweh Kpor	10/09/2024	45293	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND		50.00
							175.00
PHILLIPS 66-COM	10/11/2024	45330	11-4200-6030	ACADEMIC ADMINI	fuel charge		58.15
PHILLIPS 66-COM	10/11/2024	45330	11-5300-6030	REGISTRAR	fuel charge		41.37
PHILLIPS 66-COM	10/11/2024	45330	11-5350-6020	ADMISSIONS	fuel charge		56.38
PHILLIPS 66-COM	10/11/2024	45330	11-5503-6030	ATHLETIC TRAINI	fuel charge		16.42
PHILLIPS 66-COM	10/11/2024	45330	11-5510-6010	BASKETBALL-MEN	fuel charge		75.88
PHILLIPS 66-COM	10/11/2024	45330	11-5510-6020	BASKETBALL-MEN	fuel charge		64.18
PHILLIPS 66-COM	10/11/2024	45330	11-5515-6020	BASKETBALL-WOME	fuel charge		73.81
PHILLIPS 66-COM	10/11/2024	45330	11-5520-6010	VOLLEYBALL	fuel charge		1,252.73
PHILLIPS 66-COM	10/11/2024	45330	11-5525-6010	BASEBALL	fuel charge		355.98
PHILLIPS 66-COM	10/11/2024	45330	11-5530-6010	RODEO	fuel charge		170.56
PHILLIPS 66-COM	10/11/2024	45330	11-5545-6010	SOFTBALL	fuel charge		63.38
PHILLIPS 66-COM	10/11/2024	45330	11-5545-6020	SOFTBALL	fuel charge		222.36
PHILLIPS 66-COM	10/11/2024	45330	11-5550-6010	TRACK/XC-WOMEN	half fuel charge		35.18
PHILLIPS 66-COM	10/11/2024	45330	11-5552-6010	TRACK/XC-MEN	half fuel charge		35.19
PHILLIPS 66-COM	10/11/2024	45330	11-6200-6030	BUSINESS OFFICE	fuel charge		25.34
PHILLIPS 66-COM	10/11/2024	45330	12-1205-6011	AG DEPARTMENT	fuel charge		1,271.50
PHILLIPS 66-COM	10/11/2024	45330	12-1205-6012	AG DEPARTMENT	fuel charge		310.06
PHILLIPS 66-COM	10/11/2024	45330	12-1222-6030	CTEC	fuel charge		91.39
PHILLIPS 66-COM	10/11/2024	45330	12-1235-6030	NURSING	fuel charge		9.86
PHILLIPS 66-COM	10/11/2024	45330	12-1240-6030	ALLIED HEALTH	fuel charge		290.29
PHILLIPS 66-COM	10/11/2024	45330	12-1744-7250	CDL	fuel charge		657.54
PHILLIPS 66-COM	10/11/2024	45330	12-3551-7250	HEAVY EQUIPMENT	fuel charge		369.86
PHILLIPS 66-COM	10/11/2024	45330	27-2719-6030	TITLE IV/SSS-YE	fuel charge		137.96
PHILLIPS 66-COM	10/11/2024	45330	11-7100-7250	FACILITIBS AND	rebat		38.80-
							5,646.57
Pino: Jericho	10/09/2024	45303	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND		125.00
Pino: Jericho	10/09/2024	45303	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND		50.00
							175.00



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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
PITNEY BOWES	09/26/2024	45158	11-5525-6150	BASEBALL	POSTAGE 8/16-9/15	338.11
PITNEY BOWES	09/26/2024	45158	11-5510-6150	BASKETBALL-MEN	POSTAGE 8/16-9/15	17.25
PITNEY BOWES	09/26/2024	45158	81-8100-6150	BOOKSTORE	POSTAGE 8/16-9/15	282.44
PITNEY BOWES	09/26/2024	45158	11-6200-6150	BUSINESS OFFICE	POSTAGE 8/16-9/15	71.07
PITNEY BOWES	09/26/2024	45158	26-3814-6150	CAMP 2024-25	POSTAGE 8/16-9/15	22.56
PITNEY BOWES	09/26/2024	45158	11-6800-6150	FOUNDATION	POSTAGE 8/16-9/15	7.59
PITNEY BOWES	09/26/2024	45158	11-6850-6150	GORDON PARKS CE	POSTAGE 8/16-9/15	72.83
PITNEY BOWES	09/26/2024	45158	25-2544-6150	HEP 2024-25	POSTAGE 8/16-9/15	2.76
PITNEY BOWES	09/26/2024	45158	37-3720-6150	MEP A YEAR 20	POSTAGE 8/16-9/15	8.62
PITNEY BOWES	09/26/2024	45158	11-7100-6150	FACILITIES AND	POSTAGE 8/16-9/15	1.38
PITNEY BOWES	09/26/2024	45158	11-5350-6150	ADMISSIONS	POSTAGE 8/16-9/15	348.78
PITNEY BOWES	09/26/2024	45158	11-5300-6150	REGISTRAR	POSTAGE 8/16-9/15	38.36
PITNEY BOWES	09/26/2024	45158	11-5530-6150	RODEO	POSTAGE 8/16-9/15	.69
						1,212.44
Pittsburg Movin	09/26/2024	45157	12-1235-7000	NURSING	Moving charge, donated hosp	1,500.00
Pittsburg Movin	10/07/2024	45262	12-1235-7000	NURSING	Moving charge for donated	200.00
						1,700.00
POCKET NURSE EN	10/08/2024	45267	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/CNA/FY 25	463.00
						463.00
POLLMEIER: MARK	10/16/2024	45376	11-5530-1472	RODEO	BULLS FOR ALUMNI RODEO	350.00
						350.00
PRAIRIE VIEW US	10/16/2024	45457	11-1130-5840	EXTENSION-OTHER	Concurrent- General ChemistryI	2,050.00
PRAIRIE VIEW US	10/16/2024	45457	11-1130-5840	EXTENSION-OTHER	Concurrent- English 101	1,230.00
PRAIRIE VIEW US	10/16/2024	45457	11-1130-5840	EXTENSION-OTHER	Concurrent- General Literature	1,230.00
PRAIRIE VIEW US	10/16/2024	45457	11-1130-5840	EXTENSION-OTHER	Concurrent- US History 101	1,230.00
PRAIRIE VIEW US	10/16/2024	45457	11-1130-5840	EXTENSION-OTHER	Concurrent- College Algebra	922.50
						6,662.50
PRODUCERS MFA	10/09/2024	45280	11-5530-7000	RODEO	FEED FOR STOCK	3,900.00
						3,900.00
RADIO LA RAZA L	10/16/2024	45449	25-2544-7010	HEP 2024-25	HEP Yr4 Radio Ad	150.00
						150.00
Ramirez: Taylor	10/09/2024	45314	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Ramirez: Taylor	10/09/2024	45314	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
Ramirez: Taylor	10/09/2024	45314	26-3814-7410	CAMP 2024-25	REIMBURSE HEALTH CARE EXPENSES	56.69

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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
						231.69
RAZAM: WENDY	10/16/2024	45423	37-3961-6030	IOWA PROJECT-11	IA PROJ-WENDY R-SEPTEMBER 24	805.81
						805.81
Rebolledo: Juan	09/25/2024	45141	25-2544-7480	HEP 2024-25	HEP Yr4 Placement	25.00
Rebolledo: Juan	09/25/2024	45142	25-2544-7480	HEP 2024-25	HEP Yr4 HSE	200.00
Rebolledo: Juan	09/25/2024	45142	25-2544-7475	HEP 2024-25	HEP Yr4 Transportation	50.00
						275.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	EMAILS ON PERSONNEL ISSUES	60.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	PHONE CALL WITH PRESIDENT OF	60.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	EMAILS-IDEA 8/19	80.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	EMAIL-IDEA 8/27	20.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	MEETING-IDEA 8/30	340.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	EMAIL-INSURANCE COVERAGE 9/3	40.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	PHONE CALL-IDEA 9/23	60.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	EMAIL-PERSONNEL MATTER 9/23	40.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	MEETING/EXECUTIVE SESSION 9/23	500.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	WORK ON PARKING ISSUE 9/24	80.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	EMAILS-IDEA 9/24	40.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	BOARD PROCEDURE QUESTION 9/25	60.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	REVIEW BOARD POLICY FOR	160.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	EMAIL J MCDANIEL-BOARD POLICY	40.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	PHONE-CHAIRMAN ON MEETING	100.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	WORK ON PARKING LOT ISSUES	160.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	SERVICES: PARKING LOT. REVIEW	100.00
REYNOLDS LAW FI	10/09/2024	45287	11-6100-6620	PRESIDENT'S OFF	WORK ON PARKING ISSUE 9/30	120.00
						2,060.00
ROBERTSON: SAMU	10/16/2024	45427	37-3961-6030	IOWA PROJECT-11	IA PROJ-SAM ROBERTSON-SEPT 24	347.52
						347.52
Rodriguez: Suri	10/11/2024	45345	25-2544-7485	HEP 2024-25	Reimb Childcare Yr4 Sept'24	140.00
						140.00
ROGERS BODY SHO	10/16/2024	45403	11-6500-6460	LOGISTICS	Additional for replacement of	125.00
						125.00
RUSSELLVILLE AD	10/07/2024	45257	25-2544-6645	HEP 2024-25	HEP Yr4 Oct'24 Site Payment	1,500.00
						1,500.00

Fort Scott Community College  
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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
SCCC/ATS	09/26/2024	45159	26-3814-7300	CAMP 2024-25	T&F/EMILY BOECK 800195520		410.00
SCCC/ATS	09/26/2024	45159	26-3814-7010	CAMP 2024-25	BOOKS/EMILY BOECK 800195520		30.00
SCCC/ATS	09/26/2024	45159	26-3814-7470	CAMP 2024-25	DORM/EMILY BOECK 800195520		250.00
SCCC/ATS	09/26/2024	45159	26-3814-7460	CAMP 2024-25	MEALS/EMILY BOECK 800195520		310.00
SCCC/ATS	09/26/2024	45159	26-3814-7300	CAMP 2024-25	T&F/TAYLOR BURNS 800191476		400.00
SCCC/ATS	09/26/2024	45159	26-3814-7010	CAMP 2024-25	BOOKS/TAYLOR BURNS 800191476		60.00
SCCC/ATS	09/26/2024	45159	26-3814-7470	CAMP 2024-25	DORM/TAYLOR BURNS 800191476		240.00
SCCC/ATS	09/26/2024	45159	26-3814-7460	CAMP 2024-25	MEALS/TAYLOR BURNS 800191476		300.00
SCCC/ATS	09/26/2024	45159	26-3814-7300	CAMP 2024-25	T&F/KANSAS LANGE 800195995		390.00
SCCC/ATS	09/26/2024	45159	26-3814-7010	CAMP 2024-25	BOOKS/KANSAS LANGE 800195995		30.00
SCCC/ATS	09/26/2024	45159	26-3814-7470	CAMP 2024-25	DORM/KANSAS LANGE 800195995		250.00
SCCC/ATS	09/26/2024	45159	26-3814-7460	CAMP 2024-25	MEALS/KANSAS LANGE 800195995		330.00
SCCC/ATS	09/26/2024	45159	26-3814-7300	CAMP 2024-25	T&F/M. MALDONADO 800184913		340.00
SCCC/ATS	09/26/2024	45159	26-3814-7010	CAMP 2024-25	BOOKS/M.MALDONADO 800184913		30.00
SCCC/ATS	09/26/2024	45159	26-3814-7470	CAMP 2024-25	DORM/M.MALDONADO 800184913		290.00
SCCC/ATS	09/26/2024	45159	26-3814-7460	CAMP 2024-25	MEALS/M.MALDONADO 800184913		340.00
SCCC/ATS	09/26/2024	45159	26-3814-7300	CAMP 2024-25	T&F/JERICHO PINO 800196343		287.98
SCCC/ATS	09/26/2024	45159	26-3814-7010	CAMP 2024-25	BOOKS/JERICHO PINO 800196343		8.47
SCCC/ATS	09/26/2024	45159	26-3814-7470	CAMP 2024-25	DORM/JERICHO PINO 800196343		169.40
SCCC/ATS	09/26/2024	45159	26-3814-7460	CAMP 2024-25	MEALS/JERICHO PINO 800196343		381.15
							4,847.00
SCHUTT: CAMBRE	10/16/2024	45372	11-5530-1472	RODEO	BARREL RACING PAY OUT		56.00
SCHUTT: CAMBRE	10/16/2024	45388	11-5530-1472	RODEO	GOAT TYING PAY OUT		40.00
							96.00
SCROGGINS: MICA	10/09/2024	45300	26-3814-6643	CAMP 2024-25	SEPTEMBER TUTOR/MENTOR ATU		1,368.00
							1,368.00
SESAC	09/25/2024	45124	11-6300-6820	MARKETING/DIGIT	MUSIC LICENSE 24-25		334.00
							334.00
SEWARD CO COMMU	10/07/2024	45258	25-2544-6645	HEP 2024-25	HEP Yr4 Oct '24 Site Payment		1,000.00
							1,000.00
SHAFER: CHARLEE	10/16/2024	45380	11-5530-1472	RODEO	BARREL RACING PAY OUT		84.00
							84.00
SHALIN HOOPS	10/01/2024	45201	11-5515-6010	BASKETBALL-WOME	10/20/2024		165.00
							165.00

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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
SHERWIN WILLIAM	09/25/2024	45128	11-7100-7000	FACILITIES AND	TRICORN BLACK PAINT	108.27
						108.27
SLY: TATE	10/16/2024	45378	11-5530-1472	RODEO	BULL RIDING PAY OUT	56.00
						56.00
Soe: Paw Eh Dah	10/09/2024	45292	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Soe: Paw Eh Dah	10/09/2024	45292	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
SONNET: ELLEN	10/16/2024	45422	37-3961-6640	IOWA PROJECT-11	IA PROJ-ELLEN S-INV 4-SEPT 24	2,500.00
						2,500.00
SOVA: TY	10/16/2024	45379	11-5530-1472	RODEO	BULL RIDING PAY OUT	83.00
						83.00
Spindle: Charli	10/09/2024	45313	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Spindle: Charli	10/09/2024	45313	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
STAPLES	09/25/2024	45121	11-6300-6150	MARKETING/DIGIT	Paper - Cover Stock	1,000.00
STAPLES	10/01/2024	45171	11-6600-6152	PRINT SHOP	Office supplies	2,000.00
STAPLES	10/16/2024	45442	11-6600-6152	PRINT SHOP	Paper for HEP	2,200.00
						5,200.00
STEUCK: BLAKE	10/16/2024	45386	11-5530-1472	RODEO	SADDLE BRONC PAY OUT	66.00
STEUCK: BLAKE	10/16/2024	45395	11-5530-1472	RODEO	TEAM ROPING PAY OUT	40.00
						106.00
STEUCK: BRAD	10/16/2024	45394	11-5530-1472	RODEO	TEAM ROPING PAY OUT	40.00
						40.00
Strickland Bros	09/25/2024	45113	11-6500-6460	LOGISTICS	oil changes	400.00
						400.00
SWEETWATER	10/01/2024	45185	11-1181-7020	BAND	REPLACEMENT AMP-AMPEG ROCKET	559.99
SWEETWATER	10/01/2024	45185	11-1181-7020	BAND	BEHRINGER MIC STAND 2 PACK	37.80
SWEETWATER	10/01/2024	45185	11-1181-7020	BAND	ON STAGE MIC STAND 2 PACK	66.00

Fort Scott Community College  
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
SWEETWATER	10/01/2024	45185	11-1181-7020	BAND	PRO CO EXM-20 XLR CABLE	155.00
SWEETWATER	10/01/2024	45185	11-1181-7020	BAND	PRO CO EXM 10XLR CABLE	129.00
SWEETWATER	10/01/2024	45185	11-1181-7020	BAND	SHURE BETA 52A MIC/STAND COMBO	229.00
						1,176.79
TAYLOR: RILEY	10/16/2024	45399	11-5530-1472	RODEO	BREAKAWAY PAY OUT	136.00
						136.00
TH Rogers Homec	10/01/2024	45198	12-2601-7020	CONSTRUCTION TR	2x6-8' Bundle	1,037.61
TH Rogers Homec	10/01/2024	45198	12-2601-7020	CONSTRUCTION TR	2x4-8' Bundle	1,183.06
						2,220.67
TOUCHTONE COMM	10/09/2024	45279	11-7100-6310	FACILITIES AND	10/01-10/31 LONG DISTANCE	52.32
						52.32
TRACTOR SUPPLY	10/08/2024	45266	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/WELDING/FSCC	119.99
						119.99
TRANSMED CO	10/11/2024	45361	11-5503-7000	ATHLETIC TRAINI	A.T. SUPPLIES	1,954.46
						1,954.46
UMB BANK NA	10/01/2024	45170	11-6500-6460	LOGISTICS	UMB charge for Toll fee's	62.06
UMB BANK NA	10/11/2024	45340	11-6500-6460	LOGISTICS	K tag monthly charges	500.00
UMB BANK NA	10/11/2024	45340	11-5510-6010	BASKETBALL-MEN	MBB team travel fuel	139.14
UMB BANK NA	10/11/2024	45349	11-5525-7000	BASEBALL	MVP PRO CHEST PROTECTOR X 3	734.97
UMB BANK NA	10/11/2024	45349	11-5525-7000	BASEBALL	MVP-PRO SERIES LEG GUARD X 3	794.97
UMB BANK NA	10/11/2024	45349	11-5525-7000	BASEBALL	SHIPPING	91.80
UMB BANK NA	10/16/2024	45405	11-6500-6460	LOGISTICS	Tool for shuttle repair	150.00
						2,472.94
UMB CARD SERVIC	10/02/2024	44679A	25-2544-7010	HEP 2024-25	HEP 4YR RUSSELLVILLE HOTSPOT	55.73
UMB CARD SERVIC	09/25/2024	45111	11-6100-6260	PRESIDENT'S OFF	KCCLI HOTELS OCTOBER 10	375.00
UMB CARD SERVIC	09/25/2024	45125	31-6855-4520	Pantry FSACF Gr	HYGEINE/LAUNDRY SUPPLIES	500.00
UMB CARD SERVIC	09/25/2024	45130	11-5350-7000	ADMISSIONS	STRIVE SCAN CPC CREDITS	500.00
UMB CARD SERVIC	09/25/2024	45133	11-5350-7000	ADMISSIONS	RECRUITING MATERIALS	150.00
UMB CARD SERVIC	09/25/2024	45140	12-1744-7000	CDL	Grease,Washer fluid, PB	101.71
UMB CARD SERVIC	09/25/2024	45143	25-2544-7010	HEP 2024-25	HEP Yr4 Ads	1,500.00
UMB CARD SERVIC	09/25/2024	45144	27-2719-7000	TITLE IV/SSS-YE	Mentor Training	334.57
UMB CARD SERVIC	09/25/2024	45148	11-6400-6650	MIS DEPARTMENT	Additional Expense PO 45058	308.00
UMB CARD SERVIC	09/25/2024	45149	11-5500-8500	GENERAL ATHLETI	REPLAY SOFTWARE REQUIRED BY	1,312.80
UMB CARD SERVIC	09/25/2024	45150	11-5515-6010	BASKETBALL-WOME	10/20/2024	165.00

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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
UMB CARD SERVIC	10/01/2024	45168	26-3814-7010	CAMP 2024-25	TSC STUDENT SUPPLIES	155.83
UMB CARD SERVIC	10/01/2024	45169	11-5510-1471	BASKETBALL-MEN	10/05-10/06 2024	64.00
UMB CARD SERVIC	10/01/2024	45169	11-5510-1471	BASKETBALL-MEN	10/05-10/06/2024	80.00
UMB CARD SERVIC	10/01/2024	45169	11-5510-1471	BASKETBALL-MEN	10/05-10/06/2024	115.00
UMB CARD SERVIC	10/01/2024	45173	12-1205-6012	AG DEPARTMENT	CONTEST FEES 9/21/24	250.00-
UMB CARD SERVIC	10/01/2024	45173	12-1205-6012	AG DEPARTMENT	CONTEST FEES 9/26/24	500.00
UMB CARD SERVIC	10/01/2024	45182	26-3814-6260	CAMP 2024-25	CAMP FSCC CULTURAL EVENT	3,067.00
UMB CARD SERVIC	10/01/2024	45184	11-5545-1471	SOFTBALL	09/27/2024 TEAM BUILDING	4,000.00
UMB CARD SERVIC	10/01/2024	45189	26-3814-6260	CAMP 2024-25	SCCC CULTURAL EVENT	1,474.18
UMB CARD SERVIC	10/01/2024	45191	11-6400-6650	MIS DEPARTMENT	Digicert Security Certificate	459.00
UMB CARD SERVIC	10/01/2024	45200	25-2544-7010	HEP 2024-25	HEP Yr4 GED Vouchers- KS	1,170.00
UMB CARD SERVIC	10/01/2024	45203	11-5545-7000	SOFTBALL	09/19/2024	897.97
UMB CARD SERVIC	10/01/2024	45204	11-5550-6010	TRACK/XC-WOMEN	10/25/2024	40.00
UMB CARD SERVIC	10/01/2024	45204	11-5550-6010	TRACK/XC-WOMEN	10/25/2024	50.00
UMB CARD SERVIC	10/01/2024	45205	11-5550-6010	TRACK/XC-WOMEN	10/04/2024	25.00
UMB CARD SERVIC	10/01/2024	45205	11-5550-6010	TRACK/XC-WOMEN	10/04/2024	40.00
UMB CARD SERVIC	10/01/2024	45206	11-5552-6010	TRACK/XC-MEN	10/25/2024	72.00
UMB CARD SERVIC	10/01/2024	45206	11-5552-6010	TRACK/XC-MEN	10/25/2024	90.00
UMB CARD SERVIC	10/01/2024	45207	11-5552-6010	TRACK/XC-MEN	10/04/2024	45.00
UMB CARD SERVIC	10/01/2024	45207	11-5552-6010	TRACK/XC-MEN	10/04/2024	72.00
UMB CARD SERVIC	10/02/2024	45209	12-1205-6011	AG DEPARTMENT	HOTELS FOR ARKANSAS YOUTH EXPO	1,050.00
UMB CARD SERVIC	10/02/2024	45212	11-6100-6270	PRESIDENT'S OFF	AIRPORT PARKING	4.00
UMB CARD SERVIC	10/02/2024	45213	41-3010-6823	CARL PERKINS GR	Perkins Resources/AWWA Member.	1,716.00
UMB CARD SERVIC	10/02/2024	45213	41-3010-6823	CARL PERKINS GR	Perkins Resources/AWWA Member.	.00
UMB CARD SERVIC	10/02/2024	45216	26-3814-6260	CAMP 2024-25	CULTURAL EVENT ATU	1,600.00
UMB CARD SERVIC	10/02/2024	45228	25-2544-7010	HEP 2024-25	HEP Yr4 GED Flash	40.00
UMB CARD SERVIC	10/02/2024	45229	27-2719-7000	TITLE IV/SSS-YE	Canva Subscription	119.00
UMB CARD SERVIC	10/07/2024	45240	11-5350-6020	ADMISSIONS	HIGH SCHOOL VISIT LUNCHES	100.00
UMB CARD SERVIC	10/07/2024	45247	27-2720-6010	TRIO 2024-25	WSU and Zoo	400.17
UMB CARD SERVIC	10/07/2024	45248	27-2720-6010	TRIO 2024-25	WSU and Zoo	127.59
UMB CARD SERVIC	10/07/2024	45249	27-2720-6010	TRIO 2024-25	WSU and Zoo	15.61
UMB CARD SERVIC	10/07/2024	45251	27-2720-6010	TRIO 2024-25	WSU and Zoo	104.00
UMB CARD SERVIC	10/07/2024	45252	27-2719-7000	TITLE IV/SSS-YE	Canva	119.99
UMB CARD SERVIC	10/07/2024	45253	27-2720-6260	TRIO 2024-25	Tutor Training	73.95
UMB CARD SERVIC	10/07/2024	45254	41-3010-6823	CARL PERKINS GR	PERKINS RESOURCES/AWWA VIDEO	299.00
UMB CARD SERVIC	10/07/2024	45265	12-1215-7020	FT. SCOTT COSME	color the world fees	28.00
UMB CARD SERVIC	10/08/2024	45271	11-7100-7000	FACILITIES AND	LAUNDRY SOAP CASES FOR	525.00
UMB CARD SERVIC	10/08/2024	45271	11-7100-7000	FACILITIES AND	LAUNDRY BLEACH CASES FOR	400.00
UMB CARD SERVIC	10/08/2024	45272	37-3961-6150	IOWA PROJECT-11	IA PROJ-STORAGEMART SEPT 2024	132.31
UMB CARD SERVIC	10/08/2024	45272	37-3961-6180	IOWA PROJECT-11	IA PROJ-PROPIO LANG SERV-SEPT	340.85
UMB CARD SERVIC	10/09/2024	45276	12-1202-7000	HARLEY DAVIDSON	5 GALLON JUGS OF WATER FOR	27.00
UMB CARD SERVIC	10/09/2024	45289	83-8384-6360	GREYHOUND LODGE	LODGE WIFI-OCTOBER	465.90
UMB CARD SERVIC	10/09/2024	45289	11-7100-6360	FACILITIES AND	MAIN CAMPUS WIFI-OCTOBER	778.54
UMB CARD SERVIC	10/09/2024	45289	11-7100-6360	FACILITIES AND	JOHN DEERE WIFI-OCTOBER	120.00
UMB CARD SERVIC	10/09/2024	45290	11-5350-7000	ADMISSIONS	YEARLY CANVA MEMBERSHIP	149.90
UMB CARD SERVIC	10/11/2024	45325	12-1205-6011	AG DEPARTMENT	TULSA EXPO ENTRIES	750.00
UMB CARD SERVIC	10/11/2024	45325	12-1205-6011	AG DEPARTMENT	TEXAS STATE FAIR ENTRIES	660.00
UMB CARD SERVIC	10/11/2024	45325	12-1205-6011	AG DEPARTMENT	AMERICAN ROYAL ASSOCIATION	255.00

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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
UMB CARD SERVIC	10/11/2024	45331	11-6300-6820	MARKETING/DIGIT	Imposition Software Vecteezy		108.00
UMB CARD SERVIC	10/11/2024	45333	11-5520-6010	VOLLEYBALL	8/31 TEAM DINNER-ORIGINAL PO		164.90
UMB CARD SERVIC	10/11/2024	45335	12-1235-7000	NURSING	Sleep Inn & Suites		623.28
UMB CARD SERVIC	10/11/2024	45336	27-2720-6010	TRIO 2024-25	Rock and Brews - SLC		182.43
UMB CARD SERVIC	10/11/2024	45337	27-2720-7000	TRIO 2024-25	TextMagic		100.00
UMB CARD SERVIC	10/11/2024	45338	27-2720-7000	TRIO 2024-25	TextMagic		100.00
UMB CARD SERVIC	10/11/2024	45339	11-6200-8500	BUSINESS OFFICE	REFUND OF SALES TAX ON SQUARE		231.99-
UMB CARD SERVIC	10/11/2024	45342	70-0000-1473	UNCLASSIFIED	LINDSAY HILL CREDIT CARD		2,038.89
UMB CARD SERVIC	10/11/2024	45351	12-1744-7020	CDL	Yellow Spray Paint for Course		78.84
UMB CARD SERVIC	10/11/2024	45352	25-2544-7010	HEP 2024-25	HEP Yr4 Facebook.com Ads		150.00
UMB CARD SERVIC	10/11/2024	45354	11-5545-7000	SOFTBALL	HEAVYWEIGHT SWEAT PANTS		300.00
UMB CARD SERVIC	10/11/2024	45354	11-5545-7000	SOFTBALL	FS PLATE HOODED SWEATSHIRT		720.00
UMB CARD SERVIC	10/11/2024	45355	11-5525-6020	BASEBALL	PREP BASEBALL REPORT		129.99
UMB CARD SERVIC	10/11/2024	45355	11-5525-6020	BASEBALL	D1BASEBALL		146.29
UMB CARD SERVIC	10/11/2024	45355	11-5525-6020	BASEBALL	COLLEGE BASEBALL INSIGHT		119.99
UMB CARD SERVIC	10/11/2024	45355	11-5525-6020	BASEBALL	BASEBALL COACHES LIST		119.99
UMB CARD SERVIC	10/11/2024	45357	11-5510-1471	BASKETBALL-MEN	NORMATEC BOOTS(USED)		1,050.50
UMB CARD SERVIC	10/11/2024	45359	11-5503-7000	ATHLETIC TRAINI	DRUG TESTING KITS		431.92
UMB CARD SERVIC	10/11/2024	45360	11-5552-7000	TRACK/XC-MEN	PUSH THROWING GLOVES		44.50
UMB CARD SERVIC	10/11/2024	45362	11-5515-7000	BASKETBALL-WOME	HOODIES & SWEAT PANTS X 30		2,250.00
UMB CARD SERVIC	10/11/2024	45363	11-5525-1471	BASEBALL	ROKU MONTHLY SUBSCRIPTION		131.88
UMB CARD SERVIC	10/11/2024	45364	11-5545-6020	SOFTBALL	MONTHLY SUBSCRIPTION FOR NFHS		11.99
UMB CARD SERVIC	10/11/2024	45365	11-5525-1471	BASEBALL	18 LUNCHES		144.00
UMB CARD SERVIC	10/11/2024	45365	11-5525-1471	BASEBALL	18 DINNERS		180.00
UMB CARD SERVIC	10/11/2024	45369	11-5515-6010	BASKETBALL-WOME	11/12/2024		85.00
UMB CARD SERVIC	10/11/2024	45369	11-5515-6010	BASKETBALL-WOME	11/12/2024		136.00
UMB CARD SERVIC	10/11/2024	45369	11-5515-6010	BASKETBALL-WOME	11/12/2024		340.00
UMB CARD SERVIC	10/11/2024	45369	11-5515-6010	BASKETBALL-WOME	11/12/2024		840.00
UMB CARD SERVIC	10/16/2024	45404	26-3814-6030	CAMP 2024-25	AIRFARE HEP/CAMP NAT'L CONF		711.92
UMB CARD SERVIC	10/16/2024	45404	26-3814-6030	CAMP 2024-25	HEP/CAMP '24 CONF REGISTRATION		500.00
UMB CARD SERVIC	10/16/2024	45408	12-1744-7000	CDL	NAPPTDS MEMBERSHIP 24-25		375.00
UMB CARD SERVIC	10/16/2024	45409	11-6300-6140	MARKETING/DIGIT	Canva Team Subscription for PR		.00
UMB CARD SERVIC	10/16/2024	45413	12-2601-6010	CONSTRUCTION TR	WORKPLACE SKILLS CLASS		350.00
UMB CARD SERVIC	10/16/2024	45417	12-1205-6011	AG DEPARTMENT	CIMARRON CONTEST 10/11-10/12		900.00
UMB CARD SERVIC	10/16/2024	45417	12-1205-6011	AG DEPARTMENT	ENTRIES FOR CONTEST		900.00
UMB CARD SERVIC	10/16/2024	45417	12-1205-6011	AG DEPARTMENT	AMERICAN ROYAL CONTEST 10/15		1,080.00
UMB CARD SERVIC	10/16/2024	45417	12-1205-6011	AG DEPARTMENT	AMERICAN ROYAL ENTRIES		300.00
UMB CARD SERVIC	10/16/2024	45419	12-1215-7400	FT. SCOTT COSME	11 tests		825.00
UMB CARD SERVIC	10/16/2024	45444	26-3814-6030	CAMP 2024-25	HEP/CAMP CONF HOTEL (6)		4,054.34
UMB CARD SERVIC	10/16/2024	45444	26-3814-6030	CAMP 2024-25	APT PKG,TAXI/UBER,T&F MEAL		1,300.00
UMB CARD SERVIC	10/16/2024	45446	11-5525-6020	BASEBALL	HOTEL ON 10/19		175.00
UMB CARD SERVIC	10/16/2024	45465	11-5525-6020	BASEBALL	RECRUITING 10/19-10/20		45.00
UMB CARD SERVIC	10/16/2024	45466	11-5545-6020	SOFTBALL	RECRUITING 10/17-10/19		170.00
UMB CARD SERVIC	10/16/2024	45467	11-5552-6020	TRACK/XC-MEN	MEALS 10/16-10/19 RECRUITING		240.00
UMB CARD SERVIC	10/16/2024	45467	11-5550-6020	TRACK/XC-WOMEN	RECRUITING TRIP 10/16-10/19		127.00
UMB CARD SERVIC	10/16/2024	45467	11-5550-6020	TRACK/XC-WOMEN	RECRUITING TRIP 10/16-10/19		188.00
UMB CARD SERVIC	10/16/2024	45468	11-5525-7000	BASEBALL	ABCA-AMERICAN BASEBALL COACHES		225.00
UMB CARD SERVIC	10/16/2024	45468	11-5525-7000	BASEBALL	ABCA CONVENTION LIVESTREAM		90.00

Fort Scott Community College  
Purchase Orders Issued  
between 09/19/2024 to 10/16/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
UMB CARD SERVIC	10/16/2024	45470	11-5510-6010	BASKETBALL-MEN	TRAVEL-SUNRISE CHRISTIAN AT		128.00
UMB CARD SERVIC	10/16/2024	45470	11-5510-6010	BASKETBALL-MEN	TRAVEL TO SUNRISE CHRISTIAN AT		160.00
UMB CARD SERVIC	10/16/2024	45471	11-5545-6010	SOFTBALL	10/13/2024		208.00
UMB CARD SERVIC	10/16/2024	45472	11-5545-6010	SOFTBALL	09/29/2024 LUNCH		208.00
UMB CARD SERVIC	10/16/2024	45472	11-5545-6010	SOFTBALL	09/29/2024 DINNER		260.00
							51,888.26
UNIONTOWN USD 2	10/16/2024	45456	11-1130-5840	EXTENSION-OTHER	Concurrent- Art Appreciation		153.75
UNIONTOWN USD 2	10/16/2024	45456	11-1130-5840	EXTENSION-OTHER	Concurrent- Basic Chemistry		768.75
UNIONTOWN USD 2	10/16/2024	45456	11-1130-5840	EXTENSION-OTHER	Concurrent- English 101		922.50
UNIONTOWN USD 2	10/16/2024	45456	11-1130-5840	EXTENSION-OTHER	Concurrent- College Algebra		922.50
							2,767.50
UNIVERSITY OF A	10/02/2024	45210	12-1205-6011	AG DEPARTMENT	ARKANSAS YOUTH EXPO ENTRY FEES		720.00
							720.00
Villmer: Justin	09/25/2024	45122	11-6100-9100	PRESIDENT'S OFF	BUDGET PREPARATIONS 24-25		140.62
							140.62
Wareham: Cable	10/16/2024	45383	11-5530-1472	RODEO	TIE DOWN ROPING PAY OUT		40.00
Wareham: Cable	10/16/2024	45385	11-5530-1472	RODEO	SADDLE BRONC PAY OUT		44.00
Wareham: Cable	10/16/2024	45391	11-5530-1472	RODEO	TEAM ROPING PAY OUT		84.00
							168.00
Wheeler: Christ	09/25/2024	45119	11-7100-7000	FACILITIES AND	REIMBURSEMENT FOR SOCKET TRAYS		54.98
							54.98
WICHITA STATE U	10/11/2024	45356	11-4200-6030	ACADEMIC ADMINI	KS Core Outcomes Gp Conf 2024		100.00
							100.00
WILEY: DION PET	10/16/2024	45375	11-5530-1472	RODEO	JUDGE FOR ALUMNI RODEO		100.00
							100.00
WISEMAN'S DISCO	09/25/2024	45120	11-6500-6460	LOGISTICS	Repair work and tires for		1,355.00
WISEMAN'S DISCO	10/11/2024	45343	11-6500-6460	LOGISTICS	Repair CTEC F250		1,700.00
							3,055.00
Wood: Jackson	10/09/2024	45312	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND		125.00
Wood: Jackson	10/09/2024	45312	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND		50.00



Fort Scott Community College  
Purchase Orders Issued  
between 09/19/2024 to 10/16/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
						175.00
WRAYS LLC: THE	10/16/2024	45370	96-1744-8500	CDL	2016 FREIGHTLINER CASCADIA	61,000.00
						61,000.00
Zaw: Or Miu	10/09/2024	45291	26-3814-7480	CAMP 2024-25	OCTOBER STUDENT STIPEND	125.00
Zaw: Or Miu	10/09/2024	45291	26-3814-7460	CAMP 2024-25	OCTOBER MEALS STIPEND	50.00
						175.00
						578,504.65

## **DISCUSSION ITEMS**

- A. FAMILY AND MEDICAL LEAVE POLICY:** Following is an updated policy addressing family and medical leave. The updates are consistent with verbiage in the Family and Medical Leave Act. This policy will be presented for approval at the next Board meeting.

### **CURRENT POLICY:**

Family and medical leave shall be granted for a period of not more than 12 weeks during a 12 month period. Leave is granted for:

- The birth of a baby to the employee and to care for the baby
- Placement of a son or daughter with the employee for adoption or foster care
- Need to care for a spouse, son, daughter, or parent of the employee because of a serious health condition
- A serious health condition of the employee that prevents the employee from performing the job functions.

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.

The employee is eligible for family and medical leave upon completion of 12 months of service and has been employed at least 1250 hours during the preceding year.

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.

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:

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

### **PROPOSED POLICY:**

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:

- Twelve workweeks of leave in a 12-month period for:
  - the birth of a child and to care for the newborn child within one year of birth;
  - 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;

- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- 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
- Twenty-six work weeks of leave during a single 12-month period 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 (military caregiver leave).

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.

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.

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.

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

**B. INTERNATIONAL STUDENT DEPOSIT:** Following is information pertaining to international student deposits as presented by FSCC's International Student Coordinators. This policy will be presented for approval at the next Board meeting.

*As International Student Coordinators at Fort Scott Community College (FSCC), we would like to propose that FSCC implement a policy requiring prospective international students to make a down payment of \$1,500 before the issuance of an I-20. This payment would be in addition to the non-refundable \$50 application fee and the \$125 housing application fee, if applicable.*

*Currently, FSCC requires proof of financial support for one academic year, amounting to approximately \$13,000, in line with Department of Homeland Security regulations. However, we have observed that many students, despite providing proof of funds, arrive in the U.S. without sufficient financial resources to cover their tuition and fees. This situation leaves students unable to meet their financial obligations each semester.*

*Additionally, we have seen a rise in fraudulent applications from individuals seeking to enter the U.S. under an F-1 visa without genuine intentions to study.*

*We believe that implementing a down payment requirement would help deter fraudulent applicants and reduce the outstanding debt owed to FSCC. This policy has been successfully adopted by several Kansas community colleges, with positive results.*

*Thank you for considering this proposal. We look forward to discussing this further and exploring ways to ensure the financial sustainability of our international student program.*

*Sincerely,*

*Preecia Howser (DSO) and Courtney Metcalf (PDSO)  
International Student Coordinators*

- C. EMPLOYEE HANDBOOK UPDATES, PART 1:** Following are updates to portions of the Employee Handbook. These sections will be presented for approval at November's Board meeting. Further sections of the handbook will be provided at future meetings.

**MISSION: NONE**

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 mutually supportive relationship between the college and its communities.

**HISTORY OF THE COLLEGE: CHANGE**

On October 18, 1918, the Board of Education of Fort Scott, Kansas, met in a special session to consider the question of providing an extension of the high school program in the city as prescribed by Chapter 238 of the Kansas Laws of 1917. The election on November 5, 1918, provided for the adoption or rejection of the high school extension program. Minutes of the May 12, 1919, Board meeting note the employment of five teachers for Fort Scott Junior College at salaries ranging from \$1200 to \$1800 per year.

Classes under D. H. Ramsey, Superintendent, and Rees Hughes, Principal, were held in the high school at Tenth and Main streets. The first junior college class had seventeen members, and the first graduating class had two members: Ethelyn Hamlin and Kathryn Leffler. Under the law, four colleges were established in the fall of 1919, but two of them failed. Only Fort Scott and Garden City continued. Because Garden City did not operate during the war years, Fort Scott is the oldest public junior college in Kansas. By 1939, 347 students were enrolled in the college with a graduating class of 96. Enrollment dropped during the war years but soared again after the war.

The 1965 Kansas Legislature passed an act, H. B. 93, now listed as K.S.A. 72-6901, requiring the separation of Kansas Junior Colleges from the public school system. On July 1, 1965, the college became Fort Scott Community Junior College, with Bourbon County as its taxing district. That same year, Bourbon County voted to authorize \$790,000 general obligation bonds for the acquisition of 132 acres of land on the southwest edge of Fort Scott. Official separation took place on July 1, 1966, but the college continued to share high school facilities until the fall of 1967 when the new campus was occupied. Dedication of the new academic and vocational facility was held in October 1967. In 1968, the college underwent a self-evaluation for the State Department of Education. This was to be the first in a series of steps taken toward full accreditation by the North Central Association of Colleges and Schools. While the college continued its self-study, the Board of Trustees and administration employed the firm of Marshall and Brown, Architects and Engineers, to help create a master building and campus plan.

As enrollment continued to increase, it became apparent that a dormitory and student center was needed. A HUD interest-subsidy grant was obtained, and revenue bonds were sold to raise funds for this complex, which was completed in the fall of 1973. The east part of the complex was designed for the college administrative offices. In 1990, fifteen new rooms were added to the west end of the dormitory, allowing additional space for 30 students.

With more students enrolling in the vocational classes, a need soon developed for more vocational offerings to enable Fort Scott Community College to fulfill its expanded mission of providing opportunities for career improvement. During the next two years, 1979 and 1980, the agriculture program was expanded as the livestock judging and rodeo teams enjoyed a high degree of success. At the time the college was renting the high school physical education facilities, including the football stadium. With increased national attention focusing on women's athletic programs, the local high school needed its physical education facilities at all times. Also, the college recognized the need for more intramural sports and an expanded women's athletic program. At its April 21, 1980,

meeting, in response to these needs, the Board of Trustees voted to consider the erection of a \$230,000 multi-purpose building to be used for agricultural proposes and intramural sports. Later the decision was made to proceed with the construction of this building; funds came from the one mill capital outlay levy. The building was completed in 1981 and named Arnold Arena in honor of retiring college administrator Emory R. Arnold.

In 1986, the Board of Trustees authorized a grant for EPA funding to be used for construction of an Environmental Water Technology Building to be completed between Arnold Arena and the administrative building. This building was named the N. Jack Burris Hall.

The college was granted correspondence status by the North Central Association in July 1960. Various consultants were employed from 1969 until April of 1976 when Fort Scott Community College was granted full membership, subject to submitting a progress report in January of 1977 and a comprehensive evaluation in the fall of 1980. The 1980 evaluation preceded a focus visit in 1982 and a comprehensive evaluation visit in 1985-86, which resulted in accreditation through the 1992-93 school year. In 1993, the North Central accreditation was extended through 2003. With FSCC's admission into the Academic Quality Improvement Program (AQIP) in 2001, North Central Association (NCA) accreditation was reaffirmed through 2009. Following an AQIP Quality Checkup site visit in 2008, NCA accreditation was reaffirmed through 2016.

In 2001, a new maintenance building was completed at the northwest corner of the campus.

Boileau Hall is located to the northwest of Burris Hall. This dormitory houses more than 100 students in a suite- type environment. The building opened in 2002. It offers students a relaxed living atmosphere with a game room, spacious quarters, and a 103 space parking lot.

In 2004, FSCC purchased the Sisters of Mercy Convent upon its closing. The Convent is where the nursing program began. After some remodeling, FSCC has renovated the space for community rooms, the Nursing program, and for high school equivalency instruction. The three story building also includes room for program expansion.

Also in 2004, FSCC remodeled a wing of the old Miami County Hospital in Paola. In August of 2004, FSCC moved its Paola campus to 501 S. Hospital Drive. This expansion nearly doubled FSCC's campus in Paola and created more opportunities for programs in the northern tier.

The Danny and Willa Ellis Family Fine Arts Center opened in April 2009. The Center includes three major areas: 1) Theatre with 604 seats; 2) The Ken and Charlotte Lunt Lobby and The Gordon Parks Museum; 3) Kathy Ellis Academic Hall. The Kathy Ellis Academic Hall houses art, music, speech and theatre classrooms, three general classrooms, two art classrooms, three instrumental and vocal classrooms, four music practice rooms, a piano lab, and storage rooms. The Gordon Parks Museum, a tribute to Fort Scott-born Gordon Parks who was a photographer for Life magazine, a filmmaker, writer, composer and activist, houses 30 of Mr. Parks' iconic photographs, personal items, and more. The Lunt Lobby includes three separate 600-square foot meeting rooms that can be used as one large meeting room with partitions opened.

In 2010, FSCC successfully secured the Kansas National Guard Armory building for campus expansion. John Deere is housed in the armory and Welding is the building adjacent.

The original Academic Building was renamed Robert & Sylvia Bailey Hall in 2011.

In 2014, the School of Cosmetology moved into the building at the southwest corner of Bailey Hall. The College



also opened the new rodeo building for rodeo student-athletes. In 2019, the new Cleaver, Boileau, and Burriss Agricultural Hall expansion was made possible thanks to generous donations from Chester Boileau and Lonnie Cleaver estates. The expansion consists of an extra 2,533 square feet, making the building 6,680 square feet! The extension has new offices, classrooms, bathrooms, and a trophy area to display our prestigious winnings from the Livestock and Meat Judging teams.

In 2021, FSCC acquired the Garrison Apartments, which are located just down the street from the main campus. The building was renamed the FSCC Garrison Apartments and became the second off-campus housing option in addition to Greyhound Lodge.

- **HISTORY OF THE COLLEGE: ORIGINAL**

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*multi-purpose building to be used for agricultural proposes and intramural sports. Later the decision was made to proceed with the construction of this building; funds came from the one mill capital outlay levy. The building was completed in 1981 and named Arnold Arena in honor of retiring college administrator Emory R. Arnold.*

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rooms, a piano lab, and storage rooms. The Gordon Parks Museum, a tribute to Fort Scott-born Gordon Parks who was a photographer for Life magazine, a filmmaker, writer, composer and activist, houses 30 of Mr. Parks' iconic photographs, personal items, and more. The Lunt Lobby includes three separate 600-square foot meeting rooms that can be used as one large meeting room with partitions opened.

#### **ACCREDITATION: CHANGE**

Fort Scott Community College (FSCC) is officially accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, and the Kansas State Department of Education. On July 1, 1999, governance of the Kansas Community Colleges was transferred to the Kansas Board of Regents (SB345). Local control by the FSCC Board of Trustees remains unchanged. In addition, the FSCC Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Kansas State Board of Nursing (KSBN). Certain FSCC programs have also obtained other specific individual accreditations.

- **ACCREDITATION: ORIGINAL**

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*The college is a member of the American Association of Community Colleges, Association of Community College Trustees, Council of North Central Two Year Colleges, National Commission of Accreditation, American Council of Education, and Kansas Association of Community College Trustees.*

#### **NON-DISCRIMINATION STATEMENT: NONE**

In accordance with the provisions of 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. Fort Scott Community College does not discriminate on the basis of any characteristic protected by law (such as sex, disability, age, race, color, or national origin) in all aspects of employment, admission, and participation in its education programs or activities. Inquiries concerning Fort Scott Community College's compliance under these laws, should be directed to contact the College's Compliance Officer/Human Resources Director, Fort Scott Community College, Fort Scott, Kansas 66701 (620) 223-2700.

**ADA/EQUAL ACCESS: NONE**

Fort Scott Community College complies with the Americans with Disabilities Act and is committed to equal and reasonable access to facilities and programs for all employees, students, and visitors. Those with ADA concerns or who need special accommodations should contact the Human Resources Office.

**OPEN RECORDS POLICY: CHANGE**

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." Fort Scott Community College is classified as a public agency for the purposes of this Act. 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.

Requests for public records shall be submitted in writing to the college's information officer. Use of Fort Scott Community 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.

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. 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. 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. 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 Fort Scott Community College.

- Records requiring less than 30 minutes to obtain No fee
- Records expected to require more than 30 minutes to produce \$50/hr (1 hr minimum)
- Records requiring review or input by college attorney or redaction \$200/hr (1 hr minimum)

\*\*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.

Fort Scott Community 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.

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.

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.

- **OPEN RECORDS POLICY: ORIGINAL**

*Fort Scott Community College supports and adheres to the Kansas Open Records Act. The college has designated the Dean of Finance and Operations as the Freedom of Information Officer with the authority to establish and maintain a system of records in accordance with the act. The officer may be reached in the FSCC Business Office or at 620-223-2700.*

#### **LAWS, STATUTES, AND REGULATIONS: NONE**

The Kansas Legislature creates statutes that provide guidelines for public employment and administrative activity. In the case of Kansas's public community colleges, some of the governing rules and regulations come from the State Board of Education, the Kansas Board of Regents, the Kansas Public Employees Retirement System, and other state agencies. Regulations governing recruitment and hiring, salary and benefit administration, and many other activities come from the locally elected Board of Trustees and must be in compliance with state statutes and federal laws.

#### **NON-DISCRIMINATION POLICIES: CHANGE**

In accordance with the provisions of 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, Fort Scott Community College does not discriminate on the basis of any characteristic protected by law (such as sex, disability, age, race, color, or national origin) in all aspects of employment, admission, and participation in its education programs or activities, including: General Education, Agriculture, Health Care, Construction Technologies, Welding, Cosmetology, EMT, Harley Davison, John Deere, Masonry, and HVAC. FSCC is an open enrollment institution. Inquiries concerning Fort Scott Community College's compliance under these laws, should be directed to contact the College's Title IX Coordinator, Vanessa Poyner, 2108 S. Horton, Fort Scott, Kansas 66701 (620) 223-2700 or [vanessap@fortscott.edu](mailto:vanessap@fortscott.edu). For Section 504 inquiries, please contact Disabilities Coordinator, Ashley Keylon, 2108 S. Horton, Fort Scott, Kansas 66701 (620) 223-2700 or [ashleyk@fortscott.edu](mailto:ashleyk@fortscott.edu).

- **NON-DISCRIMINATION POLICIES: ORIGINAL**

*Fort Scott Community College ensures equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, citizenship or any other characteristic protected by law. The college prohibits any such discrimination or harassment.*

#### **AT-WILL EMPLOYMENT: NONE**

FSCC is an at-will employer with the exception of contracted employees.

**RECRUITMENT METHODS: NONE**

Fort Scott Community College hires and promotes qualified staff on the basis of merit without regard to race, color, creed, sex, age, marital status, sexual orientation, national origin, or disability. All appointments must satisfy the policies and regulations of the FSCC Board of Trustees and the mandates of the Kansas State Board of Education, the Kansas Board of Regents, and the federal government.

Vacancies are posted on the college website. Other recruitment methods are also utilized to obtain qualified, interested, and experienced applicants for position vacancies. These methods can include reactivating applications received from qualified candidates, equivalent vacancies within the previous year, accepting applications from qualified persons eligible for transfer or promotion from other college units, advertising in the media and through specialized channels, and issuing invitations to qualified individuals to apply for specific vacancies.

**BOARD HIRING POLICY: NONE**

Fort Scott Community College is an equal opportunity employer. The following process is used for selection hiring practices.

- Position is posted internally and advertised for potential candidates.
- The Human Resource Director compiles a selection committee which includes representation from different departments.
- The Human Resource Director prepares copies of all of the considered candidates for review of the selection committee.
- At the beginning of the candidate review meeting, the Human Resource Director will work with the committee to determine the prominent attributes or qualifications for this position.
- Each selection committee member will identify candidates that they would like to have interviewed for the position.
- The Human Resource Director will poll the committee on the candidates selected and those candidates who have the majority votes will be granted interviews.
- Interview questions will be developed in the Human Resource department with input from the specific area if needed.
- Upon conclusion of the interviews, the Human Resource Director will facilitate discussion amongst the committee for strengths and weaknesses of the candidates.
- After discussion, the Human Resource Director will poll the committee members for a 1<sup>st</sup> choice and 2<sup>nd</sup> choice preference. The committee members have the right to choose a second round of interviews as one of the choices. Following polling of the committee, the Human Resource Director will check references for the candidate earning majority vote.
- Providing the reference checks contain position feedback, the Human Resource Director will then consult with the President for approval of the offer and salary compensation.

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

Fort Scott Community College has the right to alter the selection process for pertinent administrative positions, succession planning, assistant coaching positions, or unique situations.

### **NEPOTISM: CHANGE**

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. 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.

“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.

- **NEPOTISM: ORIGINAL**

*Relatives of current Board members will not be employed for the position of President, Dean of Instruction, Dean of Students, or Dean of Finance and Operations at the college. 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.*

*“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.*

### **MILITARY SERVICE: NONE**

FSCC recognizes that the National Guard and Reserve are essential to the strength of our nation and the well-being of our communities; therefore, the following practices are observed:

- 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 and Reserve.
- Employees will be granted leaves of absence for military service in the Guard and Reserve, consistent with existing laws.

### **EMPLOYMENT: CHANGE**

According to the Fair Labor and Standards Act, there are two types of employees: exempt and non-exempt. An employee will qualify for exemption if he or she meets all the pertinent tests relating to duties, responsibilities, and salary. Exempt employees are exempt from both the minimum wage and overtime pay requirements. An exempt employee is not eligible for compensatory time. Non-exempt employees must keep an accurate timesheet recording actual hours worked. The supervisor must authorize any overtime.

The college staff is comprised of two major categories of employees: classified and professional (administrative, instructional, and support). Full-time instructional employees who have achieved tenure (three years of successful probationary employment) possess certain due process rights under the Kansas statutes governing public community colleges. Other professional (administrative and support) employees and classified employees may not be subject to the same regulations and guarantees as those governing tenured instructors.

Support Staff: A support staff employee is a non-exempt employee who is paid an annual salary based on the number of hours worked. Support staff employees report directly to their immediate supervisors.

Classified Personnel: A classified employee is an exempt employee who is paid an annual salary and does not complete time sheets. Classified employees report directly to their immediate supervisors.

Instructional: The instructional staff consists of full-time instructors, part-time instructors, daytime or evening adjunct staff, outreach instructors and coordinators.

Administration: Administrative personnel consist of the Vice President of Academic Affairs, Vice President of Finance and Operations, Dean of Students, Athletic Director, Associate Deans, Assistant to the President, Human Resource Director, and the Director of the Foundation.

- **EMPLOYMENT: ORIGINAL**

*According to the Fair Labor and Standards Act, there are two types of employees: exempt and non-exempt. An employee will qualify for exemption if he or she meets all the pertinent tests relating to duties, responsibilities, and salary. Exempt employees are exempt from both the minimum wage and overtime pay requirements. An exempt employee is not eligible for compensatory time. Non-exempt employees must keep an accurate timesheet recording actual hours worked. The supervisor must authorize any overtime.*

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*Support Staff: A support staff employee is a non-exempt employee who is paid an annual salary based on the number of hours worked. Support staff employees report directly to their immediate supervisors.*

*Classified Personnel: A classified employee is an exempt employee who is paid an annual salary and is exempt from time sheets. Classified employees report directly to their immediate supervisors.*

#### **TRAINING PERIODS: NONE**

New classified college employees must serve a training period of at least 90 calendar days. The training period is considered a working test of the employee's ability to render satisfactory service. During the training period, the immediate supervisor must provide reasonable training and instruction necessary for the employee to learn the job. Performance expectations derived from the job description are to be established at the beginning of the training period and used as the basis for the review of performance progress.

#### **STAFF & FACULTY MEETINGS: NONE**

During the course of a school year, it is necessary that staff and faculty meetings be held. College personnel are expected



to attend staff and faculty meetings that apply to their assignments.

#### **PERFORMANCE REVIEWS: CHANGE**

Periodic performance reviews are an integral part of continued professional growth and are used to foster increased communication between employees and supervisors. Performance reviews are to be completed at least annually for non-faculty employees. Classified employees are to be evaluated just prior to the end of their 90 calendar-day training period. Instructors receive evaluations according to the negotiated agreement. Employees will be asked to sign and date reviews at the time of the review.

#### **• PERFORMANCE REVIEWS: ORIGINAL**

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#### **EVALUATION OF FACULTY MEMBERS: CHANGE**

To accomplish the above objectives of the college, three evaluation development components are utilized. These components are self-evaluation, student evaluation, and administrative evaluation. Although administration may conduct more frequent evaluations than mandated by statutes, required evaluations are scheduled as follows:

For instructors employed during the first three years, student evaluations will be conducted each semester; self and administrative evaluations with subsequent conferences will be conducted each semester.

For those instructors employed during their fourth and fifth years, student evaluations will be conducted no later than December 1 of the fall semester. Self and administrative evaluations with subsequent conferences will be conducted no later than February 15 of the spring semester.

For instructors employed five or more years, student evaluations will be conducted no later than April 15 of the spring semester. Self and administrative evaluations with subsequent conferences will be conducted no later than May of the spring semester.

The policy governing evaluation of instructional personnel is on file in the office of the Vice President of Academic Affairs and published in the faculty handbook.

Evaluation documents shall be available to the President, division chairs under whose supervision the instructor works, administrators who evaluated, the instructor, and others authorized by law.

The Vice President of the Academic Affairs has the overall responsibility of administering the faculty evaluation and development system. As such, the Office of Instruction shall implement the procedures as follows:

Student Evaluation of Instructor – The student reaction questionnaire will be administered according to the time frame outlined above. Administration of the questionnaire shall be handled by the Vice President of Academic Affairs. The faculty member involved shall be out of the classroom when the questionnaire is administered. A proctor will provide instructions to students, monitor and collect completed questionnaires, and return them immediately to the Vice President of Academic Affairs.

Self-Evaluation – A self evaluation will be completed by faculty members according to the time frame outlined above. The design of the questionnaire requires that faculty members provide written evidence to substantiate the rating given for each item on the self-evaluation questionnaire. The completed questionnaires will be presented to the Vice President of Academic Affairs during the evaluation conference.

Administrative Evaluation – The administrative evaluation will be completed by the Vice President of Academic Affairs according to the time frames outlined above. The design of the evaluation requires that the Vice President of Academic Affairs or designee provide written evidence to substantiate the ratings given for each item on the administrative questionnaire.

Evidence to support these items regarding classroom instruction will be obtained by the President of Academic Affairs through direct classroom observation.

Evaluation Conferences – An evaluation conference will be scheduled with faculty members according to the time frame outlined above. The evaluation conference will include discussion of the completed three evaluation components: student, self, and administrative and conclude with signature of participants. If the faculty member does not agree with the signed summary of the evaluation conference, he or she has the right to respond in writing not later than two weeks from the conference date.

- **EVALUATION OF FACULTY MEMBERS: ORIGINAL**

*Instructional development and evaluation at the college are viewed as a continuing and cooperative process to assess and improve instructional quality. In this effort, instructional faculty, students, and administrators work together by reviewing general and specific instructional responsibilities, examining internal conditions, determining whether they meet the individual responsibilities satisfactorily, and by deciding on changes in these areas. The specific objectives of instructional development and evaluation at the college are to promote professional excellence and improve skills of the instructional faculty, to improve student learning and growth, and to provide a basis for the review of the performance of instructional personnel.*

*To accomplish the above objectives of the college, three evaluation development components are utilized. These components are self-evaluation, student evaluation, and administrative evaluation. Although administration may conduct more frequent evaluations than mandated by statutes, required evaluations are scheduled as follows:*

*For instructors employed during the first three years, student evaluations will be conducted each semester; self and administrative evaluations with subsequent conferences will be conducted each semester.*

*For those instructors employed during their fourth and fifth years, student evaluations will be conducted no later than December 1 of the fall semester. Self and administrative evaluations with subsequent conferences will be conducted no later than February 15 of the spring semester.*

*For instructors employed five or more years, student evaluations will be conducted no later than April 15 of the spring semester. Self and administrative evaluations with subsequent conferences will be conducted no later than May of the spring semester.*

*The policy governing evaluation of instructional personnel is on file in the office of the Dean of Instruction and published in the faculty handbook.*

*Evaluation documents shall be available to the President, college deans under whose supervision the instructor works, administrators who evaluated, the instructor, and others authorized by law.*

*The Dean of Instruction has the overall responsibility of administering the faculty evaluation and development system. As such, the Office of Instruction shall implement the procedures as follows:*

*Student Evaluation of Instructor – The student reaction questionnaire will be administered according to the time frame outlined above. Administration of the questionnaire shall be handled by the Dean of Instruction. The faculty member involved shall be out of the classroom when the questionnaire is administered. A proctor will provide instructions to students, monitor and collect completed questionnaires, and return them immediately to the Dean of Instruction.*

*Self-Evaluation – A self evaluation will be completed by faculty members according to the time frame outlined above. The design of the questionnaire requires that faculty members provide written evidence to substantiate the rating given for each item on the self-evaluation questionnaire. A copy of the scored student evaluation questionnaire will be provided for use in the completion of the self-evaluation questionnaire. The completed questionnaires will be presented to the Dean of Instruction during the evaluation conference.*

*Administrative Evaluation – The administrative evaluation will be completed by the Dean of Instruction according to the time frames outlined above. The design of the evaluation requires that the Dean of Instruction or designee provide written evidence to substantiate the ratings given for each item on the administrative questionnaire. Evidence to support these items regarding classroom instruction will be obtained by the Dean of Instruction through direct classroom observation and may be through videotape recordings.*

*Evaluation Conferences – An evaluation conference will be scheduled with faculty members according to the time frame outlined above. The evaluation conference will include discussion of the completed three evaluation components: student, self, and administrative. A conference summary will be maintained and signed by the participants. If the faculty member does not agree with the signed summary of the evaluation conference, he or she has the right to respond in writing not later than two weeks from the conference date.*

#### **NONRENEWAL OF TEACHING CONTRACTS FOR NON-TENURED TEACHERS: NONE**

Reasons for nonrenewal shall not be stated either in writing or verbally in any notice of nonrenewal given to a non-tenured teacher. No hearing shall be offered to a non-tenured teacher except as provided by law. All administrative recommendations for dismissal and non-renewal given to the Board will be accompanied by a detailed documentation justifying any such recommendation.

## **COMPENSATION: NONE**

Classified salaries are determined on a salary range, which accounts for the levels of difficulty, experience, and education required in the position. Individual classified salaries are also determined by considering the four factors below:

Market price – the salaries other employers pay for similar jobs.

Internal equity –the relationship between a given job and other jobs within the college pay range.

Recruitment – the availability of qualified applicants.

Benefits – the value of the college's benefit package compared to the benefit packages offered by other employers.

Administrative and support salaries are determined on the basis of qualifications and experience, market price, internal equity, levels of responsibility, recruitment, and benefits. Full-time instructional salaries are determined by the rules governing placement on the salary schedule that is part of the existing negotiated agreement. Adjunct instructors have a pay scale based on the number of student credit hours generated in each class as well as with educational and experience data on file in the instruction office.

## **PAYROLL CHECKS: CHANGE**

The budget year for classified and professional salaries begins on July 1 and ends the following June 30. The beginning of the year for faculty contracts is ordinarily in August or the first month of service. Payment for services is made on the 15<sup>th</sup> of every month. If the 15<sup>th</sup> falls on a weekend or holiday, payment will be made on the previous business day. Salary is paid by direct deposit to any legitimate financial institution of the employee's choosing, or may be paid by check. A monthly salary statement is given to each employee having direct deposit.

The statement will itemize deductions and other amounts that have been withheld from the paycheck. Items which are automatically deducted from monthly salary include applicable taxes, Social Security, group health insurance, and Kansas Public Employees Retirement, and 403-B. Complete descriptions of health benefits, deductibles, limitations, exclusions and other provisions are available from the Human Resource Office. Any employee who wishes to change withholding information, change a voluntary deduction, or who has a question concerning the payroll check should contact the Human Resource Office. All requests for salary deductions must be submitted to the Director of Human Resources during the enrollment periods established by the Board. Only those salary deductions authorized by law, negotiated agreement, or Board policy will be permitted. FSCC does not grant cash advances.

- **PAYROLL CHECKS: ORIGINAL**

*The budget year for classified and professional salaries begins on July 1 and ends the following June 30. The beginning of the year for faculty contracts is ordinarily in August or the first month of service. Payment for services is made on the 20<sup>th</sup> of every month. If the 20<sup>th</sup> falls on a weekend or holiday, payment will be made on the previous business day. Salary is paid by direct deposit to any legitimate financial institution of the employee's choosing, or may be paid by check. A monthly salary statement is given to each employee having direct deposit.*

*The statement will itemize deductions and other amounts that have been withheld from the paycheck. Items*

*which are automatically deducted from monthly salary include applicable taxes, Social Security, group health insurance, and Kansas Public Employees Retirement, and 403-B. Complete descriptions of health benefits, deductibles, limitations, exclusions and other provisions are available from the Human Resource Office. Any employee who wishes to change withholding information, change a voluntary deduction, or who has a question concerning the payroll check should contact the Human Resource Office. All requests for salary deductions must be submitted to the Director of Human Resources during the enrollment periods established by the Board. Only those salary deductions authorized by law, negotiated agreement, or Board policy will be permitted. FSCC does not grant cash advances.*

**SALARY STATEMENTS: NONE**

Salary statements will show itemized deductions and the amounts withheld from the paycheck. Items that are automatically deducted from monthly salary include applicable taxes, social security, group health insurance, and Kansas Public Employees Retirement Service for those eligible to participate in that benefit. Any employee who wishes to change withholding information, change a voluntary deduction, or has a question concerning his or her payroll check should contact the Human Resource Office.

**SALARY INCREASES: CHANGE**

Non-faculty employees are eligible for consideration for a pay raise after completing six (6) months of continuous employment with the college. Employees who transfer to a different position within the college will not be eligible for a pay raise until they have completed six (6) months in their new position, unless otherwise approved by the Board of Trustees. Employees will not be eligible for a raise before the six-month mark of their first day of employment unless specifically authorized by the Board of Trustees. Pay increases are not guaranteed and are based on several factors, including job performance, company budget, and market conditions. The Board of Trustees reserves the right to review and adjust wages at its discretion.

Salary increases for faculty are determined in accordance with the terms and conditions set forth in the negotiated agreement between the teachers' union and administration. Any salary increases are subject to the provisions of the negotiated agreement and will be implemented in accordance with the agreed salary schedule.

- **SALARY INCREASES: ORIGINAL**

*Employees hired on or after May 1 are not eligible for cost-of-living raises during that year.*

**INSURANCE: NONE**

Employees are offered annual enrollment for medical, dental, and vision providers. The insurance plans follow the calendar year. Complete descriptions of health benefits, deductibles, limitations, exclusions and other provisions are available from the Human Resource Office or on the employee pages of FSCC's website.

**KS PUBLIC EMPLOYEES RETIREMENT SYSTEM: NONE**

FSCC contracted employees who work 630 hours or more are mandatory members of the Kansas Public Employees Retirement System (KPERs). An employee becomes a fully participating member immediately upon contracted employment. FSCC abides by the state guidelines for qualifying members. The State of Kansas contributes a percentage set by law each year. All members of KPERs also participate in the federal social security program. Life insurance and service-connected death benefits are provided to all eligible employees through KPERs. KPERs also administers long term total disability benefits for FSCC employees. Disability means total and permanent disability after 180 consecutive workdays missed (6 months) regardless of cause. The disability may be either physical or mental (two-year limitation on mental). Benefits are subject to coordination with Social Security, Worker Compensation and other employer-provided disability benefits. More information about KPERs can be found on the employee pages of FSCC's website.

**SECTION 125 CAFETERIA PLAN: NONE**

FSCC offers employees a way to pay for certain expenses with pre-tax dollars. These expenses include the employee's portion of the monthly health insurance premium, dependent care expense reimbursement, and unreimbursed health and dental care expenses. Certain restrictions apply to the salary reduction plan and careful planning is required to ensure the maximum pre-tax benefit. Even if employees are covered under the college's group health insurance, there are usually some out-of-pocket expenses. Those medical expenses, as well as expenses for some types of medical services not covered by insurance, are eligible for reimbursement with pre-tax dollars through the Section 125 medical reimbursement plan.

**VACATION: NONE**

New employees accrue 80 hours of vacation time each year, earning 1/12<sup>th</sup> of the accrual each month. **No vacation leave is earned during a month when the employee is on "leave without pay" any time during that same month.** Administrative staff, directors, and employees of five years or more accrue 120 hours of vacation yearly, earning 1/12<sup>th</sup> of the accrual each month. An employee can carry over the amount accrued within a year to the following year; however, amounts exceeding the annual accrual total will be forfeited after August 1. A leave request should be completed on FSCC's employee pages prior to taking vacation leave. Faculty, coaching staff, and part-time employees are excluded from vacation accruals.

**PERSONAL TIME: CHANGE**

Staff are granted 24 hours of personal time annually beginning July 1. Faculty are granted 48 hours of personal time annually beginning July 1. Mid-year employees hired on or after January 1 are given a pro-rated total of 12 hours. Personal time not used by August 1 will be forfeited. A leave request form must be completed online prior to taking personal time. If the leave is unforeseen, a leave request form should be completed immediately after returning to work.

- **PERSONAL TIME: ORIGINAL**

*Employees are granted 24 hours of personal time annually beginning August 1. Mid-year employees hired on or after January 1 are given a pro-rated total of 12 hours. Personal time not used by August 1 will be forfeited. A leave request form must be completed online prior to taking personal time. If the leave is unforeseen, a leave request form should be completed immediately after returning to work.*

#### **ACTIVITY PASSES: NONE**

Activity passes for full-time and immediate family members are available for college-sponsored events. Employees are urged to show interest in and attend as many college functions as possible. Employee attendance promotes enthusiasm for the overall college program.

#### **TUITION: CHANGE**

Employees and their immediate family members are eligible for scholarships which cover the cost of in-district tuition and fees. The scholarship recipient pays specific course fees and cost of books/supplies. Employee should complete the necessary scholarship form for themselves and/or their immediate family members. The form can be found on the employee pages. Employees should schedule classes that do not interfere with their regular working hours. The employee's supervisor and the appropriate vice president must approve any exception. 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. An individual may not receive two or more institutional/endowed scholarships with assistance greater than the value of tuition.

Adjunct instructors and their immediate family members (i.e. spouse and dependent children) are eligible for tuition scholarships for FSCC courses. The terms of the tuition scholarship are as follows:

1. The adjunct instructor must be teaching a class during the semester in which the course is taken.
2. The scholarship pays in-state tuition for a single course of up to 5 credit hours. For residents of other states, only the in-state tuition scholarship amount will be received; the adjunct instructor is responsible for the remainder of the tuition.
3. The scholarship recipient pays fees and cost of books/supplies.
4. To apply for the scholarship, adjunct instructors should complete the necessary scholarship form, available at the office of the Director of Admissions, for themselves or their family members.
5. The instructor's division chair/director and the appropriate dean must approve the scholarship application.
6. A scholarship recipient under the provisions of this policy may receive other institutional and/or endowment scholarships or financial aid. However, the individual may not receive total FSCC scholarship monies exceeding their tuition costs.

- **TUITION: ORIGINAL**

*FSCC's philosophy encourages lifelong learning, and employees are encouraged to attend classes. Full-time employees and their immediate family members (i.e. spouse and dependent children) are eligible for tuition*

*scholarships for FSCC courses. The scholarship recipient pays fees and cost of books/supplies. Employees should complete the necessary scholarship form for themselves and/or their immediate family member(s). Copies of this form are available from the Admissions Office in the Student Services Office. Employees should schedule classes that do not interfere with their regular working hours. The employee's supervisor and the appropriate dean must approve any exception. A scholarship recipient under the provisions of this policy may receive other institutional and/or endowment scholarships. However, the individual may not receive total scholarship monies exceeding their tuition cost.*

*Adjunct instructors and their immediate family members (i.e. spouse and dependent children) are eligible for tuition scholarships for FSCC courses. The terms of the tuition scholarship are as follows:*

- 1. The adjunct instructor must be teaching a class during the semester in which the course is taken.*
- 2. The scholarship pays in-state tuition for a single course of up to 5 credit hours. For residents of other states, only the in-state tuition scholarship amount will be received; the adjunct instructor is responsible for the remainder of the tuition.*
- 3. The scholarship recipient pays fees and cost of books/supplies.*
- 4. To apply for the scholarship, adjunct instructors should complete the necessary scholarship form, available at the office of the Director of Admissions, for themselves or their family members.*
- 5. The instructor's division chair/director and the appropriate dean must approve the scholarship application.*
- 6. A scholarship recipient under the provisions of this policy may receive other institutional and/or endowment scholarships or financial aid. However, the individual may not receive total FSCC scholarship monies exceeding their tuition costs.*

#### **SICK LEAVE: NONE**

Full time contracted employees accrue 80 hours of paid sick leave annually for illness of themselves or serious illness or death in the immediate family. Sick leave time may be carried over to a maximum total of 960 hours. Any amount in excess of 960 hours will be lost on August 1. For purposes of this policy, family member shall be interpreted to mean the spouse, child, father, father-in-law, mother, mother-in-law, grandparents, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or grandchildren. An employee must report for duty at least one day at the beginning of his new period of employment. A sick leave request form must be completed on FSCC's employee pages immediately after returning to work.

#### **CLASSIFIED STAFF SICK LEAVE POOL: NONE**

The intent of the Sick Leave Pool is to assist full-time classified employees who suffer prolonged illness or disability. The pool is intended to be used by participating full-time classified staff if they have exhausted their own sick leave, vacation, and personal days due to a catastrophic illness or injury to themselves. A classified staff employee may request special consideration for absences due to injury or illness of an immediate family member.

Definition of Catastrophic Injury or Illness – A catastrophic injury or illness is defined as a severe health condition (illness, injury, impairment, or physical or mental condition) that involves in-patient care in a hospital, hospice, residential medical care facility, or continuing treatment by a health care provider so severe in nature to have caused



the administrative/institutional support or operational staff employee to exhaust all of their leave (sick leave, personal leave, and vacation leave) provided under the applicable leave policy.

At the time the Sick Leave Pool is established and approved by the Board of Trustees, any classified staff employee wishing to participate in the Sick Leave Pool will be allowed to contribute two days to the pool. After the establishment of the pool, the following rules will apply:

The Sick Leave Pool is created by allowing full-time classified staff at Fort Scott Community College to contribute sick days from their accumulated sick leave. Classified staff will receive a Sick Leave Pool contribution form either before or with their April paycheck each year. Those wishing to contribute to the Sick Leave Pool should complete the form and return it to the Human Resource Department no later than May 5.

The Sick Leave Pool is managed/administered by a committee made up of classified staff employees of the Employee Relations SOAR committee. All recommendations for usage will be submitted by the committee to the College President for final approval.

Meetings to consider usage applications for the classified sick leave pool will be scheduled as needed. In order to utilize the Sick Leave Pool, the classified staff members must have contributed a minimum of two days during enrollment opportunities. The sick leave pool committee will not entertain requests from staff members who did not contribute during the previous school year unless unanimously determined as an exception by the committee.

The minimum contribution by each staff member is two days, and the maximum number of days that may be contributed in a year is four days.

The Sick Leave Pool has a maximum level of 250 contributed sick days. The maximum level can only be increased by approval of the FSCC Board of Trustees. If the pool falls below ten days, an open enrollment can be determined by the College President.

Open enrollment is a condition whereby any full-time classified staff member may contribute a minimum of one day and a maximum of two days in order to increase the number of available days in the Sick Leave Pool. Open enrollment can only be called by the College President and will be limited to ten working days.

Under normal conditions, the sick leave pool committee may only award a maximum of ten sick days to any participating member within one school year. The committee may increase the maximum number of sick days available from the Sick Leave Pool, but only with an exception granted by the Employee Relations Sick Leave Pool Committee and approved by the College President.

Days contributed by pool members become a permanent part of the Sick Leave Pool and can never be directly refunded to the participant. Participating staff members may qualify for the use of the Sick Leave Pool days if they exhaust all their accumulated sick leave, vacation, and personal days. The Sick Leave Pool may not be used to cover a participant who is receiving pay or is eligible to receive pay from worker compensation, KPERS disability, or other disability insurance or assistance while unable to work. This Sick Leave Pool policy may be reviewed by the Board of Trustees, the Employee Relations Sick Leave Pool Committee, and the College President as they deem necessary. Applications for Sick Leave Pool considerations are available in the Human Resource department.

#### **SABBATICALS: NONE**

Sabbatical leaves without pay may be granted at the discretion of the Board. Sabbatical leave may be granted up to a year to any college faculty or administrative employee after five years of employment at the college. The individual granted the leave shall be assured the same or a similar assignment upon returning to the college. If advanced study results in a new professional classification, then the salary policy assigned to this classification shall apply, and the faculty members will advance on the schedule. In all cases, if the faculty member is gone during one academic year, he will be placed on the salary schedule as if his service had not been interrupted. Any employee desiring a sabbatical leave shall file written application with his dean at least ninety days prior to the first day of the requested leave, explaining in detail the length and purpose of the desired leave. The President shall present said request to the Board for approval.

#### **EXCHANGE TEACHING: REMOVE**

- **EXCHANGE TEACHING: ORIGINAL**

*Any instructor desiring a leave for the purpose of teaching in another college shall file a written application with the dean at least ninety days prior to the first day of the requested leave, explaining in detail the length and purpose of the desired leave. The President shall present this request to the Board for consideration.*

#### **EMERGENCY AND LEGAL LEAVE: CHANGE**

Emergency and legal leave without pay may be granted by the President or appropriate Vice President. Emergency leaves with pay shall be granted at the discretion of the Board. No legal leave shall be granted with pay unless authorized by the Board. Legal leave means time away from the job for the purpose of prosecuting or defending a legal action or testifying in either a court of law or before an administrative Board. If the employee is a plaintiff in an action against the college, this rule shall not apply. Time away from the job for any such action shall be taken as provided herein and covered by other leave provisions as allowed by the college.

- **EMERGENCY AND LEGAL LEAVE: ORIGINAL**

*Emergency and legal leave without pay may be granted by the President or appropriate dean. Emergency leaves with pay shall be granted at the discretion of the Board. No legal leave shall be granted with pay unless authorized by the Board. Legal leave means time away from the job for the purpose of prosecuting or defending a legal action or testifying in either a court of law or before an administrative Board. If the employee is a plaintiff in an action against the college, this rule shall not apply. Time away from the job for any such action shall be taken as provided herein and covered by other leave provisions as allowed by the college.*

#### **BEREAVEMENT AND SPECIAL LEAVE: NONE**

Full time employees shall be entitled to three days' loss of time each year to attend the funeral of a friend or a

relative who is not a member of the immediate family, or a wedding or graduation within the immediate family, or answer a subpoena to appear in court. Bereavement leave must be approved in advance by the supervisor. Loss of time under this provision shall be charged against the sick leave credit balance.

### **FAMILY AND MEDICAL LEAVE: CHANGE**

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:

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

- the birth of a child and to care for the newborn child within one year of birth;
- 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;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- 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

Twenty-six work weeks of leave during a single 12-month period 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 (military caregiver leave).

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.

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.

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.

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:

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

- **FAMILY AND MEDICAL LEAVE: ORIGINAL**

*Family and medical leave shall be granted for a period of not more than 12 weeks during a 12 month period. Leave is granted for:*

- *The birth of a baby to the employee and to care for the baby*
- *Placement of a son or daughter with the employee for adoption or foster care*
- *Need to care for a spouse, son, daughter, or parent of the employee because of a serious health condition*
- *A serious health condition of the employee that prevents the employee from performing the job functions.*

*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.*

*The employee is eligible for family and medical leave upon completion of 12 months of service and has been employed at least 1250 hours during the preceding year.*

*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.*

*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:*

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

**JURY DUTY: NONE**

An employee called to jury duty may be paid regular wages if said employee endorses all jury duty pay over to the college, except for reimbursement for mileage and subsistence.

**DISABILITY LEAVE: NONE**

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. The college will grant the employee 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 accommodation.

The employee will be responsible for the total cost of the health insurance premiums on any health insurance coverage the employee or the employee's family is receiving through the college during this extended leave period, unless otherwise provided by law. Employees will not accrue paid time off while on Disability Leave.

While on Disability Leave, employees are required to report to their supervisor at least every thirty days regarding the status of their medical condition and their intent to return to work. Employees will be required to provide satisfactory medical evidence substantiating their need for continued leave.

If at the end of the Disability Leave, an employee is still not able to return to their job because they are unable to perform the job, either with or without reasonable accommodation, due to illness or injury, then 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. In all events, if an employee is unable to return to either their job or an unfilled position which they are qualified for and capable of performing, because of illness or injury for a period of twenty- six weeks within an eighteen month rolling period, the employee shall be separated from employment.

**MILITARY LEAVE: NONE**

FSCC is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his/her rights under this policy.

In addition to the rights and benefits provided to employees taking Extended Military Leave (as described in this policy), eligible employees who must be absent from their job for a period of not more than ten working days each year in order to participate in temporary military duty are entitled to as many as ten days unpaid military leave. All

benefits will continue during an employee's temporary military leave.

Employees directed to participate in extended military duties in the U.S. Armed Forces that exceed ten working days will be placed on an unpaid military leave of absence status for a period of as long as five years and will be entitled to the rights and benefits described below:

The employee will provide his/her supervisor with notice within thirty days of the leave that he/she will be engaging in military service, including providing a copy of the orders directing the military duty unless the employee is prevented from doing so by military necessity. Failure to provide adequate notice may render the employee ineligible for the rights and benefits described in this policy.

The supervisor will notify the Human Resource Department of the request for leave and provide all information for the personnel file. An employee on extended military leave may elect to continue group health insurance covered for the employee and covered dependents under the same terms and conditions for a period not to exceed thirty-one days from the date the military leave of absence begins. The employee must pay, per pay period, the premium normally paid by the employee. After the initial thirty-one day period, the employee and covered dependents can be covered under the terms of the health insurance provider. The Human Resource Department will collect any applicable insurance premiums from the employee prior to the leave.

Employees on temporary or extended leave may, at their option, use any or all accrued paid vacation or personal leave during their absence.

When the employee intends to return to work, he/she must notify the Human Resource department within a reasonable timeline. Upon the employee's reapplication for employment, the employee shall provide documentation for military discharge that establishes timeliness of the application for reemployment. If the employee does not return to work, the supervisor must notify Human Resources so that appropriate action may be taken.

#### **LEAVE WITHOUT PAY: NONE**

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. Excessive absenteeism can result in disciplinary action.

#### **WORKER COMPENSATION: NONE**

The college participates in worker compensation as required by current statute. Under the Worker Compensation Law, employees are entitled to certain benefits if they are injured on the job or suffer from an occupational illness. If an employee sustains an injury or contracts a disease believed to be related to employment, the employee must report it to the supervisor immediately. A report on the injury or disease must be completed in the Human Resource Office. Combined worker compensation and salary benefits under allowed sick leave or other available leave shall not exceed the employee's regular salary. To ensure benefits, claim forms must be filed in a timely manner.

**UNEMPLOYMENT INSURANCE: NONE**

Should an employee separate from FSCC, the employee may be eligible for unemployment compensation, depending on earnings during the past year, the nature of the employment, and the conditions of the separation.

**CONSOLIDATED OMNIBUS BUDGET ACT: NONE**

An employee whose employment terminates for any reason other than gross misconduct or whose hours are reduced is eligible for COBRA coverage. Coverage for the employee and eligible dependents may be continued for up to 18 months. A spouse and/or dependent children whose coverage terminated due to divorce, legal separation, or death of the employee is eligible for COBRA coverage for up to 36 months from the date of the terminating event. A dependent child whose coverage terminated due to loss of dependency status is eligible for continuation of group coverage under COBRA, extended for up to 36 months from the date of the terminating event. Any individual with COBRA coverage who becomes entitled to Medicare will no longer be entitled to COBRA coverage. If the employee has a family contract, the eligible spouse and/or any eligible dependents will be entitled to a maximum of 36 months of COBRA coverage beginning on the date the employee became entitled to Medicare.

**WORK HOURS: NONE**

Specific work periods will not exceed forty hours per week for classified employees. However, it is understood that staff members will devote whatever time is required. Most classified employees work from 8:00 to 5:00 p.m. Monday through Friday. The lunch schedule is not a part of the workload schedule.

Hours of work for professional employees will be determined in consultation with their immediate supervisors to meet specific responsibilities and client needs. Exempt employees are those who are exempt from both the minimum wage and overtime pay requirements and who do not generally keep a timesheet recording actual time worked. An employee will qualify for exemption if he or she meets all the pertinent tests as defined by law relating to duties, responsibilities, and salary. An exempt employee is not eligible for compensatory time.

**WORK HOURS FOR FACULTY: NONE**

Responsibilities include classroom instruction, office hours, individualized instruction, counseling and advisement functions, supervising learning activities, and professional growth activities, committees, etc. Faculty members should refer to the FS-CAPE Negotiated Agreement for work hour requirements.

**ABSENCE REQUESTS: NONE**

An employee that will not be in attendance during scheduled office or class periods must complete an absence request form prior to the absence. Proper arrangements to cover scheduled classes and appointments are the employee's responsibility and should be cleared through the supervisor. In the event of an unanticipated or unavoidable absence, the employee is to notify the supervisor and submit the absence request form immediately upon return to work. Absence request forms are on the employee pages of FSCC's website.

**FACULTY ABSENCES: CHANGE**

When an instructor cannot meet with his/her class, he/she should immediately inform the Vice President of Academic Affairs or the instruction office assistant. The instructor should never cancel a class on his/her own initiative. All classes shall meet at the scheduled time for the full length of the class; classes should not be released early. The instructor is responsible for planning the learning activities to occur during his/her absence. In the event that a class is cancelled, students may be assigned out-of-class assignments. An absence due to sickness or other personal reasons will fall into the category of Sick Leave Regulations as stated in Board Policy.

- **FACULTY ABSENCES: ORIGINAL**

*When an instructor cannot meet with his/her class, he/she should immediately inform the Dean of Instruction or their secretary. The instructor should never cancel a class on his/her own initiative. All classes shall meet at the scheduled time for the full length of the class; classes should not be released early. The instructor is responsible for planning the learning activities to occur during his/her absence. Preferably, instructors will request another person from their department to continue the class with as little interruption as possible. The Dean of Instruction will cooperate with the instructor in making these arrangements for the classes to meet. An absence due to sickness or other personal reasons will fall into the category of Sick Leave Regulations as stated in Board Policy.*

**WORK AND LUNCH BREAKS: NONE**

Although work breaks are not mandated by federal or state law, they are recognized by FSCC as an important and necessary part of the workday. All staff are encouraged to take a lunch break of at least a half-hour in length each day as close as possible to the midpoint of the work shift. Lunch break is not considered a part of the work day. Each classified employee is to be offered a rest break not to exceed fifteen minutes in length for each half day worked. Supervisors have the responsibility to manage break schedules.

**PHYSICAL ACTIVITY BREAKS: NONE**

Employees will be allowed a thirty minute break per day to access physical activity opportunities on campus. Minute allotment cannot be used within an hour of the beginning or end of the work day. Coordination of physical activity break times will be at the discretion of the supervisor.



### **OVERTIME/COMPENSATORY TIME: NONE**

Supervisors may require any non-exempt employee to work overtime hours in order to meet special or unusual business operation needs beneficial to FSCC.

Non-exempt employees are subject to the overtime provisions of the Fair Labor Standards Act (FLSA) and must be compensated according to FLSA guidelines for all hours actually worked in excess of 40 hours in the standard workweek. In keeping with the overtime provisions of the Fair Labor Standards Act, all non-exempt employees must be compensated at time and one-half for all hours worked in excess of 40 within the standard workweek. The standard workweek is defined as 12:01 am Sunday and extending through the seven-day period at midnight the following Saturday.

In lieu of overtime payment, Fort Scott Community College may grant compensatory time off as set by FLSA regulations.

### LIMITS AND REQUIREMENTS OF OVERTIME/COMPENSATORY TIME

1. All overtime must be authorized in advance by the employee's Vice President.
2. Overtime may not be worked as an option to accumulate hours in order to avoid using annual leave.
3. Compensatory time must be used first in lieu of paid vacation or sick leave.
4. Early arrival or late departure not authorized by the supervisor cannot be counted toward overtime/compensatory time.
5. Paid leave and compensatory time taken need to be noted on the employee's timesheet.
6. Accrued compensatory time may not exceed 80 total hours for overtime hours worked.
7. All compensatory time earned/taken will be recorded in the paid leave system.

### EMPLOYEES

1. May not work extra hours without the permission of their supervisor.
2. May not accrue more than 80 total hours of compensatory time for overtime hours worked.
3. Shall complete their timesheet on a daily basis.

### SUPERVISORS

1. Will be responsible for monitoring, documenting, and reconciling all overtime/comp time of employees under their supervision. This will be done on a daily basis as employees complete timesheets.
2. May require the employee to take time off during the workweek to prevent the accumulation of compensatory time.

### VICE PRESIDENT

1. Will verify the compensatory time records at the completion of every month.

Compensatory time will be tracked as follows:

1. Hours in excess of 40 hours actually worked within the standard workweek will be compensated at time and one-half. Paid leave (vacation, sick, holiday, time off for professional development) or accumulated comp time taken is not counted as hours worked in determining compensatory time computation.
2. If used during the current workweek, compensatory time will be calculated hour for hour, not to exceed 40 hours per week.

Use of compensatory time:

1. Employee must have the supervisor's permission to use accrued compensatory time.
2. Permission is requested by completing a leave request 2 days in advance.
3. In most cases the supervisor will allow the employee to use compensatory time.

Payment of overtime:

1. The Vice President may elect to pay overtime occasionally for special events.
2. Written authorization by the Vice President is required for payment.
3. Occasional payment of overtime does not negate accruing of compensatory time.

Payment of compensatory time:

1. In the event an eligible employee accrues more than 80 total hours of compensatory time, the excess over 80 hours will be paid to the employee no later than the next regular pay day following the posting of accrued hours. Payment for compensatory time in excess of 80 hours will be made at the rate currently earned by the employee.

Employee's compensatory time may be paid in full upon the discretion of the college.

**CLASS AND CAMPUS CLOSING DUE TO WEATHER: CHANGE**

It is FSCC's policy to keep the college open for classes during bad weather. The decision to close campus will usually be made prior to 6:00 am on the day of classes. If classes are cancelled, notification will be submitted to the following radio and television stations. Notification will also be made via the college website, social media, and email.

Radio Stations to listen to:

- KESM - El Dorado Springs
- KKOW - Pittsburg
- KMDO/KOMB - Fort Scott
- KNEM/KNMO - Nevada

TV Stations to Watch:

- KOAM (CBS Channel 7)
- KODE (ABC Channel 12)
- KSNF (NBC Channel 16)
- KSHB (NBC Channel 41)

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.

If the decision is made to close a particular site, the President or designee of the College 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.

- **CLASS AND CAMPUS CLOSING DUE TO WEATHER: ORIGINAL**

*It is FSCC's policy to keep the college open for classes during bad weather. If classes are cancelled, faculty members who cannot come to work because of bad weather may take personal days. Hourly employees can either take leave or be paid for the actual amount of hours they worked during the month. Staff members who are eligible for vacation may choose between taking vacation time or personal time.*

*If it is the decision of the college to close a particular site, hourly employees will not be paid for the time off. Even though the site is closed, supervisory personnel are expected to coordinate activities and perform duties if at all possible, or take vacation or personal time.*

*Cancellation and closing information will be submitted to KESM, KKOW, KMDO/KOMB, and KNEM/KNMO radio stations and KOAM, KODE, and KSNF television stations. Such notices will also be sent via the TextCaster mass notification system.*

#### **EMERGENCY CLOSINGS AND EXTENDED SCHOOL YEAR: NONE**

The President may extend the regularly scheduled academic year or close the college because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons, and budgetary problems.

**ACTION ITEMS**

**A. RESOLUTION 2024 - 64: CONSIDERATION OF CONTRACT FROM DORAL LLC**

**BACKGROUND:** FSCC received a contract from Doral LLC regarding the Tennyson Creek Solar Project. The contract is being reviewed by legal counsel and will be provided for review at the meeting.

**RECOMMENDATION:** It is recommended the Board discuss the details of the contract and determine if they will accept the contract.

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

DISCUSSION:

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

**B. RESOLUTION 2024 - 65: CONSIDERATION OF RESERVE UNENCUMBERED FUND BALANCE (CASH RESERVES) POLICY**

**BACKGROUND:** Following is the policy that was presented for review at September’s regular meeting to facilitate future growth of cash reserves.

*The objective of the reserve policy is to provide adequate resources for cash flow and contingency purposes while maintaining reasonable tax rates.*

*To protect the financial stability and integrity of the College and to provide sufficient liquidity required for daily operations, the Board of Trustees shall include in each annual operating budget a reserved unencumbered fund balance in the unrestricted general funds of 3% of projected revenue for each fiscal budget year, subject to annual adjustment limitations.*

*To achieve the goal of \$3,500,000.00, the Board will recommend the transfer of 3% of projected revenue per month.*

*If the minimum reserve fund balance at the end of any fiscal year is less than \$1,000,000.00, the president will recommend the Board transfer, at a minimum, amounts necessary to increase the fund balance to \$1,000,000.00 or \$300,000.00, whichever is less. If the shortfall is more than the \$300,000.00, the president shall notify the board which may, subject to fiscal limitations, authorize the transfer of additional amounts it deems prudent to increase the fund balance to \$1,000,000.00.*

**RECOMMENDATION:** It is recommended the Board approve the Reserve Unencumbered Fund Balance (Cash Reserves) policy.

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

DISCUSSION:

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

**C. RESOLUTION 2024 - 66: CONSIDERATION OF SEX OFFENDER NOTIFICATION AND POLICY**

**BACKGROUND:** Following is a policy addressing sex offenders either enrolled or employed at Fort Scott Community College. This policy was presented for review at September's board meeting.

**RECOMMENDATION:** It is recommended the Board approve the Sex Offender Notification and Policy.

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

DISCUSSION:

VOTE:                  \_\_\_\_\_ Bailey                                  \_\_\_\_\_ Bartelsmeyer                          \_\_\_\_\_ Fewins

                                \_\_\_\_\_ Holt    \_\_\_\_\_ McKinnis                                  \_\_\_\_\_ Ropp

Policy Title: Sex Offender Notification Policy

**Procedures: Campus Sex Crime Prevention Act**

- [2000 – The Campus Sex Crimes Prevention Act](#) – Passed as part of the Victims of Trafficking and Violence Protection Act, the Campus Sex Crimes Prevention Act:

A federal law, the Campus Sex Crimes Prevention Act amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, requires registered sex offenders to indicate when they are enrolled or employed at institutions of higher learning.

The law further requires state law enforcement authorities, in this case the Kansas Bureau of Investigation, to provide Fort Scott Community College Dean of Students Department with a list of registered sex offenders who have indicated that they are either enrolled or employed at Fort Scott Community College.

In accordance with Kansas State Statute 22-4904 ("Registration of Offender"), convicted sex offenders in Kansas must register with the county sheriff within 3 days of establishing permanent or temporary residence.

This law requires that higher education issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. Any member of the FSCC community who wishes to obtain further information regarding sexual offenders on campus may refer to the [KBI website](#) searchable database. The [KBI searchable database](#) may be used to find all registered sex offenders in any city, county or ZIP code in the state.

Additionally, federal and state laws require sex offenders to take certain steps upon enrollment in an institution of higher education, regardless of whether their enrollment is full or part time. Pursuant to the [Campus Sex Crimes Prevention Act](#), individuals are required to register as a sex offender in the jurisdiction where their residence is located and, in the jurisdiction, where the college they attend is located. In order to comply with federal and state registration requirements related to college enrollment, a sex offender must register within five days of attendance by reporting in person to the Dean of Students. Students who fail to register their status as sex offender is in violation of the registration act and face arrest and expulsion from the college.

Fort Scott Community College reserves the right to limit enrollment or the activities of students who are registered sex offenders. Students who fail to comply with this policy are subject to immediate cancellation of current classes. Employees who fail to comply with the policy may be subject to dismissal.

**Once a registered sex offender is identified as a Student of Fort Scott Community College (all campus locations) the following procedure will be followed:**

1. Upon enrollment of a registered sex offender, the Dean of Students will review the student's class schedule and determine which restrictions should be put in place.
2. After determining the appropriate restrictions for a particular student, the Dean of Students will contact the registered sex offender student for a meeting to discuss the restrictions which will be in place while the student is on the college's campus.
3. During the meeting with the Dean of Students or designee and the registered sex offender student, the Dean of Students will provide the student a written letter containing the restrictions the student must abide by while on the college's campus and will discuss each restriction verbally with the student. During this meeting, the student will also be advised that his/her failure to comply with the restrictions outlined in the letter may result in denial of enrollment, access to campus and /or the decision to initiate police action against them by the local police department.
4. If a sex offender student is enrolled in a college class along with a student who is under the age of 18, the Dean of Students will notify the instructor of the class of the student's status as a sex offender. The Dean of Students will also determine if there are other college staff members who need to be notified of a student's status as a registered sex offender in order to protect persons under the age of 18 on the college's campus. In some circumstances, the registered sex offender may be required to enroll in a course section that does not contain minors.
5. The FSCC Dean of Students will maintain a database of all registered sex offender students and employees. The database will contain identifier information as outlined in the [Campus Sex Crimes Prevention Act](#). This information will be available for review by any person requesting information on registered sex offenders enrolled or employed by the college.





## FINANCIAL RESPONSIBILITY AGREEMENT

I understand that when I register for any class at Fort Scott Community College or receive any service from Fort Scott Community College, I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Fort Scott Community College is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at Fort Scott Community College. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

### **Minors (those enrolling prior to turning 18)**

I understand and agree that until I am 18 years of age at the time of enrollment (not when classes begin) at Fort Scott Community College, a Financial Agreement form must be completed by both the student and the parent/guardian each semester of enrollment before turning 18, which is considered the “age of majority” in Kansas. If this is not completed prior to September 1 in the fall semester and February 1 in the spring semester, the student will be dropped from all enrolled courses and assessed a \$25/course late drop fee. I understand payment is still necessary for all courses I take at Fort Scott Community College.

### **Delinquent Account/Collection**

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing Fort Scott Community College by the scheduled due date, Fort Scott Community College will place a financial hold on my student account, preventing me from registering for future classes or receiving my diploma.

Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing Fort Scott Community College by the scheduled due date, Fort Scott Community College will assess late payment and/or finance charges at the rate of 1.5% per month on the past due portion of my student account until my past due account is paid in full.

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing Fort Scott Community College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Fort Scott Community College may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee, together with all costs and expenses, including reasonable attorney’s fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account

may be reported to one or more of the national credit bureaus.

## **Communication**

### A. Method of Communication

I understand and agree that Fort Scott Community College uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Fort Scott Community College on a timely basis.

### B. Updating Contact Information

I understand and agree that I am responsible for keeping Fort Scott Community College records up to date with my current physical addresses, email addresses, and phone numbers. Upon leaving Fort Scott Community College for any reason, it is my responsibility to provide Fort Scott Community College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Fort Scott Community College.

## **Agreement**

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Fort Scott Community College, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by Fort Scott Community College if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

## **ADMINISTRATIVE UPDATES**

ATHLETIC UPDATE

FOUNDATION UPDATE

VP UPDATES

INTERIM PRESIDENT UPDATE

## **Instruction Office Update**

### Higher Learning Commission

- Have started the work on writing the Quality Initiative Report.
- Working on the Federal Compliance document.
- Started writing the draft for criterion 3 of the assurance argument.

### Kansas State Board of Regents

- Attending professional development opportunities for math pathways.
- Attended the program alignment webinar.
- Attending the KHEDs webinar for accurate data reporting.

### Additional updates

- Creating co-requisite courses for math pathways.
- Finalizing the course schedule for spring and summer.
- Weekly meetings with nursing faculty.
- Updating the program review document.
- Updated the John Deere handbook for next year.
- Working with Biology department and McGraw Hill to get all-inclusive access for the students.
- Working on faculty evaluations.
- Continue to assist the assessment coordinator with assessment reports.
- Worked on the overload contracts.
- Created contracts for concurrent courses.

#### **John Deere Program:**

- FSCC John Deere Tech was awarded the Platinum Level of College for Tomorrow, 202, the highest honor that John Deere bestows upon a college. The program was evaluated over facilities, budget, retention, graduates, recruiting, website and many other factors. This would not be possible without everyone on campus doing their part and I would like to thank everyone involved in our program.

#### **Allied Health Program:**

- Freeman Hospital in Joplin, MO has generously donated 11 hospital beds to our Nursing and Allied Health Departments. Of these, three beds have been allocated to the Allied Health Department at The Harley Building, while the remaining eight have been distributed between the Nursing Lab and Allied Health Lab at the Nursing Department on the Main Campus. These high-quality beds will greatly benefit our programs, and we are sincerely grateful to Freeman Hospital for their thoughtful contribution. Additionally, we would like to thank Mike Dunn Moving Company for transporting the beds to our FSCC campuses. Our dedicated maintenance team also played a vital role in unloading, setting up, and positioning the beds, as well as removing the older equipment. Their efforts are deeply appreciated.
- The first 8-week CNA class had 100% pass rates.

## **Institutional Research Update for September 2024**

- Reporting data to the state and federal government
  - Closed out the annual Academic Year report for KBOR
    - This report finalizes our enrollment numbers with the State of Kansas and is the backing for our state funding

- FSCC and KBOR performed an in-depth review of the data; FSCC cleaned up several data points for more accurate reporting
    - FSCC's Interim President certified the report
  - Completed all Summer 2024 reporting for the National Student Clearinghouse
  - Collecting and analyzing data for Assessment, Retention, and HLC teams
- Co-management of the Jenzabar One Migration Project
  - Ongoing detailed Mapping Review
    - Identifying **\*ALL\*** data points in POISE/PX that must be mapped to the new system
    - Regularly meeting with Jenzabar Team and FSCC Staff in key areas to translate data from POISE/PX to J1
    - Simultaneously cleaning up existing data in POISE/PX
      - Identifying areas to exclude incorrect or outdated data points or processes
  - Collaborated with the co-project manager (Registrar, Courtney Metcalf) and Jenzabar Team to complete lengthy mapping review documents required for the next phase of the project
- Perkins
  - Completed Fiscal Year 24 with the SEK Consortium
    - Completed the Final Report for FY 24, closing out the prior year with the Perkins Grant
  - Developed a Sharepoint site to automate inventory, professional development, and document tracking
    - Ongoing training to CTE staff and faculty on new processes for Perkins and CTE spending, including site visits and virtual training
  - Working with CTE staff and faculty to order equipment and resources for FY 25
  - Planning Professional Development for CTE administrators, staff and faculty for FY 25
- Day-to-day
  - Created numerous effectiveness reports in POISE to increase visibility into enrollment trends (strengths and gaps)
  - Assisting Instruction Office with various tasks

## **Miami County Campus**

*September 2024*

- Working with faculty and adjunct to develop the spring and summer 2025 schedule for WLD, MCC, and EWT (including workshops).
- Fall Transfer Fair open to FSCC at NCCC.
- Perkins Meeting 9/19.
- Osawatomie Freedom Festival 09/2.
- Met with Amy Peterson and Cynthia Rojohn at Osawatomie High School 9/30. We discussed the payment plans, upcoming OHS/FSCC events. Sarah Smith will be presenting at the HS Financial Aid night on 10/09/24.
- FSCC HLC Mission Meeting 09/04, 09/25.
- Meeting with new students for advising appointments.
- Meeting with Sonia and Rory – MCC planning 09/19.
- Scheduling adjunct and concurrent observations/evaluations for MCC, EWT, PHS, LHS, OHS, and PVHS (28 classes).

- The Geriatric Aide (C.N.A.) class includes 7 (OHS), 14 (LHS), and 9 (PHS) students. They are currently learning about the body systems and completing their skill check-offs. Next, they will be preparing for part 2 of the class and starting their clinical rotations.
- Environmental Water Technology (EWT) Advisory meeting 9/19. Fourteen members attended face-to-face or via ZOOM.
- EWT- Joe has been preparing for the 2-day Surface Water Workshop in October. I have been advising and enrolling students in this class, as well.
- At this year's Joint Conference (KSAWWA & KWEA) in Wichita, Cody Isbell (EWT Adjunct instructor) was presented the Operator Meritorious Service Award. We are so proud of Cody and congratulate him on this well-deserved honor! This is also the 2nd year in a row that an EWT instructor has won this awarded, as Denise Friday was presented the award at last year's conference.

#### **Associate Dean of CTE & Workforce Development**

- New concurrent flyers are being updated the week of 10/14 for spring to share with high schools.
- I attended Apply KS day on 10/7 and 10/9 at FSHS, and will attend Panther Development Day on 10/16.
- The majority of our CTE programs now have new handouts for admissions, campuses, and high schools. The plan is to update each program on FSCC's website. Additional broader handouts will be made for our communities.
- We are planning to pick up the 2016 Freightliner dump truck up halfway from the seller in El Dorado, as soon as the purchase is completed.
- CDL numbers were again looking to be 15+ for serious interested parties for the 9/23 class, then dropped to 10 for various reasons. I would like to make the Entry-Level Driver Training (ELDT) portion available online. This would allow us to have more accessible entries for students by not having to have them enter classes on specific dates for the currently two full days of ELDT. This would give us much more flexibility. The in-person, full two-day class option could still be offered as well. That keeps the instructors engaged in the material and give the in-person option there for students that prefer it.
- John Deere has their annual Open House scheduled from 8:30am to Noon (come and go) on November 8<sup>th</sup>. We are sharing that information with area high schools, our community, and anyone interested in knowing more about the program. New JD Tech pictures and a video have been shot for promotional use.

**Student Services**  
October 2024  
Board of Trustees Update

**Director of Student Life, Alyssa Martin:**

October 11th Occupancy Report

Boileau Hall: 90/102 -88.2%

Greyhound Hall: 69/64 (Students Doubled up) -107.8% OR 69/128- 53.9%

Garrison Apartments: 38/40-95%

Greyhound Lodge: 36/44 -81.8%

Overall: 233/250 -93.2% OR 233/314- 74.2%

- Soccer Intramurals- This event had students of all kinds participate but was largely enjoyed by our international students!
- Dorm Room Competition- Over 50 participants between who submitted rooms and who voted. The winning rooms will be featured on the housing website.
- Created and Released 25-26 FSCC Housing Packets- These packets were created to keep coaches and program leaders updated on the housing process. The packets also include important housing timelines, housing procedures, and detailed information of what will be required from or sent to their students.
- Had meetings with RAs and RDs to refresh training and discuss any feedback on job duties and descriptions.
- Greyhound Lodge Dorm Meeting to discuss rules and listen to student improvement request.
- We had a lot of room changes this month! Now that the students are settled into their routines they have a better understanding of where they would prefer to live!

**Currently working on**

- 'Hounds Rally- Pep rally that we are having to introduce the basketball teams to the students.
- Researching and prepping to redo the housing website
- Preparing to host a Costume Karaoke Night for students

**TRIO Director, Holli Mason:**

TRIO staff have been recruiting new TRIO students in many different ways:

Presentations to English 101 classes

Presentations to Ag First Year Experience classes

Word of mouth

106 active students. 19 Pending students. Funded to serve 150.



Have held multiple individual TRIO orientations for new students.

9/18/24 – Personal Decisions, Responsible Choices Workshop

7 students

Guest Presenter – Taylor Panczer

9/20/24 – Wichita State University campus visit and Sedgwick County Zoo cultural event

14 students

Bus trouble on the way back, but the students were so helpful and patient! Bus Driver, Brian Stedman, was great and got us back on the road!

10/4-10/6/24 – MoKanNe Student Leadership Conference

9 students

Students gave rave reviews for this weekend event. They took in a lot of valuable information about inclusive communities, self-care, and persistence. They also had a great time at BRKTHROUGH, a foam party, and a silent disco.

10/16/24 – Financial Aid Workshop

10/24/24 - Advisor Game Day

TRIO staff are participating in all employee meetings, HLC, Co-curricular Assessment, Strategic Enrollment Management, Student Activity, Retention, Employee Relations and other committee meetings.

Searching to fill Social Media and Database Manager position.

## **Director of Advising/Associate Dean of Student Services, Ashley Keylon:**

### **Advising:**

What we are currently working on:

- Enrollment for late-start fall and fall intersession courses
- Adjusting schedules—drops/withdraw discussions
- General Advising apts—long term/short term goals
- Speaking to First Year Experience classes about upcoming deadlines
- Advising students on how/when to use student accounts: GIZMO, Blackboard, Student Email
- Getting student accounts, such as student email, activated for students
- Setting up Degree Audits
- Degree/SAP Appeal meetings w/students
- Processing Accommodations requests for students who qualify
- Meeting with potential students on campus/athletic visits
- Participating in Kan-Ahead meetings/discussions
- Participating in SAP/Degree Appeal Committee meetings
- Math Pathways meetings

- HLC meetings
- Reworking/finalizing benchmarks for Advising (Co-Curricular committee meetings)
- J-1 trainings/meetings (Registration and Advising)
- Updating advisors on changes to curriculum or advising procedures
- Retention Committee meetings
- Title IX initial training

## **Registrar, Courtney Metcalf:**

### *Reports/Rosters/Transcripts:*

- Completed and Submitted Fall IPEDS (Cost I/12 Month Enrollment/Completions)
- Processed Certification Rosters for Fall 2024
- Completed 20<sup>th</sup> Day Report for Fall 2024
- Submitted KBOR Fall Prelim Report
- Submitted KSA 76-731a Data Request to KBOR
- In the process of sending graduation information to any students within 6 hours of meeting program requirements
- Assisted with transcripts for athletic audit
- Working through transcript entry and degree audit of reverse transfer students
- Created important dates for Spring 2025 Schedule of Classes
- Testing the General Education Framework degree audit and report system
- Applied transcript holds
- In initial stages of working with the NSC to implement the data exchange tool for reverse transfer transcript submission/receipt

### *J1 Updates*

- Attending bi-weekly Project Manager Meetings with Jenzabar
- JFA Training
- Working on identifying critical reports and steps for data conversion, along with workflows
- Preparing for upcoming data pass and validation
- Kansas State Reporting Meeting
- Common Mapping Review
- Registration Mapping Review
- Admissions Mapping Review
- Budget Mapping Review
- Users Role and Permissions Setup

### *Training/Other:*

- Continued work on creating a webpage with current transfer in/transfer out information
- Federal Compliance Document Meeting (HLC)
- Parchment Quarterly Meeting
- KBOR Program Alignment Webinar
- KBOR Fall KHEDS Webinar
- Spoke to College Orientation Classes
- Attended/Facilitated Session at KACRAO
- KBOR Reverse Transfer and NSC Meeting
- Math Pathways Taskforce

- ACEN/KSBN Visit
- Employee Handbook Updates

*International Student Coordinator Duties/PDSO:*

- I-17 Recertification Approved
- Resubmitted I-17 with edits
- Submitted request to amend FSCC Admissions Policy for International Students

**Director of Admissions, Tanya Potthoff:**

It's been an already incredibly busy October for the admissions team.

We have completed 4 tours and have 11 additional campus tours scheduled to be completed by month end.

One tour consisted of 44 6-8 grades with 4 staff members from the Gordon Parks Academy. Another tour will be hosted on campus this Saturday. It will consist of 15 9th-12th grade students from the Neosho County Community College Upward Bound Program. This is a federally funded program that assist low-income and first-generation high school students with completion of high school with the goal of moving on to college.

Admissions staff attending the KACRAO conference in Dodge City, KS at the end of last month. We have attended 14 college planning conferences already this month and we are slated to attend 13 more by month end.

Completed 7 high school visits already this month and are scheduled to complete 10 additional visits by month end.

In addition we have attended 1 college and career fair hosted by area high schools and have 3 more scheduled to attend by month end.

Our admissions rep also attended 2 mornings at FSHS for Apply Kansas Day. These are days that all Kansas resident students can apply to the colleges of their choice and have the application fees waived.

The student Ambassadors attended the Gordon Parks Celebration. Friday morning they greeted guests arriving on campus to the Ellis Center. Friday evening they welcomed and seated guests at the Liberty Theatre and Saturday night they welcomed, seated, and cleaned up after the meal at the River Room.

Currently working on agenda for Senior Day, which is Thursday, November 14<sup>th</sup> on campus. As well focusing on new ways to get FSCC featured on social media.

In the past 30 days admissions has sent 456 messages to students using TextMagic with a 22.71% reply rate.

We have served 93 students through the Greyhound Pantry in the past 30 days. 109 food items, 60 personal items, 43 cleaning items (laundry pods/dryer sheets) baggies of 5 tide pods and dryer sheets, clothing/bedding 53 items.

**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