

September 23, 2024

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

The Board of Trustees of Fort Scott Community College will meet in regular session on **Monday, September 23, 2024**. The meeting will be held in **Cleaver-Burris-Boileau Hall** at **Fort Scott Community College**.

5:30 p.m. Regular monthly Board meeting

THE AGENDA

5:30 ROLL CALL, 3

PLEDGE OF ALLEGIANCE

MISSION STATEMENT

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

CALL TO ORDER, 4

- A. Comments from the Chair, 4
- B. Comments from the Public, 4

CONSENT AGENDA, 8

- A. Approval of Agenda, 8
- B. Approval of Minutes of previous Regular Board Meeting conducted on August 26, 2024, and Special Board Meeting conducted on August 29, 2024,
- C. Approval of Bills and Claims
- D. Approval of Personnel Actions, 8

DISCUSSION ITEMS

- A. Reserve Unencumbered Fund Balance (Cash Reserves) Policy
- B. Sex Offender Notification and Policy
- C. Financial Responsibility Agreement
- D. Burke Street Property
- E. Campus Housing Recommendations for 2025-26

ACTION ITEMS, 31

- A. Resolution 2024 - 57: Consideration of Automated External Defibrillator (AED) Policy
- B. Resolution 2024 - 58: Consideration of Travel Policy
- C. Resolution 2024 - 59: Approval of Tentative Agreement with FSCAPE
- D. Resolution 2024 - 60: Approval of Purchase Order and Invoice Difference
- E. Resolution 2024 - 61: Consideration of EdSights Proposal
- F. Resolution 2024 - 62: Consideration of Memorandum of Understanding with the Institute for Development of Educational Advancement (IDEA)

REPORTS, 63

- A. Administration

EXECUTIVE SESSION

ADJOURNMENT, 71

UPCOMING CALENDAR DATES:

- | | |
|---|--|
| • September 23, 2024 (to facilitate budget process) | Board Meeting |
| • October 3 - 5, 2024 | Gordon Parks Celebration |
| • October 18, 2024 | Math Relays |
| • October 21, 2024 | Board Meeting |
| • November 18, 2024 | Board Meeting |
| • November 25 - 29, 2024 | Campus Closed - Thanksgiving Break |
| • December 16, 2024 | Board Meeting |
| • December 20, 2024 - January 3, 2025 | Campus Closed - Winter Break |
| • January 20, 2025 | Campus Closed - Martin Luther King Jr. Day |
| • January 21, 2025 | Spring Semester Begins |
| • January 27, 2025 (Changed from January 20 due to Dr. Martin Luther King, Jr. Day) | Board Meeting |
| • February 17, 2025 | Board Meeting |
| • March 24, 2025 (Changed from March 17 due to spring break) | Board Meeting |
| • March 17 - 21, 2025 | Campus Closed - Spring Break |
| • March 28, 2025 | Aggie Day |
| • April 18, 2025 | Campus Closed - Good Friday |
| • April 21, 2025 | Board Meeting |
| • May 19, 2025 | Board Meeting |
| • May 26, 2025 | Campus Closed - Memorial Day |
| • June 16, 2025 | Board Meeting |

Sincerely,
Bryan Holt, Chair
Sara Sutton, Interim President

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

ROLL CALL

_____ Ronda Bailey

_____ John Bartelsmeyer

_____ Jim Fewins

_____ Bryan Holt

_____ Chad McKinnis

_____ Doug Ropp

CALL TO ORDER

A. COMMENTS FROM THE CHAIR

B. COMMENTS FROM THE PUBLIC

- A. APPROVAL OF AGENDA
- B. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
Attached are the minutes of the Regular Board Meeting conducted on August 26, 2024, and Special Board Meeting conducted on August 29, 2024
- C. APPROVAL OF BILLS and CLAIMS
Attached are the Bills and Claims Report.
- D. APPROVAL OF PERSONNEL ACTIONS
 - 1) Additions
 - a) Michael White, John Deere Technology Instructor, effective October 1, 2024
 - b) Cheyenne Kern, STARS Administrative Assistant, effective October 1, 2024
 - 2) Transfers
 - a) Christopher Goddard, from Music Instructor to Director of Music, effective October 1, 2024

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

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

FORT SCOTT COMMUNITY COLLEGE
Minutes of the Board of Trustees Meeting
August 26, 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 4:01 pm in the meeting rooms of the Ellis Fine Arts Center.

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

RNR HEARING:

COMMENTS FROM THE BOARD: None

COMMENTS FROM THE PUBLIC: None

A motion was made by Bartelsmeyer seconded by Fewins and carried by unanimous vote to approve the 2024-25 Revenue Neutral Rate resolution as presented.

BUDGET HEARING:

COMMENTS FROM THE BOARD: None

COMMENTS FROM THE PUBLIC: None

A motion was made by Fewins seconded by Bartelsmeyer and carried by unanimous vote to approve the 2024-25 budget as presented.

REGULAR MEETING:

COMMENTS FROM THE CHAIR: None.

COMMENTS FROM THE PUBLIC: None.

CONSENT AGENDA:

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

DISCUSSION ITEMS:

A. A proposed automated external defibrillator policy was presented for review. It will be presented for approval at the regular September board meeting. The goal is to have 15 AEDs across all campuses and train employees how to use them appropriately as part of the emergency action plan. FSCC currently has three AEDs. One AED costs approximately \$2,000, and grants are being sought to fund the purchases. This policy is the beginning of a long term plan to adequately equip all areas of FSCC.

B. A proposed travel policy was presented for review. It will be presented for approval at the regular September board meeting. Bailey asked about specifically addressing wrecks and traffic tickets as well as variations for situations when employees don't use a school vehicle.

ACTION ITEMS:

- A. Resolution 2024 - 47: A motion was made by Bartelsmeyer seconded by Bailey, and carried by unanimous vote to approve the Athletic Travel and Athletic Recruiting Policies as presented. In meal reimbursement statements where it says, "must leave" or "must return" to "leaving" or returning".

- B.** Resolution 2024 - 48: A motion was made by Bailey, seconded by Ropp, and carried by unanimous vote to rescind the approval the Substance Abuse Policy as presented.
- C.** Resolution 2024 - 49: A motion was made by Ropp, seconded by Fewins, and carried by unanimous vote to approve the Kansas Homeland Security Region H Hazard Mitigation Plan.
- D.** Resolution 2024 - 50: A motion was made by Bailey, seconded by Ropp, and carried by unanimous vote to approve the Emergency Action Plan as presented.
- E.** Resolution 2024 - 51: A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to update the laundry service fee from \$25 per semester to \$100 per semester, effective with the Spring, 2025 semester.
- F.** Resolution 2024 - 52: A motion was made by Ropp, seconded by Bartelsmeyer, and carried by unanimous vote to approve requiring a student's balance from prior semester(s) to be paid in full before being allowed to enroll in the current semester, effective with the Spring, 2025 semester.
- G.** Resolution 2024 - 53: A motion was made by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote to approve changing merchant card services to Square for the Bookstore and Cosmetology departments.
- H.** Resolution 2024 - 54: A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to the purchase of two 28' Wabash Dry Van trailers, a dolly, one 53' Vanguard Dry Van and one 45' Neville Drop Deck trailer from Vander Haag's for \$133,425.
- I.** Resolution 2024 - 55: A motion was made by Bartelsmeyer, seconded by McKinnis, and carried by unanimous vote to approve insurance brokerage services through NW Mutual with Don Doherty.

REPORTS:

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

ADJOURNMENT: There being no further business to come before the Trustees, a motion to adjourn was made at 6:43pm by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote.

Chairman

Clerk

FORT SCOTT COMMUNITY COLLEGE
Minutes of the Board of Trustees Special Meeting
August 29, 2024

PRESENT: Ronda Bailey, Jim Fewins, 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 3:33 pm in 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 Fewins, seconded by McKinnis, and carried by unanimous vote to approve the consent agenda.

DISCUSSION ITEMS:

- A. Janet Fancher, Director of Institute for the Development of Educational Advancement (IDEA) presented an overview of IDEA to the Board. Board members had an opportunity to ask questions.

ACTION ITEMS:

- A. Resolution 2024 - 56: A motion was made by Ropp seconded by Fewins and carried by unanimous vote to approve the change order with Tri-State Building for Option 1: Sidewalks and Option 3: Automatic Door Operator to comply with ADA requirements on the north side of the Hedges Administrative Building.

ADJOURNMENT: There being no further business to come before the Trustees, a motion to adjourn was made at 4:47 pm by Fewins, seconded by McKinnis, and carried by unanimous vote.

Chairman

Clerk

DISCUSSION ITEMS

- A. RESERVE UNENCUMBERED FUND BALANCE (CASH RESERVES) POLICY:** Following is a proposed policy to facilitate future growth of cash reserves. This policy will be presented for approval at the next Board meeting.

Reserve Unencumbered Fund Balance (Cash Reserves) Policy

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.

B. SEX OFFENDER NOTIFICATION AND POLICY: Following is a policy as well as a public notification for FSCC's website addressing sex offenders either enrolled or employed at Fort Scott Community College. This policy will be presented for approval at the next Board meeting.

Policy Title: Sex Offender Notification and 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 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.

Fort Scott Community College Registered Sex Offender Notification

[FSCC Sex Offender Notification and Policy](#) (Link to approved policy)

The FSCC Dean of Students receives notification of registered sex offenders who may be on the campus of Fort Scott Community College.

The completeness of this information is contingent on the timely notification by the registered sex offender as well as the agencies reporting to the FSCC Dean of Students.

- [Kansas Offender Registry](#)

The [Federal Campus Sex Crimes Prevention Act](#) requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate county and state officials notice of each institution of higher education in that state at which the offender is a student.

Applicable statutes and laws

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.

The Kansas Bureau of Investigation makes information concerning the presence of registered sexual offenders available to local law enforcement officials and the public. It is then the responsibility of the county sheriff or the municipal police chief to make required notification to all community members of the presence of registered offenders in a manner deemed appropriate by the sheriff or police chief.

It is the responsibility of the county sheriff to notify institutions if an offender or predator is enrolled, employed or carrying on a vocation at the college. The Dean of Students is required to inform members of the campus community where to obtain information about such offenders.

For more information

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.

- C. FINANCIAL RESPONSIBILITY AGREEMENT:** Following is an agreement for students to acknowledge their financial responsibility of attendance at Fort Scott Community 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.

D. BURKE STREET PROPERTY

E. CAMPUS HOUSING RECOMMENDATIONS FOR 2025-26

ACTION ITEMS

A. RESOLUTION 2024 - 57: CONSIDERATION OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

BACKGROUND: The following AED policy was presented for review during the August board meeting.

RECOMMENDATION: It is recommended the Board approve the AED Policy.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

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

Fort Scott Community College
Automated External Defibrillator (AED)
Policy and Procedures
Addendum to the FSCC Emergency Action Plan (EAP)

STATEMENT OF PURPOSE

Cardiovascular disease is the single greatest cause of death in the United States. Nearly half of these deaths are due to sudden cardiac arrest (SCA) in out-of-hospital settings, including the workplace. Prompt application of the integrated skills of cardiopulmonary resuscitation (CPR) and automated external defibrillation provide victims of SCA with the greatest chance of survival. Therefore, the college recommends AED deployment provided appropriately trained personnel are available.

An AED is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, not breathing normally, and show no signs of circulation such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock

APPLICABLE DOCUMENTS

- ✓ FSCC Emergency Action Plan
- ✓ FSCC AED Policy and Procedures
- ✓ Kansas Board of Emergency Medical Services Statutes on AED

PROGRAM CO-COORDINATORS

Vanessa Poyner, Dean of Students

Conor Chadwell, Director of Sports Medicine

COORDINATOR RESPONSIBILITIES

- ✓ Communication with CHC of Fort Scott on issues related to the medical emergency response program including post event reviews
- ✓ Coordination of the medical emergency response team (MERT) members and distribution of MERT member lists as required
- ✓ Coordination of training for the MERT members including First Aid/CPR and AED certifications
- ✓ Coordination of equipment and accessory maintenance
- ✓ Review of this policy with all members involved on an annual basis

MEDICAL EMERGENCY RESPONSE TEAM (MERT) MEMBER RESPONSIBILITIES

- ✓ Provide prompt emergency care, including administration of CPR and the AED
- ✓ Understand and comply with the requirements of FSCC's AED policy
- ✓ Follow the more detailed FSCC AED policy/procedures
- ✓ Direct Emergency Medical Service (EMS) personnel to the site of the medical emergency

SWITCHBOARD RESPONSIBILITIES

- ✓ Receiving emergency medical calls from internal FSCC locations
- ✓ Contacting EMS if required (DIAL 911)

- ✓ Deploying the FSCC medical emergency response team (MERT) members to the location of the emergency
- ✓ Directing EMS personnel to the site of the medical emergency
- ✓ Having a list of team members and their phone numbers available at the switchboard desk at all time

VOLUNTEER RESPONDER RESPONSIBILITIES

The extent to which individuals, at their discretion, respond with voluntary assistance to victims of medical emergencies shall be appropriate to their training and experience. The emergency medical response may include:

- ✓ Activating FSCC's emergency response system by calling the switchboard and giving the location of the medical emergency
- ✓ Providing First Aid and/or CPR
- ✓ Activating the AED (only MERT members, or other individuals, who are health care providers legally certified for defibrillator use, may administer the AED)

EQUIPMENT

The AED should be brought to all medical emergencies. The AED should be used on any person who is at least eight years of age and displays ALL the symptoms of cardiac arrest. The AED will be administered only after the following symptoms are confirmed:

- ✓ Victim is unconscious
- ✓ Victim is not breathing
- ✓ Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement

ACTIVATION OF EMS SYSTEM

The first responder will notify 911 and the Switchboard. If after 5:00 pm, the first on the scene (or designee) will have to activate the Bourbon County EMS by calling 911.

LOCATION OF THE AED'S

- ✓ The FSCC AEDs are located throughout the FSCC campus and are marked with white AED signs with red hearts. An alarm sounds when the cabinet door is opened and silences when the cabinet door is closed.
- ✓ Arnold Arena ---- Athletic Training Room
- ✓ Hill Street Weight Room ---- Outside Office Door
- ✓ Dick Hedges Administration Building ---- Bookstore Entryway
- ✓ Dick Hedges Administration Building ---- Nursing Hallway

- ✓ Bailey Hall ---- Northeast Entryway
- ✓ The AED will have one set of defibrillation electrodes connected to the device and one spare set. The spare set and a resuscitation kit including two pairs of latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device are located inside the lid of the AED case.

COORDINATION OF MEDICAL EMERGENCY RESPONSE TEAM (MERT)

MEMBERS

MERT members are volunteers and will be included in MERT if they are willing to respond to medical emergencies at FSCC and go through the CPR/AED training.

MEDICAL EMERGENCY RESPONSE TEAM (MERT) MEMBERS – AED AUTHORITY

All members must successfully complete an AED training course approved by the state. Training will be provided. MERT members will also be trained in standard precautions against bloodborne pathogens. The Program Coordinator shall maintain training records of all MERT members.

INITIAL AND REFRESHER TRAINING

Initial CPR/AED training will be provided to volunteer MERT members. Refresher training will be provided periodically or on an as needed basis; at the minimum, every year per American Heart Association or American Red Cross guidelines.

MEDICAL RESPONSE DOCUMENTATION

INTERNAL POST EVENT DOCUMENTATION

It is important to document each use of the medical emergency response system. The following forms shall be sent to the Program Coordinator within 24 hours of the medical event. A Serious Incident Report shall be completed by the responding MERT for each accident requiring the use of AED. These forms can be found at fortscott.edu at the bottom of the Report a Problem page.

<https://fortscott.edu/accident/>

EXTERNAL POST EVENT DOCUMENTATION

Medical emergencies involving the use of an AED require special documentation.

- ✓ All patient information generated during the AED use must be collected into the patient's confidential medical file.
- ✓ A copy of the AED use information shall be presented to Vanessa Poyner, Conor Chadwell, and the Bourbon County EMS within 72 hours of the emergency. At a

minimum, event information supplied shall include any recorded data and all electronic files captured by the AED.

EMERGENCY EQUIPMENT - ZOLL AED PLUS

Remember the AED is a fragile device. Care should be used when handling the AED. It should not be dropped, shaken, or stored where it could get wet or exposed to extreme heat. There is a battery check on the exterior that should be checked monthly. An X in the window indicates the batteries are charged. Replacement batteries are ten (10) Type 123 Lithium batteries (Duracell Ultra).

EQUIPMENT MAINTENANCE

All equipment and accessories necessary to support medical emergency response shall be maintained in a state of readiness. FSCC Program Coordinator shall be informed of changes in the availability of the AED. If the AED is withdrawn from service, the Program Coordinator shall be informed and then notified when the AED is returned for service.

- ✓ The Program Coordinator shall be responsible for informing the response team of changes in availability of the AED
- ✓ The Program Coordinator shall be responsible for having regular AED maintenance performed. All maintenance procedures are outlined in the operating instructions. Records will be kept in the Program Coordinator's office.
- ✓ Following use of the AED, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

ANNUAL SYSTEM ASSESSMENT

Once each calendar year, the Program Coordinator shall conduct and document a system readiness review. The review shall include the following:

- ✓ Training records
- ✓ Operation records and maintenance

MONTHLY MONITOR AND SYSTEM CHECKS

Once each calendar month, the Program Coordinator or designee shall conduct and document a system check. These records shall be retained according to the schedule established for the health and safety function. This check shall include review of the following elements.

- ✓ AED operation and status
- ✓ AED battery life
- ✓ Emergency kit supplies
- ✓ MERT member phone/room number list availability
- ✓ Switchboard checklist availability

AFTER USE

- ✓ The Program Coordinator will be responsible for downloading the AED data within 24 (business days) and copies will be sent to EMS and the Medical Advisor. One copy is sent to the Medical Advisor and one copy is kept by the Program Coordinator for FSCC for AED quality assurance records.
- ✓ AED is wiped clean and disinfected according to policy
- ✓ Supplies for cleaning the AED can be found at the receptionist's desk
- ✓ The Program Coordinator will be responsible for following the manufacturer's suggestions for maintenance of AED after incident, such as
 - Contents of attached resuscitation kit will be replaced as needed
 - Electrodes will be replaced and reconnected to device
 - Batteries must be replaced

POST EVENT REVIEW

Following each deployment of the MERT or use of the AED, a review shall be conducted to learn from the experience. The Program Coordinator shall conduct and document a post event review. All key participants in the event shall participate in the reviews. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. The Program Coordinator, according to the record retention policy, shall maintain a copy of the post event review summary.

APPROVALS

FUNCTION	PRINTED NAME	SIGNATURE	DATE
Program Coordinator	_____	_____	_____
Program Coordinator	_____	_____	_____

B. RESOLUTION 2024 - 58: CONSIDERATION OF TRAVEL POLICY

BACKGROUND: The following Travel Policy was presented for review at the August board meeting.

RECOMMENDATION: It is recommended the Board approve the Travel Policy.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____
DISCUSSION:

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

CURRENT: TRAVEL EXPENSES (page 30 of current Board Policy)

The Board will provide reimbursement for expenses incurred in travel related to the performance and duties of college personnel when approved in advance by the appropriate dean. Receipts for transportation, parking, hotels, meals, and other expenses will be attached to expense vouchers. For the authorized use of a personal car, employees will be reimbursed at a mileage rate established by the Board. An employee who plans to use a college car or who expects to receive usage expenses for a private car must submit an application for transportation to the vehicle supervisor. If the employee expects to miss class or other assigned duties, a suitable replacement must be provided or procedure for making up the class time missed before approval for the trip is given. Travel advances will only be issued to employees responsible for the expenses of student groups and must be returned (within 30 days) to the Business Office. The responsible employee will turn in all receipts and the travel expense form to the Business Office within 3 working days of the trip.

CURRENT: MEAL REIMBURSEMENT POLICY (page 30 of current Board Policy)

Meals will only be reimbursed by the College if:

The employee is traveling away from home on college business, and the period away from home requires an overnight stay.

OR

The meal expense is incurred during the active conduct of business with someone other than college employees and there is a clear business reason for incurring the expense. Receipts must be itemized and the guests' name(s) written on the receipt along with the purpose of the meeting.

The following items are not reimbursable:

- Beverages, snack items, and desserts not purchased with or as a meal
- Tips in excess of 20%
- Alcoholic beverages, tobacco products and personal items

Meals while at a conference or seminar are limited to a daily allowance of a reasonable amount, including taxes and tips, of \$41 per day for three meals. This allowance is in accordance with the IRS per diem rates. The breakdown of the daily allowance is as follows: Breakfast \$8.00, Lunch \$12.00 and Dinner \$21.00. Reimbursement for other allowable meal expenses are limited to a daily allowance of \$36: Breakfast \$7; Lunch \$11; Dinner \$18. Actual itemized meal receipts must be attached to the expense report for reimbursement.

SUGGESTED: TRAVEL POLICY (a combination of the travel and meal policy)

The Board will provide reimbursement for expenses incurred in travel related to the performance and duties of college personnel when it aligns and supports the college mission. Travel requests need approved in advance by the appropriate Director, Dean, Vice President, or designee. All college travel must be submitted no later than 10 days in advance by follow the Travel Procedure set forth by the Business Office. A Travel Request Form along with accompanying purchase order must be approved and a purchase order number assigned before travel is made.

Purchases and/or travel expenses made without an approved purchase order (in advance) shall be paid for by the employee.

It is the responsibility of the employee to comply with the Travel Policy and Procedures. The appropriate supervisor will be responsible for accurately reviewing travel documents, for compliance with policy and following all procedures. Propriety should be exercised when incurring travel expenses. Expenses incurred while in official business travel status will be reimbursed only if the expenses are properly authorized, reasonable, and documented. Expenses incurred by a traveler that do not comply with procedures are the responsibility of the traveler. Employees are expected to be fiscally responsible at all times during travel.

If the employee expects to miss class or other assigned duties, a suitable replacement must be provided or procedure for making up the class time missed before approval for the trip is given.

TRAVEL CREDIT CARD EXPENSES

Credit cards will be checked out through the Business Office on a per trip basis and are to be used for transportation, parking, hotels, food and emergency use only. Itemized receipts for meals will need to be provided to the Business Office no later than 5 days after travel occurs. If a receipt is lost, the employee must complete a *Lost Receipt Affidavit*. The affidavit requires the employee to list the itemized expenses and sign (certify) the document.

The following items are not reimbursable:

- Beverages, snack items, and desserts not purchased with or as a meal
- Tips in excess of 20%
- Alcoholic beverages, tobacco products and personal items

TRAVEL TRANSPORTATION

All employees should follow the College Vehicle Use policy located in the Board Policy. College fleet vehicles should be used for travel unless a fleet vehicle is not available. If a fleet vehicle is not available, the employee may request to use a personal vehicle. An employee may use a school fuel card on a personal vehicle only if a college vehicle is not available and the employee has prior approval through the Travel Request Form.

TRAVEL MEALS

Meals will only be reimbursed by the college if:

- The employee is traveling away from home on college business, and the period away from home requires an overnight stay.
- The meal expense is incurred during the active conduct of business with someone other than college employees and there is a clear business reason for incurring the expense. Receipts must be itemized and the guests' name(s) written on the receipt along with the purpose of the meeting.

The following items are not reimbursable:

- Beverages, snack items, and desserts not purchased with or as a meal
- Tips in excess of 20%
- Alcoholic beverages

Meals are allowable if traveling between the following parameters:

- Breakfast – if leaving before 6:30 a.m.
- Dinner – if returning after 7 p.m.

Meal rate is calculated and adjusted on a yearly basis. The current meal rate can be found on the Travel Request form or by contacting the Business Office.

If the employee is staying the night at a hotel and the hotel offers a free continental breakfast, a breakfast meal will not be reimbursed.

*Specific grant funded travel may be allowed a per diem rate for travel expenses. See the Grant Handbook for travel policies that pertain to grant funded travel.

VIOLATION NOTICES

A supervisor and/or the Business Office may issue a *Violation Notice* for misuse of travel funds such as charging items to the credit card that is not allowed, more than 2 *Lost Receipt Affidavit* forms in a 6-month time frame, not having prior purchase order approval, etc... Employees receiving more than one violation notice may be placed on a plan of improvement for misuse of the Travel Policy and Procedures. This may result in having travel and purchasing opportunities revoked.

C. RESOLUTION 2024 - 59: APPROVAL OF TENTATIVE AGREEMENT WITH FSCAPE

BACKGROUND: FSCAPE and Administration have come to an agreement on the terms of the 2024-25 Negotiated Agreement. Items agreed upon by both parties are represented below. FSCAPE has ratified the terms, leaving Board approval as the final step in implementing the terms into the 2024-25 Negotiated Agreement.

1. ARTICLE XI: WORKLOAD

- a. Number 1, paragraph 2, the first sentence will read: Office hours are scheduled between 7:00 am and 5:00 pm Monday through Friday.
- b. Last sentence will read: Flex time schedule cannot interfere with the instructor's regular class schedule.
- c. Class sizes will be capped at the limits referenced in Table 1 of Appendix A; unless, the instructor of the course in question (and an FSCAPE representative if desired), the Vice President of Academic Affairs, and the exceptions committee members unanimously approve exceeding the class cap. The student must follow the policies and procedures set forth by the exceptions committee.

2. ARTICLE XVIII: SALARY

- a. Faculty get a step and column movement if requirements for notification were met.

3. ARTICLE XIX: SICK LEAVE

- a. The last sentence of paragraph 2 will change from: “Twenty-four (24) hours of personal leave . . .” to “Forty-eight (48) hours of personal leave . . .”

RECOMMENDATION: It is the recommendation of administration to approve the tentative agreement with FSCAPE.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

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

D. RESOLUTION 2024 - 60: APPROVAL OF PURCHASE ORDER AND INVOICE DIFFERENCE

BACKGROUND: The purchasing policy approved in April 2024 requires:

(1) *All college purchases (\$25-\$1,999.99) must be submitted and approved through the DPS/POISE system before the purchase is made.*

(2) *The requisition must match the invoice within \$10 excluding shipping. If the overage is more than \$10 a supplemental requisition must be created.*

RECOMMENDATION: To be consistent, we are requesting to change the matching invoice to be within \$25, as stated below:

The requisition must match the invoice within \$25 excluding shipping. If the overage is more than \$25 a supplemental requisition must be created.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

VOTE: _____ Bailey _____ Bartelsmeyer _____ Fewins

 _____ Holt _____ McKinnis _____ Ropp

E. RESOLUTION 2024 - 61: CONSIDERATION OF EDSIGHTS PROPOSAL

BACKGROUND: Administration is seeking strategic opportunities to increase student engagement and retention without draining advisor and support staff resources. EdSights combines conversational artificial intelligence (AI) and retention research to increase student persistence through texting. EdSights uses AI to check in with students every 7 - 10 days in a real-time approach that helps proactively identify barriers and respond with personalized support. Fort Scott Community College receives a sum of state funds to be utilized for student success, for which EdSights would be a qualifying expense. Following is EdSights' full proposal.

RECOMMENDATION: It is recommended the Board approve the EdSights proposal.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

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

EDSIGHTS, INC.

SEPTEMBER 12TH, 2024

EDSIGHTS PROPOSAL

CONVERSATIONAL AI FOR STUDENT SUCCESS

FORT SCOTT COMMUNITY COLLEGE

WHO WE ARE

EdSights combines conversational AI and retention research to increase persistence. By leveraging students' preferred method of communication - texting - we engage an average of 62% of students at our partner institutions.

Our evidence-based framework, managed by EdSights, uses AI to check in with students every 7-10 days. This real-time approach helps proactively identify barriers and provides scalable, increasingly personalized support as the AI learns about each student's unique needs.

EdSights is the only technology that learns from millions of data points from 100+ schools to understand which challenges correlate most with student attrition. This collective intelligence allows EdSights to provide targeted short lists of follow-up opportunities for your student support staff, while shedding light on broader trends within the University that empower long-term student success planning.

WHAT WE'VE HEARD

Through conversations with President Sutton and her team at Fort Scott we understand that leadership is looking for strategic opportunities to increase student retention and engagement without draining support staff bandwidth.

Fort Scott CC – Strategic Priorities	The EdSights Solution
<ul style="list-style-type: none"> • Increase student retention rates • Improve student communication and enagement • Increase advisor / support staff efficiency and bandwidth 	<ul style="list-style-type: none"> • Personalized messaging for each student based on a proven research backed communication framework (62% average engagement) • Proactive outreach to students (every 7-10 days) to uncover barriers to persistence sending resources connected to specified challenges • Through building risk- profiles and flagging students for follow-up support staff are able to target their time with students that need them the most



A TRUSTED PARTNER TO 110+ INSTITUTIONS



WINSTON-SALEM
STATE UNIVERSITY



**Southern
New Hampshire
University**



THE UNIVERSITY of
NEW ORLEANS



“After working with EdSights these past several years, it is easy to say that **they have become part of our close-knit community** that cares about consistently improving the student experience.

Kristin Fitzgerald, Director of Success at Dean College

11%

RETENTION INCREASE

“My experience with EdSights has been phenomenal. Their tool has produced some of the **most profound retention outcomes I've seen in my 20+ years** in Higher Ed.

Dr. Orscheln, VP of Enrollment Missouri Western State

7%

RETENTION INCREASE

“The data that EdSights has allowed us to gather about our students and their experience has **led us to ask different questions** and think differently about how we support them.

Andrew Pollom, Dean of Students at Franklin Pierce University

14%

RETENTION INCREASE

EDSIGHTS' CORE PRODUCTS

CORE PRODUCT & SERVICES

Proactive & Reactive SMS

Proactive Retention Framework

- Evidence backed framework that proactively checks-in with students, asks them questions and connects them to targeted resources using a framework built and managed by EdSights
- Conversation scripts that have already been built and tested at scale
- Machine learning that pushes different outreach to each student based on previous data collected on their challenges

Reactive Conversational AI

- Natural language processing that understands the semantics of student questions and provides them with responses 24/7

Proactive Custom Campaigns

- 3 Custom campaigns per contract year are included (unlimited available for additional fee)

Analytics Dashboard for Staff: unlimited staff logins

Retention Risk Analytics

- Auto generated reports providing insights of completed interventions as well as lists of follow up opportunities of students whose challenges correlate most with student dropout
- Student specific insights and risk profiles
- Aggregate data on University trends to support long-term strategic changes

Chatbot Knowledge Base

- Knowledge base of resources that the AI pulls from when students need help. Can be updated and expanded throughout the year. Initial knowledge base build out is completed by EdSights

Professional Services provided by EdSights

- Throughout implementation and after launching, EdSights will do the "heavy lifting" so you can focus on what matters the most
- EdSights will manage and update the retention framework that the chatbot uses to engage students so staff doesn't have to spend time writing scripts and scheduling check-ins

Reporting

- Additional reports displaying custom data and analysis are available on the dashboard as well as upon request for more ad hoc information

Customer Support

- Dedicated partner success manager for ongoing consultation, trainings & technical support

OPTIONAL ADD-ONS

Custom Campaign Add-On

- Unlimited one-way or two-way SMS campaigns available to all undergraduate students actively taking courses at the institution

FORT SCOTT CC - PARTNERSHIP PROPOSAL

(up to 1,000 students)	YEAR 1 FEE	YEAR 2 FEE	YEAR 3 FEE
CORE PRODUCT	\$27,500	\$27,500	\$27,500
KACC DISCOUNT	(\$8,250)	(\$8,250)	(\$8,250)
NET FEE	\$19,250	\$19,250	\$19,250

RETURN ON INVESTMENT ANALYSIS

ROI Measured in Tuition Revenue

Undergraduate Population	1,000
Average Net Tuition	\$6,000
EdSights Average Persistence Increase	3%
EXPECTED RETURN ON INVESTMENT	\$180,000

ROI Formula = Est. Undergraduate Population x EdSights Average Persistence Increase x Average Net Tuition

Note: The average retention increase across our ~100 partners is 4%. However, **even if EdSights were to help FSCC retain just 5 additional students, Institution would be able to cover the cost of the software in full** and make additional revenue.

ROI Measured in Staff Hours Saved

2,080

Yearly Hours Saved

Est hours saved per year. Equivalent to one full-time employee dedicated to outreach

60 - 500

Yearly Hours Saved

Est hours saved per year. Varies depending on student population and usage

F. RESOLUTION 2024 - 62: CONSIDERATION OF MEMORANDUM OF UNDERSTANDING (MOU) WITH THE INSTITUTE FOR DEVELOPMENT OF EDUCATIONAL ADVANCEMENT (IDEA)

BACKGROUND: The current MOU between FSCC and IDEA was established to foster collaboration on educational initiatives, share resources, and expand migrant education programs. The agreement has been in effect since March of 2023. Executive Director Janet Fancher has requested that the board provide more notice than required in the MOU if the board intends to dissolve the agreement as of the end of the year.

RECOMMENDATION: Administration does not have a recommendation as to whether the Board continues the relationship with IDEA.

BOARD ACTION:	MOTION	SECOND	VOTE

DISCUSSION:

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

ADMINISTRATIVE UPDATES

ATHLETIC UPDATE

VP UPDATES

INTERIM PRESIDENT UPDATE

September 16, 2024

FSCC Board of Trustees:

I'm pleased to share with you the tremendous efforts our Student Services office has undertaken as we prepared for the Fall semester and continue to support our students since their arrival. Our team has been diligently working behind the scenes to ensure a seamless transition into the new academic year, with a focus on addressing student needs and fostering their success.

Listed below, you will see a list of the work that Student Services employees are busily doing in order to continue our commitment to putting students' needs first.

Thank you for your continued support as we strive to make this a successful and fulfilling semester for all our students.

Sincerely,
Vanessa Poyner, Dean of Students

September 2024 Student Services Update

Advising (Ashley Keyton):

What we are currently working on:

- Enrollment for late-start fall and fall intersession courses
- Adjusting schedules—drops/withdraw discussions
- General Advising appointments—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
- Curriculum Committee 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—looking over Noel-Levitz survey in Sept mtg

Admissions (Tanya Potthoff)

July 2024

Admissions prepared for staffing changes as Tanya Potthoff was transferred from Admissions Rep to Director of Admissions. It was a busy month of preparing for Scholarship awarding as well.

August 2024

Admissions kicked the month off by awarding scholarships. This was a tedious process as all students had to be verified through housing and multiple follow-ups were required to be sure all students were following the requirement of living on campus if they live 60 miles from campus.

Admissions worked very closely with Financial Aid, Housing, Faculty, Coaches, the Athletic Director, The Foundation and students to be sure the process was followed.

Our new admissions rep, Sammie Horton, started on August 12th. She has been a great asset to the team. We have been working together on scheduling our travel season for this fall.

Admissions hosted Apply KS Training in Burriss Hall on August 28th. We had 13 in attendance. This allowed us to showcase our Tour Power point to all attendees. This allows them to know what information is presented to their students when they visit campus. In addition, Sammie, Rory and Vanessa answered questions and then Sammie and Rory gave a campus tour to the counselors.

Admissions staff is in full swing of preparing for a very busy travel season. Our 1st College Planning Conference kicks off on 9/16/24 at the KC Metro-Olathe North HS. Admissions staff will be attending 30 CPC's during the fall season plus getting to high schools visits in between.

Admissions along with many other departments are getting many requests to attend career/college fairs this fall. There seems to be an uptick of events as a lot of the high schools have generally hosted these in the spring.

Admissions hosted 6 campus tours in May, 10 in June, 14 in July, and 18 during the month of August. In September so far, we have completed 3 tours, with 3 more scheduled by month end.

September 2024

Admissions met with approx. 110 seniors at FSHS last week to introduce them to all of the GREYT opportunities in their backyard. We will be back attending PTC in October. We are very excited about the collaboration efforts we have partnering with our area high schools.

Admissions will attend mandatory Jenzabar training on 9/18/24. Senior day on campus will be Thursday, November 14th. All area high schools will be invited to attend from 1100-230p.

Since August 1st we have sent 1,193 messages to students using TextMagic with a 32.28% reply rate.

Greyhound Pantry:

Coordinated by the admissions department and intermittently staffed by 6 student ambassadors. We served over a hundred students in less than a month 8/19-9/10/24.

Students: 103

Food: 130 items

Personal: 59 items (deodorant, shampoo/cond, toothpaste, toothbrush, hygiene products)

Cleaning: 46 items (5 laundry pods plus dryer sheets is one item)

Clothing: 118 items (also includes bedding)

*Donation, grant based supplied.

**Current needs: men's clothing. Specifically, shirt sizes medium and large. (t-shirts, polos, button ups, or athletic style). As well jeans, athletic pants, joggers, and shorts. Sizes M and L and 30-34 waist. bottled water and nonperishable snack items.

**1st Baptist Church recently did a pillow drive and delivered 30 new pillows to campus.

TRIO Update (Holli Mason)

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

Welcome Back Week Dodgeball

Presentations to almost all athletic teams

Speaking with coaches about TRIO

Presentations to First Year Experience classes

94 active students. 17 Pending students. Funded to serve 150.

Have held multiple large groups, small group, and individual TRIO orientations for new students.

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

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

Searching to fill an Academic Advisor position.

Registrar (Courtney Metcalf)

Reports/Rosters/Other:

- *Processed withdrawals for spring and add/drop/withdrawals for summer*
- *Processed 571 incoming transcripts and course equivalencies for transfer in students for fall*
- *Processed 1152 outgoing transcripts for transfer out students/previous students*
- *Closed out spring 2024 and summer 2024 semesters*
- *Posted and rolled all final grades*
- *Awarded all graduates for spring and summer and mailed diplomas/certificates*
- *Submitted the National Student Clearinghouse Degree Submission for spring and summer*
- *Completed 20th day reports for spring late-start and summer courses*

- *Processed First Rosters for spring and First and Cert Rosters for summer*
- *Assisted with KSPSD errors, CPL info, and data validation*
- *Filled out Rodeo Eligibility Forms*
- *Provided copies of all transcripts and attendance data to athletics for audit and eligibility*
- *Submitted CollegeBoard AP Survey*
- *Submitted Ellis Report*
- *Notified all prospective reverse transfer students if they are eligible for degree completion*
- *Assisted the instruction office in completion of degree maps and semester-by-semester plans*
- *Created equivalency charts for IB, CLEP, and Cambridge International scores*
- *Working on creating a degree audit and report to identify students who will be awarded the General Education Framework notation on their transcript*
- *Assisted with KHEDS Program and Course Inventory review*

J1 Updates

- *Attending bi-weekly Project Manager Meetings with Jenzabar*
- *Currently in the mapping phase, continued attendance of J1 meetings for all modules – meetings really ramping up as we near the end of mapping and roll into basic training*
- *Attended JAM – Annual J1 training*

Spring Honor Roll

- *President's Honor Roll: 172 students*
- *Vice President's Honor Roll: 43 students*
- *Honor Roll: 67 students*
- *Students were sent a digital certificate*

Graduation

- *Approximately 118 students attended the spring graduation ceremony*
- *255 students graduated with a degree or certificate in the spring*
- *Held Outstanding Alum Reception for Carol Meza-Bakke*
- *26 students graduated with a degree or certificate this summer*

Training/Other:

- *Assisting with HLC Accreditation Criterion and Federal Compliance document*
- *Institutional Learning Outcomes Meeting*
- *Parchment Quarterly Meeting*
- *KBOR Virtual Data Quality Conference*
- *Drop for Nonpayment Meeting*
- *KBOR CPL Taskforce Meeting*

International Student Coordinator Duties/PDSO:

- *Submitted I-17 Recertification*
- *Preecia processed all documents for incoming prospects*
- *Created I-20's for incoming students*
- *Registered all students in SEVIS (9)*
- *Worked with students to transfer their I-20 to their transfer institutions*
- *Met with DHS/ICE field representative*

Student Life (Alyssa Martin)

Residence Halls:

September 16th Occupancy Report

Boileau Hall: 93/102 -91%

Greyhound Hall: 69/64 (Students Doubled up) -108%

Garrison Apartments: 37/40 -93%

Greyhound Lodge: 38/44 -86%

Overall: 237/250 -94.8%

Activities:

Welcome Back week activities:

- Welcome Back Bash (cookout & orientation)
- Grocery Bingo
- Movie Night
- Campus Scavenger Hunt
- TRIO sponsored Dodgeball
- Hawaiian Themed Dance
- Business Fair
- We had a water balloon fight on September 5th. There were roughly 40 students in attendance.

Dean of Students (Vanessa Poyner)

- Completed the 2024 Biennial Review (Compliance with Drug Free Schools and Campus Regulations)
- Completed the 2024 Clery Compliance Annual Security Report, and sent it to Husch/Blackwell for lawyer review before the final submission on October 1st.
- Attended the first session of a 9-month Kansas Community College Leadership Institute training.
- Added the revised 2024 Student Handbook to the website.
- Created a "Sex offender Notification policy" to be in compliance with the Federal Campus Sex Crimes Prevention Act. (In Board packet for review)
- Along with Admissions, we hosted a "Apply Kansas" training on the FSCC Campus for local high school counselors. Thirteen counselors were on campus.

- Spoke to the Cosmetology student body about the Drug and Alcohol policy at FSCC.
- Posted the new Emergency Action Plan on the website.
- Hosted Welcome back week and Student orientation.
- Attended two First Year Experience classes and taught the A.L.I.C.E. program.
- Attending a tabletop exercise for an active shooter response, along with the Bourbon County Emergency Preparedness Coordinator and other Fort Scott agencies on Thursday, September 19th.
- Continued to teach Criminal Justice courses on Tuesday and Thursday each week.
- Working with Alyssa Martin and the Housing committee to create a new Housing procedure that will be fully implemented by October 1st.
- Starting to work with Alyssa on re-designing the housing pages on our school website.
- Planning for the T.A.K.E. (The Ali Kemp Educational Foundation) women's self-defense class that will be held on FSCC campus, November 13, 2024.
- Created two separate reporting forms for the dorm students. 1. Incident reporting form (to report incidents, accidents, crimes, etc.) 2. Suggestion/Complaint form.
- Hung up emergency contact numbers, emergency action sheets, and maps in each room.
- Collected the Fall 2024 FSCC Student Climate Survey. We received 148 responses. (See attached summary)

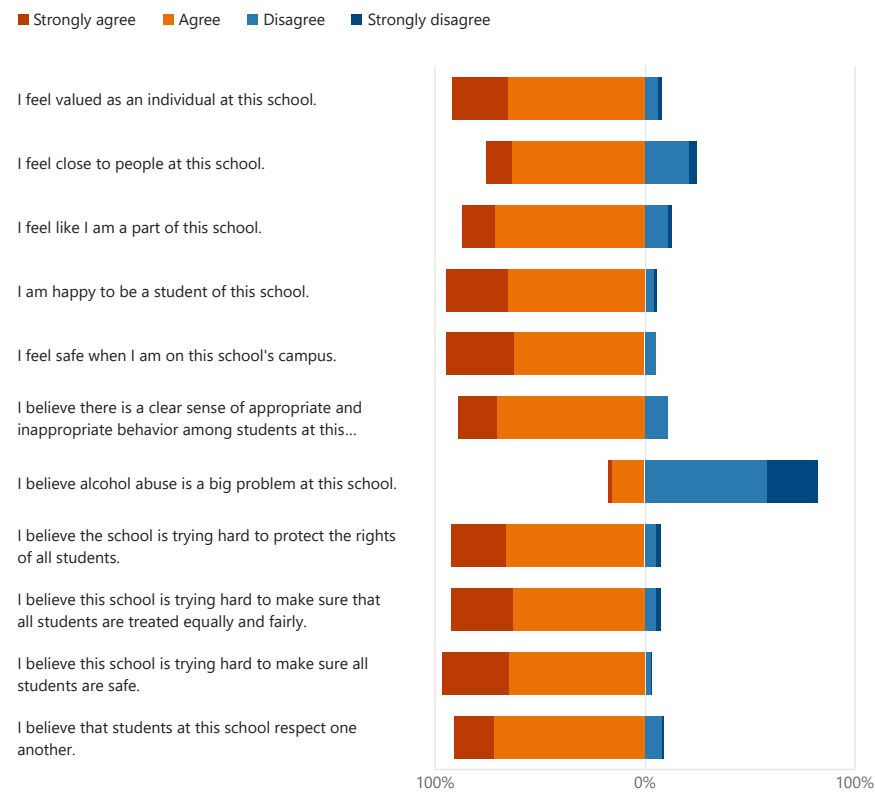
Fort Scott Community College Student Climate Survey Part 1 Fall 2024

148 Responses

04:49 Average time to complete

Closed Status

1. Please indicate how much you agree or disagree with each of the following statements. Please provide an answer that best reflects how you feel.



2. Comments on your responses to the above questions.

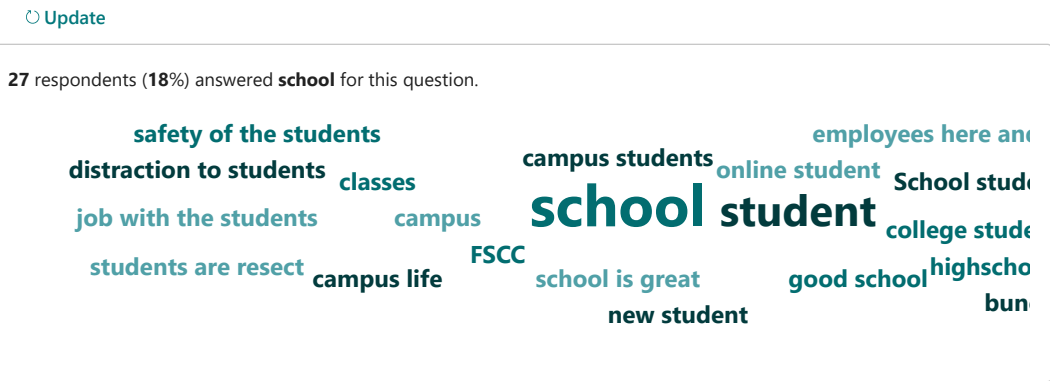
Latest Responses

146 Responses

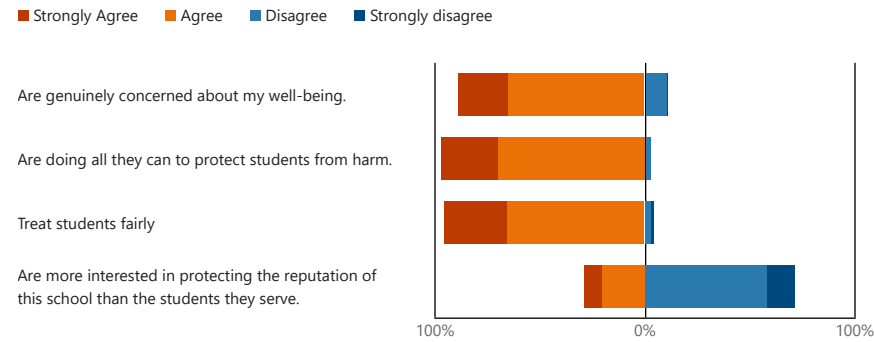
"I am not a on campus student but the few times I have been on campus its c...

"None"

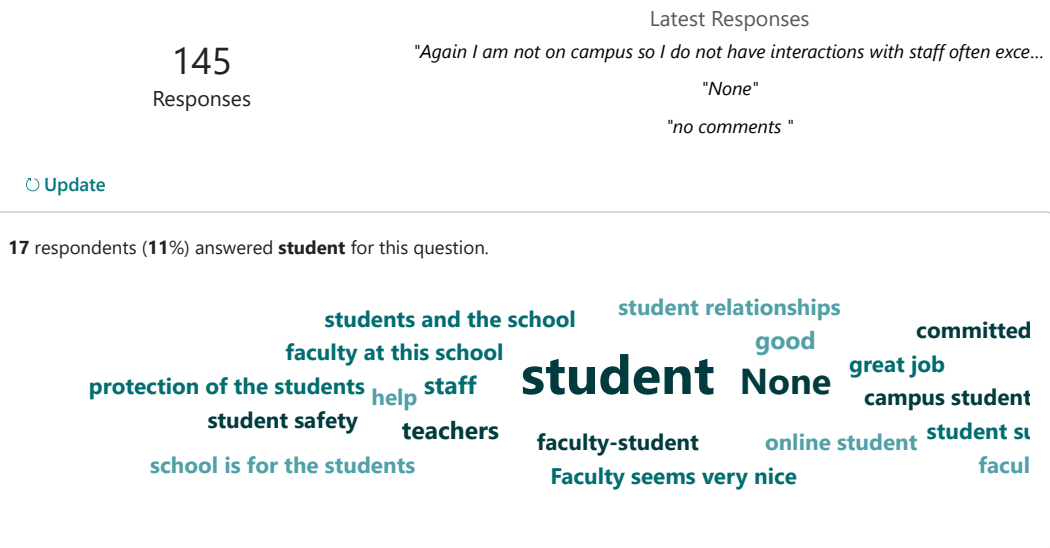
"no comment "



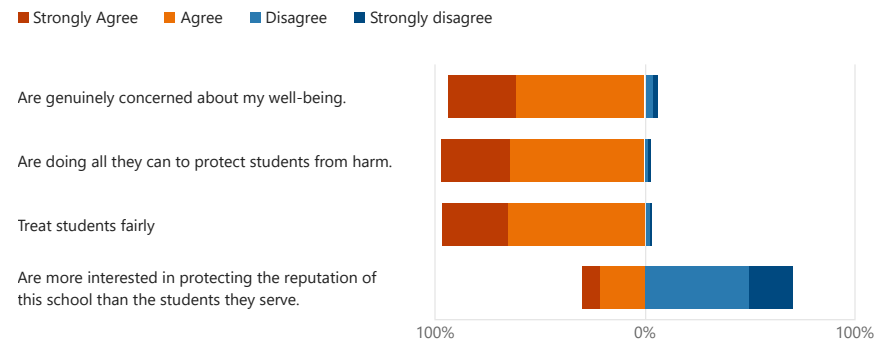
3. Overall the faculty at this school...



4. Comments on your answers to the questions on #3.



5. Overall the President/ Vice President's/Deans at this school... (Interim President Sara Sutton, VP of Academics Sonia Gugnani, Dean of Students Vanessa Poyner)



6. Comments on your answers to the questions on #5.

145

Responses

Latest Responses

"I have no idea on this aspect so I am just marking agree as you do not offer ...

"None"

"no comments "

[Update](#)

15 respondents (10%) answered **students** for this question.



7. As part of our ongoing commitment to enhance your experience at Fort Scott Community College, we invite you to share any additional information or feedback that you believe would help us better serve you. Whether it's about your classes, campus facilities, student services, or any aspect of your time here at FSCC, your insights are important to us.

Please let us know anything that you feel would improve your experience at FSCC.

144

Responses

Latest Responses

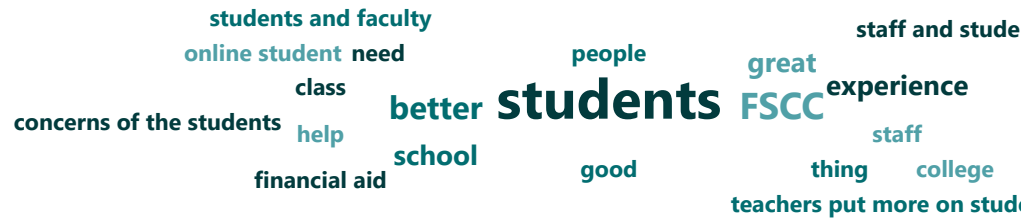
"I would encourage this school to try to not fall into the "Woke" agenda or D...

"I can't think of anything that would improve the experience."

"Fort Scott Community college is doing a very good job with their job and pr...

[Update](#)

20 respondents (14%) answered **students** for this question.



Instruction Office Update September, 2024

- **High school**
 - Concurrent enrollment is finalized.
 - Assisting with completion of first and certification rosters.
 - Collaboration meeting with Fort Scott high school to discuss future possibilities.
- **Nursing**
 - Vickie and I went to the KSBN Education Committee meeting to give an update.
 - Preparing for the KSBN and ACEN visit. They will be on campus from September 24-26.
- **Math Pathways**
 - Attended the math pathway meeting facilitated by KBOR.
 - Revising the multiple placement measures for gateway math courses.
 - Reviewing disciplines for math gateway courses.
- **Assessment**
 - Reviewed the data for Institutional Learning Outcomes.
 - Reviewed results for General Education Outcomes.
 - Finalizing assessment reports for last academic year.
 - Assisted CTE instructors with their assessment data including Harley, HVAC and STARS.
 - Met with Jayhawk Linn HS concurrent faculty to help with assessment.
- **Assurance Argument**
 - Collecting evidence for assurance argument.
 - Assisting with Federal compliance Report.
- **Miscellaneous**
 - Working on the spring and summer course schedule.
 - Creating evaluation schedule.
 - Updating course descriptions.
 - Working on updating program descriptions on the website.

**Fort Scott Community College
Board Meeting
September 23, 2024**

Missy Scott - Vice President of Finance and Operations

1. Finalizing Internal Budgets
2. Public Budgets have been submitted to Bourbon County Clerk, Director of Accounts (Municipal Services), and KBOR.
3. Audit re-scheduled for week of October 21st.

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