

FORT SCOTT COMMUNITY COLLEGE
Minutes of the Board of Trustees Meeting
October 21, 2024

PRESENT: Ronda Bailey, John Bartelsmeyer, 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 5:32 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.

COMMENTS FROM THE CHAIR: None

COMMENTS FROM THE PUBLIC: None

COSMETOLOGY PROGRAM UPDATE: Marlee Lake and Mindy Smith presented an update of FSCC's Cosmetology Program. Completion of the program takes 9 - 12 months. The school runs monthly specials, takes appointments and walk-ins. They highlighted a variety of careers cosmetology students can pursue. Since 2023, 28/30 state board tests were passed. Graduates take 2 written tests - a theory (why we do what we do) and a practical (how we do what we do). High school manicuring will start soon. Students will be able to take their manicuring licensure when complete. These students would have 150 hours to go toward their required hours. This offer will be open to Bourbon County students first. If there's still availability, Girard and Arma may be able to join too.

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. FAMILY AND MEDICAL LEAVE POLICY: The board reviewed a proposed policy pertaining to family and medical leave. The policy will be presented for approval at the next board meeting.

B. INTERNATIONAL STUDENT DEPOSIT: The board reviewed a proposed fee structure for international students. The fee will be presented for approval at the next board meeting.

C. EMPLOYEE HANDBOOK UPDATES, PART 1: The board reviewed proposed revisions to the employee handbook. This section will be presented for approval at the next board meeting. Suggested revisions should be provided before the next board meeting.

ACTION ITEMS:

- A. Resolution 2024 - 64: Zackery Reynolds explained the contract from Doral, LLC. Approval of the contract ensures FSCC receives a contribution from Doral that they are prepared to pay in the county. The primary reason for the contract is to make sure Doral gets credit for their contributions to the educational entities should the current legislation about Ad Valorem tax abatement be dissolved.

A motion was made by Bartelsmeyer seconded by Ropp, and carried by unanimous vote to accept the contract from Doral, LLC regarding the Tennyson Creek Solar Project.

- B. Resolution 2024 - 65: A motion was made by Bailey, seconded by Bartelsmeyer, and carried by unanimous vote to approve the Reserve Unencumbered Fund Balance (Cash Reserves) Policy.
- C. Resolution 2024 - 66: A motion was made by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote to approve Sex Offender Notification and Policy as presented.

D. Resolution 2024 - 67: A motion was made by Bartelsmeyer, seconded by Bailey, and carried by unanimous vote to approve the Financial Responsibility Agreement.

EXECUTIVE SESSION: A motion was made by Bartelsmeyer, seconded by Bailey, and carried by unanimous vote to adjourn to executive session to discuss acquisition of real property as it relates to parking areas for 15 minutes beginning at 6:25 pm with action not expected to follow. The board invited Zackery Reynolds and Sara Sutton to join.

OPEN SESSION: A motion was made by Ropp, seconded by Bartelsmeyer, and carried by unanimous vote to return to open session at 6:41 pm.

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 Holt, seconded by Bartelsmeyer, and carried by unanimous vote to adjourn to executive session for fifteen minutes beginning at 7:40 pm for the purpose of discussing non-elected personnel as it relates to personnel evaluation, with action not 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 7:58 pm.

EXECUTIVE SESSION: A motion was made by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote to adjourn to executive session for fifteen minutes beginning at 8:05 pm for the purpose of discussing non-elected personnel as it relates to discussion of identifiable information of non-elected personnel with action expected to follow.

OPEN SESSION: A motion was made by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote to return to open session at 8:20 pm.

A motion was made by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote to approve the separation agreement between Fort Scott Community College and Dr. Kegler and resignation of Dr. Kegler.

ADJOURNMENT: There being no further business to come before the Trustees, a motion to adjourn was made at 8:21 pm by Bartelsmeyer, seconded by Bailey, and carried by unanimous vote.

Chairman

Clerk

**FORT SCOTT COMMUNITY COLLEGE
TREASURER'S REPORT
NOVEMBER 11, 2024**

*From Trial Balance

Fund	Beg Cash Bal	Expenditures	Revenue	End Cash Bal	OUTSTANDING Pos
11 GENERAL FUND	96,016.76	(88,907.23)	74,280.57	81,390.10	624,812.41
11 GENERAL FUND	4,235.00			4,235.00	
12 VOCATIONAL	573,015.14	(3,919.75)	1,704.54	570,799.93	157,103.49
13 ADULT EDUCATION FUND	(17,016.20)			(17,016.20)	
21 WORKSTUDY	(2,610.87)			(2,610.87)	
22 SEOG	469.00			469.00	
24 PELL	(490,997.27)	(3,335.00)		(494,332.27)	
25 HEP GRANTS	156,915.12	(432.89)		156,482.23	9,676.07
25 HEP GRANTS	(119,906.96)			(119,906.96)	
25 HEP GRANTS	(124,984.90)			(124,984.90)	
26 CAMP GRANTS	(126,431.65)	(182.78)		(126,614.43)	14,060.77
27 TITLE IV	(45,055.72)	(331.34)		(45,387.06)	873.84
28 PASS	9,268.76			9,268.76	
28 PASS	156,937.24			156,937.24	
28 PASS	(17,247.34)			(17,247.34)	
31 VARIOUS GRANTS	146,953.88			146,953.88	1,000.00
31 VARIOUS GRANTS	(162.67)			(162.67)	
31 VARIOUS GRANTS	(20,773.57)			(20,773.57)	
35 ONE GAS GRANT	29,217.92			29,217.92	1,211.18
37 MIGRANT ED	1,784,593.62	(88.92)		1,784,504.70	1,251.96
37 MIGRANT ED	(14,028.77)			(14,028.77)	
37 MIGRANT ED	(153,777.29)			(153,777.29)	
37 MIGRANT ED	(16,454.51)			(16,454.51)	
37 MIGRANT ED	(259,441.31)			(259,441.31)	
37 MIGRANT ED	(26,120.09)			(26,120.09)	
37 MIGRANT ED	(263,913.08)			(263,913.08)	
37 MIGRANT ED	(418,801.23)			(418,801.23)	
37 MIGRANT ED	(577,911.05)			(577,911.05)	
37 MIGRANT ED	(58,734.37)			(58,734.37)	
38 STUDENT SUCCESS INITIATIVE	391,426.00	(2,500.00)		388,926.00	
39 BUSINESS/INDUS & APPRENTICE	335,581.00			335,581.00	
40 GUARANTEED STUDENT LOANS	(118,317.33)			(118,317.33)	
41 CARL PERKINS	(17,240.95)			(17,240.95)	28,566.36
61 CAPITAL OUTLAY	388,425.16			388,425.16	
67 ELLIS FINE ARTS CENTER	(210,366.45)		707.28	(209,659.17)	41,006.39
70 MISCELLANEOUS FUNDS	64,135.30		100.00	64,235.30	
71 STUDENT FEES	153,387.04	(4,931.43)	3,650.69	152,106.30	1,611.72
71 STUDENT FEES	-			-	
72 VARIOUS RETAIL SALES ACCTS	33,148.18			33,148.18	
73 NON CREDIT PROGRAMS	1,930.14			1,930.14	
75 CLUBS AND ORGANIZATIONS	33,359.29			33,359.29	
75 CLUBS AND ORGANIZATIONS	(87.98)			(87.98)	26.00
76 SALES TAX	373.10			373.10	
77 HEDGES FAMILY PROF DEVELOP	12,000.00			12,000.00	
78 FORT SCOTT COSMETOLOGY	14,573.42		319.50	14,892.92	
79 CDL TESTING	50.00			50.00	
80 CLEARING FUND	95,008.69		500.00	95,508.69	
81 BOOKSTORE	14,949.22	(395.10)	306.50	14,860.62	395.75
82 STUDENT UNION	76,188.86			76,188.86	
82 STUDENT UNION	175,398.60			175,398.60	
82 STUDENT UNION				-	
83 RESIDENCE HALLS	404,728.80	(1,939.84)	6,497.91	409,286.87	141,850.65
84 DINING HALL	7,888.23	(302.40)	5,168.25	12,754.08	4,181.84
89 BOOSTER/ENDOWMENT CLEARING FD	(234,730.40)		970.85	(233,759.55)	
96 ARPA CDL Grant	131,915.00			131,915.00	
98 REGISTRAR SPECIAL FUND	116,655.25		53.00	116,708.25	
99 PAYROLL CLEARING FUND				-	
	2,073,631.76	(107,266.68)	94,259.09	2,060,624.17	881,174.19
FSCC Funds				1,609,191.57	
FSCC Funds - Restricted				912,443.92	
FSCC Grant Funds				158,457.15	
IDEA				(4,677.00)	
Federal Funds - Pell, Loans, WS, SEOG				(614,791.47)	
Total Cash in Funds				2,060,624.17	
Less: FSCC Encumbrances				881,174.19	
Total Unencumbered Cash				1,179,449.98	

2024-2024 BUDGET SUMMARY

	REVENUE	EXPENSE	NET INCOME/LOSS
FUND 11 - GENERAL	7,857,302.00	8,109,221.61	(251,919.61)
FUND 12 - VOCATIONAL	3,292,943.00	2,800,891.38	492,051.62
FUND 13 - ADULT EDUCATION	-	17,250.00	(17,250.00)
FUND 38 - STUDENT SUCCESS	410,676.00	410,676.00	-
FUND 39 - BUSINESS INDUSTRY AND APPRENTICESHIP	335,581.00	335,581.00	-
FUND 61 - CAPITAL OUTLAY	406,628.00	406,628.00	-
FUND 71 - STUDENT FEES	1,128,000.00	1,128,000.00	-
FUND 81 - BOOKSTORE	200,676.01	166,867.00	33,809.01
FUND 82 - STUDENT UNION	-	-	-
FUND 83 - RESIDENCE HALLS	870,500.00	596,481.07	274,018.93
FUND 84 - DINING HALL	590,000.00	674,471.98	(84,471.98)
TOTALS	15,092,306.01	14,646,068.04	446,237.97

Public Budget Spending Authority 16,110,378.00

3% To save for Cash Reserves 452,769.18

Payroll & Benefits* 7,298,919.30

**Does not include Payroll for Grant Programs*

Fort Scott Community College
Treasurer's Report
31-Oct-24
33% of Fiscal Year Expired

	Adopted Budget 2024-2025	Month Activity 10/31/2024	YTD Activity 10/31/2024	33.3% YTD % of Budget
Ad Valorem (Property Taxes)	3,980,200	-	308,330	1,326,733
Tuition and Fees	3,782,510	450,924	1,401,906	1,260,837
State Aid	5,452,861	-	2,952,106	1,817,620
Investment Income	-	-	363	-
Auxillary Income	1,696,266	228,218	537,867	565,422
Other Income	180,559	34,834	88,946	60,186
Total Revenue	15,092,396	713,976	5,289,517	5,030,799
Salaries and Benefits	7,304,599	731,482	2,065,051	2,434,866
Current Operating	6,121,267	409,996	1,814,786	2,040,422
Capital	430,414	4,799	22,511	143,471
Debt Service	789,787	2,469	103,094	263,262
Total Expenses	14,646,067	1,148,746	4,005,443	4,882,022
Revenue over Expenses	446,329	(434,770)	1,284,074	148,776

3% of Revenue - Cash Reserves

21,419

**Fort Scott Community College
Large Revenue/Expenditures
Summary
Fiscal Year 2024/2025**

Unencumbered Cash Balance, beginning 1,179,450.00 906,595.22

	July	August	September	October	November	December
TOTAL REVENUE	1,488,850.31	1,744,942.17	991,154.62	1,919,312.00	725,349.09	375,000.00
Debt Service/Leases	27,378.76	125,013.42	208,047.93	37,981.21	31,654.55	132,551.43
Payroll/Benefits	800,000.00	800,000.00	800,000.00	800,000.00	800,000.00	800,000.00
Insurance	348,679.74	89,005.00	0.00	0.00	0.00	0.00
Service/Support Contracts	45,630.50	10,074.00	0.00	225.00	0.00	0.00
Memberships/Subscriptions/Software	130,539.37	32,147.00	22,138.50	195.00	195.00	195.00
Contracts	52,597.10	3,761.75	82,360.74	90,742.18	72,041.60	72,041.60
Utilities/Maintenance	63,371.54	129,560.23	37,660.96	44,845.59	41,012.72	41,012.72
Credit Cards	35,757.65	37,745.17	37,460.68	54,142.78	53,300.00	53,300.00
One Time Purchases	111,727.31	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	1,615,681.97	1,227,306.57	1,187,668.81	1,028,131.76	998,203.87	1,099,100.75

Overage/Shortfall (126,831.66) 517,635.60 (196,514.19) 891,180.24 (272,854.78) (724,100.75)

Unencumbered Cash Balance, ending 906,595.22 182,494.47

**Fort Scott Community College
Large Revenue/Expenditures
Summary
Fiscal Year 2024/2025**

Unencumbered Cash Balance, beginning	182,494.47	2,900,292.35	1,995,160.23	1,906,400.96	1,438,785.09	527,431.22
	January	February	March	April	May	June
TOTAL REVENUE	3,680,935.00	205,000.00	951,140.92	675,000.00	75,000.00	1,290,333.30
Debt Service/Leases	29,812.80	128,175.80	69,990.87	175,841.55	56,654.55	176,651.43
Payroll/Benefits	800,000.00	800,000.00	800,000.00	800,000.00	800,000.00	800,000.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00
Service/Support Contracts	225.00	0.00	0.00	225.00	0.00	0.00
Memberships/Subscriptions/Software	195.00	195.00	195.00	195.00	195.00	195.00
Contracts	38,591.60	77,041.60	72,041.60	72,041.60	38,591.60	365,750.60
Utilities/Maintenance	41,012.72	51,419.72	44,372.72	41,012.72	37,612.72	37,612.72
Credit Cards	53,300.00	53,300.00	53,300.00	53,300.00	53,300.00	53,300.00
One Time Purchases	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	963,137.12	1,110,132.12	1,039,900.19	1,142,615.87	986,353.87	1,433,509.75
Overage/Shortfall	2,717,797.88	(905,132.12)	(88,759.27)	(467,615.87)	(911,353.87)	(143,176.45)
Unencumbered Cash Balance, ending	2,900,292.35	1,995,160.23	1,906,400.96	1,438,785.09	527,431.22	384,254.77

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
2-Far Design Co	10/21/2024	45473	81-8150-2025	BOOKSTORE CONSI	OCTOBER CONSIGNMENT PAY OUT	317.84
2-Far Design Co	10/21/2024	45475	81-8150-2025	BOOKSTORE CONSI	DIFFERENCE OF OCTOBER PAYOUT	45.16
2-Far Design Co	11/14/2024	45745	81-8150-2025	BOOKSTORE CONSI	6 TEES, 3 PLUS, 8 CREWS,6 PLUS	301.00
						664.00
4IMPRINT	11/07/2024	45636	25-2544-7010	HEP 2024-25	HEP YR 4 Motivation Items	1,192.42
						1,192.42
Ali Kemp Educat	11/05/2024	45551	38-0000-6820	UNCLASSIFIED	SELF DEFENSE CLASS 11/13/24	2,500.00
						2,500.00
ALLEGIANT TECHN	11/07/2024	45628	11-7100-6310	FACILITIES AND	24-25 8X8 SUBSCRIPTION OVRAGE	150.00
						150.00
AMAZON CAPITAL	10/21/2024	45482	11-7100-6480	FACILITIES AND	PLUMBING REPAIR PARTS	15.00
AMAZON CAPITAL	10/21/2024	45483	71-7199-7025	STUDENT FEES	Student supplies needed for 3	30.00
AMAZON CAPITAL	10/21/2024	45491	11-5500-7000	GENERAL ATHLETI	MINI BASKETBALLS GIVEAWAYS	33.66
AMAZON CAPITAL	11/05/2024	45532	12-2601-7020	CONSTRUCTION TR	Hot Glue Sticks	38.00
AMAZON CAPITAL	11/05/2024	45532	12-2601-6480	CONSTRUCTION TR	Sawstop Cartridge/Planer	300.00
AMAZON CAPITAL	11/05/2024	45533	27-2720-7000	TRIO 2024-25	Community Service Workshop	141.59
AMAZON CAPITAL	11/05/2024	45554	11-5500-1471	GENERAL ATHLETI	RESISTANCE BANDS	32.97
AMAZON CAPITAL	11/05/2024	45587	12-2603-7000	WELDING-FT SCOT	2PC 220713 RETAINING CAP	29.90
AMAZON CAPITAL	11/05/2024	45587	12-2603-7000	WELDING-FT SCOT	10PCS 220818 PLASMA SHIELD CAP	31.98
AMAZON CAPITAL	11/05/2024	45587	12-2603-7000	WELDING-FT SCOT	10PCS 220819 PLASMA NOZZLE TIP	48.90
AMAZON CAPITAL	11/07/2024	45605	11-7100-6480	FACILITIES AND	CAPACITOR FOR FAN	14.49
AMAZON CAPITAL	11/07/2024	45617	11-7100-7000	FACILITIES AND	6 ORECK COMMERCIAL VACUUMS	1,079.94
AMAZON CAPITAL	11/07/2024	45617	11-7100-7000	FACILITIES AND	25 PACK OF VACUUM BAGS	65.98
AMAZON CAPITAL	11/07/2024	45617	11-7100-7000	FACILITIES AND	FUSES-PACK OF 20	5.99
AMAZON CAPITAL	11/14/2024	45703	11-5515-1471	BASKETBALL-WOME	6 ROLLERS	59.94
AMAZON CAPITAL	11/14/2024	45703	11-5515-1471	BASKETBALL-WOME	3 LARGE RESISTANCE BANDS	89.97
AMAZON CAPITAL	11/14/2024	45703	11-5515-1471	BASKETBALL-WOME	3 SMALL RESISTANCE BANDS	29.94
AMAZON CAPITAL	11/14/2024	45703	11-5515-1471	BASKETBALL-WOME	1 JUMP ROPES	18.99
AMAZON CAPITAL	11/14/2024	45747	11-7100-7000	FACILITIES AND	BATTERIES FOR SPECIAL EXITSIGN	40.00
AMAZON CAPITAL	11/14/2024	45747	11-7100-7000	FACILITIES AND	GLASS CLEANER 3 CASES OF 12	80.07
AMAZON CAPITAL	11/14/2024	45759	11-7100-7000	FACILITIES AND	4" METAL ELECTRIC BOX COVERS	37.85
AMAZON CAPITAL	11/14/2024	45761	11-7100-7000	FACILITIES AND	PHOTO CELL SENSOR FOR WALKING	16.00
AMAZON CAPITAL	11/14/2024	45761	11-7100-7000	FACILITIES AND	BATTERIES FOR ELECTRONIC PAPER	25.00
AMAZON CAPITAL	11/14/2024	45761	11-7100-7000	FACILITIES AND	LIGHT BULBS FOR ALL CAMPUS	26.00
AMAZON CAPITAL	11/14/2024	45761	11-7100-7000	FACILITIES AND	BATTERIES FOR EMERGENCY LIGHTS	240.00
AMAZON CAPITAL	11/14/2024	45761	11-7100-7000	FACILITIES AND	BATTERIES FOR EXIT SIGNS	15.00
AMAZON CAPITAL	11/14/2024	45763	12-1215-7000	FT. SCOTT COSME	Cleaning supplies for salon	337.45
AMAZON CAPITAL	11/14/2024	45764	12-1744-7000	CDL	Certificate Frames	20.00
						2,904.61

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
ARKANSAS TECH U	11/07/2024	45641	26-3814-7300	CAMP 2024-25	T&F/ISAMAR GALAN T01372243	1,333.14
						1,333.14
ASCENDIUM EDUCA	11/07/2024	45621	11-5200-6520	FINANCIAL AID	DELINQUENCY OUTREACH-OCTOBER	60.50
ASCENDIUM EDUCA	11/07/2024	45621	11-5200-6520	FINANCIAL AID	FORBEARANCE AND DEFERMENT	4.00
ASCENDIUM EDUCA	11/07/2024	45621	11-5200-6520	FINANCIAL AID	GRACE OUTREACH OCTOBER	18.00
						82.50
AT&T	11/05/2024	45564	83-8384-6315	GREYHOUND LODGE	FIRE ALARM/TELE OCTOBER	843.51
AT&T	11/05/2024	45564	11-7100-6310	FACILITIES AND	TELE/FAX OCTOBER	254.77
						1,098.28
A TECH TRAINING	11/14/2024	45753	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/JOHN DEERE	6,250.00
A TECH TRAINING	11/14/2024	45753	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/JOHN DEERE	82.88
						6,332.88
AVALOS: ALMA MA	11/12/2024	45683	26-3814-6030	CAMP 2024-25	REIMBURSE CONFERENCE EXPENSES	374.44
AVALOS: ALMA MA	11/12/2024	45683	26-3814-6643	CAMP 2024-25	OCTOBER TUTOR/MENTOR SCCC	991.23
						1,365.67
AVERY LUMBER	10/24/2024	45521	12-1230-7020	S.T.A.R.S.	1/2" 4x12 sheetrock	329.88
AVERY LUMBER	10/24/2024	45521	12-1230-7020	S.T.A.R.S.	2x4 8' stud (92 5/8")	100.52
AVERY LUMBER	10/24/2024	45521	12-1230-7020	S.T.A.R.S.	2x4x12' #2 STANDARD & BETTER	56.61
AVERY LUMBER	10/24/2024	45521	12-1230-7020	S.T.A.R.S.	6 1-5/8" DRYWALL SCREW	29.99
AVERY LUMBER	10/24/2024	45521	12-1230-7020	S.T.A.R.S.	2-1/16'x500' joint tape	7.19
AVERY LUMBER	10/24/2024	45521	12-1230-7020	S.T.A.R.S.	4.5 GL PAIL PLUS 3 LIGHTWEIGHT	24.99
AVERY LUMBER	10/24/2024	45521	12-1230-7020	S.T.A.R.S.	4.5 GL PAIL ALL PURPOSE JOINT	23.99
						573.17
Beare: Payton	11/12/2024	45682	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Beare: Payton	11/12/2024	45682	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Beare: Payton	11/12/2024	45682	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
BELTRAN: ADRIAN	11/12/2024	45649	25-2544-7485	HEP 2024-25	Reimb. Oct'24 Childcare HEPYR4	90.00
						90.00
BENEFIT TECHNOL	11/05/2024	45539	11-6140-6642	HUMAN RESOURCES EN - Sept 2024		200.00
						200.00

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
Berg: Quinton	11/12/2024	45681	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Berg: Quinton	11/12/2024	45681	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Berg: Quinton	11/12/2024	45681	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
Biggs: Daniel	11/12/2024	45680	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Biggs: Daniel	11/12/2024	45680	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Biggs: Daniel	11/12/2024	45680	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
BLUE CROSS BLUE	11/05/2024	45560	11-6100-5940	PRESIDENT'S OFF	HEALTH INS PRESIDENT	5,027.28
						5,027.28
Boeck: Emily	11/12/2024	45664	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Boeck: Emily	11/12/2024	45664	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Boeck: Emily	11/12/2024	45664	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
BROCK ELECTRIC	10/21/2024	45492	11-7100-6480	FACILITIES AND	BREAKER PANEL COVER FROM GYM	952.52
						952.52
Brooks: Gretche	11/12/2024	45679	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Brooks: Gretche	11/12/2024	45679	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Brooks: Gretche	11/12/2024	45679	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	180.00
						355.00
Burns: Taylor	11/12/2024	45663	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Burns: Taylor	11/12/2024	45663	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Burns: Taylor	11/12/2024	45663	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
CANON FINANCIAL	11/14/2024	45697	11-6600-6150	PRINT SHOP	B&W COPIER CONTRACT11/20-12/19	52.50
CANON FINANCIAL	11/14/2024	45697	11-6600-6150	PRINT SHOP	B&W COPIER CONTRACT11/20-12/19	45.00
CANON FINANCIAL	11/14/2024	45697	11-6600-6150	PRINT SHOP	IMAGEPRESS CONTRACT11/19-12/20	869.00
						966.50
CAPITAL ONE/WAL	10/21/2024	45478	27-2720-7000	TRIO 2024-25	office/mentor supplies	21.06
CAPITAL ONE/WAL	10/21/2024	45479	27-2720-7000	TRIO 2024-25	office supplies	133.88
CAPITAL ONE/WAL	10/21/2024	45496	75-7575-6150	STEM	STEM CLUB	26.00
CAPITAL ONE/WAL	10/24/2024	45508	11-5520-1471	VOLLEYBALL	SUPPLIES FOR "SR" NIGHT 10/23	150.00

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
CAPITAL ONE/WAL	10/24/2024	45515	11-5515-1471	BASKETBALL-WOME	CONCESSION SUPPLIES DURING VB	75.00
CAPITAL ONE/WAL	11/05/2024	45530	11-5000-7000	STUDENT SERVICE	UNO CARDS FOR GAME NIGHT	42.00
CAPITAL ONE/WAL	11/05/2024	45536	11-5500-6150	GENERAL ATHLETI	INK FOR STATISTICS PRINTER	40.00
CAPITAL ONE/WAL	11/05/2024	45549	11-7100-6460	FACILITIES AND	TRUCK MAINTENANCE SUPPLIES	110.92
CAPITAL ONE/WAL	11/05/2024	45567	11-5520-1471	VOLLEYBALL	MISC SUPPLIES	100.00
CAPITAL ONE/WAL	11/05/2024	45571	11-5550-6010	TRACK/XC-WOMEN	GATORADE AND WATER FOR 10/25	19.60
CAPITAL ONE/WAL	11/05/2024	45578	11-5500-1471	GENERAL ATHLETI	TEAM BUILDING SUPPLIES	75.00
CAPITAL ONE/WAL	11/05/2024	45595	12-1235-7000	NURSING	Wal-Mart	50.00
CAPITAL ONE/WAL	11/07/2024	45629	11-3200-7000	COMMUNITY SERVI	COMMUNITY RELATIONS TAILGATE	132.79
CAPITAL ONE/WAL	11/12/2024	45669	11-5510-1471	BASKETBALL-MEN	DIFFERENCE FOR TRUNK OR TREAT	26.80
CAPITAL ONE/WAL	11/12/2024	45684	11-5520-1471	VOLLEYBALL	VOLLEYBALL CONCESSION SUPPLIES	75.00
CAPITAL ONE/WAL	11/12/2024	45685	11-5520-1471	VOLLEYBALL	SUPPLIES FOR CONCESSION	150.00
CAPITAL ONE/WAL	11/12/2024	45686	12-1206-1470	JOHN DEERE PROG	RECRUITING SUPPLIES	250.00
CAPITAL ONE/WAL	11/14/2024	45704	11-5520-1471	VOLLEYBALL	CONCESSION STAND RESTOCK	200.00
						1,678.05
CARE4ALL HOME M	11/14/2024	45749	12-7425-7000	EMT	Oxygen for EMT class	60.00
						60.00
CAROLINA BIOLOG	10/21/2024	45484	71-7199-7025	STUDENT FEES	Student supplies for 3 science	395.00
CAROLINA BIOLOG	10/24/2024	45510	71-7199-7000	STUDENT FEES	Lab supplies petri dishes	500.00
						895.00
CASTLE BRANCH,	11/05/2024	45541	37-3961-6150	IOWA PROJECT-11	WISLEY DANGE BACKGROUND	71.80
CASTLE BRANCH,	11/05/2024	45542	11-6140-7030	HUMAN RESOURCES	background checks	100.00
						171.80
Castro-Galan: I	11/14/2024	45733	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Castro-Galan: I	11/14/2024	45733	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Castro-Galan: I	11/14/2024	45733	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	160.00
						335.00
CITY OF FORT SC	11/05/2024	45540	11-7100-6320	FACILITIES AND	BURKE WATER 9/11-10/11	209.50
CITY OF FORT SC	11/05/2024	45540	83-8387-6320	GARRISON APARTM	GARRISON WATER 9/11-10/11	909.60
CITY OF FORT SC	11/05/2024	45540	11-7100-6320	FACILITIES AND	BALLFIELD WATER 9/11-10/11	167.73
CITY OF FORT SC	11/05/2024	45540	11-7100-6320	FACILITIES AND	BAILEY HALL WATER 9/11-10/11	134.50
CITY OF FORT SC	11/05/2024	45540	11-7100-6320	FACILITIES AND	WEST OF ADMIN WATER 9/11-10/11	121.35
CITY OF FORT SC	11/05/2024	45540	11-7100-6320	FACILITIES AND	NE CORNER OF ADMIN 9/11-10/11	86.23
CITY OF FORT SC	11/05/2024	45540	11-7100-6320	FACILITIES AND	MAINTENANCE 9/11-10/11	54.84
CITY OF FORT SC	11/05/2024	45540	11-7100-6320	FACILITIES AND	W SIDE OF DORM 9/11-10/11	1,700.83
CITY OF FORT SC	11/05/2024	45540	11-7100-6320	FACILITIES AND	EFAC 9/11-10/11	108.31
CITY OF FORT SC	11/05/2024	45540	11-7100-6320	FACILITIES AND	2108 HORTON#7 9/11-10/11	54.85
CITY OF FORT SC	11/05/2024	45540	83-8384-6320	GREYHOUND LODGE	LODGE 9/11-10/11	834.42

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
CITY OF FORT SC	11/05/2024	45540	12-1206-6320	JOHN DEERE PROG	JOHN DEERE 9/11-10/11	108.42
CITY OF FORT SC	11/05/2024	45540	12-2603-6320	WELDING-FT SCOT	WELDING 9/11-10/11	67.02
CITY OF FORT SC	11/05/2024	45540	11-7100-6320	FACILITIES AND	HILL STREET 9/11-10/11	71.45
						4,629.05
CITY OF FRONTEN	11/07/2024	45619	12-1202-6320	HARLEY DAVIDSON	HARLEY WATER 11/1-11/20	71.29
						71.29
CONLEY SALES LL	11/05/2024	45594	12-1230-7020	S.T.A.R.S.	steel pipe 1/2"x21	56.99
CONLEY SALES LL	11/05/2024	45594	12-1230-7020	S.T.A.R.S.	black 90 elbow 1/2"	7.56
CONLEY SALES LL	11/05/2024	45594	12-1230-7020	S.T.A.R.S.	Black Tee 1/2"	9.56
CONLEY SALES LL	11/05/2024	45594	12-1230-7020	S.T.A.R.S.	nipple 1/2" x 2" block	13.14
						87.25
CONLEY SPRINKLE	11/05/2024	45583	11-7100-6510	FACILITIES AND	QUARTERLY FIRE SPRINKLER	570.00
						570.00
COOLSPEAK	11/05/2024	45543	27-2720-6010	TRIO 2024-25	First Gen Day Speaker	5,000.00
						5,000.00
CRIBBS: JOSEPH	11/05/2024	45565	12-1250-6050	ENVIRONMENTAL W	EMPORIA W/CERT HOTEL, MEAL, FUEL	220.00
						220.00
CURTIS: TRACY L	11/12/2024	45665	26-3814-6643	CAMP 2024-25	OCTOBER TUTOR/MENTOR OPSU	969.00
CURTIS: TRACY L	11/12/2024	45665	26-3814-6030	CAMP 2024-25	REIMBURSE CONFERENCE EXPENSES	425.93
CURTIS: TRACY L	11/12/2024	45665	26-3814-7010	CAMP 2024-25	STUDENT SUPPLIES OPSU	31.60
						1,426.53
Darbro: Lane	11/12/2024	45678	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Darbro: Lane	11/12/2024	45678	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Darbro: Lane	11/12/2024	45678	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
De La Fuente Jr	11/07/2024	45643	26-3814-7410	CAMP 2024-25	REIMBURSE HEALTH SVCS (OPTIC)	195.00
De La Fuente Jr	11/12/2024	45668	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
De La Fuente Jr	11/12/2024	45668	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
De La Fuente Jr	11/12/2024	45668	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	140.00
						510.00

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
DE MATEO: MARCO	11/14/2024	45718	37-3961-6030	IOWA PROJECT-11	IA PROJ-MARCOS DE-OCTOBER 2024	1,257.70
						1,257.70
DeBates: Willia	11/12/2024	45677	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
DeBates: Willia	11/12/2024	45677	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
DeBates: Willia	11/12/2024	45677	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
DEFEBOUGH: SHEL	10/21/2024	45476	81-8150-2025	BOOKSTORE CONSI	OCTOBER PAY OUT DIFFERENCE	7.63
DEFEBOUGH: SHEL	11/14/2024	45743	81-8150-2025	BOOKSTORE CONSI	1 PEN	6.80
						14.43
DELTA DENTAL OF	11/05/2024	45561	11-6100-5940	PRESIDENT'S OFF	DENTAL PRESIDENT	656.64
						656.64
DH PACE CO	11/14/2024	45746	11-7100-6510	FACILITIES AND	ANNUAL DROP TEST ON EFAC ROLL	383.00
						383.00
DODGE CITY COMM	11/07/2024	45616	25-2544-6645	HEP 2024-25	HEP Yr4 Nov'24 Site Payment	1,500.00
						1,500.00
ECOLAB FOOD SAF	11/05/2024	45529	84-8400-6510	FOODSERVICE/DIN	ANNUAL DISHERWASHER LEASE	280.00
						280.00
ESPINO: DANIELA	11/12/2024	45651	25-2544-6644	HEP 2024-25	HEP Yr4 Oct'24 Time Log	850.50
						850.50
Fankhauser: Luk	11/12/2024	45676	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Fankhauser: Luk	11/12/2024	45676	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Fankhauser: Luk	11/12/2024	45676	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
FED EX GROUND	11/05/2024	45568	11-6850-6150	GORDON PARKS CE	Gordan Parks shipping 10-14	37.61
FED EX GROUND	11/05/2024	45568	11-6850-6150	GORDON PARKS CE	shipping 10-14	38.79
FED EX GROUND	11/05/2024	45568	11-6850-6150	GORDON PARKS CE	shipping 10-21	20.10
FED EX GROUND	11/05/2024	45570	25-2544-6150	HEP 2024-25	Hep shipping 9-27	10.31
FED EX GROUND	11/05/2024	45570	81-8100-6150	BOOKSTORE	shipping 10-11	22.12
FED EX GROUND	11/05/2024	45570	81-8100-6150	BOOKSTORE	Idea shipping 10-11	9.94
FED EX GROUND	11/05/2024	45570	11-6850-6150	GORDON PARKS CE	Gordan Parks shipping 10-15	21.68

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
FED EX GROUND	11/05/2024	45570	25-2544-6150	HEP 2024-25	Hep shipping 10-16	15.52
FED EX GROUND	11/05/2024	45570	81-8100-6150	BOOKSTORE	Idea shipping 10-17	19.85
FED EX GROUND	11/05/2024	45570	81-8100-6150	BOOKSTORE	Idea shipping 10-17	13.22
FED EX GROUND	11/05/2024	45572	25-2544-6150	HEP 2024-25	Hep shipping 10-01	18.03
FED EX GROUND	11/05/2024	45572	26-3814-6150	CAMP 2024-25	Camp shipping 10-11	24.23
FED EX GROUND	11/05/2024	45572	81-8100-6150	BOOKSTORE	Shipping 10-14	18.73
FED EX GROUND	11/05/2024	45572	25-2544-6150	HEP 2024-25	Hep shipping 10-11	13.79
FED EX GROUND	11/05/2024	45573	81-8100-6150	BOOKSTORE	Idea shipping 10-04	23.06
FED EX GROUND	11/05/2024	45573	81-8100-6150	BOOKSTORE	Idea shipping 10-4	23.06
FED EX GROUND	11/05/2024	45573	81-8100-6150	BOOKSTORE	Idea shipping 10-04	23.06
FED EX GROUND	11/05/2024	45573	81-8100-6150	BOOKSTORE	Idea shipping 10-04	21.71
FED EX GROUND	11/07/2024	45610	25-2544-6150	HEP 2024-25	shipping 9-27	10.31
FED EX GROUND	11/07/2024	45610	25-2544-6150	HEP 2024-25	shipping 10-16	27.04
FED EX GROUND	11/07/2024	45610	11-6850-6150	GORDON PARKS CE	shipping 10-18	7.99
FED EX GROUND	11/07/2024	45610	81-8100-6150	BOOKSTORE	shipping 10-18	20.48
FED EX GROUND	11/07/2024	45610	81-8100-6150	BOOKSTORE	shipping 10-18	25.52
FED EX GROUND	11/07/2024	45610	81-8100-6150	BOOKSTORE	shipping 10-18	25.52
FED EX GROUND	11/07/2024	45610	81-8100-6150	BOOKSTORE	shippimh 10-18	24.71
FED EX GROUND	11/07/2024	45610	81-8100-6150	BOOKSTORE	shipping 10-18	24.59
FED EX GROUND	11/07/2024	45610	11-5500-6150	GENERAL ATHLETI	shipping 10-22	14.24
FED EX GROUND	11/07/2024	45610	81-8100-6150	BOOKSTORE	shipping 10-22	13.22
FED EX GROUND	11/07/2024	45610	81-8100-6150	BOOKSTORE	shipping 10-23	13.22
FED EX GROUND	11/07/2024	45610	81-8100-6150	BOOKSTORE	Idea shipping 10-23	14.77
FED EX GROUND	11/07/2024	45610	11-5525-6150	BASEBALL	shipping 10-24	13.22
FED EX GROUND	11/07/2024	45610	11-5525-6150	BASEBALL	shipping 10-24	22.17
FED EX GROUND	11/07/2024	45610	11-5525-6150	BASEBALL	shipping 10-24	13.22
FED EX GROUND	11/07/2024	45610	11-5525-6150	BASEBALL	shipping 10-24	19.85
FED EX GROUND	11/07/2024	45611	25-2544-6150	HEP 2024-25	shipping 10-21	19.83
FED EX GROUND	11/07/2024	45611	11-5500-6150	GENERAL ATHLETI	shipping 10-23	9.75
FED EX GROUND	11/07/2024	45611	25-2544-6150	HEP 2024-25	shipping 10-23	22.17
FED EX GROUND	11/07/2024	45611	25-2544-6150	HEP 2024-25	shipping 10-23	9.75
FED EX GROUND	11/07/2024	45611	25-2544-6150	HEP 2024-25	shipping 10-23	9.75
FED EX GROUND	11/07/2024	45611	25-2544-6150	HEP 2024-25	shipping 10-23	9.75
FED EX GROUND	11/07/2024	45611	25-2544-6150	HEP 2024-25	shipping 10-23	9.75
FED EX GROUND	11/07/2024	45611	25-2544-6150	HEP 2024-25	shipping 10-23	27.52
FED EX GROUND	11/07/2024	45611	25-2544-6150	HEP 2024-25	shipping 10-23	29.59
FED EX GROUND	11/07/2024	45611	25-2544-6150	HEP 2024-25	shipping 10-23	10.03
FED EX GROUND	11/07/2024	45611	25-2544-6150	HEP 2024-25	shipping 10-23	34.56
FED EX GROUND	11/07/2024	45611	26-3814-6150	CAMP 2024-25	shipping 10-25	24.50
FED EX GROUND	11/07/2024	45611	26-3814-6150	CAMP 2024-25	shipping 10-25	16.30
						888.38
FISHER SCIENTIF	11/14/2024	45707	71-7199-7020	STUDENT FEES	chemicals and lab supplies	500.00
						500.00
FIVE CORNERS MI	11/07/2024	45618	11-7100-7250	FACILITIES AND	FUEL FOR MOWER	21.57
FIVE CORNERS MI	11/07/2024	45618	11-7100-7250	FACILITIES AND	FUEL FOR WEEDATER	19.23

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
FIVE CORNERS MI	11/07/2024	45618	11-7100-7250	FACILITIES AND	FUEL FOR MAINTENANCE TRUCK	75.95
FIVE CORNERS MI	11/07/2024	45618	11-7100-7250	FACILITIES AND	FUEL FOR MAINTENANCE TRUCK	93.47
FIVE CORNERS MI	11/07/2024	45618	11-7100-7250	FACILITIES AND	FUEL FOR MAINTENANCE TRUCK	60.04
FIVE CORNERS MI	11/07/2024	45618	11-7100-7250	FACILITIES AND	FUEL FOR MAINTENANCE TRUCK	65.07
						335.33
FLINN SCIENTIFI	10/23/2024	45505	41-3010-6673	CARL PERKINS GR	PERKINS RESOURCES/CRIMJUS/FSCC	199.24
						199.24
FORMS ONE	11/05/2024	45585	11-7200-8110	SPECIAL OPERS/M	Outdoor Signage	2,500.00
						2,500.00
FORT SCOTT TRIB	11/14/2024	45701	11-6850-7000	GORDON PARKS CE	Advertisement for Celebration	1,146.00
						1,146.00
FSCC	11/07/2024	45635	25-2544-6030	HEP 2024-25	HEP YR4 Reimb. Jena Russell	15.00
						15.00
FSCC BOOKSTORE	11/05/2024	45584	25-2544-7010	HEP 2024-25	HEP Yr4 HEP Conf. Supplies	20.00
						20.00
FSCC BOOSTER CL	11/07/2024	45602	11-5500-1471	GENERAL ATHLETI	REFUND OF BOOSTER CHECK THAT	20,586.40
						20,586.40
FSCC GORDON PAR	11/05/2024	45593	11-5000-7000	STUDENT SERVICE	POWER SPEAKERS	394.95
FSCC GORDON PAR	11/05/2024	45593	11-5000-7000	STUDENT SERVICE	3 YR WARRANTY	53.99
						448.94
FSCC PRINT SHOP	11/05/2024	45592	11-1129-6150	PAOLA	pink slips	18.25
FSCC PRINT SHOP	11/05/2024	45592	11-4200-6150	ACADEMIC ADMINI	pink slips	25.65
FSCC PRINT SHOP	11/05/2024	45592	70-0000-1473	UNCLASSIFIED	pink slips	7.80
FSCC PRINT SHOP	11/05/2024	45592	11-5100-6150	ADVISING	pink slips	3.50
FSCC PRINT SHOP	11/05/2024	45592	11-5200-6150	FINANCIAL AID	pink slips	32.00
FSCC PRINT SHOP	11/05/2024	45592	11-5500-6150	GENERAL ATHLETI	pink slips	29.75
FSCC PRINT SHOP	11/05/2024	45592	11-6200-6150	BUSINESS OFFICE	pink slips	40.00
FSCC PRINT SHOP	11/05/2024	45592	11-6400-6150	MIS DEPARTMENT	pink slips	26.00
FSCC PRINT SHOP	11/05/2024	45592	11-6800-6150	FOUNDATION	pink slips	91.50
FSCC PRINT SHOP	11/05/2024	45592	11-6850-6150	GORDON PARKS CE	pink slips	3.00
FSCC PRINT SHOP	11/05/2024	45592	12-1205-6150	AG DEPARTMENT	pink slips	2.00
FSCC PRINT SHOP	11/05/2024	45592	12-1235-6150	NURSING	pink slips	41.80

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
FSCC PRINT SHOP	11/05/2024	45592	25-2544-6150	HEP 2024-25	pink slips	32.00	
FSCC PRINT SHOP	11/05/2024	45592	27-2719-7000	TITLE IV/SSS-YE	pink slips	49.00	
FSCC PRINT SHOP	11/05/2024	45592	28-2812-6150	PASS YR12	pink slips	93.00	
FSCC PRINT SHOP	11/05/2024	45592	11-5000-6150	STUDENT SERVICE	pink slips	14.50	
FSCC PRINT SHOP	11/05/2024	45592	11-1197-6150	SPEECH/DRAMA/TH	print shop invoices	22.88	
FSCC PRINT SHOP	11/05/2024	45592	11-4200-6150	ACADEMIC ADMINI	print shop invoices	50.03	
FSCC PRINT SHOP	11/05/2024	45592	11-1181-7020	BAND	print shop invoices	114.23	
FSCC PRINT SHOP	11/05/2024	45592	11-5000-6150	STUDENT SERVICE	print shop invoices	10.30	
FSCC PRINT SHOP	11/05/2024	45592	11-5300-6150	REGISTRAR	print shop invoices	1.50	
FSCC PRINT SHOP	11/05/2024	45592	11-5350-6150	ADMISSIONS	print shop invoices	963.38	
FSCC PRINT SHOP	11/05/2024	45592	11-5500-6150	GENERAL ATHLETI	print shop invoices	.25	
FSCC PRINT SHOP	11/05/2024	45592	11-5510-6150	BASKETBALL-MEN	print shop invoices	14.41	
FSCC PRINT SHOP	11/05/2024	45592	11-5530-6150	RODEO	print shop invoices	88.75	
FSCC PRINT SHOP	11/05/2024	45592	12-1202-6150	HARLEY DAVIDSON	print shop invoices	478.30	
FSCC PRINT SHOP	11/05/2024	45592	12-1222-6150	CTEC	print shop invoices	.25	
FSCC PRINT SHOP	11/05/2024	45592	27-2719-7000	TITLE IV/SSS-YE	print shop invoices	6.85	
FSCC PRINT SHOP	11/05/2024	45592	11-1129-6150	PAOLA	copy counts	85.89	
FSCC PRINT SHOP	11/05/2024	45592	11-1197-6150	SPEECH/DRAMA/TH	copy counts	6.75	
FSCC PRINT SHOP	11/05/2024	45592	11-2900-6150	STUDENT SUCCESS	copy counts	2.16	
FSCC PRINT SHOP	11/05/2024	45592	11-4100-6150	LIBRARY	copy counts	.57	
FSCC PRINT SHOP	11/05/2024	45592	11-5500-6150	GENERAL ATHLETI	copy counts	38.25	
FSCC PRINT SHOP	11/05/2024	45592	11-5520-6150	VOLLEYBALL	copy counts	1.83	
FSCC PRINT SHOP	11/05/2024	45592	11-5525-6150	BASEBALL	copy counts	2.76	
FSCC PRINT SHOP	11/05/2024	45592	11-6100-6150	PRESIDENT'S OFF	copy counts	.39	
FSCC PRINT SHOP	11/05/2024	45592	11-6140-6150	HUMAN RESOURCES	copy counts	34.11	
FSCC PRINT SHOP	11/05/2024	45592	11-6200-6150	BUSINESS OFFICE	copy counts	19.41	
FSCC PRINT SHOP	11/05/2024	45592	11-6400-6150	MIS DEPARTMENT	copy counts	.06	
FSCC PRINT SHOP	11/05/2024	45592	12-1205-6150	AG DEPARTMENT	copy counts	13.77	
FSCC PRINT SHOP	11/05/2024	45592	12-1225-6150	CRIMINAL JUSTIC	copy counts	12.27	
FSCC PRINT SHOP	11/05/2024	45592	12-1240-6150	ALLIED HEALTH	copy counts	26.40	
FSCC PRINT SHOP	11/05/2024	45592	13-1300-6150	ADULT EDUCATION	copy counts	8.67	
FSCC PRINT SHOP	11/05/2024	45592	26-3814-6150	CAMP 2024-25	copy counts	9.42	
FSCC PRINT SHOP	11/05/2024	45592	27-2719-7000	TITLE IV/SSS-YE	copy counts	17.94	
FSCC PRINT SHOP	11/05/2024	45592	37-3720-6150	MEP A YEAR 20	copy counts	10.05	
FSCC PRINT SHOP	11/14/2024	45712	28-2812-6150	PASS YR12	PALLET OF PAPER,CARD STOCK	2,952.00	

5,503.58							
Fuhriman: Morga	11/12/2024	45662	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00	
Fuhriman: Morga	11/12/2024	45662	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00	
Fuhriman: Morga	11/12/2024	45662	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00	

275.00							
GARDEN CITY COM	11/07/2024	45615	25-2544-6645	HEP 2024-25	HEP Yr4 Nov'24 Site Payment	2,000.00	

2,000.00							

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
GARZA: ALEJANDR	11/12/2024	45657	25-2544-6644	HEP 2024-25	HEP Yr4 Oct'24 Time Log	526.50
						526.50
Global Print Br	11/07/2024	45644	11-6300-6140	MARKETING/DIGIT	Rodeo Softball Baseball	2,480.00
						2,480.00
GRAINGER	11/14/2024	45755	11-7100-6480	FACILITIES AND	BASKETBALL GOAL PULLEY SYSTEM	50.00
						50.00
Grant: Dean	11/05/2024	45557	12-1250-6050	ENVIRONMENTAL W	EMPORIA WW/CERT MEALS	20.00
						20.00
GREAT WESTERN D	11/05/2024	45544	27-2720-7000	TRIO 2024-25	Advisor Workshop Supplies	231.25
GREAT WESTERN D	11/05/2024	45552	84-8400-6640	FOODSERVICE/DIN	10/17-10/23 19 MEAL PLAN	15,299.20
GREAT WESTERN D	11/05/2024	45552	84-8400-6640	FOODSERVICE/DIN	10/17-10/23 10 MEAL PLAN	828.80
GREAT WESTERN D	11/05/2024	45552	84-8400-6640	FOODSERVICE/DIN	10/17-10/23 7 MEAL PLAN	1,123.08
GREAT WESTERN D	11/05/2024	45553	84-8400-6640	FOODSERVICE/DIN	10/10-10/16 19 MEAL PLANS	15,299.20
GREAT WESTERN D	11/05/2024	45553	84-8400-6640	FOODSERVICE/DIN	10/10-10/16 10 MEAL PLAN	828.80
GREAT WESTERN D	11/05/2024	45553	84-8400-6640	FOODSERVICE/DIN	10/10-10/16 7 MEAL PLAN	1,123.08
GREAT WESTERN D	11/14/2024	45756	75-7539-7000	PHI THETA KAPPA	Fall 24 Induction Ceremony	67.05
						34,800.46
Gutierrez: Alan	11/12/2024	45661	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Gutierrez: Alan	11/12/2024	45661	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Gutierrez: Alan	11/12/2024	45661	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	200.00
						375.00
Harrison: Rex	11/12/2024	45675	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Harrison: Rex	11/12/2024	45675	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Harrison: Rex	11/12/2024	45675	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
HEIDRICKS TRUE	10/30/2024	45524	11-7100-6480	FACILITIES AND	PLUMBING REPAIR PARTS-COSMO	31.78
HEIDRICKS TRUE	10/30/2024	45525	11-7100-7000	FACILITIES AND	BATTERY	4.99
HEIDRICKS TRUE	11/05/2024	45528	11-7100-7000	FACILITIES AND	HARDWARE EFAC	4.95
						41.72
HENRY KRAFT INC	11/07/2024	45626	83-8383-7000	GREYHOUND/BOILE	TOILET PAPER	1,064.70
						1,064.70

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
HERNANDEZ: EMIL	11/12/2024	45656	25-2544-6644	HEP 2024-25	HEP Yr4 Oct'24 Time Log	162.00
						162.00
Hernandez: Raul	11/12/2024	45666	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Hernandez: Raul	11/12/2024	45666	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Hernandez: Raul	11/12/2024	45666	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	140.00
						315.00
HERRING BANK	11/14/2024	45758	11-6200-6150	BUSINESS OFFICE	ACH ITEM FEES	66.90
HERRING BANK	11/14/2024	45758	11-6200-6150	BUSINESS OFFICE	FLAT FILE FEES	21.00
HERRING BANK	11/14/2024	45758	11-6200-6150	BUSINESS OFFICE	BADGES	13.00
HERRING BANK	11/14/2024	45758	11-6200-6150	BUSINESS OFFICE	ICLASS BADGES	47.50
HERRING BANK	11/14/2024	45758	11-6200-6150	BUSINESS OFFICE	REFUND CHOICES	82.00
HERRING BANK	11/14/2024	45758	11-6200-6150	BUSINESS OFFICE	SWIPE TERMINAL LEASE	50.00
						280.40
HOME DEPOT CRED	10/30/2024	45523	11-3200-7000	COMMUNITY SERVI	CARE TO SHARE ADIRONDACK CHAIR	226.27
HOME DEPOT CRED	10/30/2024	45526	83-8387-6480	GARRISON APARTM	HOT WATER HEATER REPLACEMENT	411.72
HOME DEPOT CRED	11/14/2024	45741	12-1230-7020	S.T.A.R.S.	M18 18V Lithium-Ion Cordless	299.00
HOME DEPOT CRED	11/14/2024	45741	12-1230-7020	S.T.A.R.S.	5 lb pick mattock with 36in	34.98
HOME DEPOT CRED	11/14/2024	45741	12-1230-7020	S.T.A.R.S.	1/16 in rotary tool round	29.88
HOME DEPOT CRED	11/14/2024	45741	12-1230-7020	S.T.A.R.S.	12 gauge weighted caprock/pony	119.98
HOME DEPOT CRED	11/14/2024	45741	12-1230-7020	S.T.A.R.S.	47 in l fiberglass handle	59.96
HOME DEPOT CRED	11/14/2024	45741	12-1230-7020	S.T.A.R.S.	32in fiberglass d-handle drain	89.96
						1,271.75
HPSO	11/14/2024	45739	12-1235-6250	NURSING	Certificate of Insurance	2,619.00
						2,619.00
Htoo: Kaw Key R	11/14/2024	45732	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Htoo: Kaw Key R	11/14/2024	45732	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Htoo: Kaw Key R	11/14/2024	45732	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	160.00
						335.00
Htoo: Mu Ka Pru	11/14/2024	45731	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Htoo: Mu Ka Pru	11/14/2024	45731	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Htoo: Mu Ka Pru	11/14/2024	45731	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	160.00
						335.00
INtheBAG, Corpor	11/14/2024	45713	37-3961-6150	IOWA PROJECT-11	IA PROJ-IN THE BAG-OCTOBER 24	509.19
						509.19

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
Trungu: Peter	11/14/2024	45714	37-3961-6640	IOWA PROJECT-11	IA PROJ-PETER I-OCTOBER 2024	203.75
						203.75
JARRED, GILMORE	11/07/2024	45631	11-6200-6630	BUSINESS OFFICE	AUDIT PREPARATION 23-24	19,000.00
						19,000.00
JENZABAR	11/07/2024	45600	11-6400-6651	MIS DEPARTMENT	HOURLY DATA CONVERSION	14,280.00
JENZABAR	11/07/2024	45600	11-6400-6651	MIS DEPARTMENT	HOURLY FINANCIAL AID TRAINING	2,409.00
JENZABAR	11/07/2024	45600	11-6400-6651	MIS DEPARTMENT	HOURLY J1 IMPLEMENTATION	18,834.00
						35,523.00
JOCKS NITCH	10/21/2024	45488	11-5520-7000	VOLLEYBALL	PAYMENT REQ#158399 OVERAGE	930.70
JOCKS NITCH	10/21/2024	45493	11-5520-7000	VOLLEYBALL	ADIDAS CUSTOM VB JERSEYS	960.00
JOCKS NITCH	10/21/2024	45493	11-5520-7000	VOLLEYBALL	ADIDAS NOVAFLIGHT SHOES	1,001.00
JOCKS NITCH	10/21/2024	45493	11-5520-7000	VOLLEYBALL	ADIDAS SHORTS-2 COLORS	388.80
JOCKS NITCH	10/21/2024	45493	11-5520-7000	VOLLEYBALL	ADIDAS SPANDEX SHORTS	252.00
JOCKS NITCH	10/21/2024	45493	11-5520-7000	VOLLEYBALL	ADIDAS SWEAT PANT	648.00
JOCKS NITCH	10/21/2024	45493	11-5520-7000	VOLLEYBALL	ADIDAS LONG TIGHTS	518.40
JOCKS NITCH	10/21/2024	45493	11-5520-7000	VOLLEYBALL	ADIDAS SHORT SLEEVE TEE W/PRIN	414.00
JOCKS NITCH	10/21/2024	45493	11-5520-7000	VOLLEYBALL	ADIDAS LONG SLEEVE T W/ PRINT	468.00
JOCKS NITCH	10/21/2024	45493	11-5520-7000	VOLLEYBALL	ADIDAS FLEECE HOODY W/PRINT	648.00
JOCKS NITCH	10/21/2024	45493	11-5520-7000	VOLLEYBALL	KNEEPADS	192.00
JOCKS NITCH	10/21/2024	45493	11-5520-7000	VOLLEYBALL	PRACTICE T'S(5 COLORS)W/ PRINT	805.50
JOCKS NITCH	10/21/2024	45493	11-5520-7000	VOLLEYBALL	FREIGHT(SHIPPING)	95.00
JOCKS NITCH	11/05/2024	45579	11-5545-1471	SOFTBALL	DELONG CUSTOM DUGOUT JACKETS	1,200.00
JOCKS NITCH	11/05/2024	45579	11-5545-1471	SOFTBALL	FREIGHT	35.00
JOCKS NITCH	11/14/2024	45705	11-5525-7000	BASEBALL	GAME ON-FIELD HATS	1,350.00
JOCKS NITCH	11/14/2024	45705	11-5525-7000	BASEBALL	GAME ON-FIELD HATS	.00
JOCKS NITCH	11/14/2024	45705	11-5525-7000	BASEBALL	ADDIDAS SHORT SLEEVE HOODY	444.00
JOCKS NITCH	11/14/2024	45705	11-5525-7000	BASEBALL	ADIDAS CAGE JACKET	282.00
JOCKS NITCH	11/14/2024	45705	11-5525-7000	BASEBALL	ADIDAS COLD RDY LONG SLEEVE	1,044.00
JOCKS NITCH	11/14/2024	45705	11-5525-7000	BASEBALL	FREIGHT	160.00
						11,836.40
JOHNSON CONTROL	11/14/2024	45722	11-7100-6510	FACILITIES AND	ANNUAL MAINTENANCE CONTRACT	12,099.63
JOHNSON CONTROL	11/14/2024	45752	11-7100-6480	FACILITIES AND	REPLACEMENT OF BAILEY HALL	549.43
						12,649.06
JUDY'S FUEL & O	11/07/2024	45627	11-7100-7250	FACILITIES AND	REFIL OF DIESEL TANK FOR EQUIP	759.00
						759.00
JUDY'S IRON & M	11/05/2024	45575	83-8387-6480	GARRISON APARTM	PLUMBING REPAIR PARTS	23.25

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
JUDY'S IRON & M	11/07/2024	45624	11-7100-6480	FACILITIES AND	BURKE STREET REPAIR PARTS	11.59
JUDY'S IRON & M	11/07/2024	45624	11-7100-6480	FACILITIES AND	BURKE STREET REPAIR PARTS	2.42
						37.26
KANSAS DEANS &	11/05/2024	45556	11-4200-6810	ACADEMIC ADMINI	24-25 MEMBERSHIP DUES	100.00
						100.00
KANSAS DEPT OF	10/24/2024	45507	11-0000-4850	UNCLASSIFIED	SEPTEMBER SALES TAX	.02
KANSAS DEPT OF	10/24/2024	45507	11-0000-1010	UNCLASSIFIED	SEPTEMBER SALES TAX	.02-
KANSAS DEPT OF	10/24/2024	45507	12-1215-4100	FT. SCOTT COSME	SEPTEMBER SALES TAX	75.08
KANSAS DEPT OF	10/24/2024	45507	12-0000-1010	UNCLASSIFIED	SEPTEMBER SALES TAX	75.08-
KANSAS DEPT OF	10/24/2024	45507	70-8383-4850	GREYHOUND/BOILE	SEPTEMBER SALES TAX	178.16
KANSAS DEPT OF	10/24/2024	45507	70-0000-1010	UNCLASSIFIED	SEPTEMBER SALES TAX	178.16-
KANSAS DEPT OF	10/24/2024	45507	98-0000-4850	UNCLASSIFIED	SEPTEMBER SALES TAX	11.39-
KANSAS DEPT OF	10/24/2024	45507	98-0000-1010	UNCLASSIFIED	SEPTEMBER SALES TAX	11.39
KANSAS DEPT OF	10/24/2024	45507	76-0000-2160	UNCLASSIFIED	SEPTEMBER SALES TAX	241.88-
KANSAS DEPT OF	10/24/2024	45507	76-0000-1010	UNCLASSIFIED	SEPTEMBER SALES TAX	241.88
KANSAS DEPT OF	10/24/2024	45507	81-8100-2160	BOOKSTORE	SEPTEMBER SALES TAX	310.21
KANSAS DEPT OF	10/24/2024	45507	81-8100-2160	BOOKSTORE	SEPTEMBER SALES TAX	1.14
KANSAS DEPT OF	10/24/2024	45507	76-0000-2160	UNCLASSIFIED	SEPTEMBER SALES TAX	241.88
						553.23
KANSAS GAS SERV	10/24/2024	45511	11-7100-6330	FACILITIES AND	EFAC GAS 9/1-10/01	104.60
KANSAS GAS SERV	11/05/2024	45558	11-7100-6330	FACILITIES AND	HILL ST 9/17-10/16	121.85
KANSAS GAS SERV	11/05/2024	45558	11-7100-6330	FACILITIES AND	MAINTENANCE 9/13-10/14	48.08
KANSAS GAS SERV	11/05/2024	45558	12-2603-6330	WELDING-FT SCOT	WELDING 9/13-10/14	48.08
KANSAS GAS SERV	11/05/2024	45558	12-1206-6330	JOHN DEERE PROG	JOHN DEERE 9/13-10/14	61.19
KANSAS GAS SERV	11/05/2024	45558	12-1202-6330	HARLEY DAVIDSON	HARLEY 9/11-10/10	91.03
KANSAS GAS SERV	11/05/2024	45558	83-8384-6330	GREYHOUND LODGE	LODGE 9/17-10/16	386.57
KANSAS GAS SERV	11/07/2024	45622	11-7100-6330	FACILITIES AND	BURKE ST GAS 9/13-10/14	184.29
KANSAS GAS SERV	11/14/2024	45695	11-7100-6330	FACILITIES AND	2108 HORTON 10/1-11/1	631.01
KANSAS GAS SERV	11/14/2024	45695	11-7100-6330	FACILITIES AND	EFAC 10/1-11/1	108.65
						1,785.35
KASTLE GRINDING	11/05/2024	45574	11-6600-6480	PRINT SHOP	Knife trimmer blade sharpen	65.00
						65.00
KCADNE	11/05/2024	45596	12-1235-7000	NURSING	Membership for Nursing group	75.00
KCADNE	11/07/2024	45608	41-3010-6136	CARL PERKINS GR	PERKINS PD/KCADNE/WICHITA,KS	100.00
						175.00
KENNY FELT PHOT	11/07/2024	45632	11-6100-9100	PRESIDENT'S OFF	Headshots for Board Members	150.00

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
						150.00
KIRKLAND WELDIN	10/21/2024	45501	12-2602-7020	WELDING-CTEC	Classroom materials	2,000.00
KIRKLAND WELDIN	10/24/2024	45520	12-1230-7020	S.T.A.R.S.	5 DWE402 DEWALT GRINDER 4 1/2	1,068.00
KIRKLAND WELDIN	10/24/2024	45520	12-1230-7020	S.T.A.R.S.	5P+ 1/8 MILD STEEL 6010 5P+	264.00
KIRKLAND WELDIN	10/24/2024	45520	12-1230-7020	S.T.A.R.S.	1531-002-0002 SET-UP WEDGE 3"	129.30
KIRKLAND WELDIN	11/05/2024	45535	11-7100-7000	FACILITIES AND	24-25 LEASE FOR CYLINDERS OF	165.00
KIRKLAND WELDIN	11/05/2024	45586	12-2603-7000	WELDING-FT SCOT	MIX GAS BOTTLE 75/25	49.00
KIRKLAND WELDIN	11/05/2024	45586	12-2603-7000	WELDING-FT SCOT	ARGON	49.00
KIRKLAND WELDIN	11/05/2024	45586	12-2603-7000	WELDING-FT SCOT	TIG LEADS	129.50
KIRKLAND WELDIN	11/05/2024	45586	12-2603-7000	WELDING-FT SCOT	OXYGEN BOTTLE	30.00
KIRKLAND WELDIN	11/05/2024	45586	12-2603-7000	WELDING-FT SCOT	ACETYLENE BOTTLE	88.00
KIRKLAND WELDIN	11/05/2024	45586	12-2603-7000	WELDING-FT SCOT	CUTTING WHEELS BOX OF 25	43.75
KIRKLAND WELDIN	11/05/2024	45586	12-2603-7000	WELDING-FT SCOT	BOX OF WIRE BRUSHES (12)	30.00
KIRKLAND WELDIN	11/05/2024	45586	12-2603-7000	WELDING-FT SCOT	TORCH TIP CLEANERS	7.00
KIRKLAND WELDIN	11/05/2024	45586	12-2603-7000	WELDING-FT SCOT	ROSE BUD TIP FOR TORCH MEDIUM	66.50
KIRKLAND WELDIN	11/05/2024	45586	12-2603-7000	WELDING-FT SCOT	DELIVERY CHARGE	5.00
KIRKLAND WELDIN	11/05/2024	45590	12-1206-7000	JOHN DEERE PROG	propane	100.00
KIRKLAND WELDIN	11/14/2024	45737	12-1230-7020	S.T.A.R.S.	HT-2 Electrode Holder/Lenco	25.00
KIRKLAND WELDIN	11/14/2024	45737	12-1230-7020	S.T.A.R.S.	EG300 Ground Clamp/Lenco	10.00
KIRKLAND WELDIN	11/14/2024	45737	12-1230-7020	S.T.A.R.S.	2-500 Welding Cable #2	50.00
KIRKLAND WELDIN	11/14/2024	45738	12-1230-7020	S.T.A.R.S.	5p+ 1/8 mild steel 6010 5p+	528.00
						4,837.05
KRYTERION	10/21/2024	45500	12-1240-7010	ALLIED HEALTH	student test fees	216.00
						216.00
KT HEALTH CLINI	11/14/2024	45751	11-6500-6460	LOGISTICS	Annual Clearinghouse Query 68	193.00
						193.00
KTK Electric LL	11/07/2024	45630	83-8383-6480	GREYHOUND/BOILE	REPLACEMENT OF AC ROOFTOP	5,954.90
						5,954.90
Kue: TaEh	11/14/2024	45730	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Kue: TaEh	11/14/2024	45730	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Kue: TaEh	11/14/2024	45730	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	160.00
						335.00
LAKELAND OFFICE	10/24/2024	45509	11-6600-6151	PRINT SHOP	CONTRACT OVERAGE 9/17-10/16	525.71
LAKELAND OFFICE	11/12/2024	45645	11-6600-6151	PRINT SHOP	CONTRACT OVERAGE 10/06-11/05	310.78
LAKELAND OFFICE	11/14/2024	45698	28-2812-8500	PASS YR12	CONTRACT OVERAGE 11/09-12/08	267.32
						1,103.81

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
LANDERS: TRINIT	11/12/2024	45667	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
LANDERS: TRINIT	11/12/2024	45667	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
LANDERS: TRINIT	11/12/2024	45667	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	140.00
						315.00
Lange: Kansas	11/12/2024	45660	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Lange: Kansas	11/12/2024	45660	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Lange: Kansas	11/12/2024	45660	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
LEARNING TREE I	11/05/2024	45597	11-6140-6190	HUMAN RESOURCES	Name badges	100.00
						100.00
LOCKWOOD MOTOR	11/05/2024	45527	11-7100-6460	FACILITIES AND	INTERIOR DOOR HANDLE FOR	30.04
LOCKWOOD MOTOR	11/05/2024	45546	11-7100-6460	FACILITIES AND	DOOR HINGE BUSHINGS FOR TRUCK	2.34
LOCKWOOD MOTOR	11/05/2024	45547	11-7100-6460	FACILITIES AND	OXYGEN SENSOR FOR WHITE TRUCK	21.79
LOCKWOOD MOTOR	11/07/2024	45623	11-7100-6460	FACILITIES AND	RED/SILVER TRUCK DOOR HINGE	7.72
LOCKWOOD MOTOR	11/14/2024	45688	11-7100-6460	FACILITIES AND	MAINTENANCE TRUCK HINGE PIN	30.11
LOCKWOOD MOTOR	11/14/2024	45694	11-7100-6460	FACILITIES AND	WHITE TRUCK HINGE PIN/BUSHING	30.11
LOCKWOOD MOTOR	11/14/2024	45757	11-7100-6460	FACILITIES AND	FILTER AND UNION FOR TRUCKS	27.89
						150.00
LOPEZ: CARMEN R	11/14/2024	45721	25-2544-7485	HEP 2024-25	Reimb Oct'24 Childcare HEP Yr4	106.80
						106.80
LOWE: ISABEL	11/12/2024	45674	26-3814-7480	CAMP 2024-25	OCT & NOV STUDENT STIPEND	250.00
LOWE: ISABEL	11/12/2024	45674	26-3814-7460	CAMP 2024-25	OCT & NOV MEALS STIPEND	100.00
LOWE: ISABEL	11/12/2024	45674	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						450.00
MABE: LINDSEY	11/14/2024	45717	37-3961-6030	IOWA PROJECT-11	IA PROJ-LINDSEY M-OCTOBER 2024	109.00
						109.00
MALDONADO: MELI	11/12/2024	45659	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
MALDONADO: MELI	11/12/2024	45659	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
MALDONADO: MELI	11/12/2024	45659	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
MANRIQUE: SANT	11/07/2024	45634	25-2544-6030	HEP 2024-25	HEP Yr4 Meals and Travel Reimb	500.00
						500.00

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
Marlo Beauty Su	10/29/2024	45522	12-1215-7020	FT. SCOTT COSME	lots of salon stuff	618.00
						618.00
MARROQUIN: EMIL	11/14/2024	45716	37-3961-6030	IOWA PROJECT-11	IA PROJ-EMILIA M-OCTOBER 2024	1,124.10
						1,124.10
MAYCO ACE HARDW	11/05/2024	45563	11-7100-6480	FACILITIES AND	PLUMBING REPAIR PARTS-COSMO	54.99
MAYCO ACE HARDW	11/05/2024	45576	83-8387-6480	GARRISON APARTM	PLUMBING REPAIR PARTS	42.96
						97.95
MCGINNIS: DALTO	11/05/2024	45550	11-5530-7000	RODEO	HAULING HAY	1,760.00
						1,760.00
MELENDEZ-TREJO:	11/07/2024	45607	25-2544-6645	HEP 2024-25	HEP Yr4 Oct'24 Time Log	171.00
						171.00
MERCHANTS FLEET	11/14/2024	45696	11-6500-6410	LOGISTICS	VAN 851278 LEASE 11/1-11/30	890.40
MERCHANTS FLEET	11/14/2024	45696	11-6500-6410	LOGISTICS	VAN 851224 LEASE 11/1-11/30	890.40
MERCHANTS FLEET	11/14/2024	45696	11-6500-6410	LOGISTICS	VAN 851279 LEASE 11/1-11/30	890.40
						2,671.20
Mill Creek Vete	11/05/2024	45531	11-5530-7000	RODEO	NUFLOR INJECTABLE SOLUTION	399.72
						399.72
Moo: BuChri	11/14/2024	45729	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Moo: BuChri	11/14/2024	45729	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Moo: BuChri	11/14/2024	45729	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	160.00
						335.00
Moo: Hsa Paw Le	11/14/2024	45728	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Moo: Hsa Paw Le	11/14/2024	45728	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Moo: Hsa Paw Le	11/14/2024	45728	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	160.00
						335.00
NEW READERS PRE	11/14/2024	45691	25-2544-7010	HEP 2024-25	HEP Yr4 Ready Test Vouchers	227.52
						227.52
NITSCHKE: OLIVI	11/12/2024	45673	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
NITSCHKE: OLIVI	11/12/2024	45673	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
NITSCHKE: OLIVI	11/12/2024	45673	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
O'BRIEN READY M	11/05/2024	45577	12-1230-7020	S.T.A.R.S.	Concrete	886.02
						886.02
O'REILLY AUTO P	11/05/2024	45582	11-7100-6480	FACILITIES AND	NEW FAN BELT FOR ARNOLD ARENA	7.99
O'REILLY AUTO P	11/05/2024	45582	11-7100-6460	FACILITIES AND	NEW DOOR HANDLE FOR TRUCK	15.93
O'REILLY AUTO P	11/05/2024	45591	12-1206-7020	JOHN DEERE PROG	paint markers and oil	100.00
						123.92
Optum Bank	11/05/2024	45562	11-6100-5940	PRESIDENT'S OFF	HSA PRESIDENT	4,083.31
						4,083.31
Page: Jentry	11/07/2024	45606	25-2544-6645	HEP 2024-25	HEP Yr4 Oct'24 Time Log and	1,045.00
						1,045.00
Paw: Lweh Kpor	11/14/2024	45727	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Paw: Lweh Kpor	11/14/2024	45727	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Paw: Lweh Kpor	11/14/2024	45727	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	160.00
						335.00
PHI THETA KAPPA	11/05/2024	45580	75-7536-6190	PHI THETA KAPPA	LESTERS, PLATT, KIERL MEMB	280.00
PHI THETA KAPPA	11/14/2024	45754	75-7539-7000	PHI THETA KAPPA	Fall 24 Dues	1,190.00
						1,470.00
PHILLIPS 66-COM	11/12/2024	45646	12-1206-7020	JOHN DEERE PROG	Fuel for tractors	250.00
						250.00
Pino: Jericho	11/12/2024	45658	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Pino: Jericho	11/12/2024	45658	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Pino: Jericho	11/12/2024	45658	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
PITNEY BOWES	10/21/2024	45474	11-5525-6150	BASEBALL	SEPTEMBER POSTAGE	65.06
PITNEY BOWES	10/21/2024	45474	11-5510-6150	BASKETBALL-MEN	SEPTEMBER POSTAGE	.69
PITNEY BOWES	10/21/2024	45474	81-8100-6150	BOOKSTORE	SEPTEMBER POSTAGE	312.59
PITNEY BOWES	10/21/2024	45474	11-6200-6150	BUSINESS OFFICE	SEPTEMBER POSTAGE	79.16

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
PITNEY BOWES	10/21/2024	45474	26-3814-6150	CAMP 2024-25	SEPTEMBER POSTAGE	3.57
PITNEY BOWES	10/21/2024	45474	11-5200-6150	FINANCIAL AID	SEPTEMBER POSTAGE	8.28
PITNEY BOWES	10/21/2024	45474	11-6800-6150	FOUNDATION	SEPTEMBER POSTAGE	245.45
PITNEY BOWES	10/21/2024	45474	11-6850-6150	GORDON PARKS CE	SEPTEMBER POSTAGE	22.71
PITNEY BOWES	10/21/2024	45474	25-2544-6150	HEP 2024-25	SEPTEMBER POSTAGE	3.45
PITNEY BOWES	10/21/2024	45474	28-2812-6150	PASS YR12	SEPTEMBER POSTAGE	1.50
PITNEY BOWES	10/21/2024	45474	11-5350-6150	ADMISSIONS	SEPTEMBER POSTAGE	305.83
PITNEY BOWES	10/21/2024	45474	11-5300-6150	REGISTRAR	SEPTEMBER POSTAGE	8.11
PITNEY BOWES	10/21/2024	45474	37-3961-6150	IOWA PROJECT-11	SEPTEMBER POSTAGE	3.76
						1,060.16
RAMIREZ: LUZ	11/12/2024	45655	25-2544-7485	HEP 2024-25	Reimb. HEP Yr4 Childcare Oct24	50.00
						50.00
Ramirez: Taylor	11/12/2024	45672	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Ramirez: Taylor	11/12/2024	45672	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Ramirez: Taylor	11/12/2024	45672	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
RAZAM: WENDY	11/14/2024	45719	37-3961-6030	IOWA PROJECT-11	IA PROJ-WENDY R-OCTOBER 24	838.35
						838.35
ROBERTSON: SAMU	11/14/2024	45720	37-3961-6030	IOWA PROJECT-11	IA PROJ-SAM R.-OCTOBER 24	323.07
						323.07
Rodriguez: Suri	11/12/2024	45650	25-2544-7485	HEP 2024-25	Reimb. Oct'24 Childcare HEPYR4	120.00
						120.00
ROGERS BODY SHO	11/05/2024	45534	11-6500-6460	LOGISTICS	Replace passagner headlight	158.40
						158.40
ROMERO: VERONIC	10/24/2024	45519	25-2544-7480	HEP 2024-25	HEP Yr4 HSE Stipend	200.00
ROMERO: VERONIC	10/24/2024	45519	25-2544-7475	HEP 2024-25	HEP Yr4 Transportation	50.00
ROMERO: VERONIC	10/24/2024	45519	25-2544-7480	HEP 2024-25	HEP Yr 4 Placement	25.00
						275.00
RUDDICKS	11/07/2024	45625	27-2720-7000	TRIO 2024-25	Office Supplies	908.00
						908.00

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
RUSSELLVILLE AD	11/07/2024	45613	25-2544-6645	HEP 2024-25	HEP Yr4 Nov'24 Site Payment	1,500.00
						1,500.00
SCCC/ATS	11/12/2024	45652	26-3814-7300	CAMP 2024-25	T&F/EMILY BOECK 800195520	820.00
SCCC/ATS	11/12/2024	45652	26-3814-7010	CAMP 2024-25	BOOKS/EMILY BOECK	60.00
SCCC/ATS	11/12/2024	45652	26-3814-7470	CAMP 2024-25	DORM/EMILY BOECK	500.00
SCCC/ATS	11/12/2024	45652	26-3814-7460	CAMP 2024-25	MEALS/EMILY BOECK	620.00
SCCC/ATS	11/12/2024	45652	26-3814-7300	CAMP 2024-25	T&F/TAYLOR BURNS 800191476	800.00
SCCC/ATS	11/12/2024	45652	26-3814-7010	CAMP 2024-25	BOOKS/TAYLOR BURNS	120.00
SCCC/ATS	11/12/2024	45652	26-3814-7470	CAMP 2024-25	DORM/TAYLOR BURNS	480.00
SCCC/ATS	11/12/2024	45652	26-3814-7460	CAMP 2024-25	MEALS/TAYLOR BURNS	600.00
SCCC/ATS	11/12/2024	45652	26-3814-7300	CAMP 2024-25	T&F/KANSAS LANGE 800195995	780.00
SCCC/ATS	11/12/2024	45652	26-3814-7010	CAMP 2024-25	BOOKS/KANSAS LANGE	60.00
SCCC/ATS	11/12/2024	45652	26-3814-7470	CAMP 2024-25	DORM/KANSAS LANGE	500.00
SCCC/ATS	11/12/2024	45652	26-3814-7460	CAMP 2024-25	MEALS/KANSAS LANGE	660.00
SCCC/ATS	11/12/2024	45652	26-3814-7300	CAMP 2024-25	T&F/M. MALDONADO 800184913	348.74
SCCC/ATS	11/12/2024	45652	26-3814-7010	CAMP 2024-25	BOOKS/MELISSA MALDONADO	42.27
SCCC/ATS	11/12/2024	45652	26-3814-7470	CAMP 2024-25	DORM/MELISSA MALDONADO	306.47
SCCC/ATS	11/12/2024	45652	26-3814-7460	CAMP 2024-25	MEALS/MELISSA MALDONADO	359.31
						7,056.79
SCOTTOCO LLC	11/14/2024	45742	81-8150-2025	BOOKSTORE CONSI	2 LEATHER PATCH HAT	42.00
						42.00
SCROGGINS: MICA	11/14/2024	45734	26-3814-6643	CAMP 2024-25	OCTOBER TUTOR/MENTOR ATU	2,194.50
SCROGGINS: MICA	11/14/2024	45762	26-3814-6030	CAMP 2024-25	REIMBURSE CONFERENCE EXPENSES	345.15
						2,539.65
SEWARD CO COMMU	11/07/2024	45614	25-2544-6645	HEP 2024-25	HEP Yr4 Nov'24 Site Payment	1,000.00
						1,000.00
SHELL FLEET PLU	10/21/2024	45495	12-1205-6011	AG DEPARTMENT	Fuel charge	274.41
						274.41
SKITCH'S HAULIN	11/14/2024	45748	83-8387-6480	GARRISON APARTM	GRAVEL FOR PARKING LOT REPAIRS	550.00
SKITCH'S HAULIN	11/14/2024	45748	83-8384-7000	GREYHOUND LODGE	DIRT FOR FILLING IN AROUND	300.00
						850.00
SMITH LEVEL COM	10/21/2024	45480	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/MASONRY/CTEC	1,380.00
SMITH LEVEL COM	10/21/2024	45480	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/MASONRY/CTEC	876.00
SMITH LEVEL COM	10/21/2024	45480	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/MASONRY/CTEC	960.00

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
SMITH LEVEL COM	10/21/2024	45480	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/MASONRY/CTEC	532.00
SMITH LEVEL COM	10/21/2024	45480	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/MASONRY/CTEC	60.61
						3,808.61
Soe: Paw Eh Dah	11/14/2024	45726	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Soe: Paw Eh Dah	11/14/2024	45726	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Soe: Paw Eh Dah	11/14/2024	45726	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	160.00
						335.00
SOUZA: HOLLIE	10/21/2024	45494	25-2544-6030	HEP 2024-25	HEP Yr4 Meals and Transp.	600.00
						600.00
Spindle: Charli	11/12/2024	45671	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Spindle: Charli	11/12/2024	45671	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Spindle: Charli	11/12/2024	45671	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
STAPLES	11/14/2024	45710	11-6600-6152	PRINT SHOP	2 pallets of paper	4,000.00
						4,000.00
STOTTS: COLETTE	11/14/2024	45715	37-3961-6030	IOWA PROJECT-11	IA PROJ-COLETTE S-OCTOBER 2024	637.26
						637.26
Strickland Bros	11/05/2024	45545	11-6500-6460	LOGISTICS	Oil changes for vehicles	500.00
						500.00
SURENCY LIFE &	11/07/2024	45601	11-6140-6642	HUMAN RESOURCES	AUG, SEPT, OCT COBRA	302.40
SURENCY LIFE &	11/12/2024	45647	11-6140-6642	HUMAN RESOURCES	NOVEMBER COBRA	100.80
						403.20
SURENCY VISION	11/05/2024	45559	11-6100-5940	PRESIDENT'S OFF	VISION INS PRESIDENT	163.14
						163.14
TANGENT COMPUTE	11/14/2024	45692	11-6400-8500	MIS DEPARTMENT	Datacove Appliance (5 Year)	4,156.00
TANGENT COMPUTE	11/14/2024	45692	11-6400-8500	MIS DEPARTMENT	Active Updates and hardware-5Y	4,156.01
TANGENT COMPUTE	11/14/2024	45692	11-6400-8500	MIS DEPARTMENT	shipping	44.00
						8,356.01

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
TH Rogers Homec	11/07/2024	45639	12-2601-7020	CONSTRUCTION TR	Masonry Supplies	1,000.00
						1,000.00
TOAS Designs LL	11/14/2024	45744	81-8150-2025	BOOKSTORE CONSI	8 KEYCHAINS, 4 KOOZIES	48.00
						48.00
TOUCHTONE COMM	11/12/2024	45654	11-7100-6310	FACILITIES AND	TOLL FREE MONTHLY 11/1-11/30	36.14
						36.14
TRI-VALLEY DEVE	10/21/2024	45489	11-6200-6150	BUSINESS OFFICE	SEPTEMBER SHREDDING	910.80
						910.80
UMB BANK NA	11/14/2024	45750	11-6500-6460	LOGISTICS	Credit card charges	1,000.00
						1,000.00
UMB CARD SERVIC	10/21/2024	45477	83-8384-6360	GREYHOUND LODGE	LODGE WIFI-NOVEMBER	465.90
UMB CARD SERVIC	10/21/2024	45477	11-7100-6360	FACILITIES AND	MAIN CAMPUS WIFI-NOVEMBER	778.54
UMB CARD SERVIC	10/21/2024	45477	11-7100-6360	FACILITIES AND	JOHN DEERE WIFI-NOVEMBER	120.00
UMB CARD SERVIC	10/21/2024	45485	11-5350-7000	ADMISSIONS	STRIVE SCAN CPC CREDITS	500.00
UMB CARD SERVIC	10/21/2024	45486	11-6850-7000	GORDON PARKS CE	AASLH Membership Renewal	98.00
UMB CARD SERVIC	10/21/2024	45487	11-5545-6020	SOFTBALL	SB RECRUITING TRIP TO OK CITY	50.00
UMB CARD SERVIC	10/21/2024	45490	11-5515-6010	BASKETBALL-WOME	WBB TRIP TO SHORTER 11/12/24	85.00
UMB CARD SERVIC	10/21/2024	45490	11-5515-6010	BASKETBALL-WOME	WBB TRIP TO SHORTER 11/12/24	136.00
UMB CARD SERVIC	10/21/2024	45490	11-5515-6010	BASKETBALL-WOME	WBB TRIP TO SHORTER 11/12/24	340.00
UMB CARD SERVIC	10/21/2024	45490	11-5515-6010	BASKETBALL-WOME	WBB TRIP TO SHORTER COLLEGE	840.00
UMB CARD SERVIC	10/21/2024	45497	12-1744-7000	CDL	Replacement fuel nozzle	131.87
UMB CARD SERVIC	10/21/2024	45498	11-5525-7000	BASEBALL	FEATHER EDGE STIRRUP SOCK	359.76
UMB CARD SERVIC	10/21/2024	45498	11-5525-7000	BASEBALL	ELASTIC BELT/SOCK COMBO	344.00
UMB CARD SERVIC	10/21/2024	45499	11-5510-7000	BASKETBALL-MEN	ARENA ANTI-WHIP NET 18"	27.00
UMB CARD SERVIC	10/21/2024	45499	11-5515-7000	BASKETBALL-WOME	ARENA ANTI-WHIP NET 18"	27.00
UMB CARD SERVIC	10/21/2024	45502	11-5515-6010	BASKETBALL-WOME	12/02/2024	128.00
UMB CARD SERVIC	10/21/2024	45502	11-5515-6010	BASKETBALL-WOME	12/02/2024	160.00
UMB CARD SERVIC	10/21/2024	45503	11-5515-6010	BASKETBALL-WOME	11/15/2024	160.00
UMB CARD SERVIC	10/21/2024	45504	11-5515-6010	BASKETBALL-WOME	11/07/2024	160.00
UMB CARD SERVIC	10/23/2024	45506	11-5535-1471	ESPORTS	ESPORT CREDIT CARD CHARGES	65.00
UMB CARD SERVIC	10/24/2024	45516	11-5515-6260	BASKETBALL-WOME	NABC CONVENTION MEMBERSHIP	85.00
UMB CARD SERVIC	10/24/2024	45516	11-5515-6260	BASKETBALL-WOME	NABC CONVENTION MEMBERSHIP	40.00
UMB CARD SERVIC	10/24/2024	45517	11-5515-1471	BASKETBALL-WOME	FASTBREAK PLAY BOOK ANNUAL SUB	250.00
UMB CARD SERVIC	11/05/2024	45537	11-5550-6020	TRACK/XC-WOMEN	MEALS FOR RECRUITS	175.00
UMB CARD SERVIC	11/05/2024	45538	11-5500-7000	GENERAL ATHLETI	REFUND OF RETURNED CAMERAS	539.99-
UMB CARD SERVIC	11/05/2024	45548	11-5550-6020	TRACK/XC-WOMEN	HOTEL ROOMS FOR RECRUITING	490.00
UMB CARD SERVIC	11/05/2024	45555	11-5510-1471	BASKETBALL-MEN	CANDY/SUPPLIES--10/31 VOLUNTEE	100.00
UMB CARD SERVIC	11/05/2024	45566	11-5515-6260	BASKETBALL-WOME	WBCA ANNUAL MEMBERSHIP	125.00

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
UMB CARD SERVIC	11/05/2024	45569	11-6100-6260	PRESIDENT'S OFF	HOTEL FOR CONFERENCE		175.00
UMB CARD SERVIC	11/05/2024	45581	12-1240-7010	ALLIED HEALTH	Late start CNA student		184.50
UMB CARD SERVIC	11/05/2024	45588	26-3814-6260	CAMP 2024-25	SCCC/OPSU CULTURAL EVENT		2,500.00
UMB CARD SERVIC	11/05/2024	45589	26-3814-7010	CAMP 2024-25	STUDENT SUPPLIES		188.76
UMB CARD SERVIC	11/05/2024	45589	26-3814-6150	CAMP 2024-25	OFFICE SUPPLIES		22.88
UMB CARD SERVIC	11/05/2024	45598	11-5545-6010	SOFTBALL	TBA BRANSON TRIP		250.00
UMB CARD SERVIC	11/05/2024	45599	11-5545-6010	SOFTBALL	09/14/2024 LUNCH		208.00
UMB CARD SERVIC	11/05/2024	45599	11-5545-6010	SOFTBALL	09/14/2024 DINNER		260.00
UMB CARD SERVIC	11/07/2024	45603	37-3961-6150	IOWA PROJECT-11	IA PROJ-STORAGEMART		132.31
UMB CARD SERVIC	11/07/2024	45603	37-3961-6180	IOWA PROJECT-11	IA PROJ-PROPIO LANG SERV		159.80
UMB CARD SERVIC	11/07/2024	45603	37-3961-6030	IOWA PROJECT-11	IA PROJ-UNITED		14.99
UMB CARD SERVIC	11/07/2024	45603	37-3961-6030	IOWA PROJECT-11	IA PROJ-UNITED		242.98
UMB CARD SERVIC	11/07/2024	45603	37-3961-6030	IOWA PROJECT-11	IA PROJ-AMERICAN AIR		242.98
UMB CARD SERVIC	11/07/2024	45603	37-3961-6150	IOWA PROJECT-11	IA PROJ-OFFICE DEPOT		146.19
UMB CARD SERVIC	11/07/2024	45603	37-3961-6030	IOWA PROJECT-11	IA PROJ-HAMPTON INN CORALVILLE		254.08
UMB CARD SERVIC	11/07/2024	45603	37-3961-6030	IOWA PROJECT-11	IA PROJ-WAL MART		723.04
UMB CARD SERVIC	11/07/2024	45603	37-3961-6030	IOWA PROJECT-11	IA PROJ-EMBASSY SUITES		668.05
UMB CARD SERVIC	11/07/2024	45603	37-3961-6030	IOWA PROJECT-11	IA PROJ-DELTA AIR-MARCOS D		478.95
UMB CARD SERVIC	11/07/2024	45604	12-1205-1471	AG DEPARTMENT	TEAM BONDING-ESCAPE ROOM		197.33
UMB CARD SERVIC	11/07/2024	45609	41-3010-6136	CARL PERKINS GR	PERKINS PD/KCADNE FALL FORUM		87.47
UMB CARD SERVIC	11/07/2024	45612	70-0000-1473	UNCLASSIFIED	LINDSAY HILL OCTOBER CC CHARGE		165.00
UMB CARD SERVIC	11/07/2024	45633	41-3010-6136	CARL PERKINS GR	PERKINS PD/NCCER IN WICHITA		408.00
UMB CARD SERVIC	11/07/2024	45637	26-3814-6030	CAMP 2024-25	DIFFERENCE FROM PO #45444		98.08
UMB CARD SERVIC	11/07/2024	45638	27-2720-6260	TRIO 2024-25	APR Webinar		400.00
UMB CARD SERVIC	11/07/2024	45640	12-1744-7000	CDL	Chains and Binders for load tr		763.17
UMB CARD SERVIC	11/07/2024	45642	12-2603-7000	WELDING-FT SCOT	10lb. bags of 0.125 6010		117.20
UMB CARD SERVIC	11/12/2024	45648	11-5500-6150	GENERAL ATHLETI	CANVA		119.99
UMB CARD SERVIC	11/12/2024	45653	11-6100-6030	PRESIDENT'S OFF	KCCA December Meeting Hotels		375.00
UMB CARD SERVIC	11/13/2024	45687	11-5350-7000	ADMISSIONS	SENIOR DAY LUNCH		400.00
UMB CARD SERVIC	11/13/2024	45687	11-5350-7000	ADMISSIONS	SENIOR DAY LUNCH/WATER		100.00
UMB CARD SERVIC	11/14/2024	45690	11-5552-6020	TRACK/XC-MEN	OVERAGE ON MEAL FOR RECRUITING		126.26
UMB CARD SERVIC	11/14/2024	45693	11-5552-6020	TRACK/XC-MEN	HOTEL ROOM FOR RECRUITING		139.48
UMB CARD SERVIC	11/14/2024	45693	11-5552-6020	TRACK/XC-MEN	1 MEAL FOR RECRUITING		44.35
UMB CARD SERVIC	11/14/2024	45699	12-1205-6011	AG DEPARTMENT	11/13-11/19 LOUISVILLE		3,100.00
UMB CARD SERVIC	11/14/2024	45700	27-2720-7000	TRIO 2024-25	TextMagic		100.00
UMB CARD SERVIC	11/14/2024	45702	11-5350-7000	ADMISSIONS	RECRUITING MATERIALS LANYARDS		900.00
UMB CARD SERVIC	11/14/2024	45706	12-1215-7000	FT. SCOTT COSME	State Beauty Supplies		300.00
UMB CARD SERVIC	11/14/2024	45708	11-6100-6270	PRESIDENT'S OFF	HLC Conference 4 People		3,600.00
UMB CARD SERVIC	11/14/2024	45708	11-6100-6270	PRESIDENT'S OFF	Hotels HLC Conference 4 ppl		3,200.00
UMB CARD SERVIC	11/14/2024	45709	11-5500-8500	GENERAL ATHLETI	WIDE ANGLE LENS FOR BB REPLAY		156.47
UMB CARD SERVIC	11/14/2024	45711	12-7425-7000	EMT	Instructional supplies		168.29
UMB CARD SERVIC	11/14/2024	45723	26-3814-6150	CAMP 2024-25	TSC OFFICE SUPPLIES		22.88
UMB CARD SERVIC	11/14/2024	45723	26-3814-7010	CAMP 2024-25	STUDENT SUPPLIES		183.44
UMB CARD SERVIC	11/14/2024	45724	26-3814-6030	CAMP 2024-25	1ST YR EXP 2025 CONFERENCE REG		1,800.00
UMB CARD SERVIC	11/14/2024	45735	12-1744-7000	CDL	Washer,Wipers,Mud flap		148.39
UMB CARD SERVIC	11/14/2024	45735	12-1744-7000	CDL	Fluid cap		10.99-
UMB CARD SERVIC	11/14/2024	45736	12-1215-7020	FT. SCOTT COSME	Field trip food		300.00
UMB CARD SERVIC	11/14/2024	45740	12-1230-7004	S.T.A.R.S.	Tour admission		180.00

Fort Scott Community College
Purchase Orders Issued
between 10/17/2024 to 11/14/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
UMB CARD SERVIC	11/14/2024	45740	12-1230-5130	S.T.A.R.S.		.00
UMB CARD SERVIC	11/14/2024	45760	11-6300-6140	MARKETING/DIGIT	Dropbox Cloud Storage for PR	119.88
UMB CARD SERVIC	11/14/2024	45765	12-2601-7020	CONSTRUCTION TR	Shovels, foam brush, poly	181.81
UMB CARD SERVIC	11/14/2024	45765	12-2601-7020	CONSTRUCTION TR	return of shovels	74.50-
UMB CARD SERVIC	11/14/2024	45765	12-2601-7020	CONSTRUCTION TR	short handle shovels, jb weld	111.38
						30,581.97
VALIDITY SCREEN	10/24/2024	45512	12-1235-7020	NURSING	Validity Background Checks	338.00
VALIDITY SCREEN	10/24/2024	45513	12-1235-7020	NURSING	Validity Background Checks	556.00
VALIDITY SCREEN	10/24/2024	45514	12-1235-7020	NURSING	Validity Background Checks	507.00
VALIDITY SCREEN	10/24/2024	45518	12-1240-7010	ALLIED HEALTH	Background check on instructor	94.00
						1,495.00
VMS SOFTWARE	11/07/2024	45620	11-6400-6650	MIS DEPARTMENT	POISE LICENSE RENEWAL	6,490.00
						6,490.00
Wood: Jackson	11/12/2024	45670	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Wood: Jackson	11/12/2024	45670	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Wood: Jackson	11/12/2024	45670	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	100.00
						275.00
WOODRIVER ENERG	10/21/2024	45481	11-7100-6330	FACILITIES AND	BURKE ST GAS-OCTOBER	110.76
WOODRIVER ENERG	10/21/2024	45481	11-7100-6330	FACILITIES AND	MAIN CAMPUS GAS-OCTOBER	984.06
WOODRIVER ENERG	10/21/2024	45481	11-7100-6330	FACILITIES AND	EFAC GAS-OCTOBER	25.56
WOODRIVER ENERG	11/14/2024	45689	11-7100-6330	FACILITIES AND	BURKE STREET OCTOBER	174.66
WOODRIVER ENERG	11/14/2024	45689	11-7100-6330	FACILITIES AND	2108 HORTON-OCTOBER	941.46
WOODRIVER ENERG	11/14/2024	45689	11-7100-6330	FACILITIES AND	EFAC-OCTOBER	34.08
						2,270.58
Zaw: Or Miu	11/14/2024	45725	26-3814-7480	CAMP 2024-25	NOVEMBER STUDENT STIPEND	125.00
Zaw: Or Miu	11/14/2024	45725	26-3814-7460	CAMP 2024-25	NOVEMBER MEALS STIPEND	50.00
Zaw: Or Miu	11/14/2024	45725	26-3814-7475	CAMP 2024-25	FALL TRANSPORTATION STIPEND	160.00
						335.00
						323,494.69

DISCUSSION ITEMS

- A. PEACEFUL ASSEMBLY POLICY:** Following is policy regarding peaceful assembly and expression on the campus of Fort Scott Community College. This policy will be presented for approval at the next Board meeting.

PEACEFUL ASSEMBLY POLICY

Category: Operations

Policy Title: Peaceful Assembly on Campus

Policy Statement: Fort Scott Community College (FSCC) values the rights of individuals to engage in peaceful assembly and expression. As a public educational institution, FSCC's facilities, grounds, and resources are dedicated to providing high-quality education and fulfilling the College's mission. The public character of FSCC does not extend to unrestricted use of its property, and individuals must exercise assembly rights in ways that do not disrupt or interfere with college operations, activities, or safety. This policy outlines guidelines balancing FSCC's educational mission with First Amendment expression.

Procedures:

1. **Eligibility for Campus Use:** In accordance with this policy, individuals or groups may use designated areas of the FSCC campus for First Amendment activities.
2. **Notification Requirement:** Groups must notify the FSCC Dean of Students or designee at least one week (7 calendar days) prior to the Event. The notification must include:
 - The name, address, and contact details of the sponsoring organization;
 - The name and contact details of an event organizer;
 - The date, time, and requested location for the Event;
 - The purpose and nature of the Event;
 - Information on any sound amplification devices; and
 - Estimated number of participants.
3. **Signage:** Signs may be no larger than 2' x 2', with each participant allowed one sign.
4. **Event Scheduling:** No Event may take place on the same date as other major College events expected to attract over fifty (50) people. Events are limited to weekdays, 8:00 a.m. to 8:00 p.m.
5. **Event Duration:** Each Event may last up to five hours.
6. **Event Location:** Unless otherwise approved, the designated assembly area is the lawn adjacent to the Danny and Willa Ellis Fine Arts Center. Approval must be obtained from the FSCC Dean of Students or designee.

7. **Sound Amplification:** Permitted within the designated assembly area if the volume does not disrupt College operations, including classes, residence halls, offices, or other activities.
8. **Information Distribution:** Handouts are permitted provided they are not obscene, libelous, or advocating unlawful conduct. Inclusion of the Sponsoring Organization's name is recommended.
9. **Solicitations:** Selling or soliciting funds is not allowed during Events.
10. **Building Access:** Demonstrations or events are not permitted inside FSCC buildings.
11. **Cleanup Responsibility:** The sponsoring organization is responsible for restoring the area to its original condition. Additional charges may apply if damage or excessive cleanup is required.
12. **Safety and Compliance:** All fire, safety, and sanitation regulations must be observed, and no College utilities or hook-ups will be provided.
13. **Traffic and Safety Considerations:** The Event must not obstruct campus traffic or access to FSCC buildings and should not pose safety risks to students, employees, or visitors.
14. **Academic Interference:** Activities must not interfere with instructional or operational activities at FSCC.
15. **Protection of Rights:** Events must not infringe on the rights of FSCC students, staff, or visitors.
16. **Disruption and Termination:** FSCC may terminate an Event that becomes disruptive. Organizers are financially responsible for any necessary restoration if the event area is left in disarray.
17. **Compliance with Policies and Laws:** All Events must comply with FSCC policies, Kansas Board of Regents regulations, and relevant local, state, and federal laws.
18. **Presidential Authorization:** The FSCC President or their designee may authorize First Amendment activities that, despite minor procedural deviations, do not disrupt FSCC activities. Content neutrality will be observed.
19. **Authority to Remove Individuals:** Any person violating this policy may be asked to leave the campus by FSCC security personnel. Noncompliance may result in criminal trespass charges.
20. **Support for Expression:** FSCC recognizes and upholds the rights of non-College groups to engage in First Amendment activities. This policy ensures such activities align with the College's mission and operational needs.

- B. PROGRESSIVE DISCIPLINE POLICY:** Following is a progressive discipline policy to formalize the manner in which personnel situations are handled. This policy will be presented for approval at the next Board meeting.

PROGRESSIVE DISCIPLINE POLICY

Purpose

Fort Scott Community College's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of Fort Scott Community College's progressive discipline policy and procedures. Fort Scott Community College reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Fort Scott Community College and its employees.

Procedure

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

Within five business days, the supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

The Step 2 written warning involves more-formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and a division manager or director will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. The written warning may

also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Step 3: Suspension and final written warning

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from a next-level supervisor and HR.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage and hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, Fort Scott Community College will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, Fort Scott Community College reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

The supervisor's recommendation to terminate employment must be approved by human resources and the appropriate dean or vice president and college president.

Appeals Process

Employees will have the opportunity to present information to dispute information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have ten business days after each of those meetings to present such information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

- C. **FACULTY QUALIFICATIONS POLICY:** Following is a policy regarding minimum qualifications of faculty as well as a supplemental document that follows the Higher Learning Commission's policy on assumed practices regarding faculty qualifications. This policy will be presented for approval at the next Board meeting.

FACULTY QUALIFICATIONS POLICY

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

Minimum Qualifications:

FSCC follows the Higher Learning Commission's (HLC) Policy on Assumed Practices (CRRT.C.10.010) to determine acceptable faculty qualifications. Factors considered for faculty qualifications "may include, but are not limited to: the achievement of academic credentials, progress toward academic credentials, equivalent experience, or some combination thereof".

"Achievement of academic credentials means that an instructor possesses an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees. In terminal degree programs, an instructor possesses the same level of degree. In the context of general education courses, or other non-occupational courses, achievement of academic credentials typically means that an instructor holds a master's degree or higher. Generally, this degree is in the discipline or subfield in which the instructor is teaching. If an instructor holds the degree in a discipline or subfield other than that in which they are teaching, the individual has completed a reasonable amount of coursework in the discipline or subfield in which they teach."

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

Professional Development and Compliance:

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

FORT SCOTT COMMUNITY COLLEGE

Faculty Qualifications

FSCC follows the Higher Learning Commission's (HLC) Policy on Assumed Practices (CRRT.C.10.010) to determine acceptable faculty qualifications. Factors considered for faculty qualifications "may include, but are not limited to: the achievement of academic credentials, progress toward academic credentials, equivalent experience, or some combination thereof".

General Education Disciplines Academic Credentials (may include but are not limited to)

Faculty teaching general education courses designed for transfer to a baccalaureate degree, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

English (CIP 23 and 16)

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
 - English Language (23.01)
 - Rhetoric and Composition / Writing Studies (23.13)
 - Creative Writing (23.1301)
 - Professional, Technical, Business, and Scientific Writing (23.1303)
 - Literature (23.14)
 - American Literature (23.1402)
 - English Literature (23.1404)
 - Children's and Adolescent Literature (23.1405)
 - Comparative Literature (16.0104).

Mathematics and Statistics (CIP 27)

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
 - Mathematics (27.01)
 - Applied Mathematics (27.03)
 - Statistics (27.05)
 - Mathematics and Technology (27.99)
 - Analytical Reasoning (27.99).

Communication (CIP 09 and 50)

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
 - Communication and Media Studies (09.01)
 - Speech Communication and Rhetoric (09.0101)
 - Mass Communication / Media Studies (09.0102)
 - Journalism (09.04)
 - Radio, Television, and Digital Communication (09.07)
 - Public Relations, Advertising, and Applied Communication (09.09)
 - Publishing (09.10)
 - Drama / Theatre Arts (50.05)

Social Science (CIP 45)

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
 - Anthropology (45.02)
 - Geography and Cartography (45.07)
 - International Relations (45.09)
 - Political Science and Government (45.10)

- Sociology (45.11)
- Women's Studies (05.0207).
- Urban Studies (45.12)
- Rural Sociology (45.14).

History (CIP 54)

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
 - History (aligned with KBOR general education transfer policy) (54.01)

Psychology (CIP 42)

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
 - Psychology (42.01)
 - Clinical, Counseling, and Applied Psychology (42.28)
 - Intellectual and Personality Assessment (42.99)

Biological and Biomedical Sciences (CIP 26)

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
 - Biology (26.01)
 - Biochemistry, Biophysics, and Molecular Biology (26.02)
 - Botany / Plant Biology (26.03)
 - Cellular Biology and Anatomical Sciences (26.04)
 - Microbiological Sciences and Immunology (26.05)
 - Zoology / Animal Biology (26.07)
 - Genetics (26.08)
 - Physiology, Pathology, and Related Sciences (26.09)
 - Pharmacology and Toxicology (26.10)
 - Biomathematics, Bioinformatics, and Computational Biology (26.11)
 - Biotechnology (26.12)
 - Ecology, Evolution, Systematics, and Population Biology (26.13)
 - Molecular Medicine (26.14)
 - Neurobiology and Neurosciences (26.15).

Physical Sciences (CIP 40 and 14)

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
 - Physical Sciences (40.01)
 - Atmospheric Sciences and Meteorology (40.04)
 - Chemistry (40.05)
 - Geological and Earth Sciences (40.06)
 - Physics (40.08)
 - Materials Sciences (40.10)
 - Engineering (14)

Philosophy and Religious Studies (CIP 38)

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
 - Philosophy (38.0101)
 - Logic (38.0102)
 - Ethics (38.0103)
 - Religion / Religious Studies (38.0201).

Visual and Performing Arts (practice-oriented, performance-based) (CIP 50)

- *Master's degree with 18 graduate credit hours in the discipline or subfield*

- Visual and Performing Arts (50.0101)
- Design and Applied Arts (50.04)
- Drama / Theatre Arts and Stagecraft (50.05)
- Film / Video and Photographic Arts (50.06)
- Fine and Studio Arts (50.07)
- Music (CIP50.09)

Education (CIP 13)

- *Master's degree with 18 graduate credit hours in the discipline or subfield.*
 - Education, General (13.01)
 - Curriculum and Instruction (13.03)
 - Educational / Instructional Media Design (13.05)
 - Social and Philosophical Foundations of Education (13.09)
 - Special Education and Teaching (13.10)
 - Teacher Education and Professional Development, Specific Levels and Methods (13.12)

World Languages – German, French, Spanish, etc. (CIP 16)

- *Master's degree with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, proficiency) in the discipline or subfield.*
 - Foreign Languages and Literature (16.0101)
 - German Language and Literature (16.0501)
 - French Language and Literature (19.0901)
 - Spanish Language and Literature (16.0905).

Health and Physical Education / Fitness (practice-oriented, performance-based) (CIP 31.05)

- *Master's degree with 18 graduate credit hours in the health and physical education*
 - Health and Physical Education / Fitness (31.0501).

Agriculture* (CIP 01)

- *Master's degree with 18 graduate credit hours in the discipline or subfield are require to teach the following courses-*
 - Introduction to Computers in Agriculture
 - Principles of Animal Science
 - Agriculture Technology Management
 - Principles of Feeding
 - Agriculture Entomology
 - Plant Science
 - Marketing of Ag Products

Business* (CIP 52)

- *Master's degree with 18 graduate credit hours in the discipline or subfield are required to teach the following courses-*
 - Economics
 - Financial Accounting,
 - Managerial Accounting and
 - Introduction to Business.

*For all other Agriculture and Business classes see the Career and Technical Education section.

Section: Career and Technical Education Academic Credentials (may include but are not limited to)

Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs will hold a bachelor's degree in the field and/or a combination of education, training and tested experience. Faculty teaching in career and technical programs must meet instructional standards required by programs with national or state accreditations and align with industry credentialing and experience requirements

- **Bachelor's degree in the field *and/or***
- **Valid/current industry-recognized credential for the career/technical field *and***
- **Industry experience with a minimum of 4000 work hours in the career/technical field.**
 - Agriculture, Agricultural Operations, and Related Sciences (CIP 01)
 - Bachelor's degree in the field or subfield for all the Ag courses with the exception of ones listed under the Agriculture in General Education section
 - John Deere program(01.0205)
 - Ag. Background
 - John Deere Core certification required
 - Business, Management, Marketing, and Related Support Services (CIP 52)
 - Bachelor's degree in the field or subfield for all the business courses with the exception of ones listed under Business in the General Education section
 - Business Administration and Management (52.0201)
 - Marketing / Marketing Management (52.1401).
 - Homeland Security, Law Enforcement, Firefighting and Related Service (CIP43)
 - Criminal Justice/Law Enforcement Administration (43.0103)
 - Criminal Justice/Safety Studies (43.0104)
 - Homeland Security (43.03)
 - Computer and Information Sciences and Support Services (CIP 11)
 - Web Page, Digital/Multimedia and Information Resources Design (11.0801)
 - Computer Systems Networking and Telecommunications (11.0901)
 - Family and Consumer Sciences / Human Sciences (CIP 19)
 - Child Care and Support Services Management (19.0708)
 - Culinary Arts (12.05)
 - Food/Nutrition and related services (19.05)
 - Construction Trades (CIP 46)
 - NOCTI Certificate and
 - 2 years of experience
 - Commercial Truck Driving
 - Kansas Class A Commercial Driver License and
 - 2 years of experience
 - Cosmetology/Manicuring
 - Kansas Cosmetology/Manicuring Instructor License and
 - 2 years of experience
 - Environmental Service
 - Kansas Operators Certificate, Water /Wastewater Treatment and
 - 2 years of experience
 - Health Professions and Related Programs (CIP 51)
 - CNA- RN for 2 years, Long-Term Care experience 1750 hours, Approval to teach by KDADS/HOC
 - CMA-RN for 2 years, Approval to teach by KDADS/HOC
 - HHA-RN for 2 years, Home Care experience 1750 hours, Approval to teach by KDADS/HOC
 - Phlebotomy: Phlebotomist, MLT, or RN with phlebotomy experience
 - EMT- Approval by KS EMS Board as instructor Coordinator

- Nutrition
 - Master's degree with 18 graduate hours in Nutrition/ Dietetics/ Family & Consumer Sciences or
 - Master's degree with related work experience in Nutrition/ Health care field
- Nursing
 - Master's degree in Nursing and Current, active KS RN license or
 - BSN with an academic plan for the MSN and completion within 6 years and Current, active KS RN license
- Heating, Ventilation Refrigeration & Air Conditioning
 - HVAC Excellence Certified Subject Matter Educator, or
 - MATE HVAC/R Professional Level Certificate, or
 - NCCER Instructor Certificate
- Heavy Equipment
 - NCCER Instructor Certificate and
 - 2 years of experience
- Masonry
 - NOCTI Certification or
 - NCCER Instructor Certificate and
 - 2 years of experience
- Welding
 - AWS Welding Instructor Certification and
 - 2 years of experience

Basic Skills and Developmental Education (non-transfer) (CIP 32)

- *Bachelor's degree in a discipline or related to teaching assignment and/or*
- *Teaching experience related to teaching assignment or graduate training in remedial education*
 - Developmental Mathematics (32.0104)
 - Developmental English (32.0108)
 - Second Language Learning (32.0109)
 - Basic Computer Skills (32.0110)
 - Workforce Development and Training (32.0111).
 - First Year Experience
 - Capstone

March 2017, updated November 2024

- D. CONFLICT OF INTEREST POLICY:** Following is a proposed policy regarding conflicts of interest for employees. This policy will be presented for approval at the next Board meeting.

CONFLICT OF INTEREST

The purpose of these regulations and procedures is to:

- Provide examples of conduct which is deemed to constitute actual or apparent conflict of interest;
- Describe the process by which disclosure of actual, potential or apparent conflicts of interests, are to be made by Fort Scott Community College Employees or representatives; and
- Describe enforcement of the conflict of interest policy.

For the purpose of these regulations and procedures, the following definition applies. "Conflict of interest" means the existence of an Employee's financial or personal considerations which may, or may appear to, impair or compromise the performance of the Employee's duties as a Fort Scott Community College Employee for or on behalf of Fort Scott Community College.

Types of Conflict

A conflict of interest, or apparent conflict of interest, exists when an Employee or person acting for or on behalf of Fort Scott Community College:

- Seeks personal gain through his/her employment at Fort Scott Community College;
- Engages in non- Fort Scott Community College employment or consulting activity for himself/herself or for another which impairs:
- His/her ability to fulfill her/his obligations to Fort Scott Community College as an Employee; or,
- The Employee's judgment in the performance of Fort Scott Community College duties and responsibilities.

Personal Gain

The following are examples of conduct which present a conflict of interest when personal gain accrues to the employee or a member of his/her family or others with whom he/she is associated. A person uses, or attempts to use:

- His/her position with Fort Scott Community College to achieve a material and/or financial benefit for himself/herself or others;
- Fort Scott Community College property, resources or services, including but not limited to, Fort Scott Community College offices, office supplies, telephone, equipment, computing resources, for personal and private purposes to achieve a material or financial benefit for himself/herself or others;
- Fort Scott Community College Employees, Students, contractors, or volunteers to achieve a material or financial benefit for himself/herself or others; and

- Any confidential information acquired in connection with Fort Scott Community College related activities or Fort Scott Community College employment to achieve material or financial benefit for himself/herself or others, or for unauthorized purposes.

A person directly or indirectly solicits, receives or accepts anything of more than nominal value from any person or organization seeking to do business with or have an association with Fort Scott Community College.

Exceptions are:

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

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

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

Other Employment and Activity

The following are examples of non-Fort Scott Community College employment or activity, either with or without compensation, which impairs the ability of an individual to perform his/her obligations as an Employee or representative of Fort Scott Community College.

- Employment or other activity, which occurs at times during which the Employee normally is to perform his/her obligations for Fort Scott Community College.
- Employment, without the approval of your immediate supervisor or head of department, in a teaching capacity on a full-time or part-time basis with another higher education institution.
- Employment or activity individually or with another person or entity providing goods or services which are in competition with goods and/or services provided by Fort Scott Community College.
- Fort Scott Community College Disclaimer. In all employment or activities outside of Fort Scott Community College employment, each Employee functions in his or her individual capacity, without the support of the Fort Scott Community College, and is solely responsible for his/her acts.

Disclosure: Creation of Fort Scott Community College Financial Obligations. All persons recommending or involved in creating any financial obligation of Fort Scott Community College,

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

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

Disclosure—Conflict with Duties

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

Disclosure Advice

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

Annual Disclosure

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

Enforcement

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

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

- The failure to file timely disclosures;
- Filing incomplete, erroneous, or inaccurate disclosures: or,
- Failure to comply with prescribed procedures for managing or resolving conflicts or potential conflicts of interest.
- Violations shall subject the person to disciplinary sanctions which may include, but are not limited to, suspension from or termination of employment.
- Examples of situations in which a conflict of interest will be deemed to exist.
- The use of the Employee's or individual's official title of employment or the Fort Scott Community College's name, or any of Fort Community College's component parts, including

any of the Fort Scott Community College's graphics, in any situation other than in the conduct of official Fort Scott Community College business.

- The use of any Fort Scott Community College resource, including but not limited to Fort Scott Community College stationery, the Fort Scott Community College's address, phone number, fax number or electronic mail address as a contact point for personal or private business use.
- The use of the Fort Scott Community College's name, its tax exempt status or its tax exempt number to purchase goods or services for personal or private business use.
- The use of Fort Scott Community College resources in such a way as to interfere with, or cause harm or damage to another person, institution, or company within or outside the Fort Scott Community College community.

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

- E. **CREDIT HOUR POLICY:** Following is the existing and proposed Credit Hour Policy. This policy will be presented for approval at the next Board meeting.

CREDIT HOUR POLICY

CURRENT POLICY, approved 5/22/17

Fort Scott Community College offers the Associate of Arts, Associate of Science, Associate of General Studies, and Associate of Applied Science degrees. General requirements for graduation with an Associate degree include a minimum of 62 semester credit hours for the AA, AS, or AGS, and a minimum of 60 semester credit hours for the AAS (AAS degrees vary in required credit hours for completion). A GPA of 2.0 or higher must also be maintained. Specific degree requirements can be found in the college catalog under "Graduation Requirements" beginning on page 60. The College issues Certificates for selected programs, which require less than 64 credit hours. Credit hour requirements for Program Certificates range from 16 credit hours to 45 credit hours. Specific certificate requirements can be found in the college catalog under "Certificate Requirements" beginning on page 42.

Page 42 and 58 of College Catalog 2014-2016 located at <http://fortscott.edu/catalog>

When allocating credit hours to courses and programs, Fort Scott Community College adopted the following policy based on the federal definition of a credit hour and the Kansas Board of Regents policy on approval of courses which award credit hours.

PROPOSED REVISION

Fort Scott Community College offers the Associate in Arts, Associate in Science, Associate in General Studies, and Associate in Applied Science degrees. General requirements for graduation with an Associate degree include a minimum of 60 semester credit hours for the AA, AS, or AGS, and AAS (AAS degrees vary in required credit hours for completion).

A cumulative GPA of 2.0 or higher must also be maintained. Specific degree requirements can be found in the college catalog at <http://fortscott.edu/catalog> under "Graduation Requirements". Credit hour requirements for Program Certificates range from 16 credit hours to 45 credit hours. Specific certificate requirements can be found in the college catalog under "Certificate Requirements".

When allocating credit hours to courses and programs, Fort Scott Community College adopted the following policy based on the federal definition of a credit hour and the Kansas Board of Regents policy on approval of courses which award credit hours.

- F. **PURCHASING POLICY:** Following is a proposed purchasing policy. This policy will be presented for approval at the next Board meeting.

PURCHASING POLICY

CURRENT POLICY, revised 4/22/24, 9/23/24

The Board will purchase competitively without prejudice and seek maximum educational value for every dollar expended. The Board reserves the right to establish the quality of any goods or services purchased by the college, and said quality control shall not be subject to negotiations. The Board also reserves the right to maintain cost control authority over goods or services purchased by the college.

All college purchases (\$25-\$1,999.99) must be submitted and approved through the DPS/POISE system before the purchase is made. A purchase order must be approved and a purchase order number assigned before any college purchase can be made. **Purchases made without an approved purchase order (in advance) shall be paid for by the employee.**

To make a purchase for a student organization or student-sponsored activity, a Purchase Order Requisition must be approved by the sponsor and appropriate Director, Vice President, or designee, after which it is processed through the Business Office. Requisitions will go to the President for final approval. The requisition must match the invoice within \$25 excluding shipping. If the overage is more than \$25 a supplemental requisition must be created. At any time that the circumstance arises when the employee responsible for approving the requisition is unavailable for an extended period of time, email authorization to temporarily assign a different approver must be submitted to the Business office. By electronically approving the requisition, the approver implies that all supporting documentation has been reviewed and the transaction is appropriate, accurate and complies with all policies.

Bid Requirements

Purchases made with college funds must adhere to the following guidelines:

- A. \$0 - \$1,999.99 – Selection of supplier may be made by unrestricted open-market processes. Quotations may or may not be solicited, as determined by the department director or the Director of Business Operations.
- B. \$2,000 - \$9,999.99 – Quotations shall informally be obtained from two (2) or more qualified sources of supply with consideration of quality and consideration of local businesses. The quotes will then be presented to the Chief Financial Officer (CFO) for final approval.
- C. \$10,000 - \$19,999.99 – Quotations will be obtained in writing from three (3) or more qualified sources of supply with consideration of quality and service and consideration of local businesses. The quotes will then be presented at the next Board of Trustees meeting for final approval.
- D. \$20,000 and Up – Competitive, sealed bids or Requests for Proposals (RFP) will be prepared by the Chief Financial Officer (CFO) with input from the requesting department on product specifications. The submitted bids from interested vendors will then be presented at the next Board of Trustees meeting for final approval.

Bid specifications including deadline for the bid submissions may be made public through the college approved newspaper or the FSCC website.

Bid Requirements will not be artificially divided by using multiple purchase orders to circumvent the bidding process.

Petty Cash Account

As authorized by K.S.A. 72-8208, the Board of Trustees approves the establishment of a Petty Cash Fund in an amount not to exceed three thousand five hundred dollars (\$3500).

Said fund is retained daily to allow the business office to meet needs of departments as they arise (cash box, cash payments, issuing change, etc.) As well as to facilitate the cash issued to teams for travel meals. No advances shall be made from the Petty Cash Fund.

The fund shall be kept separate from all other funds and be used only for authorized expenditures, and itemized receipts shall be taken for each expenditure. No part of such fund may be loaned or advanced against the salary of an employee. All employees entrusted with such funds under this policy shall be bonded by the College.

PROPOSED REVISION

AUTHORIZATION TO PURCHASE (BIDDING POLICY)

Expenditures of more than twenty thousand dollars (\$20,000.00) for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services must be approved by the Board of Trustees. The President is authorized to approve the expenditure of twenty thousand dollars (\$20,000.00) or less for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services on behalf of the Board of Trustees, and to execute contracts for same. The Board of Trustees shall receive reports on any purchases and contracts at the next regular meeting of the Board of Trustees. Reasonable administrative purchasing guidelines which involve comparison of product and service costs, availability, and administrative verification of the most responsible purchasing decisions applicable to each situation shall be followed. Bids may be requested for expenditures under twenty thousand dollars (\$20,000.00) when such bids might be to the economic benefit of the college.

1. **PURCHASES GREATER THAN \$20,000** Any expenditure involving an amount of more than twenty thousand dollars (\$20,000.00) for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services shall require sealed proposals. All contracts for construction and repairs, and all purchases of and contracts for supplies, materials, equipment, and contractual services shall be awarded to the lowest cost supplier on the basis of competitive price quotations, except in any of the following circumstances:
 - a) True "sole source" procurements of unique goods or services available only from a single supplier with no competition. An RFP must be used when two or more dissimilar but potentially acceptable alternatives are available and the total cost for the contracted goods or services will exceed the sum of \$20,000.

- b) Payments for fees and taxes, and purchases of contracted services or materials procured from the State of Kansas, its departments, its political subdivisions, agencies of other states or subdivisions thereof, or agencies of the U.S. Government.
- c) Annual renewals of contracts for services or leases of property of equipment covering a period exceeding one year, provided that such contracts for services (but not leases of property of equipment) shall not exceed a term of five years.
- d) Payments for services supplied by regulated public utilities and transportation companies.
- e) Payments of wages, salaries, and fringe benefits to college personnel and reimbursements for travel and other work-related expenses.
- f) Payment for services rendered by licensed or certified professionals. However, the Board of Trustees and the administration will annually evaluate the performance of at least the following professional services, and the administration will periodically issue request for proposals as directed by the Board of Trustees: a. Attorney and legal services b. Certified Public Accountant and Auditor c. Architectural Services d. College Property and Liability Insurance Agent/Broker
- g) Payments of financial aid grants and loans awarded to registered students of the college
- h) Purchases of real property, provided, however, that any purchase of real property must first be approved by the Board of Trustees.
- i) Purchase/Reimbursement of goods for resale by the college bookstore or other departments of the college.
- j) Purchases of goods and services by separate student, alumni, and other organizations through accounts maintained for them by the college as fiscal agent.
- k) Purchases of goods at a commercial auction provided the total purchase price for all items does not exceed \$10,000.
- l) Purchases of educational materials directly tied to curriculum and secured by copyright.

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

1. If it is estimated that the **procurement will exceed \$20,000**, competitive bids will be solicited for not less than 10 (ten) business days prior to the date stated for the opening of the bid.
 - a) Competitive bids will be solicited by notice published in the following areas: i. Public Record for Fort Scott Tribune ii. the college's public website iii. Bids will be solicited by invitation to prospective vendors The administration will make every reasonable effort to locate and send invitations to bid to qualified vendors located in Bourbon County, to qualified vendors who have provided similar goods or services to the college in the past, to vendors that have expressed interest in receiving such invitation to bid, and to any other qualified vendor who may be capable of providing a superior product at a competitive price.
 - b) All bids will be sealed when received (emails bids are accepted on an as requested and approved basis) and will be opened in public at the time and place stated in the bid notice.
 - c) Bids will be evaluated for conformity and follow-up/clarifying questions may need to occur.
 - d) The administration will report to the Board of Trustees the results of the bid and provide all supporting documentation and vendor communication.
 - e) It will be the policy of the Board of Trustees to award contracts for procurement on the basis of sealed bids to the lowest bid which fully complies with all bid specifications.

- f) The college administration is authorized to utilize the services of licensed professional architects or engineers for the administration of the sealed bid process for the procurement of goods and services for constructions, reconstruction, or remodeling on real property improvements
2. **PURCHASES GREATER THAN \$10,000 BUT LESS THAN \$20,000** If it is estimated that the procurement will exceed \$10,000, but be less than \$20,000:
- a) Quotation shall informally be obtained from two (3) or more qualified sources of supply with consideration of quality and consideration of local businesses.
 - b) The quotes will be presented to the VP of Finance and Operations for final approval.
3. **PURCHASES GREATER THAN \$2,000 BUT LESS THAN \$10,000** If it is estimated that the procurement will exceed \$2,000, but be less than \$10,000:
- a) Quotation shall informally be obtained from two (2) or more qualified sources of supply with consideration of quality and consideration of local businesses.
 - b) The quotes will be presented to the VP of Finance and Operations for final approval
- A. The college may participate in cooperative procurement efforts with other education institutions, pricing consortiums, or public agencies to combine purchasing power and obtain more favorable pricing. The section specifically includes the Kansas State Contract. Procurements of individual items through such programs are exempted from the provisions of Sections B.1, B.2, and B.3 above, provided that the collective procurement follows a competitive bid process similar to the provisions of sections B.1.
 - B. In cases where two or more goods or services are available from different vendors which are substantially different or unique in character, but may each be potentially capable of meeting the needs of the college, the administrations may utilize a Request for Proposal (RFP) procurement process rather than a sealed competitive bid process, regardless of the expected total price of the procurement.
 - a) The administration shall provide bid specifications which defines the quality of the goods or services to be provided.
 - b) A time will be scheduled as soon as feasible after the response deadline for the top 3 vendors to present their proposal and demonstrate their product to an evaluation committee appointed by the administration.
 - c) The recommended proposal choice must be submitted in writing to the Board of Trustees by the evaluation committee, and must be justified through an evaluation of all relevant factors in comparison to all other proposals received.
 - C. All contracts for the purchase of goods and services will be awarded on the basis of conformity to specifications developed by the administration. Such specifications will constitute an adequate basis for defining and evaluating the goods or services in the specified time frame and in the specified quality and quantity. No such specifications will be fixed in a manner which effectively reasonably competitive bids on alternative products or services which adequately meets the needs of the college. It will be the policy of the administration of the college to develop and implement standardized specifications for procurements whenever feasible.

- D. Whenever the Board of Trustees of the college solicits bids for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services submitted by bidders domiciled within Bourbon County and by bidders domiciled outside Bourbon County, and the low bid is submitted by a bidder domiciled outside Bourbon County, the Bourbon County domiciliary which submitted the lowest bid may be deemed the preferred bidder and awarded the bid if all of the following are met:
- a) The quality, suitability, and usability of the construction, reconstruction, remodeling, materials, goods or wares are equal; and
 - b) The amount of the bid of the Bourbon County domiciliary is not more than three percent (3%) greater than the amount of the low bid; and
 - c) The Bourbon County domiciliary agrees to meet the low bid by filing a written agreement to that effect within 72 hours after receiving notification of being deemed the preferred bidder.
 - d) For the purpose of this Authorization to Purchase policy, "Bourbon County domiciliary" is defined as:
 - a. A bidder whose principal place of business is located in Bourbon County, or
 - b. A bidder who does business in Bourbon County and who has a sales representative whose residence is in Bourbon County.
- E. In cases where normal service agreements have been established and the board determines it is in the best interest of the college for the service agreement to be continued or renewed, agreements may be regularly extended or renewed, unless investigation provides evidence that agreements with alternate or new vendors would be more efficient or cost effective for the college. The Board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. The Board also reserves the right to disqualify any vendors who may be found to be delinquent in their payment of property taxes within the college's taxing district.
- F. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract (including the provisions of the DA-146) with the college and provide a performance or public works bond as required by law or the Board of Trustees.
- G. Information on bids awarded shall be maintained in the college business office and shall be available for review upon request. The final responsibility for all procurement rests with the President or his/her designee. The Board of Trustees reserves the right to suspend the formal bid procedure in the event of a disaster, emergency, or if the board otherwise determines it is in the best interest of the college.

AUTHORIZATION TO SIGN CONTRACTS AND AGREEMENTS Except for the expenditure of twenty thousand dollars (\$20,000) or less for construction, reconstruction or remodeling, or for the purchase of materials, goods, or wares, the Board of Trustees shall approve any and all contracts at a regular meeting or at a special meeting called for such purpose. Once approved by the Board of Trustees, the President is authorized to sign any and all contracts for and on behalf of the Board of Trustees except as otherwise required by law or as otherwise specified by the Board of Trustees. The President may

sign renewals of agreements and memorandums of understanding provided that (1) the documents have not fundamentally changed since prior approval by Board of Trustees, and (2) all documents are subsequently shared with the Board of Trustees at the regularly scheduled monthly meetings. All new agreements and memorandums of understanding will have the consent of the Board of Trustees prior to any formal approval on behalf of the college.

AUTHORIZED SIGNERS Fort Scott Community College has the following individuals as designated signers for the institution: the President. The Board of Trustees has authorized the President to execute contracts, financial documents, and other official documents necessary for the conduct of the College's business. The Board gives the President the authority to sign any and all documents approved by the board including but not limited to contracts, leases, and any other documents to follow through on board action. The Board of Trustees has three authorized signers for Fort Scot Community College who are designated by elected position: the Board Chair, the Vice-Chair, and the Treasurer. The individuals will change on a periodic basis by the result of the election of officers.

- G. EMPLOYEE HANDBOOK UPDATES, PART 2:** Following are updates to portions of the Employee Handbook. These sections will be presented for approval at the next Board meeting. Further sections of the handbook will be provided at future meetings.

EMPLOYEE PUBLIC RELATIONS: NONE

Staff and Faculty members are regarded by persons in the community as agents of the college. Therefore, what constitutes good taste and judgment should guide them in all external relationships and contracts.

PRESS RELEASES: NONE

FSCC wishes to make every effort to secure publicity for those organizations or individuals whose accomplishments reflect favorably on the college. Please obtain and complete a Press Release Request Form from the Employee Pages on FSCC's website detailing desired events to be published. Using the completed form, the Director of Public Relations will create an article for publication.

PUBLIC STATEMENTS AND COMMUNICATIONS: NONE

As an official agent of the College, the employee has an obligation to consider the implications a public statement would have on the general welfare and image of the College. All members of the faculty and staff are encouraged to consult with the Director of Public Relations regarding news releases and/or advertisements.

PHOTOGRAPHY NEEDS: CHANGE

Any employee who needs photographs for publicity or other official college purposes, should complete a PR and Print Shop Campaign form on the Employee Pages of FSCC's website detailing such a need. A request should be completed with enough notice to allow ample time between the request and the need. Requests are approved and scheduled based on staff or student availability.

- **PHOTOGRAPHY NEEDS: ORIGINAL**

Any employee who needs photographs for publicity or other official college purposes, should complete a Press Release Request form on the Employee Pages of FSCC's website detailing such a need. A request should be completed with enough notice to allow ample time between the request and the need.

DRUG/ALCOHOL FREE CAMPUS

Alcoholic beverages and illegal drugs are prohibited on college property.

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

FSCC has long recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of the other drugs. This high-risk behavior is exemplified by decreased productivity of members of the

community, serious health problems, strained and social interactions as well as forms of vandalism. Problems associated with the illicit use and abuse of substances have a pervasive impact upon the academic community and are not associated with a single socioeconomic group or age level. The processes of education and learning are especially impaired by alcohol abuse and the use of illicit drugs. FSCC subscribes to the basic philosophy of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.

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

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

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

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

DRUG/ALCOHOL USE: NONE

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in or on college property, in any vehicle, or at any college sponsored event and attendance of college events while under the influence of drugs is strictly prohibited. Possession, distribution, or use of alcoholic beverages, including 3.2 beer, is also not allowed.

SMOKE FREE POLICY: CHANGE

Fort Scott Community College (FSCC) is committed to providing a safe and healthy working and learning environment for the students, faculty, staff, and visitors on its campus, and hereby adopts the following smoke free policy. This policy applies to all FSCC employees, students, independent contractors, and visitors. "Tobacco and Smoke Products" include, but are not limited to, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or similar product containing lighted or heated tobacco and/or other plant material intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form, as well as electronic delivery devices that create an aerosol or vapor of nicotine or any other substance.

Fort Scott Community College campuses shall be entirely smoke free effective October 1, 2018. The Smoke free Policy applies to all FSCC facilities, properties, and vehicles, owned or leased by the college, regardless of location, including distant campuses, sites, and/or locations. Smoking and/or tobacco products as defined herein shall not be permitted in any enclosed place, including, but not limited to, all offices, vehicles, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within FSCC housing. Smoke products as defined herein shall also be prohibited outdoors on all FSCC campus properties, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums.

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

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

- **SMOKING POLICY: ORIGINAL**

FSCC has updated the smoking policy on campus in accordance to Kansas No Smoking Ban – HB 2221. The use of tobacco products (smoke or smokeless) is prohibited in all FSCC buildings and within 10 feet of all building entrances.

The use of tobacco products is only permitted at designated smoking areas on the FSCC grounds. Designated smoking areas are no closer than 10 feet to building entrances and will be identified and clearly marked as smoking areas as of July 1, 2010. Receptacles for extinguishing smoking materials will be placed in appropriate locations on campus.

Non-smoking signs and notices will be updated at each entrance to campus buildings. The smoking policy applies to all employees, students, independent contractors, and visitors.

SEXUAL HARASSMENT: CHANGE

Please reference FSCC's Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Students, Employees, and Third Parties Policy within FSCC's Board Policy found on the Employee Pages.

- **SEXUAL HARASSMENT: ORIGINAL**

With respect to the following sexual harassment policy, it is understood that "member of the college" or "college member" encompasses students, Board members, administrators, certified and support personnel, full time faculty, adjunct faculty, vendors, or any other having business or other contacts with the college.

FSCC is committed to providing a learning and working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Verbal or physical conduct based on college member's sex, race, color, national origin, age, religion, disability, veteran status, or any other legally protected characteristic will not be tolerated either to or by other members of the College. The College shall provide ongoing anti-harassment training to ensure its learning and working environment is free of sexual and other unlawful harassment.

By definition, sexual harassment is unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based sexual advances. Conduct is unwelcome if the individual did not request or invite it and "regarded the conduct as undesirable or offensive." Acquiescence in the conduct or the failure to complain does not always mean that the conduct was welcome.

Unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature constitute sexual harassment when:

- *Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, or a factor in the benefits, services, or opportunities received in the College's educational programs; or*
- *Submission to or rejection of such conduct by an individual is used as a basis of employment or education decisions; or*
- *Such conduct has the purpose or effect of interfering with work or educational performance; or*
- *Such conduct creates an intimidating, hostile, offensive or demeaning environment.*

Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a member of the college can deny or limit, on the basis of sex, the member's ability to participate in or to receive benefits, services, or opportunities in the school's programs or employment. Sexual harassment is, therefore, a form of sex discrimination prohibited by Title IX.

Examples of sexual harassment to or from any member of the college include but are not limited to:

- *Unwanted sexual advances, including verbal advances or propositions.*
- *Offering or denying employment and/or benefits based on receipt of sexual favors.*
- *Making or threatening reprisals after a negative response to sexual advances.*
- *Visual conduct that may include leering, making sexual gestures, or displaying of sexually suggestive objects, pictures, cartoons, or posters.*
- *Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.*
- *Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.*
- *Physical conduct may include touching, assaulting, or impeding or blocking movements.*

Any member of the college who believes that he or she is or has been the victim of sexual harassment by another member of the college should report in writing the alleged acts immediately to the Human Resource Director, Fort Scott Community College, 2108 S. Horton Fort Scott, KS 66701, 620-223-2700. Additionally, any FSCC employee with knowledge or belief of conduct that may constitute sexual harassment is obligated to immediately report the incident to the Human Resource Director, Fort Scott Community College, 2108 S. Horton Fort Scott, KS 66701, 620- 223-2700.

Upon receipt of the report of complaint alleging sexual harassment or sexual violence, the college will immediately authorize an investigation. This investigation will be conducted FSCC's HR Director (and/or his/her designee).

In determining whether the alleged conduct constitutes sexual harassment or sexual violence, the college should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and the surrounding circumstances. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

Upon receipt of such report, FSCC will immediately investigate the matter and take prompt and effective action to stop the harassment and prevent its recurrence. In all cases, FSCC should make every effort to prevent disclosure of the names of all parties involved (the complainant, the witnesses, and the accused) except to the extent necessary to carry out an investigation.

A complete report of the investigation shall be made within thirty calendar days to the president, dean of students, or the dean in charge of the immediate work area upon completion of the investigation. Upon receipt of a recommendation that the complaint is valid, the Board of Trustees will be informed of the action recommended by the president. The college will take such disciplinary action as it deems necessary and appropriate including warning, suspension, or immediate discharge of an employee or expulsion in the case of a student to end sexual harassment and/or sexual violence and prevent its reoccurrence.

The college will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or retaliates against any person who testifies, assists, or participates in an investigation proceeding, or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or additional harassment.

DANGEROUS WEAPONS AT THE COLLEGE: CHANGE

The possession and use of firearms, explosives, and other weapons are prohibited on the campus of Fort Scott Community College, with the limited exception of concealed handguns as provided in the policy. The purpose of this policy is to describe how handguns may be carried, stored, and managed on the campus of Fort Scott Community College in as safe a manner as possible. This policy is in accordance with the Kansas Board of Regents policy and state law, KSA 75-7c01, et seq., Fort Scott City Ordinance 9.4.01.0.

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

I. Definitions:

Weapons

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant:
2. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried:
3. Any BB gun, pellet gun, air/CO2 gun, any taser or similar electrical weapon that discharges, a projectile, blow gun, projectile stun gun:
4. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce;
5. Any incendiary or explosive material, (liquid solid, or mixture) equipped with a fuse, wick or other detonation device;
6. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray and /or direct contact stun guns shall not be deemed to be a weapon for the purposes of this policy;
7. Any knife, commonly referred to as a switch-blade, which has a blade that open automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that open or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
8. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation of service of food shall

- not be construed to be a weapon for the purposes of this policy;
9. Any martial arts weapon such as nunchucks or throwing stars;
 10. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person: or
 11. Any other dangerous or deadly weapon or instrument of like character.

Handgun

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

Firearm

C1. Any handgun, rifle, shotgun, and other weapon which will or is designed to expel a projectile by the action of an explosive.

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

Open carry of firearms by any means is prohibited. The carrying of any rifle, shotgun, or other long gun by any means is prohibited; it is a violation to openly display any lawfully possessed concealed carry handgun while on campus except when lawfully using the handgun in self-defense or when transferring to safe storage. Kansas law outlines the following restrictions to the concealed carrying of a handgun. Failure to comply with the following restrictions is a violation of college policy and Kansas Law:

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

III. Carrying Safety Requirements:

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

Whether on their person or in a personal carrier, every handgun carried by an individual

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

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

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

IV. Campus Gun-Free Locations with Adequate Security Measures:

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

V. Handgun Storage:

Handgun storage is prohibited at Fort Scott Community College except in the following circumstances: (1) in an individual’s privately-owned or leased motor vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or, (2) in an individual’s on-campus residential unit when the handgun is secured in a holster and in an approved storage device (see below).

Approved Storage Device

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

An approved storage device meets the following criteria:

1. Is of sufficient size to fully enclose the handgun while secured in an approved holster (as defined in Section III);
2. Is constructed of sturdy materials that are non-flammable;
3. Has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device. Devices secured exclusively with a key lock are prohibited;
4. Device is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

Prohibited Storage

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

VI. Violations Process:

All suspected weapons policy violations will be reported to the Fort Scott Police Department. Initial investigations will be conducted by college officials and the Fort Scott Police Department to determine if college of Kansas Board of Regents policy has been violated. If the investigation determines a crime has been committed, a separate criminal investigation will be conducted, unrelated to policy. If college policy has allegedly been violated, the matter will be reported to the college administrative team. When there is probable cause to believe that a weapons policy violation has occurred, or continued possession and carrying by the alleged policy violator will create imminent danger to self or others, the Fort Scott Police Department have authority to disarm and/or temporarily confiscate a firearm and issue a restriction to not carry a concealed firearm on campus pending results of the investigation.

The President, or his or her designee, may take any temporary action as determined necessary to ensure the safety of the college and of its students and personnel. Any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any employee or student of the college who violates one or more provisions of the policy shall be subject to discipline in accordance with applicable college codes of conduct. Any individual who violates state or federal law may be detained, arrested, or otherwise subjected to lawful processes appropriate to the circumstances.

- **DANGEROUS WEAPONS AT THE COLLEGE: ORIGINAL**

No firearms or dangerous weapons may be possessed on college property or at any college sponsored event except by certified officers. Kansas Statute 39-17-1309 forbids carrying weapons on school property. Firearms, ammunition, explosive weapons, knives, any weapon designed to fire any projectile (paintball guns, bb guns, air rifles, pellet guns, etc.), or weapons of any type or any stolen property are strictly prohibited on the campus. The college cooperates and will report any violations to local law enforcement agencies for prosecution.

DRESS CODE: NONE

Employees shall dress in business-casual attire Monday through Thursday. Casual clothing, including denim attire, can be worn on Friday. Employees' dress shall be in a manner that is not offensive in nature and provides a professional example for the students and community FSCC serves.

CHILDREN ON CAMPUS: NONE

Children of either staff, faculty, or students are allowed on campus only under the following conditions:

Staff/faculty/students who bring children to the FSCC campus assume all associated risks.

Children are allowed on campus only on a short term emergency basis; faculty who have children present on campus for more than two days in a row, for an extended portion of the day, may be asked to remove the child from the campus.

Children must ALWAYS be accompanied by a parent or guardian whenever present on campus.

Children may not be left in the care of a faculty or staff member.

Children must be removed from the campus immediately if they become noisy and/or disruptive.

Children are allowed in classes on an emergency basis, but only at the discretion of the individual instructor. Instructors have the right to deny children in their classes, even on an emergency basis.

BUSINESS ETHICS POLICY - GIFTS, FAVORS, AND ENTERTAINMENT RECEIVED BY VENDORS: NONE

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

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

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

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

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

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

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

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

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

STUDENT FRATERNIZATION POLICY

For purposes of this policy, "fraternization" includes any amorous, romantic, and/or sexual conduct or relationship, consensual or otherwise.

While faculty and staff are allowed to foster appropriate relationships with students, fraternization (as defined

above) between any employee of the College and any registered College student is strictly prohibited. This policy is not meant to discourage all student/employee interaction, but instead to promote healthy, productive, proper relationships between students and employees that will allow for all parties to grow and for the overall mission of the College to flourish.

SEPARATION FROM EMPLOYMENT: NONE

Employee Notice

1. Contractual Employees: Notice from, and notice to separating contracted employees shall be in accordance with their individual contract, College policies and procedures, and/or any applicable Kansas Statutes.
2. Non-Contractual ("at will") Employees/Voluntary: At least two (2) weeks prior to the final date of employment, the employee is asked to submit his/her signed letter of resignation to his/her supervisor, who will immediately forward it to the Office of Human Resources.
3. Non-Contractual ("at will") Employees/Involuntary: The supervisor will coordinate the termination process with the Office of Human Resources prior to dismissing an employee to check on any possible legal ramifications. Prior to the dismissal, approval must be obtained from all direct and indirect supervisors, as well as the President or his/her designee.

Other requirements are typically as follows:

- a. Dismissal for Cause: No advance notice to the employee is necessary if the employee is dismissed for cause, including but not limited to, gross misconduct. An employee who is involved in the College's disciplinary process whose job performance stagnates or deteriorates is considered to have provided cause. The supervisor, with guidance from the Director of Human Resources, will provide the separating employee with a written letter of termination. A copy of this letter will be forwarded to the Office of Human Resources.
- b. Dismissal without Cause: A non-contractual ("at will") employee may be terminated from employment without cause upon written two (2) weeks' notice prior to the final termination date. The College may, in its discretion, substitute two (2) weeks' pay in lieu of notice. The supervisor, with the guidance from the Director of Human Resources, shall provide the employee written notice and forward a copy of such notice to the Office of Human Resources.
- c. Position Elimination: The supervisor, with guidance from the Director of Human Resources, will issue a letter of intent to terminate at least two (2) weeks prior to the last day of employment when a position is being eliminated. A copy of the letter will be sent to the Office of Human Resources.

**Unique circumstances will be considered.*

PERSONNEL FILES: NONE

Personnel files kept by the college concerning employees shall be under the custodianship of the Human Resource Office. Individual personnel files are open for examination by the employee if the employee makes a request. Custodians of employee records may also legally grant access to public records to a person who has made a written request for access for information and certifies that the intended use is acceptable. These records may contain application forms, resumes, transcripts, payroll and leave data, performance reviews, and other work-related documents.

Employees should notify the Human Resource Office of any change in address, telephone, marital status, number of dependents, changes in deductions for tax purposes, changes or additions in insurance coverage, additional training or education, or any other changes to ensure accuracy of the personnel file. Medical files that may be required pursuant to provisions of the Americans with Disabilities, Family Medical Leave, Bloodborne Pathogen control policies, or other federal and state mandates are maintained in confidential files apart from personnel files.

DISCRIMINATION GRIEVANCE PROCEDURE: CHANGE

Please reference FSCC's Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Students, Employees, and Third Parties Policy within FSCC's Board Policy found on the Employee Pages.

- **DISCRIMINATION GRIEVANCE PROCEDURE: ORIGINAL**

Any applicant, employee, or student who believes he/she has been subjected to discrimination including harassment on the basis of sex, disability, age, race, color, or national origin may file a grievance under this procedure. It is unlawful for FSCC to retaliate against anyone who files a complaint or assists in an investigation of a complaint of discrimination, including harassment. Complaints will be promptly and thoroughly investigated in a confidential manner as outlined below. The aggrieved will be allowed to provide evidence to support the grievance. The aggrieved will be notified in writing of the status of the grievance at the end of each stage of the investigation. If an investigation validates discrimination or harassment based on sex, disability, age, race, color, or national origin including complaints of harassment, FSCC will take appropriate corrective and remedial actions.

PROCEDURE:

- *Grievances from applicants, employees, and students must be submitted to FSCC's Section HR Director (or his/her designee) as soon as possible but no later than sixty (60) calendar days after the date the person filing the grievance becomes aware of the alleged discriminatory action.*
- *A grievance must be in writing, containing the name and address of the person filing it. The grievance must state the problem or action alleged to be discriminatory and the remedy or relief sought.*
- *FSCC's HR Director (or his/her designee) will conduct an investigation of the grievance. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the grievance. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. FSCC's HR Director will maintain the files and records relating to such grievances.*
- *FSCC's HR Director will issue a written decision to the individual on the grievance no later than thirty (30) calendar days after its filing.*

- *The person filing the grievance may appeal the decision of FSCC's HR Director by writing the College President within fifteen (15) calendar days of receiving FSCC's HR Director decision. The appeal should explain why the HR Director's finding should be overturned.*
- *The College President will review the grievance records including all submitted evidence and issue a written decision on the appeal no later than thirty (30) calendar days after its filing.*
- *Filing a grievance with FSCC's HR Director (or his/her designee) does not prevent the applicant, employee, or student from filing a complaint with the Office for Civil Rights, US Department of Education.*
- *FSCC Personnel, including the Dean of Student Services and Dean of Instruction may assist FSCC's HR Director Coordinator with investigations or other appropriate actions in grievances involving students.*
- *FSCC's HR Director (and/or his/her designee) will make appropriate arrangements to ensure that individuals with disabilities are provided reasonable modifications and appropriate auxiliary aids and services where necessary to participate in this grievance process. Such arrangements may include making the grievance procedure available in alternate formats such as Braille, large print, audiotape, providing interpreters for the deaf or hard-of-hearing, or assuring a barrier-free location for proceedings.*

DRUG AND ALCOHOL TESTING - TRANSPORTATION: NONE

All employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law. Regulations necessary to implement the testing program shall be on file. Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate regulations. Compliance with the required elements of the testing program is a condition of employment.

TRAVEL EXPENSES: CHANGE

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.

- **TRAVEL EXPENSES: ORIGINAL**

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 Logistics Director. 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.

EMPLOYEE LIABILITY INSURANCE: NONE

To the extent permitted by law, the Board may insure all employees against any legal action arising out of the performance of any authorized duties. However, if any such policy is purchased for either the Board or any other employee, the Kansas Tort Claims Act requires that such insurance cover all employees.

CONTRACTS AND LEASES: NONE

No individual has authority to enter into contracts and/or leases, or in any other way obligate Fort Scott Community College for procurement indebtedness, unless specifically authorized to do so by the Board of Trustees. The intent of this policy is to cover contracts not covered by the Board policies on purchasing, personnel, or other areas where formal policy exists.

CREDIT CARD ACCEPTANCE AND SECURITY POLICY: NONE

All college personnel accepting credit cards for payment of services or goods must protect and secure all credit card data collected, regardless of how it is stored (physically or electronically, including but not limited to account information and correspondence).

All department heads and personnel should strictly observe and enforce this policy to ensure that FSCC customer information and privacy is protected and to assure compliance with the Payment Card Industry Data Security Standard (PCI DSS). The compromise of any cardholder information should be reported immediately to the Director of Business Operations (ext. 5080) or the Dean of Finance & Operations (ext. 5130). FSCC's IT Department will be advised if deemed to be a technical compromise.

Data is considered to be secured only if the following criteria are met:

- Only approved processing software programs and hardware with secure communication protocols and/or encrypted connections are used for the processing of electronic transactions.
 - Departments requesting merchant capabilities are required to complete and submit an application to the Director of Business Operations.

- Access for credit card and/or electronic payment data and processing should be limited to essential personnel who completed the TrustKeeper's Security Awareness Education.
- Email is **not used** to transmit credit card payment information.
 - If the use of email is necessary, only the last four digits of the credit card number are displayed through the Elavon Virtual Merchant System.
- Fax transmissions, (both sending and receiving) of credit card and electronic payment information is strongly discouraged. If necessary, transmissions are strictly limited to those fax machines whose access is secured and restricted to authorized individuals only.
- **All transactions must be processed immediately and documents containing cardholder and card information must be shredded.**
 - **The card-validation code of a credit card is never stored in any form.**
 - **All but the last four digits of any credit card account number are masked if credit card data is displayed.**
 - **All credit card and electronic payment data that is no longer deemed necessary or appropriate to store is destroyed or rendered unreadable.**
 - **The processing and storage of personally identifiable credit card or electronic payment information on college computers and servers is prohibited.**
 - **Credit card or electronic payment information is never downloaded onto any portable devices such as USB flash drives, compact disks, laptop computers or personal digital assistants.**
- No credit card receipt, document, or correspondence of any kind, referencing the transaction shall include more than the last four digits of the account number or the month and year of the expiration date.
- No college employee, contractor or agent who obtains access to credit card or other personal payment information may sell, purchase, provide, or exchange said information in any form to any third party other than to the college's acquiring bank, depository bank, Visa, MasterCard or other credit card company, or pursuant to a government request.
- All requests to provide information to any outside party must be reviewed and approved in advance by the Dean of Finance & Operations, Director of Business Operations or their designee.

WEB PAGE PUBLISHING POLICY: CHANGE

The purpose of the FSCC website is to provide external and internal information about FSCC's mission, services, events, and programs. In addition, web pages may be used to provide access to educational resources, informational tools, navigational aids, and to further the professional growth and development of the faculty and staff. A request should be completed in the Employee Pages and with enough notice to allow ample time for the request to be completed. All requests must meet current ADA standards for Accessibility.

- **WEB PAGE PUBLISHING POLICY: ORIGINAL**

The purpose of the FSCC website is to provide external and internal information about FSCC's mission,

services, events, and programs. In addition, web pages may be used to provide access to educational resources, informational tools, navigational aids, and to further the professional growth and development of the faculty and staff.

COMPUTER HARDWARE AND SOFTWARE NEEDS: CHANGE

FSCC computers are replaced for full-time faculty and academic labs on a rotating basis. The IT Department will review the list of machines to be replaced. All other computers, printers, and other devices are considered “departmental” and are paid for by the individual departmental budgets.

If additional equipment is needed on an emergency basis, employees should complete the online request and contact the Director of IT to see if a temporary replacement device is available.

IT should be contacted prior to the purchase of any software for public computer labs. IT will be responsible for ensuring that the requested software will work with existing hardware and software in the lab.

- **COMPUTER HARDWARE AND SOFTWARE NEEDS: ORIGINAL**

FSCC computers are replaced for full-time faculty and academic labs on a rotating basis. The Technology SOAR Committee and AQIP Team will review the list of machines to be replaced. All other computers, printers, and other devices are considered “departmental” and are paid for by the individual departmental budgets.

If additional hardware is needed, a request to the IT Department should be completed online two months prior to the need. If the need is of emergency status, employees should complete the online request and contact the Director of IT to see if a temporary replacement device is available.

IT should be contacted prior to the purchase of any software for public computer labs. IT will be responsible for ensuring that the requested software will work with existing hardware and software in the lab.

ACCEPTABLE USE POLICY FOR TECHNOLOGY RESOURCES: CHANGE

Fort Scott Community College, through the Information Technology Office, provides computing resources and worldwide network access for legitimate academic and administrative purposes. Individuals utilizing FSCC computer and network resources are expected to be aware of specific policies governing their use, and should act responsibly while using shared computing and network resources. This applies not only to College employees and students, but also to 3rd party individuals or entities granted access to FSCC network resources.

At times, FSCC may elect to provide network access to individuals or entities operating inside our facilities. These arrangements will be made to further the academic vision and mission of FSCC and all use by these outside entities will be subject to the following policies and restrictions. All policies are subject to change as the computing and network environment evolve.

Each person using FSCC computer and network resources should:

1. Abide by common security measures implemented to protect FSCC information, data, and systems.

- a. Examples of adhering to these measures include, but are not limited to:
 - i. Periodic establishment of new passwords for your computer accounts.
 - ii. Protecting the confidentiality of passwords.
 - iii. Limiting use to only the registered account owner.
- b. Examples of misuse include, but are not limited to:
 - i. using a computer account and/or obtaining a password that you are not authorized to use
 - ii. using the FSCC network to gain unauthorized access to any computer system.
 - iii. Leaving a list of personal passwords in an unsecured location (i.e. sticking on monitor).
 - iv. Sharing your username and / or password with another (including work-study or other FSCC employees).

2. Clearly and accurately identify yourself in electronic communications. Using any methods to Conceal or mask the identity of electronic communications will constitute a violation of this policy.

- a. Electronic communications shall include but not be limited to:
 - i. Email
 - ii. Instant messaging
 - iii. Bulletin boards
 - iv. Web postings

3. Use computer and network resources efficiently. Usage of high-bandwidth applications should not be allowed to interfere with other legitimate purposes.

- a. Installing and playing network games are prohibited unless part of an established curriculum.
- b. Kazzaa, Limewire, Bearshare, Frostwire, Bittorrent, Gnutella and other "peer-to-peer" file sharing applications are prohibited for anything other than legitimate, lawful purposes.
 - i. Legal use may include, but not be limited to:
 - 1. Downloading software patches direct from the software publisher via Bittorrent
 - 2. Downloading Linux ISO images via Bittorrent
 - ii. Prohibited uses may include, but are not limited to:
 - 1. Downloading copyright protected music (in violation of federal copyright law)
 - 2. Downloading copyright protected movies (in violation of federal copyright law)
 - 3. Downloading copyright protected software (in violation of federal copyright law)
- c. Other examples of inappropriate use include deliberately wasting computer resources by sending unsolicited email and sending "chain letters" or engaging in "pyramid" schemes.

1. Ensure that others are free from harassment or intimidation. This includes, but is not limited to, harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation, disability, etc.

2. Ensure that the use of computer and network resources is academic or research oriented. Use of FSCC computer or network resources for personal profit or commercial gain is prohibited.

- a. The exception is in the instance of 3rd party entities that have been granted network access by FSCC administration.
- b. These entities may, by their nature, be viewed as using the network for commercial gain, but use is still restricted to the activities that are approved by FSCC administration. These activities will be in line with FSCC goals and missions and in support of the FSCC community.

3. Respect copyright and intellectual-property rights. Users must adhere to all federal and state copyright

laws, and the terms and conditions of any and all software licensing agreements and/or copyright laws as specified by the vendor or licensor.

4. **Respect College property.** Misuse of College property includes, but is not limited to,
 - a. Theft or damage of equipment or software,
 - b. Knowingly running or installing computer viruses or password acquiring programs.
 - c. Attempting to circumvent installed data protection methods
 - d. In any way attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any campus network or computer system.

5. Misuse of computing and network resources or non-compliance with written usage policies may result in one or more of the following consequences:

- a. Temporary deactivation of computer/network access
- b. Permanent deactivation of computer/network access
- c. Termination of contractual agreements between FSCC and the 3rd party entity.
- d. Expulsion from school or termination of employment
- e. Legal prosecution under applicable Federal and State laws
- f. Possible penalties under the law, including fines and imprisonment

• **ACCEPTABLE USE POLICY FOR TECHNOLOGY RESOURCES: ORIGINAL**

I hereby acknowledge that The Information Technology office is authorized and expected to identify, monitor, and manage all computers and software connected to the FSCC network for compliance with the above policies. I understand that the Information Technology office may require security or monitoring software to be installed on a computer prior to connection at their discretion.

I have read and agree to the above policies and request a connection to the FSCC network, or access to FSCC computing or network services:

Appropriate use of information technology resources applies to individuals using the resources for instruction, academic research, and official work of the offices, units, recognized student and campus organizations, and divisions of the college.

Employees should have no expectation of privacy or the ability to restrict access to any information generated during the course of their work or entered in any college computer.

FSCC, through the Information Technology Department, provides computing resources and worldwide network access for legitimate academic and administrative purposes. Individuals utilizing FSCC computer and network resources are expected to be aware of specific policies governing their use, and should act responsibly while using shared computing and network resources.

Employees are not to charge personal long distance calls to the College. Employees needing to make personal long distance calls during their shift must use a personal credit card or have the call charged to their home phone number.

SOFTWARE COPYRIGHT LAWS: NONE

College employees are required to comply with all copyright laws and college policies and procedures governing the use of software products. When software is used on a disc-sharing system, efforts shall be made to secure this software from copying. Illegal copies of copyrighted software shall not be made or used on college equipment. Unauthorized copying, use or disposal of software shall be considered as a violation of college policy. Procedures to manage the use of the college's software resources shall be maintained by the Information Technology Department. No software shall be installed on college computers unless authorized by the Information Technology Department.

TELEPHONE CALLS: CHANGE

The College switchboard is open from 7:30 a.m. to 4:30 p.m., Monday - Friday. All incoming calls are handled through the switchboard. Local outgoing calls, operator assisted calls, and information calls can be placed from any desk phone, without switchboard operator assistance. If you need assistance, dial "0" for the College switchboard operator.

- **TELEPHONE CALLS: ORIGINAL**

The College switchboard is open from 7 a.m. to 5 p.m., Monday - Friday. All incoming calls are handled through the switchboard. Local outgoing calls, operator assisted calls, and information calls can be placed from any desk phone, without switchboard operator assistance, by first dialing 9 and waiting for a dial tone. When calling long distance use your personal dialing code. If you need assistance, dial "00" for the College switchboard operator. If you are searching for a phone number, please try the free website [p](#) before calling information.

PRINT SHOP: CHANGE

FSCC's Print Shop can duplicate and print a variety of projects for college events or use. All printing requests must be made in the Employee Pages on the website and by choosing PR and Print Shop Campaigns. Please allow 10 working days for most print jobs and 3 weeks to a month for large outsourced jobs such as calendars. The Print Shop Director will communicate all delays in production if delays are beyond the Print Shop control.

- **PRINT SHOP: ORIGINAL**

FSCC's Print Shop can duplicate and print a variety of projects for college events or use. All printing requests need to be made through a Print Shop employee.

POSTAGE: CHANGE

All mail needs to be dropped off at the switch board or bookstore before 3:15 pm.

Mail dropped off at this time will be mailed at 4:30 p.m. the same day. Mail deposited after 3:15 p.m. will be mailed the next business day. Please keep the following in mind when preparing mail:

- All postage will be charged against an employee's individual budgets.
- Be sure an employee's name or department is on the mail piece by the return address on each letter to be mailed. If the mail is not labeled by department, it will be opened and returned to the person who sent it.

- **POSTAGE: ORIGINAL**

Print Shop staff will pick up outgoing mail at 3:15 p.m. at six different locations on campus:

Switchboard - Administration Building

Faculty Lounge - Academic Building

Admissions Office - Academic Building

EWT Building

Athletic Office - Arnold Arena

Transportation Office

Faculty Break Room-Ellis Fine Arts Center

Mail picked up at these times will be mailed at 4:30 p.m. the same day. Mail deposited after 3:15 p.m. at the above locations will be picked up the next day. If mail is brought to Print Shop by 4:00 p.m. it will be mailed the same day. If brought to Print Shop after 4:30 p.m. a Print Shop employee can place postage on the mail piece so the employee can deliver the mail to the post office if the item needs to be mailed that day. Please keep the following in mind when preparing mail:

All postage will be charged against an employee's individual budgets.

Be sure an employee's name or department is on the mail piece by the return address on each letter to be mailed. If the mail is not labeled by department it will be opened and returned to the person who sent it.

All mailings containing the exact same material and addressed to over 200 different individuals should be mailed as a bulk mailing. It is approximately \$.15 per piece cheaper.

PACKAGES: CHANGE

Outgoing packages should be brought to the bookstore ready to mail. Large or heavy packages over ten pounds should be taken to the bookstore to be sent by FedEx. When an employee orders items to be delivered to the college, the package should be sent to the employee's attention. Failure to do this will delay appropriate delivery of the package once it is on campus. All packages will be available for pickup in the bookstore or teachers' lounge in Bailey Hall.

- **PACKAGES: ORIGINAL**

Outgoing packages should be brought to the print shop and ready to mail. Chips or tape are available for packaging if needed. Large or heavy packages over ten pounds should be taken to the bookstore to be sent by UPS. When an employee orders items to be delivered to the college, the package should be sent to the

employee's attention. Failure to do this will delay appropriate delivery of the package once it is on campus.

BULK MAILINGS: REMOVE

- **BULK MAILINGS: ORIGINAL**

Please notify the print shop of a bulk mailing in advance. All bulk mailings have to be brought upstairs to the Print Shop according to the following schedule:

200 to 1,500 units - 48 hours before you want them in the mail.

1,500 or more units - At least 3-4 days before you want them in the mail.

Remember bulk mailings may take approximately two to ten days after they are mailed to arrive at their destination. It is very important that all zip codes in your mailing are correct. All bulk mailings have to be sorted according to zip codes from smallest to the largest. If this is not done, the mailing will be returned.

COLLEGE VEHICLE USE: CHANGE

Off campus use of FSCC vehicles shall be regulated by current law and insurance regulations and limited to FSCC sponsored/co-sponsored activities, FSCC community service projects, organizations or educational facilities within FSCC service area. Scheduling of cars, buses, and equipment to be used off campus is done by the Director of Logistics. Individual Directors, Vice Presidents, or designees will approve all trips. All college-owned vehicles will be inspected regularly by the Director of Logistics. Any student or other person riding in college vehicles who violates the rules of the college will be reported to the proper administrative official. The latest driver of a vehicle is to report any defect found in a college vehicle to the Director of Logistics to be repaired as soon as possible.

All drivers shall register valid driver licenses upon hire and renewal with the Director of Logistics. Employees whose job responsibilities set forth the expectation of driving College vehicles must provide a copy of a current driver's license to the Director of Logistics. The driver's license and insurance review may disqualify the person from operating a vehicle for College business and may jeopardize his/her employment if it is dependent on vehicle operation. Drivers shall provide an updated motor vehicle record (MVR) to the Director of Logistics for further insurance review after at-fault accidents and moving violations. If a driver's license is suspended or revoked at any time, the driver shall report such suspension or revocation to the Director of Logistics and shall not drive a school vehicle until restored to good standing. Recorded violations that exceed the following will be justification for denying authorization to a requesting driver. Where it is indicated that proof is necessary to lessen the restriction, acquiring and presenting that proof is the responsibility of the requesting driver.

Restrictions are based on the previous 12 month driving period and are in effect until the restriction period has expired.

Speed in excess of the maximum posted

- Two citations-one or both less than 10 mph above the maximum posted - six months
- Two citations more than 10 mph above the posted or three or more citations at any speed - one year.

Accidents

- Proof of citation showing no one at fault – no restriction (provide copy of police report or proof of payment by the other insurance carrier to show a nonchargeable accident)
- One accident where found at fault - six months
- Two accidents either at fault or not at fault - one year

Any authorized driver charged and ultimately convicted for driving while intoxicated (DWI) or driving under the influence (DUI) while operating a vehicle is subject to immediate loss of driving privileges, and, if alternate duties cannot be assigned, will be subject to termination.

- **COLLEGE VEHICLE USE: ORIGINAL**

Off campus use of FSCC vehicles shall be regulated by current law and insurance regulations and limited to FSCC sponsored/co-sponsored activities, community service projects, organizations or educational facilities within FSCC service area. Scheduling of cars, buses, and equipment to be used off campus is done by the Director of Logistics. Individual Deans will approve all trips. All college-owned vehicles will be inspected regularly by the Director of Logistics. Any student or other person riding in college vehicles who violates the rules of the college will be reported to the proper administrative official. The latest driver of a vehicle is to report any defect found in a college vehicle to the Director of Logistics to be repaired as soon as possible.

All drivers shall register valid driver licenses upon hire and renewal with the Director of Logistics. Employees whose job responsibilities set forth the expectation of driving College vehicles must provide a copy of a current motor vehicle record (MVR) to the Director of Logistics. FSCC will reimburse the employee for the cost of obtaining the MVR. The MVR and insurance review may disqualify the person from operating a vehicle for College business and may jeopardize his/her employment if it is dependent on vehicle operation. Drivers shall provide an updated MVR to the Director of Logistics for further insurance review after at-fault accidents and moving violations. If a driver's license is suspended or revoked at any time, the driver shall report such suspension or revocation to the Director of Logistics and shall not drive a school vehicle until restored to good standing.

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- *Two accidents either at fault or not at fault - one year*

Any authorized driver charged and ultimately convicted for driving while intoxicated (DWI) or driving under the influence (DUI) while operating a vehicle is subject to immediate loss of driving privileges, and, if alternate duties cannot be assigned, will be subject to termination.

KEYS: CHANGE

Employees will receive a key to the building in which their classrooms and offices are located. Employees will be expected to sign for keys and return them to the Maintenance Department when leaving employment. If keys are lost, Maintenance should be notified immediately. The supervisor will notify the Maintenance Department who needs keys and what keys are needed. After Maintenance has been notified, the keys will be cut and the faculty or staff member may pick them up from the Maintenance Department. If keys for any other area of the campus are needed, a written request must be made to the employee's supervisor. The supervisor will then either approve the request and forward it to the Maintenance Department or deny the request. Approved requests will be processed and the employee will be notified when the key or keys are ready.

- **KEYS: ORIGINAL**

Employees will receive a key to the building in which their classrooms and offices are located. Employees will be expected to sign for keys and return them to the Maintenance Department when leaving employment. If keys are lost, Maintenance should be notified immediately. The Deans will notify the Maintenance Department who needs keys and what keys are needed. After the director has been notified, the keys will be cut and the faculty or staff member may pick them up from the Maintenance Department Secretary. If keys for any other area of the campus are needed, a written request must be made to the employee's Dean. The Dean will then either approve the request and forward it to the Maintenance Department or deny the request. Approved requests will be processed and the employee will be notified when the key or keys are ready.

OFFICE SUPPLIES: CHANGE

Office supplies may be picked up in the Print Shop. Small orders can be sent through campus mail but large orders must be picked up by the employee or workstudy. If the Print Shop does not have the office supplies needed, an order can be placed. The cost of these supplies will be charged against the employee's departmental budget.

- **OFFICE SUPPLIES: ORIGINAL**

Once yearly, employees will receive an office supply order form for the coming school year. Return this completed order to the Print Shop. The cost of these supplies will be charged against the employee's budget. If additional supplies are needed during the school year they can be picked up in the Print Shop. Small orders can be sent through campus mail but large orders must be picked up by the employee or workstudy. If the Print Shop does not have the office supplies needed, an order can be placed.

MAINTENANCE OF ROOMS: CHANGE

Any complaints or requests concerning the maintenance of classrooms or offices should be submitted in a work order through the Employee Pages ticketing system. Any work or remodeling to be completed must also be submitted in a work order, approved by the appropriate supervisor, and sent to the Director of Facilities and Operations to be approved, scheduled and completed if funds are available.

- **MAINTENANCE OF ROOMS: ORIGINAL**

Any complaints or requests concerning the maintenance of classrooms or offices should be submitted in a work order to Director of Campus Services. Any work or remodeling to be completed must also be submitted in a work order, approved by the appropriate Dean, and sent to the Director of Campus Services to be approved, scheduled and completed if funds are available.

OPERATING BUDGET SYSTEM: NONE

The Board delegates to the President the authority to develop a budget preparation system which will ensure maximum fiscal and educational value for each dollar spent and provide data and a basis for the interpretation of data. The budget will be prepared by the President in cooperation with selected college employees and shall reflect the mission of the college. A preliminary draft of the budget will be submitted to the Board on or before the July Board meeting each year. The Board encourages detailed cost analysis studies of all programs that are funded by the college's budget. The Board will establish priorities for the college on a short term, intermediate, and long range basis. The President shall establish deadlines and time schedules and the college shall follow the adopted budget.

BUDGET HEARINGS AND REVIEWS: NONE

The Board will conduct budget hearings according to state law. All budget reports, cover letters, and copies of the draft budget will be available to the public upon request.

EMPLOYEE INVOLVEMENT IN BUDGET PLANNING: NONE

To assist in budget preparation, departments must make a reasonable estimate of their budget for the ensuing academic year. Employees may be requested to restrict their purchases within the budget to a percentage basis contingent upon full funding at a later period. Requests for special equipment not normally within the departmental budget should be made to the division chairperson or supervisor, and then to the appropriate dean. Such requests are subject to prioritization and availability of funds.

BONDED EMPLOYEES: NONE

The Board shall purchase a blanket or surety bond for all college employees in the following special positions: Dean of Finance - \$50,000; Treasurer - \$50,000; Cashier - \$25,000; Cashier - \$5,000.

INVENTORIES: CHANGE

An account will be made annually for all property, real and personal, owned by the college with a copy of the inventory kept by the Vice President of Finance and Operations. Each College supervisor has the responsibility of taking an inventory of college owned property in all buildings under his/her supervision, using a plan developed by the Dean of Finance and Operations, and using the college's system of marking new inventory. All inventory records shall be updated annually, showing deletions and additions of college owned property, estimated value, estimated original cost, date of purchase, serial numbers, location, and condition of each piece of property. Instructors shall identify new equipment so that the information can be recorded.

- **INVENTORIES: ORIGINAL**

An account will be made annually for all property, real and personal, owned by the college with a copy of the inventory kept by the Dean of Finance and Operations. Each College Dean has the responsibility of taking an inventory of college owned property in all buildings under his/her supervision, using a plan developed by the Dean of Finance and Operations, and using the college's system of marking new inventory. All inventory records shall be updated annually, showing deletions and additions of college owned property, estimated value, estimated original cost, date of purchase, serial numbers, location, and condition of each piece of property. Instructors shall identify new equipment so that the information can be recorded.

CONFERENCE ATTENDANCE: CHANGE

Each faculty member is advised to attend at least one conference, workshop, or presentation in his/her teaching field. Requests for attendance and reimbursements are submitted to the Vice President of Academic Affairs and submitted at least one week before the trip. Advances for expenses are made only in cases where a staff member is paying the expenses for a group such as athletic teams, a study activity group which has its own account with an adequate balance, or the cost of the trip plus expenses exceeds \$30.00. If the faculty member expects to miss class or other assigned duties, a suitable replacement will have to be provided or procedure for making up the class time missed before approval for the trip is given.

- **CONFERENCE ATTENDANCE: ORIGINAL**

Each faculty member is advised to attend at least one conference, workshop, or presentation in his/her teaching field. Requests for attendance and reimbursements are submitted to the Dean of Instruction and submitted at least one week before the trip. Advances for expenses are made only in cases where a staff member is paying the expenses for a group such as athletic teams, a study activity group which has its own account with an adequate balance, or the cost of the trip plus expenses exceeds \$30.00. If the faculty member expects to miss class or other assigned duties, a suitable replacement will have to be provided or procedure for making up the class time missed before approval for the trip is given.

COMMENCEMENT ATTENDANCE: NONE

The philosophy of Fort Scott Community College places the student first and foremost; therefore, full-time and part-time faculty are encouraged to attend commencement exercises to demonstrate that concern for the student does not end in the classroom. Faculty members are expected to be appropriately attired for this event.

ATTENDANCE AT COLLEGE FUNCTIONS: NONE

Implied in the designation “community college” is the requirement that instructors in this type of institution be willing to give more freely of their time than is the case of the traditional liberal arts college. There is no policy that members of the teaching faculty attend all college functions; but they are urged to be aware of their obligations and attend as many functions as time and opportunity allow.

BUILDING AND EQUIPMENT: CHANGE

Instructors are responsible for locking their room and office, turning out lights when they are not in use, and maintaining the property in their room and office. An attempt should be made to keep papers off the floor and chairs in an orderly arrangement in the classroom. Students will cooperate in good housekeeping if properly inspired. Instructors should report to the Director of Facilities and operations any conditions outside of routine maintenance that need attention; they should not contact custodial staff personally. The Director of Facilities and Operations should also be notified if custodial duties are not done satisfactorily. All remodeling should be discussed with and approved by the appropriate Vice-President, and a work order should be submitted.

• BUILDING AND EQUIPMENT: ORIGINAL

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SPONSORS OF STUDENT ORGANIZATIONS: NONE

Faculty members are expected to give guidance to the organizations and activities of which they are sponsors, and to approve any activities scheduled by the officers of that group. New organizations should submit the following information to the Dean of Students: a) name, b) purpose, c) constitution, and d) name of faculty sponsor. Faculty sponsors will ensure that plans for any activity in question conform to general college policy and are approved by the Dean of Students. Faculty sponsors will not permit students to undertake projects which will consume an

undue amount of the students' time. Scholarship standards, workloads and the health and safety of the student should take precedence over all student activity participations. The faculty sponsor will delegate as much responsibility as possible to students, but he/she should be sure to identify procedures for filling this responsibility. Sponsors of plays, assembly programs, and other forms of entertainment will have full knowledge of its content and manner of presentation. Material presented can be controversial but should be in good taste. It is the responsibility of the faculty sponsor or an authorized representative to be present at all events scheduled by the group for which he/she is sponsor. The sponsor will see that chaperones are secured when necessary. The sponsor will also work with the Public Relations Office to ensure that proper publicity is secured. Sponsors will hold organization treasurers responsible for complete and accurate records. A financial statement shall be submitted monthly by the treasurer of the Activity Fund to organization sponsors and treasurers showing the total receipts and disbursements as well as the old and new balance for the month. Before any organizational money is spent, an officer, preferably the president, and the sponsor must give their approval. Use of Administration Office supplies such as paper clips, scotch tape, etc., is discouraged without the appropriate Dean's permission. Requisitions will be filled out for all orders and purchases. Faculty sponsors who use school equipment in a location outside the school's confines will fill out a request form. If equipment is moved to another location in the building it is expected that the equipment be returned to its proper location after use. If the period of usage is over an extended period of time (longer than over night) there must be a notice at the former location as to where the equipment can be found.

EXTRA DUTY ASSIGNMENTS: NONE

Cooperation among all staff members is necessary to provide adequate supervision and sponsorship of the student activities in the College. Club and student organization supervision and sponsorship duties may be selected by the instructors who may be compensated for their services in accordance with the rate established by the Board of Trustees.

FIELD TRIPS: CHANGE

Field trips that require students to miss class should be kept to a reasonable minimum. Authorization for the trip must be secured from the Vice President of Academic Affairs and travel authorization forms completed electronically. An instructor can only be reimbursed at the college rate for use of his/her own vehicle if no FSCC vehicles are available and he/she is properly insured according to Kansas statutes. Absences from classes for field trips may be excused by following these procedures:

- In advance of the trip, the faculty sponsor of the trip must submit a list of the participating students to the Vice President of Academic Affairs.
- Following approval by the Vice President, the sponsor then submits the lists of students to the Dean of Students for distribution to each faculty member at least one week in advance.
- *Students should not be penalized by other instructors for such approved absences.*

- **FIELD TRIPS: ORIGINAL**

Field trips that require students to miss class should be kept to a reasonable minimum. Authorization for

the trip must be secured from the Dean of Instruction and travel authorization forms completed electronically. An instructor can only be reimbursed at the college rate for use of his/her own vehicle if no FSCC vehicles are available and he/she is properly insured according to Kansas statutes. Absences from classes for field trips may be excused by following these procedures:

- *In advance of the trip, the faculty sponsor of the trip must submit a list of the participating students to the Dean of Instruction.*
- *Following approval by the Dean, the sponsor then submits the lists of students to the Dean of Students for distribution to each faculty member at least one week in advance.*
- *Students should not be penalized by other instructors for such approved absences.*

GUEST LECTURES: CHANGE

A faculty member who wishes to invite a resource person to appear before his/her classes or any other group of students (such as a student club) under his/her sponsorship should contact the Vice President of Academic Affairs in advance. The instructor should interpret this procedure as a formality, as it can be expected that only in the rarest instance will clearance be withheld. To protect himself/herself as well as the college from possible embarrassment, the instructor is asked to observe this procedure. Instructors are encouraged to use persons of the community as institutional resources for their classes. Such services to the college will, in general, be considered as a public service on the part of the resource person and will not normally be compensated. Unusual circumstances, however, such as repeated or lengthy appearances or when such persons must travel from outside the college district, may entitle the person to special compensation. In such cases, the instructor will submit a form to the division requesting the use of a resource person requiring compensation and shall receive approval prior to making final arrangements with the resource person.

GUEST LECTURES: ORIGINAL

A faculty member who wishes to invite a resource person to appear before his/her classes or any other group of students (such as a student club) under his/her sponsorship should contact the Dean of Instruction in advance. The instructor should interpret this procedure as a formality, as it can be expected that only in the rarest instance will clearance be withheld. To protect himself/herself as well as the college from possible embarrassment, the instructor is asked to observe this procedure. Instructors are encouraged to use persons of the community as institutional resources for their classes. Such services to the college will, in general, be considered as a public service on the part of the resource person and will not normally be compensated. Unusual circumstances, however, such as repeated or lengthy appearances or when such persons must travel from outside the college district, may entitle the person to special compensation. In such cases, the instructor will submit a form to the division requesting the use of a resource person requiring compensation and shall receive approval prior to making final arrangements with the resource person.

SCHEDULING SPECIAL EVENTS: CHANGE

All college-sponsored activities should be cleared through the Dean of Students and the Vice President of Academic Affairs. When special facilities are needed, the Vice President of Finance and Operations must also be contacted.

- **SCHEDULING SPECIAL EVENTS: ORIGINAL**

All college-sponsored activities should be cleared through the Dean of Students and the Dean of Instruction. When special facilities are needed, the Dean of Finance and Operations must also be contacted.

WORKSTUDY HELP: CHANGE

Departments may be provided with workstudy assistance by requesting such a position through the Financial Aid Office. The assistance is provided by the College Work-Study program and can be funded either by federal or institutional funds. Due to the fluctuation of the amount of monetary funds available to these programs, there are a limited number of positions which can be designated, so an early request is suggested.

Every year there are different needs so no position is automatically given. Each new academic year you need to request your desired workstudy position and give a written description of the duties for the job you are requesting. By accepting this support you obligate yourself and your employee to do the proper paperwork for the financial aid office and will be responsible for completing and signing the weekly time sheets. Students cannot work during the time that they are enrolled in and are attending classes.

- **WORKSTUDY HELP: ORIGINAL**

Faculty members may be provided with secretarial or office personnel by requesting such a position through the Instruction Office. The secretarial assistance is provided by the College Work-Study program and can be funded either by federal or institutional funds. Due to the fluctuation of the amount of monetary funds available to these programs, there are a limited number of positions which can be designated, so an early request is suggested.

Every year there are different needs so no position is automatically given. Each new academic year you need to request your desired workstudy position and give a written description of the duties for the job you are requesting. By accepting this secretarial support you obligate yourself and your employee to do the proper paperwork for the financial aid office and will be responsible for completing and signing the weekly time sheets. Students cannot work during the time that they are enrolled in and are attending classes.

SUMMER SESSION ASSIGNMENT: CHANGE

Summer session assignments are established by the Division Chairpersons in October, when the summer schedule is finalized, to determine how many faculty are interested in teaching during the summer sessions.

- **SUMMER SESSION ASSIGNMENT: ORIGINAL**

Summer session assignments are made through the Division Chairpersons by the Dean of Instruction who will poll the faculty approximately 90 days before the end of the spring semester to determine how many are interested in teaching during the summer sessions.

SUPPLEMENTAL/OVERLOAD CONTRACTS: CHANGE

Supplemental or overload contracts are approved by the Vice President of Academic Affairs and may be issued to part-time instructional staff and those faculty members whose instructional load exceed 15 credit hours on a semester basis. Compensation is based upon the number of students officially enrolled as determined by the certification roster and the number of credit hours of the particular course. For overload contracts, total enrollment will be divided by the number of courses taught in the semester to determine class average. If class sizes averages 10 or greater, overload courses will be paid at the full rate for full time instructors. Eight shall be the minimum enrollment number for online courses. Should enrollment fall below 8 students, instructors are compensated on a prorated basis.

- **SUPPLEMENTAL/OVERLOAD CONTRACTS: ORIGINAL**

Supplemental or overload contracts are approved by the Dean of Instruction and may be issued to part-time instructional staff and those faculty members whose instructional load exceed 15 credit hours on a semester basis. Compensation is based upon the number of students officially enrolled and the number of credit hours of the particular course. A minimum enrollment of eight students is usually necessary for full payment; a minimum enrollment of 10 students is necessary for full payment for an online class. Should enrollment fall below 8 (or 10 for an online class) students, instructors are compensated on a prorated basis.

TEACHING LOAD AND RELATED RESPONSIBILITIES: NONE

Please refer to the FS-CAPE Negotiations Agreement for teaching load and related responsibilities.

USE OF DANGEROUS EQUIPMENT AND MATERIALS: NONE

Public institutions may be held liable for injuries sustained by persons using dangerous equipment and materials on the institution's premises. For this reason it is essential that the instructor exercise every precaution to see that such equipment and materials used in his/her classes are handled only when he/she is present. Each instructor is responsible for familiarizing himself/herself with the safety procedures and regulations attendant to the conduct of his/her assigned class schedule.

WORKSHOPS/OUTSIDE GROUPS: CHANGE

All proposed workshops and any events involving groups from outside the college must be cleared through the Vice President of Instruction or Vice President of Finance and Operations. Workshops involving college students must be cleared through the Dean of Students.

- **WORKSHOPS/OUTSIDE GROUPS: ORIGINAL**

All proposed workshops and any events involving groups from outside the college must be cleared through the Dean of Instruction or Dean of Finance and Operations. Workshops involving college students must be cleared through the Dean of Students.

TUTORING STUDENTS: CHANGE

In the absence of a formal policy governing the tutoring of students, instructors may make such arrangements as are mutually acceptable to the student and himself/herself. Students may also access tutoring through the Student Success Center.

- **TUTORING STUDENTS: ORIGINAL**

In the absence of a formal policy governing the tutoring of students, instructors may make such arrangements as are mutually acceptable to the student and himself/herself. It should be remembered, however, that private tutoring should not play a large part in community college instruction.

DIVISION CHAIRPERSON: NONE

The Division Chairperson handles the flow of communication between the Administration and his/her respective Division. The Division Chairperson assumes routine administrative responsibilities for the Division, such as class scheduling, division budget preparation, and coordination of school policy. See the Division Chair job description for further details about Division Chair responsibilities.gb

FACULTY/STUDENT BULLETINS: CHANGE

Faculty/Student Bulletins are published and distributed each week during the Fall and Spring semesters; generally on Monday mornings or the next day should there be a scheduled or unscheduled school closing. Anyone desiring to include items in this bulletin should submit the information to the Digital Content Specialist the Friday before the announcement is needed.

- **FACULTY/STUDENT BULLETINS: ORIGINAL**

Faculty/Student Bulletins are published and distributed each morning. Anyone desiring to include items in this bulletin should submit the information to the Office of Student Services the day before the announcement is needed.

TEACHING CONTROVERSIAL ISSUES: NONE

The teaching staff is encouraged to keep abreast of current and innovative teaching methods. Experimentation is encouraged in the area of teaching methods. If education is to remain a viable force, controversial issues cannot be ignored. Good teaching techniques provide, however, that adequate preparation on the part of students and instructor take place before controversial issues are explored. Every controversy has two or more sides; it is therefore imperative that instructors ensure that all issues, facts, and questions regarding any controversial subject are thoroughly studied. Instructors should be aware that controversy may spring from the most innocuous beginnings and be prepared to the best of their ability. Included in the area of controversial subject are ideas, words, movies, still pictures, religion, books, socioeconomic aspects of life and political policies, theories and platforms.

TEACHING ABOUT RELIGION: NONE

Instructors may teach about religious literature and history but are prohibited from criticizing, expounding or ridiculing a religion. The Bible may be used to teach about religion, but use of the Bible is prohibited if used to teach a particular religious doctrine other than as outlined above. Students and staff members may be excused from participating in practices contrary to their religious beliefs. No public funds will be spent by the Board in the form of wages or salary for any college employee to sponsor any religious activity or to pay expenses of any student or employee to attend any religious activity or conference. The use of religious symbols, such as a cross, menorah, crescent, Star of David, crèche, symbols of Native America religions or other symbols that are a part of a religious holiday, is permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. The college calendar should be prepared so as to minimize conflicts with religious holidays of all faiths. Emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced, thorough study of these areas. Such studies should not foster any particular religious tenets or demean any religious beliefs.

ACADEMIC FREEDOM: NONE

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

Professional employees are entitled to freedom in searching for better ways of instructing and in publishing about their methods of instruction, subject to adequate performance in their other academic duties and responsibilities.

Faculty members are entitled to freedom in the classroom in discussing subject matter, but they should be cautious about introducing controversial matter which has no relationship to the subject. The college retains the right to make content-based decisions when shaping its curriculum.

Research or publication conducted during the college workday shall be subject to the approval of the College President or his/her designee.

When a faculty member speaks or writes outside of his/her instructional responsibilities, he/she speaks or writes as a citizen and shall have the same rights and responsibilities for such actions as any other citizen.

COPYRIGHT LAWS: NONE

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without the expressed permission of the copyright holder. Unauthorized copying shall be considered a violation of college policy. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the standards of the "fair use" provision within the act are met. The legal or insurance protection of the college shall not be extended to employees who violate any provisions of the copyright laws.

IN-SERVICE EDUCATION: CHANGE

Inservice committee consisting of three faculty and three staff members will develop a program of in-service education that will promote continuous professional development, improvement, and job performance of all personnel. The faculty members shall be appointed by the FSCAPE President according to the FSCAPE association by-laws. This program may utilize all or a portion of the workday or be combined with regular staff meetings. All employees are expected to attend in-service education sessions unless excused by the appropriate Vice President.

- **IN-SERVICE EDUCATION: ORIGINAL**

The Dean of Instruction in consultation with the Administrative Council will develop a program of in-service education that will promote continuous professional development, improvement, and job performance of all personnel. This program may utilize all or a portion of the workday or be combined with regular staff meetings. All employees are expected to attend in-service education sessions unless excused by the appropriate Dean.

PRIVACY ACT: CHANGE

In accordance with the Family Educational Rights and Privacy Act (FERPA), FSCC is prohibited from releasing any information related to a student's grades, academic performance, financial details, or other personal information without the student's explicit written consent.

However, FERPA allows institutions to designate certain information as "Directory Information," which may be disclosed upon request unless the student submits a written request to the registrar within the first ten days of the

semester, specifying that they do not want their information released. In such cases, all Directory Information will be withheld from publication.

FSCC identifies “Directory Information” on each student as the following:

Name

Year of Birth

Hometown

Full or Part-Time Status

Major/Field of Study

Classification

Participation in officially recognized college

activities/sports

Sports – weight and height of athletic team members

Dates of attendance

Degrees/Certificates Granted

and Date Awarded

Honors/Awards Received

Photograph

This list does NOT include: copies of transcripts, social security numbers, or information on class schedules. When information is released (other than the categories listed above) without specific written permission of the student, the law is being violated. Requests for information should be referred to the Registrar’s Office. The complete Students’ Right to Privacy Policy can be found in the FSCC Academic Catalog.

- **PRIVACY ACT: ORIGINAL**

Family Educational Rights and Privacy Act (FERPA) prohibits instructors from speaking to family members of a student without written permission from the student. FERPA permits institutions to identify certain items of information as “Directory Information.” This information may be released upon request unless the student has indicated in writing to the registrar during the first ten days of the semester that he/she does not wish for this information to be released. If the student makes such notice, all Directory Information will be withheld from publication.

FSCC identifies “Directory Information” on each student as the following:

Name

Address

Telephone Listing

Date and place of birth Major field of study Classification

Participation in officially recognized college activities Sports – weight and height of athletic team members Dates of attendance

Degrees or certificates earned Awards received

Most recent previous educational institution attended

Photograph

This list does NOT include: copies of transcripts, social security numbers, or information on class schedules. When information is released (other than the categories listed above) without specific written permission of the student, the law is being violated. Requests for information should be referred to the Registrar's Office. Copies of the complete Student Records Policy may be obtained upon request from the Registrar.

FIRST ROSTER: CHANGE

Instructors are required to submit First Rosters through Campus Connect after the first week of full-semester classes. Each student must be categorized as one of the following: *Attending*, *Not Attending*, *Excused Absence*, or *Do Not Drop*.

- A student should be marked as *Attending* if they have attended at least one class session.
- A student who has not attended any class sessions should be marked as *Not Attending*.
- A student should only be marked as *Excused Absence* if the Dean of Students or Athletic Director has officially designated them as such.
- The *Do Not Drop* designation should only be used in special cases where the student has not attended, but you have relevant information about their plans to attend in the future.

For online courses, *Attending* is defined as submission of coursework or active participation in the course. For courses shorter than 16-weeks refer to the Important Dates provided by the Registrar's Office or contact the Registrar directly for guidance.

- **FIRST ROSTER: ORIGINAL**

Within a few days of the start of classes, instructors will receive a class roster containing the names of all students who enrolled in the class. Please cross off the name of any student who is a "no show". Write in the name and social security number of a student who attends but is not listed on the roster. Ask the student if he/she is enrolled. If not, this student must enroll immediately. Please return this initial roster promptly to the Registrar. Instructors teaching at satellite sites may mail or fax the roster to (620) 223-3560, attention to the Registrar. If you fax the class roster, we do not need the original. If your class is a concurrent class and the end date is other than that which appears in the upper right hand corner of the roster, please correct the end date.

CERTIFICATION ROSTER (20TH DAY ROSTERS): CHANGE

Immediately following the census date (20th Day) instructors are required to submit Certification Rosters through Campus Connect.

Each student must be categorized as either *Attended* or *Never Attended* based on course participation.

- A student should be marked as *Attended* if they have attended at least one class session.
- A student should be marked as *Never Attended* if they have not attended any class sessions.

For online courses, *Attended* is defined as submission of coursework or active participation in the course. Logging in to the course does not count as attendance, and such students should be marked as *Never Attended*. For

courses shorter than 16-weeks refer to the Important Dates provided by the Registrar's Office or contact the Registrar directly for guidance.

Certification Rosters play a critical role in determining financial aid eligibility and reporting headcount, credit hours, and FTE to the Kansas Board of Regents. Therefore, it is essential that the information submitted is accurate and timely.

- **CERTIFICATION ROSTER (20TH DAY ROSTERS): ORIGINAL**

Immediately prior to the certification date (20th day), Certification Rosters will be sent by the Registrar. Certification Rosters for all courses (except for concurrent classes and a few isolated, predetermined courses) are completed on Campus Connect. If a student never attended or has stopped attending your class, cross out the name. Please sign and return the Certification Roster promptly to the Registrar. Instructors of concurrent classes may mail or fax rosters to (620) 223-3560, attention to the Registrar. If faxing the roster, it is not necessary to mail the original. Never use a pencil to complete and sign a Certification Roster or Grade Roster. If a student is not attending regularly, please note the date of last attendance, and the Registrar will make a determination about the student's status.

The Certification Roster is the official class list and the basis for FSCC's reimbursement from the State. It is thus critical that Certification Rosters accurately reflect student attendance. Please do not allow someone else to certify rosters; this must be done by the faculty members themselves. Faculty members should check course rolls a week after certification rosters to verify enrollment.

STUDENTS DROPPED FOR NONPAYMENT: CHANGE

Students must meet the following financial obligations to maintain their course enrollments:

1. **Outstanding Balances:** Students who have not paid their previous semester's bill in full by one week prior to the start of classes will be dropped from their courses for the upcoming semester.
2. **Current Semester Financial Arrangements:** Students who have not established formal financial arrangements with the College by the 10th day of classes will be dropped from their courses.

Acceptable financial arrangements for the current semester include:

- Full payment of tuition and fees
- Approved financial aid
- A formal payment plan arranged through the Business Office or via the Student Portal

Students are strongly encouraged to ensure that all financial obligations are addressed promptly to avoid disruptions to their academic progress.

- **STUDENTS WITHDRAWN FOR NONPAYMENT: ORIGINAL**

Students who have not paid by the 20th day of class may be withdrawn by the Business Office for nonpayment. If a student is withdrawn for nonpayment, the student may not come back to class without

the instructor's written permission. The student will receive a W, and it will be the instructor's responsibility at the end of the semester to do a grade-change for the student. The instructor is responsible for checking class rolls after withdrawal for nonpayment has happened (instructors will receive an email), and if a student attends class without being enrolled and without formally applying for reinstatement.

GRADE ROSTERS: CHANGE

Instructors are required to submit final grades via Campus Connect at the end of each semester. The deadline for grade submission is determined by the Calendar Committee, and typically falls 2-3 business days after the last day of finals. All students must receive a grade before the grade roster can be submitted to the Registrar for processing. Any grades of "F" or "W" will require a Last Date of Attendance. It is imperative that grades are submitted accurately by the due date to ensure timely processing of degrees, transcripts, and reporting.

Instructors are also required to submit current grades via Campus Connect three times per semester; no later than the 15th of each month:

Fall Semester: September, October, November

Spring Semester: February, March, April

- **GRADE ROSTERS: ORIGINAL**

Grades are submitted via Campus Connect (except for concurrent classes and a few isolated, predetermined courses). An email reminder about grades is sent to instructors prior to the due date, and instructors are required to submit grades to Campus Connect by that date. At this point, every student on the roster should be graded.

Students should not be given a W on the grade roster. All withdrawals should have been previously executed, using the Add/Drop Form, in which case the student's name together with the grade of "W" will be printed on the online rosters. Many of our students need their transcript to meet admission requirements of the colleges they plan to attend. Thus, we cannot delay the move of grade data to transcripts while awaiting grades to come in. If grades for a given course have not been submitted within one week of the end of the semester, all students in that class will be given the grade of NA. The final grade will be entered in place of the NA once the grades are received. Please help make each student's transcript as complete as possible the first time by submitting your grades promptly!

ADMISSION OF STUDENTS TO CLASS: CHANGE

In order to attend a class, students must be officially registered and listed on the class roster. If an unregistered student attends a class, the instructor is responsible for notifying the student of the discrepancy and directing them to the Advising Office to complete the required Change of Schedule Form. This must be completed by the end of the first week of classes.

- **ADMISSION OF STUDENTS TO CLASS: ORIGINAL**

To enter a class the student must be listed on the official class roster. A student who attends your class who is not listed on your class roster must be informed of his/her error by the instructor and be instructed to go to the Student Services Office to complete the necessary Change of Schedule Form.

ASSIGNMENT OF ROOMS: CHANGE

Classroom assignments for instructors will be made by the division chairperson and Vice President of Academic Affairs before the beginning of each semester. In the event an assigned classroom is inadequate to accommodate the number of students enrolled in the section, the instructor should notify the Instruction Office immediately. Instructors are responsible for seeing that the lights are out in their classroom and that outside doors are secure if they are the last to leave the classroom and/or building. If the occasion calls for a sizeable physical rearrangement of furnishings, the instructor should contact the Instruction Office.

- **ASSIGNMENT OF ROOMS: ORIGINAL**

Classroom assignments for instructors will be made by the division chairperson and Dean of Instruction before the beginning of each semester. In the event an assigned classroom is inadequate to accommodate the number of students enrolled in the section, the instructor should notify the Instruction Office immediately. Instructors are responsible for seeing that the lights are out in their classroom and that outside doors are secure if they are the last to leave the classroom and/or building. If the occasion calls for a sizeable physical rearrangement of furnishings, the instructor should contact the Instruction Office.

ATTENDANCE: CHANGE

Regular class attendance is expected of all students. Any absence from class entails a loss which is difficult to recover. It is the responsibility of the student to make up class work missed for any reason, including college-sponsored activities. A student should not enroll in a course if the student knows that he/she will frequently be absent. At the first-class meeting, the instructor will inform his/her students, of the course requirements and the attendance and grading policies. ATTENDANCE AND GRADING POLICIES MUST BE APPROVED BY THE DIVISION CHAIR AND LISTED ON THE COURSE SYLLABI.

Each instructor will keep an accurate record of attendance;. If a student has not attended class for more than a week, the instructor will notify the Advising Office to initiate the early alert process. The student will be encouraged to return to class or to withdraw from the course. When attendance becomes so irregular that the student is in danger of not meeting the course objectives, the instructor will notify the Advising Office, and attempt to notify the student, that an attendance problem exists. It is the specific responsibility of the student to meet the attendance requirements of the class. Failure to meet the attendance requirements of the class will adversely affect the student's grade and, consistent with the instructor's attendance policy, may result in the award of a grade of F. The

student shall not expect or request that the instructor initiate a withdrawal on his/her behalf. The appropriate form for executing a withdrawal from a course must be used and signed by the student. The form is available in the Student Services Office and the completed form should be submitted to the Registrar's Office. Under certain extraordinary circumstances (i.e., sudden and extended family emergency; major health problem preventing continued attendance; sudden recall to military duty) the student may request permission to be withdrawn from his/her classes. This request requires approval of the faculty member and the Vice President of Academic Affairs or Dean of Students. Instructors should not fail students simply for attendance problems but may fail students when their poor attendance impacts their assignments, tests, and other grades. Students are required to abide by the attendance policy outlined in the syllabus.

- **ATTENDANCE: ORIGINAL**

Regular class attendance is expected of all students. Any absence from class entails a loss which is difficult to recover. It is the responsibility of the student to make up class work missed for any reason, including college-sponsored activities. A student should not enroll in a course if the student knows that he/she will frequently be absent. At the first class meeting, the instructor will inform his/her students, both orally and in writing, of the course requirements and the attendance and grading policies. ATTENDANCE AND GRADING POLICIES MUST BE APPROVED BY THE DEAN OF INSTRUCTION AND MAINTAINED ON FILE WITH COURSE SYLLABI.

Each instructor will keep an accurate record of attendance, which will become part of the official class file in the Registrar's Office. If a student has not attended class for more than a week, the instructor will notify the Advising Office to initiate the early alert process. The student will be encouraged to return to class or to withdraw from the course. When attendance becomes so irregular that the student is in danger of not meeting the course objectives, the instructor will notify the Advising Office, and attempt to notify the student, that an attendance problem exists. It is the specific responsibility of the student to meet the attendance requirements of the class. Failure to meet the attendance requirements of the class will adversely affect the student's grade and, consistent with the instructor's attendance policy, may result in the award of a grade of F. The student shall not expect or request that the instructor initiate a withdrawal on his/her behalf. The appropriate form for executing a withdrawal from a course must be used and signed by the student. The form is available in the Student Services Office and the completed form should be submitted to the Registrar's Office. Under certain extraordinary circumstances (i.e., sudden and extended family emergency; major health problem preventing continued attendance; sudden recall to military duty) the student may request permission to be withdrawn from his/her classes. This request requires approval of the faculty member and the Dean of Instruction or Dean of Students. Instructors should not fail students simply for attendance problems but may fail students when their poor attendance impacts their assignments, tests, and other grades.

DROPS AND WITHDRAWALS: CHANGE

It is important to distinguish between a “drop” and a “withdrawal.” During the first two weeks of a 16-week course a student can “drop” a class, receive a refund of tuition, and have no record of grade/attendance on their transcript. During the third and fourth weeks of a 16-week course a student can “drop” a class without a refund, and have no record of grade/attendance on their transcript. During submission of First and Certification Rosters, the instructor can drop a student for nonattendance. Students can initiate a drop through their Gizmo Student Portal, if eligible, or through the advising office. Subsequent to the certification date, a student may no longer drop a class. The student may, however, withdraw from the class by completing the withdrawal form through the advising office and submitting it to the Registrar. A student who withdraws from a class receives a “W” on their transcript. Withdrawals will not be accepted following the last regular class day prior to the last two weeks of the semester, not including the week of finals. The withdrawal slip must include the advisor, instructor, and student signature. The “W” does not affect the student's GPA but does appear on the student's transcript. The student does not receive a tuition refund.

The responsibility for initiating a withdrawal lies with the student and not the instructor.

- **DROPS AND WITHDRAWALS: ORIGINAL**

It is important to distinguish between a “drop” and a “withdrawal.” Prior to the certification date, a student can “drop” a class, receive a refund of tuition, and have no entry made on their transcript. During this period, the instructor can drop a student for nonattendance. In both cases, the Drop Form should be completed and returned to the Registrar. However, if a student has stopped attending classes during this period, the instructor can note the date of last attendance on the Certification Roster as noted above, and the student may be dropped from the class when the Certification Roster is received by the Registrar. Subsequent to the certification date, a student may no longer drop a class. The student may, however, withdraw from the class by completing the drop form and submitting it to the Registrar. A student who withdraws from a class receives a “W” as a grade. The “W” does not affect the student's GPA but does appear on the student's transcript. The student does not receive a tuition refund.

The responsibility for initiating a withdrawal lies with the student and not the instructor.

Instructors are strongly encouraged not to initiate a withdrawal just because the student has stopped attending class. Likewise, instructors should not allow students to shift the burden of withdrawing them to the instructor. Make it clear to the student that, if they want to withdraw from the class, it is their right but also their responsibility to initiate the withdrawal by completing the drop form and submitting it to the Registrar. Under certain circumstances, such as a student incapacitated by illness or injury, sudden family emergency, recall to military service, etc., the instructor may decide to assume the responsibility for withdrawing the student. This should definitely be the exception rather than the rule. In such a case, please sign and submit the completed drop form and submit it to the Registrar. During the last two weeks of a full semester prior to exam week, the instructor's approval is required for the student to withdraw from class. Both the instructor and student must sign the drop form. Students may not withdraw from a class during final exam week. Students who have not previously been dropped or withdrawn from a course should not be lined out on the grade roster with “dropped” or other border notation added. Rather, they should be awarded the grade they have earned.

INCOMPLETES: CHANGE

The grade "Incomplete" may be granted to a student only if it can be demonstrated that extenuating circumstances prevent the student from completing the course within the scheduled time frame. Illness or exceptional circumstances are the usual basis for consideration, and students who have been making satisfactory academic progress for seventy five percent of the class may be eligible. An incomplete is counted as "F" in calculation of the grade point average until the student successfully completes all course requirements as agreed upon with the instructor in the written Incomplete Contract. Incomplete contracts can be requested from the Registrar's Office or the Vice President of Academic Affairs Office. The student, instructor, and Vice President of Academic Affairs must all sign the form and return it to the Registrar. When the student fulfills the requirements of the contract, the instructor should submit the revised final grade to the Registrar using the Change of Grade Form. If the student does not complete the work, the original grade stands. The responsibility for completing the work lies with the student.

- **INCOMPLETES: ORIGINAL**

If it becomes apparent that a student will not be able to complete the requirements of the course for a good reason but is making satisfactory progress during the last two weeks of a full semester prior to exam week, an instructor may enter into a contract with the student. The student should be given the grade that he/she earns in the class (with the incomplete work grades recorded as a 0 and averaged in), but a contract is developed giving the student a timeframe for completing the course work. Both the student and instructor sign the form and return it to the Registrar. When the student fulfills the requirements of the contract, the instructor should submit the revised final grade to the Registrar using the Change of Grade Form. If the student does not complete the work, the original grade stands. The responsibility for completing the work lies with the student.

TRANSCRIPTS: CHANGE

Final transcripts will be available the week following final grades submission. A charge of \$10 for transcripts ordered online and a charge of \$5 for transcripts ordered in the Registrar's Office will be required when requesting an official transcript. A student's transcript may be held if certain applicable holds prevent the processing of the transcript.

- **TRANSCRIPTS: ORIGINAL**

Transcripts will be available after ten working days following the submission of all semester course grades. A charge of \$3 is made for each official transcript. Students who have not returned college materials or property or who have not met all financial obligations to the college will have transcripts withheld until the Registrar's Office is notified that these deficiencies have been remedied.

CHANGE OF GRADE: CHANGE

The following grade change policy is for changes made within one semester following award of the final grade.

After a faculty member has reported a final semester grade to the Registrar's Office, he/she may not change that grade except by the following procedures:

- Complete the Change of Grade Form available in the Registrar's Office and submit it to the Registrar.
- Copy of the Change of Grade Form will be retained by the Registrar.
- The Registrar will see that the change is made on the student's permanent record and notify the student of change. The Registrar will not change a grade report except in instances where the instructor has initiated a change of grade. All grade changes will require a signature by the Vice President of Academic Affairs.

- **CHANGE OF GRADE: ORIGINAL**

The following grade change policy is for changes made within two years of the final date of the semester in which the incorrect grade was recorded. After a faculty member has reported a final semester grade to the Registrar's Office, he/she may not change that grade except by the following procedures:

- *Complete the Change of Grade Form available in the Registrar's Office and submit it to the Registrar.*
- *Copy of the Change of Grade Form will be retained by the Registrar.*
- *The Registrar will see that the change is made on the student's permanent record and notify the student of change. The Registrar will not change a grade report except in instances where the instructor has initiated a change of grade. Changes after two years will also require the Dean of Instruction's approval.*

CLASS RECORD BOOK: REMOVE

- **CLASS RECORD BOOK: ORIGINAL**

The faculty member is required to retain class records for at least one year after completion of a course. If the instructor does not intend to teach the following semester, he is requested to submit all class records for the previous semester to the Registrar's Office.

FACULTY ROLE IN ADVISING STUDENTS: NONE

Faculty in occupational and technical programs such as Nursing, Cosmetology, Harley Davidson, John Deere, Construction Trades, and Truck Driving act as advisors for students in their subject areas in conjunction with the Advising Office.

INSTRUCTIONAL MATERIALS AND PROFESSIONAL LIBRARY: CHANGE

Instructors are encouraged to develop, use and maintain a relevant and up-to-date core of resource materials in the classroom. The Division Chairs and Directors will submit instructional materials budgets to the Vice President of Academic Affairs each year at a time designated by the Vice President.

The Vice President of Academic Affairs, in conjunction with the Director of Library Services, will ascertain the titles of professional magazines, books, pamphlets, and other such literature to be placed in the library of the college. A budget for the library shall be included in the instructional resource budget each year. All purchases will be made in accordance with Board policies. All orders for instructional materials other than textbooks, expendable materials, and film rentals (rental of videos from Greenbush are sent to the library and paid from the library budget) will be channeled through the Director of Library Services to the Vice President of Academic Affairs for approval, then to the Vice President of Finance and Operations of the college. Such materials would include all items to be catalogued and circulated, e.g., books, magazines, computer databases, video tapes and DVDs, etc. The Director of Library Services will assess the needs of the collection with the help and advice of instructors and with due consideration given to needs of the student. Final decisions as to the areas of emphasis in any given year will rest with the Director of Library Services and the Vice President of Academic Affairs. Instructors' professional advice will be solicited in making selections of materials. The Director of Library Services may order for that level or department from standard selection tools.

Recommendations received from faculty, staff, students and patrons will be placed in a consideration file and will be reviewed to ascertain whether they meet selection criteria as set forth by the Board. The collection will be evaluated by the Director of Library Services or designated representative from the instruction office in relation to changing curriculum, new instructional methods, and current needs of teachers and students.

- **MATERIALS AND PROFESSIONAL LIBRARY: ORIGINAL**

Instructors are encouraged to develop, use and maintain a relevant and up-to-date core of resource materials in the classroom. The Dean of Instruction will submit instructional materials budgets to the President each year at a time designated by the President.

The Dean of Instruction, in conjunction with the Director of Library Services, will ascertain the titles of professional magazines, books, pamphlets, and other such literature to be placed in the library of the college. A budget for the library shall be included in the instructional resource budget each year. All purchases will be made in accordance with Board policies. All orders for instructional materials other than textbooks, expendable materials, and film rentals (rental of videos from Greenbush are sent to the library and paid from the library budget) will be channeled through the Director of Library Services to the Dean of Instruction for approval, then to the Dean of Finance and Operations of the college. Such materials would include all items to be catalogued and circulated, e.g., books, magazines, computer databases, video tapes and DVDs, etc. The Director of Library Services will assess the needs of the collection with the help and advice of instructors and with due consideration given to needs of the student. Final decisions as to the areas of emphasis in any given year will rest with the Director of Library Services and the Dean of Instruction. Instructors' professional advice will be solicited in making selections of materials. The Director of Library Services may order for that level or department from standard selection tools.

Recommendations received from faculty, staff, students and patrons will be placed in a consideration file

and will be reviewed to ascertain whether they meet selection criteria as set forth by the Board. The collection will be evaluated by the Director of Library Services or designated representative from the instruction office in relation to changing curriculum, new instructional methods, and current needs of teachers and students.

SELECTION OF NEW TEXTS: CHANGE

Instructors are responsible for the selection of textbooks and any other materials needed for their classes; instructors are strongly encouraged to include adjunct and concurrent faculty who regularly teach in the decision-making process concerning textbooks for a subject area. Instructors should inform all adjunct and concurrent instructors teaching the course that a book change has occurred as soon as reasonably possible to ensure that the instructors have ample time to prepare. Textbook Requirement Forms may be obtained from the bookstore. The form should be used to request any and all books, and/or supplies, used for each class, day and evening, every semester. When the form has been completed by the instructor it should be approved by the Division Chairperson, signed by the Vice President of Academic Affairs, and submitted to the Bookstore. Deadlines for submitting orders are as follows:

Fall Semester: March 15

Spring Semester: October 15

Summer Semester: March 1

*Note: Faculty members will be advised of edition changes as soon as the bookstore receives notification. Desk copy request forms may be obtained at the bookstore. Since bookstores are no longer able to obtain desk copies, a convenient form is provided to assist faculty in obtaining a desk copy. Discounts are given to faculty and staff members on purchases made at the bookstore. The purpose of the bookstore is to serve the faculty, students, and campus as a whole. Any suggestions, complaints or comments are welcome.

- **SELECTION OF NEW TEXTS: ORIGINAL**

Instructors are responsible for the selection of textbooks and any other materials needed for their classes; instructors are strongly encouraged to include adjunct and concurrent faculty who regularly teach in the decision-making process concerning textbooks for a subject area. Instructors should inform all adjunct and concurrent instructors teaching the course that a book change has occurred as soon as reasonably possible to ensure that the instructors have ample time to prepare. Textbook Requirement Forms may be obtained from the bookstore. The form should be used to request any and all books, and/or supplies, used for each class, day and evening, every semester. When the form has been completed by the instructor it should be approved by the Division Chairperson, signed by the Dean of Instruction, and submitted to the Bookstore. Deadlines for submitting orders are as follows:

Fall Semester: March 15

Spring Semester: October 15

Summer Semester: March 1

**Note: Faculty members will be advised of edition changes as soon as the bookstore receives notification. Desk copy request forms may be obtained at the bookstore. Since bookstores are no longer able to obtain desk copies, a convenient form is provided to assist faculty in obtaining a desk copy. Discounts are given to faculty and staff members on purchases made at the bookstore. The purpose of the bookstore is to serve the faculty, students, and campus as a whole. Any suggestions, complaints or comments are welcome.*

FACULTY SUPPORT SERVICES/SUPPLEMENTAL INSTRUCTION: CHANGE

Student Success Center staff are available to support the faculty by offering out-of-class learning opportunities for students. Faculty may place supplemental learning packets in the Student Success Center for students to complete during their out-of-class time.

The Student Success Center offers a variety of services for students of all ages:

- Free tutoring is available to all students. Peer tutor program is designed to help students who are experiencing difficulties in a particular course. Peer tutors are high-performing students who have received training in tutoring policies and techniques.
- Test accommodations are available for special needs students.
- Specialized learning software programs are used by some faculty members as class supplements. These programs can also be accessed by students who need or want extra practice or review in a certain area.
- Quality technology is available to all students through the use of computers. Whether it's typing term papers, checking email, or surfing the internet, students can use computers for personal or educational use.
- Assessment testing is available for any prospective student. This FSCC placement test is similar to the ACT and aids in placing students in the correct course for their skill level.

- **FACULTY SUPPORT SERVICES/SUPPLEMENTAL INSTRUCTION: ORIGINAL**

MILL staff are available to support the faculty by offering out-of-class learning opportunities for students. Faculty may place supplemental learning packets in the MILL for students to complete during their out-of-class time.

Computers are available in the MILL for use by students assigned computer-assisted instruction in the content areas. The MILL Testing Coordinator supervises the administration of make-up exams to assist the faculty. The MILL is a laboratory for experimenting with alternative modes of instruction. Possible projects include independent study, individual and group use of media materials and supplemental programs. Instructors are available to discuss ideas to supplement your instructional endeavors.

INSTRUCTION: CHANGE

General responsibilities of instructors are listed below. These are in accordance with the specific duties as described. The listing below will be under the direct supervision of the Vice President of Academic Affairs and in cooperation with the Division Chairpersons.

- Present all teaching credentials such as teaching experience, college hours earned and plans for future

academic achievements toward higher degrees

- Maintain up-to-date knowledge of subject area, trends in community college education, and instructional technology
- Teach assigned classes in keeping with approved course outlines
- Be on time for classes and notify the Division Chairperson, Vice President of Academic Affairs as early as possible of inability to meet class or of an unscheduled absence
- Maintain office hours for student advisement and assistance
- Provide on time all required certification rosters, syllabi, and student grade reports to the Registrar's Office
- Report all student problems in need of special consideration to Dean of Students
- Perform such extra-class duties as may be assigned by the administration
- Counsel students when there is opportunity, realizing that an instructor is many times in the best position for effective guidance
- Attend all required in-service faculty meetings, division meetings, committee meetings and other official meetings called by the College administration
- Serve as a member of faculty committees as appointed by the Vice President of Academic Affairs or President
- Recommend library books and other instructional materials to the Learning Resource Center
- Be a good public relations agent, both in the classroom and the community

- **INSTRUCTION: ORIGINAL**

General responsibilities of instructors are listed below. These are in accordance with the specific duties as described. The listing below will be under the direct supervision of the Dean of Instruction and in cooperation with the Division Chairpersons.

- *Present all teaching credentials such as teaching experience, college hours earned and plans for future academic achievements toward higher degrees*
- *Maintain up-to-date knowledge of subject area, trends in community college education, and instructional technology*
- *Teach assigned classes in keeping with approved course outlines*
- *Be on time for classes and notify the Division Chairperson, Dean of Instruction as early as possible of inability to meet class or of an unscheduled absence*
- *Maintain office hours for student advisement and assistance*
- *Assist with the programming and registration of students as assigned by the Division Chairperson, Dean of Instruction, or the President*
- *Provide on time all required certification rosters, syllabi, and student grade reports to the Registrar's Office*
- *Report all student problems in need of special consideration to Dean of Students*
- *Perform such extra-class duties as may be assigned by the administration*
- *Counsel students when there is opportunity, realizing that an instructor is many times in the best position for effective guidance*
- *Attend all required in-service faculty meetings, division meetings, committee meetings and other official meetings called by the College administration*
- *Serve as a member of faculty committees as appointed by the Dean of Instruction or President*

- *Recommend library books and other instructional materials to the Learning Resource Center*
- *Be a good public relations agent, both in the classroom and the community*
- *Do not take food, coffee, tea or other beverages into the classroom while conducting a class*

SYLLABUS FOR COURSES: CHANGE

Accrediting agencies have requested that a course syllabus outlining each course offered by the college be available. Instructors should send syllabi as early as possible to the Instruction Office. The composition of these documents is the responsibility of the instructor or instructors teaching the course. All students enrolled in a course must be furnished a copy of the syllabus on the first day of attendance.

- **SYLLABUS FOR COURSES: ORIGINAL**

Accrediting agencies have requested that a course syllabus outlining each course offered by the college be available. Instructors should send syllabi as early as possible to the Instruction Office. The composition of these documents is the responsibility of the instructor or instructors teaching the course. One copy should be provided to the Instruction Office and second copy to the Learning Resource Center. All students enrolled in a course must be furnished a copy of the syllabus on the first day of attendance.

SYLLABUS CONSTRUCTION: CHANGE

A syllabus is a powerful teaching tool. It is a contract between instructors and students that establishes clear expectations by introducing them to learning outcomes and content area. Every course syllabus should follow the master syllabus template available in the Instruction Office. The syllabus must include a brief description of the course, learning objectives for the course and any required or recommended readings. Every course syllabus is made available to students and made available online. Included in the template are the following:

- Course outcomes and competencies- knowledge and skills the student is supposed to possess by the end of the course. Use Bloom's taxonomy.
- Method of instruction- the kinds of instructional methods and other instructional aids (e.g., field trips, resource speakers, library research, instructional media, etc.) used to accomplish above aims and objectives.
- Method of evaluation- a detailed explanation of how the final semester grade is determined (e.g., daily work 40%, tests 20%, research paper 20%, final examination 20%).
- Student performance and behavior- emphasizing student behavior and expectation that helps them succeed.
- Attendance-attendance and participation policy.
- Course outline-acts as a guide for the students including units, assignments and due dates.

- **SYLLABUS CONSTRUCTION: ORIGINAL**

A syllabus, as it is defined, is merely a design for teaching. Sound and thorough pre-planning promotes confidence. One of the greatest obstacles to effective teaching occurs when the instructor lacks the clarity of purpose for the course. The function of the syllabus preparation is to aid instructors in crystallizing their

plans for what to teach and how to teach it. The syllabus template is available on the Employee Pages of FSCC's website, and it should be followed as closely as possible. Included in the template are the following:

- *Course objectives – student outcomes you desire or expect. Use the language you desire in realistic terms. For some courses, this might be behavioral objectives addressed to the student in terms he/she can perceive and understand. (i.e., skills attained, facts learned, values examined, appreciations gained, etc.)*
- *Methods and procedures – the kinds of instructional methods and other instructional aids (e.g., field trips, resource speakers, library research, instructional media, etc.) used to accomplish above aims and objectives.*
- *Evaluation techniques – proposals for measuring the extent to which students reach the aims and objectives set forth above (e.g., group testing individual examinations, conferences, performances, etc.)*
- *Grading system – a detailed explanation of how the final semester grade is determined (e.g., daily work 40%, tests 20%, research paper 20%, final examination 20%).*
- *Comprehensive outline of subject content – units, outlines, or other forms for showing the content of the course.*
- *Supplementary texts and reading lists – required or suggested supplementary texts and required or suggested reading lists. Indicate books placed on reserve in the Learning Resource Center. (Including the library call number would be helpful.)*
- *Attendance Policy – file two copies of each syllabus in the Instruction Office. This office will forward one copy to the Librarian.*

GRADE SHEETS: REMOVE

- **GRADE SHEETS: ORIGINAL**

Grade sheets are due in the Registrar's office immediately following the close of each reporting period. If the student has previously withdrawn from class there will be a "W" in the grade slot. All withdraws must be completed prior to the start of Final Exam Week. Any incomplete (INC) grades should be accompanied by Incomplete Contract Forms which are available in the Registrar's Office.

CREDIT HOURS FOR COURSES: ORIGINAL

According to Kansas Board of Regent policies, credit hours are awarded in the following way:

1. Lecture courses: 750 minutes = 1 credit hour
2. Laboratory courses, including those in vocational-technical programs: 1,125 minutes = 1 credit hour (1.5 x 750 minutes). Laboratory courses are ones in which students predominantly are involved in experimentation or application learning activities

3. On-the-job training, internships, or clinical experiences in health occupations: 2700 minutes = 1 credit hour.
- Visit kansasregents.org for further credit hour information.

- **CREDIT HOURS FOR COURSES: ORIGINAL**

According to Kansas Board of Regent policies, credit hours are awarded in the following way:

- *Lecture course: 750 minutes of class instruction = 1 credit hour*
- *Laboratory course: 1125 minutes of class = 1 credit hour*
- *On-the-job training, internships, or medical clinical experiences: 2700 minutes = 1 credit hour*

Visit kansasregents.org for further credit hour information.

SCHOLASTIC STANDARDS: REMOVE

- **SCHOLASTIC STANDARDS: ORIGINAL**

The faculty member determines what constitutes satisfactory scholastic performance.

GRADE SYSTEM OR GRADE PRACTICES: NONE

College work is measured in terms of semester credit hours. The number of semester credit hours offered for each course is included with each course description. Acceptable scholastic performance is the maintenance of a grade point average of 2.0 (on a four point scale) or better. A student may not graduate from any degree/certificate program unless he/she has a minimum cumulative grade point average of 2.0 including transfer hours. Fort Scott Community College utilizes a system of letter grades and grade points as shown in the table below:

A	Excellent	4 per credit hr.
B	Good	3 per credit hr.
C	Average	2 per credit hr.
D	Below Average	1 per credit hr.
F	Failure to meet objectives	0 per credit hr.
INC	Incomplete	Not computed
W	Withdrawn	Not computed
P/F	Pass/Fail	Not computed

(Note: All pass/fail classes must be approved through the Instruction Office.)

CANCELLING A CLASS: CHANGE

An instructor cannot cancel a course. If an instructor wants to cancel a course that he/she is teaching for low enrollment or other reason, he/she needs to contact the Instruction Office as soon as possible before the class begins. The Instruction Office will cancel the class or find another instructor as warranted by the circumstance.

The Instruction Office will contact Advising, who will contact the students to help them find other classes.

- **CANCELLING A CLASS: ORIGINAL**

An instructor cannot cancel a course. If an instructor wants to cancel a course that he/she is teaching for low enrollment or other reason, he/she needs to contact the Instruction Office as soon as possible before the class begins. The Instruction Office will cancel the class or find another instructor as warranted by the circumstance. The Instruction Office will contact Advising, who will contact the students to help them find other classes.

PURCHASE OF TEACHING EQUIPMENT/INSTRUCTIONAL SUPPLIES: CHANGE

As a faculty member gets into the academic year there are numerous items and types of equipment needed to support the classroom educational process. Faculty members are urged to consult with their division chairperson for their teaching equipment needs to find out what is available and what has to be purchased. If a decision is reached between the Division Chairperson and the faculty members to purchase certain items, the procedure should be as follows:

- (a) Discuss the need for purchase with the Division Chairperson and Vice President of Academic Affairs.
- (b) To purchase instructional supplies the faculty member must first submit a purchase requisition on the college computer system. The requisition must include a complete description of supply to be ordered and cost (estimate if necessary). After the requisition has been approved by the appropriate division chairperson and Vice President, the faculty member can order the supply. Notification of approval or rejection will be sent by way of e-mail. All invoices must be sent to the Purchasing Officer. It is the responsibility of the instructor to expend money for school purchases wisely and to the best of his/her ability for the maximum improvement of the instruction of his/her department. The instructor is expected to operate truly as an educational executive in this respect.

- **PURCHASE OF TEACHING EQUIPMENT/INSTRUCTIONAL SUPPLIES: ORIGINAL**

As a faculty member gets into the academic year there are numerous items and types of equipment needed to support the classroom educational process. Faculty members are urged to consult with their division chairperson for their teaching equipment needs to find out what is available and what has to be purchased. If a decision is reached between the Division Chairperson and the faculty members to purchase certain items, the procedure should be as follows:

- (a) *Discuss the need for purchase with the Division Chairperson and Dean of Instruction.*
- (b) *To purchase instructional supplies the faculty member must first submit a purchase requisition on the college computer system. The requisition must include a complete description of supply to be ordered and cost (estimate if necessary). After the requisition has been approved by the appropriate division chairperson and dean, the faculty member can order the supply. Notification of approval or rejection will be sent by way of e-mail. All invoices must be sent to the Purchasing Officer. It is the responsibility of the*

instructor to expend money for school purchases wisely and to the best of his/her ability for the maximum improvement of the instruction of his/her department. The instructor is expected to operate truly as an educational executive in this respect.

SPONSORED TRIPS: CHANGE

Any faculty member who will have a group of students missing classes should notify the Dean of Students and the Vice President of Instruction at least a week in advance. Estimated expenses for such trips should be submitted to the Vice President for approval and should be scheduled as early as possible. Sponsors of athletic teams and other groups that will have repeated absences should submit a roster of the students involved to Dean of Students. The Board approved policy for travel shall be followed.

- **SPONSORED TRIPS: ORIGINAL**

Any faculty member who will have a group of students missing classes should notify the Dean of Students and the Dean of Instruction at least a week in advance. Estimated expenses for such trips should be submitted to the Dean for approval and should be scheduled as early as possible. Sponsors of athletic teams and other groups that will have repeated absences should submit a roster of the students involved to Dean of Students.

H. MEETING STREAMING

ACTION ITEMS

A. RESOLUTION 2024 - 68: CONSIDERATION OF FAMILY AND MEDICAL LEAVE POLICY

BACKGROUND: Following is a policy that was presented for review at October's 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;

B. RESOLUTION 2024 - 69: CONSIDERATION OF INTERNATIONAL STUDENT DEPOSIT POLICY

BACKGROUND: Following is the policy that was presented for review at October’s regular meeting to address international student deposits.

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,

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

RECOMMENDATION: It is recommended the Board approve the International Student Deposit Policy as presented.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

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

**C. RESOLUTION 2024 - 70: CONSIDERATION OF EMPLOYEE HANDBOOK UPDATES,
PART 1**

BACKGROUND: Following is part 1 of the FSCC Employee Handbook, including updates in some sections. These sections were presented for review at October'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

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**

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.

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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.

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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

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- **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 1st choice and 2nd 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.

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“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.

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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.

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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.

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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 15th of every month. If the 15th 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 20th of every month. If the 20th 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 1/12th 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 1/12th 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.

**D. RESOLUTION 2024 - 71: CONSIDERATION OF SUBSTANCE ABUSE POLICY
REVISION**

BACKGROUND: Following is the Substance Abuse Policy with a revision to the number of days before a retest from 14 days to 30 days. A retest on day 30 is more consistent with other institutions in our conference, as it takes at least 30 days for some substances to clear the system.

RECOMMENDATION: It is recommended to approve the Substance Abuse Policy as revised.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

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

FSCC Substance Abuse Policy

Purpose:

The substance abuse program of the Fort Scott Community College Department of Athletics is designed to satisfy the specific needs of student-athletes relative to awareness and knowledge of substance abuse. The program has the following components:

1. Drugs and alcohol
2. Types of drugs
3. Common drugs
4. Types of alcoholic beverages
5. Health consequences of drug use
6. Health consequences of alcohol use
7. Drug use
8. Effects of alcohol
9. Drug abuse
10. Alcohol abuse
11. Alcoholism
12. Addiction
13. Drug laws
14. Alcohol laws
15. Positive changes
16. Lapse and relapse prevention
17. Resources and references

The Department of Athletics recognizes several benefits for the institution and for the student-athletes which may be derived from this substance abuse program. Those benefits are:

1. Fort Scott Community College is required to set standards to comply with The Drug-Free Schools Act Amendments of 1989. This substance abuse program strengthens FSCC's compliance statement about substance abuse.
 2. FSCC student-athletes will be educated as to the risks and dangers involved in substance abuse.
 3. The program will act as a prevention of substance use and/or abuse by FSCC student-athletes.
 4. The program will be used to identify student-athletes in need of counseling services for substance abuse and assist such student-athletes in obtaining the needed service.
 5. The program will support the positive local and regional image that FSCC is concerned about and willing to address substance abuse.
- The Head Athletic Trainer will meet with all student-athletes at the beginning of each semester to educate each student-athlete on our FSCC policies and

procedures. They will also give an overview of smart choices and the effects of drugs on sports performance.

- A student-athlete found in violation of the College's drug policy must complete a drug awareness course. The student-athlete must complete the online four-hour course, monitored by the Dean of Students, within 15 days of the date the penalty is issued. The cost of the course is \$25 which will be paid by the student-athlete. If the resident/student-athlete fails to complete the course within the time limit, the student-athlete is subject to disciplinary action up to and including expulsion from the College and/or removal from campus housing.
- Compliance with this substance abuse program is mandatory for all student-athletes who wish to participate in intercollegiate athletics at Fort Scott Community College. Student-athletes will not be allowed to participate until a signed participation agreement form is on file with the Head Trainer. The conditions of this policy start when that form is signed and continue throughout one full year of the athlete's eligibility and participation at Fort Scott Community College.

A. Substances of Consideration:

1. Alcohol
2. Amphetamines
3. Barbiturates
4. Benzodiazepines (valium, etc.)
5. Cocaine
6. Opiates (Heroin, Morphine, etc.)
7. THC (marijuana)
8. Any controlled substance as determined by the head athletic trainer

B. Methodology

- Random Sampling: Student-Athlete names will be randomly selected using lists of scholarship student-athletes. This list will include redshirts as well as injured student-athletes who are on scholarship. The randomly selected student-athletes will be given to the Athletic Director and Head Coach to contact for testing. The list will also go to the Head Athletic Trainer.
- FSCC student-athletes may be selected for substance abuse screening at any time, upon reasonable suspicion of a problem. Selection will be at the request of the Athletic Director, the Head Coach, the Head Athletic Trainer, or the Dean of

Students. Documentation of the suspicion will be submitted to the Athletic Director in either soft or hard copy format. Reasonable suspicion must be based on specific contemporaneous, articulate observation concerning; Appearance, behavior, speech, odorous breath or body odors of the student-athlete. Further indications include but are not limited to:

1. Rapid reduced quality of academic or athletic performance
 2. Patterns of unexcused absences from academic classes or athletic meetings
 3. Sudden inability to have a good relationship with others; excessive withdrawal or isolation
 4. Frequent tardiness to academic classes or athletic meetings
 5. Decreased manual dexterity
 6. Impaired short-termed memory
 7. Periods of unusual hyperactivity, irritability, or drowsiness
 8. Presence or possession of illegal or controlled drugs or drug related paraphernalia by a student-athlete
- The screening will be provided and conducted by FSCC within the training room area.
 - Refusing to participate in the screening process includes failing to appear at the prescribed screening time and/or failing to provide a urine specimen when there is no medical reason that a specimen cannot be provided

C. Testing Procedures – Random & Reasonable Suspicion

- The Dean of Students will contact Head Athletic Trainer regarding random testing date/dates and provide a list of student-athletes for testing. Documentation for reasonable suspicion testing will be provided to the Head Athletic Trainer and Athletic Director for testing.
- Upon being notified: the Head Coach and Athletic Director will exhaust all measures of contacting the necessary student-athlete(s) for testing (i.e. finding athlete in class, contacting athlete in dorm room, calling the athlete. Once the Head Coach and the Athletic Director locates and communicates to the athlete, either in person or by electronic communication, and informs him/her that they are to report to the Training Room for testing, the student-athlete must immediately comply with the request.

- The student-athlete will have two (2) hours to report to the Athletic Training Room.
- If the student-athlete does not show up or comply, this will constitute a 1st positive test. The student-athlete is encouraged to arrive 10-15 minutes early for drug testing in the Athletic Training Room.
- The Athletic Training Room will shut down all operations during drug testing. The Training Room door will shut promptly at the beginning of drug testing. Once the door shuts, nobody can come in. No exceptions. If the student-athlete is late and arrives after the door is closed, it will constitute a 1st positive test.
- The testing will be conducted by FSCC Athletic Training staff and will be an observed test. This means that the student-athlete will be monitored by a staff member of the same gender and the staff member will watch the urine leave the body of the student-athlete directly into the collection cup. This helps aid any sample alteration and makes sure no other devices are used to alter the sample.
- After drug testing begins, each student-athlete will have 1-hour to produce a valid 30 mL sample. If one is over hydrated, it will not read, and the 1-hour clock will restart.
- Tampering with a test in any form will result in a positive test. Do not shake your sample.

D. Sanctions for positive test or refusal to be screened

- 1ST refusal to participate - Immediate suspension from intercollegiate athletics (practice and games) for 14 days. The student-athlete will have 24 hours to report to the Athletic Training office for screening. Failure to do so will be constituted as the 2nd refusal to participate.
- 2nd refusal to participate – Permanent and immediate suspension from Fort Scott Community College intercollegiate athletics. No further athletic aid will be given to the student-athlete from the date of the second refusal.
- **First Positive Test**
 - Upon notification by the provider of a positive test, the head trainer will notify the student-athlete, athletic director, and head coach of the positive test result. As a result of the positive test, the student-athlete

will immediately be suspended from intercollegiate athletics (practice and games) for a term of 14 days.

- The student-athlete must complete the online four-hour course, monitored by the Dean of Students, within 15 days of the date the penalty is issued. The cost of the course is \$25 which will be paid by the student-athlete.
- Student-athletes that have tested positive will be re-screened at the end of a 30-day period and must test clean in order to come off suspension.
- Upon a positive test, the required retest at the end of the 30-day period will include a \$20 fee charged to the student's account to cover the cost of the test.
- **Second Positive Test**
 - The head trainer will notify the student-athlete, the athletic director, and the head coach of a second positive test. At any time during a student-athlete's period of eligibility of participation in intercollegiate athletics at Fort Scott Community College a second positive test will result in a 30-day suspension.
 - The student-athlete must again, complete the online four-hour course, monitored by the Dean of Students, within 15 days of the date the penalty is issued. The cost of the course is \$25 which will be paid by the student-athlete.
 - Student-athletes that have tested positive will be re-screened at the end of the 30-day period and must test clean in order to come off suspension.
- **Third Positive Test**
 - A third positive test results in immediate and permanent suspension from participation in Fort Scott Community College intercollegiate athletics. Also, no further athletic financial aid will be given to the student-athlete from the date of the third positive test.

E. RESOLUTION 2024 - 72: CONSIDERATION OF PROGRAM REVIEW POLICY REVISION

BACKGROUND: Following is the current program review policy with a proposed change in the frequency changing from once every three years to once every three to five years. Many institutions conduct program reviews in a five to seven year cycle.

PROGRAM REVIEW

Periodically, all programs need to be revisited to ensure they are meeting the needs of students and the institution. A systematic program review showcases the strengths of a program and may provide insights into areas of improvement. Program evaluation serves the following purposes:

- Confirms the importance of the program as a part of the college or college curriculum
- Explains how the program meets the needs of students and serves the institution
- Provides the opportunity to expand or contract services as needed
- Provides an incentive to develop innovative new programs, creative approaches to instruction, and interdisciplinary connections in learning

~~All programs and departments will be reviewed every three years; a three year staggered plan will be established for the future program review process.~~ All programs and departments are reviewed once every three to five years.

RECOMMENDATION: It is recommended to approve the Program Review Policy as revised.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

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

F. RESOLUTION 2024 - 73: CONSIDERATION OF EMPLOYEE HEALTH INSURANCE FOR THE 2025 PLAN YEAR

BACKGROUND: FSCC changed its Broker of Record to NW Mutual with Don Doherty, effective October 1, 2024. Since that time, NW Mutual has been working diligently with medical, dental, and vision insurance carriers to provide the best options to FSCC’s Employee Benefits Committee.

RECOMMENDATION: The Employee Benefits Committee is reviewing all options, and a recommendation will be provided the night of the meeting.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

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

G. RESOLUTION 2024 - 74: CONSIDERATION OF SUBLEASE AGREEMENT FROM SOUTHEASTERN TECHNICAL ACADEMY FOR RURAL STUDENTS (STARS)

BACKGROUND: STARS has provided an agreement for FSCC's consideration regarding the terms of the partnership. The agreement will be provided at the meeting.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

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

ADMINISTRATIVE UPDATES

ATHLETIC UPDATE

FOUNDATION UPDATE

VP UPDATES

INTERIM PRESIDENT UPDATE

November 2024 Student Services Board Updates

Dean of Students

- Met with Greyhound Lodge Students about expectations and rules
- Guest Speaker at First year Experience (A.L.I.C.E & VAWA)
- Leadership training – Johnson county
- Worked through Employee Handbook with President
- Met with Fire Chief
- Completed the Clery Survey
- Random Drug testing on student athletes
- Discussed Accuplacer changes
- Completed first draft of Federal compliance for HLC
- Continued EdSights training
- SEM meeting (1)
- Went to Miami County to visit with a student (mental health)
- It Ends with Us (three showings) (Domestic Violence Awareness Month)
- Hounds Rally
- Spooky karaoke
- Community Forum
- Started the process for Student Government
- INA alert meeting for camera update
- Worked on updating the housing website
- HLC Criterion 2 meeting with all staff
- FSCC Headshots
- Camera walk-through of campus with INA Alert
- PTK induction ceremony
- Leadership training – Hutchinson
- Softball ring ceremony, Friday, November 8th. (Guest Speaker)
- SEM meeting (2)
- Self Defense Class November 13th.
- Senior Day November 14th.
- Worked on new Housing Website (Ready in December for board meeting)
- FSMS Career day October 30th.
- Working on HLC Criterion 2
- Peaceable assembly policy
- Exceptions committee
- Behavioral Intervention Team – Startup

Advising:

What we are currently working on:

- Enrollment for fall, fall intersession, and summer courses
- Adjusting schedules—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—Fall conference was 10/25!
- 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
- EdSights weekly trainings

Director of Student Life update – Alyssa Martin

November 11th Occupancy Report

Boileau Hall: 89/102 -87.3%

Greyhound Hall: 67/64 (Students Doubled up) -104.7% OR 67/128- 52.3%

Garrison Apartments: 38/40-95%

Greyhound Lodge: 36/44 -81.8%

Overall: 230/250 -92% OR 230/314- 73.2%

- 'Hounds Rally
- Costume Karaoke: About 45 students attended this event. It was a huge success, and we even went overtime because the students did not want it to end.
- Photo Day for the Dorms—We wanted updated photos for the housing page. Big thanks to our housekeepers for cleaning and decorating the dorms in time for our pictures!
- We started the process of looking for two new RAs. We are losing two at the end of this semester.
- Attended meetings for INA alert

Currently Working On

- Finishing up the updates for the housing page

- Planning December activities
- Housing Team Proposal
- Reaching Out to incoming students

Registrar Update – Courtney Metcalf

Reports/Rosters/Transcripts:

- Calculated input important dates for the spring/summer schedule/Reviewed course schedules
- Supplied information for fiscal audit
- Sent emails regarding graduation, exit exam, grad fee, and petition to graduate to all fall and fall intersession potential graduates
- Ran degree audits on all potential graduates to let them know their graduation status
- Entered course equivalencies for all potential reverse transfer students. Contacted reverse transfer students to let them know what courses they still need or to let them know they qualify for a degree
- Awarded 60 students the Kansas Systemwide General Education Framework
- 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
- Copied user roles and permissions
- Working on identifying critical reports and steps for data conversion, along with workflows
- Preparing for upcoming data pass and validation
- IT Security Forum
- Data Conversion Review
- Translation Table Training and data validation/input

Training/Other:

- Continued work on creating a webpage with current transfer in/transfer out information
- Spoke to College Orientation Classes
- KBOR CPL Taskforce Meeting
- Math Pathways Taskforce

- Academic Affairs Committee
- HLC Criterion 2 Meeting

International Student Coordinator Duties/PDSO:

- Sent emails to any students who may graduate in May to request program extension

Admissions Director, Tanya Potthoff

Another busy month November it has shaped up to be for the admissions team.

We have completed 12 campus tours and have 3 additional campus tours scheduled to be completed by month end.

Our final two College Planning Conferences will wrap up this month. In all we have attended 31 CPC's in the months of October and November.

Eight high school visits are done so far this month and we are scheduled to complete 1 additional visit by month end.

In addition we have attended 2 college and career fairs hosted by area high schools and have 1 more scheduled before we break for the holiday.

Finalizing Senior Day, which is Thursday, November 14th on campus. And continuing to reach out to our audience on social media platforms.

In the past 30 days admissions has sent 1857 messages to students using TextMagic with a 24.25% reply rate.

We have served 88 students through the Greyhound Pantry in the past 30 days. 88 food items, 50 personal items, 36 cleaning items (laundry pods/dryer sheets) baggies of 5 tide pods and dryer sheets, clothing/bedding 54 items. Student wishes: Bottled Water.

Instruction Office Update:

- KBOR
 - Collected and validated EXCEL in CTE fees for the programs for the KBOR report.
 - Attended BAASC meeting. Performance agreement for FSCC was approved and we will receive 100% of the funding.
 - Continue to attend professional development meeting for Math Pathways. Finalized the majors for different math pathway courses. Savanna created the information flyer.

- Program Updates:
 - Nursing:
 - Reviewed and submitted the annual report to ACEN. Met with Accreditation officer for ACEN. Reviewed the licensure pass rates for last three years.
 - Vickie was appointed interim Director. Submitted the substantive change document to ACEN.
 - Having weekly meetings with nursing faculty. Revising the student handbook.
 - Weekly meetings with the consultant, Bernadette Fetterolf.
 - Initial report to KSBN was submitted. Working on addressing the recommendations for the rest of the report.
 - John Deere:
 - Attended the open house and advisory board for John Deere.
 - Great feedback from dealers for the certificate program.
 - Harley:
 - Will not be offering first semester classes in spring semester.
 - Creating a plan to offer Harley classes to high school students in fall 2025.

 - Additional updates:
 - Working on writing the quality initiative report.
 - Finalized the reports for General Education, Institutional Learning outcomes. ILO, GELO, and cocurricular assessment reports are updated on the website.
 - Assisted with calculating Excel in CTE Fees for high school students.
 - Meeting with McGraw Hill to finalize codes for Biology classes.
 - Gathering information for assurance argument.
 - Attended the STARS board meeting. Finalizing the schedule for STARS.
 - Reviewed overload contracts for late start classes.
 - Updating the program review schedule.
 - Created the faculty qualification policy and revised the faculty qualification packet.

Institutional Research Update

- Reporting data to the state and federal government
 - Updating KBOR with Fall enrollment data to assist in validating Financial Aid
 - Preparing Fall Census data for KBOR; this report will be public-facing in late November
 - Submitting further Fall Enrollment data to National Student Clearinghouse
 - Coordinated with Athletics, HR, and Business Office to submit the annual EADA “Equity in Athletics Disclosure Act” report to the federal government
- Co-management of the Jenzabar One Migration Project
 - Detailed Mapping and Configuration

- Configuring menus and data points to prepare J1 to receive data from POISE
- Regularly meeting with Jenzabar Team and FSCC Staff in key areas to translate data from POISE/PX to J1
- Working with Jenzabar Staff to prep POISE for the initial data extract
- Reviewing user roles and permissions in the J1 system; creating new roles that match FSCC workflows
- Perkins
 - 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
 - Organizing data for the upcoming December Progress Report
- EdSights
 - Configuring backend procedures that will transfer student data into the EdSights system
- Day-to-day
 - Created an Institutional Effectiveness webpage with key data summaries pertaining to FSCC – this is still a work in progress
 - Troubleshooting issues in POISE
 - Assisting President’s Office, Instruction Office, and Business Office with various internal reports
 - Providing reports to assist the 2024 Audit

CTE and Workforce Development

- Harley Davidson Motorcycle Technician Training Program Evaluation
- Continue weekly (or more often) contact with outreach locations. Agreement for STARS Admin hours
- I will host Manufacturing Day Tours will take place on 11/13 at John Deere Tech and Welding
- Planning for establishing a CDL presence in Fort Scott
- Continuing communication with high school counselors and continue enrollment for concurrent classes
- After several account issues, the WIOVA data can be entered into the KansasWorks ETPL using the “correct” account after creating two newer accounts.
- FSCC/FSHS built two child sized picnic tables for Head Start, there was a write up sharing how we partnered with Kiwanis Pioneers in the Fort Scott Tribune. We had also built Adirondack chairs and tables for Care to Share’s Fort Fest

Miami County Campus

October 2024

- Monthly meeting with Karen Ulanski – Paola Adult Center 10/04
- Seven students participated in the weekend Lifetime Fitness course (late start) 10/5-6
- Kabria and I participated in a career panel at Paola High School – talking to high students about our careers, education, and answering questions from students 10/07



- Attended the Louisburg High School CTE – Media Advisory Board meeting 10/08 (6-7pm)
- HLC Mission Statement meeting ZOOM 10/09
- Osawatomie High School Financial Aid Night – Sarah Smith 10/09
- Participated in the Paola High School Development Day – Helped with Mock Interviews and providing a college table for FSCC including talks about FSCC concurrent, CTE, and courses at the MCC 10/16
- Met Tazi at the Paola Adult Education Center to discuss general education classes (AS/AGS/AA) at the MCC and transfer pathways into the Engineering Programs 10/17
- Met with Vanessa Poyner and John Johnson (CRJ) 10/17
- The Osawatomie State Hospital Human Resources representative visited with the high school Allied Health students 10/17
- Taylor Forge Open House 10/19
- Monthly meeting with Shay Hanysak, Osawatomie Chamber of Commerce Executive Director 10/21
- Visit with PVHS advising and faculty observation 10/22-23; PHS faculty observation 10/23
- Willis Miller (40+ years welder) substituted for welding class on 10/23
- Louisburg High School faculty observation 10/24-25
- Paola High School advising visit and faculty observation 10/28
- Kabria (MCC WLD) is planning another welding workshop for the Wander Woman group in the spring. Also, duplicating this event, she is planning to offer the same class for the community. She is currently working with Susie Arvidson to organize and make these classes available. 10/29
- Attended the fall CTE Advisory Meeting at Prairie View High School (630pm-730pm); I was able to also discuss the EWT program and potential plans to offer this course face-to-face in the fall 2025
- Attended monthly meeting with Osawatomie High School; Vickie and I met with Amy to talk about Allied Health, programs, and the spring semester 10/29
- Louisburg High School faculty observation 10/30
- FSCC HLC campus meeting via Zoom 10/30
- Continuing daily advising appointments with students from online, MCC, and EWT
- Daily faculty observations and collections of student and faculty evaluations at 5 locations in 2 counties
- Working daily with Joe Cribbs in the EWT program to advise and enroll students
- Working on marketing projects for MCC and EWT for spring classes and upcoming workshops
- Continue working daily with Joe Cribbs and the EWT department on the *Program Review*
- Faculty and Students participate in the Halloween Costume Contest
- Welding Students learn to weld a rocket stove and enjoy hot cocoa for class on Halloween
- On Halloween, the Criminal Justice students learned how the Ghostbusters and Police Officers have a lot of similarities.
- Congratulations – John Johnson (MCC CRJ Instructor) won the individual costume contest this year

Fort Scott Community College
Board Meeting
November 18, 2024

Missy Scott - Vice President of Finance and Operations

1. Audit – On-site complete. Auditors are still working off-site to finish up work
2. Internal Budgets - completed and distributed
3. Jenzabar
 - a. Budgeting, Translation tables
 - b. Planning for Go-Live in July
4. Software Unlimited
 - a. Will be starting payroll system implementation in November/December
 - b. Go Live March/April
5. Great Western Dining
 - a. Currently have interim manager, James Ross
 - b. Catering events (1) Softball Ring Ceremony (2) KMA Event
 - c. Late night breakfast during finals week
 - d. Upcoming Breakfast with Santa event
6. Maintenance department
 - a. Fire marshal visit
 - b. HVAC for Boileau Hall complete
 - c. Starting to work on neglected landscaping
 - d. HVAC vendor training FSCC staff
 - e. Vehicle maintenance in preparation of winter
 - f. Cosmo stations increase requiring electrical changes
 - g. Bailey Hall is getting a new fire alarm panel (minimal charge because of our vendor contract)
7. Technology department
 - a. Cameras/INA Alert
 - b. Softball Internet
 - c. GLBA Compliance
 - d. Staff Cybersecurity Training
 - e. Email security

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