

December 16, 2024

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

The Board of Trustees of Fort Scott Community College will meet in regular session on **Monday, December 16, 2024**. The meeting will be held in **Cleaver-Burris-Boileau Hall at Fort Scott Community College**.

5:30 p.m. Regular monthly Board meeting

THE AGENDA

5:30 ROLL CALL, 3

PLEDGE OF ALLEGIANCE

MISSION STATEMENT

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

CALL TO ORDER, 4

- A. Comments from the Chair, 4
- B. Comments from the Public, 4
- C. Housing Update, 4

CONSENT AGENDA, 5

- A. Approval of Agenda, 5
- B. Approval of Minutes of previous Regular Board Meeting conducted on November 18, 2024, 6
- C. Approval of Bills and Claims,
- D. Approval of Personnel Actions, 5
 - . Approval of Gordon Parks Board Member Actions, 5

DISCUSSION ITEMS, 30

- A. Board Retreat Dates, 30
- B. Meeting Streaming, 30

ACTION ITEMS, 31

- A. Resolution 2024 - 74: Consideration of Peaceful Assembly Policy, 31
- B. Resolution 2024 - 75: Consideration of Progressive Discipline Policy, 34
- C. Resolution 2024 - 76: Consideration of Faculty Qualifications Policy, 3
- D. Resolution 2024 - 77: Consideration of Conflict of Interest Policy, 45
 - . Resolution 2024 - 78: Consideration of Credit Hour Policy, 50
- F. Resolution 2024 - 79: Consideration of Purchasing Policy, 52
- G. Resolution 2024 - 80: Consideration of Employee Handbook Updates, Part 2, 5
- H. Resolution 2024 - 81: Consideration of Construction Technology Program Revisions, 110
- I. Resolution 2024 - 82: Consideration of Security Awareness Training Solution Purchase, 115
- J. Resolution 2024 - 3 A roval of Hot ater Tank e lacement eses, 13
 - . Resolution 2024 - 4 Consideration of Digital Marketing Service Contract, 140

REPORTS, 162

EXECUTIVE SESSION, 172

ADJOURNMENT, 1 3

UPCOMING CALENDAR DATES:

- | | |
|---|--|
| • December 16, 2024 | Board Meeting |
| • December 20, 2024 - January 3, 2025 | Campus Closed - Winter Break |
| • January 20, 2025 | Campus Closed - Martin Luther King Jr. Day |
| • January 21, 2025 | Spring Semester Begins |
| • January 27, 2025 (Changed from January 20 due to Dr. Martin Luther King, Jr. Day) | Board Meeting |
| • February 17, 2025 | Board Meeting |
| • March 24, 2025 (Changed from March 17 due to spring break) | Board Meeting |
| • March 17 - 21, 2025 | Campus Closed - Spring Break |
| • March 28, 2025 | Aggie Day |
| • April 18, 2025 | Campus Closed - Good Friday |
| • April 21, 2025 | Board Meeting |
| • May 19, 2025 | Board Meeting |
| • May 26, 2025 | Campus Closed - Memorial Day |
| • June 16, 2025 | Board Meeting |

Sincerely,
Bryan Holt, Chair
Sara Sutton, Interim President

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

ROLL CALL

___ Ronda Bailey

___ John Bartelsmeyer

___ Jim Fewins

___ Bryan Holt

___ Chad McKinnis

___ Doug Ropp

CALL TO ORDER

A. COMMENTS FROM THE CHAIR

B. COMMENTS FROM THE PUBLIC

C. HOUSING UPDATE

CONSENT AGENDA

- A. APPROVAL OF AGENDA
- B. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
Attached are the minutes of the Regular Board Meeting conducted on November 18, 2024
- C. APPROVAL OF BILLS and CLAIMS
Attached are the Treasurer’s and Bills and Claims Report.
- D. APPROVAL OF PERSONNEL ACTIONS

Additions

- 1) Sandy Tucker, CAMP Tutor/Mentor, effective January 6, 2025
- 2) Heidi Martinez, Allied Health Instructor, effective January 6, 2025
- 3) Lillie Grubb, Accounting Clerk - Part Time, effective January 6, 2025
- 4) Carolyn Smith, Foundation Assistant, effective January 6, 2025

Separations

- 1) Philip Redrick, Head Track and Field Coach, effective December 31, 2024

Separations with IDEA Transition, effective December 31, 2024

Matthew Campbell	Allie Birket
Marivel Chavez	Steve Britt
Paulin Conde	John Fink
Mayte Fuentes	Mikel Fire
Sierra Higginbotham	CJ Heaton
Adriana Holguin	Pam Hightower
Janet Reynolds	Jennifer Quick
Faustino Rosales	Leticia Suastegui
Magdalena Rosales	Tracie Kalic
Melanie Stuart-Campbell	Jessica Castaneda
Yasmine Lennon	Melissa Schelah

- E. APPROVAL OF GORDON PARKS BOARD MEMBER PERSONNEL ACTIONS

Additions

- 1) Angel Wilson, effective January 1, 2025

Separations

- 1) Debra Wood, effective January 1, 2025

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

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

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

FORT SCOTT COMMUNITY COLLEGE
Minutes of the Board of Trustees Meeting
November 18, 2024

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

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

Chairman Holt called the meeting to order at 5:30 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

TRIO PROGRAM UPDATE: TRIO Director Holli Mason provided a summary of the TRIO program to the Board. TRIO is a federally funded grant focused on increasing college graduation and retention rates and/or transfer rates from a 2 year to 4 year program. The program serves 150 students per year that meet at least one of the identified criteria (low-income, first generation, or documented disability). The program has to provide tutoring, advising, assistance with completing FAFSA, financial literacy, and information regarding federal student aid. Most of the program's time is spent in individualized counseling for personal, career, and academic information. Approximately 15 FSCC employees outside of the TRIO employees serve as TRIO mentors. FSCC receives 8% of TRIO's budgeted funds in administrative allowance. The program operates on a five year grant cycle, and FSCC has already reapplied for 2025-2030 with help from Bonnie Houk from Greenbush.

CONSENT AGENDA:

A motion was made by Fewins, seconded by Ropp, and carried by unanimous vote to approve the consent agenda, noting that the executive session will be moved to occur between Discussion Items and Action Items.

DISCUSSION ITEMS:

- A. PEACEFUL ASSEMBLY POLICY:** The board reviewed a proposed policy regarding peaceful assembly. The policy will be presented for approval at the next board meeting.
- B. PROGRESSIVE DISCIPLINE POLICY:** The board reviewed a proposed policy regarding progressive discipline. The policy will be presented for approval at the next board meeting. Holt clarified an assumption of human resources' involvement throughout the process, as well as the need to training of supervisors on the process.
- C. FACULTY QUALIFICATIONS POLICY:** The board reviewed a proposed policy regarding faculty qualifications. The policy will be presented for approval at the next board meeting.
- D. CONFLICT OF INTEREST POLICY:** The board reviewed a proposed policy regarding employee conflicts of interest. The policy will be presented for approval at the next board meeting. In the Annual Disclosure section the policy references the Board of Regents instead of Board of Trustees, so will need revised.
- E. CREDIT HOUR POLICY:** The board reviewed a proposed credit hour policy. The policy will be presented for approval at the next board meeting.
- F. PURCHASING POLICY:** The board reviewed a proposed purchasing policy. The policy will be presented for approval at the next board meeting.

G. EMPLOYEE HANDBOOK UPDATES, PART 2: 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.

H. MEETING STREAMING: FSCC stopped streaming some months ago in an effort to support a minimally staffed IT Department. The Board discussed the pros and cons of streaming meetings, including what other public entities and community colleges stream meetings. The Board would like feedback from other entities that do or don't stream.

EXECUTIVE SESSION: A motion was made by Bailey, seconded by Bartelsmeyer, and carried by unanimous vote to adjourn to executive session for fifteen minutes beginning at 6:25 pm for the purpose of discussing non-elected personnel as it relates to discussion of identifiable information of non-elected personnel with action not expected to follow. The Board invited Sonia Gugnani and Sara Sutton to join.

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

ACTION ITEMS:

- A.** Resolution 2024 - 68: A motion was made by Bartelsmeyer seconded by Ropp, and carried by unanimous vote to approve the Family and Medical Leave Policy.
- B.** Resolution 2024 - 69: A motion was made by Bailey, seconded by Bartelsmeyer, and carried by unanimous vote to approve the International Student Deposit Policy.
- C.** Resolution 2024 - 70: A motion was made by Ropp, seconded by Bartelsmeyer, and carried by unanimous vote to approve Employee Handbook Updates, Part 1.
- D.** Resolution 2024 - 71: A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to approve the revised Substance Abuse Policy.
- E.** Resolution 2024 - 72: A motion was made by Bartelsmeyer, seconded by Ropp, and carried by unanimous vote to approve the revised Program Review Policy.
- F.** Resolution 2024 - 73: A motion was made by Bartelsmeyer, seconded by Fewins, and carried by unanimous vote to approve the 3 BCBS health plans as presented, the BCBS dental plan as presented, and the EyeMed vision plan as presented.
- G.** Resolution 2024 - 74: A motion was made by Bailey, seconded by McKinnis, and carried by unanimous vote to reject the sublease agreement from Southeastern Technical Academy for Rural Students (STARS) in the interest of having further conversation with STARS.
- H.** Resolution 2024 - 75: A motion was made by Ropp, seconded by Bartelsmeyer, and carried by unanimous vote to approve the commercial real estate sales contract for the property at 810 Burke Street.

REPORTS:

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

ADJOURNMENT: There being no further business to come before the Trustees, a motion to adjourn was made at 7:50 pm by Bartelsmeyer, seconded by Bailey, and carried by unanimous vote.

Chairman

Clerk

Fort Scott Community College
Purchase Orders Issued
between 11/15/2024 to 12/11/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
2-Far Design Co	12/10/2024	45958	11-0000-1470	UNCLASSIFIED	GREYHOUND T SHIRTS FOR RECRUIT		800.00
2-Far Design Co	12/11/2024	46008	81-8150-2025	BOOKSTORE CONSI	DECEMBER CONSIGNMENT		38.00
							838.00
ACT FINANCE	12/06/2024	45871	98-0000-6900	UNCLASSIFIED	WorkKeys Testing		445.50
							445.50
AMAZON CAPITAL	11/19/2024	45784	81-8100-4750	BOOKSTORE	Red ink for postage		60.00
AMAZON CAPITAL	11/19/2024	45789	12-2603-7000	WELDING-FT SCOT	PART OF PO# 45587		28.42
AMAZON CAPITAL	11/19/2024	45792	11-5350-7000	ADMISSIONS	REMOTES FOR DORM TV'S		24.00
AMAZON CAPITAL	11/21/2024	45813	31-3010-6673	CARL PERKINS GR	MANICURE DESKS		665.96
AMAZON CAPITAL	11/21/2024	45813	31-3010-6673	CARL PERKINS GR	SHIPPING		319.96
AMAZON CAPITAL	11/21/2024	45813	31-3010-6673	CARL PERKINS GR	CREDIT		21.40
AMAZON CAPITAL	12/03/2024	45831	12-1235-7000	NURSING	Human Torso for the nursing		399.50
AMAZON CAPITAL	12/03/2024	45834	11-7100-6480	FACILITIES AND	WATER PUMP COUPLING-BAILEY		19.76
AMAZON CAPITAL	12/03/2024	45835	11-3200-7000	COMMUNITY SERVI	BREAKFAST WITH SANTA SUPPLIES		30.00
AMAZON CAPITAL	12/03/2024	45865	11-5500-7000	GENERAL ATHLETI	SCOREBOOKS FOR BASKETBALL		19.70
AMAZON CAPITAL	12/10/2024	45874	27-2720-7000	TRIO 2024-25			288.15
AMAZON CAPITAL	12/10/2024	45888	81-8100-8587	BOOKSTORE	plastic card holder		50.00
AMAZON CAPITAL	12/10/2024	45888	81-8100-8585	BOOKSTORE	Cash drawer/ plastic bags		110.00
AMAZON CAPITAL	12/10/2024	45890	11-7100-6480	FACILITIES AND	REPAIR PARTS FOR ELLIS HEATERS		300.00
AMAZON CAPITAL	12/10/2024	45900	12-2604-7020	WELDING-PAOLA	WELDING OVERAGE - RETURN/REF		46.61
AMAZON CAPITAL	12/10/2024	45937	12-2603-7020	WELDING-FT SCOT	RULERS		65.94
AMAZON CAPITAL	12/10/2024	45937	12-2603-7020	WELDING-FT SCOT	ANGLE FINDERS		74.55
AMAZON CAPITAL	12/10/2024	45968	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/MASONRY/FY25		780.67
AMAZON CAPITAL	12/10/2024	45989	11-5510-1471	BASKETBALL-MEN	COMPRESSION PANTS		255.97
AMAZON CAPITAL	12/10/2024	45989	11-5510-1471	BASKETBALL-MEN	COMPRESSION CAPRI 2 PACK		17.98
AMAZON CAPITAL	12/10/2024	45989	11-5510-1471	BASKETBALL-MEN	2 PACK 3/4 COMPRESSION PANTS		39.98
AMAZON CAPITAL	12/10/2024	45989	11-5510-1471	BASKETBALL-MEN	TOWEL 2-PACK		129.90
AMAZON CAPITAL	12/10/2024	45989	11-5510-1471	BASKETBALL-MEN	ADIDAS HEADBAND		90.10
AMAZON CAPITAL	12/10/2024	45994	26-3814-7020	CAMP 2024-25	TSC ATU SITE OFFICE SUPPLIES		133.10
AMAZON CAPITAL	12/11/2024	46013	11-7100-6480	FACILITIES AND	HEAT EXCHANGER REPAIR PARTS		4,200.00
AMAZON CAPITAL	12/11/2024	46027	25-2544-7010	HEP 2024-25	HEP Yr4 Student Supplies		1,000.00
							9,128.85
ARI NETWORK SER	11/20/2024	45811	12-1202-7020	HARLEY DAVIDSON	Harley-Davidson Motorcycles,		1,110.96
							1,110.96
ASCENDIUM EDUCA	12/10/2024	45948	11-5200-6520	FINANCIAL AID	DELINQUENCY OUTREACH-NOVEMBER		192.50
ASCENDIUM EDUCA	12/10/2024	45948	11-5200-6520	FINANCIAL AID	FORBEARANCE&DEFERMENT-NOVEMBER		24.00
							216.50
AT&T	12/10/2024	45942	83-8384-6315	GREYHOUND LODGE	FIRE ALARM/TELE-NOVEMBER		851.70

Fort Scott Community College
Purchase Orders Issued
between 11/15/2024 to 12/11/2024

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
AT&T	12/10/2024	45942	11-7100-6310	FACILITIES AND	TELE/FAX-NOVEMBER	258.88
						1,110.58
AVALOS: ALMA MA	12/10/2024	45977	26-3814-6643	CAMP 2024-25	NOVEMBER TUTOR/MENTOR - SCCC	958.93
AVALOS: ALMA MA	12/10/2024	45977	26-3814-6260	CAMP 2024-25	REIMBURSE CULTURAL EVENT EXP	30.00
						988.93
BARROSE CUSTOM	12/03/2024	45845	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/COSMO/FY 25	8,370.00
						8,370.00
BASES LOADED SP	11/19/2024	45798	11-5525-8500	BASEBALL	DIAMOND PITCHING MACHINE	1,267.79
						1,267.79
Beare: Payton	12/10/2024	45928	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Beare: Payton	12/10/2024	45928	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
BELTRAN: ADRIAN	12/10/2024	45967	25-2544-7485	HEP 2024-25	Reimb.HEPYR4 Nov'24 Childcare	120.00
						120.00
Berg: Quinton	12/10/2024	45927	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Berg: Quinton	12/10/2024	45927	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
BIG SUGAR LUMBE	12/10/2024	45892	11-5550-7000	TRACK/XC-WOMEN	MATERIALS FOR INDOOR SHOTPUT	59.99
BIG SUGAR LUMBE	12/10/2024	45892	11-5550-7000	TRACK/XC-WOMEN	MATERIAL FOR INDOOR SHOTPUT	41.99
BIG SUGAR LUMBE	12/10/2024	45892	11-5550-7000	TRACK/XC-WOMEN	SCREWS/BOLTS/AND ACCESSORIES	3.45
						105.43
Biggs: Daniel	12/10/2024	45926	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Biggs: Daniel	12/10/2024	45926	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
Boeck: Emily	12/10/2024	45957	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Boeck: Emily	12/10/2024	45957	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
BRIGGS AUTO	12/10/2024	45885	11-6500-6460	LOGISTICS	Repair rodeo truck	6,000.00

Fort Scott Community College
Purchase Orders Issued
between 11/15/2024 to 12/11/2024

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
							6,000.00
Brooks: Gretche	12/10/2024	45924	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND		125.00
Brooks: Gretche	12/10/2024	45924	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND		50.00
							175.00
Burns: Taylor	12/10/2024	45956	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND		125.00
Burns: Taylor	12/10/2024	45956	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND		50.00
							175.00
CANON FINANCIAL	11/18/2024	45767	28-2812-8500	PASS YR12	PASS COPIER PAYOFF 2LN02443		1,451.96
							1,451.96
CAPITAL ONE/WAL	11/19/2024	45799	12-1235-7000	NURSING	Wal-Mart		100.00
CAPITAL ONE/WAL	11/19/2024	45806	12-1235-7000	NURSING	Punch for pinning		50.00
CAPITAL ONE/WAL	11/21/2024	45821	27-2720-7000	TRIO 2024-25	Community Service Wkshp Supply		13.63
CAPITAL ONE/WAL	11/21/2024	45822	27-2720-7000	TRIO 2024-25	Community Service Wkshp Supply		62.76
CAPITAL ONE/WAL	12/03/2024	45837	11-3200-7000	COMMUNITY SERVI	BREAKFAST WITH SANTA SUPPLIES		690.00
CAPITAL ONE/WAL	12/03/2024	45843	11-5350-7000	ADMISSIONS	MOVIE NIGHT		112.00
CAPITAL ONE/WAL	12/03/2024	45854	11-3200-7000	COMMUNITY SERVI	CANDY FOR CHRISTMAS PARADE		200.00
CAPITAL ONE/WAL	12/03/2024	45858	26-3814-7010	CAMP 2024-25	FINALS BAGS		650.00
CAPITAL ONE/WAL	12/11/2024	46022	26-3814-7020	CAMP 2024-25	INSTRUCT OFFICE SUPPLIES		50.00
CAPITAL ONE/WAL	12/11/2024	46023	26-3814-7010	CAMP 2024-25	STUDENT SUPPLIES - 4 SITES		800.00
CAPITAL ONE/WAL	12/11/2024	46026	25-2544-7010	HEP 2024-25	HEP Yr4 Student Supplies		1,000.00
							3,728.39
CARDS NWA	12/10/2024	45907	12-1216-6690	PITTSBURG COSME	DUMPSTER REMOVAL		75.00
							75.00
Castro-Galan: I	12/10/2024	45975	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND		125.00
Castro-Galan: I	12/10/2024	45975	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND		50.00
							175.00
CDL ELECTRIC CO	12/03/2024	45839	61-7100-6480	FACILITIES AND	REPLACEMENT OF WATER HEATERS		15,000.00
CDL ELECTRIC CO	12/10/2024	45930	61-7100-6480	FACILITIES AND	REPLACEMENT OF GREYHOUND HALL		18,891.92
							33,891.92
CHRISTIAN LEARN	12/10/2024	45980	11-6300-6140	MARKETING/DIGIT	FSCC Banner Sponsorship		250.00
							250.00

*- Capital
Budget Funds*

Fort Scott Community College
Purchase Orders Issued
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
CITY OF FORT SC	12/10/2024	45950	11-7100-6320	FACILITIES AND	BURKE ST WATER-NOVEMBER	101.79
CITY OF FORT SC	12/10/2024	45950	83-8387-6320	GARRISON APARTM	GARRISON WATER-NOVEMBER	1,257.90
CITY OF FORT SC	12/10/2024	45950	11-7100-6320	FACILITIES AND	BALLFIELD WATER-NOVEMBER	96.01
CITY OF FORT SC	12/10/2024	45950	11-7100-6320	FACILITIES AND	BAILEY HALL WATER-NOVEMBER	134.50
CITY OF FORT SC	12/10/2024	45950	11-7100-6320	FACILITIES AND	SW OF ADMIN WATER-NOVEMBER	121.35
CITY OF FORT SC	12/10/2024	45950	11-7100-6320	FACILITIES AND	NE OF ADMIN WATER-NOVEMBER	80.31
CITY OF FORT SC	12/10/2024	45950	11-7100-6320	FACILITIES AND	MAINTENANCE WATER-NOVEMBER	54.83
CITY OF FORT SC	12/10/2024	45950	11-7100-6320	FACILITIES AND	WEST SIDE OF BOILEAU HALL	1,470.84
CITY OF FORT SC	12/10/2024	45950	11-7100-6320	FACILITIES AND	S OF FINE ARTS WATER-NOVEMBER	108.31
CITY OF FORT SC	12/10/2024	45950	11-7100-6320	FACILITIES AND	2108 HORTON #7 WATER-NOVEMBER	54.83
CITY OF FORT SC	12/10/2024	45950	83-8384-6320	GREYHOUND LODGE	LODGE WATER-NOVEMBER	470.10
CITY OF FORT SC	12/10/2024	45950	12-1206-6320	JOHN DEERE PROG	JD WATER-NOVEMBER	108.42
CITY OF FORT SC	12/10/2024	45950	12-2603-6320	WELDING-FT SCOT	WELDING WATER-NOVEMBER	63.24
CITY OF FORT SC	12/10/2024	45950	11-7100-6320	FACILITIES AND	HILL STREET WATER-NOVEMBER	74.28
						4,196.71
CITY OF FRONTEN	12/10/2024	45944	12-1202-6320	HARLEY DAVIDSON	HARLEY WATER 10/15-11/15	65.01
						65.01
COLLEGE BOARD:	12/06/2024	45870	11-2900-7000	STUDENT SUCCESS	Accuplacer Units	205.00
						205.00
COSMOPROF	12/10/2024	45898	12-1215-7020	FT. SCOTT COSME	salon supplies	1,000.00
						1,000.00
COUNCIL FOR OPP	12/10/2024	45983	27-2720-6260	TRIO 2024-25	COE Membership	3,350.00
						3,350.00
CROWN LIFT TRUC	11/21/2024	45820	12-1206-6480	JOHN DEERE PROG	change oil inspect	135.00
						135.00
CURTIS: TRACY L	12/10/2024	45897	26-3814-6643	CAMP 2024-25	NOVEMBER TUTOR/MENTOR - OPSU	476.00
CURTIS: TRACY L	12/10/2024	45897	26-3814-6260	CAMP 2024-25	REIMBURSE EXPENSES & MILEAGE	413.93
						889.93
Darbro: Lane	12/10/2024	45923	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Darbro: Lane	12/10/2024	45923	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
De La Fuente Jr	12/10/2024	45903	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00

Fort Scott Community College
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
De La Fuente Jr	12/10/2024	45903	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
DE MATEO: MARCO	12/10/2024	45884	37-3961-6030	IOWA PROJECT-11	IOWA-MARCOS DE-NOVEMBER 2024	1,114.76
						1,114.76
DeBates: Willia	12/10/2024	45922	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
DeBates: Willia	12/10/2024	45922	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
DODGE CITY COMM	12/10/2024	45988	25-2544-6645	HEP 2024-25	HEP Yr4 Dec'24 Site Payment	1,500.00
						1,500.00
DON WOODS MOVIN	12/03/2024	45848	28-2812-7000	PASS YR12	MOVING SERVICE-DON WOODS MVING	612.50
						612.50
DUROSSETTE'S TI	12/10/2024	45940	11-6500-6460	LOGISTICS	Tires and tire repair	500.00
						500.00
ESPINO: DANIELA	12/10/2024	45970	25-2544-6644	HEP 2024-25	HEP Yr4 Nov'24 Time Log	270.00
						270.00
FABICK CAT	12/10/2024	45945	35-0000-7250	UNCLASSIFIED	BACKHOE RENTAL 10/21-11/25	1,386.50
						1,386.50
Fankhauser: Luk	12/10/2024	45921	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Fankhauser: Luk	12/10/2024	45921	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
FED EX GROUND	11/19/2024	45785	25-2544-6150	HEP 2024-25	hep shipping 10-25	11.36
FED EX GROUND	11/19/2024	45785	11-5525-6150	BASEBALL	baseball shipping 10-29	13.22
FED EX GROUND	11/19/2024	45785	81-8100-6150	BOOKSTORE	idea shipping 10-29	22.35
FED EX GROUND	11/19/2024	45786	81-8100-6150	BOOKSTORE	idea shipping 11-5	9.37
FED EX GROUND	11/19/2024	45786	81-8100-6150	BOOKSTORE	Idea shipping 11-5	8.53
FED EX GROUND	11/19/2024	45786	81-8100-6150	BOOKSTORE	Idea shipping 11-5	11.36
FED EX GROUND	11/19/2024	45786	11-5525-6150	BASEBALL	baseball shipping 11-5	19.85
FED EX GROUND	11/19/2024	45786	81-8100-6150	BOOKSTORE	idea shipping 11-6	13.31
FED EX GROUND	11/19/2024	45786	81-8100-6150	BOOKSTORE	idea shipping 11-6	6.77
FED EX GROUND	11/19/2024	45786	81-8100-6150	BOOKSTORE	shipping 11-6	19.85

Fort Scott Community College
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
FED EX GROUND	11/19/2024	45786	81-8100-6150	BOOKSTORE	idea shipping 11-7	8.97
FED EX GROUND	11/19/2024	45786	11-5525-6150	BASEBALL	baseball shipping 11-8	13.22
FED EX GROUND	12/10/2024	45915	81-8100-6150	BOOKSTORE	BS shipping 11-13	13.19
FED EX GROUND	12/10/2024	45915	81-8100-6150	BOOKSTORE	BS shipping 11-13	13.19
FED EX GROUND	12/10/2024	45915	81-8100-6150	BOOKSTORE	Idea 11-14	13.28
FED EX GROUND	12/10/2024	45915	25-2544-6150	HEP 2024-25	Hep shipping 11-21	22.12
FED EX GROUND	12/10/2024	45920	26-3814-6150	CAMP 2024-25	Camp shipping 11-21	16.30
FED EX GROUND	12/10/2024	45920	25-2544-6150	HEP 2024-25	Hep shipping 11-21	24.50
FED EX GROUND	12/10/2024	45920	26-3814-6150	CAMP 2024-25	Camp shipping 11-21	26.37
FED EX GROUND	12/10/2024	45920	26-3814-6150	CAMP 2024-25	Camp shipping 11-21	23.85
FED EX GROUND	12/10/2024	45920	25-2544-6150	HEP 2024-25	Hep shipping 11-21	23.85
FED EX GROUND	12/10/2024	45920	26-3814-6150	CAMP 2024-25	Camp shipping 11-21	24.50
FED EX GROUND	12/10/2024	45920	25-2544-6150	HEP 2024-25	Camp shipping 11-21	23.85
FED EX GROUND	12/10/2024	45925	26-3814-6150	CAMP 2024-25	Camp shipping 11-8	21.44
FED EX GROUND	12/10/2024	45925	81-8100-6150	BOOKSTORE	Idea shipping 11-8	13.63
FED EX GROUND	12/10/2024	45925	81-8100-6150	BOOKSTORE	Idea shipping 11-8	6.77
FED EX GROUND	12/10/2024	45925	11-5525-6150	BASEBALL	Baseball shipping 11-11	13.19
FED EX GROUND	12/10/2024	45925	81-8100-6150	BOOKSTORE	Idea shipping 11-13	12.43
FED EX GROUND	12/10/2024	45925	11-5525-6150	BASEBALL	Baseball shipping 11-13	20.10
FED EX GROUND	12/10/2024	45925	81-8100-6150	BOOKSTORE	BS shipping 11-13	7.05
FED EX GROUND	12/10/2024	45925	81-8100-6150	BOOKSTORE	BS shipping 11-13	19.80
FED EX GROUND	12/10/2024	45929	26-3814-6150	CAMP 2024-25	Camp shipping 11-8	21.44
FED EX GROUND	12/10/2024	45929	81-8100-6150	BOOKSTORE	Idea shipping 11-8	13.63
FED EX GROUND	12/10/2024	45929	81-8100-6150	BOOKSTORE	Idea shipping 11-8	6.77
FED EX GROUND	12/10/2024	45929	11-5525-6150	BASEBALL	Baseball shipping 11-11	13.19
FED EX GROUND	12/10/2024	45929	81-8100-6150	BOOKSTORE	Idea shipping 11-13	12.43
FED EX GROUND	12/10/2024	45929	11-5525-6150	BASEBALL	Baseball shipping 11-13	20.10
FED EX GROUND	12/10/2024	45929	81-8100-6150	BOOKSTORE	BS shipping	7.05
FED EX GROUND	12/10/2024	45929	81-8100-6150	BOOKSTORE	BS shipping	19.80
FED EX GROUND	12/11/2024	46021	11-5525-6150	BASEBALL	shipping 11-21	19.80
FED EX GROUND	12/11/2024	46021	25-2544-6150	HEP 2024-25	shipping 11-21	18.58
FED EX GROUND	12/11/2024	46021	25-2544-6150	HEP 2024-25	shipping 11-21	13.02
						663.38
<i>Nursing Grant Funds</i>						
FETTEROLF, BERN	12/11/2024	46017	31-1235-6640	NURSING	NURSING EDUCATION CONSULTANT	36,000.00
						36,000.00
FIVE CORNERS MI	12/10/2024	45878	11-7100-7250	FACILITIES AND	FUEL FOR WHITE TRUCK	60.01
						60.01
FIVE STAR FOOD	12/10/2024	45947	84-8400-6480	FOODSERVICE/DIN	GAS LEAK REPAIR	325.00
						325.00
FLOWERS BY LEAN	11/19/2024	45807	12-1235-7000	NURSING	Nurse Pinning Fall 2024	30.00

Fort Scott Community College
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
						30.00
FORT SCOTT BROA	12/10/2024	45943	11-6300-6140	MARKETING/DIGIT	December ads to start of semes	70.00
						70.00
FORT SCOTT HIGH	12/10/2024	45981	11-6300-6140	MARKETING/DIGIT	FSHS Yearbook Ad	335.00
						335.00
FORT SCOTT HIGH	11/19/2024	45788	11-5530-7000	RODEO	2 HAY RINGS FOR STOCK	300.00
						300.00
FOUR STATE SANI	11/18/2024	45769	11-7100-6690	FACILITIES AND	EFAC-TRASH-JUNE	153.55
FOUR STATE SANI	11/18/2024	45769	11-7100-6690	FACILITIES AND	BALLFIELD TRASH-JUNE	263.64
FOUR STATE SANI	11/18/2024	45769	11-7100-6690	FACILITIES AND	MAINTENANCE TRASH- JUNE	263.64
FOUR STATE SANI	11/18/2024	45769	11-7100-6690	FACILITIES AND	RODEO TRASH- JUNE	263.65
FOUR STATE SANI	11/18/2024	45769	11-7100-6690	FACILITIES AND	COSMO TRASH- JUNE	336.25
FOUR STATE SANI	11/18/2024	45769	11-7100-6690	FACILITIES AND	BURKE ST TRASH- JUNE	153.55
FOUR STATE SANI	11/18/2024	45769	11-7100-6690	FACILITIES AND	COLLEGE RANCH TRASH- JUNE	153.55
FOUR STATE SANI	11/18/2024	45769	12-1206-6690	JOHN DEERE PROG	JOHN DEERE TRASH- JUNE	76.77
FOUR STATE SANI	11/18/2024	45769	12-2603-6690	WELDING-FT SCOT	WELDING TRASH- JUNE	76.78
FOUR STATE SANI	11/18/2024	45769	83-8383-6690	GREYHOUND/BOILE	DORM/CAFETERIA TRASH- JUNE	336.25
FOUR STATE SANI	11/18/2024	45769	83-8383-6690	GREYHOUND/BOILE	DORMS TRASH- JUNE	336.25
FOUR STATE SANI	11/18/2024	45769	83-8384-6690	GREYHOUND LODGE	LODGE TRASH- JUNE	336.12
FOUR STATE SANI	11/18/2024	45770	11-7100-6690	FACILITIES AND	EFAC-TRASH-MAY	153.55
FOUR STATE SANI	11/18/2024	45770	11-7100-6690	FACILITIES AND	BALLFIELD TRASH-MAY	263.64
FOUR STATE SANI	11/18/2024	45770	11-7100-6690	FACILITIES AND	MAINTENANCE TRASH- MAY	263.64
FOUR STATE SANI	11/18/2024	45770	11-7100-6690	FACILITIES AND	RODEO TRASH- MAY	263.65
FOUR STATE SANI	11/18/2024	45770	11-7100-6690	FACILITIES AND	COSMO TRASH- MAY	336.25
FOUR STATE SANI	11/18/2024	45770	11-7100-6690	FACILITIES AND	BURKE ST TRASH- MAY	153.55
FOUR STATE SANI	11/18/2024	45770	11-7100-6690	FACILITIES AND	COLLEGE RANCH TRASH- MAY	153.55
FOUR STATE SANI	11/18/2024	45770	12-1206-6690	JOHN DEERE PROG	JOHN DEERE TRASH- MAY	76.77
FOUR STATE SANI	11/18/2024	45770	12-2603-6690	WELDING-FT SCOT	WELDING TRASH- MAY	76.78
FOUR STATE SANI	11/18/2024	45770	83-8383-6690	GREYHOUND/BOILE	DORM/CAFETERIA TRASH- MAY	336.25
FOUR STATE SANI	11/18/2024	45770	83-8383-6690	GREYHOUND/BOILE	DORMS TRASH- MAY	336.25
FOUR STATE SANI	11/18/2024	45770	83-8384-6690	GREYHOUND LODGE	LODGE TRASH- MAY	336.12
FOUR STATE SANI	11/18/2024	45771	11-7100-6690	FACILITIES AND	EFAC-TRASH-APRIL	153.55
FOUR STATE SANI	11/18/2024	45771	11-7100-6690	FACILITIES AND	BALLFIELD TRASH-APRIL	263.64
FOUR STATE SANI	11/18/2024	45771	11-7100-6690	FACILITIES AND	MAINTENANCE TRASH- APRIL	263.64
FOUR STATE SANI	11/18/2024	45771	11-7100-6690	FACILITIES AND	RODEO TRASH- APRIL	263.65
FOUR STATE SANI	11/18/2024	45771	11-7100-6690	FACILITIES AND	COSMO TRASH- APRIL	336.25
FOUR STATE SANI	11/18/2024	45771	11-7100-6690	FACILITIES AND	BURKE ST TRASH- APRIL	153.55
FOUR STATE SANI	11/18/2024	45771	11-7100-6690	FACILITIES AND	COLLEGE RANCH TRASH- APRIL	153.55
FOUR STATE SANI	11/18/2024	45771	12-1206-6690	JOHN DEERE PROG	JOHN DEERE TRASH- APRIL	76.77
FOUR STATE SANI	11/18/2024	45771	12-2603-6690	WELDING-FT SCOT	WELDING TRASH- APRIL	76.78

Fort Scott Community College
Purchase Orders Issued
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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
FOUR STATE SANI	11/18/2024	45771	83-8383-6690	GREYHOUND/BOILE	DORM/CAFETERIA TRASH-	APRIL	336.25
FOUR STATE SANI	11/18/2024	45771	83-8383-6690	GREYHOUND/BOILE	DORMS TRASH-	APRIL	336.25
FOUR STATE SANI	11/18/2024	45771	83-8384-6690	GREYHOUND LODGE	LODGE TRASH-	APRIL	336.12
FOUR STATE SANI	11/18/2024	45772	11-7100-6690	FACILITIES AND	EFAC-TRASH-MARCH		153.55
FOUR STATE SANI	11/18/2024	45772	11-7100-6690	FACILITIES AND	BALLFIELD TRASH-MARCH		263.64
FOUR STATE SANI	11/18/2024	45772	11-7100-6690	FACILITIES AND	MAINTENANCE TRASH-	MARCH	263.64
FOUR STATE SANI	11/18/2024	45772	11-7100-6690	FACILITIES AND	RODEO TRASH-	MARCH	263.65
FOUR STATE SANI	11/18/2024	45772	11-7100-6690	FACILITIES AND	COSMO TRASH-	MARCH	336.25
FOUR STATE SANI	11/18/2024	45772	11-7100-6690	FACILITIES AND	BURKE ST TRASH-	MARCH	153.55
FOUR STATE SANI	11/18/2024	45772	11-7100-6690	FACILITIES AND	COLLEGE RANCH TRASH-	MARCH	153.55
FOUR STATE SANI	11/18/2024	45772	12-1206-6690	JOHN DEERE PROG	JOHN DEERE TRASH-	MARCH	76.77
FOUR STATE SANI	11/18/2024	45772	12-2603-6690	WELDING-FT SCOT	WELDING TRASH-	MARCH	76.78
FOUR STATE SANI	11/18/2024	45772	83-8383-6690	GREYHOUND/BOILE	DORM/CAFETERIA TRASH-	MARCH	336.25
FOUR STATE SANI	11/18/2024	45772	83-8383-6690	GREYHOUND/BOILE	DORMS TRASH-	MARCH	336.25
FOUR STATE SANI	11/18/2024	45772	83-8384-6690	GREYHOUND LODGE	LODGE TRASH-	MARCH	336.12
FOUR STATE SANI	11/18/2024	45773	11-7100-6690	FACILITIES AND	EFAC-TRASH-FEB		153.55
FOUR STATE SANI	11/18/2024	45773	11-7100-6690	FACILITIES AND	BALLFIELD TRASH-FEB		263.64
FOUR STATE SANI	11/18/2024	45773	11-7100-6690	FACILITIES AND	MAINTENANCE TRASH-	FEB	263.64
FOUR STATE SANI	11/18/2024	45773	11-7100-6690	FACILITIES AND	RODEO TRASH-	FEB	263.65
FOUR STATE SANI	11/18/2024	45773	11-7100-6690	FACILITIES AND	COSMO TRASH-	FEB	336.25
FOUR STATE SANI	11/18/2024	45773	11-7100-6690	FACILITIES AND	BURKE ST TRASH-	FEB	153.55
FOUR STATE SANI	11/18/2024	45773	11-7100-6690	FACILITIES AND	COLLEGE RANCH TRASH-	FEB	153.55
FOUR STATE SANI	11/18/2024	45773	12-1206-6690	JOHN DEERE PROG	JOHN DEERE TRASH-	FEB	76.77
FOUR STATE SANI	11/18/2024	45773	12-2603-6690	WELDING-FT SCOT	WELDING TRASH-	FEB	76.78
FOUR STATE SANI	11/18/2024	45773	83-8383-6690	GREYHOUND/BOILE	DORM/CAFETERIA TRASH-	FEB	336.25
FOUR STATE SANI	11/18/2024	45773	83-8383-6690	GREYHOUND/BOILE	DORMS TRASH-	FEB	336.25
FOUR STATE SANI	11/18/2024	45773	83-8384-6690	GREYHOUND LODGE	LODGE TRASH-	FEB	336.12
FOUR STATE SANI	11/18/2024	45774	11-7100-6690	FACILITIES AND	EFAC-TRASH-JAN		153.55
FOUR STATE SANI	11/18/2024	45774	11-7100-6690	FACILITIES AND	BALLFIELD TRASH-JAN		263.64
FOUR STATE SANI	11/18/2024	45774	11-7100-6690	FACILITIES AND	MAINTENANCE TRASH-	JAN	263.64
FOUR STATE SANI	11/18/2024	45774	11-7100-6690	FACILITIES AND	RODEO TRASH-	JAN	263.65
FOUR STATE SANI	11/18/2024	45774	11-7100-6690	FACILITIES AND	COSMO TRASH-	JAN	336.25
FOUR STATE SANI	11/18/2024	45774	11-7100-6690	FACILITIES AND	BURKE ST TRASH-	JAN	153.55
FOUR STATE SANI	11/18/2024	45774	11-7100-6690	FACILITIES AND	COLLEGE RANCH TRASH-	JAN	153.55
FOUR STATE SANI	11/18/2024	45774	12-1206-6690	JOHN DEERE PROG	JOHN DEERE TRASH-	JAN	76.77
FOUR STATE SANI	11/18/2024	45774	12-2603-6690	WELDING-FT SCOT	WELDING TRASH-	JAN	76.78
FOUR STATE SANI	11/18/2024	45774	83-8383-6690	GREYHOUND/BOILE	DORM/CAFETERIA TRASH-	JAN	336.25
FOUR STATE SANI	11/18/2024	45774	83-8383-6690	GREYHOUND/BOILE	DORMS TRASH-	JAN	336.25
FOUR STATE SANI	11/18/2024	45774	83-8384-6690	GREYHOUND LODGE	LODGE TRASH-	JAN	336.12
FOUR STATE SANI	11/18/2024	45775	11-7100-6690	FACILITIES AND	DEC TRASH-EFAC		153.55
FOUR STATE SANI	11/18/2024	45775	11-7100-6690	FACILITIES AND	DEC TRASH BALLFIELD		263.64
FOUR STATE SANI	11/18/2024	45775	11-7100-6690	FACILITIES AND	DEC TRASH-MAINTENANCE		263.64
FOUR STATE SANI	11/18/2024	45775	11-7100-6690	FACILITIES AND	DEC TRASH-RODEO		263.65
FOUR STATE SANI	11/18/2024	45775	11-7100-6690	FACILITIES AND	DEC TRASH-COSMO		336.25
FOUR STATE SANI	11/18/2024	45775	11-7100-6690	FACILITIES AND	DEC TRASH-BURKE ST		153.55
FOUR STATE SANI	11/18/2024	45775	11-7100-6690	FACILITIES AND	DEC TRASH-COLLEGE RANCH		153.55
FOUR STATE SANI	11/18/2024	45775	12-1206-6690	JOHN DEERE PROG	DEC TRASH-JOHN DEERE		76.77
FOUR STATE SANI	11/18/2024	45775	12-2603-6690	WELDING-FT SCOT	DEC TRASH-WELDING		76.78

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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
FOUR STATE SANI	11/18/2024	45775	83-8383-6690	GREYHOUND/BOILE	DEC TRASH-DORM/CAFETERIA	336.25
FOUR STATE SANI	11/18/2024	45775	83-8383-6690	GREYHOUND/BOILE	DEC TRASH-DORMS	336.25
FOUR STATE SANI	11/18/2024	45775	83-8384-6690	GREYHOUND LODGE	DEC TRASH-LODGE	336.12
						19,250.00
FSCC	12/10/2024	45995	26-3814-7300	CAMP 2024-25	PTK DUES FOR 4 CAMP STUDENTS	420.00
						420.00
FSCC PETTY CASH	12/05/2024	45868	81-8100-8581	BOOKSTORE	Buyback funds	2,000.00
						2,000.00
FSCC PRINT SHOP	11/18/2024	45768	28-2812-6150	PASS YR12	PAPER 2 PALLETS AUG AND OCT	3,250.00
FSCC PRINT SHOP	12/03/2024	45838	11-1129-6150	PAOLA	copy counts	67.68
FSCC PRINT SHOP	12/03/2024	45838	11-2900-6150	STUDENT SUCCESS	copy counts	28.89
FSCC PRINT SHOP	12/03/2024	45838	11-4100-6150	LIBRARY	copy counts	.45
FSCC PRINT SHOP	12/03/2024	45838	11-5500-6150	GENERAL ATHLETI	copy counts	68.13
FSCC PRINT SHOP	12/03/2024	45838	11-5520-6150	VOLLEYBALL	copy counts	1.77
FSCC PRINT SHOP	12/03/2024	45838	11-5525-6150	BASEBALL	copy counts	1.56
FSCC PRINT SHOP	12/03/2024	45838	11-6100-6150	PRESIDENT'S OFF	copy counts	1.32
FSCC PRINT SHOP	12/03/2024	45838	11-6140-6150	HUMAN RESOURCES	copy counts	20.16
FSCC PRINT SHOP	12/03/2024	45838	11-6200-6150	BUSINESS OFFICE	copy counts	20.94
FSCC PRINT SHOP	12/03/2024	45838	11-6400-6150	MIS DEPARTMENT	copy counts	.06
FSCC PRINT SHOP	12/03/2024	45838	12-1202-6150	HARLEY DAVIDSON	copy counts	88.11
FSCC PRINT SHOP	12/03/2024	45838	12-1205-6150	AG DEPARTMENT	copy counts	5.19
FSCC PRINT SHOP	12/03/2024	45838	12-1225-6150	CRIMINAL JUSTIC	copy counts	9.30
FSCC PRINT SHOP	12/03/2024	45838	12-1250-6150	ENVIRONMENTAL W	copy counts	.33
FSCC PRINT SHOP	12/03/2024	45838	12-4250-6150	ASSOC DEAN OCCU	copy counts	49.65
FSCC PRINT SHOP	12/03/2024	45838	13-1300-6150	ADULT EDUCATION	copy counts	5.31
FSCC PRINT SHOP	12/03/2024	45838	26-3814-6150	CAMP 2024-25	copy counts	23.70
FSCC PRINT SHOP	12/03/2024	45838	37-3720-6150	MEP A YEAR 20	copy counts	7.44
FSCC PRINT SHOP	12/03/2024	45838	71-7190-6192	STUDENT ACTIVIT	copy counts	10.20
FSCC PRINT SHOP	12/03/2024	45838	27-2719-7000	TITLE IV/SSS-YE	copy counts	16.29
FSCC PRINT SHOP	12/03/2024	45838	11-1197-6150	SPEECH/DRAMA/TH	print shop invoices	71.30
FSCC PRINT SHOP	12/03/2024	45838	11-4200-6150	ACADEMIC ADMINI	print shop invoices	31.62
FSCC PRINT SHOP	12/03/2024	45838	70-0000-1473	UNCLASSIFIED	print shop invoices	7.50
FSCC PRINT SHOP	12/03/2024	45838	11-5000-6150	STUDENT SERVICE	print shop invoices	12.96
FSCC PRINT SHOP	12/03/2024	45838	11-5300-6150	REGISTRAR	print shop invoices	.90
FSCC PRINT SHOP	12/03/2024	45838	11-5350-6150	ADMISSIONS	print shop invoices	602.52
FSCC PRINT SHOP	12/03/2024	45838	11-5500-6150	GENERAL ATHLETI	print shop invoices	6.96
FSCC PRINT SHOP	12/03/2024	45838	11-6300-6150	MARKETING/DIGIT	print shop invoices	8.87
FSCC PRINT SHOP	12/03/2024	45838	11-6800-6150	FOUNDATION	print shop invoices	4.03
FSCC PRINT SHOP	12/03/2024	45838	11-6850-6150	GORDON PARKS CE	print shop invoices	143.36
FSCC PRINT SHOP	12/03/2024	45838	12-1215-6150	FT. SCOTT COSME	print shop invoices	3.60
FSCC PRINT SHOP	12/03/2024	45838	12-1235-6150	NURSING	print shop invoices	1.54
FSCC PRINT SHOP	12/03/2024	45838	27-2719-7000	TITLE IV/SSS-YE	print shop invoices	2.40

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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
FSCC PRINT SHOP	12/03/2024	45838	37-2220-6150	MEP B YEAR 4	print shop invoices	15.60
FSCC PRINT SHOP	12/03/2024	45838	12-1206-6150	JOHN DEERE PROG	print shop invoices	315.27
FSCC PRINT SHOP	12/03/2024	45838	11-2900-6150	STUDENT SUCCESS	print shop supplies	6.00
FSCC PRINT SHOP	12/03/2024	45838	11-4200-6150	ACADEMIC ADMINI	print shop supplies	21.50
FSCC PRINT SHOP	12/03/2024	45838	70-0000-1473	UNCLASSIFIED	print shop supplies	33.00
FSCC PRINT SHOP	12/03/2024	45838	11-5100-6150	ADVISING	print shop supplies	1.50
FSCC PRINT SHOP	12/03/2024	45838	11-5200-6150	FINANCIAL AID	print shop supplies	25.00
FSCC PRINT SHOP	12/03/2024	45838	11-5300-6150	REGISTRAR	print shop supplies	6.50
FSCC PRINT SHOP	12/03/2024	45838	11-5350-6150	ADMISSIONS	print shop supplies	66.50
FSCC PRINT SHOP	12/03/2024	45838	11-5500-6150	GENERAL ATHLETI	print shop supplies	8.30
FSCC PRINT SHOP	12/03/2024	45838	11-6200-6150	BUSINESS OFFICE	print shop supplies	75.00
FSCC PRINT SHOP	12/03/2024	45838	11-6300-6150	MARKETING/DIGIT	print shop supplies	9.20
FSCC PRINT SHOP	12/03/2024	45838	11-6800-6150	FOUNDATION	print shop supplies	23.00
FSCC PRINT SHOP	12/03/2024	45838	11-6850-6150	GORDON PARKS CE	print shop supplies	4.60
FSCC PRINT SHOP	12/03/2024	45838	12-1202-6150	HARLEY DAVIDSON	print shop supplies	23.00
FSCC PRINT SHOP	12/03/2024	45838	12-1215-6150	FT. SCOTT COSME	print shop supplies	35.00
FSCC PRINT SHOP	12/03/2024	45838	12-1215-6150	FT. SCOTT COSME	print shop supplies	9.00
FSCC PRINT SHOP	12/03/2024	45838	12-1235-6150	NURSING	print shop supplies	21.00
FSCC PRINT SHOP	12/03/2024	45838	27-2719-7000	TITLE IV/SSS-YE	print shop supplies	109.45
FSCC PRINT SHOP	12/03/2024	45838	81-8100-8585	BOOKSTORE	print shop supplies	40.00
						5,422.46
Fuhriman: Morga	12/10/2024	45955	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Fuhriman: Morga	12/10/2024	45955	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
GARDEN CITY COM	12/10/2024	45987	25-2544-6645	HEP 2024-25	HEP Yr4 Dec'24 Site Payment	2,000.00
						2,000.00
GARZA: ALEJANDR	12/10/2024	45905	25-2544-6644	HEP 2024-25	HEP Yr4 Nov'24 Time Log	540.00
						540.00
GENESIS FAMILY	12/11/2024	46030	25-2544-7410	HEP 2024-25	Reimb Jose Montalvan Padilla	111.00
						111.00
GLOBAL INDUSTRI	11/21/2024	45829	28-2812-6150	PASS YR12	WOOD DECKING FOR PASS SHELVES	299.27
						299.27
GRANTWATCH INC	12/03/2024	45849	12-1208-6810	BUSINESS & INDU	SUBSCRIPTION FOR GRANTWATCH	199.00
						199.00

Fort Scott Community College
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
GREAT WESTERN D	11/18/2024	45778	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 11/13/2024	15,299.20
GREAT WESTERN D	11/18/2024	45778	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 11/13/2024	828.80
GREAT WESTERN D	11/18/2024	45778	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 11/13/2024	1,123.08
GREAT WESTERN D	11/18/2024	45779	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 11/06/2024	15,299.20
GREAT WESTERN D	11/18/2024	45779	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 11/06/2024	828.80
GREAT WESTERN D	11/18/2024	45779	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 11/06/2024	1,123.08
GREAT WESTERN D	11/18/2024	45780	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 10/30/24	15,299.20
GREAT WESTERN D	11/18/2024	45780	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 10/30/24	828.80
GREAT WESTERN D	11/18/2024	45780	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 10/30/24	1,123.08
GREAT WESTERN D	11/19/2024	45804	11-5500-1471	GENERAL ATHLETI	BANQUET SOFTBALL RING CEREMONY	1,680.00
GREAT WESTERN D	11/21/2024	45823	27-2720-7000	TRIO 2024-25	First Gen Day Supplies	440.00
GREAT WESTERN D	11/21/2024	45824	27-2720-7000	TRIO 2024-25	Advisor Game Day Supplies	131.25
GREAT WESTERN D	12/11/2024	46005	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 12/04/24	12,020.80
GREAT WESTERN D	12/11/2024	46005	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 12/04/24	651.20
GREAT WESTERN D	12/11/2024	46005	84-8400-6640	FOODSERVICE/DIN	WEEK ENDING 12/04/24	882.42
						67,558.91
Gutierrez: Alan	12/10/2024	45954	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Gutierrez: Alan	12/10/2024	45954	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
Harrison: Rex	12/10/2024	45919	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Harrison: Rex	12/10/2024	45919	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
HEARTLAND PROPA	11/19/2024	45796	11-7100-6330	FACILITIES AND	BASEBALL COMPLEX PROPANE	556.71
						556.71
HEIDRICKS TRUE	11/19/2024	45791	83-8387-7000	GARRISON APARTM	LIGHTBULBS	7.99
HEIDRICKS TRUE	11/21/2024	45816	11-7100-7000	FACILITIES AND	1X5 EXTREME MNT TAPE	11.99
HEIDRICKS TRUE	12/10/2024	45946	83-8383-6480	GREYHOUND/BOILE	REPAIR PARTS FOR HOT WATER	6.99
HEIDRICKS TRUE	12/10/2024	45946	11-7100-6480	FACILITIES AND	DRAIN REPAIR IN ARNOLD ARENA	31.99
HEIDRICKS TRUE	12/11/2024	46010	11-7100-7000	FACILITIES AND	BULB FOR ARNOLD ARENA LIGHTS	25.98
						84.94
HERNANDEZ: EMIL	12/10/2024	45904	25-2544-6644	HEP 2024-25	HEP Yr4 Nov'24 Time Log	162.00
						162.00
Hernandez: Raul	12/10/2024	45901	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Hernandez: Raul	12/10/2024	45901	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00

Fort Scott Community College
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
HILTON GARDEN I	12/03/2024	45857	12-1744-6260	CDL	2 night hotelCDL Examiner cert	370.57
						370.57
Htoo: Kaw Key R	12/10/2024	45973	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Htoo: Kaw Key R	12/10/2024	45973	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
Htoo: Mu Ka Pru	12/10/2024	45972	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Htoo: Mu Ka Pru	12/10/2024	45972	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
HY-FLO EQUIPMEN	12/10/2024	45938	12-2601-6480	CONSTRUCTION TR	Masonry Powerwasher Repair	739.77
						739.77
Infante: Jose A	11/21/2024	45827	25-2544-7480	HEP 2024-25	HEP Yr4 HSE	200.00
Infante: Jose A	11/21/2024	45827	25-2544-7475	HEP 2024-25	HEP Yr4 Transportation	50.00
Infante: Jose A	12/10/2024	45990	25-2544-7480	HEP 2024-25	HEP Yr4 Placement Stipend	25.00
						275.00
J & W SPORT SHO	12/10/2024	45979	12-1235-7000	NURSING	J & W	70.00
						70.00
JARRED, GILMORE	12/11/2024	46011	11-6200-6630	BUSINESS OFFICE	2024 LEASE CRUNCH SUBSCRIPTION	1,632.00
						1,632.00
JENZABAR	12/10/2024	45886	11-6400-6651	MIS DEPARTMENT	J1 IMPLEMENTATION-NOVEMBER	4,599.00
JENZABAR	12/10/2024	45886	11-6400-6651	MIS DEPARTMENT	JFA IMPLEMENTATION-NOVEMBER	876.00
JENZABAR	12/10/2024	45886	11-6400-6651	MIS DEPARTMENT	DATA CONVERSION-NOVEMBER	5,040.00
JENZABAR	12/11/2024	46014	11-6400-6651	MIS DEPARTMENT	1098T SERVICES-DECEMBER	1,000.00
						11,515.00
JOCKS NITCH	11/19/2024	45803	11-5525-1471	BASEBALL	SHIRTS TO SELL FOR FUNDRAISING	2,012.50
JOCKS NITCH	11/19/2024	45803	11-5525-1471	BASEBALL	SHIRTS FOR FUNDRAISING	2,012.50
JOCKS NITCH	11/19/2024	45803	11-5525-1471	BASEBALL	SHIRTS FOR FUNDRAISING	1,837.50
JOCKS NITCH	11/19/2024	45803	11-5525-1471	BASEBALL	UPCHARGE FOR 2 XL	281.25
JOCKS NITCH	11/19/2024	45803	11-5525-1471	BASEBALL	UPCHARGE FOR 3XL AND 4XL	180.00
JOCKS NITCH	12/03/2024	45864	11-5525-8500	BASEBALL	DIAMOND GAME BALLS DOZEN	2,400.00
						8,723.75

Fort Scott Community College
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
JUDY'S IRON & M	11/19/2024	45797	12-2603-7020	WELDING-FT SCOT	MATERIALS TO BUILD A NEW TABLE	600.00
						600.00
KANSAS DEPT OF	12/03/2024	45840	11-0000-4850	UNCLASSIFIED	OCT SALES TAX	.13
KANSAS DEPT OF	12/03/2024	45840	11-0000-1010	UNCLASSIFIED	OCT SALES TAX	.13-
KANSAS DEPT OF	12/03/2024	45840	12-1215-4100	FT. SCOTT COSME	OCT SALES TAX	6.61-
KANSAS DEPT OF	12/03/2024	45840	12-0000-1010	UNCLASSIFIED	OCT SALES TAX	6.61
KANSAS DEPT OF	12/03/2024	45840	70-8383-4850	GREYHOUND/BOILE	OCT SALES TAX	138.33
KANSAS DEPT OF	12/03/2024	45840	70-0000-1010	UNCLASSIFIED	OCT SALES TAX	138.33-
KANSAS DEPT OF	12/03/2024	45840	98-0000-4850	UNCLASSIFIED	OCT SALES TAX	347.16
KANSAS DEPT OF	12/03/2024	45840	98-0000-1010	UNCLASSIFIED	OCT SALES TAX	347.16-
KANSAS DEPT OF	12/03/2024	45840	76-0000-2160	UNCLASSIFIED	OCT SALES TAX	479.02-
KANSAS DEPT OF	12/03/2024	45840	76-0000-1010	UNCLASSIFIED	OCT SALES TAX	479.02
KANSAS DEPT OF	12/03/2024	45840	76-0000-2160	UNCLASSIFIED	OCT SALES TAX	479.02
KANSAS DEPT OF	12/03/2024	45840	81-8100-2160	BOOKSTORE	OCT SALES TAX	441.51
KANSAS DEPT OF	12/03/2024	45840	81-8100-2160	BOOKSTORE	OCT SALES TAX	2.05
KANSAS DEPT OF	11/22/2024	45840A	11-0000-4850	UNCLASSIFIED	OCT SALES TAX	.13
KANSAS DEPT OF	11/22/2024	45840A	11-0000-1010	UNCLASSIFIED	OCT SALES TAX	.13-
KANSAS DEPT OF	11/22/2024	45840A	12-1215-4100	FT. SCOTT COSME	OCT SALES TAX	6.61-
KANSAS DEPT OF	11/22/2024	45840A	12-0000-1010	UNCLASSIFIED	OCT SALES TAX	6.61
KANSAS DEPT OF	11/22/2024	45840A	70-8383-4850	GREYHOUND/BOILE	OCT SALES TAX	138.33
KANSAS DEPT OF	11/22/2024	45840A	70-0000-1010	UNCLASSIFIED	OCT SALES TAX	138.33-
KANSAS DEPT OF	11/22/2024	45840A	98-0000-4850	UNCLASSIFIED	OCT SALES TAX	347.16
KANSAS DEPT OF	11/22/2024	45840A	98-0000-1010	UNCLASSIFIED	OCT SALES TAX	347.16-
KANSAS DEPT OF	11/22/2024	45840A	76-0000-2160	UNCLASSIFIED	OCT SALES TAX	479.02-
KANSAS DEPT OF	11/22/2024	45840A	76-0000-1010	UNCLASSIFIED	OCT SALES TAX	479.02
KANSAS DEPT OF	11/22/2024	45840A	76-0000-2160	UNCLASSIFIED	OCT SALES TAX	479.02
KANSAS DEPT OF	11/22/2024	45840A	81-8100-2160	BOOKSTORE	OCT SALES TAX	441.51
KANSAS DEPT OF	11/22/2024	45840A	81-8100-2160	BOOKSTORE	OCT SALES TAX	2.05
						1,845.16
KANSAS GAS SERV	12/10/2024	45941	11-7100-6330	FACILITIES AND	HILL ST GAS 10/16-11/18	286.87
KANSAS GAS SERV	12/10/2024	45941	11-7100-6330	FACILITIES AND	MAINTENANCE GAS 10/14-11/13	44.03
KANSAS GAS SERV	12/10/2024	45941	12-2603-6330	WELDING-FT SCOT	WELDING GAS 10/14-11/13	44.03
KANSAS GAS SERV	12/10/2024	45941	12-1206-6330	JOHN DEERE PROG	JD GAS 10/14-11/13	98.27
KANSAS GAS SERV	12/10/2024	45941	12-1202-6330	HARLEY DAVIDSON	HARLEY GAS 10/10-11/08	96.04
KANSAS GAS SERV	12/10/2024	45941	83-8384-6330	GREYHOUND LODGE	LODGE GAS 10/16-11/18	459.08
KANSAS GAS SERV	12/11/2024	46016	11-7100-6330	FACILITIES AND	BURKE ST GAS 10/14-11/13	215.73
KANSAS GAS SERV	12/11/2024	46019	11-7100-6330	FACILITIES AND	2108 HORTON GAS 11/1-12/1	1,170.88
KANSAS GAS SERV	12/11/2024	46019	11-7100-6330	FACILITIES AND	EFAC GAS 11/1-12/1	191.93
						2,606.86
KIRKLAND WELDIN	12/03/2024	45861	12-1230-7020	S.T.A.R.S.	ER 70 S/6 3/32 10LBS	39.00
KIRKLAND WELDIN	12/03/2024	45861	12-1230-7020	S.T.A.R.S.	ER 70 S/6 1/8 20 LBS	75.00
KIRKLAND WELDIN	12/03/2024	45861	12-1230-7020	S.T.A.R.S.	ER 70 S/6 5/32 10 LBS	31.50

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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
KIRKLAND WELDIN	12/03/2024	45863	12-1230-7020	S.T.A.R.S.	ER 70 S/6 3/32 10 LBS		39.00
KIRKLAND WELDIN	12/03/2024	45863	12-1230-7020	S.T.A.R.S.	20 lbs ER 70 S6 1/8		75.00
KIRKLAND WELDIN	12/03/2024	45863	12-1230-7020	S.T.A.R.S.	10 lbs ER 70 S6 5/32		31.50
KIRKLAND WELDIN	12/03/2024	45866	12-1230-7020	S.T.A.R.S.	6x8 curtains		759.59
KIRKLAND WELDIN	12/03/2024	45867	12-1230-7020	S.T.A.R.S.	8th inch grinding disc w/ nut		217.00
KIRKLAND WELDIN	12/03/2024	45867	12-1230-7020	S.T.A.R.S.	4 1/2 of quarter grinding disc		241.00
							1,508.59
Kue: TaEh	12/10/2024	45964	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND		125.00
Kue: TaEh	12/10/2024	45964	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND		50.00
							175.00
LAKELAND OFFICE	11/18/2024	45766	28-2812-8500	PASS YR12	PRINTERS PAY OFF INV LFS64968		500.00
LAKELAND OFFICE	11/21/2024	45815	11-6200-6150	BUSINESS OFFICE	CONTRACT OVRAGE 10/17-11/16		457.91
LAKELAND OFFICE	12/03/2024	45860	28-2812-8500	PASS YR12	MONO MULTI FUNCTION PRINTER		1,500.00
LAKELAND OFFICE	12/11/2024	46015	11-6600-6151	PRINT SHOP	CONTRACT OVRAGE 11/6-12/5		86.22
							2,544.13
LANDERS: TRINIT	12/10/2024	45902	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND		125.00
LANDERS: TRINIT	12/10/2024	45902	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND		50.00
							175.00
Lange: Kansas	12/10/2024	45953	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND		125.00
Lange: Kansas	12/10/2024	45953	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND		50.00
							175.00
LEARNING TREE I	11/21/2024	45828	11-6140-6190	HUMAN RESOURCES	name badges		60.00
							60.00
Legweak LLC	12/10/2024	45993	28-2812-7000	PASS YR12	RENT & CAM 12-24 TO 10-26		33,600.00
							33,600.00
LINCOLN ELECTRI	12/10/2024	45876	12-2603-7020	WELDING-FT SCOT	100 lbs. of Fleetwood 5p Stick		150.00
LINCOLN ELECTRI	12/10/2024	45876	12-2603-7020	WELDING-FT SCOT	SuperArc L56 MIG wire		990.00
LINCOLN ELECTRI	12/10/2024	45876	12-2603-7020	WELDING-FT SCOT	UltraCore 71A75 Dual .045		866.25
LINCOLN ELECTRI	12/10/2024	45876	12-2603-7020	WELDING-FT SCOT	Lincoln ER70S6 50 lbs ED034342		160.00
LINCOLN ELECTRI	12/10/2024	45876	12-2603-7020	WELDING-FT SCOT	Lincoln ER70S6 2.4mm 50lbs		165.50
							2,331.75
LOCKE SUPPLY	12/03/2024	45833	12-1222-6500	CTEC	HVAC Classroom Supplies		600.00

Fort Scott Community College
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
						600.00
LOCKWOOD MOTOR	11/21/2024	45817	11-7100-6480	FACILITIES AND	BELT TO REPAIR BASKETBALL GOAL	7.54
LOCKWOOD MOTOR	11/21/2024	45825	12-1206-7020	JOHN DEERE PROG	Bolts	10.00
LOCKWOOD MOTOR	12/03/2024	45850	11-7100-7000	FACILITIES AND	ANTIFREEZE TO WINTERIZE	37.56
						55.10
LOPEZ: CARMEN R	12/10/2024	45984	25-2544-7485	HEP 2024-25	REIMB.Childcare Nov'24	150.00
						150.00
LOWE: ISABEL	12/10/2024	45918	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
LOWE: ISABEL	12/10/2024	45918	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
MABE: LINDSEY	12/10/2024	45882	37-3961-6030	IOWA PROJECT-11	IOWA-LINDSEY M - NOVEMBER 2024	36.90
						36.90
MALDONADO: MELI	12/10/2024	45952	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	75.00
MALDONADO: MELI	12/10/2024	45952	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						125.00
Marlo Beauty Su	12/11/2024	46029	12-1215-7000	FT. SCOTT COSME	salon supplies for new class	350.00
						350.00
MARROQUIN: EMIL	12/10/2024	45883	37-3961-6030	IOWA PROJECT-11	IOWA-EMILIA M-NOVEMBER 2024	545.54
						545.54
Martinez: Armid	11/19/2024	45793	25-2544-7410	HEP 2024-25	HEP Yr4 Medical Reimb.	150.00
						150.00
MAYCO ACE HARDW	12/11/2024	46009	11-7100-7000	FACILITIES AND	FASTSET CONCRETE	23.98
						23.98
MELENDEZ-TREJO:	12/10/2024	45974	25-2544-6645	HEP 2024-25	HEP Yr4 Nov'24 Time Log	108.00
						108.00
MERCHANTS FLEET	12/11/2024	46012	11-6500-6410	LOGISTICS	VAN 851278 DECEMBER LEASE	890.40

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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
MERCHANTS FLEET	12/11/2024	46012	11-6500-6410	LOGISTICS	VAN 851224 DECEMBER LEASE	890.40
MERCHANTS FLEET	12/11/2024	46012	11-6500-6410	LOGISTICS	VAN 851279 DECEMBER LEASE	890.40
						2,671.20
Moo: BuChri	12/10/2024	45965	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Moo: BuChri	12/10/2024	45965	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
Moo: Hsa Paw Le	12/10/2024	45963	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Moo: Hsa Paw Le	12/10/2024	45963	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
MOUNTAIN MEASUR	11/21/2024	45812	12-1235-7000	NURSING	NCLEX Program reports	399.75
						399.75
MPH DEVELOPMENT	11/19/2024	45795	11-1129-6340	PAOLA	PAOLA ELECTRIC METER2-NOV	111.61
MPH DEVELOPMENT	11/19/2024	45795	11-1129-6340	PAOLA	PAOLA ELECTRIC METER1-NOV	1,206.86
MPH DEVELOPMENT	11/19/2024	45795	11-1129-6320	PAOLA	PAOLA WASTE MANAGEMENT-NOV	433.09
MPH DEVELOPMENT	11/19/2024	45795	11-1129-6320	PAOLA	PAOLA WATER-NOV	215.00
MPH DEVELOPMENT	11/19/2024	45795	11-1129-6330	PAOLA	PAOLA GAS STE1-NOV	87.35
MPH DEVELOPMENT	11/19/2024	45795	11-1129-6330	PAOLA	PAOLA GAS STE2-NOV	62.11
MPH DEVELOPMENT	11/19/2024	45795	11-1129-6410	PAOLA	PAOLA RENT-NOV	8,888.00
MPH DEVELOPMENT	11/19/2024	45795	11-1129-6410	PAOLA	PAOLA RENT TAXES-NOV	2,282.00
MPH DEVELOPMENT	11/19/2024	45795	11-1129-7030	PAOLA	GENERAL MAINTENANCE-NOV	125.00
						13,411.02
NAVARRO: MARIA	11/18/2024	45776	25-2544-7480	HEP 2024-25	HEP Yr4 HSE	200.00
NAVARRO: MARIA	11/18/2024	45776	25-2544-7475	HEP 2024-25	HEP Yr4 Transportation	50.00
						250.00
NFCA ORG	11/19/2024	45808	11-5545-6260	SOFTBALL	NFCA MEMBERSHIP-PAID 10/29/24	110.00
						110.00
NITSCHKE: OLIVI	12/10/2024	45917	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
NITSCHKE: OLIVI	12/10/2024	45917	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
O'REILLY AUTO P	12/05/2024	45869	12-1744-6480	CDL	International Batteries	143.63
O'REILLY AUTO P	12/10/2024	45982	12-1206-7000	JOHN DEERE PROG	Gasket maker/ oil supplies	250.00
						393.63

Fort Scott Community College
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
Page: Jentry	12/10/2024	45971	25-2544-6645	HEP 2024-25	HEP Yr4 Nov'24 Time Log	1,200.00
Page: Jentry	12/10/2024	45971	25-2544-6149	HEP 2024-25	HEP Yr4 Nov'24 Phone Stipend	50.00
						1,250.00
Paw: Lweh Kpor	12/10/2024	45962	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Paw: Lweh Kpor	12/10/2024	45962	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
PERSONAL BEST	11/19/2024	45809	11-5525-7000	BASEBALL	33" LOUISVILLE SLUGGER SELECT	355.00
PERSONAL BEST	11/19/2024	45809	11-5525-7000	BASEBALL	34" LOUISVILLE SLUGGER	355.00
PERSONAL BEST	11/19/2024	45809	11-5525-7000	BASEBALL	34" LOUISVILLE SLUGGER ATLAS	600.00
PERSONAL BEST	11/19/2024	45809	11-5525-7000	BASEBALL	SHIPPING-NOT TO THE DOLLAR	31.82
						1,341.82
PHILLIPS 66-COM	12/03/2024	45841	11-1129-6030	PAOLA	Fuel charge	48.76
PHILLIPS 66-COM	12/03/2024	45841	11-1181-7020	BAND	Fuel charge	22.20
PHILLIPS 66-COM	12/03/2024	45841	11-4200-6030	ACADEMIC ADMINI	Fuel charge	38.05
PHILLIPS 66-COM	12/03/2024	45841	11-5000-6030	STUDENT SERVICE	Fuel charge	47.14
PHILLIPS 66-COM	12/03/2024	45841	11-5350-6020	ADMISSIONS	Fuel charge	451.90
PHILLIPS 66-COM	12/03/2024	45841	11-5510-6010	BASKETBALL-MEN	Fuel charge	279.05
PHILLIPS 66-COM	12/03/2024	45841	11-5515-6010	BASKETBALL-WOME	Fuel charge	139.44
PHILLIPS 66-COM	12/03/2024	45841	11-5520-6010	VOLLEYBALL	Fuel charge	150.02
PHILLIPS 66-COM	12/03/2024	45841	11-5525-6010	BASEBALL	Fuel charge	408.56
PHILLIPS 66-COM	12/03/2024	45841	11-5530-6010	RODEO	Fuel charge	197.02
PHILLIPS 66-COM	12/03/2024	45841	11-5545-6010	SOFTBALL	Fuel charge	89.87
PHILLIPS 66-COM	12/03/2024	45841	11-5550-6010	TRACK/XC-WOMEN	Half fuel charge	259.57
PHILLIPS 66-COM	12/03/2024	45841	11-5552-6010	TRACK/XC-MEN	Half fuel charge	259.58
PHILLIPS 66-COM	12/03/2024	45841	11-6100-6030	PRESIDENT'S OFF	Fuel charge	19.73
PHILLIPS 66-COM	12/03/2024	45841	11-6400-6030	MIS DEPARTMENT	Fuel charge	33.83
PHILLIPS 66-COM	12/03/2024	45841	12-1205-6011	AG DEPARTMENT	Fuel charge	1,072.68
PHILLIPS 66-COM	12/03/2024	45841	12-1205-6012	AG DEPARTMENT	Fuel charge	413.16
PHILLIPS 66-COM	12/03/2024	45841	12-1206-6030	JOHN DEERE PROG	Fuel charge	65.39
PHILLIPS 66-COM	12/03/2024	45841	12-1222-6030	CTEC	Fuel charge	191.67
PHILLIPS 66-COM	12/03/2024	45841	12-1235-6030	NURSING	Fuel charge	9.55
PHILLIPS 66-COM	12/03/2024	45841	12-1240-6030	ALLIED HEALTH	Fuel charge	302.65
PHILLIPS 66-COM	12/03/2024	45841	12-1744-7250	CDL	Fuel charge	857.12
PHILLIPS 66-COM	12/03/2024	45841	12-3551-7250	HEAVY EQUIPMENT	Fuel charge	59.66
PHILLIPS 66-COM	12/03/2024	45841	26-3814-6030	CAMP 2024-25	Fuel charge	125.53
PHILLIPS 66-COM	12/03/2024	45841	27-2719-6030	TITLE IV/SSS-YE	Fuel charge	59.34
PHILLIPS 66-COM	12/03/2024	45841	35-0000-7250	UNCLASSIFIED	Fuel charge	434.20
PHILLIPS 66-COM	12/03/2024	45841	41-3010-6136	CARL PERKINS GR	Fuel charge	63.13
PHILLIPS 66-COM	12/03/2024	45841	11-7100-7250	FACILITIES AND	Rebate	43.02-
PHILLIPS 66-COM	12/10/2024	45949	11-1129-6030	PAOLA	Fuel charge	28.03
PHILLIPS 66-COM	12/10/2024	45949	11-4200-6030	ACADEMIC ADMINI	Fuel charge	195.82
PHILLIPS 66-COM	12/10/2024	45949	11-5000-6030	STUDENT SERVICE	Fuel charge	117.26

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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
PHILLIPS 66-COM	12/10/2024	45949	11-5350-6020	ADMISSIONS	Fuel charge	174.57	
PHILLIPS 66-COM	12/10/2024	45949	11-5515-6010	BASKETBALL-WOME	Fuel charge	293.12	
PHILLIPS 66-COM	12/10/2024	45949	11-5510-6010	BASKETBALL-MEN	Fuel charge	169.02	
PHILLIPS 66-COM	12/10/2024	45949	11-5515-6020	BASKETBALL-WOME	Fuel charge	55.95	
PHILLIPS 66-COM	12/10/2024	45949	11-5520-6010	VOLLEYBALL	Fuel charge	198.68	
PHILLIPS 66-COM	12/10/2024	45949	11-5530-6010	RODEO	Fuel charge	85.60	
PHILLIPS 66-COM	12/10/2024	45949	11-5550-6010	TRACK/XC-WOMEN	Half fuel charge	34.73	
PHILLIPS 66-COM	12/10/2024	45949	11-5552-6010	TRACK/XC-MEN	Half fuel charge	34.74	
PHILLIPS 66-COM	12/10/2024	45949	11-6100-6030	PRESIDENT'S OFF	Fuel charge	60.33	
PHILLIPS 66-COM	12/10/2024	45949	11-6500-6030	LOGISTICS	Fuel charge	56.18	
PHILLIPS 66-COM	12/10/2024	45949	11-6850-6030	GORDON PARKS CE	Fuel charge	60.13	
PHILLIPS 66-COM	12/10/2024	45949	12-1202-6030	HARLEY DAVIDSON	Fuel charge	25.06	
PHILLIPS 66-COM	12/10/2024	45949	12-1205-6011	AG DEPARTMENT	Fuel charge	278.12	
PHILLIPS 66-COM	12/10/2024	45949	12-1206-6030	JOHN DEERE PROG	Fuel charge	249.69	
PHILLIPS 66-COM	12/10/2024	45949	12-1215-6030	FT. SCOTT COSME	Fuel charge	22.37	
PHILLIPS 66-COM	12/10/2024	45949	12-1222-6030	CTEC	Fuel charge	61.70	
PHILLIPS 66-COM	12/10/2024	45949	12-1240-6030	ALLIED HEALTH	Fuel charge	311.79	
PHILLIPS 66-COM	12/10/2024	45949	12-1744-7250	CDL	Fuel charge	457.55	
PHILLIPS 66-COM	12/10/2024	45949	12-3551-7250	HEAVY EQUIPMENT	Fuel charge	215.24	
PHILLIPS 66-COM	12/10/2024	45949	25-2544-6030	HEP 2024-25	Fuel charge	25.89	
PHILLIPS 66-COM	12/10/2024	45949	26-3814-6030	CAMP 2024-25	Fuel charge	64.92	
PHILLIPS 66-COM	12/10/2024	45949	35-0000-7250	UNCLASSIFIED	Fuel charge	277.56	
PHILLIPS 66-COM	12/10/2024	45949	11-7100-7250	FACILITIES AND	Rebait	24.26-	
PHILLIPS 66-COM	12/10/2024	45949	11-7100-7250	FACILITIES AND	Other adjustments	765.89	

10,351.46							
Pino: Jericho	12/10/2024	45951	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00	
Pino: Jericho	12/10/2024	45951	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00	

175.00							
PITNEY BOWES	11/19/2024	45787	11-5350-6150	ADMISSIONS	POSTAGE	858.80	
PITNEY BOWES	11/19/2024	45787	11-5300-6150	REGISTRAR	POSTAGE	8.19	
PITNEY BOWES	11/19/2024	45787	12-1206-6150	JOHN DEERE PROG	POSTAGE	133.01	
PITNEY BOWES	11/19/2024	45787	11-5525-6150	BASEBALL	BUSINESS REPLY POSTAGE	16.92	

1,016.92							
POCKET NURSE EN	11/21/2024	45819	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/CNA/FY 25	5,852.68	
POCKET NURSE EN	11/21/2024	45819	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/NURSING/FY25	1,775.90	
POCKET NURSE EN	11/21/2024	45819	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/CNA/FY 25	1,023.76	
POCKET NURSE EN	11/21/2024	45819	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/CNA/NURSING	159.99	

8,812.33							
RAMIREZ: LUZ	12/10/2024	45906	25-2544-7485	HEP 2024-25	Reimb.HEPYR4 Nov'24 Childcare	80.00	

80.00							

Fort Scott Community College
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
Ramirez: Taylor	12/10/2024	45916	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND	125.00
Ramirez: Taylor	12/10/2024	45916	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND	50.00
						175.00
RAZAM: WENDY	12/10/2024	45879	37-3961-6030	IOWA PROJECT-11	IOWA-WENDY R-NOVEMBER 2024	812.07
						812.07
Regina: Bill	11/19/2024	45810	12-1230-7004	S.T.A.R.S.	Fuel	60.00
						60.00
RISK STRATEGIES	12/11/2024	46024	11-0000-2110	UNCLASSIFIED	OUT OF STATE WORKERS COMP INS	2,844.00
						2,844.00
ROBERTSON: SAMU	12/10/2024	45881	37-3961-6030	IOWA PROJECT-11	IOWA-SAM R - NOVEMBER 2024	182.18
						182.18
Rodriguez: Suri	12/10/2024	45969	25-2544-7485	HEP 2024-25	Reimb.HEPYR4 Nov'24 Childcare	120.00
						120.00
RUSSELLVILLE AD	12/10/2024	45985	25-2544-6645	HEP 2024-25	HEP Yr4 Dec'24 Site Payment	1,500.00
						1,500.00
SANTA FE SERVIC	12/03/2024	45847	28-2812-7000	PASS YR12	PASS BINDER BQ-P65 11-21-24	9,144.47
						9,144.47
SCOTTCO LLC	12/11/2024	46006	81-8150-2025	BOOKSTORE CONSI	DECEMBER CONSIGNMENT	74.00
						74.00
SCROGGINS: MICA	12/10/2024	45872	26-3814-7020	CAMP 2024-25	REIMBURSE INSTR OFFICE SPLS	39.42
SCROGGINS: MICA	12/10/2024	45978	26-3814-6643	CAMP 2024-25	NOVEMBER TUTOR/MENTOR - ATU	1,007.00
						1,046.42
SEK EDUCATION S	12/10/2024	45875	27-2720-6520	TRIO 2024-25	1st half yearly evaluation	2,000.00
						2,000.00
SEWARD CO COMMU	12/10/2024	45986	25-2544-6645	HEP 2024-25	HEP Yr4 Dec'24 Site Payment	1,000.00
						1,000.00

Fort Scott Community College
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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
SLEEP INN & SUI	11/19/2024	45801	11-5552-6020	TRACK/XC-MEN	3	HOTEL RMS-1 NIGHT-RECRUITING	300.00
SLEEP INN & SUI	12/03/2024	45844	11-5550-6020	TRACK/XC-WOMEN	1	HOTEL ROOM 11/24-11/25/24	100.00
							400.00
Soe: Paw Eh Dah	12/10/2024	45961	26-3814-7480	CAMP 2024-25		DECEMBER STUDENT STIPEND	125.00
Soe: Paw Eh Dah	12/10/2024	45961	26-3814-7460	CAMP 2024-25		DECEMBER MEALS STIPEND	50.00
							175.00
SOUTHWEST MEDIC	11/21/2024	45830	26-3814-7410	CAMP 2024-25		M.MALDONADO ACCT#V00034036699	200.00
							200.00
Spindle: Charli	12/10/2024	45914	26-3814-7480	CAMP 2024-25		DECEMBER STUDENT STIPEND	125.00
Spindle: Charli	12/10/2024	45914	26-3814-7460	CAMP 2024-25		DECEMBER MEALS STIPEND	50.00
							175.00
STAPLES	12/10/2024	45939	11-6600-6152	PRINT SHOP		Office supplies	2,000.00
							2,000.00
STATE BEAUTY SU	12/10/2024	45899	12-1215-7020	FT. SCOTT COSME		salon supplies	1,500.00
							1,500.00
STOTTS: COLETTE	12/10/2024	45880	37-3961-6030	IOWA PROJECT-11		IOWA-COLETTE S-NOVEMBER 2024	64.40
							64.40
TALON POWERSPOR	12/10/2024	45959	12-1202-7020	HARLEY DAVIDSON		ANNUAL PRICE INCREASE	156.00
							156.00
TOAS Designs LL	12/11/2024	46007	81-8150-2025	BOOKSTORE CONSI		DECEMBER CONSIGNMENT	4.00
							4.00
TOUCHTONE COMM	12/10/2024	45877	11-7100-6310	FACILITIES AND		TOLL FREE MONTHLY 12/1-12/31	36.14
							36.14
TRI-VALLEY DEVE	11/19/2024	45794	11-6200-6150	BUSINESS OFFICE		OCTOBER SHREDDING	7.20
							7.20
UMB BANK NA	11/21/2024	45814	11-6500-6460	LOGISTICS		Tagging the cdl dump truck	29.47

Fort Scott Community College
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
UMB BANK NA	12/10/2024	45893	11-6500-6460	LOGISTICS	Credit card charges for parts,	1,500.00
						1,529.47
UMB CARD SERVIC	11/18/2024	45777	25-2544-7010	HEP 2024-25	HEP official voucher year 4	36.00
UMB CARD SERVIC	11/18/2024	45781	25-2544-7010	HEP 2024-25	HEP Yr4 Official Test Vouchers	1,170.00
UMB CARD SERVIC	11/19/2024	45782	83-8384-6360	GREYHOUND LODGE	LODGE WIFI-DECEMBER	465.90
UMB CARD SERVIC	11/19/2024	45782	11-7100-6360	FACILITIES AND	MAIN CAMPUS WIFI-DECEMBER	778.54
UMB CARD SERVIC	11/19/2024	45782	11-7100-6360	FACILITIES AND	JOHN DEERE WIFI-DECEMBER	120.00
UMB CARD SERVIC	11/19/2024	45783	81-8100-8580	BOOKSTORE	Ewt h20 distribtion	900.00
UMB CARD SERVIC	11/19/2024	45790	12-1235-7000	NURSING	Marsha's Deli	120.00
UMB CARD SERVIC	11/19/2024	45800	11-5552-6020	TRACK/XC-MEN	MEALS FOR RECRUITING	150.00
UMB CARD SERVIC	11/19/2024	45802	12-1235-7000	NURSING	Marsha's Deli	170.00
UMB CARD SERVIC	11/19/2024	45805	12-1235-7000	NURSING	Subway	75.00
UMB CARD SERVIC	11/21/2024	45818	41-3010-8594	CARL PERKINS GR	PERKINS EQUIPMENT/WELDING/MCC	595.00
UMB CARD SERVIC	11/21/2024	45826	27-2720-6010	TRIO 2024-25	MKN SLC	30.00
UMB CARD SERVIC	12/03/2024	45832	27-2720-7000	TRIO 2024-25	Community Service Wkshp Supply	236.71
UMB CARD SERVIC	12/03/2024	45836	26-3814-6260	CAMP 2024-25	TSC FSCC CULTURAL EVENT	300.00
UMB CARD SERVIC	12/03/2024	45842	11-5550-6020	TRACK/XC-WOMEN	MEALS FOR RECRUIT 11/24-11/25	60.00
UMB CARD SERVIC	12/03/2024	45846	11-6100-6260	PRESIDENT'S OFF	OVERAGE FROM PO 45569	39.98
UMB CARD SERVIC	12/03/2024	45851	12-1206-6030	JOHN DEERE PROG	IDW PARKING MEALS	104.13
UMB CARD SERVIC	12/03/2024	45852	11-6200-6030	BUSINESS OFFICE	Rooms for SUI Training	448.00
UMB CARD SERVIC	12/03/2024	45853	27-2720-6010	TRIO 2024-25	MKN SLC Parking	8.00
UMB CARD SERVIC	12/03/2024	45855	11-5550-6020	TRACK/XC-WOMEN	OVERAGE ON P.O.# 05146	116.81
UMB CARD SERVIC	12/03/2024	45856	12-2601-7020	CONSTRUCTION TR	Insulation, Hinges, Paint Thin	114.54
UMB CARD SERVIC	12/03/2024	45859	11-5350-7000	ADMISSIONS	RECRUITING CANDY	39.94
UMB CARD SERVIC	12/03/2024	45862	12-2601-6480	CONSTRUCTION TR	oil for skid steer	16.98
UMB CARD SERVIC	12/03/2024	45862	12-2601-7020	CONSTRUCTION TR	mortar mix	212.11
UMB CARD SERVIC	12/10/2024	45873	11-5525-6010	BASEBALL	TRAVEL TO CHANUTE 04/24/25	304.00
UMB CARD SERVIC	12/10/2024	45873	11-5525-6010	BASEBALL	TRAVEL TO CHANUTE 04/24/25	380.00
UMB CARD SERVIC	12/10/2024	45887	27-2720-6010	TRIO 2024-25	Mentor Movie	398.21
UMB CARD SERVIC	12/10/2024	45889	11-6300-6820	MARKETING/DIGIT	Adobe Creative Suite Subscript	500.00
UMB CARD SERVIC	12/10/2024	45891	11-0000-1470	UNCLASSIFIED	CONCESSIONS THAT CONOR WILL	568.37
UMB CARD SERVIC	12/10/2024	45894	11-5510-1471	BASKETBALL-MEN	TEAM DINNER-BRICKSTREET	270.00
UMB CARD SERVIC	12/10/2024	45895	37-3961-6150	IOWA PROJECT-11	IOWA-STORAGE MERT 1075	132.31
UMB CARD SERVIC	12/10/2024	45895	37-3961-6030	IOWA PROJECT-11	IOWA-COBBLESTONE INN CLARION	119.84
UMB CARD SERVIC	12/10/2024	45895	37-3961-6030	IOWA PROJECT-11	IOWA-COBBLESTONE INN CLARION	359.52
UMB CARD SERVIC	12/10/2024	45895	37-3961-6030	IOWA PROJECT-11	IOWA-COBBLESTONE INN CLARION	359.52
UMB CARD SERVIC	12/10/2024	45895	37-3961-6030	IOWA PROJECT-11	IOWA-COBBLESTONE INN CLARION	359.52
UMB CARD SERVIC	12/10/2024	45896	11-6850-7000	GORDON PARKS CE	Adobe and acrobat reader annua	459.35
UMB CARD SERVIC	12/10/2024	45908	11-5530-7000	RODEO	PIPE AND GATE	223.00
UMB CARD SERVIC	12/10/2024	45909	11-5503-6260	ATHLETIC TRAINI	RENEWAL MEDBRIDGE	275.00
UMB CARD SERVIC	12/10/2024	45910	11-6100-9100	PRESIDENT'S OFF	Holiday Dinner Items	750.00
UMB CARD SERVIC	12/10/2024	45911	11-5500-1471	GENERAL ATHLETI	DOMINOS PIZZA FOR STUDENTS	195.00
UMB CARD SERVIC	12/10/2024	45912	12-1744-6030	CDL	Fuel	36.36
UMB CARD SERVIC	12/10/2024	45931	11-5515-6010	BASKETBALL-WOME	TRAVEL TO JOHNSON CO GAME	160.00
UMB CARD SERVIC	12/10/2024	45932	11-5515-6010	BASKETBALL-WOME	TRAVEL TO HESSTON GAME	160.00
UMB CARD SERVIC	12/10/2024	45933	11-5515-6010	BASKETBALL-WOME	TRAVEL TO LABETTE FOR GAME	160.00

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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
UMB CARD SERVIC	12/10/2024	45934	11-5515-6010	BASKETBALL-WOME	TRAVEL TO HIGHLAND GAME		160.00
UMB CARD SERVIC	12/10/2024	45935	11-5515-6010	BASKETBALL-WOME	NEOSHO GAME 01/25/2025		160.00
UMB CARD SERVIC	12/10/2024	45936	11-5515-6010	BASKETBALL-WOME	TRAVEL TO ALLEN CO		160.00
UMB CARD SERVIC	12/10/2024	45966	11-3200-7000	COMMUNITY SERVI	BREAKFAST WITH SANTA SUPPLIES		30.00
UMB CARD SERVIC	12/10/2024	45976	11-6300-6140	MARKETING/DIGIT	Facebook and Instagram Ads for		1,000.00
UMB CARD SERVIC	12/10/2024	45991	11-5552-1471	TRACK/XC-MEN	REST OF CONVENTION FEES		240.00
UMB CARD SERVIC	12/10/2024	45991	11-5552-1471	TRACK/XC-MEN	1 HOTEL ROOM FOR CONVENTION		697.50
UMB CARD SERVIC	12/10/2024	45991	11-5552-1471	TRACK/XC-MEN	MEALS FOR 2 COACHES		300.00
UMB CARD SERVIC	12/10/2024	45992	11-5552-6260	TRACK/XC-MEN	ANNUAL T&F CONVENTION		750.00
UMB CARD SERVIC	12/10/2024	45996	11-5525-6010	BASEBALL	TRAVEL TO NEOSHO,MO 04/01/25		304.00
UMB CARD SERVIC	12/10/2024	45996	11-5525-6010	BASEBALL	TRAVEL TO NEOSHO,MO 04/01/25		380.00
UMB CARD SERVIC	12/10/2024	45997	11-5525-6010	BASEBALL	TRAVEL TO OVERLAND PARK,KS		304.00
UMB CARD SERVIC	12/10/2024	45997	11-5525-6010	BASEBALL	TRAVEL TO OVERLAND PARK,KS		380.00
UMB CARD SERVIC	12/10/2024	45998	11-5525-6010	BASEBALL	TRAVEL TO PARSONS,KS 04/19/25		304.00
UMB CARD SERVIC	12/10/2024	45998	11-5525-6010	BASEBALL	TRAVEL TO PARSONS,KS 04/19/25		380.00
UMB CARD SERVIC	12/10/2024	45999	11-5525-6010	BASEBALL	TRAVEL TO KCK 04/10/25		304.00
UMB CARD SERVIC	12/10/2024	45999	11-5525-6010	BASEBALL	TRAVEL TO KCK 04/10/25		380.00
UMB CARD SERVIC	12/10/2024	46000	11-5525-6010	BASEBALL	TRAVEL TO ARK CITY,KS 04/05/25		304.00
UMB CARD SERVIC	12/10/2024	46000	11-5525-6010	BASEBALL	TRAVEL TO ARK CITY,KS 04/05/25		380.00
UMB CARD SERVIC	12/10/2024	46001	11-5525-6010	BASEBALL	TRAVEL TO HIGHLAND,KS 03/27/25		304.00
UMB CARD SERVIC	12/10/2024	46001	11-5525-6010	BASEBALL	TRAVEL TO HIGHLAND,KS 03/27/25		380.00
UMB CARD SERVIC	12/10/2024	46002	11-5525-6010	BASEBALL	TRAVEL TO IOLA,KS 03/22/25		304.00
UMB CARD SERVIC	12/10/2024	46002	11-5525-6010	BASEBALL	TRAVEL TO IOLA,KS 03/22/25		380.00
UMB CARD SERVIC	12/10/2024	46003	11-5525-6010	BASEBALL	TRAVEL TO COFFEYVILLE,KS 03/06		304.00
UMB CARD SERVIC	12/10/2024	46003	11-5525-6010	BASEBALL	TRAVEL TO COFFEYVILLE,KS 03/06		380.00
UMB CARD SERVIC	12/10/2024	46004	11-5525-6010	BASEBALL	TRAVEL TO PRATT,KS 02/08/25		304.00
UMB CARD SERVIC	12/10/2024	46004	11-5525-6010	BASEBALL	TRAVEL TO PRATT KS 02/08/25		380.00
UMB CARD SERVIC	12/11/2024	46018	12-1744-7000	CDL			163.88
UMB CARD SERVIC	12/11/2024	46020	11-6100-6270	PRESIDENT'S OFF	Hotel and Meals		800.00
UMB CARD SERVIC	12/11/2024	46020	11-6100-6270	PRESIDENT'S OFF	Food Colby Visit		250.00
UMB CARD SERVIC	12/11/2024	46025	25-2544-7010	HEP 2024-25	HEP Yr4 Student Supplies		1,000.00
UMB CARD SERVIC	12/11/2024	46028	26-3814-6030	CAMP 2024-25	TRAVEL EXPENSES / RECRUITING		400.00
							24,745.02
Wood: Jackson	12/10/2024	45913	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND		125.00
Wood: Jackson	12/10/2024	45913	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND		50.00
							175.00
Zaw: Or Miu	12/10/2024	45960	26-3814-7480	CAMP 2024-25	DECEMBER STUDENT STIPEND		125.00
Zaw: Or Miu	12/10/2024	45960	26-3814-7460	CAMP 2024-25	DECEMBER MEALS STIPEND		50.00
							175.00
							386,218.50

DISCUSSION ITEMS

A. BOARD RETREAT

B. MEETING STREAMING

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.

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. All phases of this policy shall be done in collaboration with the human resource department. 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.

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

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 Trustees, deans, directors and those persons identified by the President shall annually submit a completed "Annual Conflict of Interest Disclosure Statement" to the Vice President of Finance and Operations.

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. RESOLUTION 2024 - 78: CONSIDERATION OF CREDIT HOUR POLICY

BACKGROUND: Following is the existing and proposed Credit Hour Policy. This policy was presented for review at the November Board meeting.

RECOMMENDATION: It is recommended the Board approve the Credit Hour Policy as presented.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

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

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.

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

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

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 three (3) or more qualified sources of supply with consideration of quality and consideration of local businesses.
 - b) The quotes will be presented to the VP of Finance and Operations for final approval.

3. **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 Scott 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.

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. Kazaa, 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.

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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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- *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.

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**

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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 ~~Dean~~ Vice President, and a work order should be submitted.

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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.*

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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**

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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.

Construction Technology

Certificate A

Required Courses: 20 Credit Hrs.			
Course ID	Course Title	Credit Hours	Notes
CNT 1001	Safety Orientation/OSHA 10	1	Fall
CNT 1013	Introductory Craft Skills	3	Fall
CNT 1023	Construction Basics	3	Fall
CNT 1024	Carpentry I	4	Fall
CNT 1033	Concrete	3	Spring
CNT 1026	Carpentry II	6	Spring

Certificate in Construction Technology Semester Plan

First Semester	
Course	Credits
Safety Orientation/OSHA 10	1
Introductory Craft Skills	3
Carpentry I	4
Construction Basics	3
Total	11

Second Semester	
Course	Credits
Concrete	3
Carpentry II	6
Total	9

Construction Technology
Certificate B

Required Courses: 30 Credit Hrs.

Course ID	Course Title	Credit Hours	Notes
CNT 1001	Safety Orientation/OSHA 10	1	Fall
CNT 1013	Introductory Craft Skills	3	Fall
CNT 1023	Construction Basics	3	Fall
CNT 1024	Carpentry I	4	Fall
CNT 1033	Concrete	3	Spring
CNT 1026	Carpentry II	6	Spring
CNT 2115	Interior Carpentry	5	Fall
CNT 2125	Exterior Carpentry	5	Spring

Certificate in Construction Technology Semester Plan

First Semester	
Course	Credits
Safety Orientation/OSHA 10	1
Introductory Craft Skills	3
Carpentry I	4
Construction Basics	3
Interior Carpentry	5
Total	16

Second Semester	
Course	Credits
Concrete	3
Carpentry II	6
Exterior Carpentry	5
Total	14

AAS in Construction Technology

Required Courses: 42 Credit Hours			
Course ID	Course Title	Credit Hours	Notes
CNT 1001	Safety Orientation/OSHA 10	1	Fall/Spring
CNT 1013	Introductory Craft Skills	3	Fall
CNT 1023	Construction Basics	3	Fall
CNT 1024	Carpentry I	4	Spring
CNT 1033	Concrete	3	Spring
CNT 1026	Carpentry II	6	Spring
CNT 2115	Interior Carpentry	5	Fall
CNT 2125	Exterior Carpentry	5	Spring
	Construction Trade Electives	12	
General Education Courses: 20 Credit Hours			
Course ID	Course Title	Credit Hours	Notes
ENG	English 101 or Technical Writing	3	
SPE	Public Speaking or Interpersonal Communication	3	
Math Discipline		3	Elements of Technical Analysis or higher
Natural & Physical Science		5	
Arts & Humanities		3	
Social & Behavioral Science		3	
	Total	62	

AAS Construction Trades - Semester Plan

Fall Semester	
Course	Credits
Safety Orientation/OSHA 10	1
Introductory Craft Skills	3
Construction Basics	3
Carpentry I	4
English 101/ Technical Writing	3
Total	14

Spring Semester	
Course	Credits
Carpentry II	6
Concrete	3
Public Speaking/Interpersonal Communication	3
Math Discipline	3
Total	15

Fall Semester	
Course	Credits
Construction Trade Elective	3
Construction Trade Elective	3
Interior Carpentry	5
Natural & Physical Science	5
Total	16

Spring Semester	
Course	Credits
Social & Behavioral Science	3
Arts & Humanities	3
Exterior Carpentry	5
Construction Trade Elective	6
Total	17

Table 2: Additional Feature, Term Length and Cost Information

VENDOR				
Services	CDWG (KNOWBE4)	CDWG (BARRICUDA)	LOGISOFT (KNOWBE4)	HUNTRESS
SOLUTION PROVIDED	KNOWBE4	BARRICUDA	KNOWBE4	HUNTRESS
UNLIMITED PHISHING TESTS	Y	Y	Y	Y
PHYSICAL MEDIA (USB DRIVE TEST)	Y	Y	Y	UNKNOWN
FULLY MANAGED SOLUTION	Y	Y	Y	Y
COMPLIANCE TRAINING (PCI, HIPAA, SOC 2 AND GDPR)	Y^	N	Y^	Y
SSO/SAML INTEGRATION	Y	Y	Y	Y
REPORTING TOOLS	Y	Y	Y	Y
AI-DRIVEN PHISHING	Y	Y	Y	Y
PHISHING DETECTION	Y^	Y	Y^	UNKNOWN
AI ENABLED LEARNING	Y	Y	Y	Y
ADVANCED COACHING	Y^	UNKNOWN	Y^	Yes
GLBA COMPLIANCE	Y	Y	Y	Y
Equipment Purchase	NONE	NONE	NONE	NONE
Monthly Services	\$853.00	\$ 340.40	\$ 717.65	\$ 323.75
Yearly Services	\$10,236.05	\$ 4,084.80	\$ 8,611.75	\$ 3,885.00
Total cost for 3 years of service	\$ 30,708.15	\$ 12,254.40	\$ 25,835.25	\$ 11,655.00
Service Term (months)	12	36	36	12
Contract Term (months)	No Contract	No Contract	36	No Contract
*=Not actually requested				
^=Additional Cost				
^^=				
**=				
^^^=				
****=				

Barracuda Email Protection

Security Awareness Training

Barracuda’s Security Awareness Training platform enables users to understand and respond correctly to the latest phishing techniques, recognize subtle phishing clues, and prevent email fraud, data loss, and brand damage. It transforms employees into a powerful line of defense against damaging phishing attacks.

This versatile, cloud-hosted solution includes hundreds of customizable email and landing page templates, frequently updated based on the latest threat trends. A large library of micro-learning videos and training content keeps users engaged.

Simulate threats

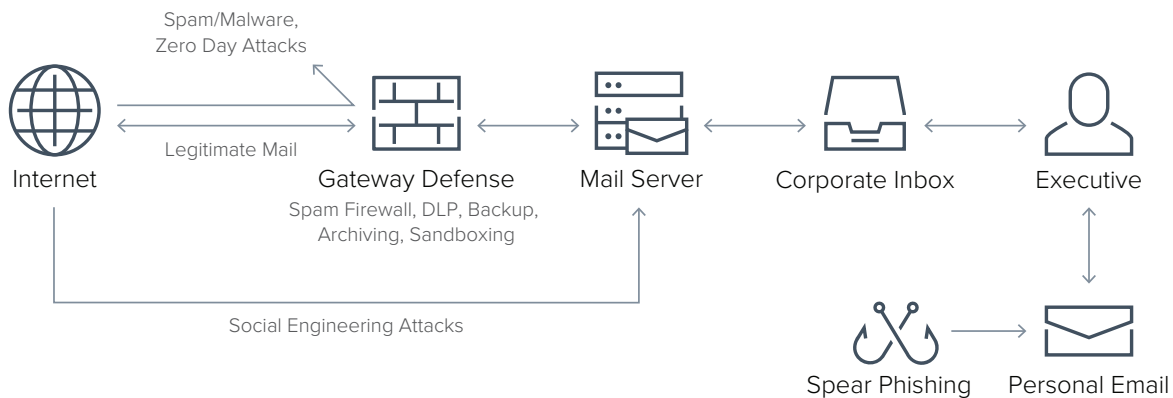
Hundreds of real-world threat templates, expose your users to the latest threat types. Simulations include email and portable media (USB drive) attacks.

Analyze behavior

Advanced analytics and reporting tools identify how users respond to threat simulations and help implement an effective training program.

Educate users

A large content library of engaging training videos, games and other material, equips you to meet your unique awareness initiatives.



Security Awareness Training helps protect your organization against social engineering phishing attacks that may bypass other email defenses

Key Features

Multi-Vector Threat Simulation

- Email “Phishing”
- Physical media
- Localized content for global audiences

Advanced Interactions:

- Attachments
- Credential form
- Feedback form
- File upload/download
- Unsubscribe forms
- CAPTCHA forms
- Additional Enhancements

Education

- SCORM compliant courseware
- Animated and live actor videos
- Posters and newsletters
- Interactive gamified content
- Quizzes and risk assessment surveys

Reporting and Analytics

- Collects thousands of data points
- Detailed trend and attribute analytics
- Benchmarking and comparison reporting
- Inbox message analytics (out-of-office messages and direct replies)
- Customizable reports and dashboards
- Report generation and export capabilities
- Phish reporting button

Administrative Features

- Quick Launch for testing and training campaigns
- MFA and SSO for administrators
- Built-in privacy controls
- DLP tagging
- 62 address book attributes
- Active Directory integration
- 30+ languages supported
- SIEM integration
- Concierge (optional)

Security Awareness Training is included as part of Barracuda Email Protection Premium Plus. Find the plan that’s right for you.

CAPABILITIES	ADVANCED	PREMIUM	PREMIUM PLUS
AI-powered detection and response	✓	✓	✓
Spam, Malware, and Ransomware protection	✓	✓	✓
Phishing and BEC protection	✓	✓	✓
Account Takeover protection	✓	✓	✓
QR-code attack protection	✓	✓	✓
Link protection	✓	✓	✓
Attachment sandboxing	✓	✓	✓
Dynamic warning banners	✓	✓	✓
DMARC reporting	✓	✓	✓
Automated Incident Response	✓	✓	✓
SIEM/SOAR/XDR integrations	✓	✓	✓
Email encryption	✓	✓	✓
Email continuity	✓	✓	✓
Data loss prevention	✓	✓	✓
Unlimited Microsoft 365 backup		✓	✓
Point-in-time data recovery		✓	✓
File scanning for PII and malware		✓	✓
Remediation of improper file shares		✓	✓
Cloud archiving			✓
Security awareness training*			✓
Attack simulation*			✓

*For MSP customers, security awareness training and attack simulation are available as a managed service.





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Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

JASON SIMON,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

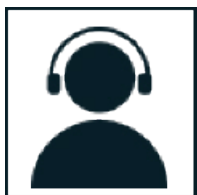
Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PFRW044	12/9/2024	PFRW044	1761896	\$12,254.40

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Barracuda E-Mail Protection Security Awareness Training - subscription lice	6660	6801745	\$1.84	\$12,254.40
Mfg. Part#: EP-SAT-EDUFTE-USR-1M Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)				

SUBTOTAL	\$12,254.40
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$12,254.40

PURCHASER BILLING INFO	DELIVER TO
Billing Address: FORT SCOTT COMMUNITY COLLEGE ACCOUNTS PAYABL 2108 HORTON ST FORT SCOTT, KS 66701-3141 Phone: (620) 223-2700 Payment Terms: VISA	Shipping Address: FORT SCOTT COMMUNITY COLLEGE JASON SIMON 2108 HORTON ST FORT SCOTT, KS 66701-3141 Phone: (620) 223-2700 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Amanda Polach | (877) 549-3361 | amanda.polach@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$12,254.40	\$355.50/Month	\$12,254.40	\$405.38/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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Support



Call 800.800.4239

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For more information, contact a CDW account manager.

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KnowBe4 is the world's most popular integrated **Security Awareness Training** and Simulated Phishing platform. Nearly 70,000 organizations worldwide are using it. You now have a way to better manage the urgent IT security problems of social engineering, spear phishing and ransomware attacks.



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Wednesday, December 11, 2024
2:00pm ET

SAVE MY SPOT



Last Name*

Business Email*

Company Name*

Phone*

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Training Modules	18	58	202
Micro Modules (90 sec-5 min)	10	33	188
Video Modules	4	57	535
Posters / Images	24	40	228

Most Popular

Training Content

Level I Level II Level III

The KnowBe4 content library is constantly being updated with fresh new content. Numbers listed above show the general volume of content in the KnowBe4 ModStore by subscription level and are subject to change.

Features	Most Popular			
	Silver	Gold	Platinum	Diamond
Unlimited Phishing Security Tests i	✓	✓	✓	✓
Automated Security Awareness Program (ASAP) i	✓	✓	✓	✓
Security 'Hints & Tips' i	✓	✓	✓	✓
KnowBe4 Learner App i	✓	✓	✓	✓
Training Access Level I i	✓	✓	✓	✓
Automated Training Campaigns i	✓	✓	✓	✓
Brandable Content i	✓	✓	✓	✓
Assessments i	✓	✓	✓	✓
AI-Recommended Training i	✓	✓	✓	✓
Phish Alert Button i	✓	✓	✓	✓
Phishing Reply Tracking i	✓	✓	✓	✓
User Provisioning via Active Directory or SCIM Integration i	✓	✓	✓	✓
SSO/SAML Integration i	✓	✓	✓	✓
Industry Benchmarking i	✓	✓	✓	✓
Virtual Risk Officer™ i	✓	✓	✓	✓
Advanced Reporting i	✓	✓	✓	✓
Global Technical Support i	✓	✓	✓	✓

Smart Groups			✓	✓
Reporting, User Event and Webhook APIs			✓	✓
Security Roles			✓	✓
Social Engineering Indicators (SEI)			✓	✓
USB Drive Test			✓	✓
Training Access Level III				✓
Callback Phishing				✓
AI-Driven Phishing				✓
AI-Recommended Optional Learning				✓
PasswordIQ				✓
AIDA (Optional add-on)				✓
SecurityCoach™ (Optional add-on)			✓	✓
Compliance Plus (Optional add-on)	✓	✓	✓	✓
KnowBe4 Student Edition (Optional add-on)	✓	✓	✓	✓
PhishER™ Plus (Stand-alone product or optional add-on)	✓	✓	✓	✓

KnowBe4 Security Awareness Training

Monthly price

Most Popular

25-50	\$1.80	\$2.18	\$2.55	\$3.05
51-100	\$1.60	\$1.93	\$2.25	\$2.75
101-500	\$1.30	\$1.55	\$1.80	\$2.30
501-1000	\$1.20	\$1.43	\$1.65	\$2.15
1001-2000	\$1.10	\$1.30	\$1.50	\$2.00
2001-3000	\$1.00	\$1.18	\$1.35	\$1.85
3001-5000	\$0.90	\$1.05	\$1.20	\$1.70
5001+	Get a quote	Get a quote	Get a quote	Get a quote

KnowBe4 Product Add-On Options:

MSRP USD Monthly Pricing Per Seat 3 Year Term	AIDA	SecurityCoach	Compliance Plus	KnowBe4 Student Edition	PhishER Plus
25-50	\$1.14	-	-	-	-
51-100	\$1.03	-	-	-	-
101-500	\$0.93	\$1.20	\$0.93	\$0.17	\$1.50
501-1000	\$0.82	\$1.10	\$0.82	\$0.17	\$1.15
1001-2000	\$0.74	\$1.00	\$0.71	\$0.17	\$1.00
2001-3000	\$0.67	\$0.90	\$0.62	\$0.17	\$0.85
3001-5000	\$0.60	\$0.75	\$0.54	\$0.17	\$0.75
5001+	Get a quote	Get a quote	Get a quote	Get a quote	Get a quote

Want to learn more? Let us show you how easy it is.

Request More Info ➤

Products

- Security Awareness Training
- Cloud Email Security
- PhishER Plus
- SecurityCoach
- Compliance Plus
- AI Defense Agents

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Sales@KnowBe4.com

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Support@KnowBe4.com

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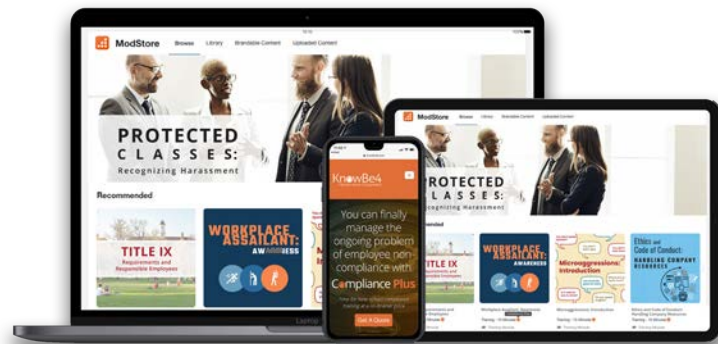




Finally, you can deliver employee compliance training that is engaging, relevant and makes learning fun!

Compliance Plus is new-school compliance training at a no-brainer price

Compliance Plus training is interactive, relevant and engaging with real-life simulated scenarios to help teach your users how to identify challenging situations and the best way to respond. Created in collaboration with internal and external regional legal experts to provide your organization with accurate, up-to-date content on compliance topics that require training that sticks.



Compliance Plus gives you:

- A whole new library with 600+ items of fresh compliance content updated regularly
- Coverage of legislative and data privacy requirements, such as HIPAA, PCI, GDPR and many others
- New-school, high-quality, brandable modules with the ability to include your organization's policies and procedures
- Short, interactive modules to keep learners focused
- The ability to upload your organization's custom SCORM-compliant training and video content to the KnowBe4 LMS
- Supplemental learning materials such as newsletters, documents and posters are all included
- Completely automated compliance training campaigns with world-class support and extensive reporting

Is your compliance training putting your organization at risk?

In the past, we know that delivering effective compliance training has been a struggle for Risk, Compliance, and HR executives. Boring training is easily forgotten, unrelatable, and rarely completed. Without sufficient training, employees may not understand inherent risks or violations of the law. As such, an inadequately trained workforce can quickly become a major liability. Once your employees learn how to identify these scenarios, they are more likely to report incidents of harassment, discrimination or unsafe workplace behavior. Compliance Plus goes beyond simply checking the box, it's also a catalyst for behavior change and minimizing risk.

Compliance Plus is "new-school" training that is fresh and educational with live-action video scenarios and interactive materials to help your users recognize and identify situations and issues that threaten the compliance landscape in your workplace. Our team consults with legal experts to provide the most current, and relevant compliance topics while maintaining our high standards for quality, learner retention and engagement.

Up until now, compliance training has had a reputation for being time-consuming to build, expensive to buy, and difficult to deliver. Compliance Plus makes it easy to provide concise, relevant, memorable training at a no-brainer price.

Time for new-school compliance training: Meet Compliance Plus

Compliance Plus Training Topics Include:

Business Ethics

Our business ethics training content allows you to build a solid ethical framework and foundation with topics such as anti-bribery and corruption, anti-money laundering, conflict of interest, gifts and hospitality, code of conduct, and other ethical principles to empower employees to do the right thing.

Employment Law

Our employment law training covers regional laws that govern the workplace, including topics like discrimination, harassment, wage and hour laws, and reasonable accommodations for those with a disability.

Data Privacy & Data Protection

Our data privacy and data protection training content lays out the importance of the inherent risk of mishandling personal data, and the potential consequences of non-compliance with data privacy and protection regulations, such as HIPAA, GDPR, POPIA, PCI, and more.

Discrimination and Harassment

Our anti-discrimination training content teaches your users what discrimination looks like, how to avoid and stop it, and what steps managers should take to ensure a respectful and encouraging workplace for all. Our harassment training covers sexual harassment and other topics like unconscious bias, microaggressions, protected characteristics, and more.

Environmental Social and Governance (ESG)

Our ESG content training provides guidance on sustainability, human trafficking prevention, whistleblowing, and other internal controls to mitigate risk.

Workplace Safety

Creating a safe workspace begins with training employees on how to identify potential hazards and what to do to address them. From preparing for a workplace assailant to preventing workplace injuries, our training offers best practices to maintain a safe and productive work environment.

Diversity, Equity & Inclusion

Our diversity, equity and inclusion content meets learners exactly where they are in their DEI journey. Our training on topics such as inclusive language and cultural competence serves as a catalyst for behavior change by providing information that is informative, relatable and thought-provoking.

Professional Development

Employees are better served when they feel their organization is invested in giving them the opportunity to learn and apply new knowledge and skills. To that end, our professional development training offers varied opportunities to provide courses on corporate process improvements, efficiencies and other related topics.

The End of Expensive, Time-Consuming Compliance Training is Here

When you combine the power of the KnowBe4 platform with Compliance Plus, your organization can set up a fully automated compliance training program in a matter of minutes for a no-brainer price!

Compliance Plus can help you better equip your users with the knowledge and awareness to comply with laws and regulations, protect themselves and the organization from unethical and unsafe work environments, and safeguard your organization's reputation.

The Compliance Plus library is available as an add-on across any existing KnowBe4 Subscription Level.

For more information, visit: www.KnowBe4.com/compliance-plus



Thank you for choosing CDW. We have received your quote.

QUOTE CONFIRMATION

JASON SIMON,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

This quote is subject to CDW's Third Party Cloud Services Order Form Terms and Conditions set forth at <https://www.cdwg.com/content/cdwg/en/terms-conditions/third-party-cloud-services-order-form-terms-and-conditions-.html>

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PFQS269	12/6/2024	PFQS269	1761896	\$8,016.05

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
KnowBe4 Security Awareness Training Silver - subscription license (1 year) Mfg. Part#: KMSATS-N-C12 Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	185	6580671	\$18.44	\$3,411.40
KnowBe4 PhishER - subscription license (1 year) - 1 seat Mfg. Part#: PHISHER-N-D12 Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	185	6427715	\$11.98	\$2,216.30
KnowBe4 Compliance Plus - subscription license (1 year) - 1 seat Mfg. Part#: CMP-N-C12 Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	185	6597037	\$12.91	\$2,388.35

These services are considered Third Party Services, and this purchase is subject to CDW's [Third Party Cloud Services Terms and Conditions](#), unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

SUBTOTAL	\$8,016.05
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$8,016.05

PURCHASER BILLING INFO	DELIVER TO
Billing Address: FORT SCOTT COMMUNITY COLLEGE ACCOUNTS PAYABL 2108 HORTON ST FORT SCOTT, KS 66701-3141 Phone: (620) 223-2700 Payment Terms: VISA	Shipping Address: FORT SCOTT COMMUNITY COLLEGE JASON SIMON 2108 HORTON ST FORT SCOTT, KS 66701-3141 Phone: (620) 223-2700 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Amanda Polach | (877) 549-3361 | amanda.polach@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$8,016.05	\$232.55/Month	\$8,016.05	\$265.17/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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Logisoft

600 Fishers Station Dr Ste 137
Victor, NY 14564
+18885644763
www.logisoft.com



QUOTE

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

SHIP TO
Fort Scott Community College
2108 South Horton Street
Fort Scott, KS 66701

QUOTE 123393
DATE 12/09/2024

ACCOUNT MANAGER
Aliya Mellars

PRODUCT NUMBER	DESCRIPTION	QTY	UNIT PRICE	EXT. PRICE
Sales	KnowBe4 Security Awareness Training Subscription Diamond - 3 Year	185	54.20	10,027.00
Sales	KnowBe4 PhishER Plus Subscription - 3 Year	185	35.35	6,539.75
Sales	KnowBe4 Compliance Plus Subscription - 3 Year (Must have current KMSAT Subscription to use product)	185	21.80	4,033.00
Sales	KnowBe4 SecurityCoach Subscription - 3 Year (Must have current KMSATP or KMSATD Subscription to use product)	185	28.30	5,235.50

Quote Contains Special Pricing that expires 12/20

SUBTOTAL 25,835.25

Special Terms:

TAX 0.00

1/3 Due Net 30

1/3 Due Net 12 Months

1/3 Due Net 24 Months

TOTAL **\$25,835.25**

Please find your requested Quote attached for your review..

To place an order, please fax or eMail your PO to:
ORDERS@LOGISOFT.COM or Fax 877-213-7671

Feel free to contact us if you have any questions.
We look forward to working with you.

Thanks for your business!

Accepted By

We appreciate your business and look forward to helping you again soon.

Accepted Date

We appreciate your business and look forward to helping you again soon.

Huntress Managed Security Awareness Training

Expert-backed security awareness training, built for the SMB.



Empower your employees to identify and report cyber threats with engaging, story-driven lessons that are fully managed by Huntress. Admins love it. Learners love it. Hackers hate it.

Admins love it because management couldn't be easier. Deployment typically takes just minutes and there's little to no ongoing management required. It integrates with your stack, provides robust automated reporting, and includes a custom content creator tool that acts as a lightweight LMS.

Learners love it because lessons are fun and memorable. An award-winning animation team creates episodes with relatable characters like DeeDee, a child hacker prodigy. The characters' schemes, like employing social engineering to steal tickets for a sold-out concert, teach learners how to defend themselves against cyber attacks. Users learn in short bursts, not boring annual lectures.

Hackers hate it because it actually works. Huntress Managed SAT is built and backed by the same cybersecurity experts that manage the endpoints and identities for over 100k organizations. These experts create new episodes and phishing simulations based on their observations in the field to empower your learners to defend against today's threats.

“ I get feedback monthly from our employees that ‘this is so great,’ and ‘we want to see what happens with DeeDee next’. It’s definitely engaging.”

Jared Couillard
CISSP Senior Director, IT & Security Officer - Cohere

In just minutes, you can roll out a fully managed security awareness training program that improves your security posture while freeing your admins of complex management.



Simulated Phishing

Keep learners vigilant with phishing simulations based on real-world threats. Run your own campaigns or have Huntress do it for you, choosing relevant scenarios and deploying them to your users. With API Message Insertion, you can get past your email filters to improve deliverability to learners' inboxes.



Powerful Reporting & Notifications

Gain insight into everything from learner progress, phishing simulation compromise rates, Phishing Defense Coaching feedback, the impact of your Phishing Training over time, and more through pre-canned in-portal reports, automated monthly reports, or custom scheduled reports. Alert managers about direct reports with incomplete assignments and see completion status in real time.



Fully Managed

Unlike other security awareness training programs, no security expertise is required with Managed SAT. Let Huntress' security experts take over the creation, curation, and even scheduling of learning programs and phishing scenarios for you. Your learners are empowered to defend against modern-day threats, and you don't have to lift a finger.



Onboard in Minutes

Managed SAT was built with the Admin in mind. Enjoy the SMB-first features you expect from Huntress: onboard learners in minutes, only pay for active learners with User Directory Integrations, feature your company's branding in notifications and reports, and manage in a single portal with optimized multi-tenancy.



Custom Content Creator Tool

Managed SAT includes a lightweight but powerful learning management system (LMS). Build your own training by uploading videos, creating quiz questions, and sharing hyperlinks.



Memorable Lessons

Managed SAT leverages a unique combination of cybersecurity expertise, award-winning animators, and the science of learning to create story-based episodes, quizzes, and knowledge tests to help learners better remember and internalize lessons.



Compliance

With HIPAA, PCI, SOC 2, and GDPR episodes included in all subscriptions, Huntress helps you keep your clients in compliance with common regulations. Managed SAT also integrates with popular compliance automation platforms such as Drata, Vanta, TruStero, and more.



Phishing Defense Coaching

Transform learners' post-compromise experience into a learning opportunity based on the specific phishing scenario they interacted with. A Huntress Threat Researcher will guide learners through the phishing email they clicked on, pointing out specific areas to pay attention to. Once completed, learners can self-report on their readiness to prevent future phishing attempts.



Leaderboards (Beta)

Add extra motivation for your learners to complete their assignments, score well on the quizzes, and stay vigilant for phishing attacks by introducing some friendly competition to your SAT program with leaderboards. Learners can earn and lose points based on SAT best practices and see how they stack up to their peers.

See Huntress Managed SAT in action.
Start your [free trial](#) today.



[Read our reviews.](#)



Quote #: Q-53965-1
Date: 12/6/2024, 9:29 AM
Expires On: 1/5/2025

Huntress Labs Incorporated | 6996 Columbia Gateway Dr., Suite 101,
 Columbia, MD 21046 | www.huntress.com

Bill To
 Fort Scott Community College
 ,
 United States

Ship To
 Jason Simon
 Fort Scott Community College
 ,
 United States
 6202232700
 jasons@fortscott.edu

Huntress Representative:	Name: Megan McKenna	Email: megan.mckenna@huntresslabs.com
Customer Representative:	Name: Jason Simon	Email: jasons@fortscott.edu
Order Notes:		

Quote

PRODUCT	PRODUCT DESCRIPTION	MINIMUM UNITS	UNIT PRICE	TERM MONTHS	START DATE	SUB TOTAL
SAT	Security Awareness Training	185	USD 1.75	12	12/31/2024	USD 3,885.00
TOTAL:						USD 3,885.00

Terms of Service:
Please note that specific terms applicable to this quote will be provided in the final version. For our general Terms of Service, please visit Huntress Terms

Purchase Orders:
If issuing a Purchase Order please submit to: po@huntresslabs.com
with a copy to the Huntress Representative email above.

J. RESOLUTION 2024 - 83: APPROVAL OF HOT WATER TANK REPLACEMENT EXPENSES

BACKGROUND: The water heaters in Greyhound Hall became inoperable at the end of November. This outage impacted access to hot water for students in Greyhound Hall. Given the urgent nature of the situation, resources were requested to fix the outage as quickly as possible without soliciting quotes. A provision for emergency expenses has been added to the purchasing policy for consideration.

CDL was able to install new heaters in minimal time to give students access to hot water again. Following is an invoice for the services and equipment provided to remedy the situation.

RECOMMENDATION: It is recommended the Board approve the hot water tank replacement expenses.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

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



Invoice Number: W22691
 Invoice Date: Nov 30/24
 Terms: PAYMENT DUE UPON RECEIPT
 PO Number:
 CDL W/O Number: 199678
 W/O Type: PLUMB SERV
 Customer Phone #: 620-223-2700

Please Remit Payment To:
 CDL Electric
 PO Box 782735
 Wichita, Kansas 67278

Customer:
 FT SCOTT COMMUNITY COLLEGE
 2108 S HORTON,
 FT SCOTT, KS, 66701

Job Location:
 FT SCOTT COMMUNITY COLLEGE
 2108 S HORTON
 FT SCOTT, KS 66701

Starting Date	Completion Date	Technician Name
Dec 2/24	Dec 2/24	PLUMBING OPEN CALLS
Equipment	Equipment Model Number	Equipment Serial Number

Description

REQUESTED BY: BRIAN
 REPLACED 2() 100 GALLON HOT WATER TANKS. WORKING CORRECTLY
 AND NO LEAKS NOTED.

Materials	Qty	Price	Total
100 GALLON NG WATER HEATER	2.00	15,113.22	30,226.44
3 PL/CI X PL/CI FERNCO COUPLING	2.00	14.06	28.12
1-1/2 PEX RING	4.00	3.22	12.88
1-1/2" ProPEX EP Coupling	2.00	32.24	64.48

Labor	Qty	Price	Total
11/22/24-KOREY	7.00	90.00	630.00
11/22/24-ANTHONY	5.00	85.00	425.00
11/22/24-MICHAEL	7.00	85.00	595.00
11/27/24-ANTHONY	8.00	90.00	720.00
11/27/24-KOREY	7.00	85.00	595.00
11/27/24-MICHAEL	7.00	85.00	595.00

Equipment	Qty	Price	Total

Travel	Qty	Price	Total

Other / Misc	Qty	Price	Total

Subtotal	33,891.92
Sales Tax	
Total Invoice	33,891.92

You can now pay your bill online: cdlelectric.com/bill-pay Questions? Call us! Phone: 1-800-392-4942
 Failure to pay could result in collection proceedings and the customer will be responsible for interest, court costs and attorney fees. Interest is calculated at 1.5% per month on unpaid balances.



A CARNEGIE COMPANY

Proposal - Annual Plan 2024-25

Fort Scott Community College

2108 South Horton

Fort Scott, KS, USA

Date: 12/12/24

2024-01 Awareness & Lead Gen

Description	Term (Months)	Start Date	End Date	Monthly Amount	Item Total	Est. Impressions	Notes
<p>PPC Bidding on Google Ads Search inventory targeting users searching on Google for any program or service offered by the College in the College's service area. Campaign will be built, managed and optimized by CLARUS. Ad content and list of keywords will be recommended by CLARUS. Ad groups include: Brand, Associates, College in HS, Technical School, Job Seekers.</p>	5.5	01/15/25	06/30/25	\$2,000.00	\$11,000.00	0	
<p>Site Retargeting - Display Tactical Ads Capture device IDs of individuals in the College's service area visiting the College's website to retarget and serve ads utilizing display banner creative. Pixel placement required.</p>	5.5	01/15/25	06/30/25	\$720.00	\$3,960.00	396,794	
<p>ZTV Video ads use zip code targeting and Automatic Content Recognition (ACR) data to deliver ads to users via connected TV devices within the college's service area. Target audience: Ages 18-44 in the service area.</p>	5.5	01/15/25	06/30/25	\$2,013.00	\$11,071.50	297,541	
Est. Impressions						694,335	
Total							\$26,031.50

2024-02 High School

Description	Term (Months)	Start Date	End Date	Monthly Amount	Item Total	Est. Impressions	Notes
<p>Display</p> <p>T1: Geofencing Addresses - Class of 2025 - Display Tactic Ads Target addresses from the purchased list of high school seniors to capture IDs and serve ads using display banner creative. Estimated list size: 692. The client will receive a copy of the purchased list.</p> <p>T2: Geofencing Locations - High Schools - Display Tactic Ads Target high schools in the service area to capture device IDs and serve ads using display banner creative. The list of locations will be recommended by CLARUS in consultation with the client.</p> <p><i>Geo-target: Fort Scott CC Service Area Zips 12-2024</i></p>	3	02/01/25	04/30/25	\$501.28	\$1,503.84	150,685	
<p>Video</p> <p>Deliver programmatic video ads using geofencing, search, or site retargeting tactics to reach individuals based on targeted behavioral and demographic characteristics that match the target audience in the college's service area.</p> <p>T1: Geofencing Addresses - Class of 2025 - Video Tactic Ads</p> <p>T2: Geofencing Locations - High Schools - Video Tactic Ads</p>	3	02/01/25	04/30/25	\$206.86	\$620.58	15,699	
<p>List Purchase</p> <p>Purchase of a list of high school seniors in Linn, Bourbon, Miami, and Crawford counties for use in campaign for addressable geofencing; Estimated list size: 692.</p>	1			\$0.00	\$975.00	0	
<p>Snapchat</p> <p>Deliver image or video mobile ads between Snapchat stories to reach individuals using targeted behavioral and demographic characteristics that match the target audience in the college's service area.</p> <p>Target audience: Ages 16-18.</p> <p><i>Geo-target: Fort Scott CC Service Area Zips 12-2024</i></p>	3	02/01/25	04/30/25	\$500.01	\$1,500.03	83,335	
Est. Impressions						249,719	
Total							\$4,599.45

2024-03 Adult Learners

Description	Term (Months)	Start Date	End Date	Monthly Amount	Item Total	Est. Impressions	Notes
<p>Display</p> <p>T1: Audience Builder - Adults - Display Tactic Ads Target individual homes in the college's service area with individuals aged 25-44, having a high school diploma or some college education, and a household income under \$55k. Serve ads using display banner creative. Curated under 'Fort Scott - FY 25 - Adult Learners.' Estimated size: 3,836.</p> <p>T2: Contextual Targeting - Adult Education - Display Tactic Ads Target individuals based on the content of webpages they view and serve ads using display banner creative. List categories include: Adult Education.</p> <p>T3: Keywords - Continuing Education - Display Tactic Ads Capture device IDs of individuals in the college's service area searching online for terms related to the campaign and serve ads using display banner creative. Keywords to be recommended by CLARUS. List categories include: Education/ Continuing Education; Education/ Higher Education/Technical School. <i>Geo-target: Fort Scott CC Service Area Zips 12-2024</i></p>	2	02/01/25	03/31/25	\$2,335.28	\$4,670.56	467,992	<p>Flight Dates: <i>Summer/Fall Push:</i> 02/01/2025 to 03/31/2025</p>
<p>Video</p> <p>Deliver programmatic video ads using geofencing, search, or site retargeting tactics to reach individuals based on targeted behavioral and demographic characteristics that match the target audience in the college's service area.</p> <p>T1: Audience Builder - Adults - Video Tactic Ads T2: Contextual Targeting - Adult Education - Video Tactic Ads T3: Keywords - Continuing Education - Video Tactic Ads</p>	2	02/01/25	03/31/25	\$924.99	\$1,849.98	46,799	<p>Flight Dates: <i>Summer/Fall Push:</i> 02/01/2025 to 03/31/2025</p>
<p>Meta</p> <p>Deliver image or video ads to individuals using targeted behavioral and demographic characteristics that match the target audience in the college's service area on both Facebook and Instagram platforms.</p> <p>Target audience: Ages 25-44, with a high school diploma or some college education. <i>Geo-target: Fort Scott CC Service Area Zips 12-2024</i></p>	2	02/01/25	03/31/25	\$500.01	\$1,000.02	55,557	<p>Flight Dates: <i>Summer/Fall Push:</i> 02/01/2025 to 03/31/2025</p>
Est. Impressions						570,348	
Total							\$7,520.56

2024-04 Funnel

Description	Term (Months)	Start Date	End Date	Monthly Amount	Item Total	Est. Impressions	Notes
Display T1: Geofencing Addresses - Funnel List - Display Tactic Ads Targeting addresses from the College's funnel list to capture IDs and serve ads using display banner creative. Estimated list size: 400. <i>Geo-target: Fort Scott CC Service Area Zips 12-2024</i>	2	04/01/25	05/31/25	\$243.51	\$487.02	48,800	
Est. Impressions						48,800	
Total							\$487.02

2024-05 Ad Production

Description	Term (Months)	Start Date	End Date	Item Total	Notes
Display Ad Production Utilizing existing brand guidelines, taglines, images, and logos to produce static display ads in all 7 recommended sizes (160x600, 300x250, 320x50, 728x90, 300x50, 320x50, 300x600) (2 rounds of edits)	1			\$3,000.00	10 banner ad sets
Meta Ad Production 2 overlay images to be used on social platforms in recommended sizes (Meta's standard sizes).	1			\$140.00	2 overlay images
Snapchat Ad Production 1 animated 10-to15-second vertical video to run on Snapchat in recommended sizes (9:16 ratio).	1			\$700.00	10-15 second vertical video ad
Video Editing 15-30 second ad editing 20-40 clips provided by client*, utilizing licensed music from CD library; Custom script included with professional narration; 1 round of edits each for script and video. The included music and voiceover license is limited to a \$25,000 or less ad spend for web only (social media and websites).	1			\$3,500.00	
Total					\$7,340.00

Grand Total

Est. Impressions	1,563,202
Total	\$45,978.53

No timelines or deadlines can be offered until a contract is signed.

Approved travel and material expenses (printing, supplies, transportation, etc.) are billed in addition to fee.

All proposal scope and price expire after 90 days. Additional terms and conditions will be provided in final contract.

Fort Scott Community College

PROPOSAL

Digital Marketing Annual Plan



Digital Media Strategy Plan

VIEW ANNUAL PLAN

GOAL: A cross-channel digital media plan that aligns with Fort Scott Community College's recruitment and marketing objectives—including increasing enrollment across academic programs with elevated brand visibility and recognition of the College.

AUDIENCES: Prospective students including:

- High School
- Adults: Traditional (18-24 / High School, Some College) and Non-Traditional (25-34 / High School, Some College)
- Funnel (Lists provided by the college/Prospects, StopOuts)

STRATEGY: We've outlined two integrated digital recommendation tiers, inclusive of **paid search**, **geofencing strategies**, and **Connected TV (ZTV)**. This annual plan is mindful of budget and utilizes foundational strategies that insert Fort Scott at critical moments during students' online search process to drive awareness, inquiries, and application activity. This plan includes estimated time frames that will be confirmed when solidifying the media plan.

STRATEGY HIGHLIGHTS:

- + Deploying a fully digital media plan to allow for hyper targeting to specific demographics, segmenting creative to these audiences, and to provide real-time reporting and ROI of marketing spend.
- + Utilizing geofencing strategies to reach prospects and StopOuts while they are at home and encourage enrollment.
- + Leveraging PPC to generate inquiries from mid-funnel users who are actively searching your brand and program keywords.

Awareness and Lead Generation

- **Pay-Per-Click (PPC):** Targeting users searching for programs or services related to the college via Google Ads. This includes keywords and ad groups recommended by CLARUS, aiming for users within the college's service area.
- **Site Retargeting:** Ads will target users who previously visited the college's website, using display banner creative to capture their device IDs.
- **Connected TV (ZTV):** Video ads will be delivered through connected TV devices targeting individuals aged 18-44 within specific counties in Kansas.

Recruitment Initiatives

- **High School Recruitment:** Involves geofencing tactics for addresses and high schools, targeting high school seniors with display and video ads. Snapchat ads will also be used to reach individuals aged 16-18.
- **Adult Learners Recruitment:** Digital ads will target adults aged 25-44 with some college education or a high school diploma, using display ads across multiple channels, including Facebook and Instagram. Contextual targeting based on web content and keywords will also be implemented.

Funnel Campaigns

- **Stopouts and Applicants:** Geofencing tactics will be used to reach individuals who had previously enrolled but did not complete their education (Stopouts) and those who applied but did not enroll. Ads will be delivered using targeted display banner creative.

Key Dates: Campaign phases include a Spring Push (November 5, 2024, to January 5, 2025) and a Summer/Fall Push (February 1, 2025, to March 31, 2025).



Investment + Timeline

Proposed Annual Plan Timeline



CLARUS | Fort Scott Community College

2024-25 Annual Plan

Audience	November	December	January	February	March	April	May	June
High School: 16-18				High School - Summer/Fall 2025 - Display, Video, Snapchat \$3,600				
Adult Learner: 25-44, high school/ some college	Adults - Spring 2025 - Display, Video, Meta \$4,750			Adults - Spring 2025 - Display, Video, Meta \$4,750				
Retention & Enrollment Funnel (Applicants, StopOuts; lists provided by College)						Retention & Enrollment Funnel - Summer 2025 - Display \$1,000		
All Audiences: Awareness & Lead Generation	Awareness & Lead Generation - Site Retargeting, PPC, ZTV \$36,000							

Campaign CTA Key	Budget Total
High School Recruitment	\$3,600.00
Adult Learner Recruitment	\$9,500.00
Retention & Enrollment Funnel	\$1,000.00
Awareness & Lead Gen	\$35,900.00
Total	\$50,000.00

Geofencing Addresses

We match your mailing list of prospects, applicants, current students and/or StopOuts to their home IP addresses to deliver specific ads to anyone in that residence. Geofencing enables you to reach all electronic devices of stakeholders throughout the home and is ideal to increase brand awareness, promote campus events, and registration deadlines.

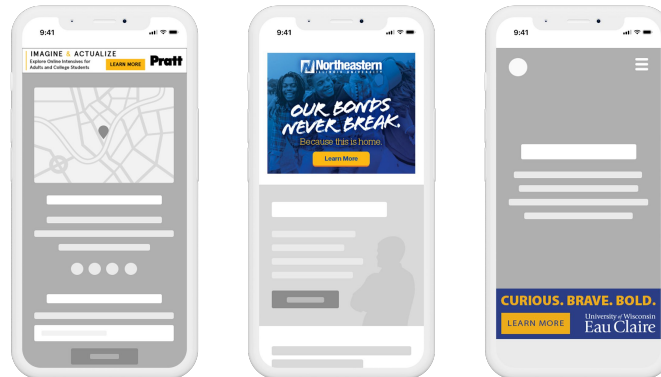


Online Display (Retargeting)

Create and capture your web visitors' attention when they're online. Display advertising can provide incredible brand awareness and exposure for your institution. Through an unmatched selection of advanced targeting strategies, we create compelling ads that will reach your audience on millions of websites and hundreds of thousands of apps. Our Display campaign metrics are the best in the industry.

Retargeting

Once you've gotten your audience's attention, it's critical to keep it and deliver relevant, customized content through Retargeting. We won't just take a broad-brush approach. Your audience expects a personalized experience based on areas of interest and levels of intent, so our campaigns are segmented to resonate and drive action and conversion.



Connected TV



- Consumers are cord cuttings in favor of Smart TVs, Streaming, and Set Top Boxes (Apple TV, Play Stations).
- Video Ads are more engaging and this tactic allows for more advanced targeting.
- Target based on behavioral and demographic characteristics matching your target audience.
- ZTV is competitively priced with linear TV and offers zip code targeting with the ability to layer age, gender, and household income demographics.

Paid Search (PPC)

Appearing in prime search engine real estate is key for success in the modern digital landscape—but competition is fierce. A paid search campaign lets you target potential students who are actively conducting education-related searches online using keywords relevant to your institution and its programs. We are experts in constructing, running, and optimizing PPC campaigns to maximize top results on search engines like Google, Yahoo, and Bing to drive leads and conversions.

Through PPC, we will make sure you are present in all the digital moments that matter, from the “I’m looking for more information” moment to the “I’m ready to decide” moment and everything in between.

The image shows a screenshot of a sponsored search result. On the left, there are three labels with arrows pointing to the corresponding parts of the search result: 'Display URL' points to the URL, 'Headlines' points to the main title, and 'Descriptions' points to the main text and navigation links. The search result itself is enclosed in a light gray box and contains the following text:

Sponsored
College Name
Display URL → [https://www.example.edu > adults > finish-degree](https://www.example.edu/adults/finish-degree) ⋮
Headlines → **Finish Your Degree Online | Transfer up to 50 Credits**
Descriptions → **Our Degrees & Certificates Are Flexible - Evening, Weekend, Hybrid, & Online Options. Over 10 Majors, 8 Grad Programs, and 20 Certificates to Advance Your Career.** Scholarships Available.
Degree programs: Accounting, Business, Information Technology, Management, Psychology...
[Admissions FAQs](#) · [Financial Aid](#) · [Degrees & Certificates](#) · [Apply Today](#)



Our Approach

Value Adds

Our value goes beyond high-level strategy and marketing execution and is catered to your needs:

- + Overall campaign strategy
- + Ad placement
- + Daily campaign monitoring
- + Regular campaign **optimizations**
- + Development of a **real-time campaign dashboard** to monitor campaign KPIs
- + Calls with your CLARUS team to review performance
- + **Strategic insights** and recommendations based on performance
- + Creative and landing page **A/B testing**
- + Access to higher education-specific **audience insights reports** from Google and LinkedIn
- + Access to **proprietary** Higher Education digital media **benchmarks**

Project Approach

We begin every project by meeting with your stakeholders, gathering any relevant research conducted, and analyzing strategic plans that are already in place. A thorough understanding of your big-picture needs and how they align with the current enrollment goals is necessary to create the most effective marketing plan. A dedicated team is assembled to handle not only the kick-off and implementation, but also the ongoing optimizations to ensure the best results possible.

Your Team

We have assembled a talented team of project managers, digital strategists, and vertical marketing experts who will remain constant throughout your campaign. Additionally, you will be assigned a dedicated Account Manager; all day-to-day communications funnel through this contact to provide you with a clear and consistent communication channel to your CLARUS team.

Working Together

Prior to launching any campaign flight, we discuss goals, needs, and strategy for the upcoming campaign, as well as messaging and creative. After that discussion, the actual proposal outlining all the specifics of the campaign (purpose, target audience, time frame, messaging, platforms, impressions, creative/assets, and budget) is sent to you for your review and approval. Once all assets are in hand, the campaign is built and ready to launch within a few business days. We hold bi-monthly check-ins to evaluate performance, provide insights and context on KPIs, and modify as needed any campaigns that are running or planned.

Measuring Results & Campaign Dashboards

Starting from project kickoff and throughout our partnership, our team will work with you to translate campaign objectives into the right metrics and goals. These will become the focal point for campaign performance measurement, reporting, and analysis. KPIs are constantly monitored to prove strategy and tactic effectiveness and make campaign optimizations. We assist the College in developing UTM tags, placing conversion pixels, and all other methods to assist in measuring the success of the campaigns. The data collected is then used in our live reporting dashboards built on leading data visualization platforms. These live dashboards are available 24/7 making campaign results and ROI fully accessible at any time. In addition to the dashboards, our strategists will provide analysis, insights, and next steps based on campaign performance.

Real-Time Reporting at Your Fingertips

Our live dashboard reports provide a highly visual presentation of the metrics that matter in your campaigns.

AWARENESS METRICS

Total impressions, average impressions per day, and cost per impression give you a sense of reach.

INQUIRY METRICS

Total actions and cost-per-action (CPA) numbers show you how many people decided to engage.

KEY PERFORMANCE INDICATORS

Presented by device, these metrics show how effective your campaigns are based on different technology tools that your audiences are using.



CUSTOMIZABLE DATE RANGES

You can view the performance of your campaigns for any periods of time that campaigns are running.

CLICK METRICS

We provide full visibility into the number of clicks, click-through rates (CTR) and cost per clicks (CPC).

BOTTOM-LINE RETURN ON INVESTMENT

Our reports show you your ultimate ROI for each campaign.

Enrollment Matching

See a Return on Your Investment

Every campaign you run with an addressable geofence list is an opportunity to measure ROI. We provide you with:

- **Enrollee Data:** A clear breakdown of students who were on your geofenced list and received your ad.
- **Calculated ROI:** We determine your return on investment for the campaign.
- **Revenue Analysis:** We calculate total revenue generated based on enrollment numbers and credit hour costs.

Gain Valuable Insights

These detailed insights empower you to make informed decisions and optimize future campaigns.

The Formula for Success:





About CLARUS

CLARUS
A CARNEGIE COMPANY

CLARUS at a Glance

For 35 years, CLARUS has been a leader and innovator in community college marketing and enrollment strategy. We offer groundbreaking services in the areas of research, enrollment strategy, and software solutions. In 2015, CLARUS opened its Digital Marketing Division to assist community colleges in an audience-based approach to increasing enrollments.

Unique Institutions, Unique Solutions

CLARUS was the first firm to focus exclusively on the community college market. We have a deep understanding of the challenges that community colleges face in today's complex market landscape, and we recognize that although these challenges may be universal, the solutions for each institution must be tailored to the characteristics of their individual service areas.

Providing ROI

In every campaign we run, we assess ROI not through typical metrics but also by tracking total applications generated and enrollment numbers resulting from our initiatives. This data is accessible via a live reporting dashboard for total transparency and accountability regarding the funds invested in enrollment efforts.

Data-Driven Recommendations

We embody a personalized, focused, and tailored approach to address the distinct enrollment needs and challenges of each client. Our experienced team of former community college marketers thoroughly assesses your strategic, enrollment management, and marketing plans, along with other pertinent data, to ensure our recommendations and strategies are in sync with your priorities.

1988

The year our company was founded

150+

The combined years of work experience in community colleges across our staff

45

The number of states represented by our partner institutions

12

The number of higher education organizations we partner with annually, including NCMPR, CCPRO, NSCEC, NACTC, ACCT, TACCM, and EdAmerica

250,000+

The number of student interviews conducted for custom research

571

The number of community colleges we have served

2.25B

The number of digital ads delivered for our clients

4.42M

The number of student visits generated to our community colleges

15

The number of major conferences we present at annually

A CLARUS Difference

Founded in 1988, CLARUS has pioneered the focus on community college marketing. With a portfolio of over 25,000 digital campaigns, CLARUS stands as the premier digital marketing expert for community colleges today, helping our clients leverage digital marketing strategies to achieve their application, enrollment, and retention goals. Here's what sets us apart!

DATA-DRIVEN APPROACH

We leverage enrollment insights, audience data, campaign metrics, and website analytics to inform all our digital marketing strategies for our clients. We use this data to identify trends, target audiences, and measure the success of campaigns.

CUSTOMIZED SOLUTIONS

Although every community college may have similar challenges, the campaigns and messaging for those colleges should be very different, tailored to their specific landscapes. We focus on understanding your unique market audience and creating digital marketing solutions – including personalized messaging, targeted advertising, and unique campaign strategies – to meet your specific needs and goals.

INDUSTRY EXPERTISE

Over the last 30 years, we've worked with more than half of the community colleges in the country to identify marketing and enrollment opportunities.

AUDIENCE-CENTRIC PLANNING

Unlike traditional ad agencies that purchase platform space and then search for an audience, we develop plans by first identifying target audiences and then selecting the platforms that best reach those groups.

FOCUS ON BOTTOM-LINE ROI

We go beyond the basic metrics of impressions, clicks, and cost-per-click. Our goal is to increase meaningful actions, including visits to campus and interactions on websites. By taking these measurements into account, we can focus on cost-effective strategies that yield measurable results.

INNOVATIVE TECHNOLOGIES

We utilize cutting-edge technologies and tools to enhance our digital marketing efforts. We integrate AI and machine learning to better target segments, create ads, automate elements of campaign management, and analyze performance data ... all to deliver the best ROI for you.

Full Service, In-House Marketing Expertise

We are equipped with dedicated teams to leverage cross-channel tactics to meet your goals.

DISPLAY

Display Outreach
Retargeting
Mobile Location Targeting
Geofencing
Event Targeting
Look-Alike Display

GOOGLE

Pay Per Click (PPC)
RLSA
Performance Max
Discovery Campaigns

MEASUREMENT

Real-Time Dashboard Reporting
Advanced Analytics

STREAMING

Pandora
Spotify
YouTube
Hulu
OTT + Connected TV
Podcasts

SOCIAL MEDIA

Facebook
Instagram
LinkedIn
Snapchat
TikTok
Reddit
Twitter
Quora
Outbrain

RESEARCH

Perception Scans
Market Scans
Communication Audits
Predictive Modeling for Enrollment

CREATIVE

Display Banners
Copywriting
Landing Pages
Viewbooks
Photography
Videography
Video Editing

WEBSITE

WebID
Content Optimization
Technical Site Audit
Technical Consulting
Metadata Optimization
Google Business Profile Optimization
Website Redesign Consulting
ADA Compliance Consulting

Expertise & Partnerships

CLARUS has established deep partnerships with industry leaders including Google, Meta, Simpli.fi, Snapchat, and TikTok. Dedicated partners across these major media platforms support our team by sharing the latest trends in technology and digital marketing, troubleshooting and making recommendations for our campaigns, presenting opportunities to beta-test new products and features, delivering insight into local and national trends, and providing exclusive access to platform-specific trainings/webinars.

We participate in many industry associations (like CES and the Digital Summits) to stay abreast of new trends in the digital industry, as well as the community college associations (ACCT, AACC, NCMPR, TACCM, and CCPRO) to continue to understand community college trends and student behavior. We utilize the insight we gain from these connections to make better decisions for our clients.



Association of Community
College Trustees



American Association of
Community Colleges



National Council for Marketing
& Public Relations



Texas Association of
Community College Marketers



California Community Colleges
Public Relations Organization



Each year, Google recognizes the achievements of top-performing digital marketing partners across the globe by awarding Premier Partner status. **Only 3% of Google Partners achieve this honor.**

Our Google partnership benefits you in the form of expertly trained staff, dedicated Google account and technical support, and early access to exciting beta products. Additional benefits include competitive spending analysis reports, quarterly education trends reports, and more.

Four Phases

Our approach to your project will be clear and methodical, with each step building on our previous efforts.

One of our major goals in partnering with you is to take the guesswork out of enrollment and create a seamless partnership.



STEP ONE: IDENTIFY AUDIENCES

Develop student personas to represent your target audiences.

Create audiences based on your historical enrollment data we will match your data to 330 million households in the US defined by offline and online behaviors to find prospective students in your service area with these personas. Through targeted lists, we will reach individuals who match your audience criteria at a household level.



STEP TWO: DEVELOP STRATEGIES

Recommend platforms and tactics that align with your target audience, tailored to the personas identified for your institution, considering demographic, behavioral, and lifestyle characteristics.

Deliver detailed segment characteristics (demographic, behavioral, and psychographic) that allow us to fine-tune our targeting and select the platforms and tactics best suited to reach your audience.

Provide a digital plan to include audience size, messaging, programs to be promoted, campaign duration, budget needs, creative assets, and key platforms for effectively reaching audiences and achieving the necessary impressions.



STEP THREE: DEPLOY PLANS

Provide a detailed checklist outlining all assets needed to ensure a smooth and timely launch of campaigns. Our best-in-class higher education writers and designers will create digital ads on your behalf, across all applicable platforms, with all ads being sent for your review and approval before anything is pushed live.

Build and launch the campaign within one to two business days of receiving all necessary assets.



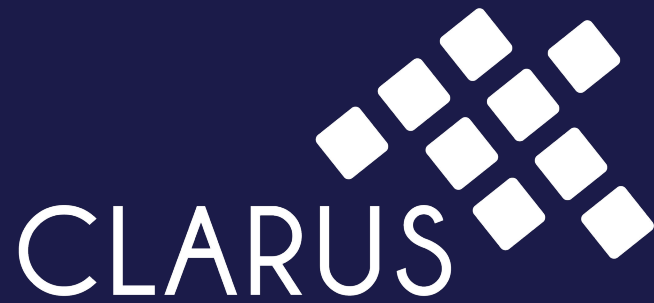
STEP FOUR: MEASURE & OPTIMIZE

Meet bi-monthly to review current campaigns, plan upcoming campaigns, and keep abreast of any changes at the College.

Provide a live dashboard for 24/7 reporting of campaign performance and metrics.

Monitor client campaigns daily, manage creative and addressable list updates, and assist with digital reporting.

Optimize campaigns based on KPIs like impressions, click through rates, conversions and view through conversions to your website and landing pages. If any of these are underperforming, we may suggest changes to boost performance.



A CARNEGIE COMPANY

210 Littleton Road, Suite 100
Westford, MA 01886
978.692.5092
info@carnegiehighered.com
claruscorporation.com

ADMINISTRATIVE UPDATES

ATHLETIC UPDATE

FOUNDATION UPDATE

VP UPDATES

INTERIM PRESIDENT UPDATE

December 2024 Student Services Board Updates

Dean of Students

- Completed the first Behavioral Intervention team meeting. The team decided on the name: THE PACK.



Protecting Assisting Caring Keeping students safe

- Holly Jolly Movie Crawl for the dorm students (Christmas movie celebration)
- Late Night breakfast for students Tuesday, December 10th 8:30 – 9:30 PM
- Fire Drill in all residence halls (Monday, December 9th)
- Created Exceptions committee and started with our first request.
- Started working on Future goals and plans for the Student Services Department.
- Started planning graduation celebration additions (with Courtney Metcalf and Lindsay Hill)

Advising:

What we are currently working on:

- Enrollment for: fall intersession, spring, and summer courses
- 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/monthly trainings
- Behavioral Intervention Committee meetings
- SEM meetings
- Email 402 students that had not enrolled in the Spring semester yet to remind them to enroll, and to also contact someone on campus if they have holds on their account.

Admissions:

December is shaping up to be a month for revisiting and catching up after our busy recruiting season this fall.

We have completed 7 campus tours and have 2 additional campus tours scheduled to be completed by month end. We will have visited 5 more high schools and attended another career fair by time we break for the holiday.

We had 65 "future" HOUNDS on campus from 11 different area high schools for Senior Day in November.

With interests in the following areas: Music, Biology, Cosmo, Theater, Health Sciences, Business, CTEC, Criminal Justice, Undecided, Psychology, Communications, Education, and Nursing. We learned a lot and have received feedback to improve upon for next time.

In the past 30 days admissions has sent 1478 messages to students using TextMagic with a 20.00% reply rate.

We have served 81 students through the Greyhound Pantry in the past 30 days. 76 food items, 36 personal items, 69 cleaning items (laundry pods/dryer sheets) baggies of 5 tide pods and dryer sheets, clothing/bedding 31 items. Student wishes: Bottled Water, rice krispies treats.

Registrar's Office: Board Updates for December

Reports/Rosters/Transcripts/Graduation:

- Processed withdrawal slips
- Sent follow up emails and texts regarding graduation, exit exam, grad fee, and petition to graduate to all fall and fall intersession potential graduates
- Continued work with the NSC to implement the data exchange tool for reverse transfer transcript submission/receipt
- Assisted athletic office with student information for eligibility/audit
- Working on Winter IPEDS
- Working on new/improved graduation rehearsal ideas with student services personnel and the foundation office
- Preparing for end-of-semester close-out, degree posting, final grades, filing, scanning, transcripts, transfer-outs

J1 Updates

- Attending bi-weekly Project Manager Meetings with Jenzabar
- Finished up Translation Tables
- Working through Data Validation after First Pass and extraction of legacy data
- Working on identifying critical reports and steps for data conversion, along with workflows
- Parchment Meeting for Automation and Integration with J1

Training/Other:

- Continued work on creating a webpage with current transfer in/transfer out information
- Academic Affairs Committee Meeting
- Volunteered at Senior Day
- HLC Criterion 2 Meeting
- KBOR Training Webinar for Systemwide General Education Master Course List Revisions

International Student Coordinator Duties/PDSO:

- Sent emails to current students regarding travel, enrollment, transfer, and insurance
- Completed Annual P/DSO Verification
- Worked with other DSO to update website regarding new down payment requirement for 24-25 and certifications/evaluations for transcripts
- Precia is actively working with a few students inquiring about transfer in for the Spring 2025 Semester

12/10/24 TRIO

129 active students. 15 Pending students. Funded to serve 150.

Have held multiple individual TRIO orientations for new students.

11/20/24 – Art of Giving Workshop –

Painted Holiday ornaments. Students made one for themselves, and one for local nursing home residents.

12/5/24 – TRIO Movie Night

TRIO students and mentors watched movie at Fort Cinema

1/21-23/25 – Welcome Back Hot Chocolate and Coffee Bar with Transfer info

1/28/25 – Mentor Crock Pot Dinner

Completed Annual Performance Report and submitted to Department of Education on 11/18/24.

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

Searching to fill Social Media and Database Manager position.

Director of Student Life, Alyssa Martin will be giving a presentation at the December board meeting to show the Board of Trustees the NEW FSCC Housing Website that she designed.

Instruction Office Updates:

- Attending math pathway professional development.
- Created and submitted the systemwide associate degrees for Business Administration, Management, and Operations and Pre-Bachelor of Science in Nursing.
- Attended training for systemwide general education transfer courses.
- Submitted out of area requests for spring classes to KBOR.
- Working on aligning the Construction Technology program. Met with CTEC and STARS to revise the construction trades program to align with KBOR.
- Attended advisory board meetings for Allied Health, Nursing, and all programs at CTEC.
- Attended the graduation dinner for Harley.
- Met with Dr. Schooler from KCU to work on medical/dental pathway for our students.
- Finishing up evaluations for this semester.
- Getting the program learning outcomes on the website and posting them in classrooms.
- Assigning instructors to all classes.
- Working on the quality initiative report that will be submitted to HLC in June.
- Sent the survey on 4 day class schedule.
- Met with Inservice committee to finalize the agenda. Inservice is January 14-15.
- Working on three new courses: Business Law, Ethics and Critical Thinking.
- Weekly meetings with nursing faculty and Bernadette Fetterolf (consultant).
- Attended the workshop hosted by Bernadette on November 21 that included revising the admission, progression policy, standards 1-4, and fixing the face sheets for all the syllabi.
- Vickie and I compiled all the information to send to Kansas Board of Nursing. Vickie sent the document to KSBN on December 5.
- Vickie, Sara, and I will be attending the education committee meeting on December 10 to give an update on the Nursing program.

CTEC

- Starting HS enrollments to be completed by 12/13
- HVAC had all 13 students pass for EPA 608.
- HEO class has had multiple pieces of equipment donated this semester. With those donations we have completed 6 different real world jobs to include: Parking lots, pond cleanout, building footer digging and underground utility familiarization.
- Masonry class has built 4 welding booths for CTEC welding course, a 14 by 16 split face block sign with flower bed for CTEC, a flower box and retaining wall for Chatters restaurant and some smaller park projects for the city of Pittsburg.
- Construction class has built some Adirondack chairs and tables for auctioning, a duck house for a community member and some wall projects inside the CTEC facility.
- Welding has built 20 free standing goat panels for a community member, designed and built a gravel leveler attachment for skid steer (community member), multiple wood stoves (not Rocket stoves and for community members) and multiple small projects for manufacturers in the area.
- CDL program currently has 3 members 2 instructors and 3 certified testers, currently working through annual DOT inspections and services of equipment, participating in multiple parades throughout the area, giving trainees real life experience by hauling donated material for CTEC instructors (steel in Pittsburg, masonry block from Joplin, masonry mix from Chanute, heavy equipment for HEO class between jobs, rock for CTEC parking lot in dump truck)

Institutional Research Update for December 2024

- Reporting data to the state and federal government
 - Continued validation of Fall Enrollment with KBOR to assist with Financial Aid processes
 - Submitted Fall Census to KBOR
 - Submitted final Clearinghouse reports for 2024
 - Beginning the Winter IPEDS collection in collaboration with Registrar, Financial Aid, and Business Office
- Co-management of the Jenzabar One Migration Project
 - Collaborated with numerous departments to complete detailed translation tables
 - Jenzabar has completed our first data pass from POISE to J1 – the FSCC J1 Team will begin detailed validation next week
 - Reviewing user roles and permissions in the J1 system; creating new roles that match FSCC workflows
- Perkins
 - Submitted the December Progress Report which details year-to-date activities and expenditures under the Perkins grant
 - Completed key revisions to the grant so it will better serve FSCC for FY 25
 - 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
- EdSights
 - Configuring backend procedures that will transfer student data into the EdSights system
- Day-to-day
 - Troubleshooting issues in POISE
 - Assisting President’s Office, Instruction Office, and Business Office with various internal reports
 - Provided reports to assist with the 2024 Audit

Associate Dean of CTE and Workforce Development

- Completing MOU for CDL Program with “REDI” for use of property on Highway 69
- Harley Davidson program review
- Advisory Board meetings completed
- Exploring possibilities with the FRAME grant (partnerships and properties, etc.)
- Construction Technology changes for Fall 2025, proposals taken to curriculum committee
- Recruiting at Galena High School for CTE programs
- Recruiting high school students for the Manicuring program for Cosmo
- Instructor Evaluations
- Planning for Bourbon County CDL and CTE locations
- Buddy and I will be meeting with Osawatomie meeting soon to discuss potentially starting classes in Osawatomie or at MCC for their students, see what needs we can help with. Recruit for Welding courses at MCC and our other on-campus classes.

Miami County Campus

November 2024

- Attended the fall CTE Advisory Meeting for the Louisburg High School Business Pathway (600pm-700pm) 11/04
- Paola High School Concurrent Observation 11/05

- Spoke with Trenton Morris, Assistant General Manager at Rural Water #2 regarding possible OJT partnership with high school students and EWT program
- Osawatomie High School Concurrent Observation 11/06
- Visits to Prairie View High School and Louisburg High School 11/07
- Paola High School Concurrent Observation 11/13
- Provided meeting opportunity with Bob Campbell, Security Benefits, for the Miami County Faculty/Staff
- Vickie and I attended the Osawatomie Sophomore Night 11/20 at 6pm. We discussed the EWT, C.N.A. and CRJ programs at the Miami County Campus
- Attended HLC Zoom meeting 11/20
- Met with Sammie Horton (FSCC Admissions) to discuss the MCC and programs as well as marketing
- Louisburg High School Concurrent Observation 11/21
- Monthly meeting with Karen Ulanski-Swank 11/22
- Met (via Zoom) with Trish Moore (K-State), Jason Vogel and other academic and industry professionals from Oklahoma (Langston University, Oklahoma State, Pawnee Nation University and University of Oklahoma) to discuss their interest in working with FSCC on a proposal for the National Science Foundation's EPSCoR program. They are planning to submit a proposal related to stormwater management and real-time control technologies to improve flood and water quality management in stormwater systems. 11/22.
- Continuing to enroll and advise EWT students
- Enroll and help Joe Cribbs with the EWT Water and Wastewater Certification Workshops on December 4-5th.
- Continue to advise and enroll Miami County Campus and online students in the area for fall intersession and spring classes.
- November 25-19 offices closed for Thanksgiving Break



Spring Inservice
January 14-15th, 2025

Tuesday, January 14th

8:00-8:30 AM	Coffee, Bailey Hall Commons Area														
8:30-9:30AM	<table border="0"> <tr> <td colspan="2">Bailey Hall Round Rooms</td> </tr> <tr> <td>Policy Update</td> <td>Sara Sutton</td> </tr> <tr> <td>Financial Update</td> <td>Missy Scott</td> </tr> <tr> <td>Academic Affairs</td> <td>Sonia Gugnani</td> </tr> <tr> <td>Student Services</td> <td>Vanessa Poyner</td> </tr> <tr> <td>HR Update</td> <td>Juley McDaniel</td> </tr> <tr> <td>Athletic</td> <td>Liza Ervin</td> </tr> </table>	Bailey Hall Round Rooms		Policy Update	Sara Sutton	Financial Update	Missy Scott	Academic Affairs	Sonia Gugnani	Student Services	Vanessa Poyner	HR Update	Juley McDaniel	Athletic	Liza Ervin
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9:30-11:00AM	Reaffirmation Visit: Criterion 3														
11:00-11:15AM	Break														
11:15-11:30AM	IT/Security Update														
11:30-11:45AM	J1 Update														
11:45-12:30PM	Alice Training														
2:30-5:00PM	Office Hours and/or Breakout Sessions														

Breakout Sessions: Optional

2:00-3:00PM	AI Workshop	A-126
	Maria Bahr & Deborah Hyland	
3:00-4:00PM	Staff Evaluation Workshop	A-127
	Juley McDaniel	

Wednesday, January 15th

8:00-10:00AM	CPR Training	Vickie Laderer	Nursing Dept
10:30-11:30AM	FSCAPE Meeting		TBD
1:00-3:00 PM	CPR Training	Vickie Laderer	Nursing Dept

Fort Scott Community College
Board Meeting
December 16, 2024

Missy Scott - Vice President of Finance and Operations

Business Office

For the transition of IDEA, we are having recurring meetings and have developed a plan for the transition of email, phone extension, and access to POISE. Final payroll for IDEA employees will be December 15th. Final

With the elimination of IDEA our business office will be taking over for the accounting and coordination of the IOWA Program/Grant.

Hannah and Ashton will be attending training in January for the new payroll system, Software Unlimited. The new software should be implemented in time for the February payroll.

2023-24 Audit is still in process and we are waiting for additional work-paper request from auditors. No definite time-line has been provided.

Plant/Maintenance

Maintenance has been very busy keeping heating units functional. In the next month we will be incurring expenses for HVAC repairs.

Information Technology

IT is working on gathering quotes for vendors for IT Security Training and GLBA Information Security. At the January In-Service they will be presenting to faculty and staff the importance of computer and email security. They will also introduce a new cybersecurity training software that will be utilized to test and train employees.

Dining Services

The acting Great Western manager, James Ross will soon be moving on and be replaced by a permanent manager (yet to be determined). This week dining services hosted a late-night breakfast for the students during finals week. Several employees assisted with serving the students.

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