

August 10, 2020

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, August 10, 2020**. The meeting will be held in the **Heritage Room** at **Fort Scott Community College**.

5:00 p.m. Dinner in the Heritage Room at 5:00 p.m. followed by budget hearing and regular board meeting at 5:30 p.m.

THE AGENDA

5:00 DINNER

5:30 ROLL CALL, 3

PLEDGE OF ALLEGIANCE

CALL TO ORDER, 4

A. Comments from the Chair, 4

BUDGET HEARING, 5

A. Comments from the Chair, 5

B. Open Comments from the Board, 5

C. Review and Adoption of 2020/2021 Year Budget, 5

CONSENT AGENDA, 6

A. Approval of Agenda, 6

B. Approval of Minutes of previous Regular Board Meeting conducted on July 27, 2020, 7

C. Approval of Treasurer's Report, Bills, and Claims, 9

ACTION/DISCUSSION ITEMS, 32

A. Consideration of Gordon Parks Museum Policies, 32

REPORTS, 78

A. Administrative Updates, 78

EXECUTIVE SESSION, 80

ADJOURNMENT, 81

UPCOMING CALENDAR DATES:

- | | |
|--|------------------------------------|
| • August 7, 2020: | In-service |
| • August 10, 2020: | Fall semester begins |
| • September 2, 2020: | Labor Day - Campus Closed |
| • September 21, 2020: | Board Meeting |
| • October 19, 2020: | Board Meeting |
| • November 16, 2020: | Board Meeting |
| • November 19-24, 2020: | Finals |
| • November 21, 2020: | Graduation |
| • November 25 – 27, 2020: | Thanksgiving Break - Campus Closed |
| • December 14, 2020: | Board Meeting |
| • December 16, 2020 – January 4, 2021: | Winter Break – Campus Closed |
| • January 25, 2021: | Board Meeting |
| • February 15, 2021: | Board Meeting |
| • March 22, 2021: | Board Meeting |
| • April 19, 2021: | Board Meeting |
| • May 17, 2021: | Board Meeting |
| • June 21, 2021: | Board Meeting |

Sincerely,
John Bartelsmeyer, Chair
Alysia Johnston, 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

_____ John Bartelsmeyer

_____ Jim Fewins

_____ Dave Elliott

_____ Kirk Hart

_____ Bill Meyer

_____ Robert Nelson

CALL TO ORDER

A. COMMENTS FROM THE CHAIR

BUDGET HEARING

A. COMMENTS FROM CHAIR

B. COMMENTS FROM THE BOARD

C. REVIEW AND ADOPTION OF THE 2020-2021 YEAR BUDGET

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____
DISCUSSION:

VOTE: ____ Bartelsmeyer ____ Elliott ____ Fewins
 ____ Hart ____ Meyer ____ Nelson

CONSENT AGENDA

- A. APPROVAL OF AGENDA
- B. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - 1) Attached are the minutes of the Regular Board Meeting conducted on July 27, 2020.
- C. APPROVAL OF TREASURER'S REPORT, BILLS and CLAIMS
Attached are the Treasurer's Report and the Bills and Claims Report.

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

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____
DISCUSSION:

VOTE: ____ Bartelsmeyer ____ Fewins ____ Hill
 ____ McKenney ____ Meyer ____ Nelson

FORT SCOTT COMMUNITY COLLEGE
Minutes of the Board of Trustees Training
July 27, 2020

PRESENT: Jim Fewins, Dave Elliott, Kirk Hart, and Robert Nelson

ALSO PRESENT: Alysia Johnston, President, Juley McDaniel, Board Clerk, faculty, staff, and community members.

Acting Chairman Robert Nelson called the meeting to order at 5:37 pm. The meeting was opened with the Pledge of Allegiance.

COMMENTS FROM THE CHAIR: Acting Chairman Nelson said that it is good to see the community provide goods for our students. Nelson congratulated Chad Cross for being the Central Plains Region Coach of the Year. He also congratulated the administration and faculty for their diligence, perseverance, and hard work through the COVID pandemic.

ELECTION OF OFFICERS FOR 2020-21: A motion was made by Fewins, seconded by Elliott, and carried by unanimous vote to elect John Bartelsmeyer as Chairman of the Board. A motion was made by Fewins, seconded by Hart, and carried by unanimous vote to elect Robert Nelson as Vice-Chairman of the Board.

APPOINTMENT OF OFFICERS/POSITIONS FOR 2020-21: A motion was made by Elliott, seconded by Fewins, and carried by unanimous vote to appoint Julie Eichenberger, Information officer; Juley McDaniel, Clerk of the Board; Marianne Culbertson, Treasurer; Juley McDaniel, KPERS Representative; Bill Meyer and Kirk Hart, KACCT Representative and Council of Presidents Representative; and John Bartelsmeyer, Greenbush Representative.

APPOINTMENT OF OFFICIALS AND MEETING DATES/TIMES: A motion was made by Elliott, seconded by Fewins, and carried by unanimous vote to appoint Landmark National Bank as the designated bank for general fund, Zackery Reynolds as the designated attorney, The Fort Scott Tribune as the official newspaper.

CONSENT AGENDA: A motion was made by Fewins, seconded by Hart, and carried by unanimous vote to approve the consent agenda and addendum provided.

ACTION/DISCUSSION ITEMS:

- A. The Board reviewed the agenda for fall in-service.
- B. A motion was made by Hart, seconded by Elliott, and carried by unanimous vote to approve the sale of the 2000 Thomas bus on Purple Wave and funds be used for college fleet needs.
- C. A motion was made by Elliott, seconded by Fewins, and carried by unanimous vote to accept the athletic insurance quote of \$182,183 and catastrophic injury/accident coverage quote of \$16,500 from Borden/Perlman.
- D. A motion was made by Fewins, seconded by Hart, and carried by unanimous vote to approve the renewal of property insurance with a premium of \$139,874.
- E. A motion was made by Elliott, seconded by Fewins, and carried by unanimous vote to approve the updated project amount with IA DOE for a total of \$861,819.19.
- F. A motion was made by Hart, seconded by Fewins, and carried by unanimous vote to approve payment for the professional services of Diehl, Banwart, Bolton, CPAs, PA to audit financial statements for June 30, 2020 in an amount not to exceed \$19,135 plus an additional fee of approximately \$550 to audit COVID-19 aid.

- G.** A motion was made by Elliott, seconded by Fewins, and carried by unanimous vote to approve the SPARK Memorandum of Understanding.
- H.** A motion was made by Fewins, seconded by Hart, and carried by unanimous vote to approve the Culinary Memorandum of Understanding between Greenbush and FSCC.
- I.** A motion was made by Fewins, seconded by Elliott, and carried by unanimous vote to approve August 10, 2020 at 5:30 pm in Cleaver-Boileau-Burriss Hall for the budget hearing, and that proper notice be submitted to the Fort Scott Tribune for publication within the specified time limits in accordance with K.S.A. 79-2929.
- J.** A motion was made by Elliott, seconded by Fewins, and carried by unanimous vote to approve the 2020-21 Negotiated Agreement and Memorandum of Understanding for the 2020-21 academic year.
- K.** President Johnston provided information regarding a pending lease with Mercy Hospital for FSCC's use of 15,883 square feet of the vacated Fort Scott Mercy Hospital for student housing.

ITEMS FOR REVIEW: The Board reviewed letters of appreciation/correspondence.

REPORTS:

- A. ADMINISTRATIVE UPDATES:** The Board reviewed and heard reports from Student Affairs, Instruction, Finance and Operations, Student Services, and the President.

ADJOURNMENT: There being no further business to come before the Trustees, a motion to adjourn was made at 7:00 p.m. by Fewins, seconded by Hart, and carried by unanimous vote.

Chairman

Clerk

Fort Scott Community College
Purchase Orders Issued
between 07/24/2020 to 08/07/2020

Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
4IMPRINT	08/05/2020	10353	25-2540-7010	HEP YEAR 5	HEP Yr 5 Student Supplies	550.00
						550.00
AACRAO	07/30/2020	10210	11-5300-6810	REGISTRAR	AACRAO MEMBERSHIP	786.00
						786.00
ACTIVE NETWORK	08/05/2020	10309	11-5505-6020	FOOTBALL	Recuriting service	1,300.00
						1,300.00
AMAZON.COM	07/31/2020	10220	11-6400-8500	MIS DEPARTMENT	Amazon Spark Order (IT)	1,999.99
AMAZON.COM	08/03/2020	10236	81-8100-8581	BOOKSTORE	allyn and bacon	81.12
AMAZON.COM	08/03/2020	10236	81-8100-8580	BOOKSTORE	Bio dissection kits	512.62
AMAZON.COM	08/04/2020	10264	11-6400-8530	MIS DEPARTMENT	Classroom Items Zoom capablity	575.00
AMAZON.COM	08/04/2020	10267	11-6400-8530	MIS DEPARTMENT	Tile Ceiling Speaker	792.00
AMAZON.COM	08/04/2020	10267	11-6400-8530	MIS DEPARTMENT	speaker wire Plenum Grade1000	189.99
AMAZON.COM	08/04/2020	10267	11-6400-8530	MIS DEPARTMENT	Volume Control	64.00
AMAZON.COM	08/04/2020	10267	11-6400-8530	MIS DEPARTMENT	Microphone Cable 300 ft	90.00
AMAZON.COM	08/04/2020	10267	11-6400-8530	MIS DEPARTMENT	XLR wall plate Microphone	28.00
AMAZON.COM	08/04/2020	10267	11-6400-8530	MIS DEPARTMENT	3.5mm to RCA adapter	24.00
AMAZON.COM	08/04/2020	10267	11-6400-8530	MIS DEPARTMENT	3.5mm terminal block 5 pack	48.00
AMAZON.COM	08/04/2020	10267	11-6400-8530	MIS DEPARTMENT	Extra Items like cabling	300.00
AMAZON.COM	08/06/2020	10375	11-5535-8530	eSports	Soundproofing Foam Panels	59.97
AMAZON.COM	08/06/2020	10375	11-5535-8530	eSports	GAMECUBE CONTROLLERS	37.98
AMAZON.COM	08/06/2020	10375	11-5535-8530	eSports	SUPER SMASH BROS ULTIMATE	60.00
AMAZON.COM	08/06/2020	10375	11-5535-8530	eSports	GAMECUBE ADAPTER FOR NINTENDO	15.98
AMAZON.COM	08/06/2020	10375	11-5535-8530	eSports	SAMSUNG 58-INCH TV	599.99
AMAZON.COM	08/06/2020	10375	11-5535-8530	eSports	WARRANTY FOR SAMSUNG 58" TV	65.99
AMAZON.COM	08/06/2020	10375	11-5535-8530	eSports	SWIVEL TV MOUNT FOR 58" TV	94.99
AMAZON.COM	08/06/2020	10375	11-5535-8530	eSports	Shipping and Handling	25.00
						5,664.62
AMERICAN RECYCL	08/06/2020	10376	11-6400-7000	MIS DEPARTMENT	Recycling charge	152.00
						152.00
ARIZPE: PRESCIL	08/05/2020	10350	25-3810-6643	CAMP YEAR 5	JULY TUTOR - ATU-OZARK	705.00
						705.00
ASCENDIUM EDUCA	08/05/2020	10270	11-5200-6520	FINANCIAL AID A	Grace Outreach	6.00
						6.00
BASTIANI: MICHE	08/05/2020	10337	37-3765-6050	GOSOSY Year 5	GOSOSY ENG LESSONS-M BASTIANI	1,750.00

Fort Scott Community College
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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
							1,750.00
BIG SUGAR LUMBE	08/06/2020	10390	11-5525-8350	BASEBALL	1/2" 4x8 DCX 4-Ply Plywood		48.38
BIG SUGAR LUMBE	08/06/2020	10390	11-5525-8350	BASEBALL	1/2" 4x8 CDX 4-PLY Plywood		193.52
							241.90
BROADWAY LUMBER	08/05/2020	10330	12-2601-7020	CONSTRUCTION TR	Lab Materials		2,000.00
							2,000.00
BROCK ELECTRIC	07/31/2020	10223	23-6131-8500	SPARKS GRANT #1	Mercy dorm laundry-elec-grant		2,402.09
							2,402.09
BULMER: MICHAEL	08/05/2020	10310	37-3717-6030	MEP A YEAR 17	MLG-M BULMER-REINT TRAINING		177.10
BULMER: MICHAEL	08/05/2020	10310	37-3717-6030	MEP A YEAR 17	MLG-REINT SHADOWING-M BULMER		242.00
							419.10
BUTLER COMMUNIT	08/06/2020	10377	11-6100-6260	PRESIDENT'S OFF	KCCLI Participant Fee		400.00
							400.00
CAROLINA BIOLOG	08/05/2020	10294	11-1113-7020	BIOLOGY	lab supplies		1,000.00
							1,000.00
CDL ELECTRIC	07/30/2020	10215	23-6131-7000	SPARKS GRANT #1	4 health/temp monitor cameras		10,781.00
CDL ELECTRIC	08/04/2020	10268	11-7100-6480	FACILITIES AND	REPAIRS TO LIBRARY RTU		18,289.78
CDL ELECTRIC	08/05/2020	10290	12-1202-6480	HARLEY DAVIDSON	REPAIRED THERMOSTART WIRING		102.19
							29,172.97
CDW GOVERNMENT,	07/27/2020	10206	11-6400-6650	MIS DEPARTMENT	FortiGate License Renewal		916.91
CDW GOVERNMENT,	07/31/2020	10221	11-6400-8500	MIS DEPARTMENT	Logitech C920 Webcam		4,320.00
CDW GOVERNMENT,	07/31/2020	10222	11-6400-8500	MIS DEPARTMENT	Hovercam Warranty 3 year		1,689.36
CDW GOVERNMENT,	07/31/2020	10222	11-6400-8500	MIS DEPARTMENT	HoverCam Pilot 3 Plus		12,858.81
CDW GOVERNMENT,	07/31/2020	10222	11-6400-8500	MIS DEPARTMENT	Tripplite Wallmout Display		137.20
CDW GOVERNMENT,	07/31/2020	10222	11-6400-8500	MIS DEPARTMENT	LG 65 In Display		3,714.90
CDW GOVERNMENT,	07/31/2020	10227	23-6131-8500	SPARKS GRANT #1	CDWG laptop order		43,536.05
CDW GOVERNMENT,	08/04/2020	10263	11-6400-8530	MIS DEPARTMENT	Avermedia webcam Cam 313		785.20
CDW GOVERNMENT,	08/05/2020	10285	11-6400-8500	MIS DEPARTMENT	Shipping for PO 10263		40.00
							67,998.43
CE WATER MANAGE	08/05/2020	10291	11-7100-6510	FACILITIES AND	MONTHLY WATER TREATMENT		111.00

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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
							111.00
CERNA: BLANCA N	08/05/2020	10304	25-2540-7485	HEP YEAR 5	HEP Yr 5 July 2020 Childcare		100.00
							100.00
CI SPORT	08/03/2020	10238	81-8100-8587	BOOKSTORE	facce masks		2,467.80
							2,467.80
CINTAS #459	08/05/2020	10352	12-1202-6510	HARLEY DAVIDSON	Harley - mats & mops		830.00
							830.00
CITY OF FRONTEN	08/05/2020	10273	12-1202-6410	HARLEY DAVIDSON	Aug Lease	PO Deleted	6,300.00
CITY OF FRONTEN	08/05/2020	10275	12-1202-6320	HARLEY DAVIDSON	July Serv		121.77
CITY OF FRONTEN	08/06/2020	10382	12-1202-6410	HARLEY DAVIDSON	Sep lease		6,300.00
							12,721.77
COCA: KARINA	08/05/2020	10312	25-2540-6643	HEP YEAR 5	HEP Yr 5 July Tutoring Time		1,255.50
							1,255.50
COLVIN LEARNING	08/05/2020	10357	25-2540-6645	HEP YEAR 5	HEP Yr 5 August Site Payment		2,200.00
							2,200.00
CONDE: PAULIN	08/05/2020	10323	37-2217-6030	MEP 2 YEAR 1	MLG-PAULIN C-ADVOCATE-JULY 20		185.15
							185.15
CONLEY SPRINKLE	08/05/2020	10320	11-7100-6510	FACILITIES AND	ANNUAL FIRE PUMP TESTING		565.00
CONLEY SPRINKLE	08/05/2020	10320	12-1202-6510	HARLEY DAVIDSON	FIRE SPRINKLER INSPECTION		438.00
CONLEY SPRINKLE	08/05/2020	10320	83-8383-6480	DORMITORY	REPAIR LEAK IN SPRINKLER SYSTM		587.80
							1,590.80
CRAW-KAN	07/30/2020	10218	23-6131-8530	SPARKS GRANT #1	install fiber/serv agreement		3,412.00
CRAW-KAN	08/05/2020	10278	83-8386-6680	DORM EXPANSION-	Aug monthly WIFI access		500.00
							3,912.00
CREEL: MIKE	08/05/2020	10274	12-1216-6410	PITTSBURG COSME	Aug lease	PO Deleted	1,800.00
CREEL: MIKE	08/06/2020	10383	12-1216-6410	PITTSBURG COSME	Sep lease		1,800.00
							3,600.00

Fort Scott Community College
Purchase Orders Issued
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
CULLIGAN OF JOP	08/03/2020	10250	11-7100-7000	FACILITIES AND	BOTTLED WATER	74.75
CULLIGAN OF JOP	08/05/2020	10289	11-7100-7000	FACILITIES AND	COOLER RENTALS	38.50
						113.25
D&J GLASS	08/03/2020	10253	83-8383-6480	DORMITORY	NEW WINDOW ROOMS 220 & 405	407.96
						407.96
DAMERON: APRIL	08/05/2020	10321	37-3959-6030	IOWA PROJECT-9	MLG-RECRUIT-APRIL D-IA PROJ	30.93
DAMERON: APRIL	08/05/2020	10321	37-3959-6150	IOWA PROJECT-9	SUPPLIES-APRIL D-IA PROJ-	53.43
						84.36
DCCC ADULT LEAR	08/05/2020	10355	25-2540-6645	HEP YEAR 5	HEP Yr 5 August Site Payment	1,500.00
						1,500.00
DEL MASTRO: ISA	08/05/2020	10329	37-3757-6021	GOSOSY TRAVEL	MLG-ISABEL D-SERVICES-JULY 20	272.84
						272.84
DHE COMPUTER SY	08/05/2020	10282	11-6400-8500	MIS DEPARTMENT	Lenovo 300E 2nd gen	9,580.50
DHE COMPUTER SY	08/05/2020	10282	11-6400-8500	MIS DEPARTMENT	3 Year Depot warranty	690.00
DHE COMPUTER SY	08/05/2020	10282	11-6400-8500	MIS DEPARTMENT	3 Year Accidental Damage	1,470.00
						11,740.50
DIAZ: JESSINA	08/05/2020	10315	37-3757-6021	GOSOSY TRAVEL	MLG-INTERN-JESSINA D-SC	84.53
						84.53
ECOLAB FOOD SAF	08/05/2020	10279	84-8400-6510	FOODSERVICE	Monthly lease dish booster	95.00
ECOLAB FOOD SAF	08/06/2020	10380	84-8400-6510	FOODSERVICE	Leas 7.24 to 8.23 dish machi	419.95
						514.95
ELLIOTT DATA SY	08/03/2020	10228	83-8386-7000	DORM EXPANSION-	Dorm Access Cards-Mercy	315.00
						315.00
ELSEVIER	08/05/2020	10341	81-8100-8580	BOOKSTORE	Math for Meds	3,478.00
ELSEVIER	08/05/2020	10341	81-8100-8580	BOOKSTORE	4th RN bundle	1,431.70
ELSEVIER	08/05/2020	10341	81-8100-8580	BOOKSTORE	1,2,3 RN bundles	38,633.62
ELSEVIER	08/05/2020	10363	12-1235-7010	NURSING	Next Gen Second of 4 Installme	3,804.45
						47,347.77

Fort Scott Community College
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
EVERGY	08/05/2020	10370	11-7100-6340	FACILITIES AND	Jul serv-Burke st	2,197.19
EVERGY	08/05/2020	10370	12-2603-6340	WELDING-FT SCOT	July serv	56.84
EVERGY	08/06/2020	10374	83-8384-6340	GREYHOUND LODGE	Jul serv	698.20
EVERGY	08/06/2020	10374	11-7100-6340	FACILITIES AND	Jul serv-hwy sign	29.87
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-924 S Holb # 2	81.73
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-924 S Holb #4	17.02
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-928 S Holb #3	19.16
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-928 S Holb #7	24.98
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-928 S Holb #8	19.27
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-932 S Holb #2	17.02
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-920 S Holb #1	31.91
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-920 S Holb #2	17.73
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-920 S Holb #3	19.98
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-920 S Holb #4	22.13
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-920 s Holb #5	31.55
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-920 S Holb #6	38.84
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-920 S Holb #7	33.21
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-920 S Holb #8	37.98
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-401 W 10th #1	27.25
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-401 W 10th #2	16.76
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-401 w 10th #3	100.09
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-401 W 10th #4	95.44
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-401 W 10th #5	16.76
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-401 W 10th #6	15.82
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-401 W 10th #7	17.60
EVERGY	08/06/2020	10374	83-8385-6340	SYCAMORE GROVE	Jul serv-401 W 10th #8	18.44
						3,702.77
FIGUEROA: MODES	08/05/2020	10302	25-2540-6643	HEP YEAR 5	HEP Yr 5 July 2020 Tutoring	270.00
						270.00
FIVE CORNERS MI	08/06/2020	10381	11-7100-7030	FACILITIES AND	Fuel-5 corners stmt 7.31	36.35
						36.35
FORT SCOTT TRIB	08/05/2020	10280	11-5530-7000	RODEO	Adv 7.8 for hay bids	110.50
FORT SCOTT TRIB	08/05/2020	10280	11-5530-7000	RODEO	Adv 7.15 hay bids	110.50
FORT SCOTT TRIB	08/05/2020	10280	11-5530-7000	RODEO	Adv 7.25 for hay bids	102.00
FORT SCOTT TRIB	08/05/2020	10280	11-5530-7000	RODEO	Adv 7.29 for hay bids	102.00
FORT SCOTT TRIB	08/05/2020	10280	11-6200-6190	FISCAL OPERATIO	Adv for Budget notic	306.00
FORT SCOTT TRIB	08/05/2020	10295	11-6300-6140	COMMUNITY/PUBLI	newspaper ads	200.00
FORT SCOTT TRIB	08/06/2020	10379	11-6200-6150	FISCAL OPERATIO	Budg Notice 2nd day 8.1	306.00
						1,237.00
FOUR STATE MAIN	08/03/2020	10249	83-8383-7031	DORMITORY	4 CASES TRASH CAN LINERS	127.92

Fort Scott Community College
Purchase Orders Issued
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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
FOUR STATE MAIN	08/03/2020	10249	11-7100-7000	FACILITIES AND	CUSTODIAL SUPPLIES	275.56
						403.48
FSCC	08/04/2020	10265	11-6850-7000	Ellis FAC/Gordo	Pest Trap and dust towels	25.85
						25.85
FSCC BOOKSTORE	08/03/2020	10232	11-6850-7000	Ellis FAC/Gordo	Shipping Cost	39.50
FSCC BOOKSTORE	08/03/2020	10239	25-3810-7020	CAMP YEAR 5	FED EX TUTOR/MENTOR MANUALS	66.00
FSCC BOOKSTORE	08/05/2020	10344	25-2540-6150	HEP YEAR 5	HEP YR 5 Fex-Ex Postage	62.00
FSCC BOOKSTORE	08/05/2020	10347	25-3810-7010	CAMP YEAR 5	SHIPPING	26.00
FSCC BOOKSTORE	08/06/2020	10388	11-5530-7000	RODEO	bookstore shipping charges	16.50
FSCC BOOKSTORE	08/06/2020	10391	25-3810-7020	CAMP YEAR 5	Fed Ex student laptops and	80.00
						290.00
FUENTES: MAYTE	08/05/2020	10324	37-2217-6030	MEP 2 YEAR 1	MLG-MAYTE F-ADVOCATE-JULY 20	671.31
						671.31
GARDEN CITY COM	08/05/2020	10356	25-2540-6645	HEP YEAR 5	HEP Yr 5 August Site Payment	2,000.00
						2,000.00
GONZALEZ: GONZA	08/06/2020	10389	11-5525-6020	BASEBALL	reimb recruit/fuel	42.00
GONZALEZ: GONZA	08/06/2020	10389	11-5525-6020	BASEBALL	ruimb recrui/fuel	21.00
GONZALEZ: GONZA	08/06/2020	10389	11-5525-6020	BASEBALL	reimbur recruit/fuel	36.28
GONZALEZ: GONZA	08/06/2020	10389	11-5525-6020	BASEBALL	reimb recruiti/Chipotle	11.45
GONZALEZ: GONZA	08/06/2020	10389	11-5525-6020	BASEBALL	reibm recruiti/taco bell	6.53
GONZALEZ: GONZA	08/06/2020	10389	11-5525-6020	BASEBALL	reimb recruiti/McDonald's	9.19
GONZALEZ: GONZA	08/06/2020	10389	11-5525-6020	BASEBALL	reimb recruiti/Sonic	9.57
GONZALEZ: GONZA	08/06/2020	10389	11-5525-6020	BASEBALL	reimb recruit/McDonald's	6.69
						142.71
GROSS INSURANCE	07/30/2020	10209	11-6200-6220	FISCAL OPERATIO	Bond for Eichenberger	173.00
GROSS INSURANCE	08/03/2020	10243	11-6200-6220	FISCAL OPERATIO	Bond for Marlene Braker	180.00
						353.00
Hartman Publish	08/03/2020	10233	81-8100-8580	BOOKSTORE	CNA	6,604.62
						6,604.62
HAWKES LEARNING	08/03/2020	10234	81-8100-8580	BOOKSTORE	Algebra software	16,285.00
						16,285.00

Fort Scott Community College
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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
HEIDRICKS TRUE	08/03/2020	10246	83-8383-8310	DORMITORY	FOAM INSULATION		6.99
HEIDRICKS TRUE	08/03/2020	10246	83-8383-8310	DORMITORY	INSULATED FOAM		13.98
HEIDRICKS TRUE	08/03/2020	10262	11-7100-7000	FACILITIES AND	PAINT GYM STAIR RAILING		17.49
HEIDRICKS TRUE	08/03/2020	10262	11-7100-7000	FACILITIES AND	PAINT GYM STAIR RAILING		17.49
HEIDRICKS TRUE	08/05/2020	10284	11-5525-8350	BASEBALL	5pc comp nutsetter		15.99
HEIDRICKS TRUE	08/05/2020	10306	11-5525-8350	BASEBALL	Rental transaction 13531		149.99
HEIDRICKS TRUE	08/05/2020	10306	11-5525-8350	BASEBALL	mis. hardware		3.49
HEIDRICKS TRUE	08/05/2020	10306	11-5525-8350	BASEBALL	misc hardware		10.49
HEIDRICKS TRUE	08/05/2020	10306	11-5525-8350	BASEBALL	economy grease gun		13.99
HEIDRICKS TRUE	08/05/2020	10306	11-5525-8350	BASEBALL	rental trans return		75.00-
HEIDRICKS TRUE	08/05/2020	10311	11-5545-8350	SOFTBALL	quick nozzle set		12.97
HEIDRICKS TRUE	08/05/2020	10311	11-5545-8350	SOFTBALL	farm/ranch hose		69.99
HEIDRICKS TRUE	08/06/2020	10384	11-5545-8350	SOFTBALL	quick nozzle set		12.97
HEIDRICKS TRUE	08/06/2020	10384	11-5545-8350	SOFTBALL	farm/ranch hose		69.99
							340.82
HENRY KRAFT INC	07/30/2020	10217	83-8383-7031	DORMITORY	Misting Mach-sanitize(3)		11,700.00
HENRY KRAFT INC	07/30/2020	10217	83-8383-8500	DORMITORY	Stands for Hand sanit		4,488.85
HENRY KRAFT INC	07/31/2020	10226	23-6131-8500	SPARKS GRANT #1	Floor autoscrubber-grant		7,900.00
HENRY KRAFT INC	08/03/2020	10247	11-7100-7000	FACILITIES AND	CUSTODIAL SUPPLIES		236.98
HENRY KRAFT INC	08/03/2020	10247	11-7100-7000	FACILITIES AND	RESTROOM FRESHEN SYSTEM		52.00
HENRY KRAFT INC	08/03/2020	10247	83-8383-7031	DORMITORY	CLEANING SUPPLIES		222.06
HENRY KRAFT INC	08/05/2020	10287	11-7100-7000	FACILITIES AND	CUSTODIAL SUPPLIES		210.65
							24,810.54
HERNANDEZ: SAMA	08/05/2020	10316	37-3757-6021	GOSOSY TRAVEL	ENG CLASSES-SAMANTHA H- SC		173.65
HERNANDEZ: SAMA	08/05/2020	10316	37-3757-6021	GOSOSY TRAVEL	MLG-SERVICES-SAMANTHA H- SC		872.85
							1,046.50
HERNANDEZ:A MAR	08/05/2020	10326	37-3757-6021	GOSOSY TRAVEL	RECRUITING-MARCELA V H-SC MLG		335.89
HERNANDEZ:A MAR	08/05/2020	10326	37-3757-6021	GOSOSY TRAVEL	RECRUITING-MARCELA VH-SC WAGE		1,748.80
							2,084.69
HEWLETT PACKARD	08/05/2020	10314	11-6400-6830	MIS DEPARTMENT	QS-LCDA0-6F CSLG 1 SYSTEM		1,850.00
HEWLETT PACKARD	08/05/2020	10314	11-6400-6830	MIS DEPARTMENT	SHIPPING AND HANDLING		30.00
							1,880.00
HIGHER EDUCATIO	07/30/2020	10211	11-5300-7000	REGISTRAR	2021 HIGHER ED DIRECTORY		83.00
							83.00
HIGHER LEARNING	08/06/2020	10378	11-6100-6270	PRESIDENT'S OFF	Assurance Team expenses		3,000.00
HIGHER LEARNING	08/06/2020	10386	11-6100-6270	PRESIDENT'S OFF	Review		5,759.20

Fort Scott Community College
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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
							8,759.20
HIXON: RICHARD	08/06/2020	10387		11-5530-7000	RODEO	Hay-square bales	4,400.00
							4,400.00
HOME DEPOT CRED	08/05/2020	10318		31-6140-8500	HUMAN RESOURCES	Charcoal Grill/Smoker	151.93
HOME DEPOT CRED	08/05/2020	10331		12-2601-7020	CONSTRUCTION TR	Lab Materials	3,500.00
							3,651.93
HOTSENPILLER: J	08/05/2020	10349		25-3810-6030	CAMP YEAR 5	MILEAGE-MEET STUDENT; FAFSA	51.75
							51.75
HUDL	08/05/2020	10317		11-5500-6641	GENERAL ATHLETI	HUDL AD Package	7,868.64
							7,868.64
IDOCs OF DODGE	08/05/2020	10346		25-2540-7410	HEP YEAR 5	HEP Yr5 Medical-Maria Mendez	72.50
							72.50
JALLOH: ABUBAKA	08/05/2020	10338		37-3959-6150	IOWA PROJECT-9	SUPPLIES-JALLOH-IA PROJECT	22.35
							22.35
JOCKS NITCH	08/03/2020	10256		11-5510-7000	BASKETBALL-MEN	Badger compression topw/print	240.00
JOCKS NITCH	08/03/2020	10256		11-5510-7000	BASKETBALL-MEN	badger compression top w/print	240.00
JOCKS NITCH	08/03/2020	10257		11-5510-7080	BASKETBALL-MEN	Adidas Custom Basketball	2,205.00
JOCKS NITCH	08/03/2020	10257		11-5510-7080	BASKETBALL-MEN	1155107080	30.00
JOCKS NITCH	08/04/2020	10266		11-5510-7000	BASKETBALL-MEN	Custom face masks w/together	412.50
JOCKS NITCH	08/05/2020	10308		11-5545-7000	SOFTBALL	Ar performance t's w/print	1,082.25
JOCKS NITCH	08/05/2020	10308		11-5545-7000	SOFTBALL	Adidas tastigo shorts w/ embro	1,040.00
JOCKS NITCH	08/05/2020	10308		11-5545-7000	SOFTBALL	5-star backpack maroon w/embro	960.00
JOCKS NITCH	08/05/2020	10308		11-5545-7000	SOFTBALL	freight	55.00
							6,264.75
JOHNSON CONTROL	08/03/2020	10242		83-8383-6310	DORMITORY	8.1 ID cards order	2,460.00
JOHNSON CONTROL	08/05/2020	10277		83-8383-6310	DORMITORY	1/2 pymt for ID cards April	1,356.02
							3,816.02
JOHNSON: ALEXAN	08/05/2020	10322		37-3959-6030	IOWA PROJECT-9	MLG-ALEX J-RECRUIT-IA PROJECT	237.63
							237.63

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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
JUDY'S IRON & M	08/05/2020	10286	11-7100-7000	FACILITIES AND	SHARK BITE		8.98
JUDY'S IRON & M	08/05/2020	10286	11-7100-7000	FACILITIES AND	GAS VALVE		6.84
							15.82
KANSAS GAS SERV	08/05/2020	10369	12-1216-6330	PITTSBURG COSME	July serv		33.53
KANSAS GAS SERV	08/06/2020	10373	12-1202-6330	HARLEY DAVIDSON	July serv		51.26
KANSAS GAS SERV	08/06/2020	10373	12-1206-6330	JOHN DEERE PROG	July serv		39.67
KANSAS GAS SERV	08/06/2020	10373	12-2603-6330	WELDING-FT SCOT	July serv		33.65
KANSAS GAS SERV	08/06/2020	10373	83-8384-6330	GREYHOUND LODGE	July serv		184.20
KANSAS GAS SERV	08/06/2020	10373	11-7100-6330	FACILITIES AND	Jul serv-maint shop		33.65
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-920 S Holb #1		23.93
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-920 S Holb #2		23.29
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-920 S Holb #3		21.97
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-920 S Holb #4		21.97
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-920 S Holb #5		23.29
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	July serv-920 S Holb #6		21.97
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-920 S Holb #7		22.64
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-920 S Holb #8		22.64
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-401 W 10th #1		23.29
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-401 W 10th #2		22.64
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-401 W 10th st #3		28.54
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-401 W 10th #4		25.90
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-401 W 10th #5		23.29
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-401 W 10th #6		22.64
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-401 W 10th #7		23.29
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-401 W 10th #8		22.64
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-924 s Holb #2		27.86
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-924 S Holb #4		23.29
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-928 S Holb #3		22.64
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-928 S Holb #7		23.29
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-928 S holb # 8		22.64
KANSAS GAS SERV	08/06/2020	10373	83-8385-6330	SYCAMORE GROVE	Jul serv-932 S Holb #2		22.64
							892.25
KANSAS RETAILER	07/30/2020	10208	76-0000-2160	UNCLASSIFIED	June Sales Tax	PO Deleted	621.09
KANSAS RETAILER	08/05/2020	10368	76-0000-2160	UNCLASSIFIED	June Sales Tax		621.09
							1,242.18
KANSAS STATE BO	08/05/2020	10364	12-1235-6810	NURSING	Annual Renewal for Continuing		50.00
							50.00
KASB WORKERS CO	08/05/2020	10305	11-0000-2110	UNCLASSIFIED	20/21 W/C Premiums		30,522.00
							30,522.00

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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
KCADNE	08/05/2020	10362	12-1235-6810	NURSING	Annual Dues July 1,2020 to		75.00
							75.00
KIRKLAND WELDIN	08/05/2020	10332	12-2602-7020	WELDING	Lab Materials		3,500.00
							3,500.00
KNEM/KNMO	08/05/2020	10296	11-6300-6140	COMMUNITY/PUBLI	radio ads, august		300.00
							300.00
KOMB-FM KMDO-AM	08/05/2020	10298	11-6300-6140	COMMUNITY/PUBLI	August ads		400.00
							400.00
KONE INC.	07/31/2020	10219	83-8383-6480	DORMITORY	Elevator pump repair		8,839.00
							8,839.00
LAKELAND OFFICE	08/06/2020	10393	11-6600-6150	PRINT SHOP	Aug Maint		1,134.00
							1,134.00
LINK MEDIA OUTD	08/05/2020	10299	11-6300-6140	COMMUNITY/PUBLI	August Billboard		100.00
							100.00
MASTERS RENTALS	07/30/2020	10213	23-6131-8520	SPARKS GRANT #1	35 passen bus-grant funds		64,900.00
MASTERS RENTALS	07/30/2020	10213	23-6131-8520	SPARKS GRANT #1	25 pass shuttle bus-grant fund		30,100.00
MASTERS RENTALS	07/30/2020	10214	23-6131-8520	SPARKS GRANT #1	25 passenger shuttle-grant		30,100.00
MASTERS RENTALS	07/30/2020	10214	23-6131-8520	SPARKS GRANT #1	35 passenger shuttle-grant		64,900.00
MASTERS RENTALS	08/05/2020	10271	11-6500-6410	LOGISTICS	Aug lease		3,399.00
							193,399.00
MATEO: FLOR COR	08/05/2020	10343	25-2540-7480	HEP YEAR 5	HEP Yr 5 Placement Yr4 Student		25.00
							25.00
MBS SERVICE COM	08/03/2020	10235	81-8100-8581	BOOKSTORE	allyn and bacon		1,990.90
							1,990.90
MENDEZ: MARIA	08/05/2020	10345	25-2540-7410	HEP YEAR 5	HEP Yr5 Medical-Maria Mendez		77.50
							77.50

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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
MID-AMERICA SAN	08/03/2020	10254	11-5525-8350	BASEBALL	2 PORTS POTTYS		300.00
							300.00
MILLER FEED & O	08/03/2020	10252	11-7100-7030	FACILITIES AND	ERASER		52.99
							52.99
MOO: LAY LER KL	08/05/2020	10351	25-3810-6643	CAMP YEAR 5	JULY TUTOR/MENTOR ATU-OZARK		572.00
							572.00
MORNING SUN: TH	08/05/2020	10276	12-2601-6150	CONSTRUCTION TR	Adv for sale of shed		38.78
							38.78
NATE'S LAWN & L	08/03/2020	10258	11-5545-8350	SOFTBALL	Softball field maintance		250.00
NATE'S LAWN & L	08/03/2020	10258	11-5545-8350	SOFTBALL	may gypsum		250.00
NATE'S LAWN & L	08/03/2020	10258	11-5545-8350	SOFTBALL	Urea deliver for grounds crew		110.00
NATE'S LAWN & L	08/03/2020	10258	11-5545-8350	SOFTBALL	June aeration		225.00
NATE'S LAWN & L	08/03/2020	10258	11-5545-8350	SOFTBALL	June fertilizer		200.00
NATE'S LAWN & L	08/03/2020	10258	11-5545-8350	SOFTBALL	Spraying tribute to remove rye		375.00
NATE'S LAWN & L	08/03/2020	10258	11-5545-8350	SOFTBALL	late June fertilizer applicati		200.00
NATE'S LAWN & L	08/03/2020	10259	11-5525-8350	BASEBALL	sprayed trbute on ball field		750.00
NATE'S LAWN & L	08/03/2020	10259	11-5525-8350	BASEBALL	feriizer application		400.00
NATE'S LAWN & L	08/03/2020	10260	11-5525-8350	BASEBALL	Basegall field weed control		450.00
NATE'S LAWN & L	08/03/2020	10260	11-5525-8350	BASEBALL	urea deliverd for grounds crew		440.00
NATE'S LAWN & L	08/03/2020	10260	11-5525-8350	BASEBALL	early JUne aeration		425.00
NATE'S LAWN & L	08/03/2020	10260	11-5525-8350	BASEBALL	June fertilizer application		400.00
							4,475.00
NC-SARA	08/03/2020	10241	11-4200-6810	ACADEMIC ADMINI	SARA Dues		2,000.00
							2,000.00
NEFF CONSULTING	08/05/2020	10340	28-2811-5300	Pass YR11	PASS CONSULTING SERVICES		1,335.42
NEFF CONSULTING	08/05/2020	10340	37-3959-6640	IOWA PROJECT-9	IA CONSULTING SERVICES		1,400.00
							2,735.42
OFFICE DEPOT	08/03/2020	10255	11-6600-6152	PRINT SHOP	Office supplies		5,000.00
							5,000.00
OPSU OK PANHAND	08/05/2020	10359	25-2540-6645	HEP YEAR 5	HEP Yr 5 August Site Payment		1,000.00
							1,000.00

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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
PACHECO: MARIA	08/05/2020	10303	25-2540-7485	HEP YEAR 5	HEP Yr 5 July 2020 Childcare		150.00
							150.00
PARTNERS FINANC	08/06/2020	10395	11-5500-8530	GENERAL ATHLETI	Athletic Washer mo lease		276.71
							276.71
PHILLIPS: RANDY	08/06/2020	10385	11-6500-5620	LOGISTICS	Drive time for FB		46.50
							46.50
PITNEY BOWES	08/05/2020	10269	11-6600-6153	PRINT SHOP	Aug payment		21.00
PITNEY BOWES	08/05/2020	10366	11-6600-6153	PRINT SHOP	Aug Payment		2,011.38
							2,032.38
PLUMMASTER, IN	08/03/2020	10248	83-8383-7000	DORMITORY	FLUSH VALVES & 1 CASE DRAYNO		209.04
							209.04
PRIVADO: LIVIDA	08/05/2020	10334	37-3757-6021	GOSOSY TRAVEL	MLG-LIVIDA PRIVADO-SC RECRUIT		261.91
							261.91
PROPIO LANGUAGE	08/05/2020	10288	37-3959-6150	IOWA PROJECT-9	TRANSLATION-IA PROJECT- JULY		447.35
							447.35
RAZAM: WENDY	08/05/2020	10339	37-3959-6030	IOWA PROJECT-9	MLG-WENDY RAZAM-IA PROJECT		90.48
RAZAM: WENDY	08/05/2020	10339	37-3959-6150	IOWA PROJECT-9	SUPPLIES-WENDY RAZAM-IA PROJ		52.77
							143.25
RESPONDUS INC	08/03/2020	10229	23-0000-7400	UNCLASSIFIED	Respondus Monitor Proctoring		3,950.00
							3,950.00
REYES: ALEJAND	08/05/2020	10297	25-2540-6644	HEP YEAR 5	HEP Yr 5 July 2020 Recruiting		54.00
REYES: ALEJAND	08/05/2020	10297	25-2540-6643	HEP YEAR 5	HEP Yr 5 July 2020 Tutoring		135.00
							189.00
REYNOLDS: JANE	08/03/2020	10230	28-2850-6030	National Pass	Mileage-National PASS mtg		95.58
REYNOLDS: JANE	08/05/2020	10307	37-2217-6030	MEP 2 YEAR 1	MLG-JANET R-EUDORA MTGS-ADVOC		55.43
							151.01

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Vendor Name	PO Date	PO #	Account #	Description	Description	Amount
ROMERO: HENRY	08/05/2020	10342	25-2540-7480	HEP YEAR 5	HEP Yr 5 Placement Yr4 Student	25.00
						25.00
RUDDICKS INCORP	07/31/2020	10224	23-6131-8580	SPARKS GRANT #1	4 Pc Bar Top Table & Stools	449.60
RUDDICKS INCORP	07/31/2020	10224	23-6161-8580		60 80" Mattresses	10,470.00
RUDDICKS INCORP	07/31/2020	10224	23-6131-8580	SPARKS GRANT #1	Big Lounge Area Furniture	1,796.00
RUDDICKS INCORP	07/31/2020	10224	23-6161-8580		Small Lounge Area Furniture	2,886.00
RUDDICKS INCORP	08/05/2020	10313	27-2715-5940	TITLE 4/SSS-YEA	Tutor desks and chair	1,598.00
						17,199.60
RUSSELLVILLE AD	08/05/2020	10354	25-2540-6645	HEP YEAR 5	HEP Yr 5 August Site Payment	2,000.00
						2,000.00
S&S RECOVERY IN	08/05/2020	10283	11-6200-7690	FISCAL OPERATIO	July Fee	5.00
						5.00
SAMUEL: KATHERI	08/05/2020	10333	37-3757-6021	GOSOSY TRAVEL	MLG-K SAMUEL-SC RECRUITING	554.99
						554.99
SANCHEZ: JORGE	08/03/2020	10240	25-2540-7480	HEP YEAR 5	HEP Yr 5 Placement Yr4 Student	25.00
						25.00
SINGER: ALLISON	08/05/2020	10327	37-3757-6021	GOSOSY TRAVEL	MLG-ALLISON S-SERVICES- SC	363.57
						363.57
SMALLWOOD LOCK	07/31/2020	10225	23-6131-8500	SPARKS GRANT #1	New Door Locks	8,058.98
						8,058.98
SPARK INNOVATIO	08/05/2020	10335	37-3765-6050	GOSOSY Year 5	GOSOSY-WEB UPDATES-JESSICA C	1,250.00
						1,250.00
STOLAR: MICHAEL	08/05/2020	10301	25-2540-6644	HEP YEAR 5	HEP Yr 5 July 2020 Recruiting	30.00
						30.00
STUART-CAMPBELL	08/05/2020	10325	37-2217-6030	MEP 2 YEAR 1	MLG-MELANIE-SC-ADVOCATE-	96.24
						96.24

Fort Scott Community College
Purchase Orders Issued
between 07/24/2020 to 08/07/2020

Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
SUASTEGUI: LET	08/05/2020	10336	37-3717-6155	MEP A YEAR 17	MLG-MPAC-LETICIA S-JULY 2020		671.60
							671.60
SYCAMORE APARTM	08/05/2020	10272	83-8385-6410	SYCAMORE GROVE	Aug lease	12,583.33	
SYCAMORE APARTM	08/06/2020	10396	83-8385-6410	SYCAMORE GROVE	Sep lease	12,583.33	
							25,166.66
SYMMETRY ENERGY	08/06/2020	10372	11-7100-6330	FACILITIES AND	Jun serv-main campus	795.26	
SYMMETRY ENERGY	08/06/2020	10372	11-7100-6330	FACILITIES AND	June serv-burke st	108.45	
							903.71
THOMAS: LORA J	08/05/2020	10365	37-3765-6050	GOSOSY Year 5	MENTAL HEALTH CONSULT-LORA T	400.00	
							400.00
TRACTOR SUPPLY	08/06/2020	10392	11-5530-7000	RODEO	42 in blet drive drum fan	349.99	
							349.99
TRUEL: DARREN K	08/05/2020	10328	37-3757-6021	GOSOSY TRAVEL	MLG-D TRUEL-SERVICES-SC JULY	143.75	
							143.75
TRZASKA: KEN	08/07/2020	10398	11-4200-6050	ACADEMIC ADMINI	in service guest speaker.	1,000.00	
							1,000.00
UMB CARD SERVIC	07/30/2020	10207	11-6400-8531	MIS DEPARTMENT	4K Video Camera Microphone arr	582.58	
UMB CARD SERVIC	07/30/2020	10207	11-6400-8531	MIS DEPARTMENT	Sounbar for Mondopad	251.52	
UMB CARD SERVIC	07/30/2020	10207	11-6400-8531	MIS DEPARTMENT	shipping	25.92	
UMB CARD SERVIC	08/03/2020	10231	11-6400-6650	MIS DEPARTMENT	POISE SSL Certificate-DigiCert	655.00	
UMB CARD SERVIC	08/03/2020	10237	81-8100-8581	BOOKSTORE	allyn and bacon	355.28	
UMB CARD SERVIC	08/03/2020	10237	81-8100-8581	BOOKSTORE	allyn and bacon	382.79	
UMB CARD SERVIC	08/03/2020	10237	81-8100-8581	BOOKSTORE	Micro bio	163.99	
UMB CARD SERVIC	08/03/2020	10237	81-8100-8580	BOOKSTORE	John Deere	1,538.80	
UMB CARD SERVIC	08/03/2020	10237	81-8100-8580	BOOKSTORE	ewt text	2,994.00	
UMB CARD SERVIC	08/03/2020	10245	11-5515-7000	BASKETBALL-WOME	UMB Card Serices to Eastbay	166.27	
UMB CARD SERVIC	08/03/2020	10261	11-5505-6020	FOOTBALL	UMB Card Services/Airline	152.60	
UMB CARD SERVIC	08/05/2020	10281	11-6400-8500	MIS DEPARTMENT	E570 laptops (1 Year extended)	4,799.90	
UMB CARD SERVIC	08/05/2020	10281	11-6400-8500	MIS DEPARTMENT	1 Year recertified warranty	959.90	
UMB CARD SERVIC	08/05/2020	10358	12-1240-7010	ALLIED HEALTH	CMA students application fees	66.86	
UMB CARD SERVIC	08/05/2020	10360	12-1240-7020	ALLIED HEALTH	Bedspreads for Allied Health	144.72	
UMB CARD SERVIC	08/05/2020	10360	12-1240-7020	ALLIED HEALTH	shipping cost	31.35	
UMB CARD SERVIC	08/05/2020	10367	11-6400-8531	MIS DEPARTMENT	Sennheiser XSW-D Wireless mic	1,399.65	
UMB CARD SERVIC	08/05/2020	10367	11-6400-8531	MIS DEPARTMENT	shipping	200.00	

Fort Scott Community College
Purchase Orders Issued
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Vendor Name	PO	Date	PO #	Account #	Description	Description	Amount
							14,871.13
UNIVERSITY LOFT	07/30/2020	10216	23-6131-8580	SPARKS GRANT #1	Beds (70) grant funded		18,943.00
UNIVERSITY LOFT	07/30/2020	10216	23-6131-8580	SPARKS GRANT #1	Chest of drawers (70) grant		19,950.00
							38,893.00
US FOODS	08/03/2020	10244	31-6140-8500	HUMAN RESOURCES	Food serv equip-PO #5595 grant		144.31
US FOODS	08/03/2020	10244	31-6140-8500	HUMAN RESOURCES	Food serv Equip-grant		1,103.42
US FOODS	08/03/2020	10244	31-6140-8500	HUMAN RESOURCES	Food svc equip-grant funded		119.64
US FOODS	08/03/2020	10244	31-6140-8500	HUMAN RESOURCES	Food serv equip-grant funded		84.14
							1,451.51
VALIDITY SCREEN	08/05/2020	10361	12-1235-7000	NURSING	Background Checks for Incoming		883.00
							883.00
VENTURA-BONILLA	08/05/2020	10300	25-2540-6643	HEP YEAR 5	HEP Yr 5 July 2020 Tutoring		162.00
							162.00
WAL-MART COMMUN	07/30/2020	10212	83-8383-7000	DORMITORY	10 packs 9V batteries		59.70
WAL-MART COMMUN	08/03/2020	10251	11-7100-8500	FACILITIES AND	2 LEAF BLOWERS		228.00
WAL-MART COMMUN	08/05/2020	10292	11-1113-7020	BIOLOGY	supplies		250.00
WAL-MART COMMUN	08/05/2020	10319	12-1202-6510	HARLEY DAVIDSON	Harley-cleaning supplies		250.00
WAL-MART COMMUN	08/05/2020	10348	25-3810-7020	CAMP YEAR 5	TUTOR/MENTOR REVIEW MATERIALS		17.10
WAL-MART COMMUN	08/05/2020	10348	25-3810-7020	CAMP YEAR 5	TUTOR/MENTOR REVIEW MATERIALS		84.61
WAL-MART COMMUN	08/07/2020	10397	25-3810-7010	CAMP YEAR 5	Student Orientation Materials		281.41
							1,170.82
WARDS SCIENCE	08/05/2020	10293	11-1113-7020	BIOLOGY	lab supplies		500.00
							500.00
WOODLAND HILLS	08/06/2020	10394	11-5504-6810	GOLF-WOMEN	annual pass 1/2 cost		750.00
WOODLAND HILLS	08/06/2020	10394	11-5506-6810	GOLF-MEN	annual pass 1/2 cost		750.00
							1,500.00
							687,585.24

UMB Bank, Statement Period 07/02/2020 to 08/03/2020

<u>Tran Date</u>	<u>Supplier</u>	<u>Amount</u>	<u>GL Accounts</u>	<u>Type</u>	<u>CC Code</u>
7/6/2020	077 Braums Store	\$ 20.21	1155256020	Athletics	Recruiting
	077 Braums Store Total	\$ 20.21			
7/18/2020	090 Braums Store	\$ 15.13	1155306020	Athletics	Recruiting
	090 Braums Store Total	\$ 15.13			
7/11/2020	174 Braums Store	\$ 7.01	1155306020	Athletics	Recruiting
	174 Braums Store Total	\$ 7.01			
7/9/2020	262 Braums Store	\$ 20.05	1155256020	Athletics	Recruiting
	262 Braums Store Total	\$ 20.05			
7/19/2020	6001-Freddys Frozen Edmon	\$ 11.89	1155306020	Athletics	Recruiting
	6001-Freddys Frozen Edmon Total	\$ 11.89			
7/19/2020	7 Eleven 414700414722	\$ 5.82	1155306020	Athletics	Recruiting
	7 Eleven 414700414722 Total	\$ 5.82			
7/26/2020	Adobe *800-833-6687	\$ 32.81	7272407000	Bus Off	monthly program fee
	Adobe *800-833-6687 Total	\$ 32.81			
7/19/2020	Adobe Acropro Subs	\$ 16.40	3737657020	Grants	supplies
	Adobe Acropro Subs Total	\$ 16.40			
7/22/2020	Adobe Creative Cloud	\$ 58.16	3737856150	Grants	IRRC supplies
7/27/2020	Adobe Creative Cloud	\$ 17.49	1163006820	Pres	Graphic design software
7/27/2020	Adobe Creative Cloud	\$ 21.87	1155057000	Athletics	RECR SUPPLIES
	Adobe Creative Cloud Total	\$ 97.52			
7/21/2020	Adobe Stock	\$ 29.99	1163006820	Pres	Stock photos
	Adobe Stock Total	\$ 29.99			
7/8/2020	Amazon.Com*mj1iw0py2 Amzn	\$ 207.18	3737856170	Grants	covid bag supplies
	Amazon.Com*mj1iw0py2 Amzn Total	\$ 207.18			
7/10/2020	Amazon.Com*mj3ds45s2 Amzn	\$ 38.29	3737856170	Grants	covid bag supplies
	Amazon.Com*mj3ds45s2 Amzn Total	\$ 38.29			
7/7/2020	Amazon.Com*mj6ay5qh1	\$ 17.34	1155037000	Athletics	Accident
	Amazon.Com*mj6ay5qh1 Total	\$ 17.34			
7/15/2020	Amazon.Com*mv2hp2tx1	\$ 47.78	3737576021	Grants	SC OSY supplies
	Amazon.Com*mv2hp2tx1 Total	\$ 47.78			
7/20/2020	Amazon.Com*mv2j43h21	\$ 35.83	3737576021	Grants	SC OSY supplies
	Amazon.Com*mv2j43h21 Total	\$ 35.83			
7/21/2020	Amazon.Com*mv41h26d1	\$ 108.32	1161006260	Instruction	Conferences/Dev
	Amazon.Com*mv41h26d1 Total	\$ 108.32			
7/18/2020	American Air	\$ 152.60	1155056020	Athletics	RECR
7/20/2020	American Air	\$ 252.60	1155056020	Athletics	RECR
	American Air Total	\$ 405.20			
7/4/2020	Amzn Mktp Us	\$ 75.00	1155037000	Athletics	masks
7/4/2020	Amzn Mktp Us	\$ 131.98	1155037000	Athletics	Thermometers
7/23/2020	Amzn Mktp Us	\$ 247.69	2538107010	Grants	Laptop Sleeves
7/31/2020	Amzn Mktp Us	\$ 216.38	2538107010	Grants	Supplies
7/3/2020	Amzn Mktp Us	\$ 107.96	1155057000	Athletics	CLIPS FOR WEIGHT ROOM
7/23/2020	Amzn Mktp Us	\$ 67.66	1161006260	Instruction	Conferences/Dev
7/9/2020	Amzn Mktp Us	\$ 103.66	3737576021	Grants	SC OSY supplies
7/12/2020	Amzn Mktp Us	\$ 69.04	3737576021	Grants	SC OSY supplies
7/12/2020	Amzn Mktp Us	\$ 608.29	3737576021	Grants	SC OSY supplies
7/15/2020	Amzn Mktp Us	\$ 63.15	3737576021	Grants	SC OSY supplies
7/17/2020	Amzn Mktp Us	\$ 222.41	3737576021	Grants	SC OSY supplies
7/22/2020	Amzn Mktp Us	\$ 94.84	3737576021	Grants	SC supplies
	Amzn Mktp Us Total	\$ 2,008.06			

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<u>Tran Date</u>	<u>Supplier</u>	<u>Amount</u>	<u>GL Accounts</u>	<u>Type</u>	<u>CC Code</u>
7/22/2020	Applebees 082065082786	\$ 35.83	1155156020	Athletics	Coach's meal
	Applebees 082065082786 Total	\$ 35.83			
7/20/2020	Att	\$ 292.17	1171006310	Bus Off	phone-fax
7/20/2020	Att	\$ 80.07	1212066310	Bus Off	JD fas
7/20/2020	Att	\$ 277.26	1212166310	Bus Off	cosmo-fire alarm
7/20/2020	Att	\$ 81.72	1212166310	Bus Off	fax-cosmo
7/20/2020	Att	\$ 4,247.08	1171006310	Bus Off	tele-campus
7/20/2020	Att	\$ 362.18	1111296310	Bus Off	telephone
	Att Total	\$ 5,340.48			
7/2/2020	B&h Photo 800-606-6969	\$ 842.38	2300007400	Bus Off	COVID CLASSROOM
7/10/2020	B&h Photo 800-606-6969	\$ 2,107.98	2300007400	Bus Off	COVID CLASSROOM
7/29/2020	B&h Photo 800-606-6969	\$ 4,101.32	2300007400	Bus Off	CO-VID Nursing
7/31/2020	B&h Photo 800-606-6969	\$ 451.25	2361318530	Bus Off	Sparks Grant
7/31/2020	B&h Photo 800-606-6969	\$ 7,428.46	2361318530	Bus Off	Sparks Grant
	B&h Photo 800-606-6969 Total	\$ 14,931.39			
7/3/2020	Baymont Hearne	\$ 170.74	1155256020	Athletics	Recruiting
	Baymont Hearne Total	\$ 170.74			
7/28/2020	Baymont Inn & Suites	\$ 69.54	3737176155	Grants	MPAC meeting hotel
	Baymont Inn & Suites Total	\$ 69.54			
7/5/2020	Bestbuy Renewa00015784	\$ 109.39	3737657020	Grants	supplies
	Bestbuy Renewa00015784 Total	\$ 109.39			
7/2/2020	Bestbuycom806219653318	\$ 164.09	3722176150	Grants	advocate software
	Bestbuycom806219653318 Total	\$ 164.09			
7/2/2020	Bestbuycom806219808698	\$ 164.09	3722176150	Grants	advocate software
	Bestbuycom806219808698 Total	\$ 164.09			
7/2/2020	Bestbuycom806219848425	\$ 164.09	3722176150	Grants	advocate software
	Bestbuycom806219848425 Total	\$ 164.09			
7/2/2020	Bestbuycom806219857406	\$ 164.09	3722176150	Grants	advocate software
	Bestbuycom806219857406 Total	\$ 164.09			
7/15/2020	Brother Mall	\$ 23.53	2525396150	Grants	Printing Supplies
	Brother Mall Total	\$ 23.53			
7/5/2020	Buc-Ees #44	\$ 18.35	1155106020	Athletics	Recruiting
	Buc-Ees #44 Total	\$ 18.35			
7/7/2020	Buffalo Wild Wings 0207	\$ 21.93	1155256020	Athletics	Recruiting
	Buffalo Wild Wings 0207 Total	\$ 21.93			
7/14/2020	Buffalo Wild Wings 0533	\$ 38.93	1155156020	Athletics	Coach's meal
	Buffalo Wild Wings 0533 Total	\$ 38.93			
7/24/2020	Burger King #28174	\$ 14.59	1155256020	Athletics	Recruiting
	Burger King #28174 Total	\$ 14.59			
7/9/2020	Burger King #6460 Q07	\$ 15.03	1155256020	Athletics	Recruiting
	Burger King #6460 Q07 Total	\$ 15.03			
7/17/2020	Care4all Home Medical Equ	\$ 450.00	2300007400	Grants	Infrared Thermometers
	Care4all Home Medical Equ Total	\$ 450.00			
7/6/2020	Casey S General Stores #3	\$ 20.16	1155256020	Athletics	Recruiting
	Casey S General Stores #3 Total	\$ 20.16			
7/2/2020	Caseys Gen Store 2893	\$ 18.73	1155106020	Athletics	Recruiting
	Caseys Gen Store 2893 Total	\$ 18.73			
7/25/2020	Chegg Order	\$ 355.28	8181008581	Bus Off	Used Books
8/1/2020	Chegg Order	\$ 163.99	8181008581	Bus Off	Used Books
	Chegg Order Total	\$ 519.27			

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<u>Tran Date</u>	<u>Supplier</u>	<u>Amount</u>	<u>GL Accounts</u>	<u>Type</u>	<u>CC Code</u>
7/23/2020	Chick-Fil-A #04230	\$ 25.40	1155456020	Athletics	Recruiting
	Chick-Fil-A #04230 Total	\$ 25.40			
7/18/2020	Chipotle 0546	\$ 10.59	1155256020	Athletics	Recruiting
	Chipotle 0546 Total	\$ 10.59			
7/8/2020	Chipotle 1132	\$ 23.54	1155256020	Athletics	Recruiting
7/23/2020	Chipotle 1132	\$ 27.06	1155256020	Athletics	Recruiting
7/29/2020	Chipotle 1132	\$ 12.72	1155256020	Athletics	Recruiting
7/31/2020	Chipotle 1132	\$ 16.41	1155256020	Athletics	Recruiting
	Chipotle 1132 Total	\$ 79.73			
7/16/2020	Chipotle 2112	\$ 23.83	1155256020	Athletics	Recruiting
	Chipotle 2112 Total	\$ 23.83			
7/23/2020	Circle K #2741599	\$ 3.08	1155256020	Athletics	Recruiting
7/24/2020	Circle K #2741599	\$ 8.44	1155256020	Athletics	Recruiting
7/24/2020	Circle K #2741599	\$ 47.21	1155256020	Athletics	Recruiting
	Circle K #2741599 Total	\$ 58.73			
7/20/2020	City Of Fort Scott Utilit	\$ 89.10	8383846320	Bus Off	water & sewer
7/20/2020	City Of Fort Scott Utilit	\$ 61.66	1212066320	Bus Off	Water/Sewer
7/20/2020	City Of Fort Scott Utilit	\$ 46.09	1226036320	Bus Off	Water/Sewer
7/20/2020	City Of Fort Scott Utilit	\$ 83.12	1171006320	Bus Off	W/S Burke
7/20/2020	City Of Fort Scott Utilit	\$ 1,024.24	1171006320	Bus Off	W/S Ballfield
7/20/2020	City Of Fort Scott Utilit	\$ 160.88	1171006320	Bus Off	W/S S of Bailey
7/20/2020	City Of Fort Scott Utilit	\$ 207.80	1171006320	Bus Off	W/S By cafeteria
7/20/2020	City Of Fort Scott Utilit	\$ 455.21	1171006320	Bus Off	W/S NE corn of Admin
7/20/2020	City Of Fort Scott Utilit	\$ 40.16	1171006320	Bus Off	W/S Matin
7/20/2020	City Of Fort Scott Utilit	\$ 162.64	1171006320	Bus Off	W/S W Dorm
7/20/2020	City Of Fort Scott Utilit	\$ 89.13	1171006320	Bus Off	W/S EFAC
	City Of Fort Scott Utilit Total	\$ 2,420.03			
7/9/2020	City Of Pittsburg	\$ 131.80	1212166320	Bus Off	water/sewer
	City Of Pittsburg Total	\$ 131.80			
7/30/2020	Classmarker.Com Plan	\$ 19.95	3737856150	Grants	IRRC site tool
	Classmarker.Com Plan Total	\$ 19.95			
7/6/2020	Comfort Suites McKinney	\$ 171.34	1155256020	Athletics	Recruiting
7/8/2020	Comfort Suites McKinney	\$ 83.63	1155256020	Athletics	Recruiting
7/9/2020	Comfort Suites McKinney	\$ (13.54)	1155256020	Athletics	Recruiting
7/24/2020	Comfort Suites McKinney	\$ 80.81	1155256020	Athletics	Recruiting
	Comfort Suites McKinney Total	\$ 322.24			
7/12/2020	Conoco - For Blending	\$ 5.17	1155306020	Athletics	Recruiting
7/17/2020	Conoco - For Blending	\$ 6.79	1155306020	Athletics	Recruiting
7/18/2020	Conoco - For Blending	\$ 6.57	1155306020	Athletics	Recruiting
	Conoco - For Blending Total	\$ 18.53			
7/7/2020	Corner Store 1599	\$ 8.18	1155256020	Athletics	Recruiting
7/7/2020	Corner Store 1599	\$ 17.38	1155256020	Athletics	Recruiting
7/8/2020	Corner Store 1599	\$ 10.66	1155256020	Athletics	Recruiting
7/8/2020	Corner Store 1599	\$ 12.00	1155256020	Athletics	Recruiting
	Corner Store 1599 Total	\$ 48.22			
7/10/2020	Craw-Kan Telephone	\$ 176.19	1242506310	Bus Off	phone
7/10/2020	Craw-Kan Telephone	\$ 234.92	1212026310	Bus Off	phone
7/10/2020	Craw-Kan Telephone	\$ 213.73	1212166310	Bus Off	phone
7/10/2020	Craw-Kan Telephone	\$ 500.00	1155356310	Bus Off	fiber
	Craw-Kan Telephone Total	\$ 1,124.84			

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<u>Tran Date</u>	<u>Supplier</u>	<u>Amount</u>	<u>GL Accounts</u>	<u>Type</u>	<u>CC Code</u>
7/9/2020	Credit Adjustment - Temporary Credit	\$ (2,801.38)	3737856170	Grants	credit covid bags
	Credit Adjustment - Temporary Credit Total	\$ (2,801.38)			
7/8/2020	Dd/Br #357508	\$ 13.93	1155256020	Athletics	Recruiting
	Dd/Br #357508 Total	\$ 13.93			
7/14/2020	Decisionpartners	\$ 500.00	2727156010	Grants	Financial Literacy
	Decisionpartners Total	\$ 500.00			
7/3/2020	Dennys #7502	\$ 29.08	1155106020	Athletics	Recruiting
	Dennys #7502 Total	\$ 29.08			
7/12/2020	Dennys #9555	\$ 9.62	1155306020	Athletics	Recruiting
	Dennys #9555 Total	\$ 9.62			
7/15/2020	Dmacc Ankeny 2 1	\$ 25.00	3739596150	Grants	ADameron conf.regis.
	Dmacc Ankeny 2 1 Total	\$ 25.00			
7/10/2020	Dnh*godaddy.Com	\$ 203.88	2828506830	Grants	Licensing
	Dnh*godaddy.Com Total	\$ 203.88			
7/1/2020	Dollar Tree	\$ 33.79	1164007000	Bus Off	supplies
	Dollar Tree Total	\$ 33.79			
7/15/2020	Dollar-General #2494	\$ 63.60	1174007000	Bus Off	clorox wipes
	Dollar-General #2494 Total	\$ 63.60			
6/30/2020	Dominos 9639	\$ 30.08	1162007000	Bus Off	supplies
	Dominos 9639 Total	\$ 30.08			
7/3/2020	Doordash*burger King	\$ 26.54	1155106020	Athletics	Recruiting
	Doordash*burger King Total	\$ 26.54			
7/23/2020	Driveline Baseball	\$ 490.00	1155256020	Athletics	Recruiting
	Driveline Baseball Total	\$ 490.00			
7/30/2020	Eastbay	\$ 166.27	1155158500	Athletics	Recruiting
	Eastbay Total	\$ 166.27			
6/30/2020	Elitefts.Com	\$ 702.35	1155057000	Athletics	WEIGHT ROOM BANDS
	Elitefts.Com Total	\$ 702.35			
7/12/2020	Excalibur - Front Desk	\$ 79.36	1155506020	Athletics	recruiting
	Excalibur - Front Desk Total	\$ 79.36			
7/23/2020	Exxonmobil 47962725	\$ 3.83	1155256020	Athletics	Recruiting
	Exxonmobil 47962725 Total	\$ 3.83			
7/4/2020	Firehouse Subs #456 Aggie	\$ 26.00	1155106020	Athletics	Recruiting
	Firehouse Subs #456 Aggie Total	\$ 26.00			
7/17/2020	Freddys 12-0003	\$ 13.97	1155256020	Athletics	Recruiting
	Freddys 12-0003 Total	\$ 13.97			
7/8/2020	Full Source Llc	\$ (2,801.38)	3737856170	Grants	covid bag supply credit
	Full Source Llc Total	\$ (2,801.38)			
7/29/2020	Gaylord Bros Inc	\$ 74.05	1168507000	Bus Off	Archive Supplies
	Gaylord Bros Inc Total	\$ 74.05			
7/30/2020	Gopher Performance	\$ 236.93	1155256020	Athletics	Recruiting
	Gopher Performance Total	\$ 236.93			
7/15/2020	Hardees 52	\$ 7.83	1155256020	Athletics	Recruiting
	Hardees 52 Total	\$ 7.83			
7/11/2020	Hibbett Sports #895	\$ 13.22	1155057000	Athletics	CONES
7/22/2020	Hibbett Sports #895	\$ 23.96	1155057000	Athletics	CONES
	Hibbett Sports #895 Total	\$ 37.18			
7/2/2020	Hotelscom9201155978509	\$ 13.97	1155106020	Athletics	Recruiting
	Hotelscom9201155978509 Total	\$ 13.97			
7/18/2020	Ihop 1926	\$ 13.61	1155306020	Athletics	Recruiting

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	Ihop 1926 Total	\$ 13.61			
7/11/2020	Jimmys Egg Edmond 2	\$ 10.49	1155306020	Athletics	Recruiting
7/19/2020	Jimmys Egg Edmond 2	\$ 12.11	1155306020	Athletics	Recruiting
7/20/2020	Jimmys Egg Edmond 2	\$ 12.22	1155306020	Athletics	Recruiting
	Jimmys Egg Edmond 2 Total	\$ 34.82			
7/15/2020	Kansas Turnpike Authorit	\$ 10.99	1165006460	Bus Off	Toll fee's
	Kansas Turnpike Authorit Total	\$ 10.99			
7/21/2020	Katom Resta	\$ 499.00	3161408500	Bus Off	misc
	Katom Resta Total	\$ 499.00			
7/2/2020	Kdads Hoc	\$ 20.61	1212407010	Instruction	CMA test fee
7/30/2020	Kdads Hoc	\$ 20.61	1212407010	Instruction	Application fee
	Kdads Hoc Total	\$ 41.22			
7/14/2020	Ks.Gov Payment	\$ 123.00	1212157400	Instruction	Kits
7/29/2020	Ks.Gov Payment	\$ 66.86	1212407010	Instruction	State of Kansas Test Fee
7/6/2020	Ks.Gov Payment	\$ 169.13	1212167000	Instruction	Pitt Cosmo App Lic
7/13/2020	Ks.Gov Payment	\$ 15.38	1212167000	Instruction	Pitt Cosmo App Lic
7/27/2020	Ks.Gov Payment	\$ 15.38	1212167000	Instruction	Pit cosmo App lic
7/28/2020	Ks.Gov Payment	\$ 15.38	1212167000	Instruction	Pit cosmo App lic
	Ks.Gov Payment Total	\$ 405.13			
7/13/2020	La Quinta Inn Edmond	\$ 171.74	1155306020	Athletics	Recruiting
7/20/2020	La Quinta Inn Edmond	\$ 390.93	1155306020	Athletics	Recruiting
	La Quinta Inn Edmond Total	\$ 562.67			
7/11/2020	Lazy E Arena Tickets	\$ 20.00	1155306020	Athletics	Recruiting
	Lazy E Arena Tickets Total	\$ 20.00			
7/20/2020	Logmein	\$ 64.56	3737657020	Grants	supplies
	Logmein Total	\$ 64.56			
7/5/2020	Love S Country00003319	\$ 11.20	1155106020	Athletics	Recruiting
	Love S Country00003319 Total	\$ 11.20			
7/20/2020	Love S Travel 00001164	\$ 12.58	3737176155	Grants	MPAC travel
	Love S Travel 00001164 Total	\$ 12.58			
7/31/2020	Loves Travel S00003756	\$ 13.61	1155256020	Athletics	Recruiting
7/31/2020	Loves Travel S00003756	\$ 30.00	1155256020	Athletics	Recruiting
	Loves Travel S00003756 Total	\$ 43.61			
7/15/2020	Malldeli	\$ 23.27	1155256020	Athletics	Recruiting
	Malldeli Total	\$ 23.27			
7/30/2020	McDonalds F34909	\$ 6.69	1155256020	Athletics	Recruiting
	McDonalds F34909 Total	\$ 6.69			
7/17/2020	McDonalds F6912	\$ 6.41	1155256020	Athletics	Recruiting
	McDonalds F6912 Total	\$ 6.41			
7/24/2020	Mf Athletic & Perform Be	\$ 550.00	1155256020	Athletics	Recruiting
	Mf Athletic & Perform Be Total	\$ 550.00			
7/22/2020	Midland	\$ 1,538.80	8181008580	Bus Off	john deere
	Midland Total	\$ 1,538.80			
7/16/2020	Officemax/Officedept#6874	\$ 112.48	3737657020	Grants	office supplies
7/21/2020	Officemax/Officedept#6874	\$ 123.86	2828116150	Grants	card stock
	Officemax/Officedept#6874 Total	\$ 236.34			
7/27/2020	Owpsacstate	\$ 2,994.00	8181008580	Bus Off	New Books
	Owpsacstate Total	\$ 2,994.00			
7/31/2020	Phillips 66 - Ashmores	\$ 35.00	1155256020	Athletics	Recruiting
	Phillips 66 - Ashmores Total	\$ 35.00			

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<u>Tran Date</u>	<u>Supplier</u>	<u>Amount</u>	<u>GL Accounts</u>	<u>Type</u>	<u>CC Code</u>
7/20/2020	Phillips 66 - Oncue 129	\$ 5.12	1155306020	Athletics	Recruiting
	Phillips 66 - Oncue 129 Total	\$ 5.12			
7/6/2020	Phillips 66 - Petes #14	\$ 19.06	1155256020	Athletics	Recruiting
7/6/2020	Phillips 66 - Petes #14	\$ 26.87	1155256020	Athletics	Recruiting
7/21/2020	Phillips 66 - Petes #14	\$ 9.01	1155256020	Athletics	Recruiting
7/21/2020	Phillips 66 - Petes #14	\$ 18.17	1155256020	Athletics	Recruiting
8/1/2020	Phillips 66 - Petes #14	\$ 17.57	1155256020	Athletics	Recruiting
	Phillips 66 - Petes #14 Total	\$ 90.68			
7/28/2020	Phillips 66 - Petes #20	\$ 11.00	1212506030	Pres	EWT Travel
	Phillips 66 - Petes #20 Total	\$ 11.00			
7/7/2020	Preply	\$ 7.30	2525396030	Grants	Staff Travel
	Preply Total	\$ 7.30			
7/29/2020	Priceln*baymont By Wyn	\$ 147.96	1155256020	Athletics	Recruiting
	Priceln*baymont By Wyn Total	\$ 147.96			
7/10/2020	Priceln*excalibur Hote	\$ 148.96	1155506020	Athletics	recruiting
	Priceln*excalibur Hote Total	\$ 148.96			
7/10/2020	Qt 102	\$ 4.23	1155306020	Athletics	Recruiting
	Qt 102 Total	\$ 4.23			
7/12/2020	Qt 24	\$ 9.42	1155306020	Athletics	Recruiting
	Qt 24 Total	\$ 9.42			
7/18/2020	Qt 322	\$ 7.05	1155256020	Athletics	Recruiting
	Qt 322 Total	\$ 7.05			
7/29/2020	Qt 72	\$ 23.83	1155256020	Athletics	Recruiting
	Qt 72 Total	\$ 23.83			
7/8/2020	Qt 919	\$ 31.18	1155256020	Athletics	Recruiting
	Qt 919 Total	\$ 31.18			
7/9/2020	Quapaw C-Store	\$ 5.65	1155256020	Athletics	Recruiting
7/23/2020	Quapaw C-Store	\$ 14.96	1155256020	Athletics	Recruiting
	Quapaw C-Store Total	\$ 20.61			
7/6/2020	Revio *touchtone Comm	\$ 216.46	1171006310	Bus Off	campus id
	Revio *touchtone Comm Total	\$ 216.46			
7/6/2020	Rmi Golf Carts - Retail	\$ 177.35	1155068500	Athletics	Men's Golf-equip
	Rmi Golf Carts - Retail Total	\$ 177.35			
7/20/2020	Sams Club Renewal	\$ 45.00	8181007000	Bus Off	sams
	Sams Club Renewal Total	\$ 45.00			
7/4/2020	Sekan Printing Co.,	\$ 95.00	1155057000	Athletics	Supplies
	Sekan Printing Co., Total	\$ 95.00			
7/15/2020	Sleep Inn & Suites	\$ 115.28	1155066020	Athletics	Men's Golf-recruiting
	Sleep Inn & Suites Total	\$ 115.28			
7/28/2020	Sonic #2148	\$ 11.55	3737176155	Grants	MPAC travel
	Sonic #2148 Total	\$ 11.55			
7/8/2020	Sp * Swaddledesigns	\$ 110.00	3737576021	Grants	SC OSY supplies
	Sp * Swaddledesigns Total	\$ 110.00			
7/28/2020	Sp * Swaytee Baseball	\$ 449.93	1155256020	Athletics	Recruiting
	Sp * Swaytee Baseball Total	\$ 449.93			
7/10/2020	Spirit Airl	\$ 86.00	1155506020	Athletics	recruiting
	Spirit Airl Total	\$ 86.00			
7/30/2020	Staples Direct	\$ 126.86	1155256020	Athletics	Recruiting
7/7/2020	Staples Direct	\$ 401.83	2525406150	Grants	Supplies
7/8/2020	Staples Direct	\$ 385.58	2525406150	Grants	Supplies

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<u>Tran Date</u>	<u>Supplier</u>	<u>Amount</u>	<u>GL Accounts</u>	<u>Type</u>	<u>CC Code</u>
	Staples Direct Total	\$ 914.27			
7/1/2020	Storagemart #1075	\$ 82.02	3739596150	Grants	IA storage unit
8/1/2020	Storagemart #1075	\$ 82.02	3739596150	Grants	IA storage unit
	Storagemart #1075 Total	\$ 164.04			
7/3/2020	Straighttalk	\$ 49.49	2525396641	Grants	Technical Assistance
8/2/2020	Straighttalk	\$ 49.49	2525396641	Grants	Technical Assistance
	Straighttalk Total	\$ 98.98			
7/8/2020	Subway 00613612	\$ 11.12	3737176030	Grants	mpac meal
	Subway 00613612 Total	\$ 11.12			
7/30/2020	Subway 03336229	\$ 9.94	1155256020	Athletics	Recruiting
	Subway 03336229 Total	\$ 9.94			
7/23/2020	Subway 43798	\$ 15.14	1155256020	Athletics	Recruiting
	Subway 43798 Total	\$ 15.14			
7/3/2020	Suddenlink 7702	\$ 436.08	8383846680	Bus Off	wifi
7/18/2020	Suddenlink 7702	\$ 550.00	8383856680	Bus Off	internet
8/2/2020	Suddenlink 7702	\$ 442.40	8383846680	Bus Off	Internet
	Suddenlink 7702 Total	\$ 1,428.48			
7/27/2020	Suddenlink Business	\$ 761.70	1164006310	Bus Off	Burke Fiber
	Suddenlink Business Total	\$ 761.70			
8/1/2020	Sweetwater Sound	\$ 7,039.56	2361318530	Bus Off	Sparks Grant
	Sweetwater Sound Total	\$ 7,039.56			
7/10/2020	Target.Com	\$ 216.84	3737576021	Grants	SC OSY supplies
7/11/2020	Target.Com	\$ 145.66	3737576021	Grants	SC OSY supplies
	Target.Com Total	\$ 362.50			
7/17/2020	The Jbb	\$ 1.16	1155256020	Athletics	Recruiting
	The Jbb Total	\$ 1.16			
7/5/2020	The Stella Hotel	\$ 329.64	1155106020	Athletics	Recruiting
	The Stella Hotel Total	\$ 329.64			
7/29/2020	Tockify Web Calendar	\$ 8.00	3737657020	Grants	supplies
	Tockify Web Calendar Total	\$ 8.00			
7/7/2020	Tractor Supply #1277	\$ 129.98	1171007030	Bus Off	weed killer
	Tractor Supply #1277 Total	\$ 129.98			
7/2/2020	Trashbilling.Com Cc	\$ 1,128.75	1171006690	Bus Off	campus
7/24/2020	Trashbilling.Com Cc	\$ 675.00	1171006690	Bus Off	Trash serv
	Trashbilling.Com Cc Total	\$ 1,803.75			
7/21/2020	Uei Water Program	\$ 86.00	1212507000	Pres	EWT Supplies
	Uei Water Program Total	\$ 86.00			
7/7/2020	Uniforms Express	\$ 74.50	1155256020	Athletics	Recruiting
	Uniforms Express Total	\$ 74.50			
7/22/2020	Ups	\$ 89.95	3737856170	Grants	Covid bag shipping
7/6/2020	Ups	\$ 44.17	3737176150	Grants	Suastegui shipment
7/6/2020	Ups	\$ 163.14	2828116150	Grants	PASS UPS
	Ups Total	\$ 297.26			
7/17/2020	Usa*highland Pure Water	\$ 2.00	1155037000	Athletics	ICE
7/17/2020	Usa*highland Pure Water	\$ 4.00	1155037000	Athletics	ICE
7/17/2020	Usa*highland Pure Water	\$ 4.00	1155037000	Athletics	ICE
7/17/2020	Usa*highland Pure Water	\$ 4.00	1155037000	Athletics	ICE
7/17/2020	Usa*highland Pure Water	\$ 4.00	1155037000	Athletics	ICE
7/17/2020	Usa*highland Pure Water	\$ 4.00	1155037000	Athletics	ICE
7/17/2020	Usa*highland Pure Water	\$ 4.00	1155037000	Athletics	ICE

UMB Bank, Statement Period 07/02/2020 to 08/03/2020

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7/17/2020	Usa*highland Pure Water	\$ 4.00	1155037000	Athletics	ICE
	Usa*highland Pure Water Total	\$ 30.00			
7/1/2020	Usi Ed Gov	\$ 381.89	7272407000	Bus Off	Print shop supplies
	Usi Ed Gov Total	\$ 381.89			
7/17/2020	Usps Po 1925410619	\$ 15.05	3737176150	Grants	postage
	Usps Po 1925410619 Total	\$ 15.05			
7/10/2020	Usps Po 1931790511	\$ 22.00	1162007000	Bus Off	supplies
	Usps Po 1931790511 Total	\$ 22.00			
7/16/2020	Usps Po 1970620612	\$ 72.11	2525396150	Grants	Postage
	Usps Po 1970620612 Total	\$ 72.11			
7/18/2020	Vzwlrlss*apocc Visb	\$ 94.37	1171006310	Bus Off	phone-on call
7/18/2020	Vzwlrlss*apocc Visb	\$ 30.02	1153506310	Bus Off	phone-admsission
	Vzwlrlss*apocc Visb Total	\$ 124.39			
7/16/2020	Walgreens #11086	\$ 15.29	1155057000	Athletics	SUPPLIES
	Walgreens #11086 Total	\$ 15.29			
7/16/2020	Walgreens #9455	\$ 159.76	2525396149	Grants	Instructor Supplies
	Walgreens #9455 Total	\$ 159.76			
7/3/2020	Wal-Mart #0039	\$ 87.43	1155057000	Athletics	SUPPLIES
7/11/2020	Wal-Mart #0039	\$ 11.29	1155057000	Athletics	SUPPLIES
7/22/2020	Wal-Mart #0039	\$ 9.78	1155057000	Athletics	SUPPLIES - COFFEE
7/24/2020	Wal-Mart #0039	\$ 25.85	1168507000	Bus Off	Pest Strips
	Wal-Mart #0039 Total	\$ 134.35			
7/1/2020	Wal-Mart #0072	\$ 3.27	1164007000	Bus Off	supplies
7/9/2020	Wal-Mart #0072	\$ 141.57	1164007000	Bus Off	supplies
7/8/2020	Wal-Mart #0072	\$ 37.82	1212167000	Instruction	Pitt-Cosmo Supplies
	Wal-Mart #0072 Total	\$ 182.66			
7/28/2020	Walmart Grocery	\$ 127.68	2525406149	Grants	Instructor Supplies
	Walmart Grocery Total	\$ 127.68			
7/6/2020	Wendys #6025	\$ 62.75	1155057000	Athletics	SUPPLIES
	Wendys #6025 Total	\$ 62.75			
7/24/2020	Wendys 0191	\$ 18.95	1155256020	Athletics	Recruiting
	Wendys 0191 Total	\$ 18.95			
7/28/2020	Wholesaleinternet.Net	\$ 94.00	1163006520	Bus Off	WEBSITE
	Wholesaleinternet.Net Total	\$ 94.00			
7/16/2020	Wm Supercenter #368	\$ 104.44	2525396149	Grants	Instructor Supplies
	Wm Supercenter #368 Total	\$ 104.44			
7/7/2020	Wm Supercenter #39	\$ 26.48	1155057000	Athletics	SUPPLIES
7/11/2020	Wm Supercenter #39	\$ 88.00	1155057000	Athletics	SUPPLIES
7/16/2020	Wm Supercenter #39	\$ 32.20	1155057000	Athletics	SUPPLIES
	Wm Supercenter #39 Total	\$ 146.68			
	Grand Total	\$ 51,199.30			

A. CONSIDERATION OF GORDON PARKS MUSEUM POLICIES

BACKGROUND: Following are policies that were created based on the recommendations from the collection assessor and building assessor during their site visit last year in regards to the Collection and Preservation Grants (CAPS).

RECOMMENDATION: It is recommended that the board approve the attached policies for the Gordon Parks Museum.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____
DISCUSSION:

VOTE: ____ Bartelsmeyer ____ Elliott ____ Fewins
 ____ Hart ____ Meyer ____ Nelson

GORDON PARKS MUSEUM



DISASTER AND EMERGENCY RESPONSE PLAN

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1. INTRODUCTION

Definition of a disaster

A disaster is any unforeseen event which causes damage to or may potentially cause damage to any part of the fabric of the building or to its holdings. The most serious threats arise from fire or flood which can emanate from various sources. Other threats arise from terrorism, vandalism, theft, gas leaks or infestation.

Aim of the disaster plan

It is intended that the plan will provide procedures and basic guidelines to be followed in the event of a disaster caused by fire, flood or bomb, enabling Disaster Control Team

Members to act swiftly to minimize damage to the buildings and holdings.

The Museum is committed to ensuring the safety and security of its staff and the public at all times. As such, this plan is coupled with a risk management program to reduce the likelihood of an emergency incident.

At no stage is any member of staff or volunteer expected to put themselves in danger in a salvage situation. The Museum will ensure that health and safety is properly assessed and adequate personal protective equipment is provided.

Circulation of the plan

Copies of the plan are held in the following locations

In the building Administrative Building at Reception desk and the Fire Station

Personal copies are held by all the team members at home which they will be expected to bring in if called in outside office hours. These copies should be kept in a secure location given the inclusion of sensitive information in this plan (building plans, contact details, priority lists etc.).

Each member of staff has a copy of the basic summary page

Everyone who uses the building should be informed of procedures, including cleaning staff, security and contractors.

2. INCIDENT MANAGEMENT TEAM

In the event of a large incident, the following personnel have been allocated the following roles in order to manage the incident. It is important that tasks are delegated and split up to prevent one person trying to manage the entire operation.

Obviously in the event of a small incident, it will not be necessary to activate the entire plan and the entire Disaster Control Team. The Disaster Control Coordinator should decide which members of the Control Team to involve.

If the principal person in this role is unavailable, the deputy should fill in.

Disaster/Emergency Team Leader – Kirk Sharp, Museum Executive Director

- Incident coordination and overall site manager. Coordinates response; liaises with outside services; deals with suppliers and wider organization; communication and team liaison; takes overview

Building Recovery – Jarod Kelyon, Maintenance Director

Deputy – Assistant Director, Brenda Petit

- Removal of excess water; health and safety; provision of logistical support; organizes rest breaks and areas and refreshments for staff

Salvage Manager – Kirk Sharp, Museum Executive Director

- Prioritizing, moving to temporary storage, documenting, sorting and treating salvaged objects

Public Relations – Kassie Fugate Case, Strategic Communications and Marketing Director

- Deals with media, provides information for users, determines re-opening strategy etc.
- Other personnel will be required to assist, particularly with salvage and moving damaged items.

3. PROCEDURES FOR INITIAL DISCOVERING AN INCIDENT

DURING OPEN HOURS

Fire

- The fire alarm should go off automatically. If for any reason it does not RAISE ALARM immediately - break the glass of the nearest fire point.
- Only tackle a small fire if you have had training, feel confident enough and are sure of which type of extinguisher to use. If efforts are not immediately successful, leave building at once.
- Never allow the fire to come between you and the exit.
- Do not break windows unless you have no other option – oxygen will feed the fire.
- Follow the evacuation and exit procedures as normal.
- A telephone call to 911 should be made from the assembly point outside the building to ensure that emergency services are on their way (do not delay your exit to collect a cell phone).
- Only re-enter the building when emergency services have confirmed it is safe to do so.
- Contact Disaster Team Leader and the Disaster Control Team.
- Liaise with the Fire Department until the arrival of the Disaster Team Leader.

Flood

- Alert the Disaster Control Manager or Duty Manager.
- Assemble rest of Disaster Control Team unless incident is very small.
- If there are electrical appliances or outlets near the leak, do not approach or stand on standing water – electrocution hazard.
- Attempt to ascertain the source of the water and deal with if possible (e.g. turn off stop cock, turn off tap etc.). Obtain assistance from Facilities if necessary.
- Protect collections in danger of becoming wet – move or shield with polythene sheets.
- If large quantities of water are escaping, the Fire Department /emergency plumber should be contacted.
- If the quantity of water is controllable, obtain wet-vacuum cleaners, mops and buckets to absorb the moisture.

Utility Failure

- Open all blinds/curtain to receive more outside light.
- Provide assistance to visitors and staff in your area.
- Flashlights can be found in the office.
- If you are in an unlighted area, go cautiously to an area that has emergency lighting (although the emergency lighting should come on).
- Alert the Disaster Control Manager.

- If the telephones are working, report the failure to Contact the Disaster Team Leader, referring to the call-out trees in appendix Maintenance Dept.
- Disaster Control Manager will decide whether to evacuate the building.

Bomb / Suspect Package

- Report the discovery immediately to the Disaster/Emergency Team Leader, If unable to contact the Team Leader contact the Police on 911; take advice as to whether to evacuate building.
- The Team Leader will inspect the suspicious item and contact Police on 911 and take advice as to whether to evacuate building.
- If evacuation is recommended, sound the fire alarm.
- Members of staff and public should leave the building in accordance with evacuation and exit procedures.

OUTSIDE OPENING HOURS

If you discover a problem with the building

- Do not attempt to enter the building alone, even if you believe the building or holdings to be under threat. Remember that safety is of paramount importance.
- Contact the Emergency Services if necessary.
- Contact the Disaster Team Leader, referring to the call-out tree. If you cannot contact this person, attempt to contact either the Salvage Manager, Building Recovery Manager or the PR Manager or their deputies.
- Liaise with the Emergency Services upon arrival until the Disaster Control Coordinator arrives. Ensure that the Fire Department are informed of the building contents and priority locations as they brief you.

If you are informed of a problem with the building.

- Outside of opening hours, a problem with the building is likely to be reported to the key holders (names lodged with Alarm Company and fire department).
- Key holder should either redirect call to Team Leader or obtain as much information as possible.
 - What has happened / Where is the damage / Who is on site / Who has been contacted?
 - Is the normal meeting point okay?
 - Advise caller on what to do until you arrive (where to find priority lists, liaise with emergency services until your arrival)
- Based on information given, the Team Leader should decide which other members of the Control Team to notify (if middle of night, alert senior staff only to make an initial assessment).
- Advise those called in of the assembly point and to bring
 - Their copy of the plan
 - Money & ID
 - Keys and telephone
 - Warm clothes and stout shoes
 - Glasses rather than contact lenses
 - Flask and something to eat
 - Don't talk to press on arrival
 - Equipment they may keep at home

4. INCIDENT ASSESSMENT AND REACTION

Potential emergencies

On arriving at the disaster scene, the Disaster Recovery Team Leader should

- Get report from first responder
- Liaise with emergency services
- Discuss priority material
- Determine when access will be possible and of health and safety arrangements concerns
- Assess the scale
- Take steps to protect undamaged stock
- Set up a control point
- Call in other staff as necessary
- Appoint Salvage Manager, a Building Recovery Manager and a PR Manager as per plan

If access is not yet possible

- Based on the briefings from the emergency services, prepare response as necessary, alerting suppliers and making administrative arrangements.
- Stand down Disaster Control Team staff not required for preparing response until access to site is allowed.

If access is possible

- Disaster Team Leader, Salvage Manager, Building Recovery Manager should conduct a site tour and use record damage form.
- Upon completion of assessment, the salvage strategy should be determined.
- Each Manager should use their checklists and determine what actions are required
- Key actions will include
 - Access to building and pumping out standing water and dehumidify
 - Risk assessment, identification of necessary personal protective equipment (gloves, hard hats, safety boots etc.)
 - Emergency lighting for affected areas.
 - Arrangement of sorting/temporary storage / emergency accommodation
 - Agree on areas for work (start with first floor, then ground?)
 - Determining priorities for salvage
 - Determining whether it will be necessary to shut the museum
 - How available personnel can be utilized and split into teams.
 - Provision of refreshments for personnel
 - What equipment / suppliers will be necessary for the salvage operation.
 - Whether to contact your insurers.
- Disaster Control Team members should be briefed before they started work and provided with appropriate PPE as per the risk assessment. Regular rest breaks should be taken.
- Disaster Team Leader, Salvage Manager, Building Recovery Manager and PR Manager should meet at regular intervals to update on the salvage progress.

5. GUIDELINES FOR DISASTER TEAM LEADER

General purpose – to facilitate recovery operation and provide administrative support to Salvage Manager and Building Recovery Manager

- Stays in the Control Point and facilitate recovery
- Liaises with the emergency services
- Arranges for necessary personnel to be contacted
- Ensures a risk assessment is carried out and area made safe, oversee safety and care for staff
- Call Insurers and liaise with the Loss Adjuster
- Manages finance issues – paying for supplies, arranging funding
- Manages calling in suppliers
- Contacts other institutions for assistance
- Keeps log of staff time spent on incident and decisions made
- Photographs salvage
- Arranges for refreshments, rest-areas, first-aiders etc.

6. GUIDELINES FOR BUILDING RECOVERY MANAGER

General purpose: facilitate recovery in a practical sense, providing logistical support and ensuring that the building is accessible and secure.

- Provide risk assessment and determine and distribute PPE
- Make salvage area accessible and safe for work as far as possible
- Arrange for water to be pumped out etc.
- Arrange for utilities to be switched off
- Remove electrical items once power turned off
- Remove wet non-collections material from affected area (carpet tiles, furniture etc.)
- Protect areas not affected but in danger with polythene sheeting
- Access control to site - set up register.
- Arrange generators, lighting, dehumidifiers etc.
- Cover gaps with tarpaulin
- Provide logistical support to salvage (lifters/shifters)
- Determine requirement for external support – glaziers etc.
- Determine risk of secondary damage and take steps to control environment (Get dehumidifiers)
- Humidity should be below 60%rH
- Security of objects in temporary storage areas
- Find space required for salvage, storage etc.
- Arrange for security of building during recovery operation

7. GUIDELINES FOR SALVAGE MANAGER

General purpose: To arrange and carry out the salvage operation for the damaged items from the incident, including salvage, moving, sorting and treatment.

- Set salvage schedule based on agreed priorities
- Set up treatment areas with emergency equipment
- Establish priorities per floor/damage area and appoint the groups working there
- Brief all personnel on appropriate handling techniques and the do's and don'ts of salvage.
- Start salvage when Building Recovery Manager has made salvage area safe for work.
- Set up
 - Salvage Team
 - Sorting Team
 - Treatment Team
 - Stabilizing / Packing Team
- Organize the logistics / moving / sites of recovery, salvage, packing with BRM –will assistance be required?
- What items will be best left in its original place (fragile/large) and provide treatment for these (apply principles of air-drying in affected area)
- Determine the treatment options for all damaged items
- Work out how to use supplier's best with your own personnel
- Set documentation procedure
- Break-out equipment required and monitor usage - establish if more is needed
- Ensure regular breaks are taken (1.5 hours maximum), that PPE is worn and that particularly difficult tasks are shared
- Determine if shift system is required

8. GUIDELINES FOR PR MANAGER

General purpose: to control the flow of information about the incident to interested parties, including members of the public, friends of the museum and the press. To try to restore the Museum's service as soon as possible.

- COMMUNICATE! Update website/of the situation & keep everyone informed, having agreed what will be said.
- Issue press statement.
- Restore basic administration – phones – offers of help need to be received!
- Brief team members on what to say.
- Put up notice on door informing what is happening
- Can any activities be transferred to other buildings? e.g. temporary exhibition in local library
- Make contact with partner organizations to activate reciprocal arrangements
- Use media to make appeals for help where appropriate

9. SALVAGE GUIDELINES

There are four key activities for the salvage of damaged objects.

- SALVAGE
- SORTING
- TREATMENT
- STABILISING / PACKING FOR FREEZING

Salvage

- The main priority will be to rescue the material as quickly as possible.
- The Salvage Manager should set the areas for work.
- Salvage Team members may assist the Building Recovery Manager to clear up excess moisture before salvage begins.
- Items should not be sorted at this stage, but at the sorting area.
- Items should only be removed when all members have been briefed and the reception area is set up.
- Protect unaffected material with polythene sheeting.
- Clear floor areas first to prevent further damage and to ensure safety of team members (likely to be most badly affected material).
- Clear high priority items first, thereafter systematically, ensuring that a record is kept as far as possible of where material comes from.
- Use minimal force to pull out tightly wedged material. Two people may be needed.
- All material should be left as it is found – open, closed, dirty.
Move items into crates where possible to reduce risk of damage through direct handling.
- If items are in cabinet drawers, remove the entire drawer rather than the individual items where possible.
- If the items are boxed, do not unpack, but take entire box to sorting area (placing in crates if box is too weak)

Equipment Needed

- PPE as required
- Crates
- Trolleys
- Wet vacuum
- Mops and buckets
- Waterproof markers
- Bubble wrap
- Labels for crates
- Polythene sheeting
- Bin liners
- Flash Lights and emergency lighting

Sorting

- A good deal of space will be required for this task
- Any material which is in boxes, drawers or an enclosure should be checked immediately – it may be that the contents are not wet. If so, remove these into a new box or temporary crate, together with the original box label. This will prevent these items from needing further treatment.
- Team members will be required to put items into different categories of damage, where possible by type of collection
 - Undamaged material
 - Wet material /Saturated which can be frozen
 - Wet material / Saturated which cannot be frozen
 - Minor water-damage
 - Fire Damage only (not wet)
 - Mold damaged material
- If there is a large mixture of damaged material, it may be sensible to freeze collections where possible in order to concentrate on those items which require immediate attention and cannot easily be stabilized.
- A cataloguing system should be set up and implemented so that items can be tracked and monitored.

- **Undamaged items** should be kept together, protected and placed in a safe area
- Items that have received **fire damage only** should be kept together, protected and placed in a safe area. They can be treated later.
- **Minor water damage** should be passed to the treatment team.
- Items which are **saturated and can be frozen** should be sent to the stabilizing/packing team
- Items which are **saturated and cannot be frozen** (see list on page x) should be passed to the treatment team.
- **Mold damaged material** should be sent to the stabilizing/packing team.

Equipment Needed

PPE

Trolleys

Crates

Waste bins

Tables

Damage Lists

Polythene sheeting

Clip boards

Waterproof pens

Pencils

Treatment

- A good deal of space will be required for this task
- This is required for material which has received minor water-damage or saturated items that cannot be frozen.
- The Salvage Manager will designate an area for air-drying.
- Use fans and dehumidifiers to assist drying, but not too near the items and do not apply heat.
- Some items should be dried slowly – here, do not apply fans. These include wooden objects but see appendix F for more information.
- Use hand-held water sprays or sinks with a gentle stream of water, if necessary to remove surface deposits if possible, but do not rub or brush material. If possible
- Cover table tops with sheets of polythene, then blotting paper. If the sheets of polythene fall to the ground and can be secured, the bottom space can be used as a wind-tunnel.
- Lay items for drying flat on the table tops, absorbing excess moisture with sponges where possible.
- Change bottom layer of blotting paper as it becomes sodden.
- Interleave within the item with blotting paper/newsprint to increase absorption if possible.
- Lines can also be used to dry single sheet items such as photographs, textiles etc.
- Do not attempt to separate material that is found stuck together – a trained conservator may be required.
- Items that do not appear to be drying successfully after 24 hours and which cannot be frozen should be placed in polythene bags to keep the moisture in, air excluded as far as possible, and then dried when the drying team have more time.
- Return empty crates to salvage team

Equipment Needed

Tables

Sponges

Polythene sheeting

Blotting paper

Scissors

Dehumidifiers

Fans
Plastic aprons
Kitchen roll
Water spray

Stabilization/ Packing Team

- Items which are thoroughly wet and cannot be air-dried should be frozen, except the items which appear on the list in appendix F.
- Excess moisture that can be drained should be removed (liquid water in archive boxes should be removed through making a small hole in the bottom of the box, not through tilting the box)
- All items to be frozen should be bagged or wrapped in polythene where possible.
- Items should be transferred to crates where possible.
- Some items which cannot be frozen can be kept wet. Use solid crates for this purpose.
- Specific guidance on packing for freezing is contained per item in appendix 6

Equipment Needed

PPE
Crates
Strung tags
Polythene bags
Release paper.
Pencils
Trolleys

10. AFTER SALVAGE

The aim of the salvage operation will be to recover and return the affected area and its contents to normal as soon as possible.

Allocate one person to co-ordinate the insurance claim (usually Disaster Control Coordinator) Damaged shelving, furniture and floor covering should be removed and replaced.

Regular monitoring of temperature and relative humidity must be maintained – use of dehumidifiers and fans may be necessary. The area should be kept well ventilated.

To inhibit mold growth, walls, ceilings, floors and shelving may have to be washed with an anti-fungal solution as well as environmental control with dehumidifiers.

Re-shelving, redecorating and re-carpeting should wait until the conditions have stabilized.
Do not reshef air-dried material immediately – keep separately for a period of a month to ensure that no mold growth has developed.

Before re-shelving, consider modification of storage/display if there is a possibility of recurrence (raise shelving higher from floor, box items with high quality boxes)

A meeting should be arranged with all personnel involved in the recovery process to discuss the successes and failures of the reaction.

Consider whether counselling is necessary for personnel who were involved in the recovery effort.

INTERNAL CONTACTS LIST

Senior Management Team - can be contacted at any time in the event of an emergency in the museum. Contact Kirk Sharp first, and if unsuccessful, continue down the list. Refer to the list on page x to remind personnel on what to bring with them.

1. Kirk Sharp – Disaster Emergency Team Leader 620.223.2700 ext. 5850
2. Jarod Keylon- Building Recovery Manager, Phone Number
3. Kirk Sharp –Salvage Manager
4. Adam Borth- FSCC Vice President Academics, Phone Number
5. Alysia Johnston – FSCC President, Phone Number
6. Kassie Fugate Case – PR Manager, Phone Number
7. Jeff Tadtman – Endowment Director, Phone Number
8. Allen Twitchell - Theater Director, Phone Number

Additional personnel / Disaster/ Emergency Response Team Members these people have volunteered to assist in the event of any emergency within the museum. They should only be contacted if a member of the senior management team authorizes this.

1. Donna VanBuskirk –Housekeeping, Phone Number
- Gordon Parks Board Members**
2. Janice Fewins - Board Member, Phone Number
 3. Jeanie Randles- Board Member, Phone Number
 4. Elouise Young - Board Member, Phone Number
 5. Jane Campbell - Board Member, Phone Number
 6. Chris Wood- Board Member, Phone Number
 7. Latisha Kelly- Board Member, Phone Number
 8. Marion Stepps , - Board Member Phone Number

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DISASTER RESPONSE EQUIPMENT KIT

Disaster Kits

The locations of these stores (which are clearly marked 'Disaster Response Equipment') are: located upstairs in the storage room Marked A.B,C

Each kit contains:

Stationary

- Pens (ball-point))
- Pens (waterproof)
- Clipboards A4
- Paper pads A4
- Notebooks (spiral bound)
- Parcel Tape
- String
- Tags (waterproof)
- Waterproof cloth tape

Cleaning Materials

- Absorbent cushions
- Buckets
- Mops
- Wringers
- Sponges
- Yard Brushes
- Refuse sacks
- Rags

Protective Clothing First Aid kit

- Aprons
- Coveralls
- Dust Masks
- Fluorescent waistcoat
- Gloves
- Gloves (rubber)
- Gloves (leather)
- Goggles
- Overshoes
- Safety helmets

Tools

- Head torches
- Knife, crow bar
- Flood light & spare bulb
- Torches
- Tool box containing: hammer
- Tape - double sided
- Tape - linen

- Tape - masking
- Trays; large, plastic, stacking
- Scissors
- Extension lead

Miscellaneous

- Fold flat boxes
- Blotting paper
- Wet-vac
- Waterproof pens
- Fire blankets
- Rope
- Screw drivers, pliers, hatchet,
- Silicone release paper

Additional salvage materials held by the Museum

- Item Location
- Buckets
- Dehumidifiers
- Desk fans
- Dustbin liner bags
- Freezer
- Gloves (vinyl, latex or nitrile)
- Jiffy foam
- Labels - plastic
- Labels - textile
- Masks; dust/particle
- Mops
- Paper - acid free tissue
- Paper - absorbent white tissue
- Paper - blotting paper
- Polythene sheet (25 m x 4 m)
- Polythene bags (various sizes)
- Polythene bags
- Polythene sheeting
- Polythene roll bags and heat sealer
- Polythene sheeting
- Tables

Additional Support Equipment

- Pumps
- Emergency lighting
- Generator
- Dehumidifiers
- Tables
- Sandbags
- Wet vacuum

EXTERNAL SUPPORT and SUPPLIERS

- Alarm Company
- Boxes
- Caterers
- Cold storage
- Conservation Equipment
- Wooden object
- Textile (etc. provide on the basis of your collections)
- Clothing, protective
- Crates
- Dehumidifiers, Dryers, space heaters and air movers
- Disaster Recovery Company
- Drain clearing
- Floodlights and generators
- Glazing - emergency and boarding up
- Lift engineer
- Manpower
- Medical Advice
- Moving equipment (cherry pickers etc)
- Packers and removals
- Plumber
- Polythene bags and sheeting
- Pumps
- Security
- Storage
- Tents and Tables
- Transport
- Utility companies
- Electricity
- Gas
- Water
- Telephones

SALVAGE GUIDELINES

Guidelines for treating water-damaged objects.

The first 48 hours can make a big difference.

This reference section should provide first-aid advice and treatment for water affected objects. Further restoration/conservation advice should be obtained from private conservators or experts and local or national collections where necessary.

General points

- Work closely with conservators or more experienced staff at all times.
- Use gloves to handle objects – they may contaminate you and vice versa.
- Beware of serious health hazards associated with mud and mold. Wear gloves and protective clothing, including a respirator.
- Work on high priority collections first.
- In unventilated areas in high temperatures and humidity (>20°C and 65%RH) mold will grow on damp organic items within 48 hours.
- In general, freeze items that cannot dry within 48 hours, but refer to list of items that should not be frozen on page x.
- Photograph your objects before you take steps to salvage them, if possible, if they are insured.
- Handle items with care at all times. Mishandling can exacerbate the damage.

FRAMED ARTWORKS

Paintings:

Paintings should be a top priority as the most serious effects of water exposure occur within the first 15 minutes of a disaster.

- Remove from frames in a safe dry place. Do NOT separate paintings from stretchers.
 - Collect any fragments of paint that have come off.
 - Keep wet paintings horizontal and paint side up with nothing touching the surface.
 - Avoid direct sunlight.
 - Do not touch the surface of the painting.
 - Dry slowly, image side up, with nothing touching the surface
- Art on paper or photos with glass fronts:
- Remove from frames in a safe dry place, unless art is stuck to glass
 - If image sticks to glass, leave it in the frame, dry glass side down.

TEXTILES

- Provide adequate physical support when moving heavy textiles.
- Do not unfold delicate wet fabrics.
- Keep light/dark textiles away from each other.
- Do not stack wet textiles.
- Rinse, drain and blot items with clean towels/cotton sheets to remove excess water.
- Block and shape each damp textile back to its original form.
- Gently press textile – do not wring or twist
- Air-dry textiles indoors using air-movement/fans
- If items cannot be dried within 48 hours, separate with silicone release or waxed paper to prevent dye transfer. Pack flat and freeze.

FURNITURE / WOOD

- Keep drawers in place but remove contents.
- Lift from bottom of object.
- Rinse/sponge surfaces gently to clean. Blot.

- Air-dry slowly. Possibly under polythene to prevent warping/splitting. Also dehumidifying room with gradual changes to dehumidifier setting will draw moisture out slowly.
- Inspect painted surfaces. If paint is blistered or flaking, air-dry slowly without removing surface dirt or moisture.
- Hold veneer in place whilst drying with weights or clamps; separate weight from veneer with protective layer
- Finishes may develop white haze. This does not need immediate attention.

CERAMICS/STONE/METAL

Ceramics

- Handle with care during salvage – biggest initial problem will be risk of breakage.
- Identify ceramic type and consult a conservator on drying procedures – prioritize terracotta/sun baked, low-fired ceramics, then lastly high-fired ceramics.
- Porous ceramics will be highest priority as they absorb dirty water.
- TERRACOTTA - treat within 24 hours to prevent disintegration and loss of surface. Blot dry, do not rub. Air-dry using fans.
- LOW FIRED CERAMICS – Treat within 48 hours. Pat dry. Air dry using fans.
- HIGH FIRED CERAMICS – Treat after less stable material. If surfaces are stable, blot with lint free towels. Air drying using fans.
- If ceramic is broken, cracked, or has mineral deposits or old repairs, place in a clean, transparent polythene bag until it can be treated. Seal bag and monitor for mold.

Stone

- Treat after less stable materials.
- If stone object is smooth-surfaced, blot gently and air-dry.
- If object is rough-surfaced or has applied finish, do not blot, but air-dry on plastic or clean towel.
- Air-dry using fans.

Glass

- Treat after less stable materials.
- Pat dry, do not rub.
- Air-dry, using fans.

Metal

- Treated unstable (corroded) metals within 48 hours – thereafter stable metal.
- Use gloves to handle
- Rinse/sponge and blot metal object.
- Air-dry.
- If object has applied finish, do not clean. Air-dry, keeping flaking surfaces horizontal.

ORGANIC MATERIALS

Leather and rawhide

- Rinse/sponge with clean water to remove mud.
- Drain and blot to remove excess water.
- Pad with toweling or unlinked paper to maintain shape.
- Air-dry, using fans.
- Manipulate tanned fur skins during drying to keep skins flexible.

Baskets

- Handle with care. Lift from bottom.
- Rinse.
- Drain and blot to remove excess water.

- Stuff with clean paper towels or cottons sheets to retain shape and absorb stains.
- Cover with clean towels.
- Air-dry slowly.
- Keep lids on.
- Change blotting material regularly.

Bone, Shell and Ivory

- Handle with care.
- Rinse.
- Drain and blot to remove excess moisture
- Place on blotters on non-rusting screens
- Air-dry slowly.
-

OVERSIZE OBJECTS

- Consider carefully before moving a large object. Given the resources required to move large heavy object, it may be easier to dry in situ or to leave until other more portable objects have been moved.
Never attempt to move an object single handed
- Make sure you know where you are going before you move it
- Do not stack
- Keep well supported and bubble wrap

PHOTOGRAPHIC MATERIAL

- Remove from any frame or mountings.
- Immerse prints and glass plate negatives in cold water in their wrappings
Where photographs are stuck together consult a photograph conservator.
- Wash color prints and glass plates in cold water for 15 minutes. Black/white prints,color and black and white negatives for 30 minutes.
- Remove from their wrappings and lay out flat, emulsion side up on blotting paper.
- Ensure the drying environment is as dust free as possible.
- Incline glass plate negatives slightly to speed drying.
If there are too many for immediate attention, either:
- Keep wet in a container or water for no more than 48 hours. Air-dry.
- Freeze. If possible, interleave each photo with silicone release or waxed paper.

DO NOT FREEZE GLASS PLATE NEGATIVES

BOOKS AND PAPER

Books

- If rinsing, hold book closed.
- Partially wet or damp: stand open to 90o angle on bottom or top edge. Splay pages and air-dry.
- Very wet: lay flat on clean surface. Interleave less than 20% of the book with absorbent material.
Replace interleaving when damp.
- If too many books to air-dry in 48 hours
- Wrap in silicone release or waxed paper.
- Pack spine down in sturdy containers such as crates.
- Freeze
- Paper
- Air-dry flat as individual sheets, or small piles up to 0.75cm, interleaved with blotter.
- Replace blotter when damp.
- Do not unfold or separate individual wet sheets.
If too many items for air-drying

- Interleave (by groups or individually) with silicone release or waxed paper if time permits.
- Pack papers or files into sturdy containers.
- Freeze.

DO NOT FREEZE

- Paintings on canvas
- Paintings on wood panel
- Ivory and/or tooth
- High fire ceramics
- Joined wooden panels
- Waterlogged materials (drain water away first)
- Wax or objects with wax fills
- Objects where inlays or veneers show warpage or lifting from substrate.
- Objects where there is warpage or other distortions that may indicate that the object's structure is under stress
- Anything under tension (drum heads, string instruments)
- Glass

If you cannot freeze and cannot air-dry, consider whether it will be appropriate either to keep the item wet either through placing a container full of water, or placing item inside a polythene bag to prevent moisture escape. Drying items too quickly may result in further damage such as cracking and splitting.

Salvage after fires

In the aftermath of a fire, prioritize wet items initially. When all wet items have been salvaged, attention can turn to smoke and fire damage. Ensure that all fragments are gathered and bagged or crated with the object.

Get advice from a conservator from another institution over treatment options. Smoke residues can be removed through careful cleaning, but advice should be obtained before this commences. Smoke residues are acidic and should not be left untreated for a long time.

PREPARED PRESS STATEMENT AND KEY CONTACT INFORMATION

Prepared Press Statements to be made solely by the PR Manager or the Disaster Team Leader. All press queries to be directed to them. Example Statement Below

A fire / serious flood occurred in the Gordon Parks Museum, last night/early this morning. Fire Department personnel were at the scene quickly and have worked hard to extinguish the fire and limit the damage to our collections and building.

Our disaster control plans are now activated and we are now working hard to salvage our holdings. The building will be closed for the rest of the week/ next few days and further information will be circulated tomorrow/late today.

XXXX

DAMAGE RECORD FORM

Each crate should be given a number and this form completed for each crate detailing its contents. Upon completion, this form should be given to the Disaster Team Leader. In the event of a major emergency, the form can be used as a summary sheet, detailing just the crate number under 'Item Ref No' and a broad summary of contents. Only do this if permitted by the Salvage Manager

Crate number _____ Original location _____

Item Ref No	Object Description	Type of Damage	Treatment Needed	Moved To Location

Gordon Parks Museum Museum Archive Access Policy

Rev 8-10-20

Information for Researchers

Our Museum and FSCC staff welcome your inquiries relating to all aspects of the history of the Gordon Parks Museum.

Please be as specific as possible when requesting information.

We answer reference requests in the order in which we receive them. Current events, tours, meetings, etc.... involving The Gordon Parks Museum Staff take precedence and hence there may be a delay in the fulfillment of your request.

Selected collection indexes and finding aids of the Archives' holdings are available.

Please familiarize yourself with the following terms of access:

- The Museum Archives is open to all researchers.
- For information about the Archives' holdings contact the Gordon Parks Museum 620-223-2700 or email gordonparkscenter@fortscott.edu
- Inquiries by phone, fax, mail and e-mail are welcome.
- Patrons seeking to visit the Archives must have an appointment.
- Initial appointments are generally made between 9:00 a.m. and 4:00 p.m., Monday through Friday.
- The Gordon Parks Museum Archives is located in a non-public area. Access is restricted and controlled by Gordon Parks Museum and Fort Scott Community College Staff. A scheduled appointment is mandatory for all Archives patrons.

Archives Use Guidelines

- All patrons that request access to the Archives and must complete a registration form.
- The Gordon Parks Museum does not charge a fee for access of the collection.
- Archival material is non-circulating and retrieved by Museum staff for patron use only in areas authorized by the Museum staff and under the supervision of Museum/FSCC staff.
- Some records are available only with advance notice and approval.
- The following materials are restricted from use or access:
 - Unprocessed materials
 - Donations for which the donor has indicated restrictions
 - Collections of sensitive nature
 - Any Collections that the Museum may deem unavailable for access.
- We restrict the use of some records because of fragility, special format problems, confidential or proprietary rights.
- Material delivered must be recorded on the "Archives Agreement/ Use Record," and each person will be asked to sign it to accept responsibility for returning all the contents in the same condition they were delivered.
- Service and reproduction fees may apply for any reviewed and approved reference copy requests.
- Scanning or taking digital photographs of archive materials requires permission from the Gordon Parks Museum and may be denied if copying will either damage or degrade the material, or if donor, acquisition or legal restrictions prohibit reproduction.



GORDON PARKS MUSEUM STRATEGIC PLAN 2020 -2023

Rev, 8-10-20

Approved and Adopted by the Board of the Gordon Parks Museum and
Fort Scott Community College Board of Trustees
Aug 10, 2020

Gordon Parks Museum Foundation Strategic Plan 2020 -2023

Approved and Adopted by the Board of the Gordon Parks Museum and Fort Scott Community College
Board of Trustees
Aug 10, 2020

Vision Statement

The Gordon Parks Museum recognizes the past and embraces the future as a collaborator and catalyst for the transformation of individuals and the community through photography. The Museum is a vital partner in the historical, cultural and economic development of the city and values collaboration. The Museum will actively cultivate the use of its facilities, both interior and exterior, as a cultural and historical resource for its citizens through the continued expansion of its permanent collection, creative development and expansion of exhibitions and providing educational outreach to the citizens of Bourbon County and surrounding area.

Mission Statement

The mission of the Gordon Parks Museum is to celebrate the life and work of Gordon Parks, internationally known photographer, filmmaker, writer and musician; and to use his remarkable life story to teach about artistic creativity, cultural awareness and the role of diversity in our lives.

Focus Areas:

As we pursue our goals, we will focus on topics that our visitors and supporters strongly believes are vital to the future viability, relevance and sustainability of museums, including:

- **Structure, programming and accessibility**
- **Museums' expanding role**
- **Preservations and Collections**
- **Business models for the museums' financial sustainability**

Strategies

Strategy I: Connection Through Visibility and Building Valuable Relationships

Strategy II: Conservation and Preservation

Strategy III: Facilities Management

Strategy IV: Enhancement of the Visitor Experience

Strategy VI: Strengthening our Support and Collaboration

Strategy V: Improved Sustainability of the Museum and Assets

Strategy I: Connection Through Visibility and Building Valuable Relationships

GOAL 1: Increase the awareness and value of the Museum;

OBJECTIVE 1.1) Communicate with clear, bold, benefit-driven messaging to make it easier for audiences to see themselves at the museum and value the experience that it offers.

OBJECTIVE 1.2) Deepen and broaden core visitors by identifying stronger programs and connections with the greatest potential for growth.

OBJECTIVE 1.3) Identify and reach new and untapped visitors to build relationships and expand involvement.

OBJECTIVE 1.4) Maintain a great rapport and relationship with existing and potential visitors to increase repeat visitation and attract new members.

GOALS 2: Develop programs and partnerships that expand tourism outreach, the number of demographic groups served, and the Museum's geographic expanded influence;

OBJECTIVE 2.1) Provide user-friendly technology platforms to engage audiences virtually as a way of sharing resources with local constituents and a worldwide audience.

OBJECTIVE 2.2) Adopt a marketing plan for the Museum.

OBJECTIVE 2.3) Improve data collection for both planning and evaluation purposes.

GOAL 3: Strengthen the museum's relationships through partnerships and increased involvement with the Fort Scott community, civic and cultural organizations, and the national and international arts community.

OBJECTIVE 3.1) Identify and establish partnerships with local community groups that align with the Museum's mission and that enable the Museum to connect and serve existing and new visitors and supporters.

OBJECTIVE 3.2) Become a leader in area civic and cultural issues that affect the Fort Scott area and the region.

OBJECTIVE 3.3) Strengthen ties to audiences within the surrounding areas, nation and worldwide.

Strategy II: Conservation and Preservation

GOAL 4: Protect and develop the Museum's most precious resource, the Collection;

OBJECTIVE 4.1) Adhere to the best professional practices for the storage, display, presentation, interpretation, research, installation and the protection of the collection.

OBJECTIVE 4.2) Purchase needed supplies for preservation of archives.

OBJECTIVE 4.3) Move entire archive collection to another location.

OBJECTIVE 4.4) Develop a plan to hire an individual (part-time, contractual or full-time) as curator to improve the preservation and care of the collections. This curator would have the experience and certifications to be able to work with archives and matted photos to develop unique and more standardized creative ways to print and make graphic designs and displays for new exhibits with our collections. This position will also assist with grants and research.

GOAL 5: Research, display, interpret and preserve the collection for our visitors, digital audience and future generations and upgrade record keeping and collection management policies and systems based on best practices and technology for accountability and dissemination

OBJECTIVE 5.1) Adopt a comprehensive Collections Management Policy.

OBJECTIVE 5.2) Conserve the collection through review and the establishment of treatment priorities.

OBJECTIVE 5.3) Complete a full inventory and meet goals for a complete standardized catalog inventory for appropriate collection objects.

OBJECTIVE 5.4) Develop, review and periodically revise the Collection Management Policy and Procedures.

OBJECTIVE 5.5) Create comprehensive and accurate collections database with updated images that allow staff and visitors to access the entire art and library collection digitally.

GOAL 6: Continue growing and expanding the use of the collection through displays, exhibits for visitor's broad access and for research.

OBJECTIVE 6.1) Provide broad access to all of our collections through in-person visits, traveling exhibitions, and online to further research.

OBJECTIVE 6.2) Continue to modernize the archive collection for access by in-person visits and online.

OBJECTIVE 6.3) Encourage long-term loans to the museum from institutions and individuals to complement and/or enhance existing collections.

Strategy III: Facilities Management

GOAL 7: Improve staff support for growth of the Museum;

OBJECTIVE 7.1) Create a staffing plan for support of the Museum which identifies key personnel and or staff to help operate the museum when the director is not available due to meetings, off campus presentations, vacations, illness , etc....

OBJECTIVE 7.2) Create and hire the position of office assistant as the Museum grows to improve effectiveness and efficiency. This position will assist with all operations to including registrar of archives, events, tours, exhibits, marketing, social media, grants, etc....

OBJECTIVE 7.3) Develop a plan to hire an individual (part-time, contractual or full-time) as curator to improve the preservations and care of the collections. This curator would have the experience and certifications to be able to work with archives and matted photos to develop unique and more standardized creative ways to print and make graphics designs and displays for new exhibits with our collections. This position will also assist with grants and research.

GOAL 8: Continue to monitor the needs of the Museum's building and grounds;

OBJECTIVE 8.1) Complete a master plan and life-cycle analysis for the Museum building and grounds with short-term and long-term financial needs.

OBJECTIVE 8.2) Establish a plan insuring that engaging grounds are part of the Museum experience.

GOAL 9: Maintain museum-quality security and fire and life safety systems throughout the campus, ensuring the safety of both people and the collection

OBJECTIVE 9.1) Continue to refine, implement and test emergency preparedness and disaster mitigation programs and procedures.

OBJECTIVE 9.2) Continue to monitor, evaluate, and upgrade campus buildings and equipment to provide safe, cost effective and efficient facilities.

Strategy IV: Enhancement of the Visitor Experience

GOAL 10: Offer approachable and rewarding visitor experiences and hospitality through exhibitions, programs and a welcoming environment

OBJECTIVE 10.1) Welcome each visitor with respect and treat them as a valued customer.

OBJECTIVE 10.2) Consistently gauge the visitor's experience through verbal evaluations and gather insights through the possible use of systematic metric, and the check-in registration form.

OBJECTIVE 10.3) Ensure that all visitors of diverse ages and backgrounds have a satisfying experiences.

OBJECTIVE 10.4) Create opportunities that encourage return visits.

GOAL 11: Develop and expand opportunities for education and interpretation

OBJECTIVE 11.1) Provide educational opportunities for a learning environment for visitors and students such as a student scavenger hunts, quizzes, etc.

OBJECTIVE 11.2) Create, develop and install Interactive technology throughout the museum with tablets that visitors can navigate on their own to learn more about Gordon Parks.

GOAL 12: Engage and support visitors on their own terms taking into account their knowledge of Gordon Parks and their comfort level of participating, while providing growth and learning opportunities.

OBJECTIVE 12.1) Ensure that visitors can access and learn about Gordon Parks based upon their individual levels of knowledge and experiences so that they can achieve a greater depth of understanding.

Strategy V: Improve the Sustainability of the Museum and Assets

GOAL 13: Increase Financial Growth

OBJECTIVE 13.1) Adopt a Business/Development Plan for the Museum that focuses on diversified funding sources, building endowments, partnerships with the business community, and clearly defined roles for support groups supported by Memoranda of Understanding

OBJECTIVE 13.2) Advance the Museum toward accreditation with the American Alliance of Museums

OBJECTIVE 13.3) Adopt a marketing plan for the Museum.

GOAL 14: Encourage collection growth through enhanced relationships with other collecting groups and donors

OBJECTIVE 14.1) Coordinate with other curatorial, conservation groups or individuals for advancement and education to help promote organizing programs and appreciation of the collection in the Museum.

OBJECTIVE 14.2) Communicate with Trustees, Board members, donors and any collecting groups regarding the museum's collecting desires for all areas.

GOAL 15: Provide fiscal stability through ongoing fund and endowment development as well as annual fundraising opportunities

OBJECTIVE 15.1) Create a multi-year fundraising plan incorporating annual needs, endowments and naming opportunities to provide stable funding of programs, positions and exhibit acquisitions.

Strategy VI: Strengthen our Support and Collaboration

GOAL 16: Create a strongly collaborative culture with informed stakeholders (including the Board of Trustees, standing committee members, staff, volunteers and Board members) along with organizations and individuals that embrace and support the Museum.

OBJECTIVE 16.1) Empower stakeholders with information and responsibilities that instill a sense of ownership.

OBJECTIVE 16.2) Implement systems to continue and improve performance toward the strategic goals.

OBJECTIVE 16.3) Uphold a culture of excellence, innovation, and evaluation.

GOAL 17: Attract, retain and develop an engaged, diverse and mission-focused partnerships and collaborations with organizations and individuals that embrace and support the Museum

OBJECTIVE 17.1) Design and implement a program of information to familiarize supporters and partners with updates about the Museum as well as its strategic priorities.

OBJECTIVE 17.2) Maintain a valuable relationship with existing and potential supporters and partners to increase repeat visitation and attract new members.

**Approved and Adopted by the Board of the Gordon Parks Museum and Fort Scott Community College
Board of Trustees
Aug 10, 2020**



GORDON PARKS MUSEUM COLLECTION MAMAGEMENT POLICY

Rev.8-10-20

The Collection Management Policies were revised and approved by the Gordon Parks Museum Board of Directors, Fort Scott Community College Administration Team and Board of Trustees on Aug 10, 2020.

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Introduction

The Gordon Parks Museum Foundation was founded on Jan 31, 2004, to be located in Fort Scott, KS on the campus of Fort Scott Community College, for the purpose of establishing and maintaining in said city a Museum / (Center of Culture and Diversity) to honor Gordon Parks and use his life story to teach and inspire, while encouraging and developing the study and appreciation of his works.

This Collections Management Policy (the "Policy"), is intended to document the policies that guide the development, presentation and care of the Museum's collection consistent with the mission of the Museum and with professional museum standards.

Through this Collections Management Policy, the Museum ensures that

- its collections are accounted for by annual inventory and documented in the collections management database;
- its collections are protected, secure, cared for, and preserved;
- acquisition, deaccessioning, and loans of works in the collections are conducted in a manner that conforms to the Museum's mission, complies with applicable law, and reflects the highest ethical standards;
- disposal of works from the collection through sale, exchange, or other means is solely for the advancement of the Museum's mission.
- access to the collections in the galleries, archives and access to collection information is permitted and appropriately regulated with prior approval

The Gordon Parks Museum ("GPM," "the Gordon Parks Museum," or "the Museum") sustains a diverse collection of works and collections including artifacts of cultural and iconic significance along with personal belongings from the estate of Gordon Parks. It encourages exploration of cultural diversity and awareness as visitors experience some of the works of Gordon Parks.

The Museum strengthens, supports, and contributes to the academic research and teaching of Fort Scott Community College and is committed to serving communities of learners across Kansas and beyond.

Mission

The mission of the Gordon Parks Museum is to celebrate the life and work of Gordon Parks, internationally known photographer, filmmaker, writer and musician; and to use his remarkable life story to teach about artistic creativity, cultural awareness and the role of diversity in our lives.

Authority

The Gordon Parks Museum is an Instructional Support unit of Fort Scott Community College, a State of Kansas institution governed by the Kansas Board of Regents.

The GPM purpose, goals and mission statement were revised and approved by the FSCC Administration Team on February 6, 2004, to be responsible for care and preservation of the Museum's collection and research relevant to the collection, teaching from the collection, development of educational content, funding and resource development, and the day-to-day operations of the Museum.

The Parks Museum's Staff is comprised of the Museum's Executive Director and has the authority to make decisions regarding acquisition, loan, and deaccession of works in the collection, as well as collection policies and revisions. The Gordon Parks Museum Foundation is also a 501C-3 in the state of Kansas. The Gordon Parks Museum Foundation Advisory Board of Directors has the opportunity to review the Museum's collections management policies and recommend additions to these policies.

Scope

The purpose of the Museum's collection is to provide a rich and diverse resource of work, archives and artifacts of Gordon Parks and any associated cultural significance, both contemporary and historical, which foster interdisciplinary discussions, exhibitions, teaching, and research. Special attention is given to works of artistic and/or historical significance, cultural diversity, and relevance to the critical issues of our time. The Gordon Parks Museum Foundation collects works that enrich and enhance the teaching and research mission of Fort Scott Community College and utilizes these works for display, teaching, or research.

Duties of the Gordon Parks Museum Board of Directors, Board of Trustees and Executive Committee

The Board of Directors and the Executive Committee have the following powers with respect to the collection:

1. The power to accept or decline gifts or bequests of works of art is vested in the Board of Directors and the Executive Committee.
2. The power to deaccession works for sale, exchange, or other means of disposal irrespective of market value is vested in the Board of Directors and the Executive Committee upon the recommendation of the Executive Director. The Board of Directors or the Executive Committee must approve the deaccessioning of any works with a current market value in excess of \$200.00

Collection Categories

The collections maintained by the Gordon Parks Museum are comprised of the Museum's Collection in the categories of Object Collection, Archives Collection, Photos Collection and Library Collection.

Acquisitions

Acquisitions support the teaching and research missions of Fort Scott Community College, and the role of the Gordon Parks Museum as a public resource for investigating the arts, the works of Gordon Parks and across cultures, disciplines, and through time. Every effort will be made to ensure that Museum's acquisitions do not conflict with or duplicate any of Fort Scott Community College other collections.

While Fort Scott Community College and The Gordon Parks Museum Foundation owns and bears legal responsibility for the GPM collections, the Museum's professional staff are responsible for determining what works are appropriate to meet.

The Museum and the Director, are responsible for identifying and researching possible acquisitions. Normally, acquisitions (purchases, gifts, and commissions) are proposed by Museum staff to the Board of Directors with a professional written proposal of the works' authenticity, provenance, attribution, condition, and significance to the Museum's collections. If acquired, this proposal becomes part of the permanent object file. The Director may propose acquisitions within his/her area of expertise. The Director may consult with members of the Museum Foundation Advisory Board, FSCC Staff, or other individuals when additional expertise is needed or desired.

In special cases, the Director may request approval by the Board of Directors to receive acquisitions for gifts or donations.

The Gordon Parks Museum will acquire an object only after determination that the work has not been derived from illicit trade or wrongful seizure, nor that its acquisition contributes to the continuation of illicit trade or otherwise questionable practices in the obtaining of works of art. The Gordon Parks Museum will not knowingly acquire works, donations or gifts that have been illegally exported or otherwise transferred in violation of the principles of

☐ 1970 UNESCO (United Nations Educational, Scientific and Cultural Organization) Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property

☐ Report of The AAMD Task Force on the Acquisition of Archaeological Materials and Ancient Art (revised 2013)

(The Gordon Parks Museum Foundation will not acquire any works affected by the guidelines listed above.) If needed, The Museum will act in good faith to investigate the provenance of works prior to acquisition and seek to obtain written documentation regarding the history of the works, including

import and export documents and necessary permits. The Museum may require that sellers and donors provide documentation regarding provenance of works offered for acquisition. Permission to back-up, in perpetuity, any electronic media acquired by the GPM to the Museum's secure computer server (according to best practices for archiving and viewing in the galleries) should be granted at the time of acquisition.

Gifts and bequests of works are generally to be of an unconditional and unrestricted nature, and no work, gift or donation should be accepted with a required guarantee of display, publication, perpetual ownership, attribution, or valuation by the Museum. The Director may consider accepting a gift with restrictions in exceptional cases. Any restrictions or conditions must be clearly stated in the Deed of Gift or other instrument of conveyance. Stated conditions shall then be strictly observed. No work will be acquired by purchase, gift, transfer, or bequest if the Museum is unable to provide the work proper care and storage. At the time of acquisition, every effort must be made to determine and predict the physical needs of the object and its lifecycle, including the transitory intentions of the artist.

If a work is offered or solicited as a promised gift to the Gordon Parks Museum, it may be presented to the Board of Directors for prior approval, to provide the donor with the assurance that the gift will be accepted at a later date. The donor's offer of a promised gift and the approval of the promised gift must be documented in writing.

Fractional gifts of works of art will be considered under certain circumstances. Fractional gifts will be accepted only if the donor provides a written statement of intent to transfer 100% of the donor's ownership interest in the object within a specified period of time, in accordance with federal legislation. A work given as a fractional gift will be accessioned into the Museum's collection only after the transfer of the gift is complete. Joint ownership of works, gifts or donation with another institution or institutions or with source communities will be considered.

Accessions

Works and objects cultural significance acquired by the Gordon Parks Museum, through purchase, gift, bequest, or transfer, are usually accessioned into the permanent collection, except for works which do not merit accessioning. Works that do not merit accession, may be placed in the Temporary Collection. Decisions regarding accession are made at the time of the acquisition of works, so that works and objects may be documented accordingly.

Deaccessions and Disposal

In considering potential deaccessions, the Museum must carefully weigh the interests of the public, for which it holds the collection in trust, the donor's intent in the broadest sense, the artist's intent, the interests of the scholarly and the cultural community, and the Museum's resources to care for the works. Deaccessioning shall be considered only for the following reasons:

1. The work is of poor quality, either intrinsically or within its class. The work does not have sufficient study value as to warrant its retention in the collections, or the specific collection as a whole is not of sufficient scale and importance to warrant the support of study examples.
2. The work is inferior to a similar example in the collection, or is a duplicate and has no value as part of a series or set.
3. The authenticity or attribution of the work is shown to be false or fraudulent and the object lacks sufficient aesthetic merit or artistic importance to warrant retention. In the case of a forgery, the work shall be so marked before disposal.
4. The work is in such poor condition that proper repairs are not feasible or will render the object essentially false.
5. The work is hazardous to people and/or other works in the collection.
6. It is conclusively proven that the work acquired by the Museum was illegally exported from its country of origin.
7. The work falls outside the scope of the Collections Plan. In recommending deaccessions to the Board of Directors, The Director shall present a written statement of the purpose and justification for deaccessioning, observing the highest standards of scholarship and professional practice. It is the responsibility of the Director to make sure these standards are observed. The Director shall determine if any legal or contractual considerations prevent deaccessioning.

Appropriate deaccessioning may be accomplished through repatriation, sale at public auction, sale to or exchange with another Museum, or sale/exchange through art or antique dealers. The director and curator involved shall decide in each instance whether it is in the Museum's best interest to reveal the Museum's prior ownership of deaccessioned works.

Loans – Incoming

The Gordon Parks Museum borrows works of art and cultural significance from non-profit institutions, museums, galleries, artists, and collectors for exhibition and research. Works selected for loan to the Museum should be in condition suitable for transport and display. In general, long-term loans (loans longer than two years) will be discouraged. Works selected for loan are proposed and approved by members of the Board of Directors. Museum Staff are responsible for drafting formal loan requests, loan agreements, receipts, condition reports, provisions for insurance coverage, transportation, unpacking, and repacking of loaned items.

All works on loan to the Museum are to be individually identified and documented by Museum Staff. The Museum will not undertake any matting, framing, or conservation treatment of loaned works without permission of the Lender. Works on loan to the Museum are to be packed and shipped as received, unless different arrangements are made in consultation with the lender. Long-term loans will be reviewed every two years.

Loans – Outgoing

The Gordon Parks Museum loans works of art and cultural significance from its collection to other non-profit institutions for temporary exhibitions and other scholarly and educational purposes.

Loan requests must be reviewed and approved by members of the Board of Directors based upon the following criteria:

1. The condition of the work;
2. The value of the work;
3. The duration of the loan;
4. The impact of the loan upon the Museums exhibitions, educational programs, and teaching and research needs;
5. The significance of the exhibition or project for which the loan is requested;
6. The publications;
7. Conservation and preservation expertise;
8. The facilities, environmental conditions, and security provisions of the requesting institution;
9. The justification of the Museum support the exhibition or project;
10. The audiences reached.

Museum Staff must approve the conditions under which the object will be displayed, and the object must not be handled while on loan except under the supervision of Museum Staff.

Works in Custody

Works left in the temporary custody of the Museum will be individually identified and treated with the same level of care as an incoming loan. Occasionally, works are found in collections for which there is no documentation or left unclaimed at the Museum. The GPM will make every reasonable effort to identify such works and any relevant information about them. If the Museum is unable to establish ownership, the Museum is obligated to maintain the object until it can be legally determined to be abandoned property. At that time, the object may be considered for accession into the collection or disposal.

Documentation

The maintenance of accurate, up-to-date records and complete cataloguing for its collections is one of the Gordon Parks Museum's most important responsibilities. Records concerning the acquisition, identification, provenance, condition, location, insurance value, conservation, exhibition, and publication history of works in the permanent collection are maintained by Collections Staff. Each item in the Museum's collections must have a unique identification number (accession number) applied to it in a manner that is reversible if required.

The GPM undertakes research on its collections and also encourages outside scholars and researchers to study the Museum's collections in order to expand knowledge. The dissemination of information about the Museum's collections is fundamental to the purpose of the Museum. The Gordon Parks Museum will maintain records for each object in the collection including its identification, artist attribution, material and technique, proof of ownership, provenance, exhibition and publication history, condition, and conservation treatment, as far as known.

Collection Care

The Gordon Parks Museum's collections are its most valuable asset and the Museum has a legal, ethical, and fiduciary responsibility for the safekeeping of these assets. It is the GPM's responsibility to provide a safe and secure environment for all collections and works in its custody, including loaned works. This means controlling light exposure, relative humidity and temperature, pollutants and contaminants in accordance with current best practices. Maintaining clean and secure storage facilities is the responsibility of the Collections Staff.

Museum staff members may handle collection works without prior approval from Director. Interns and students must be supervised or work in pairs when handling collection works. Any other staff member, researcher, or conservator must have permission from Director before handling or moving collection works. Museum Staff are responsible for providing training, guidelines, and procedures for safe handling and security of collection works.

A comprehensive or wall-to-wall inventory of the collection will be executed every two years under the direction of Museum Staff. A spot-check inventory will be executed every three months. Staff will identify objects that are in need of conservation treatments or stabilization. Museum Staff will research and secure appropriate conservation resources and experts.

The Museum is committed to executing Integrated Pest Management (IPM) practices. The goal of IPM is to reduce deterioration caused by insects and other museum pests through the least toxic methods available, to prevent compromising collection integrity or human safety. IPM involves proper collections care, facility maintenance and upgrades.

IPM is accomplished through the following activities: inspecting collections and building for biological activity, monitoring and identifying insects and other pests through trapping, maintaining clean collections storage environments. The Museum will maintain a disaster and emergency preparedness plan for its collections. See the Gordon Park Museum's Disaster and Emergency, Response Plan.

Access and Use

The care and welfare of an object, within the context of the Gordon Parks Museum's mission, must be the first and primary consideration in determining how it is to be used. Deterioration is inherent in the use of the collections; a balance between the benefits of long-term maintenance of the collection and the hazards of its use must be attained. An optimal balance should maximize the educational use of the work and minimize the potential damage and deterioration of the work.

Effort will be made to see that students, faculty, visiting scholars, and others whose projects fall within the educational goals of the Museum, are given reasonable access to the permanent collections and collection records with prior approval. The Museum has a responsibility to preserve its collections in the best condition possible for future generations. Since unrestricted public access would result in rapid and irreparable damage to objects, access to the collections must be limited to educational and research activities. Access to the collections is subject to limitations of space, staff time, condition, and security requirements.

Risk Management and Insurance

The Gordon Parks Museum's collections are insured under a fine arts insurance policy. Works are insured for current market value while in transit and in the custody of a borrower unless other arrangements between the Museum and borrower are made in a signed contractual agreement. Curatorial staff are responsible for providing up to date insurance values for objects in the collections. Incoming loans will be insured by the Museum at the request of the lender unless the lender waives this requirement in a signed contractual agreement prior to the Museum receiving the works. All works must be handled in a professional manner. In the case of damage or loss, Collections Staff shall be notified immediately. The Museum will strive to maintain a secure environment for every object in its collection. Museum Staff will work to ensure that objects are protected from natural disasters, vandalism, theft, human error, mechanical or operational failure, and deterioration. To ensure the preservation of the objects entrusted to its care:

1. All entrances and exits to spaces that contain collections will be securely locked and alarmed after business hours;
2. Access to keys will be restricted to only those who need them and will be monitored by security staff;
3. The Museum will use and maintain high quality fire detection, with oversight and guidance from the Maintenance Department and Fire Marshall;

4. Environmental monitoring equipment, including temperature and humidity monitors will be used to detect any unusual fluctuations;
5. A disaster preparedness plan will be evaluated and revised when needed.

Intellectual Property/Reproduction and Copyright

The Gordon Parks Museum reserves the right to copyright or trademark materials produced by staff while carrying out employment-related duties, unless a prior agreement has been made. The Museum abides by the Fort Scott Community College student regulations. The Fort Scott Community College Policy can be found at: <http://www.fortscott.edu/>

The Rights and Reproductions Administrator is responsible for determining the copyright status of works in the collections when requests are made for use of works in published material. If the copyright or relevant copyright license of a work is held by another party, the Museum requires written permission from the copyright or license holder to reproduce the work before a copy of the image is made available to the requester. If the Museum does not possess the reproduction rights relevant to a request, the Museum will not request permission from the rights holder to reproduce the work on behalf of the requester. Non-flash photography of works on display by the public is allowed. Such photography is intended for private study and non-commercial use only and may not be used for publication without written permission from the rights and reproductions administrator.

Any other form of reproduction of an object in the Museum's collection must be made with the approval of the Rights and Reproductions Administrator, and if applicable. Reproduction fees will be assessed by the Rights and Reproductions Administrator. Any use of reproductions of works in the Gordon Parks Museum's collections must credit the Museum. Images of objects in the collection should be identified with the Gordon Parks Museum.

Appraisals and Identification

Gordon Parks Museum staff members are prohibited from providing appraisals or monetary valuations of works of art to any party outside the Museum. Museum staff may respond to inquiries about appraisal services by directing them to the American Society of Appraisers (ASA), Appraisers Association of America, or the International Society of Appraisers (ISA).

If a donor wishes to have an artwork appraised after it has been deposited at the GPM, the staff will work with the donor to facilitate the appraisal at the Museum. Museum staff may provide expertise on works outside the GPM's collections, but this shall not be considered formal authentication. Research Services the Gordon Parks Museum does not offer formal research services.

Policy Review and Revision

The Management Team and Collections Staff are responsible for the periodic review and revision of the Collections Management Policies, which should take place at least every five years, or as circumstances dictate. The Collection management Policies were revised and approved by the Gordon Parks Museum Board of Directors, Fort Scott Community College Administration Team and Board of Trustees on Aug 10, 2020

Gordon Parks Museum Visitors Guidelines

Rev.8-10-20

Touching of Exhibits

Visitors are prohibited to touch any of the exhibits with exception of the touch screen interactive displays and other interactive displays.

Photography

We welcome non-flash photography for personal use and with the expectation that images will be used in a way that is consistent with the rights of the artists.

Wheelchairs & Strollers

Wheelchairs and strollers are welcome in the Museum.

Lost & Found

To inquire about a lost item or to turn in a found item, please visit the Fort Scott Community College Operator or call 620.223.2700.

Tobacco Free Campus

The use of tobacco products and electronic smoking devices are prohibited on FSCC campus, in the buildings and in the Museum

Visitors Conduct

The Museum staff reserves the right to ask any visitors to leave the Museum, building's and campus due to behavior that is deemed unsafe, abusive, and derogatory or in any way inappropriate behavior. This also includes any behavior or actions that may violate FSCC student and visitor conduct.

Gordon Parks Museum Visitors Archive Agreement Form

Please complete the visitors archive agreement form to use/view the collections.

Rev. 8-10-20

Name _____ Date _____
Address _____ City _____ State _____ Zip _____
Telephone _____ Fax _____ Email _____

☐ Contact me about Information at GPM ☐ Do not include me on the GPM mailing list

Institutional Affiliation _____

☐ Faculty ☐ Student ☐ Professional photographer/Researcher ☐ Other _____

Research is for: ☐ Book or article ☐ Commercial use ☐ Personal use ☐ Other _____

Research Interest: ☐ Parks Reference Books ☐ Photos/Image Database ☐ Film Research
☐ Genealogy ☐ Archives & Manuscripts ☐ Music Research

Research Topic/Project: _____

Reading Room Policies & Procedures:

- All users/individuals are **required** to fill out this form; members and staff may use a separate sign-in sheet.
 - **No food or drink** is allowed in the archive room.
 - **Absolute No Writing or marking on any of the collections.** Pencils only may be used for note taking. Visitors may not use pens, highlighters, markers, or post-it notes.
 - Laptops and handheld devices are permitted for note-taking.
 - Please maintain the original **order of unbound material**.
 - **Theft, destruction, or mutilation** of the materials is a crime.
 - **Materials do not circulate.** We reserve the right to inspect bags or other belongings upon leaving the archive room and museum.
 - **Turn off** cell phones, pagers, and similar electronic devices. Please be quiet and considerate of others.
 - The use of the **digital camera without flash is permitted.** Please do not take photos of other researchers/visitors. By signing this form, the researcher /visitor is agreeing to abide by the regulations of U.S. copyright law (U.S. Code, Title 17). Any violations of the copyright law is the responsibility of the researcher/visitor and are not the responsibility of the Gordon Parks Museum.
 - Use of image database and software is **limited to 20 minutes** when other researchers are waiting.
 - All print outs from either machine are **\$.25 per page**; Photocopies are **\$.50 per page**.
- By signing this form, the user acknowledges responsibility to observe the above guidelines.**

Signature _____ Date _____

Archives Use Record Form

Date / Initial	Collections Viewed: Collection Title or Object number, Box numbers

REPORTS

A. ADMINISTRATIVE UPDATES

Gordon Parks Museum

Monthly Report Update/Events April and May 2020

- Museum was closed to the public since March 16, 2020 due to COVID-19
- Director worked remotely when possible
- Gordon Parks Board Met via email on April 14, 2020
- The Museum opened to the public with limitations on May 27, 2020
- 12 events/ tours were cancelled in April and May Due to COVID-19
- We had 12 visitors from the FSCC Track Recruits walk in and with a combination of tours, presentations and any other events we had 12 visitors in May.

Monthly Report Update/Events June 2020

- Saturday Summer Hours started with showing films on Saturdays. The Saturday hours and film showing with only 1 person in attendance.
- 3 events/ tours were cancelled in June, due to COVID-19
- Gordon Parks Board Meeting was held on June 16 via Zoom
- The Museum was closed again on June 24 – July 20 due to COVID-19
- We had 35 visitors walk in and with a combination of tours, presentations and any other events we had 35 visitors in June.

Monthly Report Update/Events July 2020

- The Museum was closed till July 20 due to COVID-19
- 2 events/ tours were cancelled in July, due to COVID-19
- Gordon Parks Board Meeting was held on July 21 via Zoom
- We had no visitors or tours in July

EXECUTIVE SESSION

RECOMMENDATION: It is recommended that the Board adjourn to executive session.

MOVE TO EXECUTIVE SESSION:

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____
DISCUSSION:

VOTE: ____ Bartelsmeyer ____ Elliott ____ Fewins
 ____ Hart ____ Meyer ____ Nelson

MOVE TO REGULAR SESSION:

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____
DISCUSSION:

VOTE: ____ Bartelsmeyer ____ Elliott ____ Fewins
 ____ Hart ____ Meyer ____ Nelson

ADJOURN

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____
DISCUSSION:

VOTE: ____ Bartelsmeyer ____ Elliott ____ Fewins
 ____ Hart ____ Meyer ____ Nelson