

EASTERN KENTUCKY UNIVERSITY EDUCATION PAYS CENTER

STUDENT HANDBOOK

**Eastern Kentucky University
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Richmond, KY 40475-3102
(859) 622-6684**



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TABLE OF CONTENT

2	Table of Content
3	Welcome Letter
4	Expectations
4	Vision / Mission Statements
5	Resources Available
5	Work Study Eligibility
6	University Calendar
8	Academic Guidelines For EPC
8	Mentoring / Tutoring
9	Academic Lab Guidelines
11	Activities (Compensated /Volunteer/Extra Credit)
11	Recording Hours
12	Career Planning
13	Work Experience Guidelines
14	Program Policies and Procedures
15	Grievance Procedures
16	Example of Time Documentation Forms
17	Student Employment / Confidentiality Agreement
18	Contacts



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Education Pays Center
Enrollment Management
www.academicaffairs.eku.edu/edpays/

521 Lancaster Avenue
202 Weaver Building
Richmond, Kentucky 40475
(859) 622-6684
FAX: (859) 622-6686

Welcome to Eastern Kentucky University! We are excited you have chosen to further your education at EKU. Enclosed you will find information outlining our program guidelines as well as valuable contact information. This handbook contains resources fundamental to your academic, career, and personal growth.

Our goals at the Education Pays Center (EPC) are to:

1. Effectively facilitate useful career exploration, counseling and guidance activities.
2. Provide work readiness training and meaningful employment opportunities that will help students acquire necessary employment skills and learn the established standards of professional conduct while meeting the work requirements of the Cabinet for Health and Family Services (Kentucky Works Program).
3. Provide academic support and retention services that help students remain in school; raise their GPA and GRADUATE.
4. Provide personal support and counseling services that promote individual self-esteem, confidence and initiative that will assist the student to effectively manage the activities of daily living and cope with the challenges of adjusting to the ever changing world of work and life circumstances.

We are here to provide you with services designed to enrich both your college experience and your daily life. Please take a few minutes to review the entire student handbook. If you have questions or additional information is needed, please schedule an appointment to speak with a staff member.

Again, we are glad you are here!

Tamala R. Cox, Director

EXPECTATIONS

What can a participant expect from EPC?

EPC is a program created to assist students in achieving their professional and personal goals. Participants can expect to receive helpful information throughout the year that assists them in being a successful student. Participants can expect to receive one-on-one assistance from the program staff to help set and obtain educational, career and personal goals. Workshops can help participants gain valuable experience that may assist them in their academic careers as well as their personal lives.

What does EPC expect from participants?

EPC has very clear expectations for all participants. Students must be current KTAP recipients and must remain at full-time enrollment status. Students must maintain a 2.0 grade point average. Beyond these academic expectations, participants are also required to participate in program workshops and group events. Students are also required to maintain contact with EPC staff on a regular basis, complete any needed paperwork requested by the program, and adhere to handbook guidelines.

VISION AND MISSION STATEMENT

EPC Vision Statement

The Education Pays Center in Richmond, Kentucky will serve the state of Kentucky, the Kentucky Cabinet for Health and Family Services, Eastern Kentucky University, and Kentucky Temporary Assistance Program (KTAP) recipients seeking postsecondary education by establishing and maintaining a friendly, accommodating, future-oriented, learning-based, non-profit organization that values human service, program management excellence, and assertive professional leadership in the provision of high-quality, holistic, needs-oriented career exploration services, employment training and placement, and academic support and retention activities leading KTAP recipients in the Education Pays Center to a postsecondary vocational certificate and / or a higher education degree.

EPC Mission Statement

The Education Pays Center of Richmond, Kentucky – a Kentucky Cabinet for Health and Family Services funded program – serves Kentucky Temporary Assistance Program recipients who are seeking postsecondary education at Eastern Kentucky University. The Education Pays Center is committed to providing

- High quality individualized and small group career exploration and guidance;
- Professional employment training, employment placement, and employment support; and
- Professionally administered individualized academic services.

The Education Pays Center will respect individual student-participants and will guide and support all student-participants toward career goals, meaningful employment, and the achievement of a postsecondary vocational certificate and / or a higher education degree.

RESOURCES AVAILABLE

- **Student Employment** – EPC can assist participants in locating employment either on or off campus in their field of study. You can be compensated for up to 20 hours a week.
- **Training and Preparation for Job Search** – EPC has resources available to help you in your job preparation. Students are kept informed of helpful workshops on campus. The director is available to work one-on-one with students as needed. Students are encouraged to visit the Career Services office located in SSB.
- **Job Shadowing** – EPC can assist in setting up job shadowing opportunities for students. This will allow the student to spend a day “on the job” in several settings. A student can use this experience when deciding on a major or career.
- **Resource Referrals** – When a student needs assistance, the program can assist in making referrals to campus or community agencies.
- **Tutoring Referrals** – The program not only has in house tutors but can also assist in finding a tutor for a given subject.
- **Computer Lab** – EPC’s computer lab is available weekdays for participants use.
- **EPC’s Resource Center**– EPC’s Resource Center is a library consisting of over 200 items. Video and book subjects range from job search strategies to parenting issues and may be checked out from the front office for your convenience. Cd and tape players are also available for check out but must remain in the lab. A television and VCR are available on the third floor to watch resource materials.

WORK STUDY ELIGIBILITY

Federal Work-Study Program

The Federal Work-Study Program is a federally- funded employment program available to qualified students who demonstrate financial need. Students with Federal Work Study are eligible to work twenty hours.

Institutional Work Program

Eastern Kentucky University provides funds to employ students on a part-time basis who do not qualify for the Federal Work Study Program. Funds for this program are limited.

Grade Point Average

To remain a participant in the Education Pays Center, students must be enrolled as a full time student and maintain at least a 2.0 cumulative/semester grade point average.

Rights and Responsibilities

You have the right to know:

- the procedures and priority dates for applying for aid,
- the types of aid available and the general eligibility requirements for each,
- the costs of attending Eastern Kentucky University,
- how financial need is determined including costs and resources considered in the determination,
- the interest rate and repayment provisions of any loan you accept, the rate of pay and job requirements for any job you accept,
- the procedures for withdrawal/ceased attendance of class from the University and the effect it will have on your financial aid,
- the effect that course reductions (dropped classes) will have on your financial aid,
- where to go for advice regarding other financial alternatives,
- federal funds can be used toward an approved Study Abroad program.

It is your responsibility to:

- complete all application forms accurately and timely,
- read all materials sent to you by the Education Pays Center, Division of Student Financial Assistance, Veteran Affairs and Scholarship offices,
- accept responsibility for the information on all documents you sign and retain copies,
- know and abide by rules governing the aid you receive,
- comply with the provisions of any promissory note you sign,
- inform us of any resources not reported in your original application for assistance,
- keep your address(s), mailing address updated at Eastern Kentucky University,
- maintain satisfactory academic progress,
- register for the appropriate number of credit hours each semester.

Please Note: Dropping below full-time status may result in a decrease of hours available to work through EPC. Approval to continue working when hours drop below full-time may be given if the student can document extenuating circumstance. See undergraduate catalog for very important information on satisfactory academic progress.

UNIVERSITY CLENDAR

***Calendar is tentative- dates subject to change.**

Fall 2008

August

- 21 Residence halls open for new students
Advising period resumes
- 23 Residence halls open for returning students
- 25 Classes and late registration begin
- 31 Last day to register for or add/drop full-semester classes
(dropped classes do not appear on transcript)

September

- 1 Holiday - University Offices Closed

October

31 Last day to “withdraw” with a “W” from a full-term class or from the University

November

3 & 4 Fall Break/Election Day Holiday University Offices Closed

25 Thanksgiving holiday begins at 9:00 p.m. Evening classes will meet

December

1 Classes resume

8 “Pre-final examination week” begins

12 Regular class times end

15 Final examination week begins

20 Final examination week ends; Commencement exercises 10 a.m. & 3 p.m.

Fall semester ends

22 Final grades due at 1 p.m.

Spring 2009**January**

7 Residence halls open

8 Advising period resumes

12 Classes and late registration begins

19 Holiday - University Offices Closed; Last day to register for or add/drop full-semester classes. (dropped classes do not appear on transcript)

March

20 Last day to “withdraw” with a “W” from a full-semester class or from the University

9 Spring break begins

16 Classes resume

April

27 “Pre-final examination week” begins

May

1 Regular class times end

4 Final examination week begins

9 Final examination week ends; Commencement exercises 10 a.m. & 3 p.m.
Spring semester ends

11 Final grades due at 1 p.m.

Summer 2009**May**

18 Classes begin 10 week term (5/18 - 7/24); 1st 5 week term (5/18 - 6/19)

25 Holiday

June

22 2nd 5 week term (6/22 - 7/24)

July

3 Holiday

24 Regular classes and finals end; Commencement exercises 7:30 p.m.

27 Final grades due at 1 p.m.

ACADEMIC GUIDELINES FOR EPC

You must be eligible to enroll at ECU to remain eligible for enrollment at EPC.

Academic Advising

We are here to assist you in developing and achieving your educational goals. Our focus is on you, the student! Please keep in mind we offer supplemental advising. However, it is very important you meet with your assigned advisor at least once a semester.

List of topics we can advise you on:

- Declaring a Major
- Changing a Major
- Academic Bankruptcy
- Withdrawal from the University
- General Education Requirements
- Understanding Your Cares Report
- Academic Procedures and Regulations

<http://www.advising.ecu.edu/>

Contracts

Students are responsible for information in their individual contract. Refer to your copy.

MENTORING

Mentoring Process

- Mentoring pairs are matched by staff.
- Students mentor one-on-one at least once a month.
- Mentor type activities are available on a regular basis (workshops, job shadowing, etc).
- If a participant is not in class during the time of a workshop, he/she is expected to attend.
- New participants will have access to peer advising to help with:
 - ❖ EPC information
 - ❖ CBS requirements
 - ❖ Contact information for key campus and community resources
 - ❖ Help with study strategies

TUTORING

- Students participate in tutoring according to their individual contract.
- Students may receive tutor assistance through a tutoring center, classmate(s), EPC tutor, and/or an EPC participant. See the Academic Specialist if you would like to be matched with a peer tutor.
- Start early. Don't wait until you are having difficulties (or until midterm).
- Everyone can benefit from tutoring (even the tutor!)
- All students are to meet with a tutor before midterm and final exams.

- Be sure to sign up early and give the tutor necessary material before your session.
- Updated EPC and campus wide Tutoring schedules are posted on bulletin boards in the academic lab and foyer.
- EPC tutoring is to take place in the tutoring rooms or the main hallway unless otherwise approved.
- When using campus tutoring centers, students are to log in and out at that center's computer terminal (TutorTrac).

Documentation of Mentoring/Tutoring Time

- Time must be pre-approved and documented by the academic specialist.
- Students must complete a documentation form after each mentoring/tutoring session in order to receive credit.
- Students are to clock out for activities; time will be documented on the Activity Log-In Sheet (see page 16).

ACADEMIC LAB GUIDELINES

The academic lab provides students a place where they can equip themselves with academic and work readiness skills needed for graduation and employment. By following guidelines, students are given an opportunity for academic, personal and professional development. To participate in the academic lab, students are required to follow certain protocol.

Work Schedule:

All EPC participants will turn in a semester work schedule, for the lab and referrals, to the front office. Students are responsible for clocking in and out appropriately according to their scheduled time. If a student is unable to adhere to their assigned schedule, they are to report to their supervisor as soon as possible.

Students reporting time for zero credit labs or a job referral will fill out a yellow payroll sheet; signature of lab instructor/supervisor is mandatory. Student employees losing a job referral due to insubordination or failure to adhere to referral's employment guidelines will forfeit the ten hours for the remainder of the semester.

- Once a schedule has been made, changes must be approved by staff.
 - ❖ Students must call in when unable to keep schedule.
 - ❖ Appropriate documentation must be presented to make up lost time for excused absences. (Example: Doctor's Statement, Case Manager Documentation, etc.)
 - ❖ Any time worked outside of schedule, without approval, will be documented as volunteer time.
- In-Holder – Time card is in this holder when the student is clocked in.
- Out-Holder – Time card is in this holder when the student is clocked out.
- End of Pay Period- Time cards are to be totaled, initialed, and placed in holder outside the main office by the designated time.

Academic Lab – Computer and Study Area

- Students must adhere to academic lab rules that are posted in the lab.
 - ❖ Monitor yourself.
 - ❖ No talking in lab. If you need assistance, please see a staff member.
 - ❖ No guest/children allowed in lab.
 - ❖ Students are to be working on homework or educational activities during time in lab (assignments are available for credit, see staff).
 - ❖ Vending type foods and drinks with lids are the only foods permitted in the lab (no freshly popped popcorn or other foods with strong smells).

- Students must sign in to use a computer
 - ❖ There is a one-hour limit.
 - ❖ Computers are for homework only, not for personal E-Mail or visiting “My Space” or “Face Book” etc.
 - ❖ Use only one seating space at a time so others will have a place to study.

- Breaks
 - ❖ Students must be working at least 3 consecutive hours to be eligible for a paid break. You may take this break after the first hour worked.
 - ❖ Students must clock out when taking a break. Report to staff to have paid breaks documented on Activity Log-In sheet.
 - ❖ Students working four consecutive hours may take a thirty minute unpaid break (adjust work schedule accordingly).
 - ❖ Link to the Kentucky Labor page: <http://www.kylabor.net/>

- Phone calls/text messages
 - ❖ The only phone calls allowed on the clock are to be on land phones to professors, K-TAP worker, or a campus business office.
 - ❖ Phones should be on silent, vibrate, or off while in lab.
 - ❖ No talking/text messaging on cells in the lab (same rules apply as talking in lab); clock out to use cell phones.

Students found in non-compliance of guidelines will receive a written warning; the student will be clocked out for the rest of their shift (see Discipline Policy, page 14).

Break Room

- The break room is located on the third floor; a television, microwave and refrigerator are available to students. Women’s restroom is also on this floor (men’s restroom is on first floor in the locker room).
- Students are to clock out for lunch.
- Food and containers left in the refrigerator will be thrown out on payroll Fridays.
- Students will lose privilege if unable to keep room and refrigerator neat / clean.

Lobby

No Loitering in hallway- couch is for guest only and tables are for quiet study. Students are to make an appointment and wait in the lab for staff.

ACTIVITIES

Compensated or Volunteer

- Program Workshops/Trainings/Seminars
- Job Fairs
- EPC Lab
- Labs for classes in which no class credit is received
- Co-op
- Clinicals/Internships/Practicums
- Program Work Study/Volunteer Placements
- Nursing Resource Center
- Counseling Center
- Advising (Advisor or professor)
- Community Based Services for Recertification
- Mentoring Activities
- Tutoring Activities

Extra Credit Activities

Extra credit will be given for activities such as: Dress for Success, parent teacher conference, open house at child's school, PTO, breakfast/lunch at child's school, field trip with child, etc. A list of available activities will be listed on bulletin board in the foyer. Extra credit activity hours must be figured into your schedule.

Volunteer

Uncompensated hours must be approved and documented; volunteer hours will be reported to your case manager. Pre-approval and proper documentation are required before any activity can be considered for time volunteer or compensated (see Pre-approved Activity Slip, page 16).

RECORDING HOURS

Time Card

- Must be turned in by noon biweekly.
- Total all hours and initial at top of card before turning in card (see Time Card, page 16).
- Cards not turned in at this time will have hours turned in as volunteer.
- During holidays, time cards will be due at 11:00 a.m. These dates will be posted on the office calendar and on the clipboard by the time clock.
- Paychecks can not be given to anyone other than the student unless prior **written** permission from the student is given to office staff.

Time Log (Yellow Time Sheet)

- Used to log hours for the following: Volunteer hours, Labs for classes in which no class credit is received, Co-op, Clinicals, Internships, Direct Work Experience, and / or Practicums.
- Must be totaled, and turned in with timecard.
- If not totaled/turned in at this time will be turned in as volunteer time.
- Card must be signed by Supervisor/Lab instructor and include phone number (see Time Log, page 16)

Pre-Approved Activity Slip

Any time outside of EPC must be pre-approved, documented, and/or supervised. Pre-approved activities include: Nursing Resource Center, Tutoring, and Exercising (in Weaver building only), counseling center, advising and activities posted on the activity bulletin board. Other requests are left to the discretion of staff.

- I. Passes will be given to students for paid and volunteer hours. Process for the slip includes:
 - When participating in an activity outside of the academic lab, the student employee will request a slip from an EPC staff member.
 - Staff will fill out subject/activity title.
 - Document time of arrival to and departure from activity.
 - Must be signed by faculty/staff at activity.
- II. Student will clock out for pre-approved activities.
- III. If services are available in house, activity slip may not be given.
- IV. Students are allowed one hour for activities unless pre-approved.
- V. Students may not call in for pre-approved activities or to be clocked in/out.
- VI. Students will be given an Activity Log-In sheet to record their activities.

Pre-approval Slips are not used for running errands (activities not listed on sheet). Time will not be given if slips are not returned to staff with contact information.

*Student-participants are subject to immediate discharge for falsifying time.

Activity Log-in Sheet

The activity log-in sheet is used to log time reported from mentoring, tutoring, and outside activities. Once a student returns from an outside activity, their time will be transferred to the log-in sheet. This sheet is to be kept with the student's timecard. At the end of the pay period, the student will calculate the time and combine it with total on time card (see Activity Log-In, page 16)

CAREER PLANNING

Students will participate in a career plan designed especially for their individual needs. Planning will include an introduction to what career planning is about, self-assessments, ways to investigate the world of work, how to identify and meet education and training needs and how to create a Career Action Plan.

WORK EXPERIENCE GUIDELINES:

- Appropriate paperwork must be on file before time can be reported.
- Students will turn in a semester schedule for referrals, clinical and practicum hours.
- Time must be reported on yellow log sheet with supervisor signature.
- Report to work promptly, and in the event of illness or emergency notify the employer and EPC staff immediately.
- Direct your energies to the satisfactorily completion of work assignments.
- Continue to pursue academic requirements toward a degree.

Students will be advised by the employer of the policies governing working conditions, hours of work, and other matters concerning employment. **It is expected that the student will conform explicitly to these rules and regulations.** Failure to do so will subject the student to the disciplinary and corrective procedures of the employer and will be reflected in the evaluation record completed for each work period by the employer. The evaluation record is used in determining training needs and continued employment. It is emphasized that personal appearance and attendance are extremely important factors to satisfactory job performance. Student employees losing job referral due to insubordination or failure to adhere to referral's employment guidelines will forfeit the ten hours for the remainder of the semester.

*Note: Examples of work experience opportunities:

- Co-op <http://www.coop.eku.edu/>
- Internship/Practicum/Clinicals
- Student Teaching
- Employment in office/department other than EPC
(On campus or off campus, examples: Kentucky River Foothills, Equal Opportunity Office, Diversity Office, etc.). This link lists positions for on Campus jobs:
<http://www.finaid.eku.edu/employment/>

Job Preparation Opportunities

Getting your dream job, making career decisions, writing a great resume, marketing yourself, networking at job fairs...so much to think about, so much work to do! The staff at EPC and Career Service (<http://www.career.eku.edu/>) is here to help you.

- Self Evaluation Worksheet
- Resume Writing
- Letter Writing
- Interviewing Skills
- Researching Employers
- Networking
- Career Fairs
- Evaluating Job Offers
- Making the Most of Your New Job
- Applying to Graduate School
- Job Search Organizer
- Do What You Are

PROGRAM POLICY AND PROCEEDURE

Workshop/Group Event Attendance Policy

The Education Pays Center provides workshops on a regular basis. These workshops cover a wide range of topics and are designed to assist students in their academic, career and personal lives. Typically, the workshop topics are chosen based on the needs of the participants.

Participants are expected to attend scheduled workshops/group events. If a student must miss a workshop or event, he/she must have an excused absence that is approved by the program director. Examples of excused absences may include class or illness. If a student misses an event without an excused absence, the program director must follow the discipline policy described below. Please note: excessive unexcused absences may lead to termination from the program.

Discipline Policy

Failure to adhere to policies and procedures will lead to disciplinary actions, which may include a reduction in hours or termination from the program.

Discipline system includes three steps:

1. Oral Warning – Program director will orally notify the student of the breach of program policy and place documentation of this discipline in the student's file.
2. (Written warning) – Program director will notify the student in writing of the breach of program policy and place documentation of this discipline in the student's file. A copy of this documentation will also be provided to the student's KTAP case manager. Two written warnings or more warrant further discipline action.
3. Termination – Program director will notify student of their termination in regards to participation with the program.

Please note: Student participants are subject to immediate discharge for such offenses as:

- Insubordination, which includes, but is not limited to unwillingness to perform assigned duties;
- Falsification of the application for employment, time records, or other University records;
- Dishonesty on the job;
- Negligent destruction of University property;
- Fighting, physical assault, physical violence or the threat of physical violence on University property or while on the job

GRIEVANCE PROCEDURES

Any student who has reason to believe that a member of the University faculty or staff has failed to carry out institutional responsibilities should discuss the matter with the person most directly involved. Almost all such problems can be resolved in this manner. After talking to the person directly involved, follow the chain of command:

Tamala Cox- Director Education Pays Center. Weaver 201. (859) 622-6684

Benton Shirey- Director Advising and Retention. SSB 326. (859) 622-3311 or
(859) 622-2264

Your Community Based Services Case Manager

Discrimination/Harassment Complaint Resolution

Students and employees should direct complaints of alleged discrimination/harassment to the Equal Opportunity Office. Complaints must be based on allegations of discrimination / harassment due to race, color, sex (including sexual harassment), age, sexual orientation, religion, disability, special disabled veteran/other eligible veteran / Vietnam era veteran status, and / or national origin.

Education Pays Center
Student Employment / Academic Agreement

Professionalism and Ethical Conduct

EPC employees are expected to conduct themselves as professionals during their employment. This includes any activities related to the program such as work-study assignments, workshops, and any other program related event. Failure to do so may result in termination from the program.

Attendance and Punctuality

You are expected to report promptly at the beginning of your shift and stay until the end of your shift unless you have received prior approval from your supervisor. If circumstances arise that require you to be tardy or absent from a shift, notify your supervisor as far in advance as possible. Excessive tardiness, early departure, absenteeism, or failure to notify your supervisor of an absence prior to your shift, may result in disciplinary action and possible termination.

Work Performance

You are required to maintain strict confidentiality in regard to information to which you have access or become aware of through your employment. This applies to both student and employee information. Time at the center is to be spent doing homework, attending workshops, and participating in approved activities (mentoring, tutoring, etc). Be courteous and exercise good judgment in dealing with fellow employees, students, and the general public.

Program Policies

In order to remain a paid participant in the EPC program I agree to the following:

- I will remain a full time student. _____
- I will report any changes to my schedule. _____
- I agree to inform staff of any changes in my K-Tap. _____
- I will maintain at least a 2.0 cumulative/semester GPA. _____
- I will participate in mentoring activities at least once per month. _____
- I will follow lab guidelines as outlined in the student handbook. _____
- I will participate in tutoring activities at least _____ per month. _____
- I agree to follow the dress code as outlined in the student handbook. _____
- I will complete appropriate career planning as directed by EPC staff. _____
- I authorize EPC to release/receive relevant information to/from other departments/agencies to ensure I remain a qualified participant. _____
- I will turn in class schedules, midterm and final grades at appropriate times. _____

Disciplinary Action

Disciplinary action may include written warnings, suspensions, or termination of employment. All disciplinary action will be recorded and become part of your program file.

By signing this document, I understand what the expectations are of me as a participant and I agree to perform my obligations as a participant in the Education Pays Center in accordance with these terms and expectations as outlined in the student handbook.

Signatures

Student _____ Date _____

Senior Office Associate _____ Date _____

Academic Specialist _____ Date _____

Director _____ Date _____



CONTACTS

On Campus

Admissions	622-2106	SSB 119
Billings & Collections	622-1232	SSB 210
Career Services	622-1569	SSB 463
Counseling Center	622-1303	SSB 571
Financial Aid	622-2361	SSB 251
Registrar	622-3876	SSB 239
Student Health Services	622-1761	Rowlett 103

Off Campus

Central Kentucky Job Center

624-2564

595 South Keeneland Drive Richmond, KY 40475

Child Care Council of KY

623-9811

105 5th Street Richmond, KY 40475

Community Based Services

623-1310

126 South Killarney Lane Richmond, KY 40475

Foothills Express

624-3236

1621 Foxhaven Drive Richmond, KY 40475

Resource Office For Community Services (ROCS)

624-3909

P.O. Box 5073 Richmond, KY 40475

Section 8 Housing

623-1000

118 North 2nd Street Richmond, KY 40475