



**BOARD OF TRUSTEES AGENDA**

Regular  
 Regular Meeting  
 Wednesday, March 12, 2025  
 7:00 PM  
 Ambler Board Room  
 1801 N. Cottonwood  
 Iola, KS 66749

Current Board Members:

Gena Clouch; Vicki Curry; Rebecca Nilges; Corey Schinstock; Jenny Spillman; Jessica Thompson

1. **Call to order and establish quorum.**
2. **Approval of Agenda**
3. **Patron's Concerns**  
*"Persons who wish to address the Board of Trustees regarding items on the agenda may do so as that agenda item is called. Persons who wish to address the Board of Trustees regarding items not on the agenda and that are under the jurisdiction of the Board of Trustees may do so at this time when called upon by the Chair. Comments on personnel matters and matters pending in court are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only. No action will be taken."*
4. **Consent Agenda** **3**  
 February 11, 2025 BOT Minutes 3  
 February 28, 2025 Special Board Meeting 6  
 Financial Board Report March 2025 7
5. **Reports and/or Board Discussion** **54**  
 President Board Report March 2025 54  
 VPAA--March 25 update 64
6. **Board Reports**  
 KACC - Jessica Thompson  
 Iola Industries - Corey Schinstock  
 ACC Endowment - Vicki Curry  
 CTE and Maintenance Buildings—Corey Schinstock/Becky Nilges  
 Board Finance Committee - Gena Clouch/Vicki Curry  
 Other Board members
7. **Old Business (Action, Report, or Discussion)**  
 7.a. Scarlet & Black Club update  
     Josiah D"Albini
8. **New Business (Action, Report, or Discussion)** **72**

AP 7.110 Consideration of F1 OPT Employee	72
BP 7.111 Volunteers	74
II-C-2.9 Director of Public Relations and Marketing.2025	76
8.a. CTE Program Report Dr. Kara Wheeler	
8.b. Deferred Maintenance Report Ryan Sigg Def Maint 2025	80 80
8.c. E-sports & Trapshooting Doug Desmarteau <b>E-sports:</b> Proposal to establish an E-sports club for the Fall semester. <b>Trapshooting:</b> Discussion of a potential trapshooting program launch.	82
Shooting Sports Informational Packet	82
Allen Shooting Sports	85
ESports Proposal	86
8.d. SAPP-Phlebotomy Technician Dr. Kara Wheeler MED XXX--Principles of Phlebotomy New Course Proposal MED XXX--Phlebotomy Clinical Practicum New Course Proposal	89 89 93
<b>9. Executive Session</b>	
9.a. Executive session to discuss Trade Secrets	
<b>10. New Business (Action, Report, Discussion)</b>	
10.a. Facility Discussion	
<b>11. Executive Session</b>	
11.a. Executive session for the purpose of discussing personnel matters for non-elected personnel	
<b>12. Upcoming Meetings</b>	
Regular meeting: Tuesday, April 8, 2025, at 6:00 PM Board Retreat: Saturday, May 31	
<b>13. Pending Agenda Items</b>	
<b>14. Adjournment</b>	

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF ALLEN COMMUNITY COLLEGE  
IOLA, KANSAS, FEBRUARY 11, 2025

Rebecca Nilges called the meeting to order at 6:00 PM; also showing present:

Trustees: Gena Clouch  
Vicki Curry (left meeting at 7:04 PM )  
Corey Schinstock  
Jenny Spillman  
Jessica Thompson

Other Attendance: Dr. Lyvier Leffler, President  
Dr. Kara Wheeler, VP for Academic Affairs  
Cynthia Jacobson, VP for Student Affairs  
Alicia Sterling, Interim Chief Finance Officer/Comptroller  
Karen Gillespie, Director of Human Resources  
Josiah D’Albini, Director of Advancement  
Ryan Sigg, Director of Physical Plant Operations  
John Masterson, Former Interim President  
Terri Fahnstock, Communication Instructor  
Tracy Lee, English Instructor  
Christine Freelove, Board Clerk  
Robert (Bob) Johnson, Board Attorney  
Emily Franks, Jarrod, Gilmore, and Phillips Auditor  
David Lee, New Wave Broadband  
Richard Luken, Iola Register

Agenda Approval Corey Schinstock moved to approve the agenda with the addition of an executive session after patron's concerns to discuss personnel matters for non-elected personnel and add under New Business David Lee, New Wave, request and add tuition, fees, and room and board rates. Seconded by Gena Clouch, motion carried 6-0.

Patron’s Concerns Appreciation gift presented to John Masterson, former Interim President, for his service to Allen.

Executive Session At 6:05 PM Gena Clouch moved to enter executive session for the purpose of discussing personnel matters for nonelected personnel for 10 minutes including the board, Dr. Leffler, President, Karen Gillespie, Director of HR, and Board Attorney Robert (Bob) Johnson, Johnson Vaughn Law Office. Seconded by Vicky Curry, motion carried 6-0.

At 6:15 PM returned to open session, no action taken.

New Business Audit Emily Franks, Jarrod, Gilmore, and Phillips Auditor, presented Allen’s 2024 audit report that begins with the management discussion analysis. In summary, there were no issues. Allen is considered a low-risk auditee. Vicki Curry moved to approve the 2024 audit as presented. Seconded by Jenny Spillman, motion carried 6-0.

- Consent Agenda Vicki Curry moved to approve the consent agenda that included the Board of Trustees minutes for January 14, 2025 Regular Meeting with the correction to clarify the separation agreement vs agreement, pay bills and approve the statement of claims a total of \$764,493.07. Seconded by Jessica Thompson, motion carried 6-0.
- Administrative Board Reports Rebecca Nilges, Board Chair, asked what the procedure is with adjunct onboarding. Dr. Wheeler, VP for Academic Affairs responded that a current listing of past adjuncts is reviewed, or the position is posted pending on the turnaround for when the class is being offered, or by reaching out to other adjuncts.
- Nilges asked who the Allen Exec Team is. Dr. Wheeler responded that this is an email used to send out information to employees coming from the VPs and the President as one group.
- Board Reports Iola Industries - Corey Schinstock, Trustee, reported that Iola Industries met last week with no new information to report, Dr. Leffler also attended.
- ACC Endowment - Josiah D'Albini, Director of Advancement, reported that the endowment is working on the trust funds and the rules of spending. The auditor attended the meeting and reported no issues with the endowment funds. Allen is celebrating Founder's Day for the first time on April 3, 2025, in the Stadler conference room from 12-1 pm.
- CTE and Maintenance Buildings - Schinstock reported that the groundwork has begun on campus, and utilities should start next week pending weather conditions. Nilges reported that the construction team met on Thursday and will continue every other week. It was requested that the building designs be viewed publicly.
- Nilges announced that the groundbreaking for the new buildings is on March 5 at 4 pm. The construction company will send out invites.
- Board Finance Committee – Gena Clunch, Trustee, attended the Community College Trustee training and reported that it was suggested to have board members rotate members on the committee.
- Board Retreat is scheduled for May 31. Jessica Thompson, Trustee, will contact the ACCT to schedule a consultant for the selected date.

### New Business

- Temporary Tower David Lee, New Wave Broadband, presented a proposal to place a temporary tower on the college property while the water tower on Miller Rd is being repainted. The temporary setup will be a flatbed tractor/trailer with a lift up to 130 feet for approximately 45 days in June/July months. A security fence, insurance, a general permit, a temporary lease contract, and ground maintenance need to be considered. Discussion will ensue with the board attorney before presenting for approval at the next board meeting.
- Water Tower Schinstock asked to consider having the college logo painted on the east or west side of the water tower for a general fee. Discussion will ensue before presenting for approval at the next board meeting.

- Tuition and Housing/  
Meal Rates Cynthia Jacobson, VP for Student Affairs, presented a proposal with increases to the tuition, and housing and meal rates. Jessica Thompson moved to approve the 2025-2026 tuition, fees, and room and board rates. Seconded by Corey Schinstock, motion carried 5-0. (Vicki Curry, Trustee, absent)
- Executive Session At 7:30 PM Jessica Thompson moved to enter executive session for the purpose of discussing personnel matters for non-elected personnel for 30 minutes to include the board, Dr. Leffler, Karen Gillespie, and John Masterson. Seconded by Corey Schinstock, motion carried 5-0.
- At 8:00 PM, Corey Schinstock moved to extend the executive session for 10 minutes. Seconded by Jenny Spillman, motion carried 5-0.
- Open Session At 8:10 PM Corey Schinstock moved to approve the hire of Terone (Trey) Harris, Assistant Baseball/Residence Hall Director; Scott Brownrigg, Criminal Justice Studies Instructor; and approve the resignation of Interim President John Masterson. Seconded by Jenny Spillman, motion carried 5-0.
- Adjournment At 8:12 PM Gena Clouch moved to adjourn the meeting. Seconded by Jessica Thompson, motion carried 5-0.

**Allen Community College  
Board of Trustees Special Meeting  
February 28, 2025, 4:00 PM  
Spencer Ambler Board Room**

Board members present:

Gena Clouch  
Vicki Curry  
Rebecca Nilges  
Corey Schinstock  
Jenny Spillman  
Jessica Thompson

Others in attendance:

Dr. Lyvier Leffler, President  
Chase Vaughn, Attorney, Johnson-Vaughn Law Firm

Rebecca Nilges called the meeting to order at 4:00 PM.

Gena Clouch made a motion to approve the agenda. Jenny Spillman seconded, motion carried 6-0.

At 4:02 PM, Vicki Curry moved to enter executive session for the purpose of discussing personnel matters for non-elected personnel for 20 minutes to include the board, Dr. Lyvier Leffler, President, and Chase Vaughn, Attorney, Johnson-Vaughn Law Firm. Seconded by Jessica Thompson, motion carried 6-0.

At 4:22 PM, returned to open session, no action taken

At 4:22 PM, Jessica Thompson moved to enter executive session for attorney-client discussion for 60 minutes to include the board, Dr. Leffler, and Chase Vaughn. Seconded by Vicki Curry, motion carried 6-0.

At 5:22 PM Jessica Thompson moved to extend the executive session for 10 minutes. Seconded by Gena Clouch, motion carried 6-0.

At 5:32 PM returned to open session, no action taken.

Next Regular Board Meeting changed to Wednesday, March 12, 2025, at 7:00 PM Ambler Board Room.

At 5:33 PM Gena Clouch moved to adjourn the meeting. Seconded by Vicki Curry, motion carried 6-0.

Allen County Community College  
Treasurer's Report  
February 28, 2025

Fund Description	Balance	Revenue	Expenditures	Balance	- A/R	+ A/P	Prior Year	Balance
	01-31-2025			02-28-2025	02-28-2025	02-28-2025	Adjustments	02-28-2025
11 General	\$20,248,005.19	\$49,994.62	\$983,107.87	\$19,314,891.94	(\$1,530,796.54)	(\$166,823.71)	\$0.00	\$20,678,864.77
12 Postsecondary Technical Educa	\$2,000,100.78	\$0.00	\$179,221.75	\$1,820,879.03	\$0.00	\$0.00	\$0.00	\$1,820,879.03
14 Adult Supplementary Education	\$6,500.85	\$0.00	\$0.00	\$6,500.85	\$0.00	\$0.00	\$0.00	\$6,500.85
16 Auxiliary Enterprises	\$4,709,501.12	(\$209.18)	\$299,437.82	\$4,409,854.12	\$0.00	\$4,900.00	\$0.00	\$4,414,754.12
20 EDPMS	(\$21,136.25)	\$0.00	\$0.00	(\$21,136.25)	(\$58,248.20)	(\$248,882.06)	\$138,477.23	(\$73,292.88)
21 College Work Study	\$0.00	\$1,354.50	\$1,354.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22 SEOG	\$0.00	\$16,500.00	\$16,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23 ABE Grant	(\$0.42)	\$0.00	\$0.00	(\$0.42)	\$0.00	\$0.00	\$0.00	(\$0.42)
24 PELL	\$0.00	\$739,333.00	\$739,333.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27 State Grants	\$455,487.74	\$0.00	\$2,350.19	\$453,137.55	(\$503.95)	\$0.00	\$0.00	\$453,641.50
28 Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40 Loan Funds/Restricted	\$0.00	\$308,769.00	\$308,769.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61 Capital Outlay	\$3,277,310.97	\$0.00	\$341,227.95	\$2,936,083.02	\$0.00	\$0.00	\$0.00	\$2,936,083.02
70 Agency	\$2,500,424.58	\$0.00	\$507,986.21	\$1,992,438.37	\$0.00	\$31,960.30	\$0.00	\$2,024,398.67
Holding for Distribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$33,176,194.56</b>	<b>\$1,115,741.94</b>	<b>\$3,379,288.29</b>	<b>\$30,912,648.21</b>	<b>(\$1,589,548.69)</b>	<b>(\$378,845.47)</b>	<b>\$138,477.23</b>	<b>\$32,261,828.65</b>

Summary of Cash Transactions

	Balance	Receipts	Disbursements	Balance	
	01-31-2025			02-28-2025	
Landmark Nat'l Bank #385 (Gen. Fun	12,474,362.55	1,474,674.75	2,412,707.82	11,536,329.48	
Landmark Nat'l Bank #377 (Fed Fun	0.15	1,010,236.25	1,010,236.25	0.15	
Community Nat'l Bank (Checking)	152,122.29	23,672.39	0.00	175,794.68	
Petty Cash-Main Campus	294.42	120.33	125.55	289.20	
Landmark Nat'l CD's	8,000,000.00	0.00	0.00	8,000,000.00	78,841.50
Community Nat'l Bank CD's	6,454,880.34	0.00	0.00	6,454,880.34	50.00
Emprise Bank CD's	6,094,034.81	0.00	0.00	6,094,034.81	50.00
Athletic Cash	300.00	0.00	0.00	300.00	163.02
Bookstore Cash-Iola Campus	200.00	0.00	0.00	200.00	5.97
Cashier's Drawer #1	0.00	162,310.87	162,310.87	0.00	0.00
Cashier's Drawer #2	0.00	0.00	0.00	0.00	0.00
Cashier's Drawer #3	0.00	0.00	0.00	0.00	0.00
Cashier's Drawer #4	0.00	0.00	0.00	0.00	0.00
Holding for Distribution	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>33,176,194.56</b>	<b>2,671,014.59</b>	<b>3,585,380.49</b>	<b>32,261,828.66</b>	

Pledged Securities

	02-28-2025
Investments - KMIP	\$0.00
Emprise Bank	\$6,117,380.55
Community National Bank & Trust	\$6,381,150.00
Landmark National Bank	\$22,843,275.69
<b>Total</b>	<b>\$35,341,806.24</b>

I hereby certify that the above fund reconciliation is correct to the best of my knowledge.

\_\_\_\_\_  
President

\_\_\_\_\_  
Board Chair

Allen County Community College  
 Direct Payment Bills Presented for Ratification  
 From 02/01/2025 thru 02/28/2025

<u>Date Paid</u>	<u>Vendor Name</u>	<u>Fund</u>	<u>Center</u>	<u>Account</u>	<u>Amount</u>
2/10/25	Kansas Dept of Revenue	11	No Center	Kansas Sales Tax	190.19
2/14/25	KPERS	11	No Center	Retirement/KPERS Life Payable	7,432.03
2/14/25	KPERS	11	No Center	Retirement/KPERS Life Payable	1,568.98
2/14/25	KPERS	11	No Center	Retirement/KPERS Life Payable	140.56
2/14/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	51,783.19
2/14/25	Kansas Dept of Revenue	11	No Center	Kansas State Tax	10,149.76
2/14/25	KPERS	11	No Center	Retirement/KPERS Life Payable	2,806.64
2/24/25	Bay Bridge Administrators	11	No Center	DISR,LIFR,ACCR,XDEP,XMED,Vision	3,809.77
2/24/25	Bay Bridge Administrators	11	No Center	403B-AFA/Security Benefit plus match	14,215.00
2/25/25	UMB	11	No Center	Health Savings Account	1,307.38
2/25/25	KPERS	11	No Center	Retirement/KPERS Life Payable	740.62
2/27/25	Kansas Dept of Revenue	11	No Center	Consumers Use Tax	39.28
2/28/25	Kansas Payment Center	11	No Center	Child Support Payment	600.00
2/28/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	84,546.03
2/28/25	Kansas Dept of Revenue	11	No Center	Kansas State Tax	17,141.59
2/28/25	KPERS	11	No Center	Retirement/KPERS Life Payable	17,490.42
2/28/25	KPERS	11	No Center	Retirement/KPERS Life Payable	243.95
2/28/25	KPERS	11	No Center	Retirement/KPERS Life Payable	149.98
2/28/25	KPERS	11	No Center	Retirement/KPERS Life Payable	2,780.68
					\$217,136.05

Signed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025

ATTEST: \_\_\_\_\_  
 Chairman, Board of Trustees

\_\_\_\_\_  
 Clerk, Board of Trustees

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224949	ACCC Petty Cash	17	No Center	Petty Cash/Cashier	120.33
224950	Aikins, Maria	11	Volleyball	Business Travel	27.85
224950	Aikins, Maria	11	Volleyball	Business Travel	53.24
224951	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	19.68
224952	Architect One	61	Miscellaneous Oth Fnd Ex	Buildings	4,495.00
224952	Architect One	61	Miscellaneous Oth Fnd Ex	Buildings	97,300.00
224953	Ball, Connor Douglas	11	No Center	Accts Recv/Students	195.00
224954	CPI Technologies	11	Campus Services	Duplicating Supplies	146.43
224955	Cardmember Service	11	President	Business Travel	43.54
224955	Cardmember Service	11	President	Office Supplies	160.33
224955	Cardmember Service	11	President	Miscellaneous Supplies	80.83
224955	Cardmember Service	11	Human Resources	Advertising	89.00
224955	Cardmember Service	11	General Inst Expenses	Miscellaneous Supplies	55.00
224956	Carnegie Dartlet LLC	11	Marketing	Mtc & Service Agreements	2,446.69
224956	Carnegie Dartlet LLC	11	Marketing	Mtc & Service Agreements	890.64
224956	Carnegie Dartlet LLC	11	Marketing	Mtc & Service Agreements	1,902.72
224957	Cengage Learning Inc	16	Bookstore	C of GS/Ebook/AccessCode	1,762.50
224958	Cox Business	16	Parkford Apartments	Mtc & Service Agreements	147.65
224958	Cox Business	16	Herynk Hall	Mtc & Service Agreements	117.00
224958	Cox Business	16	Red Devil Duplexes	Mtc & Service Agreements	193.60
224959	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	1,872.00
224959	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	1,835.00
224959	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	1,369.00
224959	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	2,085.00
224959	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	1,369.00
224959	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	2,680.00
224960	Dell Financial Serv LLC	11	Information Tech (IT)	Major Equipment	1,500.18
224961	Director of Accounts & Reports	11	Business Office	Audit Services	200.00
224962	Duane's Flowers	16	Student Housing/Program	Student Activities	130.00
224963	Ellis Foundation	70	Other Scholarships	Misc Outside Scholar	460.75
224963	Ellis Foundation	70	Other Scholarships	Misc Outside Scholar	469.00
224964	FedEx	16	Bookstore	Postage	18.08
224965	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	105.00
224965	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	280.95
224965	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	175.06
224966	Granado, Anthony M	11	No Center	Accts Recv/Students	146.94
224967	Great Western Dining	11	No Center	Fringe Benefit	578.33
224967	Great Western Dining	11	President	Other Expense	490.00
224967	Great Western Dining	16	Food Service	Cost of Food Service Con	21,580.58
224968	Green Environmental Svcs	11	Maintenance of Buildings	Mtc & Service Agreements	1,303.80
224968	Green Environmental Svcs	16	Herynk Hall	Mtc & Service Agreements	150.00
224968	Green Environmental Svcs	16	Horton Hall	Mtc & Service Agreements	150.00
224968	Green Environmental Svcs	16	Winter Hall	Mtc & Service Agreements	150.00
224968	Green Environmental Svcs	16	Red Devil Duplexes	Mtc & Service Agreements	150.00

PAGE TOTALS

149,495.70

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224968	Green Environmental Svcs	16	Masterson Hall	Mtc & Service Agreements	150.00
224969	HE Network Services Inc	11	Maintenance of Buildings	Repairs & Maintenance	540.00
224970	Heritage Christian School	11	Concurrent Dual Credit	Misc Contractual Service	600.00
224970	Heritage Christian School	11	Concurrent Dual Credit	Misc Contractual Service	3,600.00
224971	Hofman, Allen Scott	11	No Center	Accts Recv/Students	48.75
224972	Homeville Vending	70	No Center	Concessions 70	247.85
224973	Jenzabar Lockbox	11	Information Tech (IT)	Misc Contractual Service	720.00
224973	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	12,362.50
224973	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	4,560.00
224973	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	5,232.50
224974	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	56.00
224974	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	13.69
224975	KJCCC	11	Softball	Game Officials	4,848.00
224975	KJCCC	11	Baseball	Game Officials	7,680.00
224976	Kendall Hunt Publishing Co	16	Bookstore	C of GS/Ebook/AccessCode	180.00
224977	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	70.08
224977	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	812.48
224978	Lebo High School	11	Concurrent Dual Credit	Misc Contractual Service	1,800.00
224979	Logofit	16	Bookstore	C of GS/Soft Goods	545.14
224980	MPS	16	Bookstore	C of GS/Ebook/AccessCode	12,000.00
224981	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	208.00
224982	MV Sport-The Game	16	Bookstore	C of GS/Soft Goods	312.00
224983	Manhattan Running Co	11	Track	Athletic Apparel	250.00
224984	Pearson Education Inc	16	Bookstore	C of GS/Ebook/AccessCode	26,477.10
224985	Shawnee Heights High School	11	Concurrent Dual Credit	Misc Contractual Service	3,750.00
224986	Sherwin-Williams Co	11	Softball	Repairs & Maintenance	446.32
224986	Sherwin-Williams Co	11	Baseball	Repairs & Maintenance	446.33
224987	Sports Locker	11	Softball	Athletic Apparel	3,500.16
224987	Sports Locker	11	Volleyball	Athletic Apparel	90.00
224987	Sports Locker	70	No Center	Softball 70	4,700.80
224988	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	300.00
224988	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	120.00
224988	Stout Electric & Mechanical Inc	16	Red Devil Duplexes	Repairs & Maintenance	634.60
224988	Stout Electric & Mechanical Inc	16	Masterson Hall	Repairs & Maintenance	360.00
224989	Super 8 Iola	11	Softball	Business Travel	80.54
224989	Super 8 Iola	11	Softball	Business Travel	83.74
224990	UPS	16	Bookstore	Postage	2,475.73
224990	UPS	16	Bookstore	Postage	1,166.46
224990	UPS	16	Bookstore	Postage	572.76
224991	USD # 434, Santa Fe Trail	11	Concurrent Dual Credit	Misc Contractual Service	18,225.00
224992	Wicoff, Lisa V	27	Perkins Program Improv.	Business Travel	892.26
224993	Ziegler, Christa Grace	11	Communication	Office Supplies	88.02

PAGE TOTALS 121,246.81  
AP GRAND TOTAL 270,742.51

Thu Feb 13 2025  
15:50

Allen County Community College  
Bills Presented for Ratification  
From: 02/07/2025 To 02/13/2025

Page 3  
billrat

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
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Signed and approved this \_\_\_\_ day of \_\_\_\_\_, 2025

ATTEST:

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Clerk, Board of Trustees

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224994	Architect One	61	Miscellaneous Oth Fnd Ex	Buildings	31,443.94
224995	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	1,965.00
224996	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	1,965.00
224997	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	1,310.00
224998	CE Water Management Inc	11	Maintenance of Buildings	Mtc & Service Agreements	242.95
225003	Cardmember Service	11	Art	Instructional Supplies	182.66
225003	Cardmember Service	11	Art	Instructional Supplies	236.68
225003	Cardmember Service	11	Art	Office Supplies	137.99
225003	Cardmember Service	11	English	Instructional Supplies	71.90
225003	Cardmember Service	11	Biology	Instruc. Supp.-Biology	1,120.36
225003	Cardmember Service	11	Library	Library Supplies	173.62
225003	Cardmember Service	11	Professional Development	Business Travel	1,719.84
225003	Cardmember Service	11	Financial Aid Office	Furnishings	276.82
225003	Cardmember Service	11	Livestock Judging	Promotional Products	1,241.00
225003	Cardmember Service	11	Music	Instructional Supplies	401.88
225003	Cardmember Service	11	HOSA	Athletic Team Travel	456.38
225003	Cardmember Service	11	President	Office Supplies	37.82
225003	Cardmember Service	11	Business Office	Office Supplies	48.56
225003	Cardmember Service	11	Business Office	Furnishings	63.99
225003	Cardmember Service	11	Information Tech (IT)	Telephone/	14.00
225003	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	144.95
225003	Cardmember Service	11	Information Tech (IT)	Subscriptions	89.95
225003	Cardmember Service	11	Maintenance of Buildings	Maintenance Supplies	150.96
225003	Cardmember Service	12	Business & Industry	Business Travel	1,270.89
225003	Cardmember Service	12	Business & Industry	Business Travel	18.76
225003	Cardmember Service	12	Business & Industry	Business Travel	30.09
225003	Cardmember Service	12	Business & Industry	Business Travel	5.93
225003	Cardmember Service	12	Business & Industry	Business Travel	94.81
225003	Cardmember Service	12	Business & Industry	Business Travel	20.47
225003	Cardmember Service	12	Business & Industry	Business Travel	6.98
225003	Cardmember Service	12	Business & Industry	Business Travel	6.20
225003	Cardmember Service	12	Business & Industry	Business Travel	5.39
225003	Cardmember Service	12	Business & Industry	Business Travel	5.39
225003	Cardmember Service	12	Business & Industry	Business Travel	11.85
225003	Cardmember Service	12	Business & Industry	Business Travel	7.93
225003	Cardmember Service	12	Business & Industry	Business Travel	22.65
225003	Cardmember Service	12	Business & Industry	Business Travel	54.17
225003	Cardmember Service	12	Business & Industry	Business Travel	257.69
225003	Cardmember Service	12	Allied Health	Instructional Supplies	5.09
225003	Cardmember Service	12	Early Childhood Educ	Instructional Supplies	53.96
225003	Cardmember Service	12	Dean-CTE & Industry Ptnr	Business Travel	31.27
225003	Cardmember Service	12	Dean-CTE & Industry Ptnr	Business Travel	17.34
225003	Cardmember Service	16	Bookstore	Advertising	25.23
225003	Cardmember Service	16	Bookstore	Mtc & Service Agreements	300.00

PAGE TOTALS

45,748.34

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225003	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	35.98
225003	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	91.23
225003	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	1,325.76
225003	Cardmember Service	16	Bookstore	C of GS/Supplies	821.11
225003	Cardmember Service	16	Bookstore	C of GS/Supplies	23.99
225003	Cardmember Service	27	Perkins Program Improv.	Business Travel	121.48
225003	Cardmember Service	27	Perkins Program Improv.	Business Travel	242.96
225003	Cardmember Service	27	Perkins Program Improv.	Business Travel	280.58
225003	Cardmember Service	27	Perkins Program Improv.	Athletic Team Travel	321.69
225003	Cardmember Service	70	No Center	Food Pantry 70	748.36
225003	Cardmember Service	70	No Center	Food Pantry 70	47.93
225003	Cardmember Service	70	No Center	Library 70	175.02
225004	City of Iola	61	Miscellaneous Oth Fnd Ex	Improvements/not Bldngs	207,989.01
225005	Cox Business	16	Student Union	Mtc & Service Agreements	240.35
225006	Great Western Dining	11	No Center	Fringe Benefit	605.14
225006	Great Western Dining	16	Food Service	Cost of Food Service Con	21,580.58
225007	Nelnet Campus Commerce	11	Business Office	Mtc & Service Agreements	400.00
225007	Nelnet Campus Commerce	11	General Inst Expenses	Service Charges	219.05
225008	New Wave Broadband	11	Director of Athletics	Mtc & Service Agreements	80.00
225009	Peak Uptime	11	Information Tech (IT)	Mtc & Service Agreements	7,595.74
225010	Pearson Education Inc	16	Bookstore	C of GS/Ebook/AccessCode	134.90
225011	Pizza Hut	11	Track	Athletic Team Travel	58.95
225012	Tri-Valley	11	General Inst Expenses	Mtc & Service Agreements	60.60
225013	USD # 244, Burlington HS	11	Concurrent Dual Credit	Misc Contractual Service	12,975.00

PAGE TOTALS 256,175.41  
AP GRAND TOTAL 301,923.75

Signed and approved this \_\_\_\_ day of \_\_\_\_\_, 2025

ATTEST:

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Clerk, Board of Trustees

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225014	AT&T	11	Information Tech (IT)	Mtc & Service Agreements	2,638.22
225015	Action Graphics Printing	11	Livestock Judging	Promotional Products	131.20
225016	Allen County Fair Assoc	11	Marketing	Advertising	500.00
225017	American Fidelity	11	No Center	Accident Ins/AFA	59.90
225017	American Fidelity	11	No Center	Life Insurance/Am Fideli	127.00
225017	American Fidelity	11	No Center	Critical Illness/Amer Fi	35.98
225017	American Fidelity	11	No Center	Disability/Amer Fidelity	131.70
225017	American Fidelity	11	No Center	Cancer/American Fidelity	83.00
225018	Beckham, Charity Michelle	11	No Center	Accts Recv/Students	53.00
225019	Blue Cross Blue Shield of Kansas	11	No Center	Hospitalization Payable	86,892.34
225020	Burlingame USD 454_Endowment Ass	70	Other Scholarships	Misc Outside Scholar	500.00
225021	Butler Comm College Foundation	70	No Center	Womens Basketball 70	112.45
225029	Cardmember Service	11	Fitness Center	Repairs & Maintenance	29.35
225029	Cardmember Service	11	Fitness Center	Athletic Supplies	141.36
225029	Cardmember Service	11	Fitness Center	Athletic Supplies	258.06
225029	Cardmember Service	11	Fitness Center	Athletic Supplies	50.91
225029	Cardmember Service	11	Fitness Center	Athletic Supplies	168.57
225029	Cardmember Service	11	Financial Aid Office	Office Supplies	20.99
225029	Cardmember Service	11	Marketing	Mtc & Service Agreements	586.50
225029	Cardmember Service	11	Director of Athletics	Business Travel	103.50
225029	Cardmember Service	11	Men's Basketball	Athletic Team Travel	29.10
225029	Cardmember Service	11	Men's Basketball	Athletic Team Travel	148.34
225029	Cardmember Service	11	Men's Basketball	Athletic Team Travel	102.28
225029	Cardmember Service	11	Men's Basketball	Athletic Team Travel	128.03
225029	Cardmember Service	11	Men's Basketball	Athletic Team Travel	133.41
225029	Cardmember Service	11	Women's Basketball	Athletic Team Travel	149.88
225029	Cardmember Service	11	Women's Basketball	Athletic Team Travel	207.86
225029	Cardmember Service	11	Women's Basketball	Athletic Team Travel	102.28
225029	Cardmember Service	11	Women's Basketball	Athletic Team Travel	173.28
225029	Cardmember Service	11	Track	Business Travel	187.23
225029	Cardmember Service	11	Track	Athletic Team Travel	75.40
225029	Cardmember Service	11	Track	Athletic Team Travel	101.20
225029	Cardmember Service	11	Track	Athletic Team Travel	18.94
225029	Cardmember Service	11	Track	Athletic Team Travel	7.60
225029	Cardmember Service	11	Track	Athletic Team Travel	986.24
225029	Cardmember Service	11	Track	Athletic Team Travel	138.25
225029	Cardmember Service	11	Track	Athletic Team Travel	212.80
225029	Cardmember Service	11	Track	Athletic Team Travel	11.92
225029	Cardmember Service	11	Track	Athletic Team Travel	11.26
225029	Cardmember Service	11	Track	Athletic Team Travel	39.00
225029	Cardmember Service	11	Track	Athletic Team Travel	100.37
225029	Cardmember Service	11	Track	Athletic Team Travel	144.30
225029	Cardmember Service	11	Track	Athletic Team Travel	10.78
225029	Cardmember Service	11	Track	Athletic Team Travel	36.55

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95,880.33

Allen County Community College  
Bills Presented for Ratification  
From: 02/21/2025 To 02/27/2025

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225029	Cardmember Service	11	Track	Athletic Team Travel	15.85
225029	Cardmember Service	11	Track	Athletic Team Travel	62.25
225029	Cardmember Service	11	Track	Athletic Team Travel	228.36
225029	Cardmember Service	11	Track	Athletic Team Travel	18.21
225029	Cardmember Service	11	Track	Athletic Team Travel	16.02
225029	Cardmember Service	11	Track	Athletic Team Travel	175.55
225029	Cardmember Service	11	Track	Athletic Team Travel	250.20
225029	Cardmember Service	11	Track	Entry Fees	453.40
225029	Cardmember Service	11	Track	Entry Fees	854.00
225029	Cardmember Service	11	Track	Office Supplies	14.80
225029	Cardmember Service	11	Track	Athletic Supplies	702.44
225029	Cardmember Service	11	Track	Athletic Apparel	538.31
225029	Cardmember Service	11	Softball	Athletic Supplies	171.00
225029	Cardmember Service	11	Softball	Athletic Supplies	95.64
225029	Cardmember Service	11	Softball	Athletic Supplies	336.34
225029	Cardmember Service	11	Baseball	Athletic Team Travel	286.69
225029	Cardmember Service	11	Baseball	Athletic Team Travel	971.91
225029	Cardmember Service	11	Baseball	Athletic Team Travel	650.23
225029	Cardmember Service	11	Baseball	Athletic Team Travel	633.10
225029	Cardmember Service	11	Volleyball	Business Travel	37.50
225029	Cardmember Service	11	Volleyball	Athletic Team Travel	22.74
225029	Cardmember Service	11	Volleyball	Athletic Team Travel	55.06
225029	Cardmember Service	11	Volleyball	Athletic Team Travel	53.24
225029	Cardmember Service	11	Cross Country	Athletic Supplies	354.44
225029	Cardmember Service	11	Cheerleader/Dance	Business Travel	13.00
225029	Cardmember Service	11	Cheerleader/Dance	Business Travel	4.28
225029	Cardmember Service	11	Women's Soccer	Business Travel	10.30
225029	Cardmember Service	11	Women's Soccer	Business Travel	7.32
225029	Cardmember Service	11	Women's Soccer	Business Travel	10.80
225029	Cardmember Service	11	Women's Soccer	Business Travel	10.64
225029	Cardmember Service	11	Women's Soccer	Athletic Team Travel	5.56
225029	Cardmember Service	11	Women's Soccer	Athletic Team Travel	10.80
225029	Cardmember Service	11	Women's Soccer	Athletic Team Travel	39.86
225029	Cardmember Service	11	Women's Soccer	Athletic Apparel	55.41
225029	Cardmember Service	11	Athletic Trainer	Athletic Supplies	31.88
225029	Cardmember Service	11	Athletic Trainer	Athletic Supplies	160.00
225029	Cardmember Service	11	Student Activities	Student Activities	395.60
225029	Cardmember Service	11	Student Activities	Student Activities	30.16
225029	Cardmember Service	11	Business Office	Office Supplies	9.95
225029	Cardmember Service	11	Alumni/Development Offic	Printing	82.99
225029	Cardmember Service	11	Information Tech (IT)	Telephone/	28.00
225029	Cardmember Service	11	General Inst Expenses	Miscellaneous Supplies	9.97
225029	Cardmember Service	11	Maintenance of Buildings	Maintenance Supplies	1,883.21
225029	Cardmember Service	11	Maintenance of Buildings	Janitorial Supplies	90.08

PAGE TOTALS

9,887.09

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225029	Cardmember Service	11	Maintenance of Grounds	Maintenance Supplies	23.99
225029	Cardmember Service	12	Business	Promotional Products	116.39
225029	Cardmember Service	12	Computer Science	Promotional Products	116.39
225029	Cardmember Service	12	Graphic Design	Promotional Products	116.39
225029	Cardmember Service	12	Criminal Justice Studies	Promotional Products	116.39
225029	Cardmember Service	12	Agriculture	Promotional Products	898.96
225029	Cardmember Service	12	Agriculture	Promotional Products	116.39
225029	Cardmember Service	12	Allied Health	Promotional Products	116.39
225029	Cardmember Service	12	Early Childhood Educ	Promotional Products	116.39
225029	Cardmember Service	12	Machining & Manufacturi	Promotional Products	116.39
225029	Cardmember Service	16	Bookstore	Office Supplies	357.99
225029	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	733.91
225029	Cardmember Service	16	Bookstore	C of GS/Supplies	45.94
225029	Cardmember Service	16	Bookstore	C of GS/Supplies	16.90
225029	Cardmember Service	16	Food Service	Small Tools	413.57
225029	Cardmember Service	16	Food Service	Major Equipment	1,549.00
225029	Cardmember Service	16	Food Service	Major Equipment	175.99
225029	Cardmember Service	70	No Center	Athl. Training--Activity	150.00
225029	Cardmember Service	70	No Center	Choir & Band 70	533.05
225030	Chanute Tribune	11	Library	Subscriptions	89.00
225031	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	429.17
225031	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	149.12
225032	Couto, Nicolas Rodrigues	11	No Center	Accts Recv/Students	90.00
225033	DeGrado, Vincent Jerome	11	Track	Subscriptions	95.64
225034	Educational Computer	11	Business Office	Mtc & Service Agreements	4,371.64
225035	Fastenal Company	11	Maintenance of Buildings	Maintenance Supplies	71.64
225035	Fastenal Company	11	Maintenance of Buildings	Maintenance Supplies	235.68
225036	First Class Color/Fax Cards	16	Student Housing/Program	Office Supplies	47.20
225037	Flynn Appliance Center	11	Maintenance of Buildings	Maintenance Supplies	1.00
225037	Flynn Appliance Center	11	Maintenance of Buildings	Maintenance Supplies	97.44
225038	Garnett Publishing Inc	11	Marketing	Advertising	300.00
225039	Grainger	11	Maintenance of Buildings	Maintenance Supplies	238.28
225039	Grainger	11	Maintenance of Grounds	Maintenance Supplies	97.84
225039	Grainger	16	Masterson Hall	Maintenance Supplies	47.90
225040	Great Western Dining	11	No Center	Fringe Benefit	386.83
225040	Great Western Dining	16	Food Service	Cost of Food Service Con	21,580.58
225041	Hampel Oil	11	Maintenance of Grounds	Gasoline	1,281.98
225042	Ingram Library Services	16	Bookstore	Mtc & Service Agreements	53.04
225042	Ingram Library Services	70	No Center	Library 70	604.82
225042	Ingram Library Services	70	No Center	Library 70	11.20
225042	Ingram Library Services	70	No Center	Library 70	329.09
225043	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	7.20
225043	Iola Auto Parts LLC	11	Maintenance of Grounds	Maintenance Supplies	50.86
225043	Iola Auto Parts LLC	11	Maintenance of Grounds	Maintenance Supplies	237.99

PAGE TOTALS

36,735.56

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225044	J - D's Automotive Inc	11	Maintenance of Buildings	Maintenance Supplies	79.42
225044	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	173.62
225044	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	702.88
225045	J W Pepper & Son Inc	11	Music	Instructional Supplies	69.99
225045	J W Pepper & Son Inc	11	Music	Instructional Supplies	34.98
225045	J W Pepper & Son Inc	11	Music	Instructional Supplies	291.85
225045	J W Pepper & Son Inc	11	Music	Instructional Supplies	94.97
225045	J W Pepper & Son Inc	11	Music	Instructional Supplies	60.00
225045	J W Pepper & Son Inc	11	Music	Instructional Supplies	92.79
225045	J W Pepper & Son Inc	11	Music	Instructional Supplies	65.00
225045	J W Pepper & Son Inc	11	Music	Instructional Supplies	46.98
225045	J W Pepper & Son Inc	11	Music	Instructional Supplies	36.99
225046	Jardine Associates	16	Bookstore	C of GS/Gifts	200.43
225047	Jarred,, Gilmore & Phillips PA	11	Business Office	Audit Services	30,000.00
225048	Jayhawk Fire Sprinkler	11	Maintenance of Buildings	Mtc & Service Agreements	630.00
225049	Jock's Nitch	11	Track	Athletic Apparel	1,775.25
225050	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	24.36
225050	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	349.89
225050	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	48.54
225051	Johnson Vaughn PA	11	Board of Trustees	Legal Services	2,745.00
225052	KWIKOM	16	Ballard House	Mtc & Service Agreements	75.00
225053	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	641.77
225053	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	34.91
225054	Kryterion Inc	12	Allied Health	Testing Fees	144.00
225054	Kryterion Inc	12	Allied Health	Testing Fees	198.00
225055	Leffler, Lyvier L	11	President	Business Travel	500.00
225055	Leffler, Lyvier L	11	President	Telephone/	100.00
225056	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	88.27
225056	Locke Supply Co	16	Red Devil Duplexes	Maintenance Supplies	82.44
225057	MP Vantage Solutions LLC	11	Music	Repairs & Maintenance	70.00
225058	McGraw-Hill LLC	16	Bookstore	C of GS/Ebook/AccessCode	204.50
225058	McGraw-Hill LLC	16	Bookstore	C of GS/Ebook/AccessCode	204.50
225059	New Klein Lumber Co., The	11	Theater	Drama Supplies	325.26
225059	New Klein Lumber Co., The	16	Horton Hall	Maintenance Supplies	6.99
225059	New Klein Lumber Co., The	16	Red Devil Duplexes	Maintenance Supplies	19.99
225060	O'Reilly Auto Stores Inc	11	Maintenance of Equipment	Maintenance Supplies	71.36
225061	Peters, Nikki	11	Marketing	Mtc & Service Agreements	747.65
225062	Phillips 66 Co/SYNCB	11	Director of Athletics	Gasoline	624.09
225062	Phillips 66 Co/SYNCB	11	General Inst Expenses	Gasoline	59.40
225062	Phillips 66 Co/SYNCB	11	Maintenance of Grounds	Gasoline	161.73
225063	Pur-O-Zone	11	Maintenance of Buildings	Janitorial Supplies	414.58
225063	Pur-O-Zone	11	Maintenance of Equipment	Maintenance Supplies	1,301.39
225064	RMAFAA	11	Financial Aid Office	Institutional Dues	210.00
225065	Ravin Printing	11	President	Office Supplies	20.50

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43,829.27

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225065	Ravin Printing	11	Human Resources	Office Supplies	20.50
225065	Ravin Printing	16	Student Housing/Program	Office Supplies	19.00
225066	Sandifer Engineering & Controls	16	Winter Hall	Major Equipment	4,152.00
225067	Simpson Construction	61	Miscellaneous Oth Fnd Ex	Buildings	31,443.94
225068	Sterling 6 Theatres	16	Student Housing/Program	Student Activities	395.60
225069	Texas Life Insurance Company	11	No Center	Texas Life Insurance	210.80
225070	Thompson Brothers Supply Inc	11	Maintenance of Buildings	Mtc & Service Agreements	45.00
225071	Triple K Parts & Service	11	Maintenance of Grounds	Major Equipment	26,750.00
225072	UPS	16	Bookstore	Postage	172.74
225072	UPS	16	Bookstore	Postage	105.88
225073	Adams, Brooklyn JoDawn	11	No Center	Accts Recv/Students	40.00
225074	Allen, Abigail Marie	11	No Center	Accts Recv/Students	6.50
225075	Allen, Chasen Jacoby	11	No Center	Accts Recv/Students	1,986.00
225076	Allen, Kaylee Dawn	11	No Center	Accts Recv/Students	3,565.00
225077	Allen, Rafe Vincent	11	No Center	Accts Recv/Students	1,918.50
225078	Althouse, Katrina Leigh	11	No Center	Accts Recv/Students	2,234.00
225079	Alvarez, Emily May	11	No Center	Accts Recv/Students	4,424.00
225080	Anderson, Megan Nichole	11	No Center	Accts Recv/Students	937.00
225081	Andres, Brandon Len	11	No Center	Accts Recv/Students	2,716.00
225082	Andrews, Heaven Hailey	11	No Center	Accts Recv/Students	793.00
225083	Austin, Peytan Marie	11	No Center	Accts Recv/Students	1,730.00
225084	Auten, Alexander Ryan	11	No Center	Accts Recv/Students	1,201.00
225085	Ballin, Vanessa Lee	11	No Center	Accts Recv/Students	3,217.00
225086	Barksdale, MyKol Inez	11	No Center	Accts Recv/Students	4,400.00
225087	Bell, Jarrett Alexander	11	No Center	Accts Recv/Students	475.00
225088	Bennett, Angel Shawntel	11	No Center	Accts Recv/Students	4,414.00
225089	Bentivegna, Jennifer Lynn	11	No Center	Accts Recv/Students	1,498.00
225090	Biddle, Kelsey Ann	11	No Center	Accts Recv/Students	131.00
225091	Billings, Taryn Rashelle	11	No Center	Accts Recv/Students	2,063.50
225092	Blanchat, Makenna Elaine	11	No Center	Accts Recv/Students	113.50
225093	Bland, Casey Jordan	11	No Center	Accts Recv/Students	1,184.00
225094	Blaufuss, Avery_Michael Shawn	11	No Center	Accts Recv/Students	2,917.00
225095	Bolinger, Megan Rachelle	11	No Center	Accts Recv/Students	1,197.00
225096	Bolze, Roxane Marie	11	No Center	Accts Recv/Students	3,803.00
225097	Borah, Nadine S	11	No Center	Accts Recv/Students	3,729.50
225098	Bowen, Alyssa Louise	11	No Center	Accts Recv/Students	1,081.00
225099	Brooks Sports Inc	11	Cross Country	Athletic Apparel	637.07
225099	Brooks Sports Inc	11	Cross Country	Athletic Apparel	546.05
225099	Brooks Sports Inc	11	Cross Country	Athletic Apparel	69.35
225099	Brooks Sports Inc	11	Cross Country	Athletic Apparel	111.50
225100	Brooks, Alajah Charlene_Nicole	11	No Center	Accts Recv/Students	292.50
225101	Brown, Aaliyah Essence	11	No Center	Accts Recv/Students	783.50
225102	Brown, Ashley Kay	11	No Center	Accts Recv/Students	4,831.00
225103	Brown, Shawna Michelle	11	No Center	Accts Recv/Students	4,331.00

PAGE TOTALS

126,691.93

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225104	Browning, Aaron Michelle	11	No Center	Accts Recv/Students	5,468.00
225105	Brumley, Micki Joann	11	No Center	Accts Recv/Students	3,659.00
225106	Brummet, Lauren Kay_Ann	11	No Center	Accts Recv/Students	75.00
225107	Bunch, Alexandria Nichole	11	No Center	Accts Recv/Students	2,868.50
225108	Bundy, Parker Michael	11	No Center	Accts Recv/Students	2,478.50
225109	Burris, Azauni Tayera_Keetio	11	No Center	Accts Recv/Students	396.50
225110	Busby, Kirstyn Michelle	11	No Center	Accts Recv/Students	64.50
225111	Bussanmas, Jeffrey Brewster	11	No Center	Accts Recv/Students	188.50
225112	Buterakos, Haleigh Ann	11	No Center	Accts Recv/Students	1,874.00
225113	CPI Technologies	11	Marketing	Office Supplies	46.82
225114	Cady-Splechter, Carrie Lee	11	No Center	Accts Recv/Students	937.00
225115	Camarena, Luciano	11	No Center	Accts Recv/Students	1,429.00
225116	Campbell, Bailee Renea	11	No Center	Accts Recv/Students	325.50
225117	Campbell, Rebekka Lyn	11	No Center	Accts Recv/Students	1,405.00
225118	Candido-Vivero, Diosselin	11	No Center	Accts Recv/Students	1,405.00
225119	Cantrell, Alexis Paige	11	No Center	Accts Recv/Students	469.00
225120	Carnegie Dartlet LLC	11	Marketing	Mtc & Service Agreements	623.97
225120	Carnegie Dartlet LLC	11	Marketing	Mtc & Service Agreements	2,070.27
225120	Carnegie Dartlet LLC	11	Marketing	Mtc & Service Agreements	1,902.72
225121	Carpenter, Abigail Elizabeth	11	No Center	Accts Recv/Students	1,810.00
225122	Carter, Nevaeh Teresa	11	No Center	Accts Recv/Students	4,291.00
225123	Cathey, Deana	11	No Center	Accts Recv/Students	3,919.00
225124	Cole, Aden Eugene	11	No Center	Accts Recv/Students	4,153.00
225125	Cole, Olivia Ann	11	No Center	Accts Recv/Students	1,895.50
225126	Coltrane, Rebekah Ann	11	No Center	Accts Recv/Students	900.00
225127	Cook, Madison	11	No Center	Accts Recv/Students	210.00
225128	Cooper, Jalil Neiveon	11	No Center	Accts Recv/Students	2,351.50
225129	Costner, Javonte	11	No Center	Accts Recv/Students	532.50
225130	Creel, Rachel Marion	11	No Center	Accts Recv/Students	2,173.00
225131	Crumrine, Christina Louise	11	No Center	Accts Recv/Students	4,330.00
225132	Culbertson, Jacob Matthew	11	No Center	Accts Recv/Students	1,732.00
225133	Cunningham, Robert Eldon	11	No Center	Accts Recv/Students	3,449.00
225134	Curry, Larrica Alexas	11	No Center	Accts Recv/Students	1,874.00
225135	Curry, Makayla Sakura	11	No Center	Accts Recv/Students	1,722.00
225136	Cushing, Heather Christine	11	No Center	Accts Recv/Students	40.00
225137	Czechanski, Lily Grace	11	No Center	Accts Recv/Students	332.00
225138	Dale's Sheet Metal Inc	16	Red Devil Duplexes	Maintenance Supplies	22.28
225139	Datasource Inc	11	Human Resources	Mtc & Service Agreements	71.60
225140	Deer, Danielle Raelen	11	No Center	Accts Recv/Students	2,009.00
225141	Delmont, Samara Leigh	11	No Center	Accts Recv/Students	3,292.00
225142	Dice, Samantha Danielle	11	No Center	Accts Recv/Students	1,549.00
225143	Dominguez, Nyah Marie	11	No Center	Accts Recv/Students	1,113.00
225144	Dunbar, Abby Elizabeth	11	No Center	Accts Recv/Students	1,869.00
225145	Dye, Evan Orion	11	No Center	Accts Recv/Students	424.50

PAGE TOTALS

73,751.66

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225146	Eakes, Shelby Lynn	11	No Center	Accts Recv/Students	2,822.00
225147	Edgerton, Brenton Allen	11	No Center	Accts Recv/Students	2,673.00
225148	Ehlers, Austin Renea	11	No Center	Accts Recv/Students	5,416.00
225149	Epting, Talia Anita_Aдриanna	11	No Center	Accts Recv/Students	2,969.00
225150	Fitzwater, Staci Elizabeth	11	No Center	Accts Recv/Students	2,244.00
225151	Flores, Leonardo Ramses	11	No Center	Accts Recv/Students	244.50
225152	Flott, Porter Wallace	11	No Center	Accts Recv/Students	195.00
225153	Folk, Brigham John	11	No Center	Accts Recv/Students	2,865.00
225154	Forbes Chambers, Syniah Raylesha	11	No Center	Accts Recv/Students	1,844.80
225155	Fountain, Korbyn Wade	11	No Center	Accts Recv/Students	3,061.00
225156	Foxworth, Ricque Dee	11	No Center	Accts Recv/Students	3,796.00
225157	Franklin, Samuel Lamar	11	No Center	Accts Recv/Students	1,607.00
225158	Fraser, Eden Paige	11	No Center	Accts Recv/Students	1,569.00
225159	French, Hunter Alexander	11	No Center	Accts Recv/Students	5.00
225160	Fuzzell, Chloe Chrystine_Michell	11	No Center	Accts Recv/Students	1,869.00
225161	Gabel, Hannah Danielle	11	No Center	Accts Recv/Students	1,730.00
225162	Gallagher, Americus	11	No Center	Accts Recv/Students	937.00
225163	Garland, JaMya Nichole	11	No Center	Accts Recv/Students	271.50
225164	Gartner, Madison NaKay	11	No Center	Accts Recv/Students	200.00
225165	Gentry, Carson James	11	No Center	Accts Recv/Students	2,267.00
225166	George, Kennidi Lauren	11	No Center	Accts Recv/Students	736.00
225167	Gerisch, Sophie Marie	11	No Center	Accts Recv/Students	105.00
225168	Getanda, Hillary Okemwa	11	No Center	Accts Recv/Students	2,142.80
225169	Gragg, Kadence Elizabeth	11	No Center	Accts Recv/Students	2,813.00
225170	Grame, Elsy Kaye	11	No Center	Accts Recv/Students	1,874.00
225171	Gray, KiJah Chanel	11	No Center	Accts Recv/Students	40.00
225172	Griffith, Alice Tsukiko	11	No Center	Accts Recv/Students	495.00
225173	Hailey, Marte Laray	11	No Center	Accts Recv/Students	154.50
225174	Handy, Quentin Jonathan	11	No Center	Accts Recv/Students	897.00
225175	Harmon, Molly May	11	No Center	Accts Recv/Students	60.00
225176	Harp-Jackson, Gabriel Anthony	11	No Center	Accts Recv/Students	1,497.50
225177	Harper, Ruth Ellen	11	No Center	Accts Recv/Students	2,173.00
225178	Harrison, Jordan Isaiah	11	No Center	Accts Recv/Students	787.50
225179	Hartford, Amber	11	No Center	Accts Recv/Students	6,239.00
225180	Hartford, Deviyi Sandra	11	No Center	Accts Recv/Students	3,021.00
225181	Hastings, Ann Marie	11	No Center	Accts Recv/Students	937.00
225182	Hathaway, Connor P	11	No Center	Accts Recv/Students	3,217.00
225183	Hawks, Aubre Jo	11	No Center	Accts Recv/Students	1,081.00
225184	Hays, Caitlin E	11	No Center	Accts Recv/Students	1,081.00
225185	Heder, Alexa Dawn	11	No Center	Accts Recv/Students	10.00
225186	Henry, Zachary Scott	11	No Center	Accts Recv/Students	1,800.00
225187	Holcomb, Abby Christine	11	No Center	Accts Recv/Students	1,405.00
225188	Holland-Wright, Megan Alexandra	11	No Center	Accts Recv/Students	1,849.00
225189	Kosfelt, Bailee Jade	11	No Center	Accts Recv/Students	5,738.00

PAGE TOTALS

78,739.10

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225190	Hottenstein, Kenisyn Lynn	11	No Center	Accts Recv/Students	526.00
225191	Hubbard Finch, Brayshawn Lavert	11	No Center	Accts Recv/Students	1,114.50
225192	Hubbard, Ashley Dawn	11	No Center	Accts Recv/Students	4,140.00
225193	Hudson, Connor Duane	11	No Center	Accts Recv/Students	325.00
225194	Huizenga, Gretchen Muriel	11	No Center	Accts Recv/Students	15.00
225195	Hullaby, Kaiya Berlyn	11	No Center	Accts Recv/Students	2,573.00
225196	Hutfles, Michaela Michelle	11	No Center	Accts Recv/Students	1,000.00
225197	Inceptia	11	Financial Aid Office	Mtc & Service Agreements	615.05
225198	Jackson, Devin Lee	11	No Center	Accts Recv/Students	4,596.00
225199	Jackson, KayVeonna TaNaja	11	No Center	Accts Recv/Students	2,005.50
225200	January, Aleka Janet	11	No Center	Accts Recv/Students	4,766.00
225201	Jelinek, Mariah Emry	11	No Center	Accts Recv/Students	45.00
225202	Jimenez, Darwin	11	No Center	Accts Recv/Students	2,048.50
225203	Johnson, Dirk Evan	11	No Center	Accts Recv/Students	2,247.50
225204	Johnson, Jay Jenavieve	11	No Center	Accts Recv/Students	649.50
225205	Kayhill, Rasean	11	No Center	Accts Recv/Students	2,218.00
225206	Kelley, Greg Alan	11	No Center	Accts Recv/Students	1,591.00
225207	Kertesz, Jennifer	11	No Center	Accts Recv/Students	1,754.00
225208	King, Takiea LaTonya	11	No Center	Accts Recv/Students	937.00
225209	King, Tiernan Nova	11	No Center	Accts Recv/Students	2,642.00
225210	Kirkegard, Keiton Allen	11	No Center	Accts Recv/Students	3,801.00
225211	Kitten, Aden J	11	No Center	Accts Recv/Students	201.00
225212	Kitten, Xander Lin	11	No Center	Accts Recv/Students	15.00
225213	Klusener, John Adam	11	No Center	Accts Recv/Students	1,201.00
225214	LaGrone, Elana Joy	11	No Center	Accts Recv/Students	46.00
225215	Laesoeku, Amphai	11	No Center	Accts Recv/Students	877.00
225216	Lankton, Kyla Cheyenne	11	No Center	Accts Recv/Students	5,356.00
225217	Lawson, Trinity Sky	11	No Center	Accts Recv/Students	3,847.00
225218	Lee, James Allen	11	No Center	Accts Recv/Students	2,636.00
225219	Lee, Jasmyne Talise	11	No Center	Accts Recv/Students	1,354.00
225220	Lehman, Ayriana Michelle	11	No Center	Accts Recv/Students	2,267.00
225221	Lehrman, Alece Kay	11	No Center	Accts Recv/Students	2,390.50
225222	Lewis, Elizabeth Catherine_Marie	11	No Center	Accts Recv/Students	2,267.00
225223	Lewis, Rebekah	11	No Center	Accts Recv/Students	937.00
225224	Llamas-Jackson, Jallyeah Alyssa	11	No Center	Accts Recv/Students	4,093.00
225225	Locke, Makayla Danielle	11	No Center	Accts Recv/Students	469.00
225226	Long, Emily LeAnn	11	No Center	Accts Recv/Students	1,104.00
225227	Lopez, Maci Rae	11	No Center	Accts Recv/Students	3,189.00
225228	Lorenzo, Aubry Leeann	11	No Center	Accts Recv/Students	1,262.00
225229	Lowrey, Kendal Rose_Ann	11	No Center	Accts Recv/Students	1,418.00
225230	Lucero, Serena Jolie	11	No Center	Accts Recv/Students	965.00
225231	Ludvicek, Samantha Dawn	11	No Center	Accts Recv/Students	1,546.00
225232	Maier, Kennedy Brianne	11	No Center	Accts Recv/Students	2,917.00
225233	Maley, Taelyn Aubree	11	No Center	Accts Recv/Students	2,969.00

PAGE TOTALS

82,936.05

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225234	Mallory, Marie A	11	No Center	Accts Recv/Students	2,642.00
225235	Marksbury, Mackenzie Alexis	11	No Center	Accts Recv/Students	1,315.00
225236	Marrero, Hailey Lynn	11	No Center	Accts Recv/Students	1,449.00
225237	Martin, Logan Richard	11	No Center	Accts Recv/Students	1,520.00
225238	Mastison, Diana Mabel	11	No Center	Accts Recv/Students	1,486.00
225239	Mayfield, Lana Abigail	11	No Center	Accts Recv/Students	190.50
225240	McCammon, Ella Marie	11	No Center	Accts Recv/Students	10,271.50
225241	McCracken, Mia Michelle_Rae	11	No Center	Accts Recv/Students	1,570.00
225242	McNamee, Karley Kay	11	No Center	Accts Recv/Students	1,492.50
225243	McNutt, Jamie LeAnn	11	No Center	Accts Recv/Students	1,569.00
225244	Mejia Herrera, Yazmin	11	No Center	Accts Recv/Students	2,173.00
225245	Mersman, Kaitlyn Marie	11	No Center	Accts Recv/Students	1,216.00
225246	Miller, Ashley N	11	No Center	Accts Recv/Students	3,137.00
225247	Miller, Awndraya Nicole	11	No Center	Accts Recv/Students	2,173.00
225248	Miller, Myongae	11	No Center	Accts Recv/Students	572.00
225249	Modlin, Kami Louise	11	No Center	Accts Recv/Students	461.50
225250	Moeller, Savanna Lynn	11	No Center	Accts Recv/Students	2,427.50
225251	Molina, Karissa Nahomi	11	No Center	Accts Recv/Students	1,405.00
225252	Morrison, Jenna JoAnne	11	No Center	Accts Recv/Students	549.00
225253	Moser, Melissa Mckenzie	11	No Center	Accts Recv/Students	937.00
225254	Mueller, Ashley Brooke	11	No Center	Accts Recv/Students	1,730.00
225255	Mullins, Lauryn Elizabeth	11	No Center	Accts Recv/Students	3,016.00
225256	Munoz, Marisabel Jaqueline	11	No Center	Accts Recv/Students	4,591.00
225257	Nelson, Tayla Marie	11	No Center	Accts Recv/Students	1,873.00
225258	Nichols, Alys Nicole	11	No Center	Accts Recv/Students	4,766.00
225259	Nickelson, Zander Allen	11	No Center	Accts Recv/Students	3,113.00
225260	Nolan, Amber Dawn	11	No Center	Accts Recv/Students	937.00
225261	Obiukwu, Jamachi David	11	No Center	Accts Recv/Students	5,454.50
225262	Ochoa, Tanya	11	No Center	Accts Recv/Students	937.00
225263	Ortega, Jaiden Christopher	11	No Center	Accts Recv/Students	1,405.00
225264	Ortiz, Jose Antonio	11	No Center	Accts Recv/Students	2,220.00
225265	PTSolutions	12	Business & Industry	Instructional Supplies	109.83
225266	Palmer, Miranda Maxine	11	No Center	Accts Recv/Students	205.00
225267	Passow, Lauren Chelsea	11	No Center	Accts Recv/Students	1,081.00
225268	Payan, Joules Danae	11	No Center	Accts Recv/Students	10,271.50
225269	Peak Uptime	11	Information Tech (IT)	Major Equipment	1,523.28
225270	Perez Roa, Elizabeth	11	No Center	Accts Recv/Students	1,315.00
225271	Phelps, Derecka Deneice	11	No Center	Accts Recv/Students	962.00
225272	Pierce, Eli Joseph	11	No Center	Accts Recv/Students	1,405.00
225273	Pilato, Sidney Elaine	11	No Center	Accts Recv/Students	1,722.00
225274	Piper, Josie Jane	11	No Center	Accts Recv/Students	210.00
225275	Race, Travis Dale	11	No Center	Accts Recv/Students	4,271.00
225276	Rasmussen, Michael Nicole	11	No Center	Accts Recv/Students	2,761.00
225277	Redelfs, Alyssa	11	No Center	Accts Recv/Students	136.80

PAGE TOTALS

94,572.41

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225278	Reese, Sarah Erika	11	No Center	Accts Recv/Students	937.00
225279	Reyna, Lacey Lynn	11	No Center	Accts Recv/Students	1,449.00
225280	Riebel, Molly Jo	11	No Center	Accts Recv/Students	1,153.00
225281	Riedel, Halie Love	11	No Center	Accts Recv/Students	1,353.00
225282	Riedel, Kelsey Marie	11	No Center	Accts Recv/Students	1,353.00
225283	Roberts, Bryce Andrew	11	No Center	Accts Recv/Students	15.00
225284	Roberts, Haylei Janae	11	No Center	Accts Recv/Students	1,754.00
225285	Roberts, Mya Chase	11	No Center	Accts Recv/Students	1,405.00
225286	Robinson, Carrie Eileen	11	No Center	Accts Recv/Students	2,393.00
225287	Robinson, Kejana Rashaun	11	No Center	Accts Recv/Students	865.00
225288	Rodriguez Maldonado, Liliana	11	No Center	Accts Recv/Students	1,641.00
225289	Rodriguez, Clene Tayten	11	No Center	Accts Recv/Students	3,772.00
225290	Roman, Jolianys Enid	11	No Center	Accts Recv/Students	158.50
225291	Root, Madison Taylor	11	No Center	Accts Recv/Students	1,081.00
225292	Ruiz-Ruiz, Rosemary B	11	No Center	Accts Recv/Students	937.00
225293	Saavedra, Juana	11	No Center	Accts Recv/Students	612.00
225294	Sanchez, Hope Kaylynn	11	No Center	Accts Recv/Students	1,922.50
225295	Sanchez, Isabelle Elvia	11	No Center	Accts Recv/Students	1,869.00
225296	Sandoval, Xzavier Alejandro	11	No Center	Accts Recv/Students	1,267.50
225297	Santillan, Heidi Berenice	11	No Center	Accts Recv/Students	937.00
225298	Santos Estrella, Adalesa Milagro	11	No Center	Accts Recv/Students	572.00
225299	Sarchet, Devereaux Armand	11	No Center	Accts Recv/Students	3,465.00
225300	Sargeant, Jamie Catherine	11	No Center	Accts Recv/Students	4,622.00
225301	Scott, Tyonn Kyreece	11	No Center	Accts Recv/Students	244.50
225302	Shafer, Khloeigh Elayne	11	No Center	Accts Recv/Students	2,393.00
225303	Shorter, Rikayla A	11	No Center	Accts Recv/Students	3,137.00
225304	Simpson, Corrina Marie	11	No Center	Accts Recv/Students	1,197.00
225305	Sisson, Corben	11	No Center	Accts Recv/Students	415.00
225306	Smith, Antonio McDonald	11	No Center	Accts Recv/Students	937.00
225307	Smith, Audrey Lynne	11	No Center	Accts Recv/Students	1,549.00
225308	Smith, Audrey Mae	11	No Center	Accts Recv/Students	88.50
225309	Smith, Kalibre Jesse	11	No Center	Accts Recv/Students	1,342.00
225310	Smith, Michael Thomas	11	No Center	Accts Recv/Students	2,500.50
225311	Smith, Ryan A	11	No Center	Accts Recv/Students	877.00
225312	Snyder, Shiloh Aiden	11	No Center	Accts Recv/Students	1,565.00
225313	Spencer, Jazmyne Elise	11	No Center	Accts Recv/Students	937.00
225314	Sports Locker	11	Women's Soccer	Athletic Apparel	990.00
225315	Steel, Deborah Renee	11	No Center	Accts Recv/Students	1,795.00
225316	Stevenson, Tymel M	11	No Center	Accts Recv/Students	990.50
225317	Stokes, Megan Marie	11	No Center	Accts Recv/Students	2,409.00
225318	Stone, Kaele Rhae	11	No Center	Accts Recv/Students	3,517.00
225319	Stringfield, Onesti S	11	No Center	Accts Recv/Students	1,261.00
225320	Talbert, Alisha M	11	No Center	Accts Recv/Students	3,659.00
225321	Thao, Deuan	11	No Center	Accts Recv/Students	877.00

PAGE TOTALS

68,214.54

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225322	Thao, Elizabeth Bao	11	No Center	Accts Recv/Students	439.00
225323	Thao, Pan Nea	11	No Center	Accts Recv/Students	3,599.00
225324	Thompson, Peyton Anne-Marie	11	No Center	Accts Recv/Students	3,073.00
225325	Tiernan, Alicia Dawn	11	No Center	Accts Recv/Students	3,601.00
225326	Tituana, Erik Alexander	11	No Center	Accts Recv/Students	4,443.00
225327	Torres Morales, Shelissa Alejand	11	No Center	Accts Recv/Students	4,037.00
225328	Torres, Alex,, III	11	No Center	Accts Recv/Students	3,373.00
225329	Torres, Laura Ivette	11	No Center	Accts Recv/Students	1,377.00
225330	Ulrich, Jackson Brek	11	No Center	Accts Recv/Students	3,073.00
225331	Ulrich, Logan Leigh_Ann	11	No Center	Accts Recv/Students	3,280.00
225332	Vasquez, Damilka Darelys	11	No Center	Accts Recv/Students	2,053.00
225333	Vilorio Guzman, Liliana	11	No Center	Accts Recv/Students	877.00
225334	Waite, Cheyenne Nicole	11	No Center	Accts Recv/Students	1,405.00
225335	Weidner, LaCole	11	No Center	Accts Recv/Students	2,813.00
225336	Wells, Shelly Lynn	11	No Center	Accts Recv/Students	2,173.00
225337	West, Sonja Marlene	11	No Center	Accts Recv/Students	5,351.00
225338	White, Elizabeth Rose	11	No Center	Accts Recv/Students	3,592.00
225339	Wiedeman, ReAnne Jeremi	11	No Center	Accts Recv/Students	445.00
225340	Wille, Cody James	11	No Center	Accts Recv/Students	104.00
225341	Williams, Marquee Clinton_Bernar	11	No Center	Accts Recv/Students	137.50
225342	Williams, Taylor Nicole	11	No Center	Accts Recv/Students	1,588.00
225343	Wilson, Yingyou	11	No Center	Accts Recv/Students	4,532.00
225344	Winship, Jessinia Alesaya	11	No Center	Accts Recv/Students	1,081.00
225345	Worcester, Ashlynn Marie	11	No Center	Accts Recv/Students	335.50
225346	Yancy, Kiera	11	No Center	Accts Recv/Students	2,609.00
225347	Yang, Amanda S	11	No Center	Accts Recv/Students	1,011.00
225348	Young, Henri Rene,, Jr.	11	No Center	Accts Recv/Students	271.50

PAGE TOTALS 60,673.50  
AP GRAND TOTAL 771,911.44

Signed and approved this \_\_\_\_ day of \_\_\_\_\_, 2025

ATTEST:

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Clerk, Board of Trustees

Allen County Community College  
Bills Presented for Ratification  
From: 02/28/2025 To 03/05/2025

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225349	ACCC Petty Cash	17	No Center	Petty Cash/Cashier	10.80
225350	All in One Pest	11	Maintenance of Buildings	Mtc & Service Agreements	440.00
225359	Cardmember Service	11	Art	Business Travel	22.07
225359	Cardmember Service	11	Art	Business Travel	34.35
225359	Cardmember Service	11	Art	Business Travel	2.90
225359	Cardmember Service	11	Art	Business Travel	60.18
225359	Cardmember Service	11	Art	Business Travel	41.33
225359	Cardmember Service	11	Art	Business Travel	555.50
225359	Cardmember Service	11	Art	Business Travel	30.86
225359	Cardmember Service	11	Art	Business Travel	130.35
225359	Cardmember Service	11	Art	Business Travel	19.72
225359	Cardmember Service	11	Art	Business Travel	21.78
225359	Cardmember Service	11	Biology	Instruc. Supp.-Biology	706.97
225359	Cardmember Service	11	Fitness Center	Athletic Supplies	-258.06
225359	Cardmember Service	11	Fitness Center	Athletic Supplies	84.99
225359	Cardmember Service	11	Library	Professional Memberships	402.00
225359	Cardmember Service	11	Director of Athletics	Gasoline	49.08
225359	Cardmember Service	11	Men's Basketball	Athletic Team Travel	209.03
225359	Cardmember Service	11	Men's Basketball	Athletic Team Travel	196.98
225359	Cardmember Service	11	Women's Basketball	Athletic Team Travel	38.22
225359	Cardmember Service	11	Women's Basketball	Athletic Team Travel	8.79
225359	Cardmember Service	11	Women's Basketball	Athletic Team Travel	195.62
225359	Cardmember Service	11	Track	Athletic Team Travel	68.94
225359	Cardmember Service	11	Track	Athletic Team Travel	9.73
225359	Cardmember Service	11	Track	Athletic Team Travel	14.34
225359	Cardmember Service	11	Track	Athletic Team Travel	114.06
225359	Cardmember Service	11	Track	Athletic Team Travel	59.30
225359	Cardmember Service	11	Track	Athletic Team Travel	107.85
225359	Cardmember Service	11	Track	Athletic Team Travel	36.76
225359	Cardmember Service	11	Track	Athletic Team Travel	190.11
225359	Cardmember Service	11	Track	Athletic Team Travel	358.29
225359	Cardmember Service	11	Track	Athletic Team Travel	122.05
225359	Cardmember Service	11	Track	Entry Fees	631.35
225359	Cardmember Service	11	Track	Athletic Supplies	8.97
225359	Cardmember Service	11	Softball	Athletic Team Travel	97.05
225359	Cardmember Service	11	Softball	Athletic Team Travel	67.17
225359	Cardmember Service	11	Softball	Athletic Team Travel	243.13
225359	Cardmember Service	11	Softball	Athletic Team Travel	24.45
225359	Cardmember Service	11	Softball	Athletic Team Travel	180.63
225359	Cardmember Service	11	Softball	Athletic Team Travel	181.68
225359	Cardmember Service	11	Softball	Athletic Team Travel	221.29
225359	Cardmember Service	11	Softball	Athletic Team Travel	306.11
225359	Cardmember Service	11	Softball	Athletic Supplies	30.60
225359	Cardmember Service	11	Volleyball	Business Travel	10.62

PAGE TOTALS

6,087.94

Allen County Community College  
Bills Presented for Ratification  
From: 02/28/2025 To 03/05/2025

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225359	Cardmember Service	11	Volleyball	Business Travel	67.85
225359	Cardmember Service	11	Volleyball	Business Travel	26.64
225359	Cardmember Service	11	Volleyball	Business Travel	30.08
225359	Cardmember Service	11	Volleyball	Athletic Team Travel	36.60
225359	Cardmember Service	11	Livestock Judging	Business Travel	245.16
225359	Cardmember Service	11	Livestock Judging	Business Travel	28.78
225359	Cardmember Service	11	Livestock Judging	Business Travel	13.48
225359	Cardmember Service	11	Livestock Judging	Business Travel	51.09
225359	Cardmember Service	11	Livestock Judging	Business Travel	650.30
225359	Cardmember Service	11	Livestock Judging	Business Travel	38.70
225359	Cardmember Service	11	Livestock Judging	Business Travel	53.50
225359	Cardmember Service	11	Livestock Judging	Business Travel	19.63
225359	Cardmember Service	11	Cheerleader/Dance	Athletic Team Travel	504.94
225359	Cardmember Service	11	Cheerleader/Dance	Athletic Supplies	129.41
225359	Cardmember Service	11	Cheerleader/Dance	Athletic Apparel	2,047.70
225359	Cardmember Service	11	Men's Soccer	Business Travel	16.30
225359	Cardmember Service	11	Men's Soccer	Athletic Team Travel	18.03
225359	Cardmember Service	11	Women's Soccer	Business Travel	6.06
225359	Cardmember Service	11	Women's Soccer	Business Travel	2.82
225359	Cardmember Service	11	Women's Soccer	Business Travel	8.72
225359	Cardmember Service	11	Women's Soccer	Business Travel	64.50
225359	Cardmember Service	11	Women's Soccer	Conferences & Workshops	150.00
225359	Cardmember Service	11	Women's Soccer	Athletic Team Travel	300.70
225359	Cardmember Service	11	Women's Soccer	Meetings & Hospitality	19.98
225359	Cardmember Service	11	Women's Soccer	Office Supplies	80.70
225359	Cardmember Service	11	Athletic Trainer	Athletic Supplies	57.06
225359	Cardmember Service	11	Post Season Competition	Post-season athl travel	182.38
225359	Cardmember Service	11	Post Season Competition	Post-season athl travel	29.26
225359	Cardmember Service	11	Post Season Competition	Post-season athl travel	78.39
225359	Cardmember Service	11	Post Season Competition	Post-season athl travel	49.67
225359	Cardmember Service	11	Post Season Competition	Post-season athl travel	17.48
225359	Cardmember Service	11	Post Season Competition	Post-season athl travel	756.76
225359	Cardmember Service	11	Post Season Competition	Post-season athl travel	95.52
225359	Cardmember Service	11	Music	Instructional Supplies	39.99
225359	Cardmember Service	11	Music	Athletic Apparel	31.36
225359	Cardmember Service	11	Theater	Meetings & Hospitality	14.96
225359	Cardmember Service	11	Theater	Drama Supplies	1,634.02
225359	Cardmember Service	11	Theater	Drama Supplies	83.51
225359	Cardmember Service	11	HOSA	Conferences & Workshops	48.74
225359	Cardmember Service	12	Business & Industry	Instructional Supplies	367.10
225359	Cardmember Service	12	Business & Industry	Instructional Supplies	105.49
225359	Cardmember Service	12	Business & Industry	Instructional Supplies	506.93
225359	Cardmember Service	12	Agriculture	Business Travel	10.00
225359	Cardmember Service	12	Agriculture	Athletic Team Travel	59.14

PAGE TOTALS

8,779.43

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225359	Cardmember Service	12	Agriculture	Athletic Team Travel	10.49
225359	Cardmember Service	12	Agriculture	Athletic Team Travel	26.63
225359	Cardmember Service	12	Allied Health	Business Travel	436.37
225359	Cardmember Service	12	Allied Health	Office Supplies	43.16
225359	Cardmember Service	12	Allied Health	Office Supplies	30.85
225359	Cardmember Service	12	Allied Health	Testing Fees	348.50
225359	Cardmember Service	12	Allied Health	Testing Fees	143.50
225359	Cardmember Service	12	Allied Health	Furnishings	59.99
225359	Cardmember Service	12	Early Childhood Educ	Instructional Supplies	1,299.00
225359	Cardmember Service	70	No Center	Machine&Manufacturing 70	423.56
225360	Cintas	11	General Inst Expenses	Mtc & Service Agreements	861.00
225361	City of Branson	11	Softball	Entry Fees	250.00
225362	City of Iola	16	Ballard House	Natural Gas/	181.33
225362	City of Iola	16	Ballard House	Electricity/	92.06
225362	City of Iola	16	Ballard House	Water/	102.89
225362	City of Iola	16	Ballard House	Sewer/	43.67
225363	City of Iola	11	General Inst Expenses	Natural Gas/	10,568.01
225363	City of Iola	11	General Inst Expenses	Electricity/	11,372.35
225363	City of Iola	11	General Inst Expenses	Water/	-1,282.32
225363	City of Iola	11	General Inst Expenses	Sewer/	-835.05
225363	City of Iola	11	Gen Inst Exp Tech Bldg	Natural Gas/	1,325.02
225363	City of Iola	11	Gen Inst Exp Tech Bldg	Electricity/	1,859.80
225363	City of Iola	11	Gen Inst Exp Tech Bldg	Water/	29.42
225363	City of Iola	11	Gen Inst Exp Tech Bldg	Sewer/	6.83
225363	City of Iola	16	Parkford Apartments	Electricity/	1,791.28
225363	City of Iola	16	Herynk Hall	Natural Gas/	247.16
225363	City of Iola	16	Herynk Hall	Electricity/	222.94
225363	City of Iola	16	Herynk Hall	Water/	29.42
225363	City of Iola	16	Herynk Hall	Sewer/	6.83
225363	City of Iola	16	Horton Hall	Natural Gas/	370.89
225363	City of Iola	16	Horton Hall	Electricity/	1,034.83
225363	City of Iola	16	Horton Hall	Water/	498.53
225363	City of Iola	16	Horton Hall	Sewer/	242.03
225363	City of Iola	16	Winter Hall	Electricity/	3,511.98
225363	City of Iola	16	Winter Hall	Water/	543.75
225363	City of Iola	16	Winter Hall	Sewer/	264.70
225363	City of Iola	16	Red Devil Duplexes	Natural Gas/	974.07
225363	City of Iola	16	Red Devil Duplexes	Electricity/	834.01
225363	City of Iola	16	Red Devil Duplexes	Water/	91.59
225363	City of Iola	16	Red Devil Duplexes	Sewer/	38.00
225363	City of Iola	16	Masterson Hall	Natural Gas/	222.47
225363	City of Iola	16	Masterson Hall	Electricity/	1,900.64
225363	City of Iola	16	Masterson Hall	Water/	662.44
225363	City of Iola	16	Masterson Hall	Sewer/	324.21

PAGE TOTALS

41,208.83

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225364	Clark, Elijah L	11	No Center	Accts Recv/Students	907.00
225364	Clark, Elijah L	11	No Center	Accts Recv/Students	713.00
225365	Coughenour, Tiffany Anne	11	No Center	Accts Recv/Students	469.00
225366	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	1,840.00
225366	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	1,369.00
225367	Ford, Nancy Ann	12	Graphic Design	Business Travel	1,619.82
225368	Fuelman	11	Director of Athletics	Gasoline	1,264.27
225368	Fuelman	11	General Inst Expenses	Gasoline	438.83
225369	Great Western Dining	11	No Center	Fringe Benefit	651.10
225369	Great Western Dining	16	Food Service	Cost of Food Service Con	21,580.58
225370	Green Environmental Svcs	11	Maintenance of Buildings	Mtc & Service Agreements	1,303.80
225370	Green Environmental Svcs	16	Herynk Hall	Mtc & Service Agreements	150.00
225370	Green Environmental Svcs	16	Horton Hall	Mtc & Service Agreements	150.00
225370	Green Environmental Svcs	16	Winter Hall	Mtc & Service Agreements	150.00
225370	Green Environmental Svcs	16	Red Devil Duplexes	Mtc & Service Agreements	150.00
225370	Green Environmental Svcs	16	Masterson Hall	Mtc & Service Agreements	150.00
225371	Griffith, Erik Bryan	11	Phi Theta Kappa	Meetings & Hospitality	40.86
225372	Hammerson Corp	11	Maintenance of Buildings	Equipment Rentals	140.00
225373	Keter, Hillary Kimeli	16	No Center	Refundable Deposits	100.00
225374	Lexinet Corp	11	Director of Athletics	Printing	173.96
225375	Manhattan Running Co	11	Track	Athletic Apparel	2,176.00
225375	Manhattan Running Co	11	Track	Athletic Apparel	769.99
225375	Manhattan Running Co	11	Track	Athletic Apparel	700.00
225376	McNutt, Jamie LeAnn	11	No Center	Accts Recv/Students	760.00
225377	Pizza Hut	11	Phi Theta Kappa	Meetings & Hospitality	59.94
225377	Pizza Hut	12	Agriculture	Meetings & Hospitality	62.95
225378	Super 8 Iola	11	Men's Basketball	Business Travel	83.74
225378	Super 8 Iola	11	Men's Basketball	Business Travel	83.74
225378	Super 8 Iola	11	Men's Basketball	Business Travel	83.74
225379	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	1,572.00
225379	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	-2,755.53
225379	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	-2,576.87
225379	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	-33.50
225379	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	-29.68
225379	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	-29.68
225379	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	-203.70
225379	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	64,142.00
225379	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	-1,903.08
225380	Williams, Kevar Lemorne	11	No Center	Accts Recv/Students	500.50
PAGE TOTALS					96,823.78
AP GRAND TOTAL					152,899.98

Wed Mar 5 2025  
15:26

Allen County Community College  
Bills Presented for Ratification  
From: 02/28/2025 To 03/05/2025

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billrat

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
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Signed and approved this \_\_\_\_ day of \_\_\_\_\_, 2025

ATTEST:

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Clerk, Board of Trustees

Thu Mar 6 2025  
10:55

Allen County Community College  
Bills Presented for Ratification  
From: 03/06/2025 To 03/06/2025

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billrat

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
225381	Anna Woods Fitness LLC	11	Volleyball	Miscellaneous Supplies	500.00
225382	Leffler, Lyvier L	11	President	Business Travel	10,000.00
225383	Olson, Jordan Scott	11	No Center	Accts Recv/Students	1,824.00
225384	UPS	16	Bookstore	Postage	80.85
				PAGE TOTALS	12,404.85
				AP GRAND TOTAL	12,404.85

Signed and approved this \_\_\_\_ day of \_\_\_\_\_, 2025

ATTEST:

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Clerk, Board of Trustees

Allen County Community College  
Schedule of Investments  
February 28, 2025

<u>Date Purchased</u>	<u>Invested With</u>	<u>Amount Invested</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
10/11/2024	Landmark 182 Day	<b>9200</b> \$ 2,000,000.00	4.50%	3/11/2025
12/18/2024	Landmark	<b>9473</b> \$ 2,000,000.00	4.15%	6/18/2025
12/18/2024	Landmark	<b>9474</b> \$ 2,000,000.00	4.15%	6/18/2025
12/20/2024	Landmark	<b>9481</b> \$ 2,000,000.00	4.15%	6/20/2025
02/26/2025	CNB&T 6 month	<b>518355</b> \$ 2,000,000.00	3.85%	08/26/2025
09/18/2024	CNB&T 6 month	<b>515560</b> \$ 2,000,000.00	4.63%	03/18/2025
10/18/2024	CNB&T 6 month	<b>515897</b> \$ 2,000,000.00	4.28%	4/18/2025
09/16/2024	CNB&T	<b>520897</b> \$ 454,880.34	4.35%	09/16/2025
09/13/2024	Emprise 181 Day	<b>5304</b> \$ 2,000,000.00	5.08%	03/13/2025
09/18/2024	Emprise 365 Day	<b>5296</b> \$ 2,087,437.13	4.35%	09/18/2025
10/29/2024	Emprise 365 Day	<b>8856</b> \$ 2,006,597.68	4.00%	10/29/2025
Total Investments		<u>\$20,548,915.15</u>		
		\$ 8,000,000.00	LNB	
		\$ 6,094,034.81	Emprise	
		\$ 6,454,880.34	CNB&T	

Signed: \_\_\_\_\_  
President

Signed: \_\_\_\_\_  
Chairman, Board of Trustees

Allen County Community College  
SUMMARY OF FUNDS  
FEB 24/25

Funds	This Month		This Year				Last Year	
	Actual	Actual	Encumbrance	Budget	%	Unexpended	Budget	YTD
11 General/Unrestricted	983,107.87	7,371,329.19	262,922.65	15,178,815.00	48.6	7,544,563.16	14,975,226.00	7,682,359.9
12 PTE Fund	179,221.75	832,852.82	3,736.79	1,833,653.00	45.4	997,063.39	1,875,282.00	864,302.5
16 Auxiliary Enter/Unrest	299,437.82	1,254,262.46	230,153.76	3,551,925.00	35.3	2,067,508.78	2,811,712.00	1,069,839.6
21 College Work Study/Res	1,354.50	8,831.75	0.00	0.00	*****	-8,831.75	0.00	9,364.0
22 Suppl Educ Opp Grnt/Re	16,500.00	55,389.19	0.00	0.00	*****	-55,389.19	0.00	27,228.2
24 Pell Grant/Restricted	739,333.00	1,569,081.04	0.00	0.00	*****	-1,569,081.04	0.00	1,199,169.1
27 State Grants/Restrict	2,350.19	24,857.44	0.00	45,364.00	54.8	20,506.56	79,127.00	37,120.9
40 Loan Funds/Restricted	308,769.00	731,372.00	0.00	0.00	*****	-731,372.00	0.00	684,944.0
61 Capital Outlay/Restric	341,227.95	784,327.95	0.00	1,500,000.00	52.3	715,672.05	2,000,000.00	0.0
70 Agency/Restricted	507,986.21	984,691.21	0.00	0.00	*****	-984,691.21	0.00	1,195,661.7

\$Source: /opt/carsi/modules/accounting/reports/RCS/fundsum,v \$

\$Header

For: FEB 2425 11

Run: 08:33:27 Thu Mar 6 2025

**DEPOSITORY SECURITY PEAK BALANCE WORKSHEET**

**FY24/25**

**Highest Bank Balances for the Month of February**

<u>Date of Peak Balance</u>	Landmark General <u>1177</u>	Landmark Federal <u>377</u>	Landmark CD's -	TL Peak Balance - Landmark	<b>\$20,923,227.25</b>
<u>2/27/2025</u>	<u>\$ 12,923,227.10</u>	<u>\$ 0.15</u>	<u>\$8,000,000.00</u>		
<hr/>					
1/31/2025			Emprise CD's \$6,094,034.81	Peak Balance Emprise	<b>\$ 6,094,034.81</b>
2/28/2025	CNB&T Checking \$ 175,794.68		CNB&T CD's \$6,454,880.34	Peak Balance CNB&T	<b>\$ 6,630,675.02</b>

Thu Mar 6 2025  
08:35

Allen County Community College  
REVENUE/EXPENDITURE SUMMARY REPORT  
FEB 2425

Page 1  
revexp

Fund: 11 General/Unrestricted

REVENUE by obj	Month	Full Year	]---- Year to Date ----[		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						

Fund: 11 General/Unrestricted

REVENUE by obj	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Revenue						
Student Sources						
4011 Gen Fund On Campus Tuit	(2,100)	60,000	582,450	0	971	522,450
4012 Gen Fund Out/State Tuitn	1,449	623,214	328,344	0	53	(294,870)
4014 Gen Fnd Off-Campus Tuitn	(281)	217,894	105,938	0	49	(111,957)
4015 Out-Dist Tuition-ONC	(170)	1,465,496	185,343	0	13	(1,280,154)
4016 Out-Dist Tuition-Outrch	(10,264)	412,350	622,285	0	151	209,935
4018 Gen Fnd Acad Course Fee	0	3,400	4,741	0	139	1,341
4019 Technology Fee	(2,646)	547,101	499,225	0	91	(47,876)
4025 Fee Transfer	0	0	0	0	*****	0
4070 International Tuition	1,496	375,992	372,041	0	99	(3,951)
4090 Graduation Fee	0	150	90	0	60	(60)
Student Sources	(12,516)	3,705,597	2,700,456	0	73	(1,005,141)
Federal Sources						
4120 Indirect Costs	0	4,000	1,670	0	42	(2,330)
Federal Sources	0	4,000	1,670	0	42	(2,330)
State Sources						
4200 State Operating Grnt	0	3,626,540	3,626,540	0	100	0
4280 State Grants & Contracts	0	250,000	250,000	0	100	0
State Sources	0	3,876,540	3,876,540	0	100	0
Local Sources						
4410 Ad Valorem Property Tax	0	2,621,815	1,704,737	0	65	(917,078)
4420 Motor Vehicle Stamp Tax	0	0	0	0	*****	0
4430 Motor Vehicle Prop Tax	0	282,927	161,887	0	57	(121,040)
4440 Delinquent Tax	0	27,764	72,547	0	261	44,783
4450 Payments in lieu of tax	0	2,900	3,372	0	116	472
Local Sources	0	2,935,406	1,942,542	0	66	(992,864)
Other Income Sources						
4810 Interest Income	37,029	150,000	322,845	0	215	172,845
4811 Interest of Investments	23,340	250,000	595,728	0	238	345,728
4825 Cash Over	0	0	2	0	*****	2
4835 Previous Year Adjustment	0	0	2,660	0	*****	2,660
4840 Miscellaneous Income	774	500,000	49,550	0	10	(450,450)
4843 Bad Debt Income/On-Camp	0	4,000	1,934	0	48	(2,066)
4844 Bad Debt Income/Outreach	672	10,000	4,853	0	49	(5,148)
4855 Service Charge Income	155	3,000	980	0	33	(2,020)
4910 Transcripts/ 11	540	6,500	4,077	0	63	(2,423)

Thu Mar 6 2025  
08:35

Allen County Community College  
REVENUE/EXPENDITURE SUMMARY REPORT  
FEB 2425

Page 3  
revexp

Fund: 11 General/Unrestricted

REVENUE by obj	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Other Income Sources	62,511	923,500	982,628		0 106	59,128
Revenue	49,995	11,445,043	9,503,836		0 83	(1,941,207)

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Education and General						
Instruction						
1110 Business	6,067	124,854	36,993	0	30	87,861
1130 Communication	11,584	145,713	72,241	0	50	73,472
1131 Art	6,099	78,214	36,780	919	48	40,515
1132 Tutoring Center	6,775	88,473	56,505	0	64	31,968
1133 English	25,723	313,493	155,070	0	49	158,423
1135 Developmental Education	0	0	16	0	*****	(16)
1136 Education	0	1,100	8	0	1	1,092
1137 ESL	0	608	265	0	44	343
1140 Mathematics	12,921	166,913	84,075	410	51	82,428
1141 Biology	20,113	181,054	120,209	720	67	60,125
1142 Chemistry	5,629	83,789	34,234	0	41	49,555
1143 Physical Science	5,018	72,858	30,595	0	42	42,263
1150 Soc & Behav Sciences	33,870	385,930	215,878	0	56	170,052
1151 Exercise Science	0	1,000	748	0	75	252
1160 Fitness Center	6,330	90,089	62,168	0	69	27,921
1170 Summer School	0	148,510	10,905	0	7	137,605
1174 Online Learning	44,602	272,987	203,662	804	75	68,521
1175 DNU Dist Learning	0	0	11	0	*****	(11)
1179 On Campus Adjunct/Overlo	11,847	93,600	95,637	0	102	(2,037)
1180 Concurrent Dual Credit	57,053	652,157	320,634	0	49	331,523
1185 Burlingame Campus	0	37,950	0	0	0	37,950
Instruction	253,630	2,939,292	1,536,636	2,853	52	1,399,803
Academic Support						
4100 Library	10,192	223,241	166,684	402	75	56,155
4200 VP for Academic Affairs	20,636	189,202	114,026	0	60	75,176
4210 Dean-CTE & Industry Ptrn	2,382	0	9,535	0	*****	(9,535)
4250 Dean-Dist & Gen Ed Iola	9,359	110,047	69,809	0	63	40,238
4300 Professional Development	3,583	26,000	9,465	0	36	16,535
4400 Campus Services	2,776	84,049	44,293	327	53	39,429
Academic Support	48,927	632,539	413,813	729	66	217,997
Student Serv--Administra						
5000 VP for Student Affairs	17,633	176,291	121,366	0	69	54,926
5100 Advising & Testing	12,103	183,884	119,173	0	65	64,711
5150 Student Success	0	42,553	0	0	0	42,553
5200 Financial Aid Office	43,284	487,296	236,268	0	48	251,028
5300 Registrar's Office	12,961	176,009	106,817	0	61	69,192
5350 Admissions	21,866	383,107	205,571	0	54	177,536
5360 Marketing	16,612	313,638	96,212	0	31	217,426
Student Serv--Administra	124,459	1,762,778	885,407	0	50	877,371

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
<b>Student Serv--Athletics</b>						
5500 Director of Athletics	35,549	516,303	334,295	11,775	67	170,233
5501 Men's Basketball	6,234	107,002	66,153	0	62	40,849
5502 Women's Basketball	5,118	103,863	65,353	0	63	38,510
5503 Track	14,354	56,286	36,987	0	66	19,299
5506 Softball	19,140	105,466	61,969	0	59	43,497
5507 Baseball	44,949	208,313	130,388	0	63	77,925
5508 Volleyball	3,887	102,204	63,568	0	62	38,636
5510 Cross Country	4,614	77,171	50,124	0	65	27,047
5511 Livestock Judging	6,465	94,687	46,971	1,101	51	46,615
5512 Cheerleader/Dance	3,287	72,091	16,123	2,437	26	53,531
5513 Men's Soccer	6,265	156,704	100,036	0	64	56,668
5515 Women's Soccer	5,279	92,287	59,227	(24)	64	33,084
5560 Athletic Fundraising	0	0	19,197	0	*****	(19,197)
5570 Athletic Trainer	7,598	157,609	76,037	0	48	81,572
5575 Post Season Competition	0	40,000	2,444	0	6	37,556
<b>Student Serv--Athletics</b>	<b>162,740</b>	<b>1,889,986</b>	<b>1,128,874</b>	<b>15,289</b>	<b>61</b>	<b>745,823</b>
<b>Student Serv--Activities</b>						
5610 Student Activities	8,628	77,483	37,220	0	48	40,263
5611 International Students	0	3,355	100	0	3	3,255
5620 Music	7,135	84,299	47,047	170	56	37,081
5630 Allen Flame Newspaper	0	500	0	0	0	500
5640 Theater	17,592	212,283	97,430	1,732	47	113,121
5650 College Quiz Bowl	120	2,672	3,419	0	128	(747)
5660 Phi Theta Kappa	463	15,650	1,273	0	8	14,377
5663 HOSA	456	6,600	1,433	49	22	5,118
<b>Student Serv--Activities</b>	<b>34,395</b>	<b>402,842</b>	<b>187,923</b>	<b>1,952</b>	<b>47</b>	<b>212,968</b>
<b>Institutional Support</b>						
6000 Instit Suppt - aud Adj	0	0	0	0	*****	0
6100 President	30,733	470,791	252,826	2,400	54	215,565
6110 Board of Trustees	2,776	90,250	26,710	0	30	63,540
6120 Institutional Research	10,078	153,059	82,376	130	54	70,553
6130 Accreditation	0	28,510	9,806	0	34	18,704
6140 Diversity, Equity & Incl	0	7,080	2,500	0	35	4,580
6200 Business Office	59,166	402,924	265,632	0	66	137,292
6210 VP Finance & Operations	11,038	139,199	88,106	0	63	51,093
6230 Accounts Payable/Purchng	0	0	0	0	*****	0
6250 Human Resources	5,904	202,277	50,410	0	25	151,867
6310 Alumni/Development Offic	10,425	132,289	54,509	0	41	77,780
6400 Information Tech (IT)	52,903	1,245,037	911,060	50,399	77	283,579
6500 General Inst Expenses	31,837	1,063,161	514,655	162,235	64	386,271
6510 Gen Inst Exp Tech Bldg	2,741	286,250	27,937	11,629	14	246,684
<b>Institutional Support</b>	<b>217,602</b>	<b>4,220,827</b>	<b>2,286,525</b>	<b>226,793</b>	<b>60</b>	<b>1,707,509</b>

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Physical Plant Operation						
7000 Oper & Main Aud adj acct	0	0	0	0	*****	0
7100 Maintenance of Buildings	50,595	1,122,357	462,687	7,708	42	651,963
7200 Maintenance of Equipment	14,162	558,465	98,402	0	18	460,063
7300 Maintenance of Grounds	37,883	306,229	204,046	7,599	69	94,584
7500 Major Projects	0	1,125,000	83,982	0	7	1,041,018
-----						
Physical Plant Operation	102,640	3,112,051	849,117	15,307	28	2,247,627
-----						
Education and General	944,393	14,960,315	7,288,294	262,923	50	7,409,098
-----						

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Scholarships & Grants						
Scholarships						
8100 Board Scholarships	38,715	218,500	83,035	0	38	135,465
8200 Other Scholarships	0	0	0	0	*****	0
-----						
Scholarships	38,715	218,500	83,035	0	38	135,465
-----						
Scholarships & Grants	38,715	218,500	83,035	0	38	135,465
-----						

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Auxiliary Enterprises						
Miscellaneous Other						
9900 Miscellaneous Oth Fnd Ex	0	0	0	0	*****	0
9999 Contingency Center	0	(3,733,772)	0	0	0	(3,733,772)
-----						
Miscellaneous Other	0	(3,733,772)	0	0	0	(3,733,772)
-----						
Auxiliary Enterprises	0	(3,733,772)	0	0	0	(3,733,772)
-----						
EXPENDITURES	983,108	11,445,043	7,371,329	262,923	67	3,810,791
=====						

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Fund: 11 General/Unrestricted

	Month	Full Year	---- Year to Date ----			Pct	Variance
	Actual	Budget	Actual	Encumbered			
Total Revenues	49,995	11,445,043	9,503,836	0	83	(1,941,207)	
Total Expenditures	983,108	11,445,043	7,371,329	262,923	67	3,810,791	
Excess Revenue/Expenditures	(933,113)	0	2,132,507	(262,923)	*****	1,869,584	
Fund Balance objs	0	0	18,189,969	0	*****	0	
Fund Balance + Excess Rev/Exp	(933,113)	0	20,322,476	(262,923)	*****	1,869,584	

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Fund: 12 PTE Fund

REVENUE by obj	Month Actual	Full Year Budget	---- Year to Date ----  Actual	Encumbered	Pct	Variance
Revenue						
Student Sources						
4020 Technical Edu Tuition	0	400,000	0	0	0	(400,000)
4025 Fee Transfer	0	0	0	0	*****	0
Student Sources	0	400,000	0	0	0	(400,000)
State Sources						
4200 State Operating Grnt	0	468,219	847,232	0	181	379,013
4201 Other State Aid	0	379,013	777,124	0	205	398,111
4202 Kansas Promise	0	30,000	19,088	0	64	(10,912)
State Sources	0	877,232	1,643,444	0	187	766,212
Other Income Sources						
4840 Miscellaneous Income	0	0	0	0	*****	0
Other Income Sources	0	0	0	0	*****	0
Revenue	0	1,277,232	1,643,444	0	129	366,212

Fund: 12 PTE Fund

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Education and General						
Instruction						
1110 Business	116	0	116	0	*****	(116)
1210 Management Development	485	0	2,426	0	*****	(2,426)
1225 Computer Science	12,745	141,459	53,772	0	38	87,687
1227 Graphic Design	6,826	109,844	77,584	0	71	32,260
1230 Business & Industry	16,203	359,703	98,982	1,081	28	259,640
1233 Criminal Justice Studies	2,840	108,427	52,183	0	48	56,244
1240 Agriculture	9,581	123,735	77,431	106	63	46,198
1260 Allied Health	12,231	214,048	81,008	1,062	38	131,977
1261 Emergency Medical Servic	0	12,483	319	0	3	12,164
1264 Pharmacy Technician	789	11,540	3,699	0	32	7,841
1268 Early Childhood Educ	13,626	203,201	102,484	1,299	51	99,418
1275 Machining & Manufacturi	247	6,200	657	188	14	5,355
-----						
Instruction	75,689	1,290,640	550,661	3,737	43	736,242
-----						
Academic Support						
4210 Dean-CTE & Industry Ptnr	8,343	118,013	77,494	0	66	40,519
-----						
Academic Support	8,343	118,013	77,494	0	66	40,519
-----						
Education and General	84,032	1,408,653	628,156	3,737	45	776,760
-----						

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Fund: 12 PTE Fund

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Scholarships & Grants						
Scholarships						
8200 Other Scholarships	95,190	425,000	204,697	0	48	220,303
Scholarships	95,190	425,000	204,697	0	48	220,303
Scholarships & Grants	95,190	425,000	204,697	0	48	220,303

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Fund: 12 PTE Fund

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Auxiliary Enterprises						
Miscellaneous Other						
9900 Miscellaneous Oth Fnd Ex	0	0	0	0	*****	0
9999 Contingency Center	0	(556,421)	0	0	0	(556,421)
-----						
Miscellaneous Other	0	(556,421)	0	0	0	(556,421)
-----						
Auxiliary Enterprises	0	(556,421)	0	0	0	(556,421)
-----						
-----						
EXPENDITURES	179,222	1,277,232	832,853	3,737	66	440,642
=====						

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Fund: 12 PTE Fund

	Month	Full Year	---- Year to Date -----			Pct	Variance
	Actual	Budget	Actual	Encumbered			
Total Revenues	0	1,277,232	1,643,444	0	129	366,212	
Total Expenditures	179,222	1,277,232	832,853	3,737	66	440,642	
Excess Revenue/Expenditures	(179,222)	0	810,591	(3,737)	*****	806,854	
Fund Balance objs	0	0	1,006,735	0	*****	0	
Fund Balance + Excess Rev/Exp	(179,222)	0	1,817,326	(3,737)	*****	806,854	

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Fund: 14 ASE/Unrestricted

REVENUE by obj	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
EXPENDITURES	0	0	0	0	*****	0

Fund: 14 ASE/Unrestricted

	Month	Full Year	---- Year to Date -----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Total Revenues	0	0	0	0	0 *****	0
Total Expenditures	0	0	0	0	0 *****	0
Excess Revenue/Expenditures	0	0	0	0	0 *****	0
=====						
Fund Balance objs	0	0	6,501	0	0 *****	0
Fund Balance + Excess Rev/Exp	0	0	6,501	0	0 *****	0
=====						

Fund: 16 Auxiliary Enter/Unrestr

REVENUE by obj	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Revenue						
Student Sources						
4050 Book Rental Charges	(2,220)	382,215	379,976	0	99	(2,239)
Student Sources	(2,220)	382,215	379,976	0	99	(2,239)
Student Housing						
4700 Red Devil Duplexes	0	203,528	244,368	0	120	40,840
4720 Horton Hall Revenues	2,154	422,832	512,721	0	121	89,889
4730 Winter Hall Revenues	0	248,184	279,370	0	113	31,186
4731 Masterson Hall Revenues	0	299,936	351,984	0	117	52,048
4732 Herynk Hall	0	128,544	127,389	0	99	(1,155)
4733 Parkford Apartments	(3,348)	149,968	143,943	0	96	(6,026)
4734 Ballard House	0	15,000	14,363	0	96	(638)
4739 Residence Hall Breakage	0	2,000	215	0	11	(1,785)
Student Housing	(1,193)	1,469,992	1,674,352	0	114	204,360
Bookstore Sales						
4740 Sales of Books	0	3,000	(882)	0	(29)	(3,882)
4742 Non-Return Books/On-Camp	0	0	0	0	*****	0
4743 Sales of Books/Outreach	0	0	0	0	*****	0
4744 Non-Return Books/Off-Cam	0	0	0	0	*****	0
4748 Shipping/Iola	0	350	0	0	0	(350)
4750 Sales of Supplies	52	800	716	0	90	(84)
4760 Sales of Soft Goods	1,481	18,500	14,408	0	78	(4,092)
4770 Sales of Gifts & Misc	112	2,500	2,186	0	87	(314)
4780 Tax Exempt Sales	597	10,700	4,432	0	41	(6,268)
Bookstore Sales	2,241	35,850	20,859	0	58	(14,991)
Other Income Sources						
4840 Miscellaneous Income	963	21,000	18,946	0	90	(2,054)
4870 Vending Mach Commission	0	0	0	0	*****	0
4880 Catered Event Commisssns	0	2,000	2,316	0	116	316
Other Income Sources	963	23,000	21,262	0	92	(1,738)
Revenue	(209)	1,911,057	2,096,449	0	110	185,392

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Fund: 16 Auxiliary Enter/Unrestr

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Education and General						
Institutional Support						
6500 General Inst Expenses	0	5,000	0	0	0	5,000
-----						
Institutional Support	0	5,000	0	0	0	5,000
-----						
Physical Plant Operation						
7500 Major Projects	92,000	315,000	92,000	0	29	223,000
-----						
Physical Plant Operation	92,000	315,000	92,000	0	29	223,000
-----						
Education and General	92,000	320,000	92,000	0	29	228,000
-----						

Fund: 16 Auxiliary Enter/Unrestr

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Auxiliary Enterprises						
Auxiliary Enterprises						
9810 Bookstore	80,327	522,048	335,742	5,529	65	180,776
9820 Student Union	240	146,932	4,082	1,027	3	141,823
9830 Student Housing/Program	14,572	213,825	112,421	0	53	101,404
9831 Parkford Apartments	6,629	107,700	56,614	20,419	72	30,668
9832 Ballard House	349	28,000	4,061	1,526	20	22,414
9833 Herynk Hall	903	169,500	17,947	4,588	13	146,965
9835 Horton Hall	3,067	133,320	26,974	13,353	30	92,993
9836 Winter Hall	7,322	94,000	27,499	10,198	40	56,303
9837 Red Devil Duplexes	3,130	87,500	43,648	10,377	62	33,475
9838 Masterson Hall	2,437	970,000	19,152	9,842	3	941,005
9840 Food Service	88,461	759,100	514,123	153,295	88	91,683
-----						
Auxiliary Enterprises	207,438	3,231,925	1,162,262	230,154	43	1,839,509
Miscellaneous Other						
9999 Contingency Center	0	(1,640,868)	0	0	0	(1,640,868)
-----						
Miscellaneous Other	0	(1,640,868)	0	0	0	(1,640,868)
-----						
Auxiliary Enterprises	207,438	1,591,057	1,162,262	230,154	88	198,641
-----						
EXPENDITURES	299,438	1,911,057	1,254,262	230,154	78	426,641
=====						

Fund: 16 Auxiliary Enter/Unrestr

	Month	Full Year	---- Year to Date ----			Pct	Variance
	Actual	Budget	Actual	Encumbered			
Total Revenues	(209)	1,911,057	2,096,449	0	110	185,392	
Total Expenditures	299,438	1,911,057	1,254,262	230,154	78	426,641	
Excess Revenue/Expenditures	(299,647)	0	842,187	(230,154)	*****	612,033	
Fund Balance objs	0	0	4,837,838	0	*****	0	
Fund Balance + Excess Rev/Exp	(299,647)	0	5,680,025	(230,154)	*****	612,033	



Iola Campus, Online Learning, and CEP (Concurrent Enrollment Partnerships)

## Report to the Board of Trustees

Lyvier L Leffler PhD LMHC: President  
March 2025

### President's Report

- I have accepted the resignation/retirement of Vice President of Student Affairs Cynthia Jacobson on March 3, 2025. I have updated the VPSA to reflect the duties and responsibilities of the position more accurately.
- There is a need to increase marketing and recruitment at Allen. Created a new Director of Public Relations and Marketing Communications job description.
- All college credit cards will be turned in to the Comptroller by March 14<sup>th</sup>. Credit cards not turned in will be turned off. All staff have been notified.
- There will be no travel during the week of Spring Break other than athletic sporting events that have already been scheduled.
- Removed all DEI terminology from all web pages, handbooks, and social media platforms.
- Removed pronouns from college employees' signatures. All Allen CC employees were provided with a recommended signature to be used.
- Kansas Community College Presidents are continuing conversations about state funding cuts and budget restraints. We will meet in person in Topeka on Tuesday, March 11th.

## **Institutional Effectiveness and Research**

Jacob Reichard, Director of Institutional Effectiveness and Research

### **Report to the Board of Trustees, March 12, 2025**

- We have completed our updated 1<sup>st</sup> pass for our J1 transition. I worked with the business office and the rest of the J1 team to complete the Chart of Accounts and input them into the system. We are currently waiting for Jenzabar to finish some checks before they have us start working on the next steps. Our training will ramp up rapidly after spring break as we start working in the new system. We will go live with J1 in 2026.
- The IPEDS spring collection will be due next month. I am working with the library, human resources, and the business office to complete the next set of reports. Karen and Shellie are attending some IPEDS training sessions to assist with their report. The IPEDS reports are utilized by Allen to compare different aspects on a year-to-year basis. They are also utilized by third-party companies to see our full-time equivalent (FTE) student number. It is often utilized by third-party companies as a way to price categorize their offerings.
- I have pulled multiple reports to assist with internal decision making as we look at our budget for next year. These reports included year-to-year comparisons of our student headcount and credit hours broken up by location and student residency.
- The Financial Value Transparency and Gainful Employment (FVT/GE) report was completed by the January deadline. The report deadline was extended to mid-February and has since been extended again until September 30<sup>th</sup>. At this point, we are unsure what will happen with the current year's report that should also be due around that time.

### **Upcoming Conferences, Events, and Reports**

- IPEDS Spring Reports – April 2, 2025
- Jenzabar Annual Conference (JAM) – May 27-31, 2025 – Nashville, TN

# Allen Community College Human Resources Board Report

Date: 3/12/2025

Note: These items have been previously approved by the board.



## **New Hires:**

Trey Harris, Assistant Baseball coach, started on 2/15/2025

## **Resignations/Terms:**

None

## **Position Changes / Transfers:**

None

## **HR Projects:**

- Rolled out updated Performance Evaluation Process at ACC for staff. Process includes updated forms, new rating guidelines (definitions), and education for supervisors on the new process.
- Created a new Position Request Form for supervisors and new position control process with all position requests to be reviewed at President's Cabinet.
- Job descriptions received from The Arnold Group. We will proceed to supervisor review of the descriptions for their positions.
- Obtained access to Navex reporting system and will monitor reporting for ACC.
- Working one on one with The Arnold Group on our Compensation Review.
- Assisting in evaluation of new Reporting and Learning Management Systems for consideration.
- HIB Sponsorships of F1 OPT Employees – new procedure in place
- Creation of Volunteer Coach Process – new procedure and policy
- Transition of HR hard copy employee files to Soft Docs, ongoing in 2025.
- Continuing to evaluate Personnel / Human Resources policies and update for policy and procedure manual.

## **Board Report for Allen Advancement – March 2025**

### **Endowment**

Advancement has been busy redeveloping our Booster Clubs. Currently we have two booster clubs, the Red Devil Booster Club for Athletics and the Fine Arts Booster Club. March 3<sup>rd</sup>, Josiah met with Athletics to finalize the perks of the Red Devil Booster Club, and met with the Fine Arts programs on March 4<sup>th</sup> to finalize their perks. Appendix A shows the perks for the 2025-2026 year. Both Booster Clubs will start being promoted July 1, 2025.

The 2024-2025 Scholarship Luncheon will be taking place on Friday, April 25<sup>th</sup>. Invites are going out this week.

Four new scholarships have been created, and we are currently in the process of creating two more.

Josiah and Alison are spending the afternoons of March 11<sup>th</sup> through the 14<sup>th</sup> doing an audit on all Scholarship files. In 2023, K.S.A. 58-3621 through 58-3625 were passed by the State and signed into law as the Donor Intent Protection Act. Through these statutes, the Endowment must follow what is in the Donor Agreements for each Scholarship or Fund. These statutes allow for legal recourse against the Endowment Association.

### **Alumni Relations**

The Allen Community College Athletics Hall of Fame on February 22<sup>nd</sup> saw a great turnout from alumni, either those being inducted, or celebrating peers and coaches. The inaugural class looks forward to coming back each year to celebrate the new inductees.

Josiah has asked that Coaches share any dates for 2025-2026 in which the teams plan to do an “Alumni Game”. This is to help gather contact information and promote the events.

### **Advancement**

The first episode of “Voices of Allen” is now available on the Allen Community College Advancement YouTube Channel: <https://www.youtube.com/@AllenAdvancement>

***Founders’ Day is quickly approaching! Please RSVP to [endowment@allencc.edu](mailto:endowment@allencc.edu) if you plan to attend.***

Josiah is meeting with Student Senate on March 5<sup>th</sup> to select the recipients for the Faculty and Staff of the Year awards. These awards are different from the League of Innovation awards as they are student nominated and Student Senate selected. A total of 40 students nominated faculty and staff for both awards, which is a great turnout. On March 13<sup>th</sup>, Josiah is meeting with Dr. Leffler, Dr. Wheeler, and Alicia Sterling to select the first class of the Student Leadership Awards. The Student Leadership Awards are a new recognition for graduating students who have excelled in leadership in the classroom and on campus. The ceremony for the awards will be on Friday, May 9<sup>th</sup>. Watch your emails, as Josiah will send invites out.


















Lastly, after working with the Vice Presidents, Josiah and Alison have retooled the Scarlet and Black Club, and we’re painting the State of Kansas Scarlet & Black. We are expanding the club to being any

Kansans who is 60 years of age or older. This is a great way for us to connect with various people across the State. Club members will have to re-register each year to ensure we have appropriate contact information. Perks of this club still include free tuition, Club members will continue to have to pay for fees, free admission to regular season home Athletic events, and free admission to Fine Arts performances

## **Advancement Appendix A**



## 2025-2026 Fine Arts Booster Club Perks

Level		Personalized "Thank You" Card from Department	Names on Programs and Website	Early Access to Tickets for Fine Arts Performances	Reserved Seating for Two (One Show per Theatre Production and Music Concert)	Name on Fine Arts Donor Wall for the Year	Free tickets to One Fine Arts Production	Invite to Annual Fine Arts Event	Invite to Backstage Tour	Recognition on Social Media	VIP Access at Select Performances	Heel & Greet with Performers	Invitations to the Annual ACE Awards	Featured Prominently in the Department's Annual Report	Special Recognition Below Each Fine Arts Performance	Personalized Plaque in Recognition of Support	Private Dinner with the President and Department Chair	Private Dinner with Fine Arts students and faculty	Opportunity to host a Private Event or Performance
Friend	\$ 50.00																		
Patron	\$ 100.00																		
Supporter	\$ 250.00					2													
Sustainer	\$ 500.00					2													
Premier	\$ 1,000.00					4							2						
Legacy	\$ 2,500.00					4							4						
Visionary	\$ 5,000.00					4							6						
Benefactor	\$ 10,000.00					4							6						

Boosters at the Legacy Level and above are automatically added to the Thoroman Society

## Board Report

The inaugural Hall of Fame induction went off great, had probably over 100 former athletes and coaches back for the weekend. Former athletes and coaches got to connect with the current athletes and coaches. The court naming for coach Neil Crane was also done during the Hall of Fame Weekend and it was well attended by former players and coaches. Many of the teams have been working KU basketball games and will continue to work Sporting KC games for fundraising. Also, did the second round of our Hour-A-Thon with the remaining teams. The athletes of the month for January were Adetutu Aladelove women's track and Tawhirikura Doyle women's basketball for the women. Bryce Southerland from men's track and Mike Smith and Tyler Pinder for men's basketball. Next booster club luncheon will be on 3/10 at noon at Rookies. Working on the banquet, which will be held on April 27<sup>th</sup> at 1 pm in the Allen Gym.

### **Cross Country/Track:**

Have 15 athletes attending nationals in Lubbock Texas on 3/7 and 3/8. Have a possibility of having several All-Americans.

### **Basketball:**

Women are currently 20-4 overall and ranked 10<sup>th</sup> in the nation. Beat Hesston to move on to the semi-finals of the region against Ft. Scott on Friday 3/7 at 5:30 at Johnson County.

Men finished 7-7 in conference and secured a first round home game. They beat Hesston to move on to the semi-finals of the region against Johnson County at 3pm on Friday 3/7 at Johnson County.

### **Softball:**

2-7 overall and 1-1 overall. Have played mostly Division 1 and ranked Division 2 teams, next home games are Tuesday March 12<sup>th</sup> at 1 and 3 against Southwestern.

### **Baseball:**

11-7 overall and will start the conference season on Tuesday March 11<sup>th</sup> at home against Southwestern Community College.

### **Numbers for next year so far**

Men's Soccer-60

Women's Soccer – 20 with multiple offers out.

CC/Track – 30 with multiple offers out.

Volleyball- 13 with a few offers out

Men's Basketball- have signed 4 and are waiting on end of season to see on returners and what they need.

Women's Basketball- have signed 1 and have 3 other commitments, waiting to see on returners.

Baseball-45

Softball-20 with several offers out

Cheer/Dance-10 with several offers out and a couple other commitments.

## Iola Campus, Online Learning, and CEP (Concurrent Enrollment Partnerships)

### Report to the Board of Trustees

Kara Wheeler: Vice President for Academic Affairs  
March 2025

#### Academic Affairs

- Academic Program Review is continuing. Data sheets are almost complete for all programs, and faculty have been trained on the template for the self-study they will have to submit by March 14<sup>th</sup>.
- I am assisting with the hiring of the VPFO, so been in interviews with this.
- Upcoming deadlines for catalog creation and training. It is:
  - February 3<sup>rd</sup>: Deadline for February Curriculum Committee Items
  - February 14: Follow up meeting with athletics and advising on class schedule/expectations
  - March 2<sup>nd</sup>: Deadline for March Curriculum Committee Items
  - March 6<sup>th</sup>: Last Curriculum Committee meeting
  - March 10<sup>th</sup>: Faculty/Division Proposed Summer/Fall Schedule due to Deans/VPAA
  - March 28<sup>th</sup>: Follow-up meeting with athletics and advising on class schedule
  - April 2<sup>nd</sup>: Catalog Training for all faculty, advisors, and staff that are interested
  - April 14<sup>th</sup>: Summer/Fall Schedule goes live for enrollment

#### KBOR:

- Discussions have continued on the “First 15” for concurrent/dual-credit students. KBOR is supposed to be reviewing more data on why community colleges cannot offer a class for free. They were pushing to have us all offer English Comp I in the fall for free as a pilot, but the CC’s have been pushing back against this.
- BAASC is reviewing shortened bachelor’s degree programs, which will require a change to KBOR policy and hopefully will increase how much community colleges will be allowed to offer for these degree programs. It will be targeted for only certain professions.
- I received our Performance Report template from KBOR that will be due July 1<sup>st</sup>. We have to show proof of the following:
  - Link(s) showing at least 1 section of each gateway math and English co-req’d course applying to degrees on campus for Fall 2025 and Spring 2026.

- Number of sections and students per section for each of the 3 math pathway courses and the corequisite English class.
- Plan to implement English support dev ed full scale by 2026-27.
- Link to all degree pathways that meet KBOR requirements.

**Tutoring (Bruce Symes):**

- Nothing to Report

**Library (Virginia Shaffer):**

- Nothing to Report

**High Schools (Lauren Moots):**

Spring semester has been busy after enrollment has ended. I am currently scheduling and completing high school adjunct evaluations. This semester I have 15 instructors to evaluate.

Renewal of Concurrent Enrollment Partnership agreements have been sent out to 11 of our 15 schools and 3 have already signed the new agreement that runs from 2025-2028.

For the 25-26 school year I am working with our high schools to finalize class offerings for each school. Working to onboard 2 new instructors for next year, one in Math and the other in Psychology. Having conversations with Iola, Yates Center, and Humboldt about other instructors who have qualifications that might be interested in teaching concurrently at these schools.

I am putting together a plan for our 5 local area high schools, Iola, Humboldt, Yates Center, Crest and Marmaton Valley on specific pathways their students can take on our Allen campus that aren't offered in their high schools. Those pathways include Business, Agriculture, Graphic Design, Cybersecurity and Allied Health. Depending on the final interest from each high school we will see what pathways get implemented. This is following up on the discussion from last fall.

Jayhawk Linn HS has a STARS program (Southeastern Technical Academy for Rural Students) that was previously partnered with Fort Scott CC and has asked KBOR to allow a release from service area restrictions and mediate a separation agreement between them and FSCC. I have reached out to their Director of the STARS program to see if we can fill the void for their students when they are separated from FSCC. Programs that were offered in STARS that we can fulfill include the following:

- Certified Nurse Aide-CNA (1 semester program)
- Medical Terminology (1 semester program)
- Emergency Medical Technician-EMT (1 year program)
- Criminal Justice

I also provided a link to all of our certificates and our Excel in CTE courses offered. Upon KBOR's decision their Director would be interested in a meeting for further discussion.

**Dean for Distance and General Education (Melanie):**

**Faculty and Classes:**

- Classes for the first 8-week session will be coming to an end on March 13<sup>th</sup> and classes for the second 8-weeks will begin on March 24<sup>th</sup>.
- The PTK (Phi Theta Kappa) induction ceremony will take place on Wednesday March 26<sup>th</sup> at 6:30pm at the Bowlus.
- The annual Math Relay event for high school students will take place on Friday March 28<sup>th</sup> beginning at 9am in the gym.
- Several of our clubs and activity groups on campus are working together to plan some fun events for the students to finish out the spring semester.

**Online Learning:**

- Course design projects for start dates of summer 2025 and fall 2025 are all underway. Jerald is meeting regularly with the designers as they work through the course design.
- Jerald, Mason, Austin and I met with a group of faculty to update our Textbook Adoption policy and procedure. This procedure affects both course design and the bookstore so we felt that having everyone present that is involved in the process will help with updating.
- Mason will be working on updating our Canvas Student Orientation shell. This helps new students get started with Canvas.
- Jerald will be working on updating our Course Design Training Shell. This is a training that instructors go through before they can design online courses for Allen.
- Jerald, Mason and I will be working together to update our New Instructor Training shell. We feel that this Canvas shell is a really important resource for new online instructors and could use some updating.

**Upcoming Events:**

- 1<sup>st</sup> 8-week classes end March 14<sup>th</sup>
- Spring Break – March 17<sup>th</sup> – 21<sup>st</sup>
- 2<sup>nd</sup> 8-week classes begin March 24<sup>th</sup>
- PTK Induction Ceremony – March 26<sup>th</sup> at 6:30pm – Bowlus
- Math Relays – March 28<sup>th</sup> at 9am

**Dean for CTE and Industry Partnerships (Lisa):**

**Exciting Donation:**

We received a \$20,000 donation from The Perry Trust for the CTE 70's fundraising account. This is in addition to the \$10,000 donation that Randy Misenhelter received for Machining and Manufacturing from The Perry Trust. These funds are to be used to help students directly, such

as buying needed equipment like scrubs or steel toed boots but also can be used for programs or students that are not covered by federal financial aid.

### **Spring Classes:**

- Our spring hybrid courses 5-Hour Anatomy and Physiology (night course), Basic Nutrition, and Medical Terminology seemed to be well received by students. As we increase enrollment in Allied Health, this is a great way for us to be able to offer more in-person classes on campus with the existing faculty members and we are looking forward to adding more hybrid courses in the future.
- We will be testing our CNA and CMA students the first week of April for the first 8-week session. We will be utilizing the cyber lab in the Theatre building for testing for the first time. We no longer have the Burlingame testing facility. Students from the Topeka area can come to campus and test, or they are able to test at any of the KDADS approved testing facilities throughout the state. KDADS is not licensing any additional testing facilities, so we do not have the option to add another site for our northern tier students or our students from Arma.

### **Bilt Academy**

- Dean Wicoff attended training in February on completing Knowledge, Skills, and Ability sessions with the BILT Team for IMT/AET. The KSA session is April 9. BILT team members vote on the competencies and skills needed for employees in their areas of expertise, these are used to help form course and program learning outcomes.

### **Summer and Fall Classes:**

- Currently in schedule development process.
- We plan to offer EMT on campus next fall with Andy Hill as instructor. These will be evening classes like what he is running this spring using Allen's classroom space.
- We will be offering more hybrid courses on campus in the fall.
- High school CTE blocks in development.

### **Program Updates:**

- We are submitting a Certificate A (24 Credit Hour) Cybersecurity certificate to KBOR and introducing 2 new courses that were developed as part of an industry-input process. Thank you to Sharon Lawless for putting this together.
- Machining and Manufacturing has been updated to add a math course, Machining Math, earlier in the pathway. This was also the result of student, faculty, and industry input.
- CDL-Weekly check-in with Whiteline Trucking to work on program development.

### **Programs:**

#### Kelly Baker-Director of Workforce Development and Apprenticeships

- Last week of January-Attended Workforce Development Institute in Coronado, CA.
- First week of Feb. - Attended Annual Kansas CTE Conference in Manhattan
- Working with Beth Toland and Lisa Wicoff to facilitate some apprenticeships in the Early Childhood space.

- Setups complete for PC lab in Tech-109. Out-of-box setup complete and all PCs are online. Lab now ready for CNA testing, online workforce credentials, etc.

### **CTE Faculty and Students:**

#### Sharon Lawless-CIS

- The IT/Cybersecurity Advisory Board met on 2/19/25 with 6 members attending over Zoom.
- Advisory board members and students will take a field trip together this spring.

#### Current Program student data for IT and Cybersecurity:

- 90 total students divided evenly between the 2 programs
- 73% of students are from Kansas
- The largest student group from Kansas is from Shawnee County (35%)
- 12% of students are international students
- Average age of students is 22.2 years
- Over ½ of the program students are 20 years or older compared to 2/3 of the total Allen students who are 20 years old or younger.
- A survey will also be sent to students to collect employment data and background information on why students selected Allen to complete a certificate or degree.

#### Nancy Ford-Graphic Design

- In February, Nancy and Tera participated in the College Art Association Conference, which featured multiple sessions over four days. Nancy concentrated on digital art discussions, particularly the debates surrounding the role of AI in art and its implications for education in a rapidly evolving technological landscape. The conference emphasized the importance of preparing students for these changes.
- A recent advisory board meeting highlighted numerous ideas, with a key focus on establishing a maker space. This initiative aims to provide students with hands-on design and production experience to enhance their portfolios, while also fostering community relationships by offering affordable services.

#### CJS

- Scot Brownrigg will start as our CJS Faculty member in August.
- CJS Advisory Board Meeting Tuesday, April 8

#### Randy Misenhelter-M&M/CNC

- Students continue to work through curriculum and labs and are doing well.
- 8 students expressed interest in joining the program at the Iola High School Career Fair.

#### Beth Toland-EDU/ECE

- Angel attended the FASFA, and college fair hosted by Kansas Hispanic Education and Development Foundation in Wichita on February 24 and 25.

- We have solicited ECKAN Head Start to engage in a registered apprenticeship program. The initial meeting is Tuesday, 03/04 to answer questions and work out the work process and other required documents to submit to the state for approval. This will be a competency-based agreement.
- Beth will conduct a 6-hour training for Grow at Eden staff (both Iola and Parsons) at the Parsons location on April 4. This training is paid for by the center using a proposed schedule submitted to Kara and used previously. For a group of 75 and smaller, this comes out to \$100/hour.
- Allen has been included in Grow at Eden's Child Care Zones LOI which was accepted for an interview. Beth will participate in the interview on Monday, 3/3. This provides an opportunity to engage in hybrid opportunities further south in SEK where there are no community college career and technical ECE programs. This also includes working with high school pathways where students do not have access to Excel in CTE ECE classes with their area higher education institutions.
- Beth met with Nikki Peters brainstorming recruitment opportunities specifically discussing the ECE certificate courses offered in Spanish and AA completion for paraprofessionals who want to obtain a teaching license. A full proposal will accompany course schedule needs in the coming weeks.
- Allen's Summer Camp is coming BACK! Tinkering at Allen will take place June 2-6 with morning and afternoon sessions.

#### Upcoming visits:

- March 5 - Little Hands Learning Center, Esbon Kansas where Angel and I will onboard 6 new students
- April 9 -Newton Early Learning Center where we have a few current students and will be onboarding 3-5 new students
- April 22 – Beth will lead Crest High School Students on an early childhood scavenger hunt across the county exploring career opportunities working with young children and families. This will include but is not limited to visiting childcare centers, SEK-CAP HS and EHS, 0-3 special education services including OT, PT, SLP, and audiology, Allen County Regional Hospital therapy programs, SEK Mental Health, Kansas Children's Service League, a family childcare provider, and school district programs.

#### Leslie Weir-Allied Health

The spring allied health courses are progressing well, and CNA and CMA will wrap up before spring break.

- 32 CNA students and 8 CMA students will be taking the state exam in April. (CNA enrollment same from spring 24, CMA up 5)

Numbers across allied health courses are up.

- Medical terminology had to add extra sessions up to 109 from 64,
- Professionalism in healthcare up to 22 from 9
- Professionalism in mental health newly added course at 19 students.

Home health aide has a boost in enrollment this spring to 13. (This class was re-activated in the fall and had not been taught for several years.)

The Colony students were new to Allen in allied health and are completing the CNA and will move on to HHA, doing very well. Their CNA class is in person.

Recruiting:

- HOSA state convention in Manhattan, instructors will be giving workshops as well. Several students will be competing.
- Aggie Days
- Meet with allied health advisory board March 7<sup>th</sup> to get input on the new aging certification promotion.
- Plan to schedule with Dana Daugherty with IHS to set up allied health recruitment event in April. We have a block of time for in person classes at the high school for the fall.

Jenny Delich-Program Coordinator Allied Health

**Exam Passing Statistics\*:**

Fall 24 Sessions 1 and 2 Totals: CMA Students 11/11 Passed

CNA Students 15/20 Passed

- Fall24 S1 CMA Students 6/6 Passed
- Fall24 S1 CNA Students 8/10 Passed
- Fall24 S1 CNA Students 3/6 Passed
- Fall24 S2 CMA Students 5/5 Passed
- Fall24 S2 CNA Students 4/4 Passed

\*Does not include retakes from previous semesters

**Waiting List/Current Discussions:**

- CNA interest: 3 students wanting to take classes in Overbrook/Topeka area this summer or fall.
- CMA interest: 1 person was wanting CMA class in Iola Spring Session 2, which we are not offering.
- EMS interest: 3 students in the last week asking about the next EMT class offered, which is FA25. None had EMR class yet though, which isn't being offered until SP26. I let them know to contact Andy Hill for more information regarding qualifying to take EMT without having EMR.

Terry Powelson-Agriculture

ACC Collegiate Farm Bureau Activities Spring 2025

- Attended Young Farmer and Ranchers Conference
- Attended Day at the Statehouse
- Attended Temple Grandin at Bowlus
- Attended Western Farm Show at American Royal
- Future activities-Dr. David Kohl-Economic Pulse of Agriculture, SEK Impact Conference, Cattleman's Day, Judging SEK Dairy District Event for FFA
- Aggie Days April 3

Rhett Taylor-Ag Careers and Livestock Coach

- Attended Nebraska Cattleman's Classic Feb. 15th in Kearney, NE. Recruited from the youth livestock judging contest. Met with teams and coaches. Team from North Platte, NE is on my prospect list.
- Attended San Antonio Stock Show and Rodeo, San Antonio, TX - Feb. 23rd and recruited from their youth livestock judging contest. Gave Allen an opportunity to meet with groups and discuss the program to recruit.
- Attended The Showtimes Blackout 9 Livestock Judging Contest & Combine. Approximately 250 students are in the contest. Allen Community College Livestock Judging sponsored stenos and information cards to give out to all the contestants. I served on the committee for officials and held recruiting sessions with students.
- Classes have been going smooth and very engaging.
- Beef Management AGR 260 the students are interested in the course. I brought in Mathew Melchor, Director of Government Affairs at Nebraska Cattleman's. Mathew is a Kansas native grew up around Hutchinson, KS and later attended Hutchinson Community College, Oklahoma State University and Kansas State University. He took time to zoom and meet with our class Wednesday, Feb. 12th. He spoke on what his job consists of day to day and gave insight to ag policy topics and how it all related to beef industry. Spoke on the Farm Bill, Beef Markets, and what is going on around ag policy. Students got to ask questions and engage, network on the industry from different angle. Learn that Allen will set them up for success and reach new heights after graduation at Allen.
- I scheduled meetings/tours at American Angus Association, Triumph Foods, Biozyme Inc. To give the students in Beef Management course more hands on learning. See other avenues in the beef industry. Network and engage with those professionals at those organizations. This will all take place in St. Joesph, MO - Monday, March 10th.
- I am working to encourage students to take internships in college and to help them locate internship opportunities.

### **Upcoming Events:**

March 26-27-Participating, Recruiting, and Presenting at State HOSA conference

April 3-Aggie Day

April 11-Work Keys Summit @ Emporia-Kelly Baker

May 2-9—NACTEI Perkins Conference-Lisa Wicoff

## Administrative Procedure 7.110

### *AP Title: Consideration of F1/ OPT Employee Sponsorship*

<i>AP Number:</i>	<i>AP 7.110</i>
<i>Adoption Date:</i>	<i>TBD</i>
<i>Schedule for Review &amp; Update:</i>	<i>Every three years</i>
<i>Review Date(s):</i>	<i>2/25/2025</i>
<i>Revision Date(s):</i>	<i>New</i>
<i>Sponsoring Unit/Department:</i>	<i>Human Resources</i>
<i>Policy Title(s) &amp; No(s):</i>	
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

1. All F1 / OPT Employees wishing to pursue H1B employer sponsorship should notify Human Resources (HR) in writing of their wishes to continue employment with the employer and obtain sponsorship. Employees should also obtain and provide HR with at least two letters of recommendation in support of their continued employment and sponsorship at ACC.
2. We will review the information and seek approval from the President’s Cabinet and the employee’s Director.
3. Factors to be considered are as follows:
  - a. Position and/or position need
  - b. Degree of employee
  - c. Budget
  - d. Cost of Sponsorship
  - e. Employee performance and recommendations
  - f. Availability of attorney assistance
  - g. OPT timeline and timeline of sponsorship process
  - h. Potential service agreement or sponsorship reimbursement to entity
4. Once a decision is made, Human Resources will notify the candidate.
5. If approval is not obtained, Human Resources will notify of contract non-renewal or decision not to sponsor impacted employee.
6. If approval is obtained, Human Resources will work with the employee and designated attorney to move forward with paperwork for H1B. Employees must agree to participate timely with all required paperwork and requests from ACC and/or representing attorney.

7. Human Resources will complete purchase requests and obtain administrative approval(s) before securing attorney.
8. Human Resources will secure an attorney to assist in the sponsorship process and complete all required paperwork on behalf of ACC.

## Board Policy 7.111

*Board Policy Title: Volunteers*

<i>Board Policy Number:</i>	<i>BP 7.111</i>
<i>Adoption Date:</i>	
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	<i>IV-A-1.2, IV-A-1.7, IV-A-2.1, VIII-F-1.2</i>

“Volunteer” means any individual who performs services in support of the College's mission without expectation or receipt of compensation, benefits, or consideration for the services provided.

The College recognizes the importance of Volunteers, and the Board of Trustees authorizes Volunteers to serve at the College in accordance with this Policy and applicable laws and regulations.

Volunteers must serve under the supervision of a College employee. Volunteers are subject to applicable College policies and procedures governing the conduct of personnel, including but not limited to Non-Discrimination, Sexual Misconduct, Drug Free Workplace, Alcohol, and Restrictions on Tobacco Usage Policies. A volunteer’s service may be discontinued by the College at any time for any reason.

### **Limitations on Volunteers:**

College employees may not perform volunteer services for the College that are identical or similar to their duties as an employee.

Individuals under the age of 18 may not perform volunteer services for the College without the permission of a parent or guardian, and direct supervision by a parent or guardian may be required by the College unless student is participating in an ACC course or activity.

**Background Checks on Volunteers:**

Volunteers may be required to undergo a background check. Volunteers who will be driving college vehicles or transporting themselves or others on behalf of the College may be required to undergo motor vehicle record (MVR) verification.

ALLEN COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
POLICIES AND PROCEDURES

POSITION DESCRIPTION: DIRECTOR OF PUBLIC RELATIONS AND  
MARKETING COMMUNICATIONS

1.00 GENERAL STATEMENTS

1.01 POSITION SCOPE

- a. The Director of Public Relations and Marketing Communications at Allen Community College is responsible for developing, implementing, and managing comprehensive communications strategies that enhance the institution's brand, promote its academic programs, and strengthen community engagement. This role integrates public relations, marketing, and digital communications to support student recruitment, foster community partnerships, and ensure a consistent, positive institutional image.

2.00 SPECIFIC STATEMENTS

2.01 Position Function and Category

- a. Reporting Relationship: President
- b. Function/Category of Position: Administration
- c. Length of Contract: 12 months

2.02 Supervision

- a. Supervision Received:  
The Director of Public Relations and Marketing Communications reports directly to the President
- b. Supervision Exercised:  
The Director of Public Relations and Marketing Communications will supervise others in the area

2.03 Key Areas of Responsibility

**a. Strategic Planning & Execution:**

1. Develop and implement an annual, integrated marketing and communications plan that aligns with the college's strategic objectives.
2. Establish clear public relations goals and metrics to advance the college's mission and evaluate campaign effectiveness.

**b. Communications Management:**

1. Oversee all internal and external communications, including press releases, newsletters, annual reports, advertising materials, social media content, website updates, and other digital or print collateral.
2. Ensure all communications maintain consistency, accuracy, and adherence to the College's branding guidelines.

**c. Media & Public Relations:**

1. Serve as a key spokesperson for the college, managing media relations and representing Allen Community College at public events and forums.
2. Coordinate and execute public relations events and special projects that promote the college's achievements and initiatives.

**d. Digital & Social Media Oversight:**

1. Collaborate with marketing staff to manage the college website and digital marketing initiatives.
2. Oversee creating and curating multimedia content, including graphic design, photography, videography, and social media campaigns.

**e. Sponsorship and Event Management:**

1. Identify, negotiate, and manage sponsorship opportunities to support college events, programs, and initiatives.
2. Plan, coordinate, and execute various college events, such as groundbreaking ceremonies, promotional events for new services, educational programs, equipment unveilings, and building dedications.
3. Serve as the primary "go-to" contact for key events, including welcome ceremonies and other high-profile campus functions.

**f. Budget & Vendor Management:**

1. Serve Develop, manage, and monitor the marketing and communications budget.
2. Negotiate and manage contracts with external vendors for printing, design, advertising, and market research to ensure cost-effective practices.

**g. Research & Analytics:**

1. Conduct audience and market research to identify emerging trends and measure the impact of communications strategies.
2. Provide regular reports to senior leadership on key performance indicators and strategic insights.

**d. Additional Duties:**

1. Attend meetings, workshops, and professional development sessions as required.
2. Maintain a flexible schedule to accommodate events and deadlines, including occasional evening or weekend activities.
3. Uphold all federal, state, and local laws, regulations, and institutional policies.

**2.04 Position Requirements and Qualifications****a. Education:**

1. Master's Bachelor's degree in Public Relations, Marketing, Communications, or a related field is required.
2. A Master's degree is preferred.

**b. Experience:**

1. A minimum of 3–5 years of progressively responsible experience in public relations, marketing, or communications, with demonstrated management or supervisory experience.
2. Proven success in developing and executing integrated marketing and public relations campaigns.

**c. Skills and Abilities:**

1. Excellent written, verbal, and interpersonal communication skills.
2. Advanced knowledge in digital marketing, social media management, graphic design, and multimedia production (photography and videography).
3. Strong leadership, project management, and strategic planning skills with the ability to manage multiple priorities in a fast-paced environment.
4. Proficiency in the use of relevant technology, digital tools, and integrated software systems.
5. Ability to work independently, exercise sound judgment, and collaborate effectively with diverse teams.

**d. Work Environment and Physical Demands:**

1. This is primarily office-based, with occasional travel required for events, meetings, and professional development. The role demands regular use of computers, phones, and other office equipment and the ability to participate in extended periods of standing or walking during campus events.

Adopted:

Allen Community College is committed to fostering an inclusive environment and welcomes candidates who can contribute to our institution's continued success and positive public profile.

*Allen Community College is an Equal Opportunity Employer.*

Allen Community College

Deferred Maintenance Bullet Points for HVAC Units

3/5/2025

1. RTU #1 – York brand. Installed in 2006. ESTIMATED COST – Depends on the extent of unit operation for efficiency and comfort.
2. RTU #2 – York brand. Installed in 2006. ESTIMATED COST – Depends on the extent of unit operation for efficiency and comfort.
3. RTU #3 – York brand. Installed in 2006. ESTIMATED COST – Depends on the extent of unit operation for efficiency and comfort.
4. RTU #4 – York brand. Installed in 2006. ESTIMATED COST – Depends on the extent of unit operation for efficiency and comfort.
5. 2-pipe chiller/boiler loops in the main building needs investigation on life expectancy. Have engineers looking into this for us. ESTIMATED COST – \$5.5 million
6. Boiler in Theater Building. Raypac brand. Installed in mid-90's. ESTIMATED COST - \$75,000
7. HVAC package unit for Music/Band Room. Trane brand. Installed in 1995. ESITMATED COST – \$40,000
8. VRF's (Variable Refrigerant Flow) (2) – Samsung/Trane Combo brand. Installed in 2015. Located at doors 14 & 17. Unit at door 17 needs compressor replacement at minimum. Unit at door 14 needs all thermostats to be replaced. ESTIMATED COST - \$ 50,000.00

9. Duct cleaning Masterson Hall HVAC units. (ALL UNITS) ESTIMATED COST – \$20,000
10. Chillers (2) – Trane brand. Installed in 2006. Will have chillers inspected for further review.
11. Cooling Towers (2) – BAC brand. Replace with Stainless Steel. ESTIMATED COST - \$350,000

# Shooting Sports Spring 2024/25 Schedule

Dates/Times/Locations subject to change (projected schedule)

Fort Hays State University	Hays, Kansas	8/24-8/25
Fort Hays State University	Hays, Kansas	9/07-9/08
Prairie Classic Conf. Championship	North PLatte, Nebraska	9/14-9/15
Midland Warrior Open	Lincoln, Nebraska	9/21-9/22

- Travel team will consist of coaches and the top 15 shooters prior to the competition day. Competitors can change throughout the season depending on scores throughout the week leading up to competition dates.
- There will also be a fall schedule with the same number of shoots throughout the August through October months.

## Practice Schedule

Fall Season (August-October): 2 times per week (4 rounds per practice)

Offseason (November-February): 1 time per week (2 rounds per practice)

Spring Season (February-March): 2 times per week (4 rounds per practice)

## Requirements for Shooters

1. Be a full-time student enrolled at Northwest Tech (12 Hours per semester minimum)
2. Maintain at least a 2.0 GPA per semester
3. Pass a drug test before practice starts in August (there will also be a random drug test each semester)
4. Have a current physical on file with the Athletic Trainer
5. Complete gun safety course prior to practice
6. Bring your own shotgun for practice and competition
7. Be enrolled in a shooting sports class each semester
8. Guns must be stored off campus
  - a. There will be a gun safe at the gun club for students if they do not have a place to store their guns.

# Equipment/Cost Breakdown

## Student Costs:

- Shells for Practice:
  - \$8.90 per box (25 shells) x 4 rounds per practice = \$35.60 per practice
    - During season: 15 weeks = \$1068.00
    - Offseason: 14 weeks = \$498.40
    - Total \$1566.40
- Targets for Practice:
  - \$7.00 per round (25 targets) x 4 rounds per practice = \$28.00 per practice
    - During Season: 15 weeks = \$600.00
    - Offseason: 14 weeks = \$336.00
    - Total: \$936.00
- Membership Fees (local, ACUI, SCTP, )
  - Local \$10
  - ACUI \$35
  - SCTP \$25
- Total Expenses paid for by student-athletes:
  - \$3000 (split evenly between semesters - \$1500)
    - This fee will be associated with the Shooting Sports 2-credit hr class for each semester.
    - With Fundraising this cost could be lower

## Other Costs:

- Equipment/Uniform (Fundraised through gun raffles)
  - \$200 per person
- Travel Expenses (covered by Northwest Tech)
  - Meals
  - Hotels
  - Competition Entry Fees
  - Competition Shells and Targets

## Contact Information

Head Coach: Melvin Crow

Assistant Coach: Jonah McClung

Phone: 785.821.2607

Email: [melvin.crow@fhnw.edu](mailto:melvin.crow@fhnw.edu)

Phone: 785.821.6038

Email: [jonah.mcclung@fhnw.edu](mailto:jonah.mcclung@fhnw.edu)

## Student Contact Information

First & Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Northwest Tech Program:

\_\_\_\_\_

# Allen Shooting Sports

1. Would look to hire a coach as soon as possible to begin recruiting for a team to start competition in spring of 2026. Then run full year in 26-27.
2. Area high schools with shooting sports
  - Leroy-20, Humboldt-35, Chanute-20, Colony-18, and Burlington-10
  - Anderson County, Uniontown, Fredonia, Pleasanton, Prairie View, Ottawa, Neodesha, Madison, Labette County, St. Paul, Erie, Girard, and Central Heights.
  - Met with the coaches from Humboldt (Josh Wrestler) and Colony (Larry Gluey).
3. Community Colleges with shooting sports
  - Butler, Northwest Tech (Goodland), Coffeyville, Cowley, Garden City, and North Central Tech (Beloit).
  - Talked with AD's at both Butler and Northwest Tech
4. Butler gives out \$1000 scholarships and Northwest Tech Gives out Books and Tuition.
5. Handout from Northwest Tech and Budget for Northwest Tech
  - 68000 budget for year
  - Student dues after scholarships awarded 37,000
  - 48000 for Coaches-Head 38k and assistant 10k
  - Insurance 5400
  - Spent 16k in ammo and practice targets.
6. Have two ranges we can use and would charge 6 bucks a round.
7. Would propose to have 20 scholarships for men and women combined.

# Allen Community College E-Sports Club proposal

## Initial set-up

- Find a “coach” or sponsor for the club
  - o Would be unpaid to start, as all recognized student organization advisors are unpaid
- Club sponsor would work with interested students to develop by-laws and fill out the application for recognition.
  - o Must have at least 10 students sign the petition for recognition.
- Upon approval by Senate, the Club can begin using Allen facilities and have a 70- account set up for club funds and fundraising.
  - o Fundraising and the 70- account

## Initial Cost

- \$0
  - o Students would utilize their own systems, or the computers in a computer lab on campus for local events.

## Initial space

- For computer-based gaming, utilizing current Allen computer labs when outside of class times.
- For console-based gaming, the club can reserve the Video Game room in the Student Center.

## The Future for a fully recognized and funded E-Sports team

Space: T-107

Set-up: 8 computers, 2 per row on the south side of room. 4 TVs, 1 per row on north side of room, with each TV having one Nintendo Switch with four controllers.

Prices per computer

- \$2,709.93 Total
  - o \$1,349.99 [Alienware Gaming Desktop](#)
    - Intel Core Ultra 7 265F, 20 cores
    - Windows 11
    - NVIDIA GeForce RTX 4060
    - 16 GB DDR5
    - 1 TB SSD
  - o \$399.99 [Dell 34 Curved Gaming Monitor – S3422DWG](#)
  - o \$179.99 [Razer Naga V2 Pro](#)
  - o \$249.99 [Razer Huntsman V3 Pro](#)
  - o \$29.99 [Razer Gigantus V2 Mat XXL](#)
  - o \$199.99 [Razer BlackShark V2 Pro](#)
  - o \$299.99 [Razer Iskur V2 X](#)

#### Other Costs:

- Dedicated Network: To be determined based on what is needed.
- \$2,000 annual NJCAAE membership

#### Replacement Costs:

- If broken or lost by the club member, the club member replaces at cost
  - o Regular wear and tear should be covered by insurance

#### Travel costs:

- Changes dependent on state and national tournaments
  - o Costs include travel, hotel, food

#### **Kansas High Schools with E-Sports**

- Iola High School
- El Dorado High School
- Wichita School District
  - o 9 high schools, 16 middle schools, and 4 alternative schools participating
  - o 70-seat ESports arena
- Derby High School
- Kansas State High School Activities Association (KSHSAA) is currently looking for E-Sports platform providers to provide regional and state competitions in E-Sports across Kansas High School and Middle Schools

#### **Kansas Community Colleges with NJCAAE E-Sports**

- Barton Community College
- Butler Community College
- Cowley College
- Donnelly College (Private Institution)
- Independence Community College
- Pratt Community College
- Seward County Community College
- Wichita State – Campus of Applied Sciences and Technology

#### **National Association of Collegiate Esports (NACE) schools in Kansas**

- Coffeyville Community College
- Highland Community College
- University of Kansas
- Wichita State University

#### **Current NJCAAE Games (Most are computer-based, some are console-based)**

- Call of Duty
- Mortal Kombat
- Street Fighter 6
- Rocket League
- EA FC (Soccer)
- Fortnite
- Super Smash Brothers Ultimate
- Hearthstone
- Madden Football
- Tom Clancy's Rainbow Six Siege
- Overwatch 2

#### **Other Kansas Higher Education Institutions with E-Sports**

- Central Christian College of Kansas
- University of St. Mary
- Kansas Wesleyan University
- Southwestern College
- Friends University
- McPherson College
- Bethel College
- Bethany College
- Tabor College
- Avila University
- Sterling College
- Ottawa University
- Emporia State University
- Baker University
- Pittsburg State University
- Fort Hays State University
- Washburn University
- Kansas State University

# New Course Proposal

Submit completed proposals to Chris Freelove at [freelove@allencc.edu](mailto:freelove@allencc.edu). Give yourself plenty of time for proposal development. Proposals will be returned if a lack of coordination and collaboration is evident. **Submit this proposal as a Word document only.**

Division/Department:           Allied Health          

Faculty course developer:           Kara Wheeler          

Course Prefix, Number, and Title:           MED XXX: Principles of Phlebotomy          

Departments have responsibility for selecting prefixes and numbers. Contact Chris Freelove for help on available course numbers.

## Course Details

Category	Enter Course Details here
<b>Type of Course</b>	<input type="checkbox"/> New General Education course <input type="checkbox"/> Brand new <input type="checkbox"/> Request to reactivate <input checked="" type="checkbox"/> New Career-Technical Education (CTE) course <input checked="" type="checkbox"/> Brand new <input type="checkbox"/> Request to reactivate
<b>Credits</b>	<input type="checkbox"/> Lecture credits <input type="checkbox"/> Lab credits <input type="checkbox"/> On-the-job training, internship, or clinical experience credits <input checked="" type="checkbox"/> <b>Total credits</b>
<b>KRSN Aligned</b> If this course is aligned across the state, please provide the KRSN prefix/number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes, KRSN prefix/number: _____
<b>Contact Minutes per Week</b> • 1 lecture credit = 50 contact minutes per week	<input type="checkbox"/> Lecture minutes per week <input checked="" type="checkbox"/> Lab minutes per week

<ul style="list-style-type: none"> <li>• 1 lab credit = 75 contact minutes per week</li> <li>• 1 on-the-job training, internship, or clinical experience credit = 180 contact minutes per week</li> </ul>	<p>___ On-the job training, internship, or clinical experience minutes per week</p> <p><u>  175  </u> <b>Total minutes per week</b></p>
<p><b>Course Description</b> Descriptions are brief summaries of course content. Keep descriptions to 80-100 words.</p>	<p>Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.</p>
<p><b>Learning Outcomes</b> Contact your Division Chair for help writing learning outcomes and competencies. It is recommended that there be no more than 5-7 outcomes for a course.</p>	<p>Students who successfully complete this course will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate infection control and safety practices.</li> <li>2. Describe quality assurance as it relates to specimen collection.</li> <li>3. Explain the role of specimen collection in the overall patient care system.</li> <li>4. Identify collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents.</li> <li>5. Demonstrate venipuncture and capillary puncture techniques.</li> <li>6. Explain requisitioning, transport and processing.</li> </ol>
<p><b>Course Outline</b> Provide a basic course outline on what will be covered throughout the course. You can align it by weeks/units.</p>	<p>Course Outline</p> <ol style="list-style-type: none"> <li>1. Unit One – Orientation, Introduction to Phlebotomy, Safety, Equipment Use, and Routine Venipuncture</li> <li>2. Unit Two – Butterfly Blood Draws, Anatomy and Physiology, The Circulatory System</li> <li>3. Unit Three – Straight Needle Draws, Dermal Punctures, Legal Issues, Order of Draw</li> <li>4. Unit Four – Lab Requisitions, IVs, Needle to Syringe, Blood Transfer, Urine and Non-Blood Specimens</li> <li>5. Unit Five – Final Exams, Job Interviews, and Job Search</li> </ol>
<p><b>Grading</b></p>	<p>___ P/NP only _X_ Letter grade only</p>

<b>CTE courses:</b> In which program(s) will this course be included?	Note in which program(s) and how course will be used (program requirement, elective): New SAPP for Phlebotomy
<b>CTE Fees:</b> List any additional fees for this course.	N/A

## Prerequisites, Corequisites, and Placement Requirements

### Will this course have prerequisites?

- Yes (fill in chart below)  
 X No

List prerequisite courses and any placement measures required for this course (if applicable). The default is (C), so if it is different please specify.

### Corequisite options:

- **Corequisite:** Courses cannot have more than one corequisite. If selected, a corequisite course MUST be taken during the same term as the course with which it is connected.

### Prerequisites (list all that apply)

List all courses that you would accept; avoid using “or higher” in reference to math courses under 100-level (e.g., MATH 095, 096). For example, If MATH 115 or higher is acceptable, write “college-level math.” If specific 100-level or higher math courses are required (e.g. MATH 130 Calculus I) list those courses individually. List all “or” prerequisite courses in the same row. List any “and” prerequisite courses in separate rows.

Prefix, No., Title	Grade <i>Default is C</i>	Corequisite (yes, no)

### Placement Requirements

Placement requirements are already determined for any ENGL or MATH courses listed as prerequisites. Describe any additional placement measures for this course:

Must be 16 years old or older.

## Impact and Rationale

Please answer the questions below. Include evidence and attach documentation as needed (email documentation is acceptable). Respond to the following:

**Evidence:** What evidence supports the need for this course? Include evidence and data.

For prior courses, include all enrollment data for the times the course ran. For requests to reactivate a course, include three years of the most recent enrollment data (See IT for enrollment data).

This course is needed for the Allied Health pathway for high schools, and would allow students to get jobs as phlebotomy technicians. It is a short-term program that leads to quick employment.

**General Education Courses transfer to universities:** How does this course transfer to Kansas universities (distribution requirement, major course, elective), (and other institutions if applicable). Include information from that school and attach documentation as needed. **(You are required to align with at least one institution).**

**CTE courses:** How does inclusion of this course affect program credit totals? **N/A**

**Cross-program Use:** Considering Allen’s student population, career technical areas, and local industries, which other award programs (degrees and/or certificates) or career areas might benefit from this course? Contact program coordinators in appropriate departments to discuss this new course.  
**Allied health students, pre-nursing students would benefit from this course.**

**Collaborate with appropriate Dean to describe the financial impact,** including: Instructional costs; workload; physical space requirements (e.g., labs); additional equipment needs; additional course fees. Please just note the date this discussion occurred: \_\_\_\_\_

**Collaborate with appropriate Dean to describe student impact,** including: Effect of changes on program credits, articulations, cost, credit load, avoiding excess credits in transfer, financial aid credit limits, completion, and enrollments. Please just note the date this discussion occurred: \_\_\_\_\_

# New Course Proposal

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Division/Department:           Allied Health/CTE          

Faculty course developer:           Kara Wheeler          

Course Prefix, Number, and Title:           MED XXX – Phlebotomy Clinical Practicum          

*Departments have responsibility for selecting prefixes and numbers. Contact Chris Freelove for help on available course numbers.*

## Course Details

Category	Enter Course Details here
<b>Type of Course</b>	<input type="checkbox"/> New General Education course <input type="checkbox"/> Brand new <input type="checkbox"/> Request to reactivate <input checked="" type="checkbox"/> New Career-Technical Education (CTE) course <input type="checkbox"/> Brand new <input type="checkbox"/> Request to reactivate
<b>Credits</b>	<input type="checkbox"/> Lecture credits <input type="checkbox"/> Lab credits <input checked="" type="checkbox"/> On-the-job training, internship, or clinical experience credits <b><input checked="" type="checkbox"/> Total credits</b>
<b>KRSN Aligned</b> If this course is aligned across the state, please provide the KRSN prefix/number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes, KRSN prefix/number: _____
<b>Contact Minutes per Week</b> • 1 lecture credit = 50 contact minutes per week	<input type="checkbox"/> Lecture minutes per week <input type="checkbox"/> Lab minutes per week

<ul style="list-style-type: none"> <li>• 1 lab credit = 75 contact minutes per week</li> <li>• 1 on-the-job training, internship, or clinical experience credit = 180 contact minutes per week</li> </ul>	_180__ On-the job training, internship, or clinical experience minutes per week _180__ <b>Total minutes per week</b>
<b>Course Description</b> Descriptions are brief summaries of course content. Keep descriptions to 80-100 words.	This course allows students to complete practicum hours in an approved healthcare setting for phlebotomy. If all competencies are met, students will be able to sit for a national certification test.
<b>Learning Outcomes</b> Contact your Division Chair for help writing learning outcomes and competencies. It is recommended that there be no more than 5-7 outcomes for a course.	Students who successfully complete this course will be able to: <ol style="list-style-type: none"> <li>1. Demonstrate infection control and safety practices.</li> <li>2. Demonstrate venipuncture and capillary puncture techniques.</li> <li>3. Successfully complete 30 venipunctures and 10 capillaries in the clinical setting.</li> <li>4. Sit for a national certification exam</li> </ol>
<b>Course Outline</b> Provide a basic course outline on what will be covered throughout the course. You can align it by weeks/units.	Course Outline <ol style="list-style-type: none"> <li>1. Clinicals in an approved clinical location.</li> </ol>
<b>Grading</b>	__P/NP only _X_ Letter grade only
<b>CTE courses:</b> In which program(s) will this course be included?	Note in which program(s) and how course will be used (program requirement, elective): New SAPP for Phlebotomy
<b>CTE Fees:</b> List any additional fees for this course.	\$120 for certification exam

## Prerequisites, Corequisites, and Placement Requirements

### Will this course have prerequisites?

- Yes (fill in chart below)  
 No

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### Corequisite options:

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Prefix, No., Title	Grade <i>Default is C</i>	Corequisite (yes, no)
MED XXX—Principles of Phlebotomy	C	no

## Placement Requirements

Placement requirements are already determined for any ENGL or MATH courses listed as prerequisites. Describe any additional placement measures for this course:

Must be 16 years old or older.

## Impact and Rationale

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