



BOARD OF TRUSTEES AGENDA

Regular
Regular Meeting
Tuesday, November 11, 2025
6:00 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. **New Employee Introductions**
Matthew Gleason: Shawn Jackson, Maintenance Tech II & James "Buzz" Godinez, Campus Security Officer
4. **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."
5. **Executive Session**
5.a. Executive Session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship.
6. **Presentations**

6.a. Accreditation Committee Update	4
Matthew Gleason & Jacob Reichard	
ACC Accreditation Report - November 2025-1	4
6.b. Workforce Development & Apprenticeships Update	15
Kelly Baker	
ApprentShow-BOT 11-2025	15
BToT Present 11-2025-1	21
6.c. Financial Aid Update	
Kim Murry	
6.d. Employee Perception Survey Preview	26

	Karen Gillespie	
	Employee Perceptions Survey Preview - November Board Meeting	26
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	Special Board Meeting Oct 21, 2025	40
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	Bill Ratification Nov 2025	81
8.	Administrative Reports Questions	88
	ACC Board reports November 2025	88
9.	Board Reports	
	KACC - Jessica Thompson	
	Iola Industries - Corey Schinstock	
	ACC Endowment - Vicki Curry	
	Board Finance Committee - Gena Clouch/Vicki Curry	
	Other Board members	
10.	New Business (Action, Report, or Discussion)	
	10.a. President's Evaluation Tool	111
	Presidential Evaluation Process LCCC	111
	Draft - Dr. Lyvier Leffler - Presidential Evaluation - 1 Year	112
	Presidential Evaluation Form - LCCC	123
	10.b. Board Professional Development	129
	Karen Gillespie and Becky Nilges	
	Draft Orientation Suggestions	129
	10.c. Collaboration Meetings with USD 257, Iola City Council, and Allen County Commission	
	Becky Nilges	
	At Thrive's Iola Community Conversation, the group felt an annual meeting of the college board, USD257 board, Iola City Council & Allen County Commission would benefit from sharing resources.	
	10.d. Review of New/Updated Policies	130
	Karen Gillespie	
	BP 7.21 Employee Discrimination, Harassment, or Retaliation	130
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	BP 7.45 Employee Conduct and Work Rules	150
	BP 7.60 Copyrights and Patents	152
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softball field	157
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Ryan Sigg	
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Cami Keitel, Doug Desmarteau	
bleacher request	169
11.b. Roofing repair to main building	182
Matthew Gleason	
TOPIC for ACTION Main Roof Replacement	182
Allen Co- Main Building Estimate 11.4.2025	183
11.c. Piping System Phases	
Ryan Sigg	
12. Executive Session	
12.a. Executive session for the purpose of discussing personnel matters for non-elected personnel.	
12.b. Executive session to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.	
13. Upcoming Meetings	
Regular meeting: Tuesday, December 9, 2025, at 6:00 PM	
14. Pending Agenda Items	
15. Adjournment	

Allen Community College: Accreditation Update

Accreditation Cycle History

- 2018/2019 – ACC went through the end of the prior accreditation cycle. This included a federal compliance review, multi-campus site visit, and the comprehensive evaluation visit.
 - ACC successfully received accreditation
 - Put on monitoring for assessment on programs and co-curricular outcomes
- 2022/2023 – Year 4 (out of 10) – Assurance review completed
 - Met all criterion
 - Continuing to work on 2018/2019 concerns to prep for next comprehensive review.

Accreditation Cycle Current

- 2025/2026 is Year 7 (out of 10)
- Starting preparation for the comprehensive evaluation visit in 2028/2029
- Accreditation Committee is assigning employees to each criterion and sub-criterion from HLC.

Criterion Assignments – Criterion 1

- 1. Mission: Lyvier Leffler
 - 1a. Mission Alignment: Christa Ziegler and Terri Fahnestock
 - 1b. Mission and Public Good: Austin Henderson
 - 1c. Mission and Diversity of Society: Josiah D'Albini

Criterion Assignments – Criterion 2

- 2. Integrity: Ethical and Responsible Conduct:
Karen Gillespie
 - 2a. Integrity: Ryan Bilderback
 - 2b. Transparency: Brad Henderson
 - 2c. Board Governance: Lyvier Leffler
 - 2d. Academic Freedom and Freedom of Expression: Todd Francis
 - 2e. Knowledge Acquisition, Discovery, and Application: Virginia Shaffer

Criterion Assignments – Criterion 3

- 3. Teaching and Learning for Student Success:
Kara Wheeler
 - 3a. Educational Programs: Anne Marie Foley
 - 3b. Exercise of Intellectual Inquiry: Assessment Committee
 - 3c. Sufficiency of Faculty and Staff: Jacob Reichard/Karen Gillespie
 - 3d. Support of Student Learning and Resources for Teaching: Cami Keitel/Nikki Peters
 - 3e. Assessment of Student Learning: Travis Robb
 - 3f. Program Review: Program Review Committee
 - 3g. Student Success Outcomes: Program Review Committee

Criterion Assignments – Criterion 4

- 4. Sustainability: Institutional Effectiveness,
Resources and Planning: Jacob Reichard
 - 4a. Effective Administrative Structures: Lyvier Leffler/Jacob Reichard
 - 4b. Resource Base and Sustainability: Matthew Gleason
 - 4c. Planning for Quality Improvement: Matthew/Jacob

Quality Initiative Proposal

- Strategic Enrollment Management plan has been selected by the Accreditation Committee
 - An application process has to be submitted and approved by HLC by June 2026.
 - The application draft has been created and it under review/revision by the committee
 - Application approval will be the focus of the November 2025 meeting with a goal submitting to HLC prior to leaving on the Winter Holiday break.
- If approved a SEM development team will be created
- Planning for site visit in 28/29

Accreditation Cycle Future

- 2027/2028 – Year 9 – Quality Initiative Proposal due
- 2028/2029 – Year 10 - Comprehensive evaluation visit
- The current Accreditation Committee will become much larger.
 - Each criterion group will work with employees in areas related to the criterion.
 - The accreditation process will involve everyone before it is over.

Key Personnel

- Accreditation Liaison Officer (ALO) – Dr. Kara Wheeler
- Chief Executive Officer (CEO) – Dr. Lyvier Leffler
- Chief Academic Officer (CAO) – Dr. Kara Wheeler
- Chief Financial Officer (CFO) – Matthew Gleason
- Data Update Coordinator – Jacob Reichard
- Location Coordinator – Dr. Kara Wheeler
- Primary Filing Coordinator – Dr. Kara Wheeler

Questions?



Registered Apprenticeship

Workforce Development & Apprenticeships
Allen Community College

In partnership with
Kansas Office of Registered Apprenticeship

What is Apprenticeship?

- U.S. signed the Fitzgerald Act August 16, 1937
- **Registered Apprenticeship** is an employer-driven “*Earn While You Learn*” program
- Provides paid on-the-job experience in tandem with classroom instruction
- Nationally recognized credentials



Why consider?

- National average \$1.48 return on investment for every \$1.00
- 92% of apprentices retain their employment after program completion
- Results in highly skilled employees who are trained to employer specifications



In Kansas

3,500

Active Registered Apprentices
as of 07-10-2025

Return on Investment

\$2.49

for every \$1.00 invested

*Duncan, William. University of Kansas, School of Public
Administration, 2024 study.*

Benefits to Employers

- **TAX CREDITS** for Employers (for-profit entities)
 - Up to \$2,500/apprentice/yr. - Up to \$50K tax credit!
- **GRANTS** for Employers (non-profit entities)
 - Up to \$2,750/apprentice/yr. - up to \$55K in grants!
 - Max. 20 credits/grants per year. Max. 4 yrs/apprentice
- Increased productivity/knowledge
- Potential to reduce Work Comp costs
- Pipeline for continued employee development



Benefits to Apprentices

- Wage Progression – new skills, pay increases
- On-the-job Training – structured
- Custom Employer designed Related Technical Instruction (RTI)
- National Occupational Credentials – certificate of completion

*Federal Register – 29 CFR 29: Apprenticeship Programs, Labor Standards for Registration,
Amendment of Regulations; Final Rule. Oct 28, 2008*





[Clinical Dental Assistant](#)

[Clinical Medical Assistant](#)

[CompTIA A+](#)

[EKG Technician](#)

[Freight Broker/Agent Training](#)

[HVAC/R Technician](#)

[Medical Billing and Coding](#)

[Residential Electrician](#)

[Veterinary Assistant](#)

Featured Courses
www.allencc.edu/academics/ed2go

Advanced Medical Interpreter (GES1007)	A Financial Literacy Mindset for Teachers (T15125) NEW
Basic Housekeeping (GES613)	Academic Discourse in the Classroom (T15150) NEW
Certified Clinical Medical Assistant (CCMA) (Voucher Included) (GES1007) POPULAR	Advanced Microsoft Excel 365 (ax5) NEW
Certified EKG Technician (Voucher Included) (GES1047) POPULAR	Advanced Microsoft Excel 365 (Self-Guided) (T14884) NEW
Clinical Dental Assistant (Vouchers Included) (GES1038)	Discover Sign Language Series (B9830) POPULAR US SPECIFIC
CompTIAA+ Certification Training (Vouchers Included) (GES328)	Grant Writing Suite (B8508) POPULAR US SPECIFIC
Digital Court Reporter (GES2096)	IEP Goals and STEM Activities in Special Education (T15130) NEW
Digital Court Reporting with Legal Transcription (GES2097)	Introduction to Student Discourse (T15129) NEW
Freight Broker/Agent Training (GES703) POPULAR	Outdoor Education: Learning Beyond the Classroom Walls (T15128) NEW
Home Inspection Certificate (GES704)	Spanish for Law Enforcement (sle)
HVAC/R Technician (Voucher Included) (GES786) POPULAR	Spanish for Law Enforcement (Self-Guided) (T14075)
Medical Billing and Coding (Voucher Included) (GES1014) POPULAR US SPECIFIC	Spanish for Medical Professionals (smp)
Professional Grant Writing (Voucher Included) (GES2128)	Spanish For Medical Professionals (Self-Guided) (T9112) POPULAR
Residential Electrician (GES789) POPULAR	Spanish for Medical Professionals II (sm2)
Veterinary Assistant (GES118) POPULAR	Spanish for Medical Professionals II (Self-Guided) (T9743)
	What is the Science of Reading? An Overview (T15131) NEW



Full List of Career & Personal-Enrichment Course Offerings from Allen CC.




Perkins Update

- Government shutdown – all Perkins participants cautious when spending Perkins funds.
- November 4th: Completed the first of two scheduled Comprehensive Local Needs Assessment (CLNA) Meetings at Neosho Co CC.
 - Began reviewing data to determine our region's highest needs.
- Next meeting will be December 2nd @ noon here at Allen.
 - Depending on progress, may schedule 3rd meeting for January 2026. CLNA report due by February 2, 2026.


ALLEN COUNTY JOB FAIR


THRIVE  ALLEN COUNTY

Hosted in proud partnership with  **KANSASWORKS**
WORKFORCE CENTER
Southeast




Join us for the Allen County Job Fair to find your next career move or employment opportunity at the lola Recreation Center!

 **DATE**
Thursday, November 13, 2025

 **TIME**
1:30 - 5:00 PM

1:00 - 1:30 PM | Early Access for Veterans and Veteran Spouses

- Workforce Clothing Closet
- LinkedIn & Résumé Review Station
- Free Professional Headshots

 **Riverside Park Gym**
500 Park Ave.
lola, KS 66749

A proud partner of the american  network

KANSASWORKS is an Equal Employment Opportunity Program. Auxiliary aids and services are available upon request for individuals with disabilities and other barriers to employment.



REGISTRATION IS NOW OPEN



JOIN US!



THIS YEAR'S THEME

"Start Small, Dream Big: Igniting the Entrepreneur in You"

The KEYS Summits and Kickstart! events are the perfect platform for young adults seeking to learn about career and employment opportunities. This informative event will host a variety of educational workshops focused on helping youth build valuable skills and knowledge for the workforce. Attendees will have the chance to network with local businesses, interact with industry professionals, and gain insight into the different career paths available to them. The KEYS Summit is designed to foster a positive environment for youth to build professional relationships and encourages growth and success for all attendees. Join us and start paving the way to a fulfilling career today!



KEYS
KICKSTART!

IOLA, KS
NOVEMBER 14, 2025
Allen Community College



Employee Perception Survey Review

2025

Participation Rate



80.37%
Participation

49.50% in
2024

Increase of
30.87%

Demographics

POSITION TYPE

Staff – 65%

Faculty – 27%

Other – 8%

TENURE

0-3 years – 43%

3-5 years – 15%

5-10 years – 15%

10+ years – 15%

Focus Areas

Leadership

Strategic Planning

Customer Focus

Measurement,
Analysis, and
Knowledge
Management

Workforce Focus

Operations Focus

Results

Questions - Summary

20 Questions - Increased in both
2024 and 2025 + +

2 Questions – Decreased in 2024 and
went up in 2025 - +

16 Questions – Decreased in 2025
+ -

38 Total Questions 58%+

overall satisfaction with your employment at Allen Community College

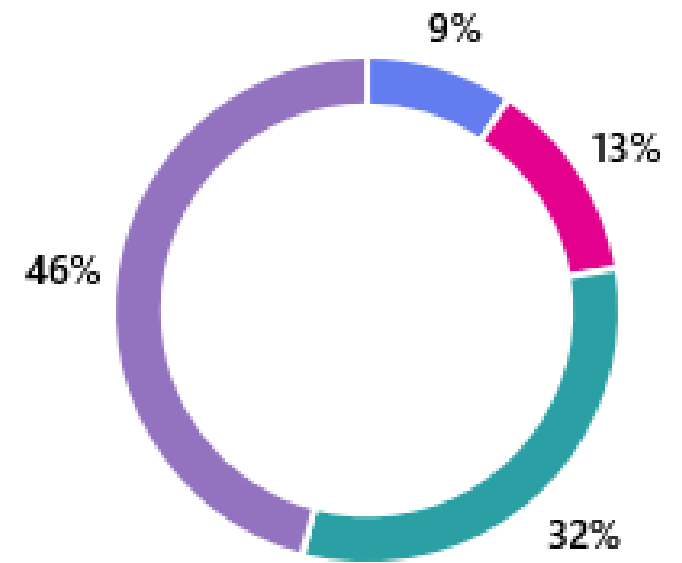
3.30

Average Rating



18. How likely are you to look for a new job in the next year?

● Very likely	8
● Likely	11
● Somewhat likely	27
● Unlikely or Very Unlikely	39



19. If you marked Very Likely, Likely, or Somewhat Likely to be looking for a new job within the next 12 months, rank the reasons below, with the most contributing factor listed as option 1.



Top Performing Questions

1. Our employees are committed to the success of our College (5f).	70.9%
2. Our employees know our College's mission (what we are trying to accomplish) (1a).	66.3%
3. Our employees know who their most important customers are (3a).	64 %
4. Our employees have control over their personal work processes (6c).	61.6%
5. Our college obeys laws and regulations (7f).	60.5%

Lowest Performing Questions



1. Our College removes things that get in the way of progress (7e).

22.1%



2. Our employees know how to tell if they are making progress on their work group's part of the strategic plan (2d).

26.7%



3. Our College is prepared to handle an emergency (6d).

26.7%



4. Our employees know how our College as a whole is doing (4e).

29.1%



5. Our leadership plans for the future, we ask our employees for their ideas (2a).

30.2%



6. Our college is flexible & can make changes quickly when needed (2e).

30.2%

Employee Perception Survey – Next Steps

October

- Share quick view with all employees
 - Review with President's Cabinet
-

November

- Review results with Management Council, gather input and prioritize items
- Review results with all employees, gather input, and prioritize items
 - Offer to present to Staff Council and Faculty
- Share participation rate and next steps plan with Board of Trustees
- Review with President's Cabinet, review input and prioritization
 - Identify focus areas and proposed action plans based on feedback



December/January

- Discuss focus areas and action plans at next available Management Council Meeting
- Share results, priorities, and action plans with Board of Trustees

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COMMUNITY COLLEGE
IOLA, KANSAS, OCTOBER 14, 2025

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

Trustees: Gena Clouch
 Vicki Curry
 Corey Schinstock – arrived at 7:05 PM
 Jenny Spillman
 Jessica Thompson

Other Attendees: Dr. Lyvier Leffler, Dr. Kara Wheeler, Cami Keitel, Matthew Gleason, Melanie Wallace, Jacob Reichard, Karen Gillespie, Josiah D’Albini, John Collins, Ryan Sigg, Brad Henderson, Nikki Peters, Doug Desmarteau, Virginia Shaffer, Kelly Baker, Doug Dunlap, Austin Hendrix, Jerald Johnson, Sonia Gugnani, Christine Frelove, Tracy Lee, Anne Marie Foley, Jean Swillum, Travis Robb, Matthew Kent, Phillip Pfeifer, Allen Student Senate, Iola Register, Richard Luken.

Patron’s No concerns to report.
Concerns

Consent After questions about the financial reports were answered, Vicki Curry moved to approve
Agenda the consent agenda with the amendments to the September 9 and 29, 2025, regular and special board minutes, and to include financials, pay bills, and approve the statement of claims, a total of \$1,426,013.75. Seconded by Jenny Spillman, motion carried 5-0.

New Matthew Gleason, VP for Finance and Operations, introduced Sonia Gugnani, Grant
Employee Administrator & Government Relations Officer, & Matthew Kent, Maintenance Tech I.
Introductions Cami Keitel, VP for Student Affairs, introduced Phillip Pfeifer, Assistant Baseball Coach.

Presentations

Student Josiah D’Albini, Director of Student Life, introduced the 2025-2026 student senate body,
Government Shania Charles, Alice Griffith, Annalecia Johnson, Ja’Mya Garland, Divine Mensah, Judeline
Presentation Michel, Brianna Gordon, & Jalynn Weakley. Charles presented goals, meeting events, plans for boosting student involvement, improvements for campus meals, and events the student senate are doing around campus. A graduation survey was conducted for potential changes to the graduation date and time. Results showed Saturday at 11 AM was the top choice, and preferred the date to be after finals.

Allen’s Jacob Reichard, Director of Institutional Effectiveness & Research, presented 2025 fall
Academic comparison enrollment numbers and census. The report from KHE stats was available to view
Year Report student classification (high school, freshman, sophomore), student type (first time entering, new transfer, other undergraduate, and graduate), student status (full-time, part-time), and student demographic numbers over a five-year trend.

Administrative Board Reports Nilges inquired about how the SEK mental health scholarship is processed. Gugnani explained that SEK is partnering with Allen with the HRSA Rural Communities Opioid Response-Pathways grant they received. Allen will receive \$5000 as a network member for 12 area high school students who pursue the Mental Health Technician Certificate. Gugnani will meet with SEK later to see how the funds are disbursed.

Nilges inquired about the 2028-2029 HLC visit. Melanie Wallace, Dean for Academic Affairs, explained that the last site visit was in 2018, the assurance agreement was submitted in 2023, and received feedback. Dr. Wheeler, VP for Academic Affairs, stated that the Accreditation Committee is working on the Quality Initiative to be submitted in December; the committee plans to assign teams per criteria that will involve the entire campus. Karen Gillespie, Executive Director of HR, commented that the Professional Development Committee has discussed providing more education on HLC at the next in-service.

Nilges inquired about the KACRAO conference. Nikki Peters, Director of Enrollment Management, responded that Allen will not host the conference, but is in rotation for transfer fairs.

Board Reports KACC – Jessica Thompson, Trustee, reported that the ACCT conference dates that were initially to meet on the campus have not been finalized, nor has the location, due to the changing meeting format.

Iola Industries – Corey Schinstock, Trustee, not available to report.

ACC Endowment – Vicki Curry, Trustee, reported that Endowment met on Sept 16 with the new officers; the luncheon is scheduled for October 24 at 11:30am, invites have gone out.

Board Finance Committee – Gena Clunch/Vicki Curry – meetings will be set up the week before the next board meeting.

New Business

Institutional Learning Outcomes Travis Robb, Biology Instructor, presented the Institutional Learning Outcomes that consists of five categories with six sub points that tie the college's curriculum with other areas of the college for a more comprehensive assessment. A survey was conducted, with 80% of those who responded approved the outcomes, the next step is to create an assessment page to post the outcomes.

Jenny Spillman moved to accept the Institutional Learning Outcomes as presented. Seconded by Vicki Curry, motion carried 5-0.

Fall 2025 Numbers Cami Keitel, VP for Student Affairs, presented a comparison of enrollment numbers for the past two years show headcount & enrollment numbers for fall 2024-2025 slightly down. There has been an increase in on-ground classes and a decrease in online and dual credit. Housing is currently at capacity, which is an issue with a lack of housing options outside of the campus; this will be addressed with potential new housing options. Scholarship numbers that were awarded vs what is available were presented; collecting scholarship data is in progress. Goals are set to look at concurrent demands, at stakeholders, and focus on a recruitment process.

Nilges inquired if the four-day class schedule is making a difference. A follow-up student survey will be conducted later.

Remote Work Policy Nilges met with the faculty association to develop a remote work policy for faculty. Questions were addressed on modality and the number of hours that would be considered as traditional work, remote work, and hybrid remote. There will be an application process to justify the remote work request. Discussion will continue between the board, Wallace, and the faculty association.

Faculty Qualifications Dr. Wheeler provided information covering faculty qualifications that included HLC and Allen’s guidelines, documentation forms used for faculty candidates, the evaluation form, and the credentialing plan form. Allen’s board policy, V-A-1.2, was approved in November 2023 and is posted on the website under the BoardBook. Dr. Wheeler will review and possibly update the policy for the next board meeting after reviewing HLC requirements.

Special Board Meeting Special Board Meeting is set for Tuesday, October 21, 2025 at 4:00 PM in the Ambler Board room to discuss facilities and deferred maintenance.

Old Business

Academic Calendar Updates Corey Schinstock moved to approve the 2025-2026 Academic Calendar updates with the changes to the in-service dates, commencement May 9, Juneteenth June 19, and observe Independence Day July 3. Seconded by Jenny Spillman, motion carried 5-1, Jessica Thompson nay.

Deferred Maintenance Update Matthew Gleason, VP for Finance and Operations, provided an update on working forward on looking at residence halls separately for roofing quotes. Looking at how to fund the deferred maintenance that needs attention. Safety issues are being addressed. New residence hall options will be addressed at the next board meeting.

Executive Session At 8:10 PM, Gena Clouch moved to enter executive session for the purpose of discussing personnel matters for non-elected personnel for 20 minutes to include the board, Dr. Leffler, and Karen Gillespie. Seconded by Corey Schinstock, motion carried 6-0.

Open Session At 8:30 PM, Jenny Spillman moved to hire Shawn Jackson, Maintenance Tech II, and James “Buzz” Godinez, Campus Security Officer, and accept the resignation of Rhett Taylor, Ag Instructor/Livestock Judging Coach. Seconded by Vicki Curry, motion carried 6-0.

Adjournment At 8:32 PM, Vicki Curry moved to adjourn the meeting. Seconded by Gena Clouch, motion carried 6-0.



BOARD OF TRUSTEES AGENDA

Special
Special Meeting
Tuesday, October 21, 2025
4:00 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. **Discussion**
Deferred maintenance and facilities.
4. **Adjournment**

Allen County Community College
Treasurer's Report
October 31, 2025

Fund Description	Balance	Revenue	Expenditures	Balance	- A/R	+ A/P	Prior Year	Balance
	09-30-2025			10-31-2025	10-31-2025	10-31-2025	Adjustments	10-31-2025
11 General	\$19,891,357.85	\$152,674.26	\$1,040,718.47	\$19,003,313.64	(\$135,623.99)	(\$108,262.13)	\$0.00	\$19,030,675.50
12 Postsecondary Technical Educa	\$2,029,270.02	\$0.00	\$66,774.79	\$1,962,495.23	\$0.00	\$0.00	\$0.00	\$1,962,495.23
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	\$4,617,857.07	\$36,441.56	\$206,286.98	\$4,448,011.65	\$0.00	(\$61,400.00)	\$0.00	\$4,386,611.65
20 EDPMS	(\$127,033.38)	\$0.00	\$0.00	(\$127,033.38)	(\$282,796.38)	(\$217,453.63)	\$0.00	(\$61,690.63)
21 College Work Study	\$0.00	\$2,727.50	\$2,727.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22 SEOG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23 ABE Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24 PELL	\$0.00	\$18,204.00	\$18,204.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27 State Grants	\$412.70	\$0.00	\$242.62	\$170.08	\$0.00	\$0.00	\$0.00	\$170.08
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	\$20,541.00	\$20,541.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61 Capital Outlay	\$1,919,925.75	\$10,976.41	\$0.00	\$1,930,902.16	\$0.00	\$0.00	\$0.00	\$1,930,902.16
70 Agency	\$2,105,195.80	\$0.00	\$5,074.00	\$2,100,121.80	\$0.00	\$90,935.45	\$0.00	\$2,191,057.25
Holding for Distribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$30,443,486.66	\$241,564.73	\$1,360,569.36	\$29,324,482.03	(\$418,420.37)	(\$296,180.31)	\$0.00	\$29,446,722.09

Summary of Cash Transactions

	Balance	Receipts	Disbursements	Balance
	09-30-2025			10-31-2025
Landmark Nat'l Bank #385 (Gen. Fun	10,577,492.56	2,539,362.81	3,602,543.33	9,514,312.04
Landmark Nat'l Bank #377 (Fed Func	0.15	106,133.38	106,133.38	0.15
Petty Cash-Main Campus	289.52	10.48	0.00	300.00
Landmark Nat'l CD's	11,000,000.00	2,121,473.16	0.00	13,121,473.16
Community Nat'l Bank CD's	6,790,542.22	19,594.52	0.00	6,810,136.74
Emprise Bank CD's	2,074,662.21	0.00	2,074,662.21	0.00
Athletic Cash	300.00	0.00	0.00	300.00
Bookstore Cash-Iola Campus	200.00	0.00	0.00	200.00
Cashier's Drawer #1	0.00	2,262,568.65	2,262,568.65	0.00
Cashier's Drawer #2	0.00	5,169.18	5,169.18	0.00
Cashier's Drawer #3	0.00	0.00	0.00	0.00
Cashier's Drawer #4	0.00	0.00	0.00	0.00
Holding for Distribution	0.00	0.00	0.00	0.00
Total	30,443,486.66	7,054,312.18	8,051,076.75	29,446,722.09

Pledged Securities

	10-31-2025	FDIC Insurance	10-31-2025
Emprise Bank	\$5,994,516.30	250,000.00	\$6,244,516.30
Community National Bank & Trust	\$6,560,365.00	250,000.00	\$6,810,365.00
Landmark National Bank	\$26,419,379.93	250,000.00	\$26,669,379.93
Total	\$38,974,261.23		\$39,724,261.23

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

Vice President for Finance & Operations

Board Chair

Allen County Community College
Schedule of Investments
October 31, 2025

<u>Date Purchased</u>	<u>Invested With</u>		<u>Amount Invested</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
06/23/2025	Landmark - 8 month	9934	\$ 2,000,000.00	4.01%	02/23/2026
06/23/2025	Landmark - 9 month	9935	\$ 2,000,000.00	4.01%	03/23/2026
06/23/2025	Landmark - 10 month	9936	\$ 2,000,000.00	4.01%	04/23/2026
10/07/2025	Landmark - 6 month	0187	\$ 2,039,990.14	3.91%	04/07/2026
06/26/2025	Landmark - 11 month	9941	\$ 3,000,000.00	4.01%	05/26/2026
10/30/2025	Landmark - 6 month	0199	\$ 2,081,483.02	3.91%	04/30/2026
08/29/2025	CNB&T - 365 Day	523625	\$ 2,019,997.44	3.80%	08/29/2026
09/18/2025	CNB&T - 6 month	515560	\$ 2,019,408.22	3.55%	03/18/2026
10/18/2025	CNB&T - 6 month	515897	\$ 2,038,791.77	3.89%	04/18/2026
09/16/2025	CNB&T - 365 Day	520897	\$ 469,896.62	4.35%	09/16/2026
06/25/2025	CNB&T - 365 Day	523473	\$ 262,042.69	3.36%	06/25/2026
			\$ 19,931,609.90	Total Investments	
			\$ 13,121,473.16	CDs @ Landmark	
			\$ 6,810,136.74	CDs @ CNB&T	
			\$ 19,931,609.90	Total Investments	

Signed: _____
Vice President for Finance & Operations

Signed: _____
Chairman, Board of Trustees

Allen County Community College
 Direct Payment Bills Presented for Ratification
 From 10/01/2025 thru 10/31/2025

<u>Date Paid</u>	<u>Vendor Name</u>	<u>Fund</u>	<u>Center</u>	<u>Account</u>	<u>Amount</u>
10/10/24	KPERS	11	No Center	Retirement/KPERS Life Payable	2,836.44
10/10/24	KPERS	11	No Center	Retirement/KPERS Life Payable	189.82
10/8/25	Kansas Dept of Revenue	11	No Center	Kansas Sales Tax	170.26
10/10/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	11,199.85
10/14/25	KPERS	11	No Center	Retirement/KPERS Life Payable	1,982.13
10/15/25	Kansas Dept of Revenue	11	No Center	Kansas State Tax	10,806.11
10/15/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	43,910.70
10/15/25	KPERS	11	No Center	Retirement/KPERS Life Payable	7,908.05
10/18/25	UMB	11	No Center	Health Savings Account	802.24
10/21/25	Bay Bridge Administrators	11	No Center	403B-AFA/Security Benefit plus match	16,887.00
10/21/25	Bay Bridge Administrators	11	No Center	DISR,LIFR,ACCR,XDEP,XMED,Vision	4,747.04
10/22/25	KPERS	11	No Center	Retirement/KPERS Life Payable	688.50
10/22/25	Kansas Dept of Revenue	11	No Center	Comsumers Use Tax	3.55
10/24/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	11,586.90
10/24/25	KPERS	11	No Center	Retirement/KPERS Life Payable	2,879.88
10/24/25	KPERS	11	No Center	Retirement/KPERS Life Payable	316.61
10/28/25	KS DOL	11	No Center	KS DOL qrt unemployment	2,751.02
10/30/25	Kansas Dept of Revenue	11	No Center	Kansas State Tax	16,198.31
10/31/25	KPERS	11	No Center	Retirement/KPERS Life Payable	16,409.74
10/31/25	KPERS	11	No Center	Retirement/KPERS Life Payable	297.70
10/31/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	68,544.47
					\$221,116.32

Signed and approved this _____ day of _____, 2025

ATTEST: _____
 Chairman, Board of Trustees

 Clerk, Board of Trustees

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Allen County Community College
REVENUE/EXPENDITURE SUMMARY REPORT
OCT 2526

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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 In-dist On Campus Tuit	(225)	64,425	42,975	0	67	(21,450)
4012 Out of State Tuition	(3,100)	414,100	169,015	0	41	(245,085)
4014 In-dist Off-Campus Tuitn	(425)	220,000	77,025	0	35	(142,975)
4015 Out-Dist Tuition-ONC	(425)	252,450	116,365	0	46	(136,085)
4016 Out-Dist Tuition-Outrch	(1,200)	1,358,153	509,750	0	38	(848,403)
4018 Gen Fnd Acad Course Fee	(80)	5,800	2,668	0	46	(3,132)
4019 Technology Fee	(1,944)	618,530	249,237	0	40	(369,293)
4025 Fee Transfer	0	840,000	0	0	0	(840,000)
4070 International Tuition	0	390,000	206,195	0	53	(183,805)
4090 Graduation Fee	0	150	30	0	20	(120)
Student Sources	(7,399)	4,163,608	1,373,260	0	33	(2,790,348)
Federal Sources						
4120 Indirect Costs	0	4,000	1,855	0	46	(2,145)
Federal Sources	0	4,000	1,855	0	46	(2,145)
State Sources						
4200 State Operating Grnt	0	3,270,135	1,635,068	0	50	(1,635,068)
4280 State Grants & Contracts	0	232,339	232,339	0	100	0
State Sources	0	3,502,474	1,867,407	0	53	(1,635,068)
Local Sources						
4410 Ad Valorem Property Tax	37,858	3,000,000	132,048	0	4	(2,867,952)
4430 Motor Vehicle Prop Tax	21,313	275,000	102,237	0	37	(172,763)
4440 Delinquent Tax	0	75,000	0	0	0	(75,000)
4450 Payments in lieu of tax	0	3,375	3,096	0	92	(279)
Local Sources	59,171	3,353,375	237,381	0	7	(3,115,994)
Other Income Sources						
4810 Interest Income	33,199	500,000	91,478	0	18	(408,522)
4811 Interest of Investments	66,405	1,000,000	218,140	0	22	(781,860)
4825 Cash Over	0	0	0	0	*****	0
4835 Previous Year Adjustment	0	0	0	0	*****	0
4840 Miscellaneous Income	455	3,000,000	1,387,388	0	46	(1,612,612)
4843 Bad Debt Income/On-Camp	0	4,900	1,214	0	25	(3,686)
4844 Bad Debt Income/Outreach	534	10,000	2,750	0	28	(7,250)
4855 Service Charge Income	0	3,000	1,015	0	34	(1,985)
4910 Transcripts/ 11	308	6,500	2,508	0	39	(3,992)
Other Income Sources	100,902	4,524,400	1,704,493	0	38	(2,819,907)

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Allen County Community College
REVENUE/EXPENDITURE SUMMARY REPORT
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Fund: 11 General/Unrestricted

REVENUE by obj	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Revenue	152,674	15,547,857	5,184,395	0	33	(10,363,462)

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	6,471	79,513	13,375	0	17	66,138
1130 Communication	11,941	152,165	24,132	0	16	128,033
1131 Art	8,035	79,680	14,082	19	18	65,579
1132 Tutoring Center	0	0	0	0	*****	0
1133 English	27,594	333,847	56,742	0	17	277,105
1135 Developmental Education	0	0	0	0	*****	0
1136 Education	0	1,100	0	0	0	1,100
1137 ESL	0	250	0	0	0	250
1140 Mathematics	13,205	167,791	32,538	0	19	135,253
1141 Biology	19,703	263,966	42,992	123	16	220,851
1142 Chemistry	687	88,254	687	535	1	87,033
1143 Physical Science	5,267	79,693	11,072	0	14	68,621
1150 History-Political Scienc	20,708	173,499	44,248	0	26	129,251
1151 Exercise Science	289	6,000	1,013	0	17	4,987
1152 Psychology	0	73,463	0	0	0	73,463
1154 Sociology	0	70,758	0	0	0	70,758
1155 Leadership	6,046	76,167	11,929	0	16	64,238
1160 Fitness Center	785	23,021	14,921	0	65	8,101
1170 Summer School	0	148,187	0	0	0	148,187
1174 Online Learning	42,522	414,882	130,023	0	31	284,859
1175 DNU Dist Learning	0	0	0	0	*****	0
1179 On Campus Adjunct/Overlo	17,177	147,755	33,060	0	22	114,695
1180 Concurrent Dual Credit	8,970	516,898	119,992	0	23	396,906
1185 Burlingame Campus	0	0	0	0	*****	0
1260 Allied Health	0	0	5	0	*****	(5)

Instruction	189,400	2,896,889	550,811	676	19	2,345,401
Academic Support						
4100 Library	13,578	234,883	113,890	0	48	120,993
4200 VP for Academic Affairs	14,621	151,761	52,795	0	35	98,966
4210 Dean-CTE & Industry Ptrn	0	0	(3,571)	0	*****	3,571
4250 Dean for Academic Affair	14,423	157,488	52,994	0	34	104,494
4300 Professional Development	4,297	26,215	17,715	0	68	8,500
4400 Campus Services	12,939	88,782	28,677	157	32	59,947

Academic Support	59,858	659,129	262,501	157	40	396,471
Student Serv--Administra						
5000 VP for Student Affairs	12,907	160,007	48,682	0	30	111,325
5100 Advising & Testing	16,543	191,553	80,856	0	42	110,697
5150 Student Success	46,888	304,290	131,520	0	43	172,770
5200 Financial Aid Office	36,808	514,160	144,643	0	28	369,517
5300 Registrar's Office	14,306	179,664	56,664	0	32	123,000
5350 Admissions	11,275	291,965	42,695	0	15	249,270
5360 Marketing	15,238	393,683	76,282	1,926	20	315,475

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	Year to Date		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Student Serv--Administra	153,964	2,035,322	581,341	1,926	29	1,452,055
Student Serv--Athletics						
5500 Director of Athletics	72,236	584,757	193,446	10,997	35	380,315
5501 Men's Basketball	23,393	148,859	55,137	0	37	93,722
5502 Women's Basketball	18,906	144,724	54,414	0	38	90,310
5503 Track	8,253	128,707	33,096	212	26	95,399
5506 Softball	16,559	148,453	37,320	0	25	111,133
5507 Baseball	27,463	217,223	62,303	800	29	154,120
5508 Volleyball	13,738	134,271	54,767	0	41	79,504
5510 Cross Country	9,039	89,752	22,788	0	25	66,964
5511 Livestock Judging	913	30,230	6,979	0	23	23,251
5512 Cheerleader/Dance	6,582	107,057	24,756	0	23	82,301
5513 Men's Soccer	10,621	146,240	72,678	880	50	72,682
5515 Women's Soccer	10,348	135,827	49,142	0	36	86,685
5517 Shooting Sports	6,947	61,775	13,586	0	22	48,189
5560 Athletic Fundraising	0	0	0	0	*****	0
5570 Athletic Trainer	12,693	156,502	38,116	0	24	118,386
5575 Post Season Competition	0	40,000	0	0	0	40,000
Student Serv--Athletics	237,689	2,274,377	718,528	12,888	32	1,542,961
Student Serv--Activities						
5610 Student Activities	6,752	112,737	14,150	0	13	98,587
5611 International Students	0	2,200	0	0	0	2,200
5620 Music	10,327	94,121	20,713	0	22	73,408
5630 Allen Flame Newspaper	0	0	0	0	*****	0
5640 Theater	23,786	209,302	63,530	0	30	145,772
5650 College Quiz Bowl	323	5,231	323	0	6	4,908
5660 Phi Theta Kappa	521	19,914	1,735	0	9	18,179
5663 HOSA	437	7,100	437	0	6	6,663
Student Serv--Activities	42,146	450,605	100,888	0	22	349,717
Institutional Support						
6100 President	26,879	400,215	109,969	4,800	29	285,446
6110 Board of Trustees	864	99,225	15,826	0	16	83,399
6120 Institutional Research	13,548	165,981	52,667	0	32	113,314
6130 Accreditation	0	28,000	7,061	0	25	20,939
6140 Student & Comm Engagemnt	50	5,800	50	0	1	5,750
6200 Business Office	40,280	449,528	145,424	0	32	304,104
6210 VP Finance & Operations	28,811	254,014	46,702	0	18	207,312
6250 Human Resources	18,932	265,199	85,379	0	32	179,820
6300 Public Relations	1	0	1	0	*****	(1)
6310 Alumni/Development Offic	2,672	157,023	24,580	0	16	132,443
6400 Information Tech (IT)	69,078	1,527,576	673,481	111,329	51	742,766
6500 General Inst Expenses	48,613	935,800	501,575	99,224	64	335,002
6510 Gen Inst Exp Tech Bldg	2,622	371,250	(10,931)	29,981	5	352,200

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Institutional Support	252,351	4,659,611	1,651,784	245,334	41	2,762,493
Physical Plant Operation						
7100 Maintenance of Buildings	75,123	1,766,628	299,048	25,005	18	1,442,574
7200 Maintenance of Equipment	1,553	292,500	12,996	0	4	279,504
7300 Maintenance of Grounds	10,409	264,000	20,569	1,696	8	241,735
7500 Major Projects	18,226	7,200,000	16,513	67,169	1	7,116,317
Physical Plant Operation	105,311	9,523,128	349,126	93,871	5	9,080,131
Education and General	1,040,718	22,499,061	4,214,979	354,852	20	17,929,230

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	0	168,000	5,905	0	4	162,095
8200 Other Scholarships	0	840,000	0	0	0	840,000

Scholarships	0	1,008,000	5,905	0	1	1,002,095

Scholarships & Grants	0	1,008,000	5,905	0	1	1,002,095

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	(7,959,204)	0	0	0	(7,959,204)

Miscellaneous Other	0	(7,959,204)	0	0	0	(7,959,204)

Auxiliary Enterprises	0	(7,959,204)	0	0	0	(7,959,204)

EXPENDITURES	1,040,718	15,547,857	4,220,884	354,852	29	10,972,121
=====						

Fund: 11 General/Unrestricted

	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Total Revenues	152,674	15,547,857	5,184,395	0	33	(10,363,462)
Total Expenditures	1,040,718	15,547,857	4,220,884	354,852	29	10,972,121
Excess Revenue/Expenditures	(888,044)	0	963,512	(354,852)	*****	608,659
Fund Balance objs	0	0	17,173,129	0	*****	0
Fund Balance + Excess Rev/Exp	(888,044)	0	18,136,641	(354,852)	*****	608,659

Allen County Community College
REVENUE/EXPENDITURE SUMMARY REPORT
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Fund: 12 PTE Fund

REVENUE by obj	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Revenue						
Student Sources						
4020 Technical Edu Tuition	0	475,000	0	0	0	(475,000)
4025 Fee Transfer	0	185,000	0	0	0	(185,000)
Student Sources	0	660,000	0	0	0	(660,000)
State Sources						
4200 State Operating Grnt	0	473,848	236,924	0	50	(236,924)
4201 Other State Aid	0	1,250,000	1,194,171	0	96	(55,829)
4202 Kansas Promise	0	40,000	18,580	0	46	(21,421)
State Sources	0	1,763,848	1,449,675	0	82	(314,174)
Revenue	0	2,423,848	1,449,675	0	60	(974,174)

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	0	0	0	0	*****	0
1210 Management Development	0	0	0	0	*****	0
1225 Computer Science	3,720	128,972	6,146	0	5	122,826
1227 Graphic Design	8,004	111,540	22,827	4,049	24	84,664
1230 Business & Industry	12,477	269,791	40,031	585	15	229,175
1233 Criminal Justice Studies	5,677	93,283	11,805	0	13	81,478
1240 Agriculture	8,737	198,740	17,967	0	9	180,773
1260 Allied Health	12,282	232,699	39,981	0	17	192,718
1261 Emergency Medical Servic	1,138	20,693	2,675	0	13	18,018
1264 Pharmacy Technician	1,456	10,854	2,911	0	27	7,943
1268 Early Childhood Educ	15,008	163,908	47,867	0	29	116,041
1275 Machining & Manufacturi	0	126,077	0	0	0	126,077

Instruction	68,499	1,356,557	192,211	4,634	15	1,159,712
Academic Support						
4210 Dean-CTE & Industry Ptnr	0	0	0	0	*****	0

Academic Support	0	0	0	0	*****	0

Education and General	68,499	1,356,557	192,211	4,634	15	1,159,712

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	(1,724)	466,000	102,582	0	22	363,419
Scholarships	(1,724)	466,000	102,582	0	22	363,419
Scholarships & Grants	(1,724)	466,000	102,582	0	22	363,419

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	601,291	0	0	0	601,291

Miscellaneous Other	0	601,291	0	0	0	601,291

Auxiliary Enterprises	0	601,291	0	0	0	601,291

EXPENDITURES	66,775	2,423,848	294,792	4,634	12	2,124,422
=====						

Fund: 12 PTE Fund

	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Total Revenues	0	2,423,848	1,449,675	0	60	(974,174)
Total Expenditures	66,775	2,423,848	294,792	4,634	12	2,124,422
Excess Revenue/Expenditures	(66,775)	0	1,154,882	(4,634)	*****	1,150,248
Fund Balance objs	0	0	804,060	0	*****	0
Fund Balance + Excess Rev/Exp	(66,775)	0	1,958,942	(4,634)	*****	1,150,248

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Allen County Community College
REVENUE/EXPENDITURE SUMMARY REPORT
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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 Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			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	(750)	475,000	183,420	0	39	(291,580)
Student Sources	(750)	475,000	183,420	0	39	(291,580)
Student Housing						
4700 Red Devil Duplexes	(2,829)	256,000	130,171	0	51	(125,829)
4720 Horton Hall Revenues	(667)	539,000	287,137	0	53	(251,863)
4730 Winter Hall Revenues	0	297,000	159,432	0	54	(137,568)
4731 Masterson Hall Revenues	0	366,068	192,500	0	53	(173,568)
4732 Herynk Hall	0	134,000	80,500	0	60	(53,500)
4733 Parkford Apartments	0	151,150	91,000	0	60	(60,150)
4734 Ballard House	0	30,160	24,000	0	80	(6,160)
4739 Residence Hall Breakage	30,700	2,000	30,700	0	*****	28,700
Student Housing	27,204	1,775,378	995,439	0	56	(779,939)
Bookstore Sales						
4740 Sales of Books	0	2,500	74	0	3	(2,426)
4748 Shipping/Inla	0	350	7	0	2	(343)
4750 Sales of Supplies	27	885	341	0	39	(544)
4760 Sales of Soft Goods	3,516	20,350	10,642	0	52	(9,708)
4770 Sales of Gifts & Misc	185	2,800	1,328	0	47	(1,472)
4780 Tax Exempt Sales	4,357	11,500	10,917	0	95	(583)
Bookstore Sales	8,086	38,385	23,308	0	61	(15,077)
Other Income Sources						
4840 Miscellaneous Income	0	65,000	9,803	0	15	(55,197)
4843 Bad Debt Income/On-Camp	0	0	358	0	*****	358
4844 Bad Debt Income/Outreach	1,672	0	1,812	0	*****	1,812
4880 Catered Event Commisssons	230	2,900	574	0	20	(2,326)
Other Income Sources	1,902	67,900	12,548	0	18	(55,352)
Revenue	36,442	2,356,663	1,214,715	0	52	(1,141,948)

Fri Nov 7 2025
08:29

Allen County Community College
REVENUE/EXPENDITURE SUMMARY REPORT
OCT 2526

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revexp

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	6,500	5,600	0	86	900

Institutional Support	0	6,500	5,600	0	86	900
Physical Plant Operation						
7500 Major Projects	0	150,000	15,019	0	10	134,981

Physical Plant Operation	0	150,000	15,019	0	10	134,981

Education and General	0	156,500	20,619	0	13	135,881

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	48,847	489,723	256,234	19,301	56	214,188
9820 Student Union	240	19,500	961	1,993	15	16,546
9830 Student Housing/Program	16,564	358,303	60,401	0	17	297,902
9831 Parkford Apartments	7,689	93,000	35,841	43,600	85	13,559
9832 Ballard House	336	35,000	1,600	2,012	10	31,389
9833 Herynk Hall	1,183	170,700	6,722	4,300	6	159,679
9835 Horton Hall	3,895	229,500	20,540	13,568	15	195,392
9836 Winter Hall	4,656	94,300	26,535	9,753	38	58,012
9837 Red Devil Duplexes	2,873	123,500	13,979	8,903	19	100,617
9838 Masterson Hall	3,791	961,500	14,146	10,206	3	937,149
9840 Food Service	116,214	957,500	259,179	72,859	35	625,461

Auxiliary Enterprises	206,287	3,532,526	696,138	186,494	25	2,649,894

Miscellaneous Other						
9999 Contingency Center	0	(1,332,363)	0	0	0	(1,332,363)

Miscellaneous Other	0	(1,332,363)	0	0	0	(1,332,363)

Auxiliary Enterprises	206,287	2,200,163	696,138	186,494	40	1,317,531

EXPENDITURES	206,287	2,356,663	716,757	186,494	38	1,453,412
=====						

Fund: 16 Auxiliary Enter/Unrestr

	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Total Revenues	36,442	2,356,663	1,214,715	0	52	(1,141,948)
Total Expenditures	206,287	2,356,663	716,757	186,494	38	1,453,412
Excess Revenue/Expenditures	(169,845)	0	497,958	(186,494)	*****	311,464
Fund Balance objs	0	0	5,153,821	0	*****	0
Fund Balance + Excess Rev/Exp	(169,845)	0	5,651,779	(186,494)	*****	311,464

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227221	American Fidelity	11	No Center	Life Insurance/Am Fideli	241.60
227222	Anderson Plumbing LLC	16	Parkford Apartments	Repairs & Maintenance	165.00
227223	Blanc, Gefte A	11	Men's Soccer	Athletic Team Travel	45.67
227223	Blanc, Gefte A	11	Men's Soccer	Athletic Team Travel	10.42
227223	Blanc, Gefte A	11	Men's Soccer	Athletic Team Travel	21.29
227224	Bloomerang LLC	11	Alumni/Development Offic	Mtc & Service Agreements	5.25
227224	Bloomerang LLC	11	Alumni/Development Offic	Mtc & Service Agreements	13.42
227224	Bloomerang LLC	11	Alumni/Development Offic	Mtc & Service Agreements	41.10
227225	Blue Cross Blue Shield of Kansas	11	No Center	Hospitalization Payable	104,431.44
227226	Boren's Roofing Inc	11	Maintenance of Buildings	Maintenance Supplies	323.60
227227	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	249.89
227227	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	79.82
227228	City of Iola	16	Ballard House	Natural Gas/	25.00
227228	City of Iola	16	Ballard House	Electricity/	173.12
227228	City of Iola	16	Ballard House	Water/	97.25
227228	City of Iola	16	Ballard House	Sewer/	40.83
227229	City of Iola	11	General Inst Expenses	Natural Gas/	385.21
227229	City of Iola	11	General Inst Expenses	Electricity/	12,826.75
227229	City of Iola	11	General Inst Expenses	Water/	3,791.45
227229	City of Iola	11	General Inst Expenses	Sewer/	1,855.58
227229	City of Iola	11	Gen Inst Exp Tech Bldg	Natural Gas/	39.57
227229	City of Iola	11	Gen Inst Exp Tech Bldg	Electricity/	2,487.09
227229	City of Iola	11	Gen Inst Exp Tech Bldg	Water/	68.99
227229	City of Iola	11	Gen Inst Exp Tech Bldg	Sewer/	26.67
227229	City of Iola	16	Parkford Apartments	Electricity/	1,214.75
227229	City of Iola	16	Herynk Hall	Natural Gas/	54.15
227229	City of Iola	16	Herynk Hall	Electricity/	482.12
227229	City of Iola	16	Herynk Hall	Water/	170.72
227229	City of Iola	16	Herynk Hall	Sewer/	77.67
227229	City of Iola	16	Horton Hall	Natural Gas/	268.61
227229	City of Iola	16	Horton Hall	Electricity/	1,196.25
227229	City of Iola	16	Horton Hall	Water/	1,436.75
227229	City of Iola	16	Horton Hall	Sewer/	712.43
227229	City of Iola	16	Winter Hall	Electricity/	2,240.94
227229	City of Iola	16	Winter Hall	Water/	1,465.01
227229	City of Iola	16	Winter Hall	Sewer/	726.60
227229	City of Iola	16	Red Devil Duplexes	Natural Gas/	381.15
227229	City of Iola	16	Red Devil Duplexes	Electricity/	1,383.35
227229	City of Iola	16	Red Devil Duplexes	Water/	504.18
227229	City of Iola	16	Red Devil Duplexes	Sewer/	244.86
227229	City of Iola	16	Masterson Hall	Natural Gas/	134.31
227229	City of Iola	16	Masterson Hall	Electricity/	1,625.14
227229	City of Iola	16	Masterson Hall	Water/	509.83
227229	City of Iola	16	Masterson Hall	Sewer/	247.70

PAGE TOTALS

142,522.53

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227230	Cleaver Farm & Home	11	Maintenance of Buildings	Maintenance Supplies	431.76
227231	College House	16	Bookstore	C of GS/Soft Goods	1,343.10
227231	College House	16	Bookstore	C of GS/Soft Goods	977.74
227231	College House	16	Bookstore	C of GS/Soft Goods	1,148.73
227232	Cox Business	16	Parkford Apartments	Mtc & Service Agreements	153.04
227232	Cox Business	16	Herynk Hall	Mtc & Service Agreements	114.78
227232	Cox Business	16	Red Devil Duplexes	Mtc & Service Agreements	209.68
227233	Crane, Leslie Susan	11	Women's Basketball	Athletic Team Travel	137.14
227234	Diehl, Elizabeth Anne	11	No Center	Accts Recv/Students	2,128.00
227235	Farm City Days	11	Student & Comm Engagemnt	Conferences & Workshops	50.00
227236	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	47.95
227236	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	54.70
227236	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	47.95
227236	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	80.10
227237	FedEx	16	Bookstore	Postage	376.17
227237	FedEx	16	Bookstore	Postage	226.23
227238	Feedlot, The	16	Winter Hall	Maintenance Supplies	73.00
227239	First Dakota Indemnity Company	11	General Inst Expenses	Workers Comp Ins	25.00
227240	Flynn Appliance Center	11	Maintenance of Buildings	Maintenance Supplies	105.00
227240	Flynn Appliance Center	11	Maintenance of Buildings	Maintenance Supplies	1.58
227241	Foltz, Evie Jude	11	No Center	Accts Recv/Students	500.00
227242	Ford, Mike	11	Baseball	Recognition Supplies	300.00
227243	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	37.19
227243	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	124.43
227243	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	185.95
227243	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	62.12
227243	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	-172.50
227244	Fuelman	11	Director of Athletics	Gasoline	1,472.29
227244	Fuelman	11	General Inst Expenses	Gasoline	844.57
227244	Fuelman	11	Maintenance of Grounds	Gasoline	24.36
227245	Grainger	11	Maintenance of Buildings	Maintenance Supplies	340.44
227245	Grainger	11	Maintenance of Buildings	Janitorial Supplies	54.87
227245	Grainger	11	Maintenance of Equipment	Maintenance Supplies	25.45
227246	Great Western Dining	11	No Center	Fringe Benefit	553.22
227246	Great Western Dining	16	Food Service	Cost of Food Service Con	23,008.58
227247	Green Environmental Svcs	11	Maintenance of Buildings	Mtc & Service Agreements	1,351.05
227247	Green Environmental Svcs	16	Herynk Hall	Mtc & Service Agreements	150.00
227247	Green Environmental Svcs	16	Horton Hall	Mtc & Service Agreements	150.00
227247	Green Environmental Svcs	16	Winter Hall	Mtc & Service Agreements	150.00
227247	Green Environmental Svcs	16	Red Devil Duplexes	Mtc & Service Agreements	150.00
227247	Green Environmental Svcs	16	Masterson Hall	Mtc & Service Agreements	150.00
227248	Hartman Publishing Inc	16	Bookstore	C of GS/Ebook/AccessCode	501.84
227249	Havenstein, Maverick Ray	11	No Center	Accts Recv/Students	604.80
227250	Heape, Katelynn Dawn	11	No Center	Accts Recv/Students	726.00

PAGE TOTALS

39,026.31

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227251	Hess, Jaryt Ryan	11	No Center	Accts Recv/Students	1,225.00
227252	Howies Hockey Inc	11	Athletic Trainer	Athletic Supplies	603.29
227253	Ingram Library Services	11	Library	Library Books & Media	254.93
227254	Iola Auto Parts LLC	11	Maintenance of Equipment	Maintenance Supplies	309.00
227254	Iola Auto Parts LLC	11	Maintenance of Equipment	Maintenance Supplies	17.44
227254	Iola Auto Parts LLC	16	Masterson Hall	Maintenance Supplies	85.50
227255	Iola Dairy Queen	16	Student Housing/Program	Student Activities	637.58
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	17.00
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	60.96
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	262.69
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	50.00
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	6.99
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	174.88
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	14.98
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	44.97
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	66.90
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	8.99
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	118.85
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	35.00
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	36.96
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	8.99
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	14.98
227257	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	35.00
227258	KanREN Inc	11	Information Tech (IT)	Mtc & Service Agreements	11,873.58
227259	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	668.02
227259	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	416.26
227260	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	210.34
227260	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	265.95
227260	Locke Supply Co	16	Masterson Hall	Maintenance Supplies	268.86
227261	Luthi, Yolaine Mondesir	11	No Center	Accts Recv/Students	246.48
227262	Lutz, Justin Laine	11	No Center	Accts Recv/Students	456.00
227263	MP Vantage Solutions LLC	11	Music	Repairs & Maintenance	368.94
227264	MV Sport-MV Corp Inc	11	Maintenance of Buildings	Athletic Apparel	792.00
227264	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	600.25
227264	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	924.00
227264	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Gifts	1,092.00
227265	Maxient LLC	11	Student Success	Mtc & Service Agreements	12,000.00
227266	McCarty's Office Machines Inc	11	General Inst Expenses	Furnishings	1,257.25
227266	McCarty's Office Machines Inc	11	General Inst Expenses	Furnishings	1,986.00
227267	McCloskey Insurance, Bob	11	Director of Athletics	Athletic Insurance	20,383.00
227267	McCloskey Insurance, Bob	11	Director of Athletics	Athletic Insurance	30,000.00
227268	Meyer Music	11	Music	Instructional Supplies	258.91
227269	Monster Displays	11	Director of Athletics	Athletic Supplies	652.00
227270	NCHERM Group, The	11	VP for Student Affairs	Mtc & Service Agreements	93.75

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88,904.47

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227271	Nelson Quarries Inc	11	Baseball	Repairs & Maintenance	551.44
227272	New Klein Lumber Co., The	11	Maintenance of Buildings	Maintenance Supplies	93.60
227272	New Klein Lumber Co., The	16	Parkford Apartments	Maintenance Supplies	149.99
227272	New Klein Lumber Co., The	16	Parkford Apartments	Maintenance Supplies	289.99
227273	O'Reilly Auto Stores Inc	11	Maintenance of Equipment	Maintenance Supplies	21.98
227274	Oliver, Landon Michael	11	No Center	Accts Recv/Students	1,500.00
227275	Ravin Printing	11	Board of Trustees	Office Supplies	114.00
227275	Ravin Printing	11	Business Office	Office Supplies	19.00
227275	Ravin Printing	12	Graphic Design	Office Supplies	19.00
227276	Sandifer Engineering & Controls	11	Maintenance of Buildings	Repairs & Maintenance	583.76
227277	Smith, Antonio McDonald	11	No Center	Accts Recv/Students	156.00
227278	Southeast KS Education	11	President	Conferences & Workshops	1,163.80
227279	Southeast KS Library System	11	Library	Subscriptions	1,282.00
227280	Sports Locker	11	Women's Basketball	Athletic Supplies	504.94
227280	Sports Locker	11	Women's Basketball	Athletic Apparel	171.00
227281	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	321.68
227281	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	1,211.28
227282	Toland, Elizabeth Ann	12	Early Childhood Educ	Business Travel	168.84
227282	Toland, Elizabeth Ann	12	Early Childhood Educ	Meetings & Hospitality	7.59
227282	Toland, Elizabeth Ann	12	Early Childhood Educ	Instructional Supplies	51.44
227283	Triple K Parts & Service	11	Maintenance of Grounds	Maintenance Supplies	25.00
227284	Twin Motors Ford Inc	11	Maintenance of Equipment	Repairs & Maintenance	185.70
227285	UPS	16	Bookstore	Postage	86.11
PAGE TOTALS					8,678.14
AP GRAND TOTAL					279,131.45

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
227286	4imprint Inc	16	Bookstore	Office Supplies	1,081.03
227287	Ace Refrigeration	16	Masterson Hall	Repairs & Maintenance	232.00
227287	Ace Refrigeration	16	Food Service	Repairs & Maintenance	236.80
227288	Aikins, Maria	11	Volleyball	Athletic Team Travel	172.20
227288	Aikins, Maria	11	Volleyball	Athletic Supplies	27.17
227289	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	11.67
227289	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	11.81
227290	Architect One	11	Major Projects	Buildings	8,825.00
227291	Bethea, Lanae Monshae	11	No Center	Accts Recv/Students	2,227.00
227292	Bueno, Lucas Teixeira	16	Income Cntrl/VP-Finance	Horton Hall Revenues	55.56
227293	CI Sport Inc	16	Bookstore	C of GS/Soft Goods	2,066.96
227294	CPI Financial	11	Campus Services	Mtc & Service Agreements	2,431.25
227295	CPI Technologies	11	General Inst Expenses	Office Supplies	40.82
227306	Cardmember Service	11	Art	Meetings & Hospitality	211.01
227306	Cardmember Service	11	Art	Meetings & Hospitality	67.44
227306	Cardmember Service	11	Art	Instructional Supplies	1,564.79
227306	Cardmember Service	11	Exercise Science	Instructional Supplies	288.52
227306	Cardmember Service	11	Fitness Center	Athletic Supplies	266.35
227306	Cardmember Service	11	Online Learning	Business Travel	598.50
227306	Cardmember Service	11	Online Learning	Business Travel	598.50
227306	Cardmember Service	11	Concurrent Dual Credit	Business Travel	10.85
227306	Cardmember Service	11	Concurrent Dual Credit	Business Travel	16.25
227306	Cardmember Service	11	Concurrent Dual Credit	Business Travel	8.22
227306	Cardmember Service	11	Concurrent Dual Credit	Meetings & Hospitality	67.34
227306	Cardmember Service	11	Concurrent Dual Credit	Meetings & Hospitality	12.02
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	13.50
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	1,140.41
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	24.44
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	20.32
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	58.94
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	11.88
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	39.29
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	21.36
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	17.53
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	35.00
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	19.53
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	35.00
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	39.48
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	7.79
227306	Cardmember Service	11	VP for Academic Affairs	Business Travel	45.00
227306	Cardmember Service	11	Dean for Academic Affair	Business Travel	299.25
227306	Cardmember Service	11	Dean for Academic Affair	Business Travel	18.66
227306	Cardmember Service	11	VP for Student Affairs	Furnishings	258.12
227306	Cardmember Service	11	VP for Student Affairs	Furnishings	599.98

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23,834.54

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227306	Cardmember Service	11	Financial Aid Office	Conferences & Workshops	89.05
227306	Cardmember Service	11	Financial Aid Office	Office Supplies	84.95
227306	Cardmember Service	11	Registrar's Office	Business Travel	6.78
227306	Cardmember Service	11	Registrar's Office	Business Travel	53.41
227306	Cardmember Service	11	Registrar's Office	Business Travel	22.41
227306	Cardmember Service	11	Registrar's Office	Business Travel	546.96
227306	Cardmember Service	11	Registrar's Office	Business Travel	3.48
227306	Cardmember Service	11	Registrar's Office	Business Travel	48.30
227306	Cardmember Service	11	Registrar's Office	Business Travel	11.13
227306	Cardmember Service	11	Registrar's Office	Business Travel	34.52
227306	Cardmember Service	11	Registrar's Office	Postage	31.40
227306	Cardmember Service	11	Marketing	Printing	167.79
227306	Cardmember Service	11	Marketing	Printing	128.79
227306	Cardmember Service	11	Marketing	Printing	161.00
227306	Cardmember Service	11	Marketing	Printing	25.98
227306	Cardmember Service	11	Marketing	Printing	-1,925.99
227306	Cardmember Service	11	Marketing	Advertising	254.33
227306	Cardmember Service	11	Marketing	Advertising	500.00
227306	Cardmember Service	11	Marketing	Advertising	5.51
227306	Cardmember Service	11	Marketing	Advertising	99.00
227306	Cardmember Service	11	Men's Basketball	Athletic Team Travel	1,204.26
227306	Cardmember Service	11	Men's Basketball	Athletic Team Travel	51.83
227306	Cardmember Service	11	Men's Basketball	Athletic Team Travel	324.31
227306	Cardmember Service	11	Men's Basketball	Athletic Team Travel	188.15
227306	Cardmember Service	11	Men's Basketball	Athletic Team Travel	173.30
227306	Cardmember Service	11	Men's Basketball	Athletic Team Travel	52.16
227306	Cardmember Service	11	Men's Basketball	Athletic Team Travel	44.22
227306	Cardmember Service	11	Men's Basketball	Professional Memberships	74.85
227306	Cardmember Service	11	Men's Basketball	Athletic Supplies	28.42
227306	Cardmember Service	11	Track	Athletic Supplies	956.86
227306	Cardmember Service	11	Softball	Athletic Team Travel	274.41
227306	Cardmember Service	11	Softball	Athletic Team Travel	234.19
227306	Cardmember Service	11	Softball	Athletic Team Travel	15.27
227306	Cardmember Service	11	Softball	Athletic Team Travel	12.75
227306	Cardmember Service	11	Softball	Athletic Supplies	529.19
227306	Cardmember Service	11	Softball	Athletic Supplies	149.95
227306	Cardmember Service	11	Softball	Athletic Apparel	103.97
227306	Cardmember Service	11	Volleyball	Athletic Team Travel	126.00
227306	Cardmember Service	11	Cross Country	Business Travel	16.18
227306	Cardmember Service	11	Cross Country	Business Travel	22.41
227306	Cardmember Service	11	Cross Country	Business Travel	12.81
227306	Cardmember Service	11	Cross Country	Business Travel	29.89
227306	Cardmember Service	11	Cross Country	Recognition Supplies	60.29
227306	Cardmember Service	11	Cross Country	Athletic Supplies	195.80

PAGE TOTALS

5,230.27

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227306	Cardmember Service	11	Livestock Judging	Athletic Team Travel	551.64
227306	Cardmember Service	11	Men's Soccer	Athletic Team Travel	52.44
227306	Cardmember Service	11	Men's Soccer	Athletic Team Travel	260.93
227306	Cardmember Service	11	Men's Soccer	Athletic Team Travel	210.00
227306	Cardmember Service	11	Women's Soccer	Athletic Team Travel	218.93
227306	Cardmember Service	11	Women's Soccer	Athletic Team Travel	120.07
227306	Cardmember Service	11	Women's Soccer	Athletic Team Travel	16.96
227306	Cardmember Service	11	Athletic Trainer	Athletic Supplies	168.83
227306	Cardmember Service	11	Theater	Meetings & Hospitality	73.69
227306	Cardmember Service	11	Theater	Instructional Supplies	97.87
227306	Cardmember Service	11	Theater	Drama Supplies	368.61
227306	Cardmember Service	11	Theater	Drama Supplies	416.68
227306	Cardmember Service	11	Theater	Drama Supplies	116.22
227306	Cardmember Service	11	Theater	Drama Supplies	108.96
227306	Cardmember Service	11	Theater	Drama Supplies	295.98
227306	Cardmember Service	11	Theater	Drama Supplies	52.97
227306	Cardmember Service	11	Theater	Drama Supplies	31.98
227306	Cardmember Service	11	Theater	Drama Supplies	202.16
227306	Cardmember Service	11	Theater	Drama Supplies	1,359.38
227306	Cardmember Service	11	Theater	Drama Supplies	190.82
227306	Cardmember Service	11	Theater	Drama Supplies	108.83
227306	Cardmember Service	11	Theater	Drama Supplies	227.79
227306	Cardmember Service	11	Theater	Drama Supplies	62.35
227306	Cardmember Service	11	Theater	Drama Supplies	55.96
227306	Cardmember Service	11	Theater	Drama Supplies	128.52
227306	Cardmember Service	11	Theater	Athletic Apparel	526.35
227306	Cardmember Service	11	Theater	Major Equipment	1,281.07
227306	Cardmember Service	11	HOSA	Meetings & Hospitality	93.02
227306	Cardmember Service	11	HOSA	Professional Memberships	249.60
227306	Cardmember Service	11	President	Office Supplies	28.26
227306	Cardmember Service	11	Institutional Research	Data Processing Supplies	288.00
227306	Cardmember Service	11	Human Resources	Business Travel	143.88
227306	Cardmember Service	11	Human Resources	Conferences & Workshops	37.93
227306	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	120.46
227306	Cardmember Service	11	Information Tech (IT)	Major Equipment	89.95
227306	Cardmember Service	11	Maintenance of Buildings	Maintenance Supplies	1,249.00
227306	Cardmember Service	12	Business & Industry	Business Travel	239.17
227306	Cardmember Service	12	Allied Health	Testing Fees	82.00
227306	Cardmember Service	16	Student Housing/Program	Business Travel	143.88
227306	Cardmember Service	16	Student Housing/Program	Business Travel	52.79
227306	Cardmember Service	16	Student Housing/Program	Student Activities	50.00
227306	Cardmember Service	16	Student Housing/Program	Student Activities	74.38
227306	Cardmember Service	16	Student Housing/Program	Miscellaneous Supplies	30.00
227306	Cardmember Service	70	No Center	Athletics 70	231.00

PAGE TOTALS

10,509.31

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227306	Cardmember Service	70	No Center	Cheer & Dance 70	126.22
227306	Cardmember Service	70	No Center	Food Pantry 70	712.48
227306	Cardmember Service	70	No Center	Student Senate 70	41.94
227307	City of Humboldt	11	Women's Soccer	Athletic Team Travel	300.00
227308	Coursedog Inc	11	Student Success	Mtc & Service Agreements	34,888.00
227309	Dickson, Tanner Joe	11	No Center	Accts Recv/Students	2,765.60
227310	FedEx	16	Bookstore	Postage	167.02
227311	Flory, Autumn Raelinn	11	No Center	Accts Recv/Students	2,829.32
227312	Gamberel, Wesley Brian	11	No Center	Accts Recv/Students	456.00
227313	Giardina, Andilyn Berthelot	11	No Center	Accts Recv/Students	4,265.80
227314	Grainger	11	Maintenance of Buildings	Maintenance Supplies	328.77
227314	Grainger	11	Maintenance of Buildings	Maintenance Supplies	338.24
227314	Grainger	11	Maintenance of Buildings	Small Tools	352.87
227314	Grainger	11	Maintenance of Grounds	Maintenance Supplies	84.56
227314	Grainger	11	Maintenance of Grounds	Maintenance Supplies	1,879.93
227314	Grainger	11	Maintenance of Grounds	Maintenance Supplies	169.12
227314	Grainger	11	Maintenance of Grounds	Maintenance Supplies	6,379.33
227314	Grainger	11	Maintenance of Grounds	Maintenance Supplies	422.80
227314	Grainger	11	Maintenance of Grounds	Maintenance Supplies	169.12
227315	Great Western Dining	11	No Center	Fringe Benefit	569.14
227315	Great Western Dining	16	Food Service	Cost of Food Service Con	23,008.58
227316	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	120.00
227316	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	24,782.50
227316	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	720.00
227317	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	9.99
227317	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	18.17
227317	John Deere Financial	11	Maintenance of Equipment	Maintenance Supplies	18.98
227317	John Deere Financial	11	Maintenance of Equipment	Maintenance Supplies	-8.99
227317	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	69.98
227317	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	14.13
227317	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	-1.14
227317	John Deere Financial	16	Herynk Hall	Maintenance Supplies	28.14
227318	Leahy, John F	11	Theater	Drama Supplies	56.44
227319	Martinez, Amber Rose	11	No Center	Accts Recv/Students	4,701.00
227320	McKinney, Morgan	11	No Center	Accts Recv/Students	1,934.15
227321	Muir, Everton Lloyd	16	Income Cntrl/VP-Finance	Horton Hall Revenues	101.86
227322	Mulebeke, Alvin James	16	Income Cntrl/VP-Finance	Horton Hall Revenues	101.86
227323	NAVEX Global Inc	11	General Inst Expenses	Mtc & Service Agreements	8,662.01
227324	Nelnet Campus Commerce	11	Business Office	Mtc & Service Agreements	400.00
227324	Nelnet Campus Commerce	11	General Inst Expenses	Service Charges	64.20
227325	Peak Uptime	11	Information Tech (IT)	Mtc & Service Agreements	149.99
227326	Pur-O-Zone	11	Maintenance of Buildings	Janitorial Supplies	287.62
227327	Ravin Printing	11	Shooting Sports	Office Supplies	57.00
227328	Saint Luke's Health System	11	Director of Athletics	Mtc & Service Agreements	369.00

PAGE TOTALS

122,911.73

Thu Oct 16 2025
16:16

Allen County Community College
Bills Presented for Ratification
From: 10/11/2025 To 10/16/2025

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227329	Schnider, Dominick StrongHeart	16	Income Cntrl/VP-Finance	Horton Hall Revenues	101.86
227330	Shaughnessy, Ashley M	11	Theater	Drama Supplies	82.99
227331	Skahan, Gage Nicholas	11	No Center	Accts Recv/Students	269.80
227332	TSN Visual Communications	11	Marketing	Major Equipment	3,970.00
227333	Turf Solutions Inc	11	Softball	Mtc & Service Agreements	7,842.00
227333	Turf Solutions Inc	11	Baseball	Mtc & Service Agreements	14,945.00
227333	Turf Solutions Inc	11	Maintenance of Grounds	Maintenance Supplies	820.32
227334	UPS	16	Bookstore	Postage	18.49
227335	Wimmer, Silas	16	Income Cntrl/VP-Finance	Horton Hall Revenues	55.56
				PAGE TOTALS	28,106.02
				AP GRAND TOTAL	190,591.87

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
227336	All in One Pest	11	Maintenance of Buildings	Mtc & Service Agreements	440.00
227337	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	2,115.00
227338	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	2,115.00
227339	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	1,410.00
227340	Brooks Sports Inc	11	Track	Athletic Apparel	1,221.75
227340	Brooks Sports Inc	11	Cross Country	Athletic Apparel	2,093.50
227340	Brooks Sports Inc	11	Cross Country	Athletic Apparel	270.00
227340	Brooks Sports Inc	11	Cross Country	Athletic Apparel	369.00
227341	CE Water Management Inc	11	Maintenance of Buildings	Mtc & Service Agreements	242.95
227342	Cox Business	16	Student Union	Mtc & Service Agreements	240.37
227343	Datasource Inc	11	Human Resources	Misc Contractual Service	32.65
227344	FedEx	16	Bookstore	Postage	52.30
227344	FedEx	16	Bookstore	Postage	60.48
227345	Finney, Nicole Alexis	11	No Center	Accts Recv/Students	1,000.00
227346	George, Mylee Saige	11	No Center	Accts Recv/Students	1,023.00
227347	Gleason, Matthew B	11	VP Finance & Operations	Business Travel	7,500.00
227348	Great Western Dining	11	No Center	Fringe Benefit	656.70
227348	Great Western Dining	16	Food Service	Cost of Food Service Con	23,008.58
227349	Haven, Ansley H	11	No Center	Accts Recv/Students	85.00
227350	Hess, Jaryt Ryan	11	No Center	Accts Recv/Students	500.00
227351	Hess, Jeremy Joseph	11	Shooting Sports	Entry Fees	500.00
227352	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	6.90
227353	James, Kiarah Rayne_Marie	11	No Center	Accts Recv/Students	495.00
227354	KACRAO	11	Registrar's Office	Institutional Dues	50.00
227354	KACRAO	11	Admissions	Institutional Dues	50.00
227355	MV Sport-The Game	16	Bookstore	C of GS/Soft Goods	447.69
227355	MV Sport-The Game	16	Bookstore	C of GS/Soft Goods	217.50
227356	McKarnin, Karen Elaine	11	No Center	Retirement Contr Payable	27.00
227357	Mella, Felipe Ignacio	16	Income Cntrl/VP-Finance	Horton Hall Revenues	55.56
227358	Moots, Lauren Elisabeth	11	Concurrent Dual Credit	Business Travel	14.64
227359	Osage Co Herald-Chronicle	11	Marketing	Advertising	430.00
227359	Osage Co Herald-Chronicle	11	Marketing	Advertising	360.00
227360	Phillips 66 Co/SYNCB	11	Director of Athletics	Gasoline	860.47
227360	Phillips 66 Co/SYNCB	11	General Inst Expenses	Gasoline	36.20
227360	Phillips 66 Co/SYNCB	11	Maintenance of Grounds	Gasoline	297.71
227361	Quadient Inc	11	Campus Services	Mtc & Service Agreements	2,535.72
227362	Ravin Printing	11	VP Finance & Operations	Office Supplies	19.00
227363	Rust, Jourdin Micah	11	No Center	Accts Recv/Students	2,425.00
227364	Sam and Louie's	11	Theater	Meetings & Hospitality	50.00
227365	Sports Locker	11	Men's Basketball	Athletic Apparel	117.00
227365	Sports Locker	11	Shooting Sports	Athletic Apparel	711.90
227366	Sterling 6 Theatres	16	Student Housing/Program	Student Activities	998.89
227367	Stogsdill, Tricia J	11	Theater	Meetings & Hospitality	134.95
227367	Stogsdill, Tricia J	11	Theater	Drama Supplies	60.90

PAGE TOTALS

55,338.31

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227367	Stogsdill, Tricia J	11	Theater	Drama Supplies	221.19
227368	Texas Life Insurance Company	11	No Center	Texas Life Insurance	44.55
227369	Toland, Elizabeth Ann	12	Early Childhood Educ	Business Travel	195.64
227369	Toland, Elizabeth Ann	12	Early Childhood Educ	Instructional Supplies	98.33
227369	Toland, Elizabeth Ann	12	Early Childhood Educ	Instructional Supplies	25.88
227370	Tri-Valley	11	General Inst Expenses	Mtc & Service Agreements	320.40
227371	UPS	16	Bookstore	Postage	55.11
227371	UPS	16	Bookstore	Postage	55.39
227372	Vantage Apparel	16	Bookstore	C of GS/Soft Goods	490.22
227373	Waxie Sanitary Supply	11	Campus Services	Duplicating Supplies	2,000.00
227374	Williamson Music, Ernie	11	Music	Instructional Supplies	355.71
227375	Wilson, Yingyou	11	No Center	Accts Recv/Students	3,945.00
227376	Zupan, Halle K	11	Softball	Business Travel	23.11
227376	Zupan, Halle K	11	Softball	Business Travel	35.35
PAGE TOTALS					7,865.88
AP GRAND TOTAL					63,204.19

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
227377	ASCAP	11	Music	Licenses	459.08
227378	Aikins, Maria	11	Volleyball	Recognition Supplies	190.25
227379	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	21.13
227379	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	13.98
227379	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	9.00
227380	American Fidelity	11	No Center	Life Insurance/Am Fidelity	241.60
227381	Anderson, Brittany Nicole	11	No Center	Accts Recv/Students	847.00
227382	Assel Grant Services	11	VP Finance & Operations	Misc Contractual Service	3,750.00
227383	Banker, Cale Joseph	11	No Center	Accts Recv/Students	15.00
227384	Blanc, Gefte A	11	Men's Soccer	Athletic Team Travel	30.79
227385	Blue Cross Blue Shield of Kansas	11	No Center	Hospitalization Payable	101,954.22
227386	Brown, Ashley Kay	11	No Center	Accts Recv/Students	3,224.00
227387	Cairns Athletic Training, Mark	11	Athletic Trainer	Misc Contractual Service	247.50
227397	Cardmember Service	11	Art	Meetings & Hospitality	161.57
227397	Cardmember Service	11	Art	Instructional Supplies	19.21
227397	Cardmember Service	11	Library	Conferences & Workshops	148.85
227397	Cardmember Service	11	Library	Meetings & Hospitality	46.58
227397	Cardmember Service	11	Dean for Academic Affair	Business Travel	38.66
227397	Cardmember Service	11	Dean for Academic Affair	Business Travel	50.73
227397	Cardmember Service	11	Dean for Academic Affair	Business Travel	803.68
227397	Cardmember Service	11	Dean for Academic Affair	Business Travel	6.58
227397	Cardmember Service	11	Financial Aid Office	Business Travel	1,882.08
227397	Cardmember Service	11	Financial Aid Office	Conferences & Workshops	7.79
227397	Cardmember Service	11	Financial Aid Office	Conferences & Workshops	87.00
227397	Cardmember Service	11	Financial Aid Office	Conferences & Workshops	9.41
227397	Cardmember Service	11	Financial Aid Office	Conferences & Workshops	90.52
227397	Cardmember Service	11	Admissions	Business Travel	143.50
227397	Cardmember Service	11	Admissions	Meetings & Hospitality	500.00
227397	Cardmember Service	11	Marketing	Business Travel	40.00
227397	Cardmember Service	11	Marketing	Business Travel	549.72
227397	Cardmember Service	11	Marketing	Advertising	500.00
227397	Cardmember Service	11	Men's Basketball	Athletic Team Travel	280.62
227397	Cardmember Service	11	Women's Basketball	Athletic Team Travel	178.96
227397	Cardmember Service	11	Baseball	Athletic Team Travel	587.64
227397	Cardmember Service	11	Volleyball	Athletic Team Travel	153.34
227397	Cardmember Service	11	Volleyball	Athletic Team Travel	1,599.36
227397	Cardmember Service	11	Volleyball	Athletic Team Travel	116.17
227397	Cardmember Service	11	Volleyball	Athletic Team Travel	157.77
227397	Cardmember Service	11	Volleyball	Athletic Team Travel	181.86
227397	Cardmember Service	11	Volleyball	Athletic Team Travel	190.95
227397	Cardmember Service	11	Volleyball	Athletic Team Travel	193.28
227397	Cardmember Service	11	Volleyball	Athletic Team Travel	243.21
227397	Cardmember Service	11	Volleyball	Athletic Team Travel	188.06
227397	Cardmember Service	11	Volleyball	Recognition Supplies	15.99

PAGE TOTALS

120,176.64

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227397	Cardmember Service	11	Cross Country	Business Travel	27.34
227397	Cardmember Service	11	Cross Country	Business Travel	23.44
227397	Cardmember Service	11	Cross Country	Business Travel	14.28
227397	Cardmember Service	11	Cross Country	Business Travel	105.34
227397	Cardmember Service	11	Cross Country	Athletic Team Travel	45.88
227397	Cardmember Service	11	Cross Country	Athletic Team Travel	38.69
227397	Cardmember Service	11	Cross Country	Athletic Supplies	10.97
227397	Cardmember Service	11	Cross Country	Athletic Supplies	12.42
227397	Cardmember Service	11	Cross Country	Athletic Supplies	15.94
227397	Cardmember Service	11	Livestock Judging	Athletic Team Travel	30.68
227397	Cardmember Service	11	Men's Soccer	Business Travel	23.08
227397	Cardmember Service	11	Men's Soccer	Athletic Team Travel	89.91
227397	Cardmember Service	11	Men's Soccer	Athletic Team Travel	100.00
227397	Cardmember Service	11	Men's Soccer	Athletic Team Travel	66.37
227397	Cardmember Service	11	Men's Soccer	Athletic Team Travel	489.04
227397	Cardmember Service	11	Men's Soccer	Athletic Team Travel	143.61
227397	Cardmember Service	11	Men's Soccer	Athletic Team Travel	12.31
227397	Cardmember Service	11	Men's Soccer	Athletic Team Travel	52.78
227397	Cardmember Service	11	Men's Soccer	Athletic Team Travel	210.00
227397	Cardmember Service	11	Men's Soccer	Athletic Team Travel	280.18
227397	Cardmember Service	11	Men's Soccer	Athletic Team Travel	102.31
227397	Cardmember Service	11	Women's Soccer	Athletic Team Travel	78.51
227397	Cardmember Service	11	Women's Soccer	Athletic Team Travel	115.96
227397	Cardmember Service	11	Women's Soccer	Athletic Team Travel	171.32
227397	Cardmember Service	11	Women's Soccer	Athletic Team Travel	280.80
227397	Cardmember Service	11	Women's Soccer	Athletic Team Travel	69.39
227397	Cardmember Service	11	Women's Soccer	Athletic Team Travel	104.93
227397	Cardmember Service	11	Women's Soccer	Athletic Team Travel	8.48
227397	Cardmember Service	11	Women's Soccer	Athletic Team Travel	303.59
227397	Cardmember Service	11	Athletic Trainer	Professional Memberships	50.00
227397	Cardmember Service	11	Athletic Trainer	Professional Memberships	240.00
227397	Cardmember Service	11	Music	Conferences & Workshops	409.00
227397	Cardmember Service	11	Music	Conferences & Workshops	14.75
227397	Cardmember Service	11	Music	Conferences & Workshops	73.65
227397	Cardmember Service	11	Music	Instructional Supplies	169.00
227397	Cardmember Service	11	Music	Instructional Supplies	190.59
227397	Cardmember Service	11	Music	Instructional Supplies	264.21
227397	Cardmember Service	11	Theater	Conferences & Workshops	375.00
227397	Cardmember Service	11	Theater	Conferences & Workshops	140.36
227397	Cardmember Service	11	Theater	Meetings & Hospitality	65.70
227397	Cardmember Service	11	Theater	Drama Supplies	366.79
227397	Cardmember Service	11	Theater	Drama Supplies	62.33
227397	Cardmember Service	11	Theater	Drama Supplies	51.44
227397	Cardmember Service	11	Theater	Drama Supplies	55.88

PAGE TOTALS

5,556.25

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227397	Cardmember Service	11	Theater	Drama Supplies	92.48
227397	Cardmember Service	11	Theater	Drama Supplies	109.95
227397	Cardmember Service	11	Theater	Drama Supplies	61.31
227397	Cardmember Service	11	Theater	Drama Supplies	35.90
227397	Cardmember Service	11	Theater	Drama Supplies	404.53
227397	Cardmember Service	11	Theater	Drama Supplies	22.76
227397	Cardmember Service	11	Theater	Drama Supplies	329.77
227397	Cardmember Service	11	Theater	Drama Supplies	34.96
227397	Cardmember Service	11	Theater	Drama Supplies	62.96
227397	Cardmember Service	11	Theater	Drama Supplies	10.50
227397	Cardmember Service	11	Theater	Drama Supplies	25.18
227397	Cardmember Service	11	Theater	Drama Supplies	67.24
227397	Cardmember Service	11	Theater	Drama Supplies	134.98
227397	Cardmember Service	11	Theater	Drama Supplies	81.57
227397	Cardmember Service	11	Theater	Drama Supplies	62.54
227397	Cardmember Service	11	Theater	Athletic Apparel	375.84
227397	Cardmember Service	11	Theater	Small Tools	305.84
227397	Cardmember Service	11	Phi Theta Kappa	Meetings & Hospitality	36.06
227397	Cardmember Service	11	HOSA	Athletic Team Travel	94.03
227397	Cardmember Service	11	Information Tech (IT)	Telephone/	45.48
227397	Cardmember Service	11	General Inst Expenses	Mtc & Service Agreements	69.99
227397	Cardmember Service	11	General Inst Expenses	Mtc & Service Agreements	-69.99
227397	Cardmember Service	12	Business & Industry	Business Travel	2.03
227397	Cardmember Service	12	Business & Industry	Business Travel	7.55
227397	Cardmember Service	12	Business & Industry	Business Travel	22.88
227397	Cardmember Service	12	Business & Industry	Business Travel	10.74
227397	Cardmember Service	12	Agriculture	Athletic Team Travel	100.00
227397	Cardmember Service	12	Agriculture	Meetings & Hospitality	239.00
227397	Cardmember Service	12	Allied Health	Office Supplies	12.79
227397	Cardmember Service	16	Bookstore	Office Supplies	44.98
227397	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	211.08
227397	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	365.23
227397	Cardmember Service	70	No Center	Food Pantry 70	605.50
227397	Cardmember Service	70	No Center	Student Senate 70	143.83
227398	Chanute Public Schools	11	Men's Soccer	Mtc & Service Agreements	350.00
227399	Charles, Shania She	70	No Center	Allen Entrepreneurship	100.00
227400	Daley, Kasiya Emmanuel	16	Income Cntrl/VP-Finance	Horton Hall Revenues	64.82
227401	Dollar Tree	11	Human Resources	Recognition Supplies	51.99
227402	Eason, Anne V	11	No Center	Accts Recv/Students	468.00
227403	Ethereal Lens Media LLC	11	Theater	Misc Contractual Service	850.00
227404	Gear, Nikki Tyler	70	No Center	Allen Entrepreneurship	100.00
227405	Great Western Dining	11	No Center	Fringe Benefit	513.42
227405	Great Western Dining	16	Food Service	Cost of Food Service Con	23,008.58
227406	Griffith, Alice Tsukiko	70	No Center	Allen Entrepreneurship	100.00

PAGE TOTALS

29,766.30

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227407	Hamilton, Tierre Dawuan	16	Income Cntrl/VP-Finance	Horton Hall Revenues	64.82
227408	Howies Hockey Inc	11	Athletic Trainer	Athletic Supplies	126.92
227409	Iola Area Chamber	16	Student Housing/Program	Miscellaneous Supplies	10.00
227410	Iowa Central Volleyball	11	Volleyball	Entry Fees	450.00
227411	John Deere Financial	11	Cross Country	Athletic Supplies	110.70
227412	Johnson Vaughn PA	11	Board of Trustees	Legal Services	240.00
227412	Johnson Vaughn PA	11	Board of Trustees	Legal Services	510.00
227413	KCKCC Volleyball	11	Volleyball	Entry Fees	450.00
227414	KJCCC	11	Men's Basketball	Game Officials	11,526.00
227414	KJCCC	11	Women's Basketball	Game Officials	10,170.00
227415	McAnulty, Serena J	12	Business & Industry	Instructional Supplies	9.20
227416	Michel, Judeline	70	No Center	Student Senate 70	10.61
227417	Newton, Brent Thomas	11	No Center	Accts Recv/Students	456.00
227418	Peak Uptime	11	Information Tech (IT)	Mtc & Service Agreements	7,836.79
227419	Perry, Chace Lee	11	No Center	Accts Recv/Students	100.00
227420	Pinard, Timothy Alex	16	Income Cntrl/VP-Finance	Horton Hall Revenues	64.82
227421	Pizza Hut	11	Volleyball	Athletic Team Travel	156.37
227422	Prunty, Kyle Jay	11	No Center	Accts Recv/Students	182.47
227423	Puckett, Arissa Nicole	11	No Center	Accts Recv/Students	423.00
227424	Scott, Clayton Eugene	11	No Center	Accts Recv/Students	104.00
227425	Sports Locker	11	Volleyball	Athletic Apparel	507.50
227425	Sports Locker	70	No Center	Student Senate 70	1,200.00
227426	Thomas, Patricia Kristine	11	No Center	Accts Recv/Students	468.00
227427	Triple K Parts & Service	11	Maintenance of Equipment	Maintenance Supplies	46.65
227427	Triple K Parts & Service	11	Maintenance of Equipment	Maintenance Supplies	44.30
227428	Wilson, Michael	16	Student Housing/Program	Student Activities	400.00
PAGE TOTALS					35,668.15
AP GRAND TOTAL					191,167.34

Signed and approved this ____ day of _____, 2025

ATTEST:

Chairman, Board of Trustees

Clerk, Board of Trustees

Fri Oct 31 2025
12:17

Allen County Community College
Bills Presented for Ratification
From: 10/30/2025 To 10/31/2025

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227429	Capital One	11	Athletic Trainer	Athletic Supplies	43.54
227429	Capital One	11	Athletic Trainer	Athletic Supplies	89.00
227429	Capital One	11	Human Resources	Recognition Supplies	89.30
227429	Capital One	11	Human Resources	Recognition Supplies	39.74
227429	Capital One	70	No Center	Softball 70	186.12
227430	Friends University	11	Men's Basketball	Game Guarantees	300.00
227431	Leffler, Lyvier L	11	President	Business Travel	500.00
227431	Leffler, Lyvier L	11	President	Telephone/	100.00
PAGE TOTALS					1,347.70
AP GRAND TOTAL					1,347.70

Signed and approved this ____ day of _____, 2025

ATTEST:

Chairman, Board of Trustees

Clerk, Board of Trustees

Allen County Community College
SUMMARY OF FUNDS
OCT 25/26

Funds	This Month		This Year				Last Year	
	Actual	Actual	Encumbrance	Budget	%	Unexpended	Budget	YTD
11 General/Unrestricted	1,040,718.47	4,220,883.68	354,852.45	23,507,061.00	18.0	18,931,324.87	16,801,909.00	3,790,339.6
12 PTE Fund	66,774.79	294,792.44	4,633.99	1,822,557.00	16.2	1,523,130.57	1,998,653.00	420,390.1
16 Auxiliary Enter/Unrest	206,286.98	716,756.94	186,494.26	3,689,026.00	19.4	2,785,774.80	3,613,755.00	632,224.1
21 College Work Study/Res	2,727.50	3,740.00	0.00	0.00	*****	-3,740.00	0.00	4,187.7
22 Suppl Educ Opp Grnt/Re	0.00	22,000.00	0.00	0.00	*****	-22,000.00	0.00	38,889.1
24 Pell Grant/Restricted	18,204.00	792,022.89	0.00	0.00	*****	-792,022.89	0.00	825,855.0
27 State Grants/Restrict	242.62	242.62	0.00	30,668.00	0.8	30,425.38	45,364.00	17,205.7
40 Loan Funds/Restricted	20,541.00	440,072.00	0.00	0.00	*****	-440,072.00	0.00	409,099.0
61 Capital Outlay/Restric	0.00	0.00	0.00	1,500,000.00	*****	1,500,000.00	2,500,000.00	406,566.2
70 Agency/Restricted	5,074.00	482,803.00	0.00	0.00	*****	-482,803.00	0.00	483,222.0

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

\$Header

For: OCT 2526 11

Run: 08:26:54 Fri Nov 7 2025

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227138	ACCC Petty Cash	17	No Center	Petty Cash/Cashier	10.48
227139	ACUHO-I Central Office	16	Student Housing/Program	Institutional Dues	379.00
227140	Ace Refrigeration	11	Maintenance of Buildings	Repairs & Maintenance	951.72
227140	Ace Refrigeration	16	Masterson Hall	Maintenance Supplies	537.88
227140	Ace Refrigeration	16	Food Service	Repairs & Maintenance	934.25
227141	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	22.58
227141	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	31.56
227141	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	25.34
227142	Austin, Peytan Marie	11	No Center	Accts Recv/Students	1,466.00
227143	Boren's Roofing Inc	11	Maintenance of Buildings	Repairs & Maintenance	611.10
227144	Capital One	11	Athletic Trainer	Athletic Supplies	4.97
227144	Capital One	11	General Inst Expenses	Miscellaneous Supplies	78.47
227144	Capital One	11	Maintenance of Equipment	Maintenance Supplies	13.70
227144	Capital One	12	Emergency Medical Servic	Instructional Supplies	38.16
227145	Carolina Biological Supply Co	11	Biology	Instruc. Supp.-Biology	200.06
227145	Carolina Biological Supply Co	11	Biology	Instruc. Supp.-Biology	102.79
227146	Cengage Learning Inc	16	Bookstore	C of GS/Ebook/AccessCode	175.00
227147	Cengage Learning Inc	16	Bookstore	C of GS/Ebook/AccessCode	25,080.00
227148	Cintas	11	General Inst Expenses	Mtc & Service Agreements	917.00
227149	College House	16	Bookstore	C of GS/Soft Goods	1,102.58
227150	Competency-Based	11	VP for Academic Affairs	Conferences & Workshops	389.00
227150	Competency-Based	11	Professional Development	Conferences & Workshops	389.00
227150	Competency-Based	11	Professional Development	Conferences & Workshops	389.00
227150	Competency-Based	11	Professional Development	Conferences & Workshops	389.00
227151	Dell Financial Serv LLC	11	Information Tech (IT)	Major Equipment	1,500.18
227152	Denny, Diana N	11	Business	Office Supplies	16.32
227153	Doyle, Tawhirikura M_G	11	No Center	Accts Recv/Students	500.00
227154	Fastenal Company	11	Maintenance of Buildings	Maintenance Supplies	31.99
227155	FedEx	16	Bookstore	Postage	327.39
227155	FedEx	16	Bookstore	Postage	135.48
227156	Flynn Appliance Center	16	Herynk Hall	Repairs & Maintenance	105.00
227157	Folk, Brigham John	11	No Center	Accts Recv/Students	2,393.00
227158	Grainger	11	Maintenance of Buildings	Maintenance Supplies	5.86
227158	Grainger	11	Maintenance of Buildings	Maintenance Supplies	137.12
227158	Grainger	11	Maintenance of Buildings	Maintenance Supplies	146.50
227158	Grainger	11	Maintenance of Buildings	Maintenance Supplies	88.77
227159	Great Western Dining	11	No Center	Fringe Benefit	541.28
227159	Great Western Dining	16	Food Service	Cost of Food Service Con	23,008.58
227160	Hartman Publishing Inc	16	Bookstore	C of GS/Ebook/AccessCode	84.28
227161	Hasani, Karolena	11	No Center	Accts Recv/Students	3,667.00
227162	Hollis, Marisa Lynn	11	No Center	Accts Recv/Students	1,849.00
227162	Hollis, Marisa Lynn	11	No Center	Accts Recv/Students	12.00
227162	Hollis, Marisa Lynn	11	No Center	Accts Recv/Students	1,081.00
227163	INA Alert Inc	11	Major Projects	Buildings	8,433.65

PAGE TOTALS

78,303.04

Allen County Community College
Bills Presented for Ratification
From: 09/27/2025 To 10/07/2025

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227164	If/Then Productions Inc	11	Theater	Licenses	450.00
227165	Inceptia	11	Financial Aid Office	Mtc & Service Agreements	297.30
227166	Iola Auto Parts LLC	11	Maintenance of Equipment	Maintenance Supplies	139.00
227167	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	280.00
227168	James, Kiarah Rayne_Marie	11	No Center	Accts Recv/Students	514.00
227169	Jarred,, Gilmore & Phillips PA	11	Business Office	Audit Services	14,000.00
227170	Jayhawk Lumber,	16	Horton Hall	Repairs & Maintenance	127.00
227171	Jock's Nitch	11	VP for Student Affairs	Athletic Supplies	96.00
227172	John Deere Financial	11	Cross Country	Athletic Supplies	103.95
227172	John Deere Financial	11	Maintenance of Equipment	Maintenance Supplies	7.68
227172	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	53.98
227172	John Deere Financial	16	Parkford Apartments	Maintenance Supplies	57.99
227172	John Deere Financial	16	Parkford Apartments	Maintenance Supplies	17.99
227173	Kansas One-Call System Inc	11	Maintenance of Buildings	Mtc & Service Agreements	5.32
227174	Leahy, John F	11	Theater	Drama Supplies	334.81
227175	Leffler, Lyvier L	11	President	Business Travel	91.12
227176	Locke Supply Co	11	Major Projects	Buildings	967.71
227177	Lone Tree Gun Club	11	Shooting Sports	Athletic Supplies	1,245.00
227178	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	640.00
227178	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	452.00
227179	Medco Supply Company	11	Athletic Trainer	Athletic Supplies	58.96
227179	Medco Supply Company	11	Athletic Trainer	Athletic Supplies	210.36
227179	Medco Supply Company	11	Athletic Trainer	Athletic Supplies	501.46
227179	Medco Supply Company	11	Athletic Trainer	Athletic Supplies	19.04
227179	Medco Supply Company	11	Athletic Trainer	Athletic Supplies	12.25
227180	Neely, Dave	11	Women's Basketball	Entry Fees	165.00
227181	New Wave Broadband	11	Baseball	Mtc & Service Agreements	100.00
227182	Nichols, Kayle Delroy	11	No Center	Accts Recv/Students	500.00
227183	O'Reilly Auto Stores Inc	11	Maintenance of Equipment	Maintenance Supplies	8.45
227183	O'Reilly Auto Stores Inc	11	Maintenance of Equipment	Maintenance Supplies	133.98
227184	Peters, Lauren Nicole	70	No Center	Softball	55.57
227185	Pizza Hut	11	Cross Country	Athletic Team Travel	24.96
227186	Rookies Sports Bar & Grill	70	No Center	Athletics	231.00
227186	Rookies Sports Bar & Grill	70	No Center	Athletics	-231.00
227187	Sam and Louie's	11	Theater	Meetings & Hospitality	30.99
227187	Sam and Louie's	11	Theater	Meetings & Hospitality	57.00
227187	Sam and Louie's	11	Theater	Meetings & Hospitality	87.20
227188	Scott, Clayton Eugene	11	No Center	Accts Recv/Students	570.00
227189	Snyder, Shiloh Aiden	11	No Center	Accts Recv/Students	1,162.00
227190	Spirit Products Ltd	16	Bookstore	C of GS/Gifts	164.40
227191	Sports Locker	11	Men's Basketball	Athletic Apparel	609.00
227191	Sports Locker	11	Men's Basketball	Athletic Uniforms	215.00
227191	Sports Locker	11	Baseball	Athletic Apparel	315.00
227191	Sports Locker	11	Baseball	Athletic Apparel	263.50

PAGE TOTALS

25,144.97

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227191	Sports Locker	11	Cheerleader/Dance	Athletic Supplies	202.50
227192	Sterling 6 Theatres	16	Student Housing/Program	Student Activities	939.55
227193	TOAST	12	Early Childhood Educ	Meetings & Hospitality	170.00
227194	Taylor, Rhett	11	Livestock Judging	Athletic Team Travel	330.94
227195	Texas Life Insurance Company	11	No Center	Texas Life Insurance	44.55
227196	Thompson Brothers Supply Inc	11	Maintenance of Buildings	Mtc & Service Agreements	45.00
227197	Triple K Parts & Service	11	Maintenance of Equipment	Maintenance Supplies	78.90
227198	UPS	16	Bookstore	Postage	262.45
227198	UPS	16	Bookstore	Postage	236.04
227198	UPS	16	Bookstore	Postage	272.68
227199	USD # 257, Iola High School	11	Concurrent Dual Credit	Misc Contractual Service	1,800.00
227200	USPS-POC	11	Campus Services	Postage	4,000.00
227201	Weir, Leslie M	11	Professional Development	Wellness Prgm Supplies	429.00
227202	Wichita State University	11	Dean for Academic Affair	Institutional Dues	125.00
227212	Cardmember Service	11	English	Athletic Team Travel	259.50
227212	Cardmember Service	11	English	Athletic Team Travel	132.06
227212	Cardmember Service	11	English	Athletic Team Travel	38.64
227212	Cardmember Service	11	English	Athletic Team Travel	68.08
227212	Cardmember Service	11	Mathematics	Professional Memberships	111.00
227212	Cardmember Service	11	Fitness Center	Athletic Supplies	518.91
227212	Cardmember Service	11	Online Learning	Business Travel	686.95
227212	Cardmember Service	11	Online Learning	Business Travel	2,267.84
227212	Cardmember Service	11	Online Learning	Conferences & Workshops	3,980.00
227212	Cardmember Service	11	Concurrent Dual Credit	Conferences & Workshops	620.00
227212	Cardmember Service	11	Library	Meetings & Hospitality	40.03
227212	Cardmember Service	11	VP for Academic Affairs	Business Travel	451.72
227212	Cardmember Service	11	Professional Development	Business Travel	1,345.36
227212	Cardmember Service	11	Professional Development	Business Travel	1,355.16
227212	Cardmember Service	11	Director of Athletics	Business Travel	3.12
227212	Cardmember Service	11	Men's Basketball	Athletic Team Travel	299.60
227212	Cardmember Service	11	Track	Athletic Supplies	517.50
227212	Cardmember Service	11	Track	Athletic Supplies	538.00
227212	Cardmember Service	11	Softball	Athletic Team Travel	12.81
227212	Cardmember Service	11	Softball	Athletic Team Travel	224.47
227212	Cardmember Service	11	Softball	Athletic Team Travel	208.56
227212	Cardmember Service	11	Baseball	Athletic Supplies	1,046.99
227212	Cardmember Service	11	Volleyball	Athletic Team Travel	143.60
227212	Cardmember Service	11	Volleyball	Athletic Team Travel	143.59
227212	Cardmember Service	11	Volleyball	Athletic Team Travel	201.75
227212	Cardmember Service	11	Volleyball	Athletic Team Travel	191.09
227212	Cardmember Service	11	Volleyball	Athletic Team Travel	188.23
227212	Cardmember Service	11	Cross Country	Athletic Team Travel	10.43
227212	Cardmember Service	11	Cross Country	Athletic Team Travel	52.00
227212	Cardmember Service	11	Cross Country	Athletic Team Travel	13.92

PAGE TOTALS

24,607.52

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227212	Cardmember Service	11	Cross Country	Athletic Team Travel	408.27
227212	Cardmember Service	11	Cross Country	Athletic Team Travel	47.37
227212	Cardmember Service	11	Cross Country	Entry Fees	68.00
227212	Cardmember Service	11	Cross Country	Recognition Supplies	67.83
227212	Cardmember Service	11	Cross Country	Recognition Supplies	117.40
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	49.69
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	70.60
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	262.27
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	66.52
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	24.42
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	358.73
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	71.70
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	81.20
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	441.87
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	62.30
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	97.88
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	62.25
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	132.60
227212	Cardmember Service	11	Livestock Judging	Athletic Team Travel	433.17
227212	Cardmember Service	11	Livestock Judging	Entry Fees	120.00
227212	Cardmember Service	11	Men's Soccer	Athletic Team Travel	210.00
227212	Cardmember Service	11	Men's Soccer	Athletic Team Travel	230.95
227212	Cardmember Service	11	Men's Soccer	Athletic Team Travel	319.67
227212	Cardmember Service	11	Men's Soccer	Athletic Team Travel	210.00
227212	Cardmember Service	11	Women's Soccer	Business Travel	31.88
227212	Cardmember Service	11	Women's Soccer	Business Travel	68.60
227212	Cardmember Service	11	Women's Soccer	Business Travel	14.94
227212	Cardmember Service	11	Women's Soccer	Athletic Team Travel	180.32
227212	Cardmember Service	11	Women's Soccer	Athletic Team Travel	8.48
227212	Cardmember Service	11	Women's Soccer	Athletic Team Travel	280.55
227212	Cardmember Service	11	Women's Soccer	Athletic Team Travel	275.00
227212	Cardmember Service	11	Women's Soccer	Athletic Team Travel	8.48
227212	Cardmember Service	11	Shooting Sports	Athletic Uniforms	1,334.95
227212	Cardmember Service	11	Shooting Sports	Miscellaneous Supplies	65.31
227212	Cardmember Service	11	Music	Professional Memberships	129.00
227212	Cardmember Service	11	Music	Instructional Supplies	651.42
227212	Cardmember Service	11	Music	Office Supplies	54.99
227212	Cardmember Service	11	Theater	Athletic Team Travel	195.80
227212	Cardmember Service	11	Theater	Athletic Team Travel	4,303.94
227212	Cardmember Service	11	Theater	Drama Supplies	26.64
227212	Cardmember Service	11	Theater	Drama Supplies	253.00
227212	Cardmember Service	11	Theater	Drama Supplies	1,082.44
227212	Cardmember Service	11	Theater	Drama Supplies	141.38
227212	Cardmember Service	11	Theater	Drama Supplies	168.25

PAGE TOTALS

13,290.06

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227212	Cardmember Service	11	Theater	Drama Supplies	442.88
227212	Cardmember Service	11	Theater	Drama Supplies	78.45
227212	Cardmember Service	11	Theater	Drama Supplies	132.08
227212	Cardmember Service	11	Theater	Drama Supplies	349.00
227212	Cardmember Service	11	Theater	Drama Supplies	76.14
227212	Cardmember Service	11	Theater	Drama Supplies	231.69
227212	Cardmember Service	11	Theater	Drama Supplies	114.60
227212	Cardmember Service	11	Theater	Drama Supplies	-36.02
227212	Cardmember Service	11	Theater	Drama Supplies	394.80
227212	Cardmember Service	11	Theater	Drama Supplies	128.68
227212	Cardmember Service	11	Theater	Drama Supplies	195.76
227212	Cardmember Service	11	Theater	Drama Supplies	278.00
227212	Cardmember Service	11	Theater	Drama Supplies	487.06
227212	Cardmember Service	11	Theater	Drama Supplies	46.94
227212	Cardmember Service	11	Phi Theta Kappa	Meetings & Hospitality	98.92
227212	Cardmember Service	11	Phi Theta Kappa	Office Supplies	13.00
227212	Cardmember Service	11	Phi Theta Kappa	Athletic Apparel	206.99
227212	Cardmember Service	11	Information Tech (IT)	Telephone/	45.48
227212	Cardmember Service	11	Information Tech (IT)	Misc Contractual Service	2,400.00
227212	Cardmember Service	11	Information Tech (IT)	Data Processing Supplies	531.90
227212	Cardmember Service	11	Maintenance of Buildings	Business Travel	466.52
227212	Cardmember Service	11	Maintenance of Buildings	Business Travel	59.68
227212	Cardmember Service	12	Agriculture	Meetings & Hospitality	144.11
227212	Cardmember Service	12	Allied Health	Testing Fees	205.00
227212	Cardmember Service	16	Bookstore	Office Supplies	109.04
227212	Cardmember Service	16	Bookstore	Office Supplies	21.24
227212	Cardmember Service	16	Bookstore	Office Supplies	149.29
227212	Cardmember Service	16	Bookstore	Office Supplies	5.85
227212	Cardmember Service	16	Bookstore	Office Supplies	14.16
227212	Cardmember Service	16	Bookstore	C of GS/Supplies	304.75
227212	Cardmember Service	16	Bookstore	C of GS/Supplies	207.04
227212	Cardmember Service	16	Bookstore	C of GS/Supplies	64.96
227212	Cardmember Service	16	Bookstore	C of GS/Supplies	16.82
227219	Cardmember Service	11	English	Conferences & Workshops	25.00
227219	Cardmember Service	11	Fitness Center	Repairs & Maintenance	424.11
227219	Cardmember Service	11	Online Learning	Instructional Supplies	462.00
227219	Cardmember Service	11	Professional Development	Conferences & Workshops	100.00
227219	Cardmember Service	11	Professional Development	Conferences & Workshops	1,599.00
227219	Cardmember Service	11	Campus Services	Office Supplies	23.47
227219	Cardmember Service	11	Marketing	Printing	1,925.99
227219	Cardmember Service	11	Marketing	Advertising	35.00
227219	Cardmember Service	11	Marketing	Advertising	500.00
227219	Cardmember Service	11	Marketing	Advertising	269.15
227219	Cardmember Service	11	Softball	Athletic Supplies	167.89

PAGE TOTALS

13,516.42

Allen County Community College
Bills Presented for Ratification
From: 09/27/2025 To 10/07/2025

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227219	Cardmember Service	11	Baseball	Athletic Supplies	37.90
227219	Cardmember Service	11	Baseball	Athletic Supplies	24.74
227219	Cardmember Service	11	Baseball	Athletic Supplies	176.95
227219	Cardmember Service	11	Volleyball	Athletic Team Travel	227.02
227219	Cardmember Service	11	Volleyball	Athletic Team Travel	1,843.56
227219	Cardmember Service	11	Volleyball	Athletic Team Travel	167.92
227219	Cardmember Service	11	Volleyball	Athletic Team Travel	110.27
227219	Cardmember Service	11	Volleyball	Athletic Team Travel	181.11
227219	Cardmember Service	11	Volleyball	Athletic Team Travel	211.67
227219	Cardmember Service	11	Cross Country	Athletic Team Travel	54.14
227219	Cardmember Service	11	Cross Country	Athletic Team Travel	33.37
227219	Cardmember Service	11	Cross Country	Subscriptions	695.13
227219	Cardmember Service	11	Livestock Judging	Athletic Team Travel	55.00
227219	Cardmember Service	11	Livestock Judging	Athletic Team Travel	15.32
227219	Cardmember Service	11	Livestock Judging	Entry Fees	240.00
227219	Cardmember Service	11	Livestock Judging	Entry Fees	40.00
227219	Cardmember Service	11	Livestock Judging	Subscriptions	70.00
227219	Cardmember Service	11	Cheerleader/Dance	Athletic Team Travel	399.50
227219	Cardmember Service	11	Cheerleader/Dance	Athletic Supplies	15.00
227219	Cardmember Service	11	Men's Soccer	Athletic Team Travel	277.00
227219	Cardmember Service	11	Men's Soccer	Athletic Team Travel	220.00
227219	Cardmember Service	11	Men's Soccer	Athletic Team Travel	674.00
227219	Cardmember Service	11	Women's Soccer	Athletic Team Travel	94.13
227219	Cardmember Service	11	Women's Soccer	Athletic Team Travel	242.62
227219	Cardmember Service	11	Women's Soccer	Athletic Team Travel	118.50
227219	Cardmember Service	11	Women's Soccer	Athletic Team Travel	3,174.00
227219	Cardmember Service	11	Women's Soccer	Athletic Team Travel	308.36
227219	Cardmember Service	11	Theater	Conferences & Workshops	400.00
227219	Cardmember Service	11	Theater	Athletic Team Travel	107.77
227219	Cardmember Service	11	Theater	Athletic Team Travel	204.63
227219	Cardmember Service	11	Theater	Athletic Team Travel	20.00
227219	Cardmember Service	11	Theater	Athletic Team Travel	228.00
227219	Cardmember Service	11	Theater	Athletic Team Travel	264.60
227219	Cardmember Service	11	Theater	Athletic Team Travel	267.53
227219	Cardmember Service	11	Theater	Athletic Team Travel	710.20
227219	Cardmember Service	11	Theater	Athletic Team Travel	249.62
227219	Cardmember Service	11	Theater	Athletic Team Travel	105.26
227219	Cardmember Service	11	Theater	Advertising	261.87
227219	Cardmember Service	11	Theater	Advertising	724.92
227219	Cardmember Service	11	Theater	Major Equipment	-420.79
227219	Cardmember Service	11	President	Subscriptions	100.00
227219	Cardmember Service	11	President	Subscriptions	76.00
227219	Cardmember Service	11	Board of Trustees	Meetings & Hospitality	75.00
227219	Cardmember Service	11	Human Resources	Business Travel	35.00

PAGE TOTALS

13,116.82

Allen County Community College
Bills Presented for Ratification
From: 09/27/2025 To 10/07/2025

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227219	Cardmember Service	11	Human Resources	Business Travel	261.03
227219	Cardmember Service	11	Human Resources	Institutional Dues	299.00
227219	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	54.94
227219	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	16.94
227219	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	583.18
227219	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	27.26
227219	Cardmember Service	11	Information Tech (IT)	Data Processing Supplies	228.44
227219	Cardmember Service	11	Information Tech (IT)	Data Processing Supplies	279.98
227219	Cardmember Service	11	Information Tech (IT)	Major Equipment	89.95
227219	Cardmember Service	11	General Inst Expenses	Office Supplies	38.21
227219	Cardmember Service	11	Maintenance of Buildings	Maintenance Supplies	259.46
227219	Cardmember Service	12	Business & Industry	Instructional Supplies	375.00
227219	Cardmember Service	16	Bookstore	Office Supplies	71.72
227219	Cardmember Service	16	Bookstore	Office Supplies	29.98
227219	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	9.55
227219	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	14.85
227219	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	268.86
227219	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	16.08
227219	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	19.08
227219	Cardmember Service	16	Student Housing/Program	Business Travel	125.46
227219	Cardmember Service	70	No Center	Food Pantry 70	653.16
227219	Cardmember Service	70	No Center	Machine&Manufacturing 70	795.00
227219	Cardmember Service	70	No Center	Res Halls Social Fund 70	552.36
227219	Cardmember Service	70	No Center	Res Halls Social Fund 70	148.89
227220	Fuelman	11	Director of Athletics	Gasoline	1,077.37
227220	Fuelman	11	General Inst Expenses	Gasoline	-893.18
227220	Fuelman	11	General Inst Expenses	Gasoline	93.28

PAGE TOTALS 5,495.85
AP GRAND TOTAL 173,474.68

Signed and approved this ____ day of _____, 2025

ATTEST:

Chairman, Board of Trustees

Clerk, Board of Trustees



BOARD REPORT

NOVEMBER 2025

PREPARED BY CHRIS FREELOVE

PRESIDENT LYVIER L LEFFLER, PHD, LMHC

01

PRESIDENT'S REPORT

President – Dr. Lyvier Leffler

- Meeting/Engagement Dates:
 - October 6th – Iola Industries
 - October 6th – Meeting with Camille Lavon, Economic Development Director
 - October 7th – Kansas Jayhawk Community College Conference
 - October 7th – Meeting with Faculty Senate President
 - October 8th – Ribbon Cutting Ceremony Cubs Community Care Center – Humbolt, KS
 - October 9th – Community Conversation regarding Hospital and Sales Tax.
 - October 13th – Tour B & W Trailers - Humboldt
 - October 15th – Family Art Night – Community Event on Campus
 - October 16th – Senator Holscher Campus visit
 - October 17th – Meeting with Camille Lavon, Economic Development Director
 - October 17th-18th- Farm to City Days
 - October 20th – Admin Leadership meeting with Camille Lavon
 - October 20th – Allen Player of the Month @ Rookies
 - October 20th – All Staff and Faculty Campus Meeting
 - October 20th - Teagan Kern, from SEKMHC, presenting on Conflict Resolution
 - October 23rd – Facilities Partnership Meeting USD 257
 - October 23rd – Candidate Meet and Greet Board Candidates– Community Event
 - October 24th – Scholarship Luncheon
 - October 27th – Allen Administration meets with Santa Fe Trail USD Administration - @ Santa Fe
 - October 28th – Articulation signing between Pittsburg State University and Allen Community College
- Allen Community College has established a new articulation agreement with **Pittsburg State University (PSU)** to strengthen academic pathways for Allen students pursuing bachelor's degrees. This partnership is designed to promote seamless transfer opportunities and further align academic programs between

the two institutions, supporting student success and workforce development in southeast Kansas.

- **Senator Cindy Holscher Campus Visit** – Allen Community College welcomed Senator Cindy Holscher to campus on October 16 for her first visit to Allen. During her visit, Senator Holscher met with Dr. Leffler members of the Board of Trustees, and members of the President’s Cabinet, toured the Career and Technical Education (CTE) programs, and visited with students and faculty. Discussions centered on workforce development, apprenticeship programs, and the college’s role in supporting regional economic growth.
- **Farm-City Days Parade and Community Outreach** - Allen Community College had an excellent showing at this year’s Farm-City Days Parade, with more than 100 student-athletes, cheerleaders, and dancers proudly representing the Red Devils and engaging with community members. The college also hosted a booth at the festival, where staff distributed Allen paraphernalia and program information—drawing strong interest and positive feedback from attendees. The event was a great success and a wonderful reflection of Allen’s community spirit and outreach.

Grant Administrator and Government Relations Officer

- Attended the BAASC and TEA meetings.
- Hosted the visit for Senator Holscher.
- Created invoice for the Education courses to submit for the KU grant.
- Met with Thrive Allen County to discuss collaboration.
- Had a meeting with Kara and Kelly to discuss the CDL program.
- Attended Training on Responsible AI in Higher Education.
- Signed up for Grant Professional Association
- Reviewing potential grant opportunities
 - Sent the faculty a Humanities related grant.
 - Found a health-related grant.
 - Looking into the Walmart Spark grant.
- Met with Charlie from Assel Services to discuss the EDA grant.
- Attending weekly president's meeting.

Director of Institutional Effectiveness and Research - Jacob Reichard

- The Fall Census report for KBOR is currently open and I am working with Doug to finalize it by the end of the month. Once it is complete, Dr. Leffler will certify that the data is correct before it is submitted.
- We continued to have multiple Jenzabar One training sessions throughout the month. As we are getting closer to our go-live date in March, we are starting to go through advanced training. During these training sessions, we review processes that we will utilize in J1 after going live. Training areas have included Financial Aid, Business Office, Registrar, Advising, Admissions, Information Technology, and Advancement. We are also working with the implementation

group to help create different reports and back-end items that will help create charges, offer refunds, and give us the data we need in our day-to-day workflows.

- I pulled together information for school specific data looking at ACC students at high schools and their success rates. These reports will be utilized to ensure that we are doing our best to help our high school students succeed.
- Terri Fahnestock and I are leading the AI Taskforce group and looking at how Allen should handle the usage of Artificial Intelligence in both the classroom and the office setting. Our group has met once so far and is researching what other institutions and entities are using for their AI policy.

Upcoming Conferences, Events, and Reports

- Fall Census report is due November 21 and certified by December 5.
- IPEDS winter collection opens on December 3 and will close at the beginning of February.

Director of Advancement –

Director of Human Resources – Karen Gillespie

HR Projects:

- Human Resources, in coordination with Institutional Effectiveness and Research, assisted with the collection of the Employee Perception Survey. We had an 80.3% response rate this year, which is an increase of over 30% participation. HR will provide a quick preview of some results and next action timeline for the board at the November board meeting.
- Since the last board meeting we have filled the Marketing Coordinator, Administrative Assistant for Plant Operations, Allied Health Coordinator, and two Agriculture Education Instructor positions. We are in the interview process for Health Professions Instructor, Computer Science Instructor, Psychology Instructor, Director of Advancement, and Sports Information Director positions.
- Watch for the updated Human Resources Policies to be shared this week for board review. These policies were reviewed by President's Cabinet and provided to employees for review and feedback. We are asking for board approval. I would also like approval to change the section of "Personnel" policies to a more up to date term of "Human Resources".
- The Director of Human Resources is currently the chair of the Professional Development and Benefit's and Wellness Committee. There is a lot of great work being done that should be value-adds in the near future for Allen Community College employees.
- Human Resources has been working more on Soft Docs transition. The goal for employee files to be uploaded to Soft Docs is by the end of 2025.
- Human Resources is in the process of implementing an Applicant Tracking System through J1. This will streamline candidate application process, position






request process, posting of positions, applicant tracking, hiring committee reviews, and position hiring within the new J1 system.

Director of Public Relations & Marketing – Brad Henderson

Communication Report

The Allen Details is a weekly communication delivered every Wednesday of Allen news and information for faculty and staff.

Analytics of each report from October are as follows:

	11/3/2025 Allen Details (Oct. 29, 2025)	58 Total views	3 min Avg time spent	68% Avg completion	10 glanced 23 quick read 25 deep read
	10/22/2025 Allen Details (Oct. 22, 2025)	66 Total views	3 min Avg time spent	64% Avg completion	16 glanced 20 quick read 30 deep read
	10/15/2025 Allen Details (Oct. 15, 2025)	85 Total views	3 min Avg time spent	53% Avg completion	30 glanced 31 quick read 24 deep read
	10/8/2025 Allen Details (Oct. 8, 2025)	83 Total views	4 min Avg time spent	72% Avg completion	21 glanced 34 quick read 28 deep read
	10/3/2025 Allen Details (Oct. 1, 2025)	84 Total views	3 min Avg time spent	62% Avg completion	19 glanced 37 quick read 28 deep read

Media Report

The articles below contain references (mentions) to Allen Community College during the month of October.

[Come meet your local candidates Thursday - The Iola Register](#) The Iola Register, The Iola Register will host a candidate meet-and-greet Thursday at 20 W. Jackson for Iola City Council, USD 257 and **Allen Community College** hopefuls.

[Pricey projects perplex college trustees - The Iola Register](#) The Iola Register, After their second extended discussion within a month on how to get **Allen Community College's** facilities up to date, ACC agreed on one thing ...

[Red Devils down Labette in 5-set thriller - The Iola Register](#) The Iola Register, Following Wednesday's win against Labette County Community College, the **Allen Community College Red Devils** have a full head of steam for next ...

[Stanger sinks game-winning goal - The Iola Register](#) The Iola Register, Needing to win their last three games to qualify for the postseason, the **Allen Community College Red Devils** are almost there after edging Highland ...

[Cooperation between Iola school and ACC athletics could benefit both](#) The Iola Register, Discussions of a potential collaboration between the Iola School District and **Allen Community College** regarding use of athletic facilities have ...

[Jeffrey \(Jeff\) Duane Pickett - Johnson County Post](#) Johnson County Post, He then attended **Allen County Community College** where he was recruited ... **City Hospice House** Donate 12000 Wornall Road, Kansas **City**, Missouri 64145.

[Allen opens postseason against top-ranked JCCC - The Iola Register](#)The Iola Register, The **Allen Community College** Red Devils will take on the nation's top-ranked NJCAA women's soccer program after qualifying for the regional ...

[Masterson remains a 'Mustang at heart' - The Iola Register](#)The Iola Register, Masterson remains a 'Mustang at heart'. After retiring as long-time president at **Allen Community College**, John Masterson didn't stray far away from ...

[Allen looks to bounce back against Labette - The Iola Register](#)

The Iola RegisterThe **Allen Red Devils** hope to return to form after falling in three of four contests while on the road Friday for the Central Iowa Triton ...

[Red Devils one victory away from postseason - The Iola Register](#)The Iola

RegisterDespite falling to Pratt Community College 2-1 Saturday, the **Allen Red Devils** are not out of the postseason picture just yet.

[Allen CC Scout Day: Stat Story - Prep Baseball Report](#)Prep Baseball Report... **Allen Community College** in Iola, KS. More than 20 members of the Allen CC program participated in a pro-style workout in front of our staff ...

[ECC drops two at tournament | Sports | timescitizen.com](#)The Times CitizenIowa Central Tournament. Friday at Fort Dodge. ECC: lost to Neosho **County Community College** 25-23, 25-17, 25-9; lost to **Allen** ...

[Allen Community College Hosts Family Art Night - Ad Astra Radio](#)Ad Astra RadioAllen Community College President **Lyvier Leffler** helps at one of the crafting tables at the annual Family Art Night on Wednesday, Oct. 15. (Bottom) ...

[Allen Community College expands online learning with ed2go partnership - KOAM](#)KOAMALLEN COUNTY, Kan. (KOAM) - **Allen Community College** is offering flexible and affordable online learning opportunities through a new partnership ...

[Allen Community College expands access to career training with ed2go online courses](#)Ad Astra RadioIOLA, Kan. — **Allen Community College** is now offering flexible, affordable online learning opportunities through a new partnership with ed2go, ...

[Allen Community College Hosts Family Art Night - Ad Astra Radio](#)Ad Astra RadioIOLA, Kan. — Children in costume filled the **Allen Community College** Student Center Wednesday evening for Family Art Night, a free community event ...

[Partnership enhances healthcare and education in Humboldt | KSNF/KODE](#)

FourStatesHomepage.comThe building is a collaboration among Humboldt Schools, Southeast Kansas Mental Health, Ashley Clinic, and **Allen Community College**. Humboldt ...

[Allen snaps month-long losing streak - The Iola Register](#)

The Iola RegisterThanks to a pair of goals by **Red Devils** sophomore Bernard Agbavor and a six-save performance by sophomore goalkeeper Race Finley, **Allen's** month of ...

[Red Devil's 11-0 blowout snaps slide - The Iola Register](#)

The **Iola Register** **Red Devil's** 11-0 blowout snaps slide. The **Allen Community College Red Devils** snapped their four-game losing streak with a few fireworks during ...

[Allen downs fourth-ranked JCCC - Ad Astra Radio](#)

Ad Astra RadioThe **Allen Red Devils** took down Johnson Community College for the first time since 2002 during Wednesday's five-set thriller on Neil Crane Court.

[Red Devils blank Blue Devils, 3-0 - The Iola Register](#)

The Iola Register... **City Kansas Community College** Saturday. By JIMMY POTTS · Sports. October 13, 2025 - 4:13 PM. Race Finley, **Allen** freshman goalie, leaps up to snatch ...

[Red Devils Volleyball return to form in Fort Scott - Ad Astra Radio](#)

Ad Astra RadioThe **Allen Community College** volleyball team is on a two-game winning streak after sweeping Fort Scott Wednesday night. The Allen Red Devils seem ...

[Allen Men's Soccer win at Southeast - Ad Astra Radio](#)

Ad Astra RadioThe Red Devils needed the momentum; Jayhawk Conference foe Kansas **City Kansas Community College** comes to town Saturday. Outshooting Southeast 15-1, ...

[Red Devil Men's Soccer blank Blue Devils, 3-0 - Ad Astra Radio](#)

Ad Astra RadioThe **Allen Community College** Red Devils made a splash with their first Jayhawk Conference victory coming at the expense of Kansas City Kansas ...

[Red Devils can't keep up with JCCC Saturday - The Iola Register](#)

The Iola RegisterThe **Allen Community College** Red Devils' losing streak hit four games following Saturday's 3-1 loss to Johnson County Community College.

[Mweli's two goals not enough - The Iola Register](#)

The Iola Register... **Allen** Red Devils back into contention during Saturday's game against Johnson **County Community College**. The Red Devils lost 4-2. Mweli reached the ...

[ACC Student Musicians Showcase Talent at Fall Recital - Ad Astra Radio](#)

Ad Astra RadioIOLA, Kan. (Oct. 2, 2025) — **Allen Community College** student musicians performed a variety of instrumental, vocal and piano selections during the ...

[Brawl blemishes ACC program - The Iola Register](#)

The Iola RegisterA bench-clearing scuffle followed **Allen's** loss to Neosho **County Community College** on Wednesday, exacerbating an already intense rivalry. Photo by ...

[Allen shutout loss ends with scuffle - The Iola Register](#)

The Iola RegisterThe **Allen Community College** Red Devils' pursuit of their first Jayhawk Conference win spiraled out of control after Wednesday's 1-0 loss to ...

[Red Devils named in NJCAA top 25 - The Iola Register](#)

The Iola RegisterFor the first time this season, an **Allen Community College** team broke into the national NJCAA top 25 rankings. Hot off upsetting Johnson County ...

College talks future of aging dorms, The Iola Register 9/30/25

<https://www.iolaregister.com/news/local-news/college-talks-future-aging-dorms>

Haefele playing volleyball at Allen County, The Miami County Republic 09/25/25

<https://www.republic-online.com/haefele-playing-volleyball-at-allen-county/>

Allen downs fourth-ranked JCCC, Iola Register 09/25/25

<https://www.iolaregister.com/sports/allen-downs-top-ranked-jccc>

Allen Volleyball Splits Matches at KCK Tourney, Ad Astra Radio 09/24/25

<https://www.adastraradio.com/iola-sports/allen-volleyball-splits-matches-at-kck-tourney/>

College to discuss facilities needs, Iola Register 09/24/25

<https://www.iolaregister.com/news/local-news/college-to-discuss-facilities-needs>

Indy Sweep extends ACC Volleyball Sweep, Ad Astra Radio 09/22/25

<https://www.adastraradio.com/iola-sports/indy-sweep-extends-acc-streak/>

02

ACADEMIC AFFAIRS REPORT

Vice President for Academic Affairs – Dr. Kara Wheeler

- Dr. Leffler, Cami, Lauren, and I continue to visit high schools to understand their needs and to share data with them on the success of their students in our classes from the previous year. We visited Santa Fe Trail this month.
- Worked with our team to continue implementation of J1. Attended Advanced Registration and Advising Trainings, and assisted with our Refund Process and with the JICS rollout. Testing and final work has begun in the system since we go live in less than 4 months.
- Working with Pittsburg State and Kelly on articulation agreements between our apprenticeships moving to AAS awards and then to PSU for work towards bachelor's degrees. Dr. Leffler attended the signing of the MOU.
- Coursera implementation is moving forward. IT is continuing to work with their team to establish API's. We are doing the pre-build work for the catalog, course scheduling, and curriculum processes.
- The expansion committee met to discuss ideas on how to expand or bring back more of a presence in the northern tier. We identified the issues at our first meeting. Different team members are pulling together information for our next meeting looking at solutions.

KBOR:

- The SWGEC (Systemwide Gen Ed Council) met in October to review the language regarding the SWGEC in KBOR policy. Gearing up for next collection in January by all colleges.

Faculty Senate (Anne Marie Foley):

New Items

- *Disability Handbook: Voted to Move forward:* Faculty Senate approved the development of a revised Disability Handbook to improve ADA compliance, clarify accommodation procedures, and strengthen collaboration between Academic Affairs and Student Services.
- *Faculty Credential Policy: Voted to move forward:* The revised Faculty Credential Policy will streamline verification processes. Faculty Senate President will bring this forward to administration.
- *Survey on Administration:* Faculty feedback indicated improvements in communication and visibility from leadership:
 - **President:** Increased engagement noted; continued follow-through requested.
 - **Vice President for Academic Affairs:** Weekly updates and monthly meetings viewed positively; more faculty consultation recommended.
 - **Dean for Academic Affairs:** Faculty praised accessibility; faculty noted the Dean being overworked.

Updates from October 2025 on Approved Concerns/Issues

- Drop Dates:
 - **Completed:**
 - **High School Updates Committee Created:** Members include Kara, Lauren, Christa, Sherry, and Erin
 - **In Progress:**
 - **High School Updates Committee:** Reviewing end-to-end processes, identifying gaps, and meeting with schools to improve communication and concurrent student procedures.
 - **Student Impact:** Faculty Senate collaborating with Director of Financial Aid and Registrar to develop faculty reference materials.
 - **Payment Holds:** Rather than automatically dropping students with unpaid balances, the team is exploring “payment holds,” which would restrict future registration without removing students from current courses.
 - **Needs to Be Addressed**
 - The Faculty Senate President will schedule a meeting with the Director of Enrollment Management to discuss recurring errors and potential systemic issues.
 - The Faculty Senate Executive Team will schedule a meeting with Vice President for Student Affairs and Vice President for Finance and Operations to address faculty concerns.
- Technology/Classroom Issues:
 - **Completed**
 - Collected data on internet connectivity issues.
 - Presented the outdated Technology Plan to Cabinet for review; Vice President of Finance and Operations was tasked with developing a structured replacement and rotation schedule.

- Repeated internet connectivity concerns were elevated to Cabinet for ongoing tracking and discussion.
- Began collaboration with the 2030 Committee to address technology and HyFlex classroom issues.
- **In Progress**
 - **Faculty Technology Survey:** The Faculty Senate President is working with the Chair of the 2030 Committee to create a comprehensive faculty technology survey.
 - **HLC-Compliant Technology Plan:** A new plan is being drafted, as the college is currently two years out of alignment with HLC requirements.
 - **Theater Building:** Working with Facilities to ensure cleanliness and maintenance meet instructional standards.
 - **Internet Connectivity Examples:** Specific examples will be shared with Administration and IT for further review.
 - **Training and Support:** Dean for Academic Affairs will share new ideas with the Faculty Senate Executive Team for presentation to the full Faculty Senate.
- **Needs to Be Addressed**
 - Follow up on training and support initiatives for technology integration.
 - Launch and analyze results from the faculty technology survey in collaboration with the 2030 Committee.
 - Publish a clear technology replacement and upgrade cycle for offices and classrooms.
 - Consider implementing a formal IT ticketing system to increase accountability and track issue resolution.
- Administrative Support/Communication/Representation Issues
 - **Completed**
 - Vice President for Academic Affairs & Dean for Academic Affairs implemented biweekly lunch meetings with Faculty Senate Executive Team ensure open communication and continuous progress on key issues.
 - President met with Faculty Senate President to develop and implement strategies for a more visible and engaged presidential presence on campus.
 - Vice President for Academic Affairs established optional monthly academic meetings and weekly Friday update emails to keep faculty informed about ongoing events, changes, and updates.
 - **In Progress**
 - **Faculty Senate President:** Approved to meet monthly with the President of Allen and will begin setting up those meetings.

- Approved a special faculty senate meeting with President and will begin to schedule
 - **Survey and Feedback:** After one month of administrative changes, faculty were surveyed for feedback and results are being shared in a more extension report to administration.
- Calendar Issues
 - **Completed**
 - The Summer 2027 term will no longer include the additional July break to ensure an uninterrupted schedule.
 - **In Progress**
 - **Drop Date and Payment Process Review:** Vice President for Academic Affairs and Director of High School Partnerships are mapping the entire high school student experience to identify communication and workflow breakdowns involving faculty.
 - **Payment Holds Proposal:** The team continues evaluating the use of payment holds that prevent future registration but maintain current enrollment.
- Access to Policies
 - **Completed**
 - Administration created a Policies & Procedures section in the MyAllen Portal for faculty and staff to access and comment on.
 - **In Progress**
 - Additional policies and procedures to be added to the MyAllen Portal.
 - A policy flowchart is being developed to clarify distinctions between board-level and administrative-level authority.
 - A Faculty Senate Policy Committee is being formed.
- Protection for international students
 - **In Progress:**
 - Vice President for Academic Affairs submitted a “Draft Policy/Procedure for Faculty Senate” on October 16, 2025, modeled after Johnson County Community College’s approach. Policy focuses on attendance-related withdrawals and visa compliance.
- Initiatives and Projects in Progress:
 - **Terri Fahnstock:** “AI Task Force is surveying the students in regards to their use and experience of AI. In November, a survey will be sent to faculty.”
 - **Tricia Stogsdill:** “We have started a Free High School Theatre Initiative aimed to provide access for High School Students to see any Allen Theatre & Film Production for Free. We have seen a real increase in area student attendance, and we also started doing a High School Preview

Matinee to serve even more students! We will have numbers on this after the production. Allen Theatre & Film is also handing out candy and shelf-stable food items to kids at their annual Halloween Event on South Highland Avenue in Chanute to help counteract food insecurity.”

- **Christa Ziegler:** “The Northern Tier position was officially closed, and the college has decided to move in a different direction. They mentioned that while they were open to hiring someone, they didn’t receive any qualified applicants. Instead, they’ve formed a committee made up of representatives from across the Northern Tier to develop a proposed schedule and identify the space and resources needed to expand offerings, particularly hybrid and HyFlex classes, before presenting a plan to the board. While I understand the reasoning, I still think having a paid position dedicated to this work would be beneficial to ensure the initiative doesn’t lose momentum again. With us now serving on two additional committees, it’s starting to feel a bit overwhelming, especially since this project really deserves more dedicated time and attention. Perhaps once a schedule and space are finalized and the board expresses interest in investing in the Northern Tier’s growth, they might reconsider hiring someone to help sustain and support it’s success.”
- **Travis Robb:** “Sherry is working with the Northern Development group to help build an enrollment in our northern service area. Stan has tentatively agreed to help contribute physical science courses to the course selection next fall.”
- **Anne Marie Foley:** “I am working with a connection at Wichita State University who works in NIAR to provide a private tour for a student that is interested in aerospace engineering. Additionally, I’ve been asked to join a roundtable on my expertise and research with CUNY on rurality. I’m working alongside those scholars to complete the application to present at the conference in 2026. Still working on research between Kingsborough CUNY and Allen - we are attempting to translate data and begin to apply to conferences.”
- Recent or Upcoming Events:
 - Amy Lemer: Erin O’Keefe, Amy Lemer, Jean Swillum, and Susan McKinnis attended a Corequisite Symposium at Barton Community College on Oct. 24
 - Anne Marie Foley: On November 13, I will be presenting on a panel at Brandeis (via zoom)
 - Tricia Stogsdill: Our Fall Production, True West is running November 7-8, with an understudy show November 12, and a second weekend November 14-15 at 7:30pm in the Allen Theater on the Iola Campus
 - Jon Wells: America 250 celebration
- *Accolades or recognitions*

- Amy Lemer: Terri Fahnestock did a great job decorating the A-complex for Halloween!

Faculty and Classes (Melanie Wallace):

- Interviews for Agriculture, Computer Science and Allied Health Instructor openings have concluded, and Psychology Instructor interviews are scheduled. All positions will be for a January 2026 start date.
- Fall semester observations/evaluations of our full-time faculty and our adjunct faculty have concluded.
- The theatre department is ready for their fall production *True West* which will take place November 7th, 8th, 12th, 14th and 15th.
- The graphic design and criminal justice programs will travel to Franklin County (Ottawa High School) for their Career Day on November 5th.
- Nancy Ford has completed all training for our new DTF (Direct to Film) printer. She will be able to train students now and will be able to design, print and press shirts.
- Nancy Ford and Tera Schultz will travel to Uniontown High School to visit art students and engage with them in hands-on design experiences.
- Jon Wells had a speaker come talk with students about options after Allen from Washburn Rural Law Initiative.
- Michael Rasmussen (former student/current employee) and Peyton Thompson (current student/current employee) used their art skills to create a great cut out for Farm City Days for the historical society. Jon Wells included a photo to share on following page.
- I will be traveling to a conference in Pheonix November 9th – 13th to learn more about Competency Based Education.

Online Learning (Jerald Johnson):

- The team has updated the CIT trainings and modules. These are trainings that are used to onboard new instructors and demonstrate different things that are available in Canvas.
- 2nd 8-week classes are underway. All courses were copied and prepared for the start of the term by the online team. We have finished updating master course shells with updated links/e-book information. This process has been going on for a couple of semesters but is currently 100% completed. We are beginning course reviews for designs that have been completed this fall. Each class goes through 3 reviews before it is put on the schedule.

Concurrent/Dual Credit (Lauren Moots):

- Continuing to visit our local area high schools that we serve to discuss how Allen can better partner with them. The group attending those meetings is Dr. Leffler, Dr. Wheeler, Cami Keitel and myself. Upcoming meetings include Shawnee Heights on 12/8, Crest on 11/17 and scheduling Humboldt.
- Almost finished with evaluations for concurrent instructors, have 5 more to complete.

- Enrolling students for spring semester.

CTE & Apprenticeships (Kelly Baker):

- **Apprenticeships**: Grow at Eden childcare center has signed on as an employer partner and has registered seven new apprentices. The lola location has two apprentices and the Parsons locations has 5 apprentices. Six of these apprenticeships are Child Care Development Specialist and one apprenticeship is Early Childhood Educator.
- **Perkins**: 10/02, 10/22: CLNA regional co-chairs met. We have begun building a list for our regional stakeholder team. Our first stakeholder meeting will be held at Neosho CCC on Tuesday, November 4, 2025. Our second stakeholder meeting will be held here at Allen CC on Tuesday, December 2, 2025.
- **Conferences & Meetings**
- 10/7: KS Transportation Local Consult Meeting & Crawford Co Child Care Zone Mtg – Pittsburg
- 10/7: Attended Crawford County Childcare Centers meeting facilitated by Beth Toland. Childcare facility owners/managers attended to learn more about the Child Care Zone grant and to discuss the opportunity for apprenticeships within their centers.
- 10/9 – 10/10: Attended the Kansas Council of Deans and Directors of Continuing Education & Community Service Meeting. WSU-Tech.
- 10/13, 10/15, & 10/29: Met with Camille Lavon and others to work out details for the upcoming Allen County Job Fair on 11/13. Allen CC will have Admissions, HR, and Workforce Development & Apprenticeships in attendance. These three areas met on 10/31 to organize a game plan. During this meeting, it was suggested that we ask our Registrar, Bobbie Haviland, to attend the first part of the event to offer support and answer questions regarding V.A. benefits, as that time (1:00-1:30) has been reserved specifically for veterans.
- 10/17: Teams meeting with Taylor Spangler and Courtney Halsey from the Kansas Office of Apprenticeship. Discussed options/possibilities for being able to facilitate an apprenticeship or a pre-apprenticeship for electrical Lineman. Based on that conversation, it appears that we would be better served to partner with an already existing program as an introductory program (pre-apprenticeship) and/or as an additional location for that already-existing program. I have reached out to Pratt CC to initiate a conversation and am awaiting responses from them.

Library and Tutoring (Virginia):

- Tutoring is going well. Brainfuse is seeing a lot of use, mostly in the Writing Lab. Because of recent personnel changes, Arnold Clem, our contact at Brainfuse, is creating updated instruction videos for faculty and students that will be imbedded in Canvas.
- The library is continuing to see increased circulation since joining the SEKLS consortium. Not only has local circulation gone up, but the amount of books that are sent out to other libraries has tripled.

Upcoming Events:

- November 7th, 8th, 12th, 13th and 14th – *True West* – Allen Theatre 7:30pm
- Fall Break – November 24th – 28th.

03

STUDENT SERVICES REPORT

Vice President for Student Affairs – Cami Keitel**Spring Registration opened Nov 3:**

Spring 2026	Headcount Hours		Spring 2025	Headcount Hours	
Community	0	0	Community	3	27
Concurrent	0	0	Concurrent	396	1825
lola	38	291	lola	318	2926
Online	48	340	Online	833	5959
Online - HS	112	502	Online - HS	831	3681
Totals (Undup Headcount)	244	1600	Totals (Undup Headcount)	1923	14325

Outcomes and Updates:

- Maxient Kickoff meeting to begin development
- Met with Jacob to review Spring 2025 4-day schedule survey
- Received approval to develop an Employee Ambassador Program
- Updating/developing student travel documents
- Working with Student Senate to develop a Student Rights and Responsibilities policy

Admissions and Advising:

- We currently have 40 international student applications for the spring semester. Of these, 3 are planning to participate in track, 1 in women's soccer, and 23 for men's soccer. There are still more applying. We have also started receiving applications for the fall semester.
- We are wrapping up the fall travel season to the KACRAO college planning conferences. So far, we have talked to and received contact information for 222 prospective students. We have also been going to other college and career fairs within our service area.
- We have started receiving requests for attendance at college and career fairs in the spring. Most notably, is a request from a school in Owasso, Oklahoma.

Depending on the J-1 project, we may partner with the Director of High School Partnerships to make this trip.

- 11/6 is Transfer Day on campus for the fall. As of today (10/29) 8 schools have confirmed they will be on campus: Baker University, Bethany College, Emporia State University, MidAmerica Nazarene University, Ottawa University, University of Kansas, Newman University, and Wichita State University.
- 11/7 Jr/Sr Day on campus. We currently have 23 students registered for the event. We have also asked athletics, activities, and academic programs to be a part of an activities fair during the event.
- We are presently finishing advanced J-1 training for Registration and Advising. This training includes reviewing roles and permissions that will be needed for all staff. Additionally, it is identifying what areas staff will need specific training on.
- Kattia and I had our first training on the J-1 Communications + system as well. This system will not only help us to initiate communications via text and email to students, but it will also track the communications in the J-1 system.
- J-1 training for November: 11/10 CRM (Admissions), 11/12 & 11/13 JICS (myAllen portal) training; 11/17, 11/18, 11/19, & 11/20 Communications + training.
- We have also taken approximately 15 international students to the Social Security Office in Independence to apply for their social security cards and begin working as student employees.
- Advisors will begin making advising appointments for spring enrollment once we get through travel and campus events next week.

Financial Aid

- Continuing to receive 25/26 FAFSA's. Disbursing funds weekly once they are complete.
- HEA Title IV programs Recertification still in review status.
- For 25/26, as of 10/28/25 1,982 ISIR's have been received, 1,435 are unduplicated.
- For 26/27, as of 10/28/25 228 ISIR's have been received, 204 are unduplicated. (26/27 FAFSA opened October 1)
- JFA updates related to ISIRS's have been completed for 26/27 year.
- Disbursement for students enrolled in the second eight week sessions only is October 31st.
- FA Staff attended local High Schools for FA visits.
- Requested supervisors update their job descriptions for their student workers to reflect their current responsibilities.
- Assisted Sonia and Katie on the University of Kansas EDU Grant to award \$9,000 in grant funds to students who were eligible.

Student Life

- The October Dairy Queen Night on October 6th saw 142 individuals participate
- The October \$1 Movie Night on October 17th saw 101 individuals participate

Quality Education in a Caring Atmosphere.

- We hosted a Conflict Resolution speaker from SEKMHC on October 20th. Unfortunately no students attended, so I am working with Teagan Kern on how we can better promote or make changes so we can have the presentation in the Spring Semester early on.
- October 28th is the Fourth Annual Allen Elevator Challenge and 31 students are participating
- We partnered with Phi Theta Kappa to do the annual Halloween Costume Contest for both Students and Employees on October 29th in the Student Center Commons
- Student Life is partnered with PTK for Karaoke on October 29th
- I am working with the Allen County Entrepreneurship Community (E-Community) and Nicci Denny to host the annual Youth Entrepreneurship Challenge at Allen. We are looking at an early March date for this event
- We are beginning to research strengthening our Code of Conduct and making appropriate changes to our Appeals process policy. Once completed any updated proposed policy changes will come to the Board of Trustees for final review and approval
- Housing has received 3 housing applications so far for Spring 2026
- Housing held hall meetings on October 21st to inform students about important dates coming up including Fall Break and Winter Break
- With implementation of Jenzabar One (J1), we will need to review and change our Housing Application process in order to utilize the new tools we are gaining from Jenzabar
- Josiah, Alison, Ryan, and John conducted Fire Drills on October 23rd with all halls averaging 3 minutes to evacuate. We will have two more fire drills in the Spring semester
- Research has begun on creating Student Residence Hall Assistants (RAs)
 - Currently we are one of two or three community colleges in the State of Kansas who have Housing but do not have RAs
- November 5th we'll be hosting the next Community Conversation for students with Thrive Allen County.
- Starting November 12th, Hope Unlimited will have their Sexual Assault Advocate on campus from 8:30 am to 12 pm every other Wednesday in the Student Center. Brandy will focus first on connecting with students, and Cami and Josiah are working on finding a private area for her to meet with students when a confidential conversation is needing to be had.
- Student Senate
 - The October 9th Stretch the Stress Away Yoga event was held on the Allen Baseball field and led by Coach Phil Pfeiffer. The event saw a great attendance where the entire infield was full of students participating, and an estimation of 60 to 70 students in attendance

- Rescinded the recognition of Creative Writing Club as the club folded in the Spring 2025 semester.
- Recognized Film Club and Dance Club as new recognized student organizations (RSOs)
- Hosting a Freshmen Townhall meeting on October 28th to discuss the 2027 Graduation date with Registrar Bobbie Haviland attending to answer any questions
- A food committee has been formed with faculty, staff, coaches, students, administration and Miss Cindy to discuss food at Allen
- Senate saw a GREAT turnout for Pink Wednesday with faculty, staff, administration, and students all participating in raising awareness of Breast Cancer
- Five members of Student Senate and the advisor participated in the Moran Trunk or Treat and handed out over 400 pieces of candy to children who attended. Several alumni stopped by and many children enjoyed our Monster van.
- Student Senate plans to participate in the Lola Trunk or Treat on October 31st at Riverside Park
- The Student Senate Executive Board is starting to research strengthening our Student Rights and Responsibilities before approaching the whole Senate on the topic
- **Upcoming Guests**
 - Ryan Bilderback – October 30th, Allen 2030
 - Matthew Gleason – November TBD, College Funding

Registrar

- Completing the 2025-2026 catalog approved by the SAA (State Approving Agency). This has been sent, just waiting for approval. Still waiting for approval.
- Moving files from the “P” drive to Soft Docs. This will be an ongoing process.
- Completing 4th pass validation and will continue J1 training October 27-30 and November 17-20.
- Working on process validation for J1 implementation.
- The Calendar Committee is finalizing the 2026-2027 Academic Calendar.
- Attending the Student Senate Town Hall.

Athletics

- Neil Crane floor naming matching campaign will start on Nov. 1st and run through November.
- Raised over 60k doing the hour-a-thon through adrenaline fundraising from all teams.
- High-Five Fridays will be at Moran elementary on 10/31, Lola on 11/7, Humboldt at 11/14
- Athletics has been going to work KC Current games for fundraising.
- EADA report is finished and locked on 10/22

- Winter sports eligibility is done
- Over 130 athletes participated in the Farm City Day Parade and activities.
- Athletics will be hosted a “Halloween Madness” Oct. 30th in gym with a trunk or treat starting at 6:30 with activities and introduction of Basketball teams.
- Athletes of the month for September were Martha Joseph women’s soccer and Lauren Brumett Volleyball, and Gonzalo Lopez for men’s soccer.
- Shooting Sports
 - Won their division in the virtual league.
 - Hosted Coffeyville for a team event on 10/26.
 - Will go to national Trap competition in Illinois on 11/1 and 11/2.
- Volleyball is currently 18-11 overall and 5-3 in the conference. They are currently in a three-way tie for third place in conference and region.
 - Had their sophomore night in a 5-set win against Labette on 10/22.
 - Play last regular season game against Cowley on 10/29 in Ark City.
- Women’s Soccer finished the season at 8-7-1 and 4th in the region.
 - Will play first round of playoffs at Johnson County CC on 10/29 at 6pm.
 - Will be doing winter soccer for lola Rec on Saturdays.
- Men’s Soccer finished the season 6-7-2 and 4th in region.
 - Will play first round of playoffs at Neosho on 10/20 at 6pm.
 - Will be running winter soccer for lola Rec on Saturdays.
- Cheer/Dance
 - Working on routines for national competition.
 - Have a kids clinic coming up on November 15th and will be performing at halftime of women’s basketball game.
 - Performed during the farm city days.
 - Are at all High Five Fridays and will be performing during Monster Madness
- Cross Country/Track
 - Joules Payan finished 7th in the region for the women.
 - Track will compete in an event in December to get ready for indoor season
- Men’s Basketball
 - Have been playing scrimmages to get ready for the season.
 - First home game will be on Nov. 1st against Friends JV at 4pm
- Women’s Basketball
 - Have been playing scrimmages to get ready for the season.
 - First home game will be on Nov. 1st against Ottawa JV at 2
- All other teams are preparing for their seasons and playing fall games.

Upcoming Events:

November

- 1 Women’s Basketball Ottawa JV 2p
- 1 Men’s Basketball Friends JV 5p
- 1 Spring Academic Scholarship Applications open

- 1 Priority FAFSA deadline for Spring semester
- 3 J-1 FAM Training Financial Aid Training
- 4 J-1 FAM Training Financial Aid Training
- 4 Women's Basketball Tabor JV 6p
- 5 Thrive Allen County Community Conversation with Allen Students
- 6 Transfer Day
- 6 Senate Exec meeting 5:30 pm
- 7 High Five Friday—Iola Elementary (Cheer & Dance/Volleyball)
- 7 Jr/Sr Day
- 7 Allen Theatre Production: True West 7:30 pm
- 8 Allen Theatre Production: True West 7:30 pm
- 12 Allen Theatre Production: True West 7:30 pm
- 13 Student Senate General Meeting 5:30 pm
- 13 Library Bingo Night
- 13 \$1 Movie Night 9 pm
- 14 High Five Friday—Humboldt Elementary (Cheer & Dance/Baseball)
- 14 Women's Basketball Haskell 5p (Rookies Classic)
- 14 Men's Basketball Friends JV 7p (Rookies Classic)
- 14 Allen Theatre Production: True West 7:30 pm
- 15 Women's Basketball Mcpherson JV 5p (Rookies Classic)
- 15 Mens' Basketball Kansas Christian JV 7p (Rookies Classic)
- 15 Allen Theatre Production: True West 7:30 pm
- 15 Cheer Clinic for K-5th
- 21 High Five Friday—Iola Elementary (Cheer & Dance/Baseball)

December

- 2 Allen Improv Show
- 8-10 Finals
- 12 Halls Close for Winter Break

04

FINANCE AND OPERATIONS REPORT

Vice President for Finance and Operations – Matthew Gleason

Business Office – Alicia Sterling

- Initiatives and projects currently in progress:

Quality Education in a Caring Atmosphere.

J1 is continuing and validating information is what everyone is working on. Most process data validations are due by Dec. 5. Payroll has advanced training Nov. 12, 13, and 20th. We are continuing to work in Fund master to make sure accounts are correct. We are also hoping to get a J1 consultant to come to Allen for week to help to make sure are configurations are correct before Go Live.

- Recent or upcoming events:
Spring enrollment has started.
- Accolades or recognitions for team members or departments:
We continue to appreciate the teamwork from other departments as we work together to make sure the validations are correct and any errors are resolved.

Director of IT – Doug Dunlap

- Projects currently in progress:
 - Jenzabar 1 migration Data Validation work
 - Jenzabar 1 process validations
 - Jenzabar 1 Data Conversion cleanup
 - Revisiting where we left off with SoftDocs
 - SSO and Gateway setup for CourseDog – still. Making Progress!
 - Upgrading employee computers from Windows 10 to Windows 11
 - J1 Trainings
 - JICS (portal) setup and work
 - Collaboration on the HS Processes task force – enhancing the experience for high school students
- Recent or Upcoming events:
 - Coursedog implementation
 - GLBA evaluation
 - Enhancing security based on recommendations from Tandem
 - SoftDocs expansion - building forms, workflows, and onboarding other departments
 - Jenzabar Regional Users Group meeting at Bethel College in North Newton.
Well worth the trip. Great sessions, beautiful Campus, beautiful day!

Bookstore Manager – Austin Hendrix

- Initiatives and projects currently in progress:
Currently working to prepare Vital Source ebooks and any physical books we may need for the upcoming spring semester. We are also reorganizing our book shelves.
- Recent or upcoming events:
We have an upcoming Red & Black sale (Our version of Black Friday but a week earlier). Austin recently organized two ping pong tournaments for the students a 1v1 and a 2v2. The students really enjoyed the tournaments! The 1v1 tournament saw 32 players and around 75 to 80 spectators while the 2v2

tournament saw 17 doubles teams and around 60 spectators. Our name the cow and platypus event went well! We had many submissions and many good ideas! Ultimately we went with: Pablo and Clementine aka "Splash 'n Dash" for the Platypus and Cow respectively.

- Accolades or recognitions for team members or departments:
Kristine and Niccole are a huge help and they both do a lot for this area. Kristine surprised Austin with a birthday gathering on the 29th that had several employees stop by and many students too. One of our student employees Jose sat in with Austin when a vendor sales representative came by to speak with him about what clothing products he had, Jose gave a lot of great feedback for the representative on what students like!
- Key statistics and data:
This semester we have 50 ebooks in our Vital Source platform that are active in various classes.
- Other:
Austin also serves as a Math and Writing Tutor in the evenings: He has had around 35 tutoring sessions so far this semester. Lately at least one student coming in each evening during his shift. There is also an online Wichita State student taking a Business Calculus class who is coming in to get tutoring help from Austin in the evenings.

Director Physical Plant and Operations – Ryan Sigg

- Custodial Maintenance:
Our Allen's Custodial Staff has been busy with athletic events, special events, luncheons, and assisting with the transition to the new Facilities Building. We will be implementing better training practices for the staff to improve procedures.
- Grounds Maintenance:
The Grounds Maintenance Staff are wrapping up the testing of the autonomous mower on the softball field. We have been working on collecting data for comparison purposes. They have been moving into the new facilities building and will be wrapping up the evacuation of the old "Tractor Shop".
The sports field irrigation system will be receiving updates with the controls and pump system. We will need to move the controls for the baseball and soccer fields from the Tractor Shop. The controls will be moved into a small building that will be constructed over the in-ground pump for proper protection from the weather. We will be moving the irrigation controls from the softball field, adding to the controller that will serve all three sports fields.
- Automotive/Equipment Maintenance:
Our Automotive and Equipment Maintenance Tech has been keeping up with our vehicle fleet, including car washing, oil services, and repairs. We are still in conversations with vendors of vehicle replacement options. He has also been

assisting with the installation of the new vehicle/equipment washing equipment in the new Maintenance Facilities Building.

Maintenance Techs I & II:

Allen Maintenance Crew has been moving into the new Facilities Building. This transition to the new building has brought out very interesting ancient artifacts of Allen Community College history as we go through dusty boxes that have been found in precarious locations. Some of these items will be a great addition to the new building. We should be completely moved into the new building prior to Thanksgiving Break.

Music Room HVAC package unit is 30 years of age and needs to be replaced. We have attached this project to our Board of Trustees Monthly Update as a Topic of Action to move forward with replacing this unit.

Sandifer Engineering and Controls are still scheduled to replace the security cameras in Horton Hall. They are still waiting for supplies.

Design Mechanical Inc. is installing boiler #3. They had to install new butterfly valves in the piping system while we shut down the chillers and transferred over to the boilers for the winter.

We have interviewed candidates for the Administrative Assistant position. We would like to have this new staff member join us as soon as possible for the sake of moving processes along in our department for efficiency.

Presidential Evaluation Process

December

-Email Board Members Presidential Evaluation Form.

January

-Receive board member evaluations in time to complete evaluation before the February BOT meeting.

-Compile results from evaluations.

February

-Send out a copy of the Evaluation Results with the Board packet for the February Board Meeting.

-Included an executive session within the February BOT meeting for President's Evaluation.

-Collect all evaluations from BOTs after the executive session.

-Have the Board Chair sign the "signature" copy of the evaluation.

-Have the President review and sign the "signature" copy and return it to Board Clerk to be sent to HR Director for filing - make a copy for President's personal file.

-Create a hanging file labeled President's Evaluation and the year for the filing cabinet – include all hard copies.

Dr. Lyvier Leffler - Presidential Evaluation - 1 Year

Please fill out this survey to evaluate Dr. Lyvier Leffler in her role as President of Allen County Community College. The evaluation will be broken up into multiple sections, with each section focusing on a different area or function.

This survey is due by XXXXXX. The results will be provided at the board meeting.

Please rate the President using the following scale: 1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations; 4 = exceeds expectations; 5 = significantly exceeds expectations; DK = Don't Know

*All 1 ratings need to include a comment explaining the rating in the comment field below each set of questions.

* Required

Leadership

1. Please rate the President using the following scale:

1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations; 4 = exceeds expectations; 5 = significantly exceeds expectations; DK = Don't Know

*All 1 ratings need to include a comment explaining the rating in the comment field below each set of questions. *

	1	2	3	4	5	Don't Know
1. Provides leadership for members of the ACC community to progress towards the vision and goals of the College.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Communicates effectively and appropriately with public media to present a positive image of the college as a first-choice option for the students and the community at-large.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Promotes inclusiveness in the College community and provides for involvement of faculty, students and staff in decision-making which affects them and exhibits respect for all groups in the process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Promotes the College through effective interactions with stakeholders at the college: e.g., faculty, staff, constituent leaders, students, Foundation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Actively takes part in campus and community activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Maintains and supports the value of excellence and quality within the college and maintains high standards for ethics, honesty and integrity in all personal and professional matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Comments: (Leadership)

Finance and Accountability

3. Please rate the President using the following scale:

1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations; 4 = exceeds expectations; 5 = significantly exceeds expectations; DK = Don't Know

*All 1 ratings need to include a comment explaining the rating in the comment field below each set of questions. *

	1	2	3	4	5	Don't Know
7. Provides sound fiscal management, including addressing budgetary matters in a way that achieves more efficient and effective use of resources without compromising student success.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Allocates resources and prioritizes the budget to meet the College mission, goals, and strategic plans.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Maintains consistent funding and seeks to maintain current funding levels.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Comments: (Finance and Accountability)

Academic and Student Affairs

5. Please rate the President using the following scale:

1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations; 4 = exceeds expectations; 5 = significantly exceeds expectations; DK = Don't Know

*All 1 ratings need to include a comment explaining the rating in the comment field below each set of questions. *

	1	2	3	4	5	Don't Know
10. Ensures the overall quality and continuous improvement of instruction to meet student needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Ensures credit and non-credit programs meet community needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Ensures a system of continuous curriculum development to meet current community and industry needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Provides effective leadership in establishing and maintaining accessible, comprehensive student services that promote student success.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Promotes access to higher education programs for underserved and disadvantaged populations and support that ensures their success.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Comments: (Academic and Student Affairs)

Student Success

7. Please rate the President using the following scale:

1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations; 4 = exceeds expectations; 5 = significantly exceeds expectations; DK = Don't Know

*All 1 ratings need to include a comment explaining the rating in the comment field below each set of questions. *

	1	2	3	4	5	Don't Know
15. Demonstrates a commitment to student success.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Builds community partners contributing to student success and career readiness through effective interactions at the community, state and county levels.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Ensures collaboration between academic/ instructional affairs and student services on efforts to improve student success.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Recommends budgets based on evidence of program effectiveness and linked to plans to increase rates of student success.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Comments: (Academic and Student Affairs)

Capital Development/Facilities

9. Please rate the President using the following scale:

1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations; 4 = exceeds expectations; 5 = significantly exceeds expectations; DK = Don't Know

*All 1 ratings need to include a comment explaining the rating in the comment field below each set of questions. *

	1	2	3	4	5	Don't Know
19. Ensures maintenance of all capital assets of the College.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Ensures technology is continuously upgraded and used as a tool to promote greater student access, learning options, service, efficiencies and productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Provides sufficient technology and technology support for instruction and College operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Provides effective leadership for implementing technological support of teaching, learning, and the operations of the college to accomplish the strategic goals and priorities of the College.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Comments: (Capital Development/Facilities)

Human Resources

11. Please rate the President using the following scale:

1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations; 4 = exceeds expectations; 5 = significantly exceeds expectations; DK = Don't Know

*All 1 ratings need to include a comment explaining the rating in the comment field below each set of questions. *

	1	2	3	4	5	Don't Know
23. Provides leadership and resources for the professional development of staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Promotes a positive work environment for employees and creates an atmosphere which contributes to positive morale.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. Ensures the College recruits and retains a diverse, qualified and talented workforce.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. Gives recognition due to staff, faculty and administrators for accomplishments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. Comments: (Human Resources)

Advocacy & Communications

13. Please rate the President using the following scale:

1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations; 4 = exceeds expectations; 5 = significantly exceeds expectations; DK = Don't Know

*All 1 ratings need to include a comment explaining the rating in the comment field below each set of questions. *

	1	2	3	4	5	Don't Know
27. Maintains college excellence with national and regional accrediting agencies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. Works effectively with external constituents such as school districts, four-year institutions, governmental agencies, non-profits, foundations, and corporate entities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29. Projects a positive profile and reputation of the College.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Comments: (Advocacy & Communications)

Crisis Preparedness

15. Please rate the President using the following scale:

1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations; 4 = exceeds expectations; 5 = significantly exceeds expectations; DK = Don't Know

*All 1 ratings need to include a comment explaining the rating in the comment field below each set of questions. *

	1	2	3	4	5	Don't Know
30. Provides effective and decisive leadership in response to crisis such as the pandemic, campus disruption due to social unrest or environmental factors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. Collaborates with administrative leadership, and experts in seeking and providing resources to ensure the college community is well informed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. Provides a plan for maintaining operations while keeping the health and safety of students, staff and the community in mind.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. Comments: (Crisis Preparedness)

Personal Qualities

17. Please rate the President using the following scale:

1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations; 4 = exceeds expectations; 5 = significantly exceeds expectations; DK = Don't Know

*All 1 ratings need to include a comment explaining the rating in the comment field below each set of questions. *

	1	2	3	4	5	Don't Know
33. Has a collaborative working style.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. Possess sound judgment and is an effective problem solver.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. Demonstrates empathy for students, faculty and staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36. Demonstrates consistent ethical behavior.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37. Is committed to supporting an inclusive environment, equitable opportunities, and diversity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. Comments: (Personal Qualities)

Open-Ended Questions

19. Do you have anything to expand on the president's performance?

20. Please list three goals you would like to see the president focus on in the next year.

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**Evaluation of the College President
Based on the Position Description dated February 2020**

I. BASIC PURPOSE OF POSITION:

The President of the College shall be responsible to the Board of Trustees in all matters pertaining to the leadership and management of the college.

II. RATING OF JOB FUNCTIONS:

A. Serves as the Chief Executive Officer of the College.

Comments:

B. Conducts and manages all the functions of the college, including but not limited to, academic programs, student services, business matters, fundraising, construction, maintenance, security and safety, and the operation of the building and grounds department including facility utilization. *(Please circle one number)*

- | | |
|---|-------------------|
| 1 | UNSATISFACTORY |
| 2 | NEEDS IMPROVEMENT |
| 3 | SATISFACTORY |
| 4 | ABOVE AVERAGE |
| 5 | EXEMPLARY |

Score:

Comments:

C. Administers the comprehensive community college program in accordance with the objectives of the Board of Trustees and other specific or implied policies contained within the official policy manual or other documents or directives, as well as similar directives and regulations of both the State of Kansas and the federal government.

(Please circle one number)

- | | |
|---|-------------------|
| 1 | UNSATISFACTORY |
| 2 | NEEDS IMPROVEMENT |
| 3 | SATISFACTORY |
| 4 | ABOVE AVERAGE |
| 5 | EXEMPLARY |

Score:

Comments:

D. Devises specific responsibilities and delegates authority to the administrators, supervisors, faculty, and other personnel. *(Please circle one number)*

- | | |
|---|-------------------|
| 1 | UNSATISFACTORY |
| 2 | NEEDS IMPROVEMENT |
| 3 | SATISFACTORY |
| 4 | ABOVE AVERAGE |
| 5 | EXEMPLARY |

Score:

Comments:

E. Makes recommendations to the Board of Trustees regarding policies and statutory Responsibilities of the Board including the Negotiations with the Faculty Association.

(Please circle one number)

- | | |
|---|-------------------|
| 1 | UNSATISFACTORY |
| 2 | NEEDS IMPROVEMENT |
| 3 | SATISFACTORY |
| 4 | ABOVE AVERAGE |
| 5 | EXEMPLARY |

Score:

Comments:

F. Represents the College at conferences, meetings, community activities, etc. *(Please circle one number)*

- | | |
|---|-------------------|
| 1 | UNSATISFACTORY |
| 2 | NEEDS IMPROVEMENT |
| 3 | SATISFACTORY |
| 4 | ABOVE AVERAGE |
| 5 | EXEMPLARY |

Score:

Comments:

G. Provides information to the Board of Trustees on short-range and long-range goals and plans for the College. (Please circle one number)

- 1 UNSATISFACTORY
- 2 NEEDS IMPROVEMENT
- 3 SATISFACTORY
- 4 ABOVE AVERAGE
- 5 EXEMPLARY

Score:

Comments:

H. Serves as a liaison between the Board of Trustees, the College Community, the Kansas Board of Regents, the Legislature, and other agencies that affect higher education in the State of Kansas. (Please circle one number)

- 1 UNSATISFACTORY
- 2 NEEDS IMPROVEMENT
- 3 SATISFACTORY
- 4 ABOVE AVERAGE
- 5 EXEMPLARY

Score:

Comments:

III. RATING OF CONSULTING TASKS:

A. Consults with the Board of Trustees concerning the administering of all policies and procedures pertaining to the overall operation of the college. (Please circle one number)

- 1 UNSATISFACTORY
- 2 NEEDS IMPROVEMENT
- 3 SATISFACTORY
- 4 ABOVE AVERAGE
- 5 EXEMPLARY

Score:

Comments:

B. Consults with the Board of Trustees on reports, information, and documents submitted by the administrative staff and faculty of the college. (Please Circle one number)

- 1 UNSATISFACTORY
- 2 NEEDS IMPROVEMENT
- 3 SATISFACTORY
- 4 ABOVE AVERAGE
- 5 EXEMPLARY

Score:

Comments:

C. Consults with administrators on guidelines and procedures and concerns relative to their areas of responsibility. (Please Circle one number)

- | | |
|---|-------------------|
| 1 | UNSATISFACTORY |
| 2 | NEEDS IMPROVEMENT |
| 3 | SATISFACTORY |
| 4 | ABOVE AVERAGE |
| 5 | EXEMPLARY |

Score:

Comments:

IV. PERFORMANCE OBJECTIVES:

If a majority of the Board assigned, on any one of the above items, an unsatisfactory or needs improvement rating, a performance objective will be created by the Board Chair to remedy the deficiency. These should be prepared and attached to this evaluation.

Comments:

DRAFT November 2025

Board Orientation - newly elected board members will complete their board orientation by the end of January following election in November. Orientation will consist of scheduled meetings by the President or Board Chair as well as self scheduled activities by the newly elected trustee. Ongoing training may take place through Kansas Association of Community College Trustees, Association of Community College Trustee or other sources.

- *Trustee responsibilities & duties - Board Chair
- *College overview, state & federal legislature & Higher Learning Commission - President
- *Finances and funding - VP Finance & Operations
- *Kansas Board of Regions & academic overview - VP Academic Affairs
- *Tour of facilities - Director of Physical Plant
- *KACCT overview - KACCT trustee rep
- *Endowment Association - Endowment trustee rep & Director of Advancement
- *Athletics - VP Student Affairs & Athletic Director
- *Housing/Admissions/Student Life & Student Affairs overview - VP Student Affairs & Directors
- *Kansas National Education Association - Allen KNEA President
- *Board Book -

Board Policy 7.21

Board Policy Title: Employee Discrimination, Harassment, or Retaliation

<i>Board Policy Number:</i>	BP 7.21
<i>Adoption Date:</i>	1987
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	1997, 2017, 2025
<i>Legal Reference:</i>	<i>Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title II of Gina Act of 2008, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.</i>
<i>Cross Reference:</i>	IV-A-1.7

This Policy prohibits employees from engaging in discrimination, harassment or retaliation towards another employee or student.

The Board of Allen Community College is committed to providing a working environment free from prohibited conduct such as sexual misconduct, harassment, discrimination and retaliation. Specifically, the College and its employees shall not participate in any prohibited conduct as set forth in the College’s Nondiscrimination Policy. As such, no employee shall engage in prohibited conduct, which includes sexual misconduct, discrimination, harassment or retaliation toward another employee or student of the College.

Examples of prohibited conduct as covered by this Policy include, but are not limited to, the following:

- Sexual misconduct, excluding Sexual Harassment as defined by the Sexual Harassment Policy.
- Discrimination based on sex, race, color, national origin, disability, age, religion, marital status, veteran's status, sexual orientation, gender identity, genetic information or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations.
- Retaliation against any person for filing or participating in the review of a complaint of prohibited conduct.

- Retaliation against any person engaging in otherwise protected activity.

Prohibited sexual misconduct includes non-consensual or unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual or gender-based nature, whether intentional or unintentional, where:

- An individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or
- The conduct is sufficiently severe, persistent or pervasive such that it has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance or educational experience, or of creating an intimidating, hostile, humiliating or offensive working or educational environment; but
- Does not include Sexual Harassment as defined by the Sexual Harassment Policy.

Prohibited harassment or discrimination includes any unwelcome conduct or behavior of an inappropriate nature where:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment or academic success; or
- Submission to or rejection of the conduct is used, threatened or suggested to be used as a basis of employment-related decisions (e.g. promotion, pay, discipline, or work assignments) or academic decisions; or
- Such conduct is sufficiently severe or pervasive that it has the purpose or effect of substantially interfering with an employee's or student's performance or creating a hostile, intimidating or offensive work or educational environment; but
- Does not include Sexual Harassment as defined by the Sexual Harassment Policy.

Prohibited retaliation includes taking any action which may have a materially adverse impact on the terms or conditions of employment or educational environment including, but not limited to, increasing discipline, demotion, changes in pay or hours, or material changes in job duties or functioning, if such action (whether actual or threatened) is taken because of the individual's filing of or participation in a complaint under this Policy, whether or not such complaint is determined to be valid.

Persons violating this Policy will face strict discipline up to and including termination of employment.

Any person believing that they have been subject to prohibited conduct as set forth in this Policy may file a complaint as set forth in the applicable Employee Discrimination, Harassment or Retaliation Complaint Procedure.

Board Policy 7.23

<i>Board Policy Title:</i>	<i>Whistleblower</i>
<i>Board Policy Number:</i>	BP 7.23
<i>Adoption Date:</i>	TBD
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	2025
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

The purpose of this Policy is to provide an avenue for any member of the campus community, including all students, personnel, and visitors, to make a good-faith report or whistleblower complaint of suspected unethical conduct, violations of the law or infractions of College policies, operating procedures or workplace rules by College personnel. This Policy establishes the appropriate reporting mechanism to be used for notification of known or suspected wrongful conduct and provides for protection from retaliation for making a good-faith report under this Policy.

Reporting

College personnel must comply with all applicable state and federal laws, as well as College policies and operating procedures. Neither personnel nor students may be compelled by a College supervisor or a College official to violate a law or College policy or operating procedure.

Members of the campus community, who have knowledge of specific acts which they reasonably believe violate the law or College policy or operating procedure may report those acts through the Allen electronic system for complaints/concerns. Reporters may include contact information or remain anonymous when making reports. Reports may also be made to Human Resources, and the Director will enter the report into the electronic system for review.

Reports and investigations will be kept confidential to the extent possible under law and consistent with the need to conduct an adequate investigation and take corrective action.

Electronic reports will be routed internally so they may be promptly and thoroughly investigated to the extent possible based on the information submitted by the reporter.

Examples of Suspected Wrongful Conduct

The following examples are provided to illustrate potential categories of wrongful conduct covered by this Policy. Such examples include, but are not limited to:

- Theft, fraud or similar inappropriate use of College or Allen CC Foundation resources and assets, federal financial aid funds, grant funds, or scholarships
- Falsification of contracts, reports or records
- Improper supplier, vendor or contractor activity
- Intentional misreporting of financial transactions
- Malicious use of a College technology resource

Retaliation

The College is committed to providing an environment of integrity that encourages individuals to disclose violations of state and federal laws or College policies or operating procedures to the College while protecting individuals who make a good-faith disclosure of such suspected wrongful conduct occurring at the College from reprisal.

No individual shall retaliate against another individual for reporting, or causing to be reported, suspected wrongful conduct, or for assisting in an authorized investigation of alleged wrongful conduct. Retaliation, if confirmed, will result in disciplinary action in accordance with applicable College policies.

Retaliation includes any action that may have a materially adverse impact on the educational environment or terms or conditions of employment including, but not limited to, increasing discipline, demotion, changes in pay or hours, lowering grades, or material changes in job duties or functions, if such action (whether actual or threatened) is because of the individual's filing of or participation in the review of a complaint under this Policy, whether or not such complaint is determined to be valid.

Any person believing that retaliation has taken or is taking place should immediately report the matter to the Director of Human Resources or file a report through the electronic system for review.

False or Malicious Reporting

It shall be considered a violation of College policy for any individual to knowingly file a false or malicious whistleblower complaint. It shall also be considered a violation of College policy for an individual to knowingly make false accusations or provide false information during a whistleblower complaint investigation. An individual who is determined to have knowingly participated in such false or malicious conduct may be subject to disciplinary or other appropriate action.



Board Policy 7.30

<i>Board Policy Title:</i>	<i>Nondiscrimination</i>
<i>Board Policy Number:</i>	BP 7.30
<i>Adoption Date:</i>	1973
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	1997, 2025
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	IV-A-1.2

The purpose of this Policy is to confirm Allen's commitment to maintaining a community that recognizes and values the inherent worth of every person inclusive of individual differences.

Statement:

The College is a place where freedom of expression and civility are encouraged. Allen believes that diversity strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. In a diverse environment, it becomes the responsibility of each employee to respect individual differences.

Allen is an equal opportunity, equal access institution and affirmative action employer. Allen does not discriminate on the basis of sex, race, color, national origin, ancestry, disability, age, religion, marital status, parental status, military status, veteran's status, sexual orientation, gender identity, genetic information or other factors that cannot be lawfully considered in its programs and activities, which includes employment and admissions, as required by all applicable laws and regulations. Inquiries concerning Allen's compliance with its nondiscrimination policies (including Title IX, Title VI, and Section 504 inquiries) may be referred to a Title IX Coordinator (vpsa@allencc.edu), or Director of Human Resources, 1801 N. Cottonwood St, Iola, Kansas 6649, 620-365-5116; or to Office for Civil Rights, Kansas City Office, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, Telephone: [816-268-0550](tel:816-268-0550), Facsimile: 816-268-0559, OCR.KansasCity@ed.gov.

All College policies and operating procedures are administered in accordance with this Policy.

Suspected violations of this Policy may be reported as set forth in the applicable Employee Discrimination, Harassment or Retaliation Complaint Operating Procedure or Student Discrimination, Harassment or Retaliation Complaint Operating Procedure.

Board Policy 7.31

<i>Board Policy Title:</i>	<i>Personnel File</i>
<i>Board Policy Number:</i>	BP 7.31
<i>Adoption Date:</i>	1990
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	1997, 2025
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	IV-A-11.1

The official personnel records (“Personnel File”) of all employees of Allen CC will be kept by the Human Resources office. It is the responsibility of the Human Resources office to ensure the security and privacy of these records.

Upon appropriate request to Human Resources, an employee shall have access to the employee’s Personnel File, except for confidential records to which access is restricted/privileged. The employee can view the file in the presence of Human Resources.

An employee may file a written response to any item included in the Personnel File within one (1) year of the date that such item was included, and this response must be included with the document to which such response is made.

An employee may request in writing to Human Resources that an item be removed from his/her Personnel File. If the request is approved in accordance with Human Resources procedures, the item in question and the request will be removed from the Personnel File. If the request is not approved, the employee shall be notified, and the request and response will be added to the Personnel File.

An employee may not request removal of an item for which a request for removal has already been made and denied.



Board Policy 7.32

<i>Board Policy Title:</i>	<i>Performance Reviews</i>
<i>Board Policy Number:</i>	BP 7.32
<i>Adoption Date:</i>	1990
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	1997, 2003, 2011, 2023, 2025
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	IV-B-1.5, IV-B-1.6-9

The purpose of this Policy is to establish the practice of conducting performance reviews for College employees.

Statement:

The College will conduct performance reviews of employees in accordance with internal procedures established by Human Resources or the Master Agreement, as applicable. Failure to complete or perform such performance reviews shall not deter, delay, or affect any demotion, suspension, termination, or non-renewal of any employee.



Board Policy 7.33

Board Policy Title:

Mandatory Training

Board Policy Number:

BP 7.33

Adoption Date:

2025

Schedule for Review & Update:

Every three years

Review Date(s):

Revision Date(s):

Legal Reference:

Cross Reference:

The purpose of this Policy is to set out the training employees are required to complete and the timeframe associated with such training.

I. Training for New Employees/Supervisors

All new employees are required to complete mandatory compliance training within 90 calendar days of their hire date and new employee orientation within six months of their hire date.

II. Ongoing Training for Employees

All employees are required to complete mandatory compliance training and required job-specific training each fiscal year as determined by the needs of the College or the employee's department. Failure to complete training required under this Policy within established time periods may result in discipline up to and including termination of employment in accordance with the Suspension, Demotion, and Termination Policy.

III. Hiring Committee Training

Campus hiring or selection committee members must complete assigned hiring or selection committee training identified by Human Resources.



Board Policy 7.36

<i>Board Policy Title:</i>	<i>Confidentiality</i>
<i>Board Policy Number:</i>	BP 7.36
<i>Adoption Date:</i>	2025
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

The purpose of this Policy is to set out Allen’s commitment to maintaining individuals’ privacy rights.

Statement:

The Gramm-Leach-Bliley Act (GLB), the Family Educational Rights and Privacy Act (FERPA) and other applicable federal and state laws require the College to protect the privacy of certain financial records, educational records, and personal customer information. It is the intent of the College to comply with all applicable provisions of these laws.

College personnel shall abide by and follow all College policies, operating procedures, and workplace rules regarding the safeguarding of such information and shall take all necessary and required measures to otherwise protect private information created, collected, maintained, transmitted, or stored by or for the College.

Individuals who believe their privacy rights have been violated may file a complaint with Human Resources or through the online reporting tool.



Board Policy 7.38

<i>Board Policy Title:</i>	<i>Electronic Devices</i>
<i>Board Policy Number:</i>	BP 7.38
<i>Adoption Date:</i>	2025
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

The purpose of this Policy is to govern employee use of electronic devices while conducting work for which the College is compensating the employee.

The College provides employees with a variety of Technology and Communications Systems needed to perform required job functions and encourages employees to use College provided Technology and Communications Systems for College work. If employees choose to use personal devices in connection with their employment, including laptop computers, smart phones, tablets, web cams, video cameras and similar devices with communication and recording capabilities, the College is not responsible for the interoperability of any personal devices with College resources, and employees are responsible for all expenses incurred or committed to with providers for use of their personal devices.

Employees must adhere to the Use of Technology and Communication Systems policy and procedures. All devices, whether provided by the College or the employee, shall be used in a legal manner that does not cause disruption to College operations nor invade the privacy of others, such as through use of the recording or photographic capabilities. All Allen CC information or any College business conducted on a personal device or through a personal account may subject such device or account to the Kansas Open Records Act (KORA) or other legal process.



Board Policy 7.40

Board Policy Title:

Conflict of Interest

Board Policy Number:

BP 7.40

Adoption Date:

2025

Schedule for Review & Update:

Every three years

Review Date(s):

Revision Date(s):

Legal Reference:

Cross Reference:

IX – A – 1.4

The purpose of this policy is to ensure that employees or any agent of the board identify and disclose possible Conflicts of Interest, and conduct themselves in a manner that will not compromise the integrity of the College.

Definitions:

"Business Agreement" means any agreement, contract, or other business relationship which legally and contractually binds or obligates the College including, but not limited to, purchase agreements for goods, services, and real property, leases, affiliation agreements, sales agreements, grant contracts, memoranda of understanding, letter and arrangement agreements, and commitments.

"Conflict of Interest" means any situation where financial or personal considerations compromise an individual's objectivity, professional judgment, professional integrity or ability to perform responsibilities for the College and includes actual Conflicts of Interest and Perceived or Potential Conflicts of Interest.

"Designated Officer" shall have the same meaning as in the Code of Ethics policy.

"Family Member" means, for the purposes of this policy, a spouse, parent, sibling, child, or any other relative or partner who resides in the same household as the employee.

”Perceived or Potential Conflict of Interest” occurs when, although there is no actual Conflict of Interest, the circumstances are such that a reasonable person might question whether an individual’s objectivity, professional judgment, professional integrity or ability to perform responsibilities for the College are compromised.

I. Responsibilities. Employees of the College have an obligation to uphold the public trust, protect and advance the College’s integrity and act in the best interests of the College while carrying out their official College duties.

The following non-exclusive list provides examples of situations that often give rise to an actual, perceived or potential Conflict of Interest when an employee:

1. Has an ownership interest in an entity with which the College does business;
2. Receives significant salary or other compensation from an entity with which or individual with whom the College does business or competes with;
3. Receives significant gifts or individual discounts from an entity with which or individual with whom the College does business, when a reasonable person would infer that the donor’s intent is to influence such employee in the performance of official College duties;
4. Is an officer, director, elected official, or other key decision maker for an entity with which the College does business or is affiliated;
5. Receives significant commissions or fees as part of an outside business from a customer or client with whom the College does business; or
6. Has a Family Member or close personal relationship with someone who fits into one of the categories described above.

Additionally, Conflicts of Interest may arise in other circumstances, such as those described in the Dating and Relationship policy and the Nepotism policy, and such circumstances will be addressed in accordance with those policies.

II. Disclosure of Interests. Although most perceived or potential Conflicts of Interest will be deemed inconsequential, employees shall disclose perceived or potential Conflicts of Interest, as well as actual Conflicts of Interest, by completing a Conflict of Interest Disclosure Form in connection with the employee’s involvement in making decisions on behalf of the College. In determining whether an interest needs to be disclosed, employees should err on the side of caution and construe this Policy broadly in favor of disclosure. Forms should be turned into the VP of Finance and Operations for review.

III. Agreements, Contracts and Purchases. College employees shall not knowingly promote or enter into any Business Agreement on behalf of the College when an actual Conflict of Interest or perceived or potential Conflict of Interest exists, including in the following circumstances:

1. Employee is employed by or is the other party to the Business Agreement.
2. Employee or Family Member held an equitable interest of more than \$5,000 or 5% of the other party to the Business Agreement at any time in the preceding 12 months.

3. Employee or Family Member received at least \$2,000 in taxable compensation (wages, commissions, fees, etc.) in the preceding tax year from the other party to the Business Agreement.
4. Employee or Family Member received at least \$500 in gifts in the preceding 12 months from the other party to the Business Agreement, unless a gift is due to a personal relationship and clearly not for the purpose of influencing the employee's official College duties.
5. Employee or Family Member holds a key decision-making position with the other party to the Business Agreement (e.g., officer, director, partner, executive, proprietor, etc.).

IV. Gifts. College employees who participate in selecting vendors, products and contractors or who participate in forming Business Agreements should avoid accepting significant gifts and individual discounts from outside individuals and entities that are existing or potential vendors and contractors for those Business Agreements when a reasonable person would infer that it is the donor's intent to influence an employee's official College duties. Occasional meals, beverages and other non-extravagant gifts are acceptable as long as they are not intended to influence the employee's official action on behalf of the College. Employees who believe they may have accepted a gift giving rise to an actual Conflict of Interest or a Perceived or Potential Conflict of Interest, should notify their supervisor pursuant to this Policy.

Employees are encouraged to consider donating any gifts or proceeds to the College or Allen Community College Endowment. A gift received as a result of a purchase made by the College will typically be deemed as a gift to the College and not any individual employee, unless the employee's supervisor determines otherwise. Gifts made to the College, whether directly or indirectly through one of its employees, shall be subject to the External Funds policy.

V. Restraint on Participation. With respect to a particular transaction or item of business, if an employee is deemed by the supervisor to have an actual Conflict of Interest or a significant perceived or potential Conflict of Interest, the employee shall not participate in the decision for which the employee has the Conflict of Interest. Decisions related to that transaction or item of business shall be made solely by disinterested employees. In determining whether an employee shall be required to refrain from participation, the supervisor should consider all relevant facts and circumstances, including whether the contract price is fixed by law or whether the transaction will be entered into solely and exclusively on the basis of the competitive bidding process, in which case, an employee with a perceived or potential Conflict of Interest may still be allowed to participate in some parts of the process.

VI. Violations. An employee found to be in violation of this policy may be subject to discipline up to and including termination of employment in accordance with the Suspension, Demotion, and Termination policy.

VII. Interpretation of Policy. The College's General Counsel will be responsible for interpreting this policy and any related procedures, as they may be applicable to specific situations.

Conflict of Interest Disclosure Form



A Conflict of Interest is any situation where financial or personal considerations compromise an individual's objectivity, professional judgment, professional integrity or ability to perform responsibilities for the College and includes actual Conflicts of Interest and Perceived or Potential Conflicts of Interest.

Employees of the College and agents of the board have an obligation to uphold the public trust, protect and advance the College's integrity and act in the best interests of the College while carrying out their official College duties. The following non-exclusive list provides examples of situations that often give rise to an actual, perceived or potential Conflict of Interest when an employee:

1. Has an ownership interest in an entity with which the College does business;
2. Receives significant salary or other compensation from an entity with which or individual with whom the College does business or competes with;
3. Receives significant gifts or individual discounts from an entity with which or individual with whom the College does business, when a reasonable person would infer that the donor's intent is to influence such employee in the performance of official College duties;
4. Is an officer, director, elected official, or other key decision maker for an entity with which the College does business or is affiliated;
5. Receives significant commissions or fees as part of an outside business from a customer or client with whom the College does business; or
6. Has a Family Member or close personal relationship with someone who fits into one of the categories described above.

I do not have any known conflicts of interest(s) to disclose.

I have the listed conflict of interest(s) below.

Please describe below any current conflicts of interest(s):

Please return form to the Vice President of Finance and Operations for Review and Signature.

Employee Signature _____ Date:

VP of Finance and Operations: _____ Date:

Board Policy 7.41

<i>Board Policy Title:</i>	<i>Outside Employment</i>
<i>Board Policy Number:</i>	BP 7.41
<i>Adoption Date:</i>	1990
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	1997, 2025
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	IV-A-7.1

The college recognizes that some employees may hold additional jobs or participate in activities outside their employment with ACC. This policy is set forth to establish guidelines regarding outside employment.

The primary responsibility of all employees at ACC is to accomplish the duties and responsibilities that have been established for their position. No employee is to engage in any outside employment which will in any way interfere with his/her college working hours or assigned duties. All employees will be judged by the same performance standards and will be subject to ACC's scheduling demands, regardless of any existing outside work requirement.

The following conditions apply to all employees that engage in outside employment or activities.

1. No employee shall engage in any outside employment or activity which involves the misuse of the facilities, equipment, supplies and college personnel.
2. No employee shall engage in any outside employment or activity if it involves such time demands that would interfere with the employee's work performance.
3. Employees who have accepted outside employment or other activities may not use accrued sick leave to engage in outside employment or other activities.

Employees that are absent for outside employment or activities will be required to use vacation or personal leave.

Board Policy 7.45

Board Policy Title: Employee Conduct and Work Rules

Board Policy Number: BP 7.45
Adoption Date: NEW
Schedule for Review & Update: Every three years
Review Date(s):
Revision Date(s):
Legal Reference:
Cross Reference:

The purpose of this policy is to ensure orderly operations and provide the best possible work environment.

Allen Community College (ACC) is responsible for providing a safe and secure workplace and strives to ensure that individuals associated with ACC are treated in a respectful and fair manner. ACC expects employees to follow rules of conduct that will protect the interests and safety of all students, employees, guests, and the College.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of rules of conduct infractions that may result in disciplinary action, up to and including termination of employment:

- Perpetrating, engaging in, or otherwise facilitating the act of committing fraud and theft.
- Intentional misrepresentation or falsification of ACC records or reports including one's timesheet or the timesheet of another employee.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Endangering the personal safety and welfare by threatening, attempting, or committing physical or verbal abuse or violence against any person.

- Displaying of negative or disruptive behavior in the workplace including excessive use of obscenities or engaging in behavior that a reasonable person would find humiliating and/or intimidating.
- Negligence or improper conduct leading to damage of employee/employer-owned or student owned property.
- Refusal to perform a legal, ethical, safe, and reasonable directive from a supervisor.
- Actions that damage the organization's image or demonstrate disrespect toward supervisors or administration.
- Failure to comply with safety or health rules established by the College or local, state, or federal statute.
- Smoking or the use of tobacco products on College property.
- Sexual or other unlawful harassment or discrimination.
- Possession of dangerous or unauthorized materials, such as explosives or prohibited weapons in the workplace.
- Misuse of leave benefits, to include excessive leave use, unexcused or excessive absences or a pattern of failure to report to or remain at work.
- Unauthorized use, review, duplication, dissemination, removal, installation, damage or alteration of telephones, files, passwords, computer systems or programs, or other College property, or improper use of information obtained by unauthorized means.
- Unauthorized access, sharing, review, or disclosure of confidential information for unauthorized purposes or beyond job responsibilities, whether verbal, paper, or electronic. Violation established KCKCC policies and procedures.
- Unsatisfactory work performance or failure to maintain reasonable performance standards or professionalism.
- Violation of laws that result in a felony conviction.
- Participation in political activities during assigned work hours.
- Sleeping during assigned work hours.



Board Policy 7.60

<i>Board Policy Title:</i>	<i>Copyrights and Patents</i>
<i>Board Policy Number:</i>	BP 7.60
<i>Adoption Date:</i>	2025
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

This policy applies to all Allen CC employees. If an employee is subject to the Master Agreement and any provisions of this Policy are inconsistent with the Master Agreement, the terms of the Master Agreement shall control.

Purpose: The purpose of this Policy is to define ownership interests of Inventions and Materials developed by Allen employees, contractors, and agents.

Definitions:

"Inventions" means all devices, discoveries, processes, methods, uses, products or combinations, whether or not patented or patentable.

"Materials" means all tangible and intangible work product; discoveries; inventions; improvements; documentation; techniques; methodologies; data; works of authorship; designs; ideas; solutions; instructional (textbooks, course content, tests, homework, etc.), literary, artistic, dramatic, and musical materials or works; software (code, games, etc.); sound, visual, audiovisual, film or other recordings or transcriptions in any format; and all other materials, published or unpublished, in hard-copy or electronic form.

"College Supported" means Inventions or Materials created in whole or in part: (1) in conjunction with the normal course of College duties for the employee, agent, or contractor (i.e., works made for hire); (2) during Allen CC recognized work time, overtime, sabbatical leave, or other Allen-granted leave with pay or partial pay; (3) with the assistance of grant money obtained

by Allen; or (4) with the assistance of equipment, material, software, information, or other financial or non-financial resources which are more than nominal.

"Commissioned Works" means Inventions or Materials specifically contracted for by the College.

Policy:

The College is dedicated to encouraging innovation, creativity, and effectiveness in serving students and the community, and the College expects its employees to comply with all laws and policies and procedures governing the creation and use of intellectual property.

I. Ownership

Unless otherwise specified in a contract (including grant awards), the legal title to all College Supported Inventions and Materials and the right to any related proceeds shall be held by Allen.

When appropriate, formal statutory copyrights will be obtained for College Supported Inventions and Materials in the name of Allen. In the case of patents, all applications shall be accompanied by appropriate assignments to assure ownership by Allen.

II. Inventions and Materials Developed during Outside Consulting Work

Inventions and Materials made or developed by College employees for third party organizations, outside the scope of College duties and without the use of any College resources or information, shall not be considered College Supported or Commissioned, and all rights to such Inventions and Materials shall remain with the individual.

III. College Use of Income from Copyright and Invention Proceeds

Income derived by the College from College Supported Inventions and Materials will be used at the discretion of the Board of Trustees.

IV. Releases

Employees, contractors, and agents shall be responsible for obtaining appropriate written releases from individuals contributing to or identifiable in College Supported Inventions and Materials. Written statements may also be obtained from employees, contractors, or agents indicating that to

the best of their knowledge, Inventions and Materials developed do not infringe on existing copyrights or other legal rights.

V. Transfer of Rights

The College may at its discretion assign, transfer, lease, or sell all or part of its legal rights in College Supported Inventions and Materials.

VI. Policy Interpretations and Modifications

Inquiries related to this policy may be directed to The President's Cabinet. This policy may be modified in whole or in part by the Board of Trustees, provided, however, that such modification will not affect vested rights.

Board Policy 7.61

<i>Board Policy Title:</i>	<i>Employee Use of College Property</i>
<i>Board Policy Number:</i>	BP 7.61
<i>Adoption Date:</i>	2025
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	2025
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

The purpose of this policy is to govern employee use of College property.

I. Use of College Property

Employees are permitted to use College property (e.g., tools, equipment, supplies and materials) in connection with their employment and in accordance with applicable procedures for use and check-out of property.

College property is not to be taken off campus without authorization. When authorized, the employee is responsible for the property and must follow all applicable check-out procedures. If it is determined that loss or damage to College property is a result of negligence or willful misconduct, then the employee responsible for the property may be held financially responsible at the sole discretion of the College for the repair or replacement item(s), or as appropriate, subject to discipline in accordance with the Suspension, Demotion, and Termination policy.

II. Return of College Property Upon Separation

It shall be the responsibility of an employee separating from employment at the College to return all College property in the employee's custody including, but not limited to, audiovisual equipment, computer equipment, keys and access cards, credit cards, library materials, and tools and to settle any outstanding personal accounts with the College including, but not limited to, travel advances, overpayment of salary, underpayment of any withholding or any debt or liability due the College. Human Resources may establish a procedure to ensure compliance with this Policy.

Board Policy 7.70

<i>Board Policy Title:</i>	<i>Resignations</i>
<i>Board Policy Number:</i>	BP 7.70
<i>Adoption Date:</i>	2025
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

The purpose of this policy is to provide guidelines regarding notice and expectations when an employee voluntarily resigns from the College.

All resignations shall be submitted in writing to Human Resources by the resigning employee or through the resigning employee's supervisor. Resignations may be accepted by the Office of Human Resources and shall be presented to the Board of Trustees for acceptance.

Employees should give a minimum of two weeks' written notice of resignation absent extraordinary circumstances. Employees resigning from employment with the College may voluntarily complete an exit interview with Human Resources.

If an employee fails to report to work for three consecutive workdays without appropriate approval and documentation, such action may be treated by the College as a voluntary resignation due to job abandonment.

November 11, 2025

TO: Dr. Lyvier Leffler, President
FROM: Doug Desmarteau, Athletic Director
RE: Softball Field Improvements

I am requesting approval to install a new scoreboard and add lighting at the Allen Community College's softball field. These upgrades are essential to enhance player performance, improve fan experience, and provide a safe, modern environment for athletics and honor a donor that has a great appreciation for softball and all women's sports.

The current scoreboard is outdated and unreliable, limiting its effectiveness during games and events. Installing a modern scoreboard will provide clear visibility for players and spectators, offer real-time game updates, and create opportunities for field naming.

New field lighting will allow the softball field to be used for extended hours, improving visibility during evening games and practices. Our team often plays double headers; absence of lighting requires game times to start early in the day to complete prior to sundown limiting fan attendance and requiring the student athletes to miss additional class time. This also will allow for more tournaments and travel ball teams to use facilities during the spring and summer months. Modern lighting solutions are energy-efficient and cost-effective, making them a sustainable investment for both Allen Community College and the surrounding community.

Funding for this project can be requested through the **Bernie Blevins Trust via the Allen County Community College Foundation**, making this a practical and achievable opportunity to enhance our facilities without impacting the college's operating budget. We would officially name the field in Bernie's Honor: Berny Blevin's Memorial Softball Field.

Project plans and detailed cost estimates are included in the attached documents for your review. These materials outline the scope, specifications, and anticipated expenses for the scoreboard replacement and lighting installation.

These improvements will support Allen Community College's commitment to athletic excellence, enhance recruiting efforts, and support the Title IX regulations requiring gender equity in sports.

Softball project	Cost
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Scoreboard	29817 quote turned in
Lights	166800 quote attached

Total	196617
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DAKTRONICS QUOTE # 881936-1-0

Allen County Community College
 Jessica Peters
 1801 N Cottonwood St
 Iola, KS USA 66749
 Phone: (316)365-5116
 Fax:
 Email: peters@allenc.edu

16/Sep/2025
 Quote Valid for: 30 days
 Terms: Net 30 days from shipment with
 Purchase Order
 Subject to Credit Review
 FCA: DESTINATION
 Delivery: Call for Production Time

Reference: Baseball

Item No.	Model	Description	Qty	Price
1	BA-2125-R-PV-F/R	PanaView® Baseball/Softball Scoreboard; Scoreboard Color: _____; Caption Color: _____; Left Caption Choice (Pitch Count, At Bat, or Time): _____; Right Caption Choice (Pitch Count, At Bat, or H/E): _____; Border Stripe Color: _____ Cabinet Dimensions: 7' 0" H X 25' 0" W X 0' 8" D (Approx. Dimensions) Digit Type: PANAVIEW Digit Color: RED Max Power: 900 watts/display Weight: Unpackaged 600 lbs per display; Packaged 1300 lbs per display	1	\$20,247.00
		NOTE This scoreboard is also available in Amber and White.	1	
	Team Name Outdoor	Team Name Caption in place of HOME caption; Name: _____	1	
	Stripe; BSO 0A-1157-1521 / 1558	Stripe around BSO Digits for BA-2125 Scoreboards; Color: _____	1	
	AS-5010 Kit	All Sport® 5010 Control Console Kit	1	
	Outdoor Scoreboard Radio Communication (Transmitter)	Frequency of 2.4 GHz	1	
	Radio Receiver	Frequency of 2.4 GHz	1	
	All Sport® Radio Antenna Extension Kit 50ft	50ft Radio Antenna Extension Kit	1	
	I-Beam Mounting Hardware (A)	For 2 I-Beams	2	
	System Startup	Final Commissioning of Equipment	1	
2	Physical Installation	See attachment A.	1	\$8,400.00
3	FREIGHT	Shipping to site via TL (Dedicated Box Truck). Usually unloads at a dock. Forklift or pallet jack may be required. Customer is responsible for receiving & unloading truck upon delivery.	1	\$1,170.00
Services				
4	G5C5-W	Five (5) Year Parts Only - Includes Customer Care Level 3	1	



Total Price Excluding Applicable Tax:

\$29,817.00

Please reference listed sales literature: DD2594524 for BA-2125-R-PV-F/R, DD2690927 for BA-2125_net, DD3888368 for DAK Score App with All Sport® MX-1 Mobile Scoring Kit, DD5454486 for G5C5-W, SL-03991 for AS-5010 Kit, SL-04370 for Outdoor Scoreboard Radio Communication (Transmitter), SL-04370 for Radio Receiver

Options

Please contact your sales representative for additional information

BA-2125_net	Protective netting for BA-2125 (25ft)	1	\$1,980.00
DAK Score App with All Sport® MX-1 Mobile Scoring Kit	DAK Score App with All Sport® MX-1 Mobile Scoring Kit and Gen VI Radio Transmitter	1	\$464.00
Angle Clamp Mounting Hardware (A)	For 2 Tubes	2	

DAKTRONICS QUOTE # 881936-1-0

Leasing Program

If your purchase exceeds \$25,000, you may qualify for our leasing program allowing you more flexibility to spread out the cost of your Daktronics display over of a period up to five (5) years. Benefits of our leasing program include fixed rate financing, non-appropriation clause, no prepayment penalty, and customizable payment schedules. Plus, at the end of the lease, the equipment is yours to keep with no additional balloon payments.

Sample payment options as follows:

\$50,000 in total equipment cost = \$11,285 per year

\$100,000 in total equipment cost = \$22,568 per year

\$250,000 in total equipment cost = \$56,420 per year

Payments based on 5 year/annual payment in advance structure. **Leasing is subject to credit approval and agreed upon documentation with Daktronics lending partner. Contact your Daktronics representative for additional options and details.

Notes: Due to the current uncertainty regarding the status of tariffs, prices exclude tariffs imposed after May 29, 2025. In the event Daktronics' total cost for equipment, materials, or components required to perform the work increases due, directly or indirectly, to tariffs that are implemented after May 29, 2025, Daktronics reserves the right to an equitable adjustment to the purchase price.

Exclusions:

- | | |
|------------------------------|--|
| - Structure | - Foundation |
| - Power | - Hoist |
| - Engineering Certification | - Signal Conduit |
| - Labor to Pull Signal Cable | - Applicable Permits |
| - Taxes | - Electrical Switch Gear or Distribution Equipment |
| - Front End Equipment | |

Unless expressly stated otherwise in this Quote # 881936-1 Rev 0 or the attachments, if Daktronics performs installation of the Equipment, the price quoted does not include the following services pertaining to physical installations: digging of footings (including dirt removal), any materials fabrication, installation of steel cages, rebar, or bolt attachments, or pouring and finishing of concrete footings. Those service may be provided for an additional cost beyond the quoted price. Purchaser shall be fully responsible for any and all additional costs plus overhead in the event anything unexpected of any nature whatsoever is found while digging the footings including but are not limited to rock, water, utility lines, pipes or any other unforeseen circumstance. The Purchaser acknowledges and agrees that it is fully responsible for all site conditions.

Prices and charges are subject to change by Daktronics at any time before the final agreement between the parties is effective. Ship Date will be determined after customer purchase order is received or agreement is signed or otherwise effective, shop drawings are approved (if required) and down payment is received (if required).

Installation Responsibilities:

If applicable please reference Attachment A for Installation Responsibilities.

Ad/ID Copy Approval Process

Customer shall provide digital artwork for advertising and identification panels, conforming to Daktronics' graphic file standards, at the time of order. Daktronics will create a proof of provided artwork and require approval of that proof three weeks prior to the initial anticipated ship date. Advertising and identification panels not approved in time, will be shipped without copy in Daktronics' standard finish.

Cody Vandeweerd
PHONE:
FAX: 605-692-0381
EMAIL: Cody.Vandeweerd@daktronics.com

Mack Burns
PHONE: 605-692-0200
FAX:
EMAIL: Mack.Burns@daktronics.com

Terms And Conditions:

The Terms and Conditions which apply to this order available on request.

Limited Warranty and Extended Service Terms and Conditions (www.daktronics.com/DD5459759)
SL-02375 Standard Terms and Conditions of Sale (www.daktronics.com/terms_conditions/SL-02375.pdf)
SL-07862 Software License Agreement (www.daktronics.com/terms_conditions/SL-07862.pdf)

Additional Links:

Customer Care Level 3, Parts Coverage, No Daktronics Labor Coverage (www.daktronics.com/DD5454486)

NOTE:

The pricing may be adjusted for freight and taxes depending on the options selected.
Please request order documents to submit your order.

DAKTRONICS QUOTE # 881936-1-0 MAIN ATTACHMENT A

CUSTOMER RESPONSIBILITIES

General

- 1) Secure necessary sign permits, as required, for each respective Equipment location(s); scoreboard
- 2) Secure necessary construction permits, as required, for each respective Equipment location(s); scoreboard
- 3) Customer is responsible to ensure the existing structure/building is adequate, including any necessary modifications, for the installation of the Equipment, including but not limited to (i) obtaining certified engineer drawings to the extent required by law and (ii) providing Daktronics, upon reasonable request, documentation relating to the existing structure and modifications necessary for Daktronics perform its work for each respective Equipment location is; scoreboard
- 4) Mark location of the new Equipment as delineated in the quote for each respective Equipment location(s); scoreboard
- 5) Provide all landscaping, track, sidewalk and path protection along with site restoration, and/or sprinkler system repair work

Structures

- 1) Paint existing support structure(s) after existing Equipment has been removed for the following Equipment location(s); scoreboard

Electrical & Data

- 1) Provide primary power to the demarcation point (reference clarifications below) per all applicable electrical codes and regulations. Actual primary power requirements, with over current protection, shall be based on available site power and all associated loads for the new Equipment for each respective Equipment location; scoreboard

Product/Equipment

- 1) Provide storage of all Equipment and control equipment in a safe, dry, and secure location until installation for each respective Equipment location(s); scoreboard

DAKTRONICS RESPONSIBILITIES

General

- 1) Removal and disposal of existing Equipment for each of these Equipment location(s); scoreboard

Structures

- 1) Not applicable

Electrical & Data

- 1) Provide secondary power conduits, conductors and power hook-up from demarcation point (reference clarifications below) to all Daktronics supplied load centers/termination panel at/within the Equipment per all applicable electrical codes and regulations for each respective Equipment location; scoreboard

Product/Equipment

- 1) Accept, lift, unload, and inspect all Equipment from carrier for each respective Equipment location(s); scoreboard
- 2) Lift and mount Equipment listed in this quotation for each respective Equipment location(s); scoreboard

QUALIFICATIONS/CLARIFICATIONS

- 1) **Electrical:** The maximum voltage is 120 volts line to neutral for all Equipment in this quotation for each respective Equipment location(s); scoreboard
- 2) **Electrical Demarcation:** For all Equipment locations is five (5) feet off grade on structure

- 3) **Access:** Daktronics requires unobstructed access to Equipment and control room installation site until display is 100%. Installation equipment (cranes, lifts, trucks, etc.) are expected to have access directly to the scoreboard/structure location. No crane picks over 10' distance from scoreboard structure are included
- 4) **Existing Conduit:** Costs to repair or replace damaged or obstructed conduit have not been included in this quote
- 5) **Project Scope:** Installation pricing may not comply with all bid specifications, divisions, or drawings. Installation pricing is based on the tasks identified above. Any change or addition to the tasks or descriptions may result in additional costs
- 6) **Damages and Wages:** Liquidated damages, prevailing wages, certified payroll or union labor have not been included in the installation pricing
- 7) **Existing Structure:** The top of the new Equipment will be placed at the top of the existing columns. No column extensions or modifications have been included in this Quote. This may result in the bottom of the Equipment being at a different elevation off grade than the existing Equipment.
- 8) **Building Penetrations:** Customer to provide all required building (wall/roof) penetrations for the installation of Daktronics provided wireless/radio components (external antennas, remote wireless access points, etc.) at the control location. Mount Daktronics provided wireless/radio components to the building in accordance with manufacturers recommendations. Building penetration location shall provide clear line-of-sight to the Equipment. Provide all conduit, with pull string, from control location equipment to the building penetration location



Project Name: Allen Community College Softball
Project City, State: Iola, KS

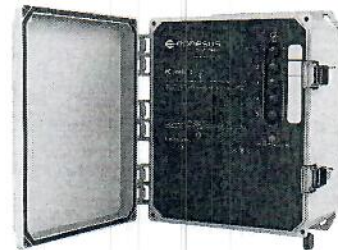
Issued On: 11/5/2025
Expires On: 12/5/2025

Ephesus Lumasport LED Lighting System – Turnkey Installed Pricing

Softball Field.....\$166,800.00

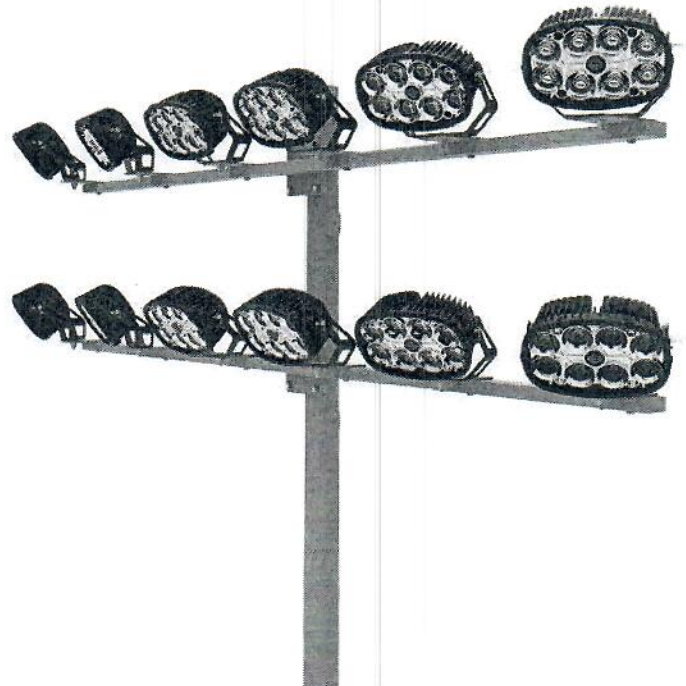
Lighting Performance

- College Softball Field
 - IES Class III Light Levels
 - 50fc avg infield/30fc avg outfield
 - 2:1 uniformity infield/2.5:1 uniformity outfield
- Bullpen Lighting
- SportSight-TIR Technology for 3-Dimensional Light Coverage



System Description

- (4) Galvanized Steel poles and Sealed foundation designs
- Pre-wired crossarms, drop cales, disconnects per pole
- (24) Lumasport 8 680N Integral Driver Fixtures
- Aiming Laser
- Project startup services
- 10-year product warranty
- Airmesh Cloud Controls (1-yr trial)
 - Access controls from anywhere
 - 24/7 Monitoring & Alerts
 - Dimming Capability
 - Dynamic Scenes for celebrations
 - Static Scenes
 - Security Lights
 - Schedules & Timers
 - Multi-level User Permissions



Delivery Timing

Lead time for delivery of materials to the job site is from the time of order, submittal approval, and confirmation of order details including voltage, phase and delivery contacts.

Fixtures & Controls: 4-6 weeks
Poles/ Poles & Crossarms: 10-12 weeks
Crossarms Only: 6-8 weeks

System Warranty

10-yr Manufacturer Parts Warranty

Terms and Conditions

- Prices are in US Dollars
- Customer shall pay all taxes, duties, levies or fees.
- Payment terms are NET30, subject to credit approval. Tax exempt certificate required if applicable.
- Standard Incoterms of FOB Origin will apply.
- This estimate is non-contractual until matching customer Purchase Order is accepted by Cooper Lighting, LLC.
- Cooper Ephesus LED luminaries are made to order, and all sales are final. Returns are subject to a restocking fee.
- Typical lead time for fixtures, accessories and control equipment is 4-6 weeks, materials may ship independently /earlier if available.
- Materials invoice upon shipment. Services invoice upon completion of the work
- All desired shipping requirements such as Do Not Deliver Before dates shall be communicated to Cooper at time of PO.
- Prior to purchase order acceptance, Cooper Lighting requires site voltage verified. please visit and fill out <https://www.cognitofirms.com/CooperLightingSolutions1/CustomProjectSignOff>
- Prices are valid for 60 days after final approval unless otherwise noted on the quotation.
- This assumes standard transportation methods and carriers are used.
- Any special transportation requirements, (including, but not limited to - city delivery truck, union driver, lift gate) customer will incur additional charges
- Ephesus Sports Lighting has a \$5,000 minimum pre-paid freight allowance. All orders less than \$5,000 will be charged \$100 per fixture freight.
- Please reference Cooper Lighting's Terms & Conditions on our website for all product line freight allowances
- All other standard terms and conditions apply - please see the website for details

*Cooper Lighting LLC's terms and conditions shall apply to its bid submission. Any terms and conditions proposed by customer on this bid, its purchase order or any other document shall not be binding on Cooper Lighting LLC and are hereby rejected unless expressly agreed to in writing by Cooper Lighting LLC. Cooper Lighting LLC reserves the right to review and negotiate all proposed terms and conditions not in agreement with the above-stated Cooper Lighting LLC terms and conditions prior to acceptance of any order or entering into any contract.

TOPIC for ACTION

Cooling Tower Restoration Project

REPORT:

Facilities Management seeks to hire Design Mechanical Inc, to re-condition our Cooling Towers #1 & #2 to extend the useful life of these units.

This restoration project should allow our cooling towers to be utilized for the remaining life expectancy of the Chillers that rely on these towers to operate. These towers were installed in 2006 along with the Chillers.

The repairs to these towers will consist of installing new fill, hot basin panels, baffles, nozzles, (2) new outlet strainers and re-installing float controls. These units will also be having the basins sandblasted, removing all the corrosion, and profiling the metal for the Belzona applications.

RECOMMENDED ACTION:

Facilities Management is recommending the Board of Trustees approve the proposal from Design Mechanical Inc. to perform the repairs for the restoration of our Cooling Towers #1 & #2.

Total cost of project: **\$124,109.00**

RECOMMENDED FUNDING SOURCE:

Maintenance of Buildings – Repairs and Maintenance fund

Submitted by: Ryan Sigg

Date: 11/4/2025

May 9, 2025

Ryan Siggs
Director of Physical Plant Operations
Allen County Community College
1801 N. Cottonwood
Iola, KS 66749

Subject: Fall 2025 Cooling Tower Work
Allen Co. Community College

Dear Ryan,

FALL 2025 COOLING TOWER WORK

- Demo tower fill & properly dispose of it.
- Clean all debris from towers & remove float controls, etc.
- All accessible interior and exterior surfaces to be protected or sealed will then be prepared via grit blasting to remove corrosion and profile the metal.
- Any pinholes apparent after preparation will be sealed/filled with a Belzona corrosion resistant, paste grade, ceramic composite material. Some areas may require sheet metal patches.
- All patched areas above the cold-water basin will then be protected with the Belzona 3921 system (Zinc rich, corrosion inhibiting base coat) and top coated with Belzona 3121 (MR7 Flexible Membrane) and Belzona 9331 (Reinforcing Sheet), as needed.
- The interior surfaces of the cold-water basin will then receive two coats of Belzona 5811 Immersion Grade barrier protection to completely seal and protect the metal substrate. The coating will be seamless and extend up to and slightly above the standard water level. Strict adherence will be maintained to all application criteria, especially coverage rates and cure times.
- All prepared areas of the structural steel will then be protected with the Belzona 3921 system (Zinc rich, corrosion inhibiting base coat) and top coated with Belzona 5111 Ceramic Cladding
- Furnish & install new tower fill with integral louvers & separate drift eliminators in both tower cells
- Furnish & install new hot basin panels with baffles
- Furnish & install new hot basin nozzles
- Furnish & install (2) new outlet strainers
- Re-install existing float controls, etc.
- Confirm proper operation
- Provide a one-year warranty on the installation work

The above work can be performed during normal working hours for a price of **\$ 124,109.00** including applicable material & labor, excluding applicable taxes.

NOTE:

1. Pricing is based on our receiving a Kansas project tax exemption certificate for this project.
2. Pricing is based on both tower cells being isolated & drained.
3. Pricing is based on doing work on both tower cells at the same time.

Force Majeure-

Due to volatility in commodities and the cost fluctuation of raw goods, this quote will remain in effect for 30 days. The causes of price fluctuations include, but are not limited to tariffs, natural disasters, vendor price increases on existing orders, and inflation. Design Mechanical further reserves the right to adjust pricing, with written notice to the customer, prior to work taking place. Cancelled orders may be subject to vendor restocking fees incurred by Design Mechanical.

Thank you for the opportunity to provide this proposal. If you have any questions, feel free to call me at (913) 238-2514. If you would like to proceed with the above work, please sign below and return via fax at (913) 281-7201 or scan & email to mragan@dmi-kc.com.

Respectfully submitted,

DESIGN MECHANICAL

Mike Ragan
Sales Engineer

Approved: _____
Title: _____
Date: _____
P.O. # _____

November 11, 2025

TO: Lyvier Leffler, President
FROM: Doug Desmarteau, Athletic Director
RE: Replacement Bleachers for Gymnasium

The Allen gymnasium serves as a central venue for college and community events, including intercollegiate athletics, student life activities, and **graduation ceremonies** that bring together students, families, and community members from across the region. However, the current bleachers and floor have exceeded their intended lifespan, resulting in safety, accessibility, and maintenance challenges that limit the full use of the space.

This project will:

- **Replace the existing bleachers** with modern, ADA-compliant seating that provides improved comfort, safety, and accessibility for all spectators.
- **Install a new athletic floor** that meets current safety and performance standards, creating a durable, high-quality surface suitable for athletics, assemblies, and special events.
- **Reconfigure the gym layout** to include additional space behind the scorers' table and team benches, improving circulation and safety for spectators and event staff.

These improvements will ensure the gym remains a safe, functional, and welcoming facility for both the college and the community. Reinforcing Allen Community College's role as a center of connection and pride for the community.

The **total cost of the project is detailed in the attached forms**, and expenses will be **divided across two budget years** to ensure fiscal responsibility. Funding for this project can be drawn from multiple sources, including:

- **Interest earnings and donations over \$100,000** made to the **Neil Crane Community Foundation**, which supports projects updating and improving the gymnasium.
- **Existing donated funds** originally designated for a new activity building, which can be **repurposed** to support this renovation effort, aligning with donor intent to enhance student and community facilities. We would make direct contact with each donor to ensure they were agreeable to redirecting their previous donation.

This multi-source funding approach will allow the college to move forward responsibly while maximizing the impact of existing and new contributions.

Gym project

Cost

Bleachers	294248 quote in folder
Electrical	9965 quote in folder
Floor resurfacing	43255 quote in folder
Total	347468



Heartland Seating
- Spectator Seating Specialists -



Interkal
Spectator Seating World Wide
www.interkal.com



24.3 ESC-SPECTATORSEATING2024

11222 Johnson Drive, Shawnee, KS 66203
Phone: (913)268-0069 Fax: (913) 962-0803
sales@heartlandseating.com www.heartlandseating.com

September 23, 2025

From: Phil Budig

To: Nicole Peters & Ryan Sigg
Allen County Community College
1801 N. Cottonwood Street
Topeka, KS 66674
Phone: 620-901-6334

RE: Allen County Community College Gym

Pricing is valid until 10/18/25	
EAST BANK: (1) BANK OF WALL ATTACHED, MOTORIZED TELESCOPING BLEACHER, 7 ROWS X 102'-0", 11½" RISE PER ROW, 30" ROW SPACING, WITH 10" EXCEL SEATING MODULES AVAILABLE IN 15 STANDARD COLORS. <ul style="list-style-type: none"> (320) INTERKAL COMFO-BACKS FOUR (4) FOOT LEVEL AISLES WITH RAILS AND INTERMEDIATE STEPS ONE (1) COLUMN CUTOUT TWO (2) RECOVERABLE ADA NOTCHOUTS WITHOUT RAILS & TWO (2) PERMANENT WITH RAILS ONE (1) VINYL END CURTAIN AND SELF STORING END RAILS (208V, 3PHASE) WITH DISCONNECT RESPONSIBILITY OF OTHERS. 	<p style="text-align: right;">MATERIALS DELIVERED AND INSTALLED \$145,436</p> <p style="text-align: right;">ADD (+) for B4 blackout option (black polydeck, aluminum trim, intermediate steps, and rear risers) +\$7,394</p>
WEST BANK: (1) BANK OF WALL ATTACHED, MOTORIZED TELESCOPING BLEACHER, 11 ROWS X 102'-0", 11½" RISE PER ROW, 24" ROW SPACING, WITH 10" EXCEL SEATING MODULES AVAILABLE IN 15 STANDARD COLORS. <ul style="list-style-type: none"> THREE (3) FOOT LEVEL AISLES WITH RAILS AND INTERMEDIATE STEPS ONE (1) COLUMN CUTOUT FOUR (4) RECOVERABLE ADA NOTCHOUTS WITHOUT RAILS & TWO (2) PERMANENT WITH RAILS ONE (1) VINYL END CURTAIN AND SELF STORING END RAILS (208V, 3PHASE) WITH DISCONNECT RESPONSIBILITY OF OTHERS. 	<p style="text-align: right;">MATERIALS DELIVERED AND INSTALLED \$113,309</p> <p style="text-align: right;">ADD (+) for B4 blackout option (black polydeck, aluminum trim, intermediate steps, and rear risers) +\$9,069</p>
DEMO – REMOVAL AND DISPOSAL OF EXISTING BLEACHERS, TO INCLUDE DUMPSTERS	
	\$19,040

IMPORTANT – TERMS AND CONDITIONS:

This quotation shall be included by attachment with contract and is based on delivery June – September 2026 (quarterly adjustments may apply). Allow 4 to 5 weeks for approval drawings upon receipt of contract, project manual and plans. Allow for field check and approval time, then 90 to 120 days lead time to delivery (or call to discuss fast track options, if needed). Site and gym are to be accessible for unload, staging materials in gym and beginning installation upon receipt of materials to avoid delays and added handling storage charges. **Multiple moves, extra handling and or storage are not included.** Up to 45 days prior to delivery, orders may be pulled from production and rescheduled to Interkal's next available production date. Unless listed in the above scope "description" pricing does not include prevailing wage, union wages, any miscellaneous licensing, permits, or fees.

All pricing is subject to change without prior notice due to currency fluctuations, fuel prices, tariffs and/or unforeseen economic circumstances.

Terms (unless specified otherwise): Materials, Net 30 days. Labor, 90% monthly estimate, balance upon completion. 1.5% per month to be charged on past due amounts. Applicable taxes must be added

Should you wish to have any of the above conditions altered or included with our bid, please call for revised quote.
Thank you for the opportunity to be of service.

Phil Budig

Phil Budig _____

Acceptance by: _____

Date: _____

Title: _____

PO #: _____

Delivery Address: _____

PO Total \$ _____

Allen County Community College

QTY	DESCRIPTION	SEATS	RISE	SPAN
Bank #1	7 Row Friction Power Wall Attached 102'-0" W/ 10" Excel Seat Module -00 TBE	391	11.5	30
4	7 Row Foot Level Aisles W/ Quarter Turn Rail			
4	7 Row Intermediate Steps			
1	0'-6" x 0'-6" Column Cut Out			
2	1 Row 3'-0 1/4" Notchout W/ Front Rail			
2	1 Row Recoverable 3'-0 1/4" Notchout			
1	7 Row Self-Storing End Rails			
1	ComfoBack® Back Rest (auto plastic)			
1	Black Option B4 - Blackout Package			
Bank #2	11 Row Friction Power Wall Attached 102'-0" W/ 10" Excel Seat Module -00 TBE	635	11.5	24
3	11 Row Foot Level Aisles W/ Self-Storing F-Rail			
3	11 Row Intermediate Steps			
1	0'-6" x 0'-6" Column Cut Out			
2	1 Row 3'-0 1/4" Notchout W/ Front Rail			
4	1 Row Recoverable 3'-0 1/4" Notchout			
1	11 Row Self-Storing End Rails			
1	Black Option B4 - Blackout Package			

TOTAL SEATS

1026



5981 East Cork Street, PO Box 2107, Kalamazoo, MI 49003-2107
telephone (269) 349-1521 fax (269) 349-6530

Allen County Community College

QTY	DESCRIPTION	SEATS	RISE	SPAN
-----	-------------	-------	------	------

NOTES:

1. Shortened banks to allow access from one end for service.
2. Need to provide more room for team seating out front of east bank. If this is visitor side, use 24" span rather than 30" with backrests. Leaves 9'-8" clear to court line for team seating.
3. Owner will need to modify access stairs to crows nest on west side.
4. Owner will need to bring power to the bleachers.
5. Brick walls are difficult to attach to (anchors don't hold well). Plan install accordingly.
6. Code allows for only 3 aisles on the east bank if we use 10" deep seats. Makes distance to aisle a little long. Do we want
 - a) 12" deep seats,
 - b) a 4th aisle?
 East bank requires the 4th aisle, as drawn, due to the backrests.
7. With shorter bank and a center aisle, we will want to make sure the center aisle aligns to center court.

Offset center aisle toward the end rails a bit.
8. Is there an area where students sit that we do not want to have backrests?



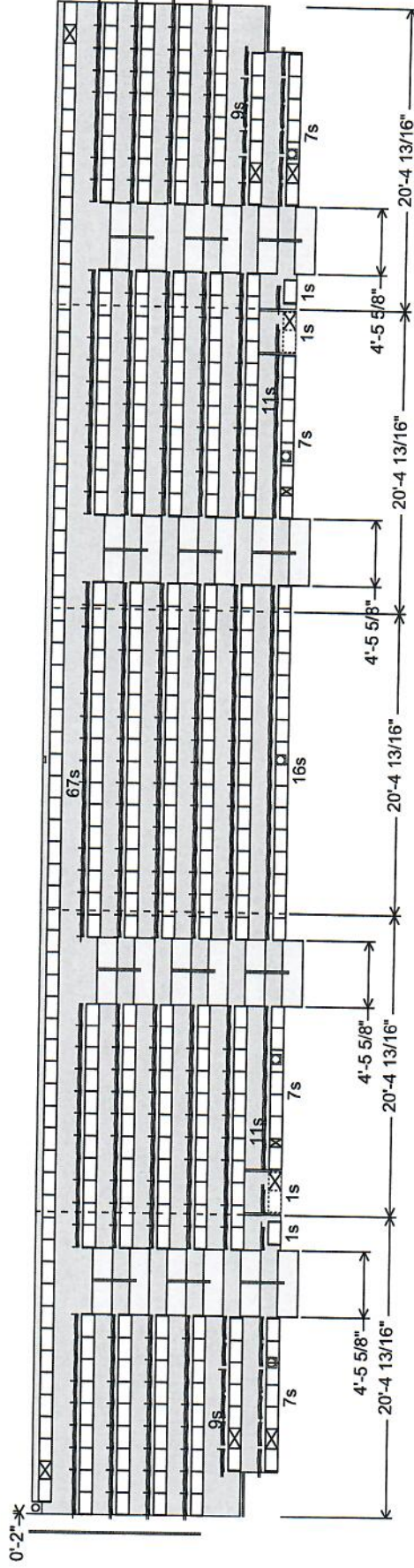
5981 East Cork Street, PO Box 2107, Kalamazoo, MI 49003-2107
 telephone (269) 349-1521 fax (269) 349-6530

Allen County Community College

Bank 1 - 102'-0" Friction Power
 Building Code: IBC 2018
 103'-5 1/2" Clear Dimension
 7 Row - 30 Span - 11.5 Rise
 391 seats (EM10)

POWER REQUIREMENTS:

1. Wiring and non-fusible safety switch(es) suitable for the line voltage to be provided by electrical contractor or others with branch circuit protection to each not exceeding 15 amps.
2. Branch circuit protection devices by others to be accessible when platforms are closed.
3. Verify electrical information:
 Circuit: 3 Phase, 208-230 Volts, 60 Hertz.
 Each 1/2 Horse Power Motor Draws 2.0-2.2 amps. Full Load.
 Motors run simultaneously.
4. Junction box(es) by electrical contractor to be mounted at locations TBD, 5' AFF.
 Typical location shall be at section joints.

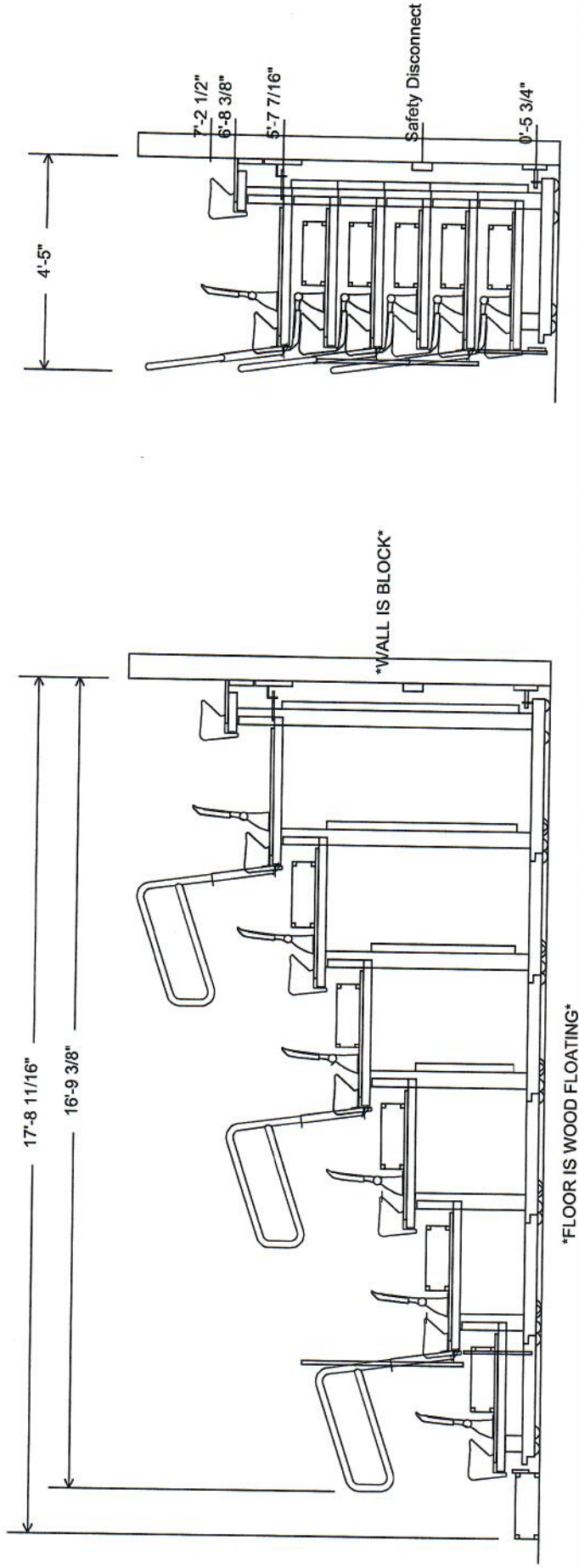


5981 East Cork Street, PO Box 2107, Kalamazoo, MI 49003-2107
 telephone (269) 349-1521 fax (269) 349-6530

Drawings produced by this program are only as good as the information provided. These drawings are PRELIMINARY only.
 All drawings created are subject to internal approval for design and construction capability.
 Printed: September 16, 2025 v2.0.0

Allen County Community College

Bank 1 - 102'-0" Friction Power
 Building Code: IBC 2018
 7 Row - 30 Span - 11.5 Rise - Wall Attached
 391 seats (EM10)
 10'-2 5/16" Court To Step Dimension
 11'-1 5/8" Court To First Row Dimension



Side Elevation View A1



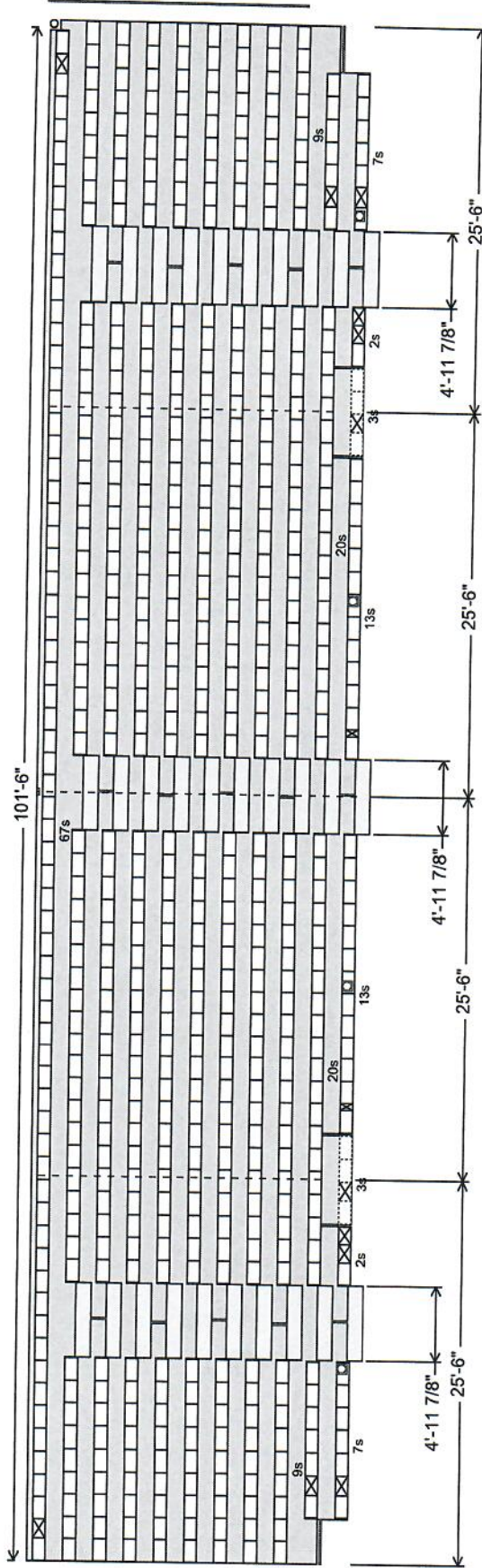
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 Printset: September 16, 2025 12.8.0

5981 East Cork Street, PO Box 2107, Kalamazoo, MI 49003-2107
 telephone (269) 349-1521 fax (269) 349-6530

Allen County Community College

Bank 2 - 102'-0" Friction Power
 Building Code: IBC 2018
 103'-6 1/2" Clear Dimension
 11 Row - 24 Span - 11.5 Rise
 635 seats (EM10)

- POWER REQUIREMENTS:**
1. Wiring and non-fusible safety switch(es) suitable for the line voltage to be provided by electrical contractor or others with branch circuit protection to each not exceeding 15 amps.
 2. Branch circuit protection devices by others to be accessible when platforms are closed.
 3. Verify electrical information:
 Each 1/2 Horse Power Motor Draws 2.0-2.2 amps. Full Load.
 Motors run simultaneously.
 4. Junction box(es) by electrical contractor to be mounted at locations TBD, 5' AFF.
 Typical location shall be at section joints.

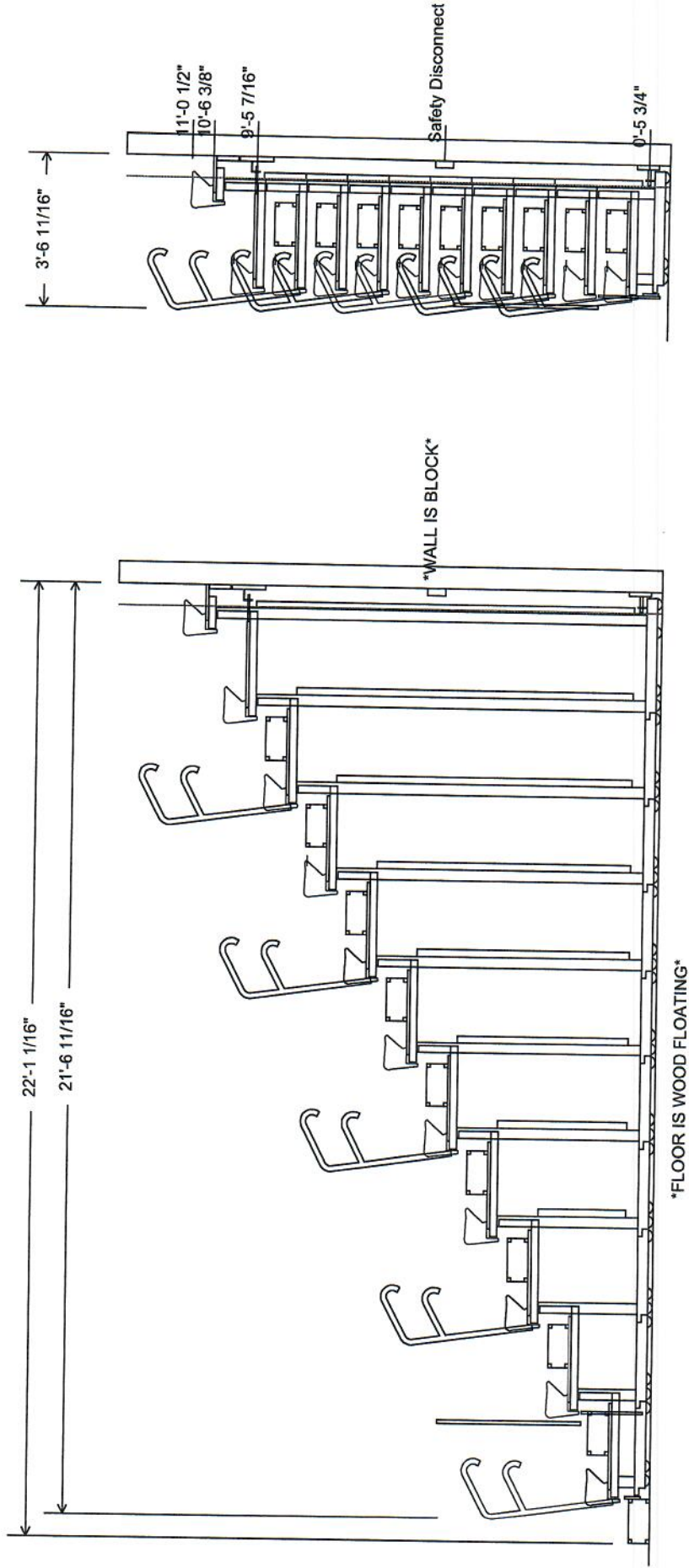


5981 East Cork Street, PO Box 2107, Kalamazoo, MI 49003-2107
 telephone (269) 349-1521 fax (269) 349-6530

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 Printed: September 16, 2025 v2.0.0

Allen County Community College

Bank 2 - 102'-0" Friction Power
 Building Code: IBC 2018
 11 Row - 24 Span - 11.5 Rise - Wall Attached
 635 seats (EM10)
 5'-6 15/16" Court To Step Dimension
 6'-1 5/16" Court To First Row Dimension



Side Elevation View A2



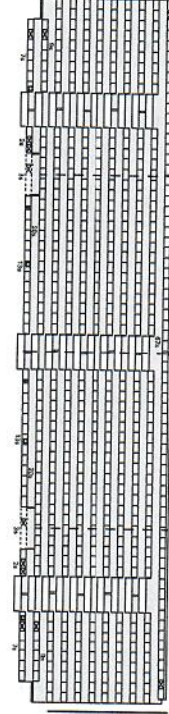
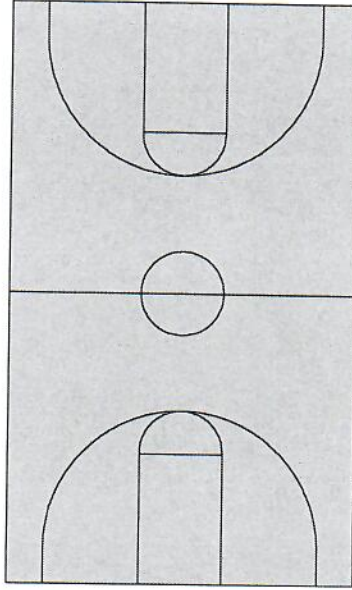
5981 East Cork Street, PO Box 2107, Kalamazoo, MI 49003-2107
 telephone (269) 349-1521 fax (269) 349-6530

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 All drawings created are subject to Interkal approval for design and construction capability.
 Printed: September 16, 2025 v2.8.0

Allen County Community College

Gymnasium 1

Building Code: IBC 2018



Drawings produced by this program are only as good as the information provided. These drawings are PRELIMINARY only.
All drawings created are subject to Interkal approval for design and construction capability.
Printed: September 18, 2025 V2.8.0

5981 East Cork Street, PO Box 2107, Kalamazoo, MI 49003-2107
telephone (269) 349-1521 fax (269) 349-6530

Proposal

Page # _____ of _____ pages

PROPOSAL SUBMITTED TO: Allen County College		JOB NAME Gym Bleachers	JOB #
ADDRESS 1801 N. Cottonwood		JOB LOCATION	
Topeka, KS 66749		DATE	DATE OF PLANS
PHONE # 620-365-5116	FAX #	ARCHITECT	

We hereby submit specifications and estimates for:

INSTALL ELECTRIC TO NEW BLEACHERS FOR MOTORS.

THIS INCLUDES ALL CONDUIT, WIRING, BREAKERS AND DISCONNECTS.

FOR THE SUM OF: \$ 9,965.00

~~711.94~~

\$ 10,836.94

\$ 9965.00

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

\$ **10,836.94**

with payments to be made as follows: **1/2 DOWN AND 1/2 WHEN COMPLETE** Dollars

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

Ray Stant - STANT ELECTRIC & MECH. INC

Note - this proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

Von Lintel Refinishing & Flooring, Inc.

1015 Downing Ave.

Hays, KS 67601

www.vlrrinc.net

785-628-6032 office

785-628-6637 fax

9/26/2025

Allen County Community College
1801 N Cottonwood
Iola, KS 66749

Re: Request for Gym Floor Work Proposal.

Base Bid Sanding and Refinishing Main Gym Floor:

The following price of **\$25,475.00** is our bid for work. This bid includes materials and labor. We will perform the following on approximately 10,336 sq. ft. of existing maple flooring:

Sand entire floor to a level surface, removing existing finish, and leaving bare wood.

Vacuum edges and Tack entire floor to remove all dust.

Apply 2 coats of Hillyard Court Guard Primer/Sealer, allow to dry.

Tape and paint game lines to NCAA Div. 1 specifications. Including wide bounding lines. See stain and artwork options below.

Abrade paint, Vacuum, and Tack to remove all dust.

Apply 1 coat of Hillyard Court Guard and 1 coat of Hillyard Trophy H2O Gym Finish.

Note: Includes sanding the floor and sanding under removed bleachers at the same time.

End Bounding Line Lettering Option: The following price of **\$4,775.00** shall be added to the above base bid of materials and labor for the following work:

We will paint, in addition to the primary striping, RED DEVILS and ALLEN COUNTY end bounding line lettering, Same Size, Style and Location as existing.

Center Court Red Devil Stained Logo with ALLEN Lettering Option: The following price of **\$5,235.00**, shall be added to the above base bid of materials and labor for the following work:

We will paint/Stain, in addition to the primary striping Stain Red Devil logo With ALLEN lettering as per existing, same size, style and location, in the center jump circle area of the main basketball court

Coach Crane Court Lettering and Signature Option: The following price of **\$2,975.00**, shall be added to the above base bid of materials and labor for the following work:

We will paint, in addition to the primary striping, 1—Center Court Arrowhead and Lettering Logo, same size, style, and colors, as per existing.

2—KJCCC/NJCCC logo: The following price of **\$3295.00**, shall be added to the above base bid of materials and labor for the following work:

We will paint, in addition to the primary striping, 2—KJCCC/NJCCC Logos in the side courts of the basketball court, Multi-color design, as per existing design, layout, font, and size.

Stained 3 Point Areas Option: The following price of **\$4,475.00** shall be added to the above base bid of materials and labor for the following work:

We will stain the 3 point areas of the main basketball court, Nutmeg stain color, leaving the key and lanes areas a natural color.

Any other artwork, other stencil paint work, other line work, other repair work, sales taxes or other work is not included in this proposal

Work to start mid May 2026.

This proposal may be withdrawn by Von Lintel Refinishing, Inc., if not accepted within 30 days.

Please review this proposal, if you have any questions or comments, please feel free to call (785-650 7040). Thank You for your consideration. We would be pleased to serve you and have you as one of our satisfied customers.

Respectfully Submitted
Von Lintel Refinishing, Inc.



Jeffery J. Vahling

E-mail--jeffv@vlrinc.net
Mobile--785-650-7040

TOPIC for ACTION

Main Academic Roof Replacement

REPORT:

Facilities Management seeks to replace the Main Building roofing. The roof has sustained hail and wind damage to the extent of needing replacement. The roof also has standing water in several locations that may have arrived from previous damages from leaks. The large roof leaks create issues with the fiber insulation under the membrane causing it to break down and deteriorate. This roof replacement will also provide the campus with a 20-year NDL (No Dollar Limit) warranty.

RECOMMENDED ACTION:

Facilities Management recommends the approval of the roofing replacement with Coryell Roofing using the Duro-Last Roof system including a 20-year NDL Warranty for the total cost of \$1,198,186.28.

RECOMMENDED FUNDING SOURCE:

Major Projects – Repairs and Maintenance Fund

Submitted by: Ryan Sigg

Date: 11/4/2025



COMMERCIAL



Company

Allen County Community College
1801 N. Cottonwood St.
Iola, KS 66749
Ryan Sigg
Sigg@allenc.edu
(620) 363-1937

Ship To

Allen County Community College
1801 N. Cottonwood St.
Iola, KS 66749

Payment Terms	Account Manager	Proposal Number	Expiration Date
SOV - Schedule of Value	Jeremy Hey	1417-2	11/24/2025

Scope

Duro-Last Roof System
Duro-Last Roof System Installation - 20 Year NDL Warranty
Duro-Last 60 Mil White PVC and 1/2" Gypsum Cover Board Meets or Exceeds Severe Hail Rating

TIPS # 24060402

Roof Area SF: 92,225'
Existing Deck Type: Concrete and Metal
Roof Height: 15'-25'

SAFETY

OSHA 510 Certified Construction Safety Supervisor On-Site
OSHA Pre Construction Meeting Prior to Commencement of Work
OSHA Certified Forklift Operator On-Site
OSHA Required Safety Zone and Warning Devices to Be Secured

SCOPE OF WORK

Dumpster Placed On-Site for Waste Material
Portable Toilet Placed On-Site During System Installation
Long Reach Forklift Utilized to Raise Material to Roof Area
Prepare Existing Roof System for Duro-Last Reroof System
Tear Off Existing Roof Membrane
Mechanically Fasten Wood Nailers at Perimeter Where Necessary for Proper Edge Termination
Mechanically Fasten Tapered 1/2" Poly ISO Taper As Necessary for Proper Drainage
Mechanically Fasten 1/2" Gypsum Cover Board Over metal deck.
Adhere 1/2" Gypsum Cover Board (Concrete Deck Sections Only)
(Fastening Pattern to Follow Duro-Last Engineering Approved Method for Area Wind Uplift Rating)

Sign _____

Date _____

\$1,198,186.28



COMMERCIAL



Company

Allen County Community College
1801 N. Cottonwood St.
Iola, KS 66749
Ryan Sigg
Sigg@allenc.edu
(620) 363-1937

Ship To

Allen County Community College
1801 N. Cottonwood St.
Iola, KS 66749

Payment Terms

SOV - Schedule of Value

Account Manager

Jeremy Hey

Proposal Number

1417-2

Expiration Date

11/24/2025

Scope

Mechanically Fasten Duro-Last 60 Mil White PVC Membrane Over Metal Deck Roof Area
Adhere Duro-Last 60 Mil White PVC Membrane Over Concrete Deck Sections Only (Duro-Last 60 Mil PVC Membrane is up to 86% UV Reflective, Providing Superior Energy Efficiency Benefits)
Terminate Perimeter Parapet Walls and Edge Using Duro-Last Exceptional Metals2 Piece Edge Metal - Color TBD

(Edge Detail and Terminations Per Duro-Last Specifications for Warranty Rating)

Install Duro-Last Pre-manufactured Curbs Around Rooftop Units

Seal All Penetrations with Duro-Last Approved Boots

Seal All Termination Bar Edges with Duro-Caulk Sealant

Clean Up Roof Area and Grounds, Remove and Dispose of Waste Material Properly

Schedule Duro-Last Technical Representative Roof Inspection upon Completion.

-The Duro-Last Tech Rep will inspect all Seams, Penetrations, and Roof System Installation. Upon Approval of Inspection, the Tech Rep will Authorize a Warranty for the Roof System.

Provide Property Owner with 20 Year No Dollar Limit Duro-Last Warranty on Roof System.

(See Duro-Last Warranty for Details)

This Estimate Assumes Tax Free Status. To Take Advantage of Tax Free Pricing, Please Provide a Tax Exempt Certificate and Letter of Release.

Includes all Necessary Bonding, Taxes, and Fees

Does NOT Include any HVAC, Plumbing, or Electrical Work (Lifting Units, Extending Pipes, Moving/Lifting Conduit or Piping)

***Adhered Sections Dependent Upon Pull Test Values

Sign _____

Date _____

\$1,198,186.28