



BOARD OF TRUSTEES AGENDA

Regular
 Regular Meeting
 Tuesday, April 14, 2026
 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**
4. **Patron's Concerns - 3 minutes**

"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 for consultation with an attorney for the public, body or agency, which would be deemed privileged in the attorney-client relationship.**

6. **Presentations - 10 minutes**
 - 6.a. Enrollment Management Presentation
Nikki Peters
 - 6.b. New Tagline Presentation
Brad Henderson

7. **Consent Agenda** **4**
 - March 10, 2026 BOT Minutes 4
 - March 31, 2026 Special BOT Minutes 7
 - Financial docs.April 14, 2026 8
 - Personnel Report.April 2026 13
 - Final version.financial docs.April 14, 2026 14
8. **Administrative Reports and/or Board Discussion** **16**
 - ACC Board reports April 2026 16

9. Board Reports	
KACC - Jessica Thompson	
Iola Industries - Corey Schinstock	
ACC Endowment - Vicki Curry	
Board Finance Committee - (Vicki Curry-absent), Gena Clouch, Jessica Thompson, and Matthew Gleason met on March 30, 2026, to review and discuss the proposed tuition and fees for the 2026-2027 academic year.	
Policy Committee - Jessica Thompson	
Resident Hall Committee - Corey Schinstock	
Hall of Fame Committee - Becky Nilges	
Other Board members	
10. New Business (Action, Report, or Discussion)	
10.a. Policy Approvals	37
BP 3.03 Organizational Chart	37
AP 1.06--Organizational Structure.Mar 2026	38
BP 7.00 Application of Human Resources Policies	45
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BP 7.38 Electronic Devices	49
BP 7.50 Criminal Background Check	51
BP 7.51 Employee Recruitment Selection and New Hire Requirements	53
BP 7.52 New Hire Requirements	55
10.a.1. BP 3.03 Organizational Structure	
10.a.2. BP 7.00 Application of Human Resources Policies	
10.a.3. BP 7.38 Electronic Devices	
10.a.4. BP 7.50 Criminal Background Check	
10.a.5. BP 7.51 Employee Recruitment Selection and New Hire Requirements	
10.b. Fleet Presentation	
Brandon Scott-Enterprise	
10.c. Board Retreat Date	
11. Old Business (Action, Report, or Discussion)	
11.a. Lecture Hall/Fine Arts Proposal Discussion	56
Becky Nilges	
Lecture Hall.Fine Arts Proposal Discussion.April 2026	56
Fine and Performing Arts Center Proposal	62
11.b. Budget Timeline	
Matthew Gleason	
12. Executive session	
12.a. Executive session for the purpose of discussing personnel matters for non-elected personnel.	
12.b. Executive session to discuss matters relating to actions adversely or favorably affecting a person as a student, patient, or resident of a public institution.	
13. Upcoming Meetings	
14. Pending Agenda Items	
15. Adjournment	

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COMMUNITY COLLEGE
IOLA, KANSAS, MARCH 10, 2026

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

Trustees: Gena Clouch
Vicki Curry
Corey Schinstock
Jenny Spillman
Jessica Thompson

Other Attendees: Dr. Lyvier Leffler, Dr. Kara Wheeler, Cami Keitel, Matthew Gleason, Karen Gillespie, Brad Henderson, Vince DeGrado, Christine Freelove, Melanie Wallace, Tracy Lee, Josiah D’Albini, Jean Swillum, Amy Lemer, Anne Marie Foley, Tricia Stogsdill, Susie McKinnis, Ashley Shaughnessy, Richard Luken, Greg Franklin, Ra’Nayla Moten, Robert Johnson.

Agenda Amendments Move the Organization Chart policy approval to the April board meeting.

Agenda Approval Corey Schinstock moved to approve the agenda with the amendment. Seconded by Jenny Spillman, motion carried 6-0.

New Employee Introductions Matthew Gleason, VP for Finance and Operations, introduced Kennedy Maier, Custodial and Maintenance Staff.

Student Recognition Greg Franklin, Interim Head Track/Cross Country Coach, announced and introduced Allen’s NJCAA winner, Ra’Nayla Moten.

Patron’s Concerns Josiah D’Albini, Director of Student Life, is representing the college on this year's Kansas Community College Leadership Institute class 11 and will be hosting KCCLI on April 1-2, 2026. The board is invited to attend the dinner on April 1 at 5:45 pm at the Lounge and Event Center and asked to contact Karen Gillespie, HR Director, if attending.

Tracy Lee and Susan McKinnis, English Instructors, voiced concern about Allen’s tenure process recently conducted and asked the board to consider not taking action with the request in order to review the tenure process.

Executive Sessions

At 6:12 PM, Vicki Curry moved to enter executive session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship for 20 minutes, to include the board and the board attorney, Robert Johnson, Johnson Law Office. Seconded by Jessica Thompson, motion carried 6-0.

At 6:32 PM, returned to open session, no action taken.

At 6:34 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, President, Karen Gillespie, HR Director, and Melanie Wallace, Dean for Academic Affairs. Seconded by Jessica Thompson, motion carried 6-0.

At 6:54 PM, returned to open session. Corey Schinstock moved to approve the resolution of intent to nonrenew an instructor's contract for Jean Swillum, and will be given written notice on or before May 15, 2026, of the intent of the board to nonrenew Jean Swillum's 2026-2027 school year contract. Seconded by Jessica Thompson, motion carried 4-2. Vicki Curry and Jenny Spillman voted no.

Presentations

- Space Allocation Anne Marie Foley, Sociology Instructor, presented the space allocation and facilities master plan recommendations, explaining the need to remodel the lecture hall and to further develop and plan for a Fine and Performing Arts Center. More information will be shared to bring the plan forward at the next board meeting.
- PR and Marketing Brad Henderson, Director of PR and Marketing Communications, presented his role at Allen and explained what has been brought forward. This included the development of procedures and processes, portal announcements, established branding guidelines and standards, athletics rebranding, digital signage, social media, intake forms, and much more. There are plans for student focus groups, summer and fall advertising, and increased marketing in the Northern tier.
- Consent Agenda Vicki Curry moved to approve the consent agenda to include the February 10, 2026 regular board minutes, the financial documents, pay bills, and approve the statement of claims. Seconded by Gena Clouch, motion carried 6-0.
- Administrative Reports No questions or concerns to report on.
- Board Reports KACC – Jessica Thompson, Trustee, reported that the dates for the KACC meeting at Allen have changed to June 7-8, 2026 and is working to finalize details.
- Iola Industries – Corey Schinstock, Trustee, reported that Craig VanWey, Kansas Department of Commerce, attended last week's meeting to speak on programs.
- ACC Endowment – Vicki Curry, Trustee, reported that the endowment will meet on March 25, and the Gala is scheduled for May 1.
- Board Finance Committee – Gena Clouch & Vicki Curry, will continue to meet to review the new reports from J1.
- Policy Committee – Jessica Thompson reported that policies are being reviewed to present to the committee before the next board meeting.

New Business

- Budget Timeline Matthew Gleason, VP for Finance and Operations, presented the draft for the 2026-2027 budget timeline. A comprehensive budget will be provided for the next meeting.

Old Business

Tuition/Fees

Gleason presented the tuition and required fees annual comparison structure from KBOR, and reported that the legislature bill was passed. Options for 2026-2027 will be presented to the board, but will need to be approved before summer class registration that begins on April 13. The board agreed to have a special meeting on March 31, at 6 pm, to review and approve the 2026-2027 tuition/fees.

EDA Grant Update

Dr. Kara Wheeler, VP for Academic Affairs, presented the preliminary engineering report for the EDA Grant for the CDL/Diesel Tech building. Several site views were shared for the building location with expansion options. Landscaping has been added to help with noise and visual for community residents. Floor plans were shared in consultation with Kubota, which requires specific space requirements. Furniture will not be included in the grant. The total project budget was shared; the college will be responsible for 20% of the total if the grant is approved in June.

Executive Sessions

At 8:20 PM, Corey Schinstock moved to enter executive session to discuss employer-employee negotiations, whether or not in consultation with the representative or representatives for the public body or agency, for 10 minutes to include the board, Dr. Leffler, Matthew Gleason, Karen Gillespie, and Melanie Wallace. Seconded by Vicki Curry, motion carried 6-0.

At 8:30 PM, Corey Schinstock moved to extend the executive session for 5 minutes. Seconded by Jessica Thompson, motion carried 6-0.

At 8:35 PM, returned to open session, no action taken.

At 8:37 PM, Gena Clunch moved to enter executive session to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships for 20 minutes to include the board, Dr. Leffler, and Matthew Gleason. Seconded by Jessica Thompson, motion carried 6-0.

At 8:57 PM, Gena Clunch moved to extend the executive session for 5 minutes. Seconded by Vicki Curry, motion carried 6-0.

At 9:02 PM, returned to open session, no action taken.

At 9:05 PM, Jessica Thompson moved to enter executive session for the purpose of discussing personnel matters for non-elected personnel for 15 minutes, to include the board and Karen Gillespie. Seconded by Vicki Curry, motion carried 6-0.

At 9:20 PM, returned to open session, no action taken.

Adjournment

At 9:20 PM, Corey Schinstock moved to adjourn the meeting. Seconded by Vicki Curry, motion carried 6-0.

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COMMUNITY COLLEGE
IOLA, KANSAS, MARCH 31, 2026

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

Trustees: Gena Clouch
 Corey Schinstock
 Jenny Spillman
 Vicki Curry
 Jessica Thompson

Other Attendees: Dr. Lyvier Leffler, President
 Dr. Kara Wheeler, VP for Academic Affairs
 Cami Keitel, VP for Student Affairs
 Matthew Gleason, VP for Finance & Operations
 Josiah D’Albini, Director of Student Affairs
 Robert Johnson, Attorney, Johnson Law Office
 Richard Luken, Iola Register

Patrons: John Masterson
 Ken McGuffin

Agenda Vicki Curry moved to approve the agenda. Seconded by Jessica Thompson, motion
Approval carried 6-0.

Executive At 6:01 PM, Corey Schinstock moved to enter executive session for consultation with an
Session attorney for the public, body or agency, which would be deemed privileged in the
 attorney-client relationship for 10 minutes to include the board and Robert Johnson.
 Seconded by Gena Clouch, motion carried 6-0.

At 6:12 PM, returned to open session, no action taken.

Old Business

2026-2027 Dr. Wheeler, Cami Keitel, and Matthew Gleason presented a PowerPoint going over the
Tuition/Fees 2026-2027 tuition, fees, and housing costs. Details can be requested from Dr. Wheeler.
Housing Costs Excel in CTE will be limited to juniors and seniors, with additional changes to be
 followed. Room/board will increase 4%. Tuition and fees will increase by \$5.00 for out-
 of-district and out-of-state students, \$10 for international students, and no increase for
 in-district students. Corey Schinstock moved to approve the tuition, fees, and housing
 costs for 2026-2027. Seconded by Vicki Curry, motion carried 6-0.

Adjournment At 6:50 PM, Vicki Curry moved to adjourn the meeting. Seconded by Gena Clouch,
 motion carried 6-0.

Allen County Community College
Treasurer's Report
February 28, 2026

Fund Description	Balance	Revenue	Expenditures	Balance	A/R	A/P	Prior Year Adjustments	Balance
	01-31-2026			02-28-2026	02-28-2026	02-28-2026		02-28-2026
11 General	\$19,633,842.60	(\$90,087.02)	\$932,527.41	\$18,791,402.21	(\$1,429,437.68)	(\$92,781.84)	\$0.00	\$20,313,621.73
12 Postsecondary Technical Educa	\$1,993,362.27	\$0.00	\$188,929.64	\$1,804,432.63	\$0.00	\$0.00	\$0.00	\$1,804,432.63
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	\$5,083,004.88	(\$1,724.26)	\$101,278.57	\$4,983,450.57	\$0.00	\$400.00	\$0.00	\$4,983,050.57
20 EDPMS	(\$11,814.88)	\$0.00	\$0.00	(\$11,814.88)	(\$1,000,151.88)	\$1,168,475.13	\$0.00	(\$180,138.13)
21 College Work Study	\$0.00	(\$1,457.50)	\$1,457.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22 SEOG	\$0.00	(\$20,600.00)	\$20,600.00	\$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	(\$764,251.00)	\$764,251.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27 State Grants	(\$5,673.90)	\$0.00	\$626.29	(\$6,300.19)	\$0.00	\$0.00	\$0.00	(\$6,300.19)
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	(\$387,681.00)	\$387,681.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61 Capital Outlay	\$2,273,177.13	\$0.00	\$0.00	\$2,273,177.13	\$0.00	\$0.00	\$0.00	\$2,273,177.13
70 Agency Holding for Distribution	\$2,469,152.82	\$0.00	\$156,465.00	\$2,312,687.82	\$0.00	\$0.00	\$341,888.72	\$1,970,799.10
Total	\$31,441,551.77	#####	\$2,553,816.41	\$30,153,536.14	(\$2,429,589.56)	\$1,076,093.29	\$341,888.72	\$31,165,143.69

Summary of Cash Transactions

	Balance	Net Receipts / Disbursements	Balance
	01-31-2026		02-28-2026
Landmark Nat'l Bank #385 (Gen. Fun	11,449,759.56	(349,565.67)	11,100,193.89
Landmark Nat'l Bank #377 (Fed Func	0.15	0.00	0.15
Petty Cash-Main Campus	275.99	4.01	280.00
Landmark Nat'l CD's	13,121,473.16	53,832.88	13,175,306.04
Community Nat'l Bank CD's	6,869,542.91	19,320.70	6,888,863.61
Emprise Bank CD's	0.00	0.00	0.00
Athletic Cash	300.00	0.00	300.00
Bookstore Cash-Iola Campus	200.00	0.00	200.00
Cashier's Drawer #1	0.00	0.00	0.00
Cashier's Drawer #2	0.00	0.00	0.00
Cashier's Drawer #3	0.00	0.00	0.00
Cashier's Drawer #4	0.00	0.00	0.00
Holding for Distribution	0.00	0.00	0.00
Total	31,441,551.77	(276,408.08)	31,165,143.69

Pledged Securities

	02-28-2026	FDIC Insurance	02-28-2026
Community National Bank & Trust		250,000.00	\$250,000.00
Landmark National Bank		250,000.00	\$250,000.00
	\$0.00		\$500,000.00

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
February 28, 2026

<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	\$ 2,039,345.14	3.80%	08/29/2026
09/18/2025	CNB&T - 6 month	515560	\$ 2,037,281.36	3.55%	03/18/2026
10/18/2025	CNB&T - 6 month	515897	\$ 2,058,781.98	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	\$ 264,237.81	3.36%	06/25/2026
			\$ 19,991,016.07	Total Investments	
			\$ 13,121,473.16	CDs @ Landmark	
			\$ 6,869,542.91	CDs @ CNB&T	
			\$ 19,991,016.07	Total Investments	

Signed: _____
Vice President for Finance & Operations

Signed: _____
Chairman, Board of Trustees

Allen County Community College
 Direct Payment Bills Presented for Ratification
 From 03/01/2026 thru 03/31/2026

<u>Date Paid</u>	<u>Vendor Name</u>	<u>Fund</u>	<u>Center</u>	<u>Account</u>	<u>Amount</u>
3/12/26	KPERS	11	No Center	Retirement/KPERS Life Payable	1,724.90
3/13/26	KPERS	11	No Center	Retirement/KPERS Life Payable	2,778.90
3/13/26	KPERS	11	No Center	Retirement/KPERS Life Payable	270.70
3/13/26	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	56,544.30
3/13/26	KPERS	11	No Center	Retirement/KPERS Life Payable	8,555.29
3/13/26	Kansas Dept of Revenue	11	No Center	Kansas State Tax	11,407.62
3/13/26	UMB	11	No Center	Health Savings Account	862.24
3/23/26	Bay Bridge Administrators	11	No Center	403B/457-AFA/Security Benefit + match	19,084.00
3/23/26	Bay Bridge Administrators	11	No Center	DISR,LIFR,ACCR,XDEP,XMED,Vision	5,314.10
3/25/26	Kansas Dept of Revenue	11	No Center	Kansas Sales Tax	306.80
03/25/26	Kansas Dept of Revenue	11	No Center	Consumers Use Tax	106.75
3/27/26	KPERS	11	No Center	Retirement/KPERS Life Payable	2,791.02
3/27/26	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	10,669.32
3/27/26	KPERS	11	No Center	Retirement/KPERS Life Payable	224.12
3/31/26	Kansas Dept of Revenue	11	No Center	Kansas State Tax	16,234.43
3/31/26	KPERS	11	No Center	Retirement/KPERS Life Payable	17,053.61
3/31/26	KPERS	11	No Center	Retirement/KPERS Life Payable	281.64
3/31/26	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	68,876.06
					\$223,085.80

Signed and approved this _____ day of _____, 2026

ATTEST:

 Chairman, Board of Trustees

 Clerk, Board of Trustees

Date	Check Number	Vendor	Amount	Description
3/9/2026	228559	Jarred Gilmore & Phillips PA	\$ 14,000.00	2025 Audit
3/11/2026	228560	Rasean Kayhill	\$ 3,898.00	sp26 disb (lost ck voided/issued new)
3/12/2026	228561	New Wave Broadband	\$ 109.68	Softball Internet
3/12/2026	228562	Blackshine LLC	\$ 5,640.00	Parkford apts rent (March)
3/12/2026	228563	BCBS of Kansas	\$ 107,115.32	Employee health insurance
3/12/2026	228564	City of Iola	\$ 45,309.04	Utilities
3/12/2026	228565	Great Western Dining	\$ 112,161.04	Board days/Student/Staff/Faculty Meals
3/12/2026	228566	Kansas Assoc School Boards	\$ 6,300.00	KASB Legal Assist Fund Contract 26-27 & Membership Renewal
3/12/2026	228567	Lvier Leffler	\$ 600.00	Travel reimbursement/Cell phone allowance
3/13/2026	228268	Jordan I Harrison	\$ 2,722.00	sp26 disb (FinAid added late)
3/23/2026	228569	Cardmember Service	\$ 47,439.05	US Bank payment statement dated 2.24.26
3/23/2026	228570	Cox Business	\$ 985.00	Feb & March Cox payments for Ballard house
3/23/2026	228571	Phillips 66/SYNCB	\$ 714.41	Fuel
3/23/2026	228572	All in One Pest	\$ 500.00	Feb Pest Control
3/23/2026	228573	American Fidelity	\$ 241.60	Cancer/Addident/Life/Disability Insurance
3/23/2026	228574	Architect One	\$ 8,469.28	Phase I Discovery & Schematic Design/MEP Engineering Svcs
3/23/2026	228575	CE Water Management Inc	\$ 485.90	Feb & March Water Treatment Svc
3/23/2026	228576	Herf Jones LLC	\$ 48.32	Diplomas/Backdate charge
3/23/2026	228577	Johnson Vaughn PA	\$ 930.00	Meetings, Rec'd Docs, Confer w/Corey & Emails to/from R Nilges
3/23/2026	228278	McGraw Hill LLC	\$ 2,305.98	Physical textbooks
3/23/2026	228579	Nelnet Campus Commerce	\$ 893.60	Feb & March Hosting/Maintenance charges
3/23/2026	228580	Overhead Door Company	\$ 1,115.50	Bookstore door inspection/labor/fuel charges
3/23/2026	228581	Rays Metal Depot	\$ 385.00	Metal/tubing for disc golf
3/23/2026	228582	Texas Life Insurance Co	\$ 44.55	Employee life insurance
3/23/2026	228583	Tri Valley	\$ 8.40	January 2026 Shredding
3/24/2026	228584	All in One Pest	\$ 500.00	March Pest Control
3/24/2026	228585	City of Iola	\$ 1,874.94	Utilities Maint Building/Ballard House
3/24/2026	228586	Corvell Roofing	\$ 808,366.32	Allen CCC Main Building
3/24/2026	228587	Cox Business	\$ 514.86	Feb & March Cox payments for student center
3/24/2026	228588	Folk Septic Service	\$ 500.00	Clean grease pit
3/24/2026	228589	Great Western Dining	\$ 40,769.34	Board days/Student/Staff/Faculty Meals
3/24/2026	228590	Hudl	\$ 5,753.39	Annual Hudl Subscription
3/24/2026	228591	INA Alert Inc	\$ 14,631.01	Surveillance cameras/installation
3/24/2026	228592	Phillips 66/SYNCB	\$ 1,386.32	Fuel
3/24/2026	228593	Williams Mullen	\$ 5,577.99	Immigration - Temesgn Tezera
3/25/2026	228594	Bowlus Fine Arts Center	\$ 130.00	Bowlus Recital Hall
3/25/2026	228595	Ethereal Lens Media LLC	\$ 500.00	PTK Photographer

3/25/2026	228596	Margarita Alely Nunez-Arroyo	\$	600.00	Keynote speaker PTK
3/27/2026	228597	Blackshine LLC	\$	5,640.00	Parkford apts rent (April)
3/27/2026	228598	BCBS of Kansas	\$	108,672.48	Employee health insurance
3/27/2026	228599	Fuelman	\$	679.26	Fuel
3/27/2026	228600	Lyvier Letfler	\$	600.00	Travel reimbursement/Cell phone allowance
3/27/2026	228601	New Wave Broadband	\$	100.00	Softball internet
3/27/2026	228602	Pizza Hut	\$	29.99	Track team pizza orders
3/30/2026	228603	Cardmember Service	\$	42,195.02	US Bank payment statement dated 3/10/26
3/31/2026	228604	American Fidelity	\$	241.60	Cancer/Addident/Life/Disability Insurance
3/31/2026	228605	Cardmember Service	\$	17,285.16	US Bank payment statement dated 3/24/26
3/31/2026	228606	City of Iola	\$	2,250.91	Utilities Maint Building/Ballard House
3/31/2026	228607	Fast Lube Iola	\$	150.60	College vehicle oil changes
3/31/2026	228608	First Class Color	\$	55.95	Carni Keitel business cards
3/31/2026	228609	Homeville Vending	\$	119.00	Concessions order
3/31/2026	228610	Iola Area Chamber of Commerce	\$	375.00	15 attendees annual chamber dinner
3/31/2026	228611	Russell A Simpson	\$	546.00	sp26 disb (lost ck voided/issued new)
3/31/2026	228612	New Klein Lumber	\$	587.67	Theater lumber purchase for spring play
3/31/2026	228613	Oreilly Auto Stores	\$	14.39	Wiper blades
3/31/2026	228614	Sam & Louies	\$	145.20	Student work call meal (Theater)
		Total	\$	1,423,214.07	

Allen Community College Human Resources Board Report

Date: 04/14/2026

New Hires:

Michael Luken, Custodial and Maintenance Staff, effective 3/23/2026

Scott Weston, Head Volleyball Coach, effective 4/6/2026

Dr. Tara Lindahl, Dean of Academic Affairs, effective 5/4/2026

Transfers / Position Changes:

None

Resignations/Terms

Jean Swillum, Non-Renewal, effective May 15, 2026

Jeremy McGinnis, Head Women's Soccer Coach, Termination, effective June 1, 2026

Matthew Gleason, Vice President of Finance and Operations, Resignation with intent to vacate position no later than 6/30/2026

Sonia Gugnani, Résignation, effective June 30, 2026.

Allen County Community College
 Schedule of Investments
 February 28, 2026
FINAL VERSION

<u>Date Purchased</u>	<u>Invested With</u>	<u>Amount Invested</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	
02/24/2026	Landmark - 6 month	0322	\$ 2,053,832.88	3.78%	08/25/2026
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	\$ 2,058,665.84	3.80%	08/29/2026
09/18/2025	CNB&T - 6 month	515560	\$ 2,037,281.36	3.55%	03/18/2026
10/18/2025	CNB&T - 6 month	515897	\$ 2,058,781.98	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	\$ 264,237.81	3.36%	06/25/2026
			\$ 20,064,169.65	Total Investments	
			\$ 13,175,306.04	CDs @ Landmark	
			\$ 6,888,863.61	CDs @ CNB&T	
			\$ 20,064,169.65	Total Investments	

Signed: _____
 Vice President for Finance & Operations

Signed: _____
 Chairman, Board of Trustees

Allen County Community College
Treasurer's Report
February 28, 2026
FINAL VERSION

Fund Description	Balance	Revenue	Expenditures	Balance	A/R	A/P	Fund 70	Balance
	01-31-2026			02-28-2026	02-28-2026	02-28-2026	Changes To	02-28-2026
11 General	\$19,633,842.60	(\$90,087.02)	\$932,527.41	\$18,791,402.21	(\$1,429,437.68)	(\$92,781.84)	\$0.00	\$20,313,621.73
12 Postsecondary Technical Educa	\$1,993,362.27	\$0.00	\$188,929.64	\$1,804,432.63	\$0.00	\$0.00	\$0.00	\$1,804,432.63
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	\$5,083,004.88	(\$1,724.26)	\$101,278.57	\$4,983,450.57	\$0.00	\$400.00	\$0.00	\$4,983,050.57
20 EDPMS	(\$11,814.88)	\$0.00	\$0.00	(\$11,814.88)	(\$1,000,151.88)	\$1,168,475.13	\$0.00	(\$180,138.13)
21 College Work Study	\$0.00	(\$1,457.50)	\$1,457.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22 SEOG	\$0.00	(\$20,600.00)	\$20,600.00	\$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	(\$764,251.00)	\$764,251.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27 State Grants	(\$5,673.90)	\$0.00	\$626.29	(\$6,300.19)	\$0.00	\$0.00	\$0.00	(\$6,300.19)
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	(\$387,681.00)	\$387,681.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61 Capital Outlay	\$2,273,177.13	\$0.00	\$0.00	\$2,273,177.13	\$0.00	\$0.00	\$0.00	\$2,273,177.13
70 Agency	\$2,469,152.82	\$0.00	\$156,465.00	\$2,312,687.82	\$0.00	\$0.00	\$341,888.72	\$1,970,799.10
Holding for Distribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$31,441,551.77	(\$1,265,800.78)	\$2,553,816.41	\$30,153,536.14	(\$2,429,589.56)	\$1,076,093.29	\$341,888.72	\$31,165,143.69

Summary of Cash Transactions

	Balance		Balance
	01-31-2026	Net Receipts / Disbursements	02-28-2026
Landmark Nat'l Bank #385 (Gen. Fun	11,449,759.56	(349,565.67)	11,100,193.89
Landmark Nat'l Bank #377 (Fed Func	0.15	0.00	0.15
Petty Cash-Main Campus	275.99	4.01	280.00
Landmark Nat'l CD's	13,121,473.16	53,832.88	13,175,306.04
Community Nat'l Bank CD's	6,869,542.91	19,320.70	6,888,863.61
Emprise Bank CD's	0.00	0.00	0.00
Athletic Cash	300.00	0.00	300.00
Bookstore Cash-Iola Campus	200.00	0.00	200.00
Cashier's Drawer #1	0.00	0.00	0.00
Cashier's Drawer #2	0.00	0.00	0.00
Cashier's Drawer #3	0.00	0.00	0.00
Cashier's Drawer #4	0.00	0.00	0.00
Holding for Distribution	0.00	0.00	0.00
Total	31,441,551.77	(276,408.08)	31,165,143.69

Pledged Securities

	02-28-2026	FDIC Insurance	02-28-2026
Community National Bank & Trust	\$6,639,381.00	250,000.00	\$6,889,381.00
Landmark National Bank	\$27,502,612.28	250,000.00	\$27,752,612.28
Total	\$34,141,993.28		\$34,641,993.28

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

Vice President for Finance & Operations

Board Chair



BOARD REPORT

APRIL 2026

PREPARED BY CHRIS FREELOVE

PRESIDENT LYVIER L. LEFFLER, PHD, LMHC

01

PRESIDENT'S REPORT

President – Dr. Lyvier Leffler

Meeting/Engagement Dates:

- March 2nd – Iola Industries
- March 5th – Interview with Iola Register
- March 9th – Presidents' Luncheon at Pitts State
- March 19th-24th – HLC Conference
- March 25th – Meeting with Faculty Senate President
- March 30th – Management Council – Guest Speaker Mandy Moyer

Grant Administrator and Government Relations Officer – Sonia Gugnani

Current Grants:

- EDA grant- Met with Mark, Werthmann, Regional EDA representative to review our application before submission. He provided feedback on revising the budget and including some additional information. Met with Pluribus to revise the budget. I also had to contact the Kansas Historic Preservation Office for requesting information on the archeological survey. Revised the application and sent it back to Mark for final review on Wednesday, March 25. I am waiting on Mark's approval to submit the application.
- Patterson Foundation- I submitted the Letter of Intent, and they have accepted the LOI. Allen is invited to complete the final application which is due on June 29.
- Walk America Grant: Allen CC collaborated with Thrive Allen County on the Walk America Grant for building a labyrinth on campus. Thrive was awarded the grant in the amount of \$2,000. I met with Jenna from Thrive and we will be creating a proposal that will include details regarding building the labyrinth.
- USDA Specialty Crop Grant: Attended the webinar for the USDA Specialty Crop Grant. Amelia is interested in pursuing, so I am working with her to create the proposal and complete the application. This grant is due April 17.
- Kansas Apprenticeship Grant: Submitted the monthly report for the apprenticeship grant. The quarterly report is due on April 18. I am working with Kelly to identify businesses and apprentices so they can start the apprenticeship.

- Submitted letter of support confirming Allen Community College's partnership with Pittsburg State University on the NQNI (Integrated Research Infrastructure for Advanced Nanomaterials Innovation and Translation) proposal, expanding potential student access to advanced materials and semiconductor workforce training opportunities

CDL and Diesel Tech Programs:

- Kelly, Kara, and I had a meeting with Jeff Wagley from Kubota to discuss potential partnership. They agreed to donate two big pieces of equipment and signage for the diesel tech program.
- We had a discussion with Kubota to adopt the NC3 curriculum for Diesel Tech. This will provide students with an opportunity to get eight different credentials. So, we will be meeting with NC3 to discuss the details.
- MOU with the City of Lola for using the Riverside Park for CDL training in fall 2026. The MOU will be presented to the city commission during the March 30 meeting. MOU was signed 3/31.
- Behavioral Health Pathways Grant: MOU fully executed by all partners on 4/1; project continues as planned with no financial risk to the college while we monitor SEKMHC leadership developments.

Meetings:

- Monthly KBOR meeting
- TEA meeting
- Weekly President's meeting
- Workforce Pell Webinar
- Workforce Accelerator Program Webinar
- Monthly AI Committee Meeting
- Meeting with SEKMHC to discuss the HRSA grant

Director of Institutional Effectiveness and Research - Jacob Reichard

- The spring collection of the IPEDS report was completed and locked at the beginning of April. The collection included information about Human Resources (completed with Karen Gillespie's help), financial data (completed with Matthew Gleason's help), and data about our Fall 2025 semester students. This was the final collection of reports for IPEDS for the 2025-2026 Academic Year.
- We have wrapped up our hyper-care weeks for going live with Jenzabar 1. From here on out, we will work with support tickets for any issues that occur. For the go-live transition, we had a little over a week of data readiness before we went into the week of go-live. This was when we started bringing different modules (registration, advising, accounts receivable, accounts payable, budget, etc...) online with the assistance of Jenzabar trainers. During this week, we had two Jenzabar employees on-site to assist with any issues that would occur. After that week, as all modules were brought online, we switched into hyper-care

support. This consisted of multiple sessions where ACC staff were able to go through workflows and daily processes with Jenzabar trainers assisting with any issues.

- I worked with Kara Wheeler to complete the HLC Non-Financial Form for the Institutional Update. This included information about student-to-faculty ratio, number of degrees and certificates awarded, and overall headcount.

Upcoming Conferences, Events, and Reports

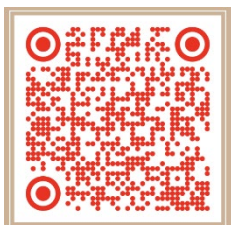
- Jenzabar Annual Meeting (JAM) – Dallas, TX – May 27th-30th

Director of Advancement – Vince DeGrado

Endowment

The Allen County Community College Endowment Board did not meet quorum for March meeting; however we were able to discuss the Gala coming up and some other future community events working on.

The Endowment's 2026 Red Devil Scholarship Gala date is set for Friday, May 1st. Ramping up local marketing the past 2 weeks and will continue until event goes off. Silent Auctions can be viewed online below



Alumni Relations

Organizations on campus have been using the Bloomerang CRM and Fundraising software for their own events and planning. Everything now is one stop shop moving forward.

Different activities and athletic programs have been given their updated alumni lists to start reaching out via social media and other forms of communication. Email to the task force has been sent out for the 2026 Distinguished Alumni nomination.

Working on articles for the Spring Alumni Newsletter, which will be sent out later this semester.

Distinguished Alumni was voted on and has been named for 2026

Advancement

Discussions are going on with the college on how the Advancement department can assist with the remodeling process to help with their portion of the building to lessen the financial load.

Director of Human Resources – Karen Gillespie


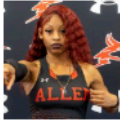

HR Projects:

- 30 Minute Virtual Leadership / Employee Education Opportunities in April 2026
Quality Education in a Caring Atmosphere.

- April: **Working Across Generations**, April 28th via Teams by presenter Carissa Sandique, Learning and Development Specialist at Johnson County Community College.
- Updated spreadsheet and completed IPED Survey for Human Resources Section of Report.
- Worked with ACC Student Senate and Shania Charles to put together a Student Success Series including professional development and setting up students for career success. First session was April 6th at 6:30 pm. The next session is the following week.
- Policy Committee Update: See HR Policies up for approval at the April meeting are listed below. As a reminder our committee includes Board Designee (Jessica Thompson), Faculty Senate President (Ann Marie Foley), Staff Council President (Nikki Peters), and Director of Human Resources. In addition, the approval process is as follows. Policy committee met on April 7th.
 - Policies:
 - 7.00 Application of Human Resources Policy
 - 7.38 Electronic Devices
 - 7.50 Criminal Background Check
 - 7.51 Employee Recruitment and Selection
 - 7.52 New Hire Requirements
- We are finalizing an RFP for Benefits Administration, Health and Dental. We plan to send this RFP out in April with proposals due May 31, 2026.
- We have hired for Dean of Academic Affairs and Head Volleyball Coach. We are collecting applications for the CDL Program Director, Vocal Music Instructor, Machining & Manufacturing Program Director, Business Office Assistant, Livestock Judging Coach, Athletic Trainer, and Custodian positions. We also just posted for Assistant Men's Soccer, Assistant Cheer and Dance, and Assistant Volleyball Coach.
- Working on setting up Employee Well Being Platform Strive (through BCBS). Looking at a July 1, go live for all employees and offering FREE Biometric Screenings in January 2027.
- Human Resources has been working on Soft Docs transition.
- Including this from my March HR Report as there were questions that came up. Worked with Immigration Attorneys to file HIB Petition for Temesgn Tezera. Received word that his HIB Petition was approved. We are waiting for the final paperwork before he can be rehired at ACC in his new role of Student Success Advisor.

Director of Public Relations & Marketing – Brad Henderson

The Allen Details are a weekly email sent to all ACC employees and members of the Board of Trustees. Please note there was no email sent on March 18, due to Spring Break.

	3/25/2026 Allen Details (March 25, 2026)	076 Total views	4 min Avg time spent	55% Avg completion	23 glanced 32 quick read 21 deep read
	3/11/2026 Allen Details (March 11, 2026)	096 Total views	3 min Avg time spent	58% Avg completion	30 glanced 36 quick read 30 deep read
	3/6/2026 Allen Details (March 4, 2026)	139 Total views	4 min Avg time spent	47% Avg completion	72 glanced 29 quick read 38 deep read

- **Media Report**

The media links below are publicized news related to Allen Community College during the month.

[Partners on the playing field – ACC, USD 257 to share facilities - The Iola Register](#)The Iola RegisterA new partnership between **Allen Community College** and USD 257 aims to strengthen athletic opportunities for local students.

[Clyde Davis Jr. tabbed KJCCC Freshman of the year; Demcher & Stephenson named all-conference](#)Ad Astra Radio... **Allen**. The Oklahoma native tallied a total of 541 points this season for the **Red Devils**, marking the second highest points per game in the ...

[Jayhawk Conference recognizes Allen players - The Iola Register](#)The Iola Register**Allen** Community College freshman guard Clyde Davis Jr. headlined a host of **Red Devils** receiving All-Jayhawk Conference recognition.

[College celebrates newest national champion - The Iola Register](#)The Iola Register**Allen** Community College sophomore Ra'Nayla Moten was celebrated at Wednesday's College Trustees meeting for her prowess on the track and field ...

[Allen back on track with Saturday sweep - The Iola Register](#)The Iola RegisterThe **Allen Red Devils** benefited from strong defense and timely hitting while sweeping Southwestern Community College Spartans 5-1 and 7-3 Saturday.

[Mistakes pile up in Allen loss - The Iola Register](#)The Iola RegisterThe **Allen Red Devils** hope to get back on the right side of the win column after falling to archrival Neosho Community College in both games of ...

[Allen hopes to take series at home Saturday - The Iola Register](#)The Iola RegisterCHANUTE — The **Allen Red Devils** hope to get on the right end of the season series against the Neosho Community College Panthers after splitting ...

[Neosho County CC and Allen CC battle in Thursday doubleheader | College Sports - KOAM](#)KOAM**Allen** took the first game before Neosho battled to win the second ... Panthers split Thursday doubleheader against **Red Devils**. Facebook ...

[Mistakes too costly to overcome - The Iola Register](#)The Iola RegisterThe **Allen Red Devils'** youthfulness got the better of them after late mistakes proved too costly to overcome in a pair of losses to the Northern ...

[Red Devils stay put after Labette split - The Iola Register](#)The Iola Register... **Community College** waiting for **Allen** to come to town Thursday. By JIMMY ... We here at the Register care deeply about **Allen County** and want you to be a ...

[Red Devils Split With Labette, Rally for 20 Runs in Game Two - Ad Astra Radio](#)Ad Astra Radio**Red Devils** Split With Labette, Rally for 20 Runs in Game Two ... **Red**

Devil Baseball hosted Labette Community College on March 12 as the teams split the ...
[ASUMH drops two high-scoring games at Allen Community College - KTLOKTLOASU-](#)Mountain Home baseball dropped both games of a doubleheader Saturday at **Allen Community College**, falling 18-17 in a back-and-forth opener ...

[Allen splits Midwest Classic - The Iola Register](#)The Iola RegisterThe **Allen Community College Red Devils** hope to rebou

[ASUMH drops two high-scoring games at Allen Community College - KTLOKTLOASU-](#)Mountain Home baseball dropped both games of a doubleheader Saturday at **Allen Community College**, falling 18-17 in a back-and-forth opener ...

[Allen splits Midwest Classic - The Iola Register](#)The Iola RegisterThe **Allen Community College Red Devils** hope to rebound from a pair of losses at the Midwest Classic while on the road Saturday for State Fair ...

[Red Devils blow out Arkansas - The Iola Register](#)The Iola RegisterBaseball at **Allen Community College** kicks into high gear Thursday, when the **Red Devils** head on the road to face Coffeyville for their Jayhawk ...

[Allen advances after blowout - The Iola Register](#)The Iola RegisterThe **Allen Red Devils** won a landslide victory over Highland Community College 73-35.

[Red Devils overcome early deficit - The Iola Register](#)The Iola RegisterThe **Allen Community College Red Devils** surged past Labette County Community College Tuesday night for a 78-63 victory.

[ACC Student Filmmaker Finds Confidence and Opportunity Close to Home with Premiere of ...](#)Ad Astra RadiolOLA, Kan. (March 3, 2026) — For **Allen Community College** theatre and film student Cole Moyer, growing up in a small Kansas town never felt like a ...

[Allen HOSA students sweep state competition, qualify for intl. conference - KOAM](#)KOAMIOLA, Kan. (KOAM) - **Allen Community College's** HOSA team earned top honors at the State HOSA leadership contests in Wichita March 2-3, ...

[Area athletes catch fire in February - The Iola Register](#)The Iola Register... Allen County Area Athlete of the Month nominations ... Looking for a powerful post to complement their perimeter shooting, the **Allen Red Devils** more ...

[Annual Band Night showcases high school talent at Allen Community College - KOAM-](#)KOAM IOLA, Kan. (KOAM) - **Allen Community College** will welcome more than 80 high school instrumentalists to campus for Band Night on Feb.

[College and USD 257 agree to share athletic facilities - The Iola Register](#)The Iola RegisterA new partnership with **Allen Community College** will expand athletic opportunities for Iola students. During their meeting at the Bowlus Fine Arts ...

[Johnson County Cavaliers escape Allen with win - The Iola Register](#)The Iola RegisterIf they're No. 1, then we should be No. 2," **Allen** coach Leslie Crane declared Wednesday following the **Red Devils'** 81-71 home loss to Johnson ...

[Red Devils fall behind against No. 1 JCCC - The Iola Register](#)The Iola RegisterThe **Allen Red Devils** came just short of ruining the record of the top-ranked, undefeated Johnson County Community College Cavaliers Wednesday.

[Gap Year Grad Finds Purpose at Allen Community College - Ad Astra Radio](#)Ad Astra Radio**Community colleges** like **Allen** — with flexible scheduling, online options, and supportive learning environments — are positioned to help these students ...

[Johnson County Cavaliers escape Allen with win - The Iola Register](#)The Iola RegisterDespite falling to Johnson **County Community College** Wednesday, the **Allen ... County Community College**. A hot hand beyond the arc and solid free ...

[Trailblazers fall twice at Allen Community College; will face off again Saturday - KTLOKTLO](#)... **Allen** scoreless through five innings while allowing three hits and striking out six. The **Red Devils** broke through in the bottom of the sixth ...

[Gap grad finds purpose at ACC - The Iola Register](#)The Iola RegisterIola High 2025 graduate Alyssa Williams is now at **Allen Community College**, combining her love of music with plans to become an elementary teacher.

[ASUMH drops two high-scoring games at Allen Community College |](#)

[KTLOKTLO](#)The **Red Devils** scored three runs in the first inning and added three more in the second on a pair of home runs to build a 6-0 advantage. **Allen** ...

[Ella McCammon named KJCCC Division 2 Softball Player of the Week - Ad Astra](#)

[Radio](#)Ad Astra RadioPhoto Credit: **Allen County Community**

College Athletics. **Allen's** sophomore Ella McCammon was named KJCCC Division 2 Softball Player of the Week ...

Director of IT – Doug Dunlap

1. Projects currently in progress:

Jenzabar 1 migration Data Validation work

Jenzabar 1 Data Conversion cleanup

Working with Tandem Cybersecurity to assess our security standpoint for GLBA

Upgrading employee computers from Windows 10 to Windows 11

J1 Data Validation (March 2-4)

J1 Go Live

J1 support of employees as we launch

JICS (portal) Go Live

Learning the locations of J1 data so that we can effectively write reports

Quality Education in a Caring Atmosphere.

- Softdocs J1 implementation
- Nelnet J1 implementation
- Canvas J1 integration
- J1Web SSO implementation
- J1 Permission refining
- Employee training of J1 and JICS
- 2. Recent or Upcoming events:
 - Coursedog implementation
 - GLBA evaluation
 - SoftDocs expansion - building forms and workflows and onboarding other departments
 - New VPN Configuration - SSO and more secure
 - Removal of unapproved or unsupported Software from devices
 - Cybersecurity Awareness Training
 - SSPR and increased password complexity discussion and implementation.

02

ACADEMIC AFFAIRS REPORT

Vice President for Academic Affairs – Dr. Kara Wheeler

Academic Affairs

- Academic Lunch with Admin
 - This month we ate with all faculty and academic staff located in the B complex, science wing, and music wing. It was good to catch up with everyone during this busy month.
- CDL/Diesel Tech/EDA Grant
 - Working with Kelly to put together the search committee to review the applications for the Director position.
- Construction Tech
 - Meeting scheduled on March 11th to discuss a potential partnership with USD 257, City of Iola, Micro-mansions, and us for a construction program went really well. Plan is to move forward with building this program. Had a Zoom with Kelly, Melanie, Dana (USD) and NCCER regarding curriculum requirements.
- Machining/Manufacturing

- Kelly and I met with B&W Trailer Hitches to discuss the future of the program. Per their request, we are going to repost the instructor position and try to rehire, then if hired, do some revisions to the program and coursework. For now the program will stay at B&W.
- AI Program
 - Met with a working group of faculty to review Stan Grigsby's plan for an AI HUB. Have a plan to review our current curriculum for updates and then building in opportunities for student workers in this area to work on their skills to build up their skills for the workforce.
- 8-week class cohorts
 - Met with financial aid, Melanie, Cami, and Beth Toland and financial aid updated the group that they are going to do open up academic scholarships this fall to count classes that start 2nd 8 weeks. Since this will be a manual process for their office, we are not necessarily going to advertise it to allow Kim's team to figure out their processes but it Beth will be able to work with her ECE students and continue to move forward with 8-week cohorts as proposed.
- Non-Credit Classes
 - No one signed up, so we pushed the offering back to summer.
- Coursedog
 - Meetings are going well. Coursedog is working on pushing us over to our production site instead of test site. Running into some technical issues, so working through those.
- Newman University Partnership
 - We are finalizing our MOU with them, and are also looking at the potential of a Program Director position that is shared between the two colleges. We have asked for a job description to better understand the role before moving forward.

KBOR:

- We are finalized the systemwide transfer degrees in program inventory. These are due at the end of April. For Allen, those include Elementary Ed, Business, Pre-Nursing, and Pre-Social Work.

Faculty Senate (Anne Marie Foley):

- No new updates at this time

Faculty and Classes (Melanie Wallace):

- Christa Ziegler and Terri Fahnestock (Communication Instructors) are hosting a panel discussion with other Kansas colleagues at the upcoming Central States Communication Association conference. It focuses on the update to Kansas communication requirements to include Interpersonal Communications.
- Christa is currently featured on a blog for Norton textbooks as she highlights her experience with the IPC textbook and how it's shaped the classroom.

- Christa's first cohort with the early childhood educator training is on April 10th at the college. She will be conducting the training from 8am-4pm for 75 people. They will be a part of a 6-month pilot program. They (Christa and Beth Toland) will find out in April if they receive the grant funding to add another 1-2 cohorts.
- Theatre Department - Our student film screening on campus of Kent, Addicks by Cole Moyer was a huge success and a great turnout! The film then went on to have a limited theatrical release at the Lola Sterling Six Cinema, which qualifies the film to be on IMDB and Letterboxd!
- Allen Theatre and Film collaborated with Lola High School/Middle School, The Bowlus Fine Arts Center, and Lola Community Theatre to do the first inaugural all-day Theatre event called One Stage where they did workshops and performances for over 70 local theater students! They hope to have a lot more next year!
- Tricia, John and the Theatre students are gearing up for their big collaboration with Lola Community Theatre in celebration of their 60th Anniversary Season. They are presenting the timeless classic "Our Town" at the Bowlus Fine Arts Center April 24th at 7:30pm and 25-26 at 2:00pm.
- In the production they have a cast of over 20 students and community members and ages range from 10 to 70s!
- Since "Our Town" celebrates the joys of small-town life, for our show publicity and community outreach our students have been working on a video series titled "What Do You Love About Our Town?" Where they interview community members who share what they love about our small town! You can see the videos on our social media or our YouTube page [What Do You Love About Our Town? Series Link](#)
- We are also collaborating with the Allen County Historical Society to feature historical images and videos from our area in the production. It is sure to be very nostalgic for everyone who attends!
- ECE Update - The first training with Grow at Eden Lola, Grow at Eden Parsons, Grow at Eden Pittsburg, and The Growing Place will take place on April 10. This is really exciting work that we hope will be funded by other grants to offer across SEK. Christa Ziegler and I (Beth Toland) visited three of the centers in February.
- Beth Toland has been selected to participate as a Kansas Future Fellows. They had their first meeting in person for a day and a half in February and their first monthly meeting the week of March 23rd. This opportunity is allowing Beth to make connections with statewide individuals as well as a few private center owners.
- Plans are beginning for Allen's summer camp, which will take place July 6-9. The instructors and flyer are being finalized so that advertising may begin. We hope to be out at Lehigh and I am helping to coordinate this. We just are waiting

for the state to finalize leadership and other policies for the park. The camp will focus on outdoor activities, conservation, and service learning.

Early Childhood Education (Beth Toland):

- Getting ready to enroll students for the summer/spring semester.

Online Learning (Jerald Johnson):

- Online Learning: The online team has all the second 8-week classes running. This is a manual process since the Jenzabar implementation landed during the middle of a semester. The team has to add and drop enrollments manually instead of the script running. The plan is to turn on the Canvas integration after the term ends. Due to the J1 transition, this change of operations was anticipated for the remainder of the term, and I feel like we are handling it well. The online team, along with multiple other departments, is using a shared spreadsheet to track this. We are also planning a training with our Dropout Detective rep to help train new staff and advisors on using the retention tool.
- J1: All modules went live before Spring Break. We had two Jenzabar consultants on campus during the week of March 9 to help with the transition. They were invaluable to helping us make the switch to J1. While there are certainly growing pains and some difficulties, the project is about where we expected it to be with currently no major setbacks. It will be a learning curve as we go through the next couple of terms to get as proficient as we were in CX, but the team is doing a nice job of handling the transition. We are currently in a period called "hyper care" which allows us quick access to our Jenzabar consultants and time with them to work through issues that arise. After a few more weeks, that process shifts to the more traditional use of Jenzabar support tickets.

Concurrent/Dual Credit (Lauren Moots):

- Held a meeting with interested Lola High School students about our partnership with SEKMHC on the Mental Health Certificate. Those in high school in either Humboldt, Lola or Marmaton Valley can pursue this 16-hour certificate for free, tuition and fees paid via the grant SEKMHC received. Conversation went very well, had over 68 in attendance and had over 5 express interest in completing this certificate.
 - SEKMHC is covering 4 Humboldt students this spring for required courses for this Cert. Others classes would be covered are already covered by Excel in CTE funding.
- Had a great collaborative meeting with USD 257, City of Lola and Micromansions to look at offering a construction program with this partnership.
- Attended Deans & Directors meeting on March 26 - 27th. Lots of great conversations with colleagues on Excel in CTE funding, Phone Ban plans and other issues we all face.

- Met with Humboldt USD to talk about potential partnership opportunities for current students and options in the future.
- Scheduled to attend 5 awards ceremonies for high school students completing a certificate, degree or signing to attend Allen the following year. Those schools include Burlington, Iola, Humboldt, Marmaton Valley, Pleasanton. Expect more to reach out soon.
- Working to add summer and fall enrollment for high school students
- Inputting concurrent classes in the J1 system.

CTE & Apprenticeships (Kelly Baker):

- Perkins:
 - Perkins Program Review: site visit will occur on Monday, April 20th @ 1:00pm. We were selected for a Perkins Program Improvement Plan due to our 3P1 numbers. I have been working with Jamie from KBOR to get information about this. Jacob Reichard and I met last Friday to begin working on a tentative plan for resolution which includes targeted focus on marketing to non-traditional students (men in traditionally women dominated fields, and vice versa), increasing student awareness of available accommodations, and looking at options for financial assistance to help our economically disadvantaged families.
- Grants:
 - Sonia and I are working with Jessica Thompson from Thrive on the RAISE grant. Additional apprentices for our current Department of Commerce grant: Greystone Residential Care will be participating in the Nurse Aide apprenticeship. Tentatively 3 apprentices. We have also reached out to Medical Lodges and Moran Manor. Both seem interested.
- Other:
 - Continuing to work on CDL – will begin reviewing applications for program director soon. Still working on Diesel Tech program as well. Met with Kubota folks again to talk more about curriculum.
 - Attended Kansas Association of Workforce & Outreach Education Meeting in Coffeyville March 26/27.

Academic Support (Virginia):

- Tutoring:
 - With the changeover to J1, tutoring numbers will be incomplete as the program did not work while the system was dark. Students are continuing to utilize peer tutors and Brainfuse.
- Library:
 - A few small classes have used the library as a temporary space to work while the roofers were working above their classrooms. I am happy we have had the space for them and study hall to meet in here. Test proctoring is seeing weekly use as the semester progresses. I am

currently working on a collection analysis to update books and fill in any collection gaps.

Upcoming Events:

- “Our Town” at the Bowlus Fine Arts Center: April 24-26th

03

STUDENT SERVICES REPORT

Vice President for Student Affairs – Cami Keitel

Fall Registration begins April 10, 2026.

- Provided letter of support/partnership with SafeBase for their grant renewal application
- Worked with Fleet Committee to finalize fleet replacement plan and possible partnership with Enterprise Rental

Admissions and Advising:

- 457 Alerts acknowledged and addressed to students from Dropout Detective
- 84 International applicants for fall; 13 admitted; 24 have submitted some of the documents required for admission.
- J-1 Admissions Hypercare is complete; Creation of electronic application for international students is nearly finalized and will be available to new students before the fall admissions deadline. We will then utilize Softdocs to create additional forms for electronic submission to expedite the process for these applicants.
- Advising has conducted 62 virtual meetings with students since January; 38 have been advising and 24 have been for Accuplacer testing.
- Fall recruitment events:
 - 4/2 Aggie Days Information Table
 - 4/10 Early Enrollment for current students
 - 4/15 & 4/20 Early Enrollment Days for new students
 - 4/17 & 4/24 Enrollment days for athletes; coordinated effort between Housing, Financial Aid, Advising, Registrar and Athletics
 - 4/30 Apprenticeship Day
- Upcoming High School Visits:
 - 4/24 Robinson Middle School
- Outreach events attended:

- Mustang Step Up night at Iola High School with the Director of High School Partnerships and Financial Aid;
- Coffeyville High School College Fair
- Hayden High School College Fair
- Recruitment efforts on campus:
 - Math Relays—Information table
 - Aggie Days—Information table
 - Working with Academic leads for these events to engage perspective students with current students throughout the events such as games, shared experiences, tours, etc.

Financial Aid

- HEA Title IV programs Recertification has been assigned to an Institutional working with to update a couple sections; Karin and Kara are assisting with this process.

25/26 (as of 3/31/2026)	26/27 (as of 3/31/2026)
2246 ISIRs received	970 ISIRs received
1586 unduplicated	794 unduplicated

- Review Specialist that we are 58 of the 59 available positions for student employment filled.
- 2 supervisors requested new positions for student workers for 26/27; President's Cabinet approved
- Maintenance requested 8 student workers for summer student workers; President's Cabinet approved.
- April 15; Financial Aid to Humboldt High School to present to seniors.
- April 17 and 24; Enrollment days for athletes; coordinated effort between Housing, Financial Aid, Advising, Registrar and Athletics
- We are building Cost of Attendance Budgets to start offering aid for the upcoming semesters once enrollment opens. In addition, scholarship calculations will be set up for approved amounts.
- Revision to scholarship criteria for 12 hours, removing "must all start" at the beginning of the semester.
- To be proactive with default rates and to decrease loan debt, loan offers will not be included in the original aid offer beginning 26/27. A loan request form will be offered and must be reviewed, acknowledged, and submitted by the student. Continuing our Hypercare with J1/JFA.

Student Life

- Housing applications have gone live. As of 4/6/2026 we have 169 students invited to fill out the housing application for the 2026-2027 academic year.
- We currently have 10 applications for RA positions

- Interviews are planned for the week of April 20th
- The March \$1 Dairy Queen night saw 110 participants
- The March \$1 Movie Night saw a low turnout, we had several sports gone, and with limited ability to communicate we believe this impacted the turnout.
- Josiah is meeting with the Administration on April 7th to select this year's recipients of the Student Leadership Awards.
- Along with planning next year's events, we are planning another National Night Out event for August 4th with first responders in Allen County to interact with early athletes.
- Student Senate
 - Josiah and eight student senate members will be traveling to Milwaukee, Wisconsin for a regional NACA (National Association of Campus Activities)
 - Elections are open April 6th through April 10th
 - Two students are running for president, one for vice president, and one for sophomore senator
 - Alongside elections, Student Senate is proposing to create a Student Rights & Responsibilities. If approved by the lola campus student body, Student Senate will present to the Administration and Board of Trustees.
 - Vice President for Finance & Operations Matthew Gleason will present tuition, fees, and housing costs to Senate on April 16
 - Student Senate has selected the recipients of the Student Senate Faculty & Staff of the Year Awards. Recipients will be announced at the Student Leadership Awards ceremony.

Registrar

- April 17 and 24; Enrollment days for athletes; coordinated effort between Housing, Financial Aid, Advising, Registrar and Athletics
- Moving files from the "P" drive to Soft Docs. This will be an ongoing process.
- Hypercare for J1 conversion is ongoing. Working through all issues that have come up. Updating processes that will be needed for J1.
- Ongoing training for all employees for J1.
- The graduation committee met on February 24. Talked about moving cookies and punch for graduates before the ceremony while they are waiting. Music has been chosen for ceremony and will be added to desktop computer to not have Wi-Fi issues or delay. Discussion with Brad and Marketing about having pictures for graduates.

Athletics

- Have been working with committee to get ready for Banquet on 4/26 at 1 pm in the gym

- Baseball dedication to Duane Wales will be on April 25th, between baseball games against Fort Scott.
- First graders are coming to baseball game on April 14th to cheer on the baseball team that has read with them throughout the year
- Softball lights and Scoreboard should be getting installed soon.
- Athletes of the month for March:
 - Ra'Nayla Morten from Track and Field
 - Juana Rojas from Women's basketball
 - Ali Dargan from Track and Field
 - Carson McCormac from baseball
 - The next booster club luncheon is on Apr. 20th at noon at Rookies.
- Will be participating in the conference region meeting on April 7th.
- Will be attending NJCAA National convention from 4/13-4/17. Mason Hart will also be attending.
- Men's and women's soccer teams have been reffing the local youth soccer league.
- Completing paperwork for returning athletes on April 17th and 24th, coordinating this with Advising, housing, financial aid, and registrar.
- **Cheer/Dance**
 - Competing in NCA nationals in Datona Beach, FL
 - Won Conference Championship
- **Men's Basketball**
 - Lost in region finals to Ft. Scott by three.
 - Clyde Davis received First team All-Conference and Freshman of the year.
 - Jayson Demcher received Second Team All-Conference.
 - Moses Stephenson received Third Team All-Conference
- **Women's Basketball**
 - Lost to Neosho in the semi-finals of the region to finish season.
 - Yolaine Luthe was named First team All-Conference.
 - Jennyfer Gros received Second Team All-Conference.
 - Juana Rojas received Third Team All-Conference and was also named the Defensive Player of the year..
- **Track**
 - Ra'Nayla Morten was the national champion in the 60m dash and finished 2nd in the 200m.
 - Grace Nwokocha finished 5th in the 60m
 - Have had several qualify already for outdoor nationals
- **Shooting Sports**
 - Competed well at nationals
 - Success 1st year & learned a lot as a team.

- Are practicing and recruiting
- **Baseball**
 - Currently 14-22 overall and 5-11 in conference. Are sitting 6th in conference.
 - Next Home games are on 4/11 at 1 and 3 against KCK.
- **Softball**
 - Currently 10-19 overall and 3-1 in conference. Are tied for 3rd in conference.
 - Next Home games are on 4/11 at 1 and 3 against KCK.
- Men's Soccer, Women's Soccer, and Volleyball are busy recruiting for next year and doing offseason workouts and playing spring games

April

2 - Aggie Days

6 - Student Senate Professional Development Series

10 - Early Enrollment for current students

11- Softball vs Independence 1 and 3

11- Baseball vs KCK 1 and 3

13 - \$1 DQ Night

14- Baseball vs Butler 1 and 3 (first graders at ballpark)

15- Early Enrollment Days for new students

15- Financial Aid to Humboldt High School to present to seniors.

16- Baseball vs Cowley 1 and 3

16 - Student Senate General Meeting

16 - \$1 Movie Night

17 - Enrollment days for athletes; coordinated effort between Housing, Financial Aid, Advising, Registrar and Athletics

18- Softball vs Highland 1 and 3

20- Softball vs Mineral Area 12 and 2

20- Early Enrollment Days for new students

22 - PARTIO! 10 am to 2 pm

23- Softball vs Cowley 2 and 4

24 - Enrollment days for athletes; coordinated effort between Housing, Financial Aid, Advising, Registrar and Athletics

24 - Student Senate International Food Fair

25- Baseball vs Ft. Scott 1 and 3 (Duane Wales dedication in between baseball games.)

26- Athletic Banquet 1pm gym

27- Softball vs Cloud 1 and 3

30 - Student Senate General Meeting (final meeting)

30- Baseball vs Highland 1 and 3

30- Apprenticeship Day

May

8 – Student Leadership Awards

9 – Commencement

11 – 13 – Finals Week

15 – Residence Halls Close

04

FINANCE AND OPERATIONS REPORT

Vice President for Finance and Operations – Matthew Gleason

Business Office – Alicia Sterling

- Initiatives and projects currently in progress:

March has been a valuable learning experience with J1. During the first week, we went live and spent the entire week working through modules and completing assigned tasks. We reviewed spreadsheets daily to identify and prepare for upcoming needs.

In the second week, Miles and Scott were on campus, working closely with us in the system and helping us get ready to begin entering live data. By the fourth week, we transitioned into hypercare, participating in regular calls while actively entering data into the system.

We also conducted a training session on purchase requisitions, followed by an email with instructions and guidance for any questions. Kelsey has been working through and addressing those follow-up questions.

I am currently working on the bank reconciliation format. J1 is not able to generate beginning and ending balances, so I have created workaround spreadsheets that pull in both J1 data and bank data to produce the most accurate figures possible.

I was able to successfully reconcile February and will begin working on March next. What previously took one day to complete is now taking a couple of weeks due to report limitations and ongoing data entry. I am hopeful that as I become more familiar with the process, I will be able to significantly reduce that timeframe.

- Recent or upcoming events:
J1 is now live, and we are continuing to work through system issues while ensuring that our department maintains a high level of customer service for our students and patrons.
- Accolades or recognitions for team members or departments:
We are all continuing to work together on J1.

Bookstore Manager – Austin Hendrix

- Initiatives and projects currently in progress: Working with several publishers to transition to using codeless coursewares for our students rather than having them input codes to gain access to the program the class uses. McGraw Hill is working on it and I am waiting to hear back from CompTIA after their meetings. Once J1 is live, we will finally be able to finish our online store and with it a pop-up shop. The only thing I need is the help of the Business office to set up the payment processing on the back end, then we can do some test runs, and we should be ready to go. But I have to wait for them, as I am unable to set up payment processing on the back end.
- Recent or upcoming events in your area: We are bringing new clothing out each month to try and keep things attractive. Campus Services is using a new program to process and track packages for students; this program is very smooth. It also saves Niccole a lot of time and makes for a better student experience. It allows Niccole to scan packages using a device, and students are emailed when their packages arrive. This encourages students to regularly check their student emails.
- Accolades or recognitions for team members or departments: Kristine and Niccole are a huge help and they both do a lot for this area. Niccole has actively sought how to make for a better student experience regarding their ID cards, mailbox keys, mail and packages while adhering to Allen's policy. Kristine is always finding ways to improve the apparel shop.
- Key statistics and data relevant to your area of responsibility: This semester we now have 59 ebooks in our Vital Source platform that are active in various classes. We have also checked out physical books to every student taking in-person classes this semester. There are a total of 15 online courses that we have to ship books out for this semester.

Director Physical Plant and Operations – Ryan Sigg

- Custodial Maintenance:
 - Our Custodial Maintenance Department has hired Mike Luken to fill one evening custodial maintenance position.
- Grounds Maintenance:
 - Our Grounds crew has been working on several projects for the campus. Some of the projects include installation of equipment for the Disc Golf

Course on campus, updates to the baseball dugouts, and preparing equipment for the upcoming mowing season.

- Automotive/Equipment Maintenance:
 - Our Automotive/Equipment Tech is maintaining the vehicle fleet and equipment with regular maintenance.
 - Wendee Bennett, Brad Henderson and Doug Dunlap have been working to implement a new electronic form to be accessible to all staff for the vehicle fleet check out/in process.
 - We are working with Enterprise Fleet Management for new vehicles and options for the fleet replacement to better serve the campus.
 - We are continuing to build the MicroMain software for preventative maintenance schedules.
- Maintenance Techs I & II:
 - Both of our Maintenance Techs continue with the service requests filed through MicroMain on a daily schedule.
 - Below is data collected for our maintenance request in MicroMain:
 - January 1, 2025 – December 31, 2025 – 1,002 completed requests
 - February 25, 2026 – April 1, 2026 – 179 completed requests
 - Note: Data only reflects maintenance requests filed through MicroMain.
 - Cooling Tower updates are completed with Design Mechanical Inc. They have had the fill removed, hot basin deck replaced, cold basin sandblasted and coated, new fill installed, new water supply piping installed. Towers should be online 4/6/2026.
- Maintenance Projects:
 - Updates to Facilities Assessment are limited this month.
 - Projects highlighted in light blue are in progress.
 - Please see Facilities Assessment Timetable tab February 2026 for reference.



Board Policy 3.03

Board Policy Title: **Organizational Chart**

<i>Board Policy Number:</i>	BP 3.03
<i>Adoption Date:</i>	5/14/2024
<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 board of trustees shall, at its annual organizational meeting, approve the organizational chart for the community college. The organizational chart shall be available on the college website or upon request from the board clerk.

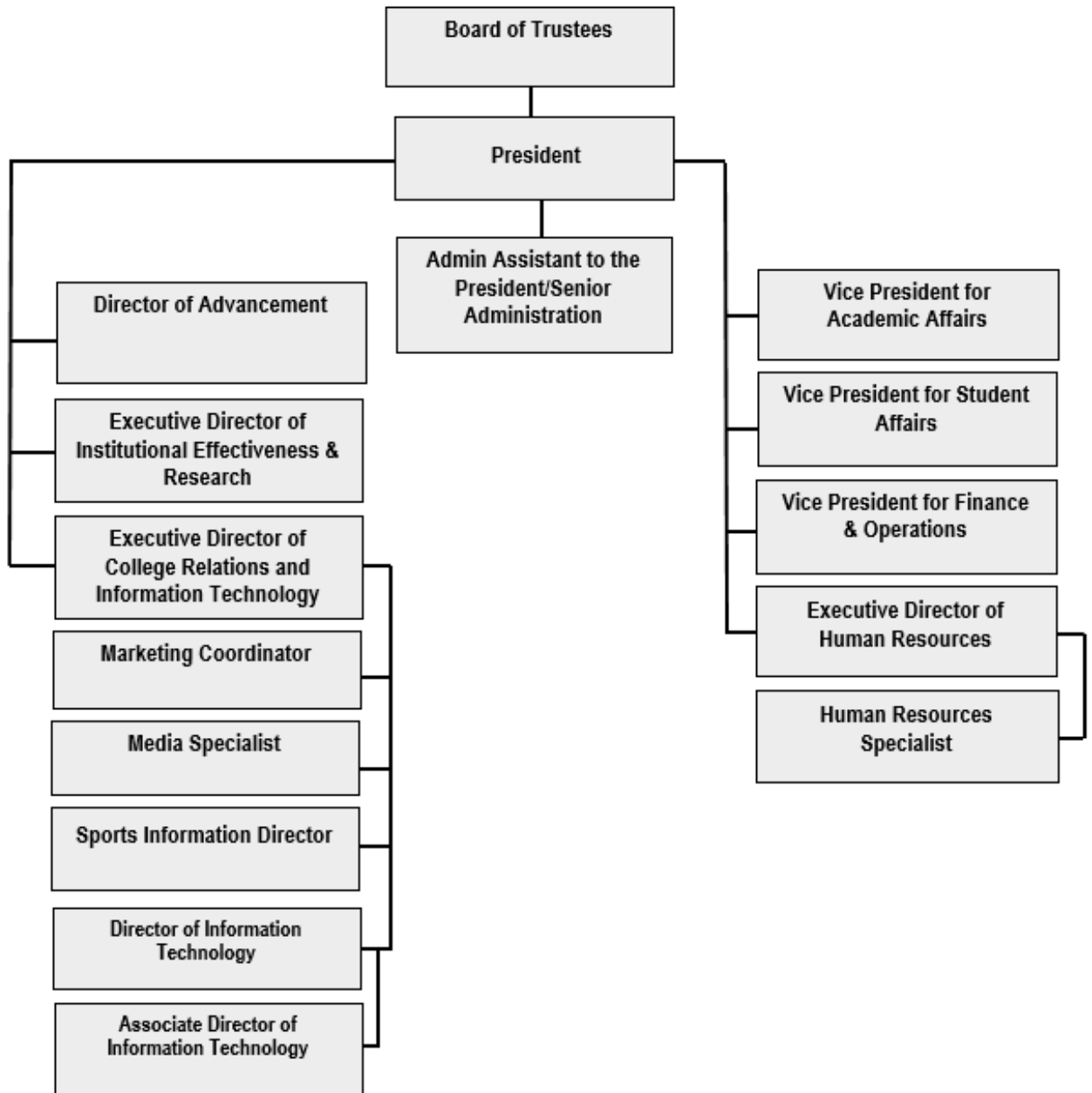
Administrative Procedure



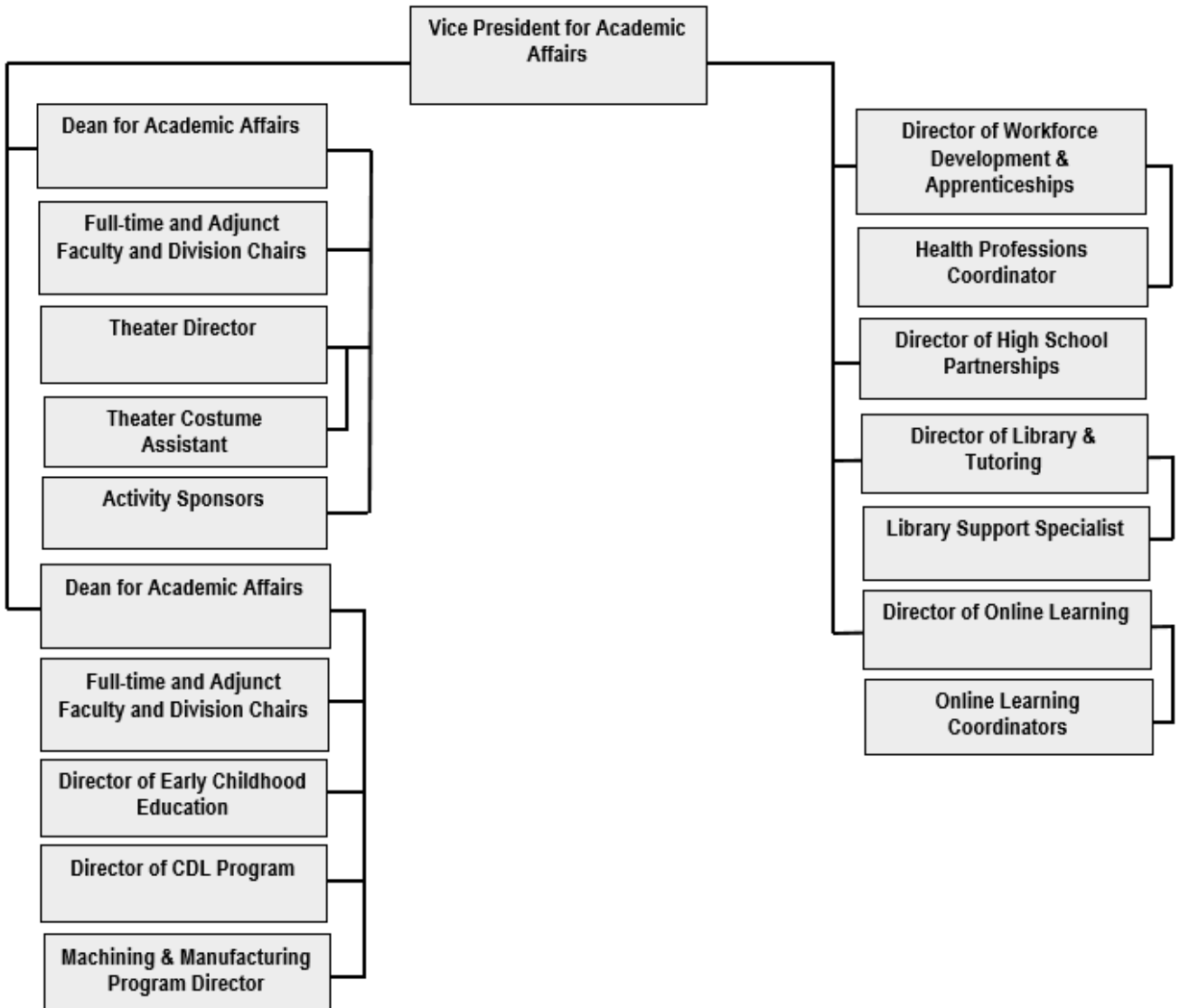
<i>Administrative Procedures Title:</i>	Organizational Structure
<i>Administrative Procedures Number:</i>	AP 1.06
<i>Adoption Date:</i>	
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	
<i>Sponsoring Unit/Department:</i>	Administration
<i>Policy Title(s) & No(s):</i>	BP 1.06 Organizational Structure
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	II-A-1.2

The chart below represents the organizational structure of the college, along with supervisory responsibilities.

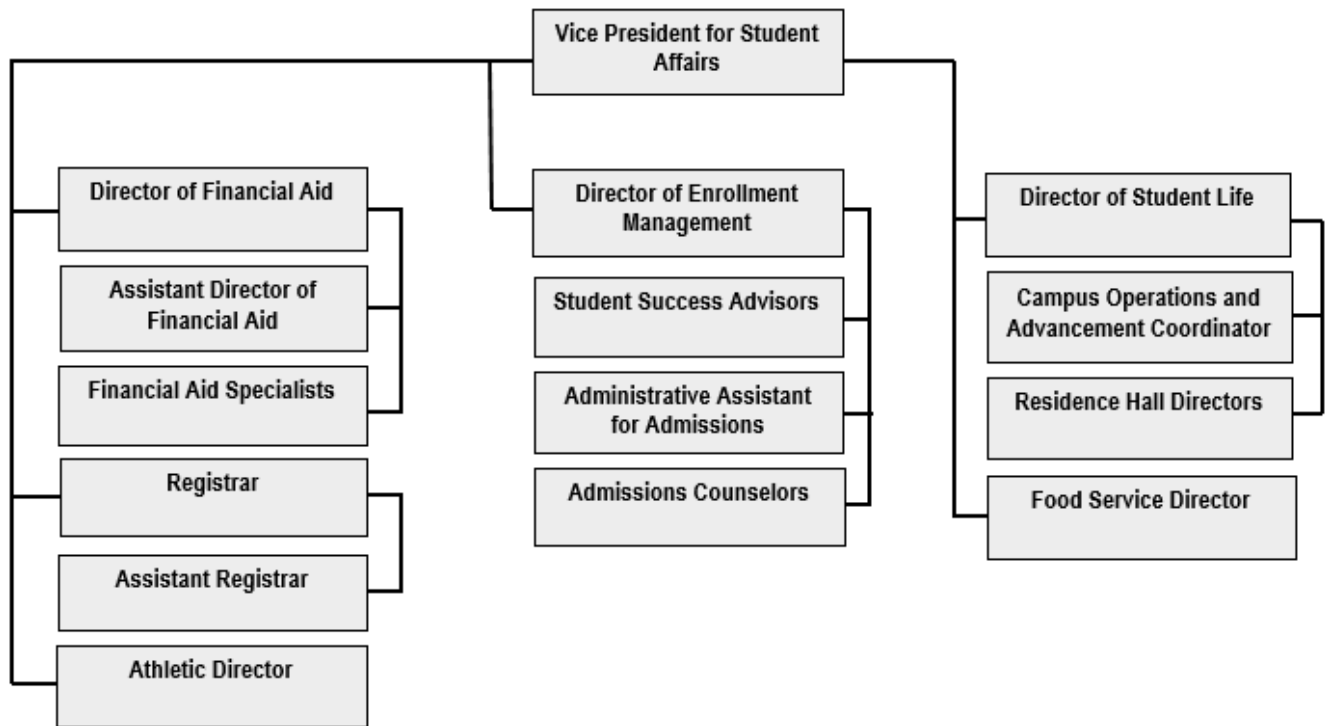
A. Board of Trustees and Presidential Reporting



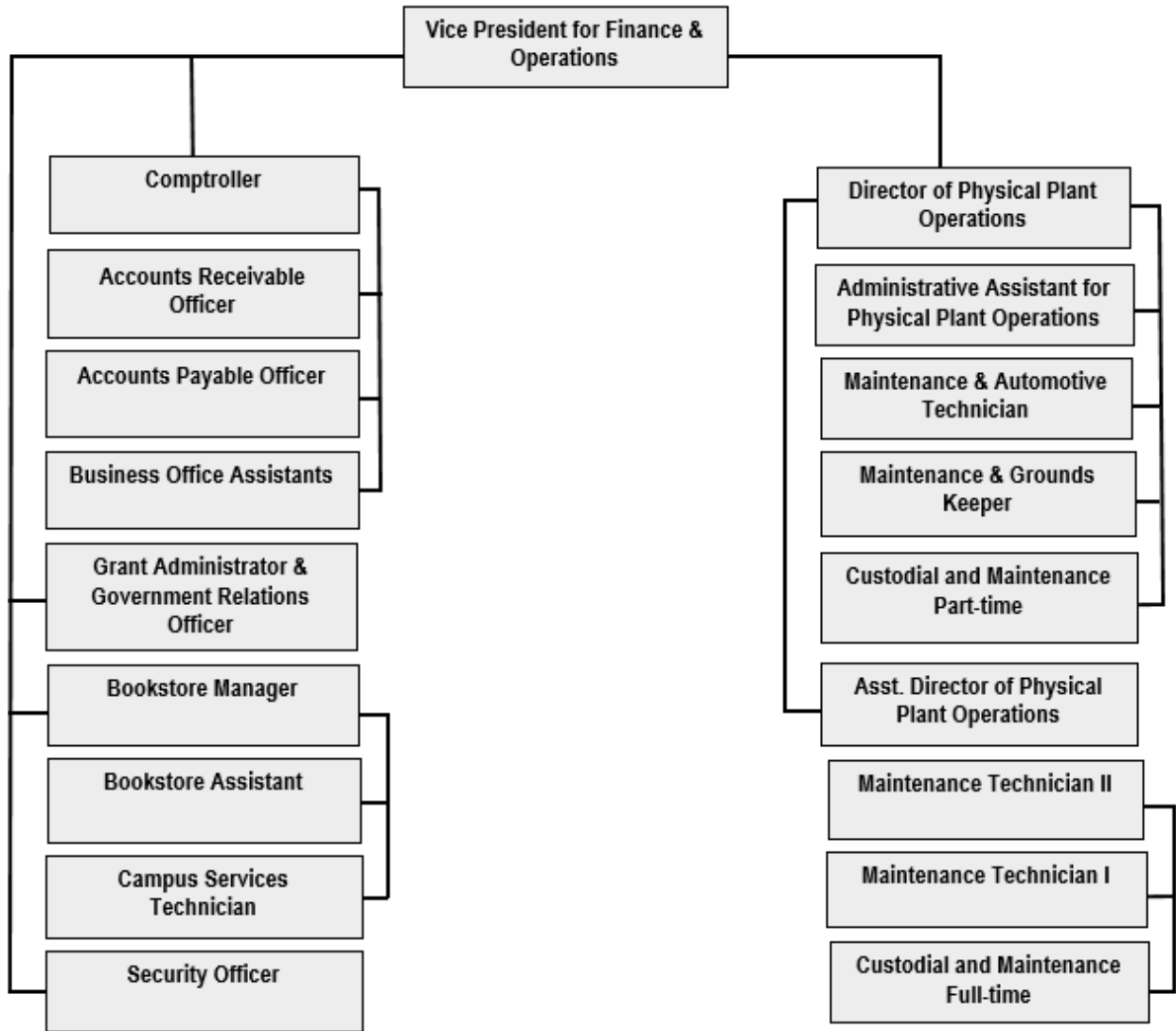
B. Academic Affairs



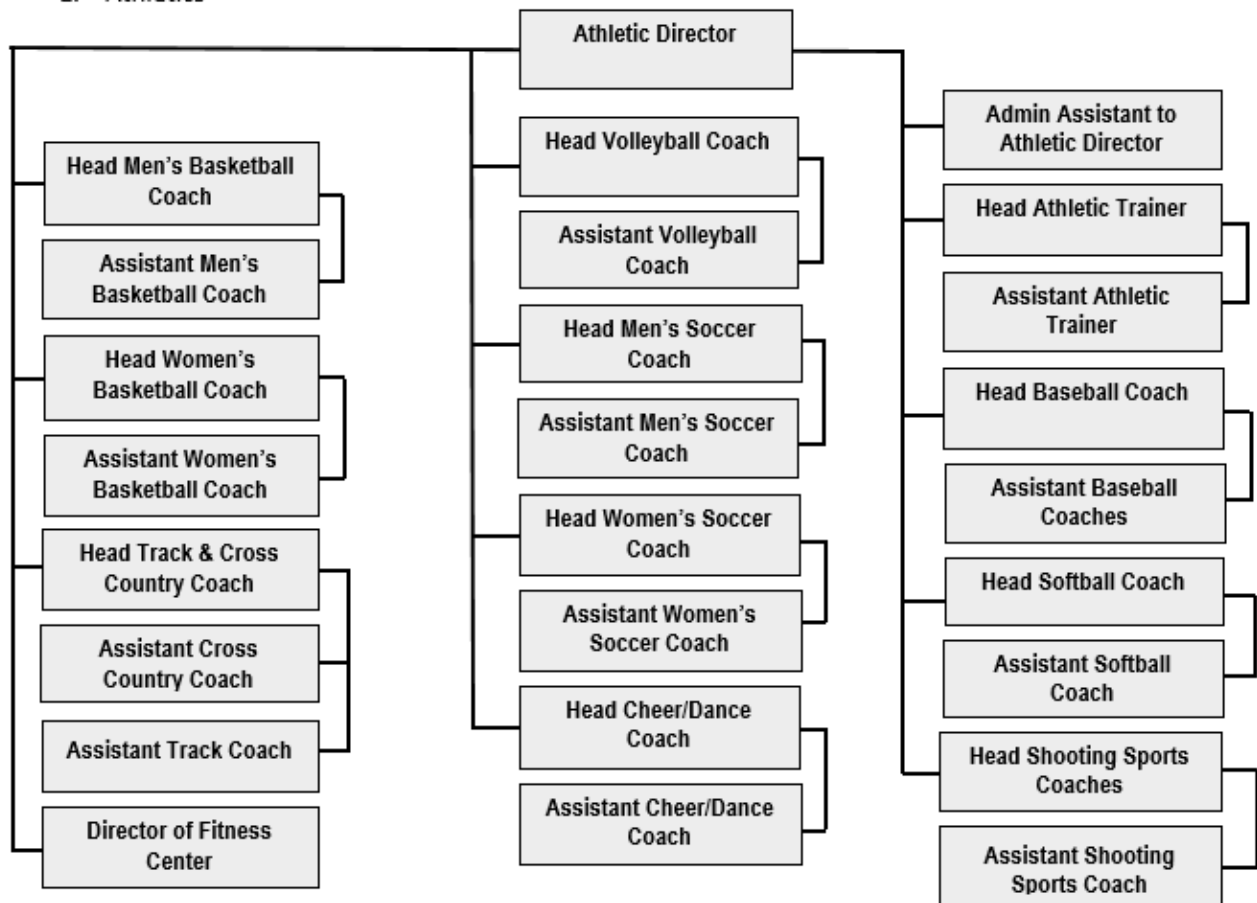
C. Student Affairs



D. Finance and Operations



E. Athletics



F. Division Chairs

**Communications, Fine Arts,
and English Division**

CTE Division

Math and Science Division

**Social and Behavioral
Sciences and Business
Division**

Board Policy 7.00

Board Policy Title: Application of Human Resources Policies

Board Policy Number: BP 7.00
Adoption Date: 2026
Schedule for Review & Update: Every three years
Review Date(s): 2026
Revision Date(s):
Legal Reference:
Cross Reference: **NEW POLICY**

Employees are expected to comply with all applicable Policies and Procedures. The Board and Allen Community College (the College) reserve the right to add to, delete from, alter, amend or waive the application of employee Policies and Procedures. The College's Policies and Procedures are not a contract between employees and Allen or its Board. Any verbal or written assurances that are inconsistent with the College's Policies are not binding on the College unless specifically approved by the Board.

Applicability: The College's Human Resources Policies and Procedures shall apply to all employees, unless otherwise stated. If any portion of a Policy or Procedure is inconsistent with any master agreement with "professional employees" of the College, the term of the master agreements will control.

Except as otherwise specified, where these policies refer to a position by its title, this reference to title shall be interpreted to include "or his/her designee."

If any provision of these policies is found to be inconsistent with the law or is deemed invalid by a court with jurisdiction over the College, such provision shall be considered void, but all other provisions shall remain in full force and effect.

Board Policy 7.00

What this policy (BP 7.00) is really saying

This is a standard **disclaimer-heavy "non-contract" policy** that almost every public college and employer includes in their human resources section. In plain English, it says:

- Employees must follow all college policies and procedures.
- The **Board and Administration** can change, delete, add, ignore, or waive any policy at any time, for any reason, without notice.
- Nothing in the policies or procedures creates any kind of **contractual rights** for employees. The policies are **not** a binding agreement.
- Any verbal or written promises made by administrators, supervisors, or HR that contradict the official policies are **not binding** unless the Board itself specifically approves them in writing.
- The policies apply to everyone unless a union contract (master agreement) says something different — in which case the union contract wins on that specific point.
- References to job titles (e.g., "the President shall...") also mean "or their designee."
- If a court strikes down one part of the policies as illegal, the rest stays in effect (severability clause).

In short: **"These are the rules we expect you to follow, but we reserve the right to change or ignore them whenever it suits the institution. You have no enforceable rights based on these policies."**

This is classic language designed to preserve **employment-at-will** (or near at-will) status and protect the college from breach-of-contract lawsuits based on the employee handbook or policies.

Why this policy is bad (or at least risky/unfair) for the Board of Trustees

While the Board *thinks* this protects them, it actually weakens the Board in several important ways:

1. **It cedes real power to the administration** The policy explicitly says the **Board and the College** can change or waive policies. In practice, the **administration** (President, HR, Cabinet) handles day-to-day changes, interpretations, and waivers. The Board rarely reviews every alteration. This turns the Board into a rubber stamp rather than the actual governing body.
2. **It undermines the Board's own authority** By saying "any verbal or written assurances inconsistent with policy are not binding unless specifically approved by the Board," the policy admits that administrators and supervisors frequently make side deals or promises. It then says those promises don't count — which protects the college legally but signals that the Board doesn't actually control or enforce consistent governance. It makes the Board look weak or detached.

3. **It reduces accountability for everyone, including the Board** If policies can be changed or waived at any time, the Board has less ability to hold the administration accountable to clear, stable rules. Administrators can argue "we waived it" or "we updated it" whenever convenient.
4. **It damages trust and morale** Employees (especially faculty and staff) see this as the Board saying "the rules apply to you, but not necessarily to us." This erodes confidence in the Board as a fair governing body and can lead to higher turnover, union pushes, or low engagement.
5. **It can backfire legally in some cases** Courts sometimes look skeptically at overly broad disclaimers, especially if the college has a pattern of not following its own policies. In some states, consistent past practice can still create implied contracts despite the disclaimer.

Why this policy strongly helps the administration

This policy is **very administration-friendly** and is the main reason these clauses exist:

- **Maximum flexibility** — The administration can respond quickly to budget problems, personnel issues, legal risks, or changing priorities without being locked into old rules.
- **Strong legal protection** — It makes it very difficult for employees to sue for breach of contract based on the handbook or policies. It reinforces at-will employment (or near at-will for non-union staff).
- **Limits individual administrator liability** — By saying only the Board can make binding exceptions, it shields mid-level administrators from being held to promises they make.
- **Shifts power downward** — The President and HR gain significant practical control over HR matters while the Board retains only nominal oversight.
- **Handles union vs. non-union differences cleanly** — It defers to collective bargaining agreements where they exist, while keeping non-union employees on a short leash.

Bottom line

This is a **pro-employer, anti-employee-rights** boilerplate policy designed to minimize legal risk and preserve institutional flexibility. It is common in community colleges and public employers.

It **helps the administration** far more than the Board because it gives the day-to-day operators wide latitude while reducing the Board's ability to enforce stable, consistent governance. For the Board of Trustees, it is a double-edged sword: it provides legal protection, but at the cost of real governing power and institutional trust.

If the Board wants more actual control, they should consider requiring Board approval for significant policy changes or waivers rather than delegating so much authority. Many boards add language that policies can only be changed with Board approval (not just "the College").

Board Policy 7.00

Board Policy Title: Application of Human Resources Policies

Board Policy Number: BP 7.00
Adoption Date: 2026
Schedule for Review & Update: Every three years
Review Date(s): 2026
Revision Date(s):
Legal Reference:
Cross Reference: NEW POLICY

Employees are expected to comply with all applicable Policies and Procedures. The Board and Allen Community College (the College) reserve the right to add to, delete from, alter, amend or waive the application of employee Policies and Procedures. The College's Policies and Procedures are not a contract between employees and Allen or its Board. Any verbal or written assurances that are inconsistent with the College's Policies are not binding on the College unless specifically approved by the Board.

Applicability: The College's Human Resources Policies and Procedures shall apply to all employees, unless otherwise stated. If any portion of a Policy or Procedure is inconsistent with any master agreement with "professional employees" of the College, the term of the master agreements will control.

Except as otherwise specified, where these policies refer to a position by its title, this reference to title shall be interpreted to include "or his/her designee."

If any provision of these policies is found to be inconsistent with the law or is deemed invalid by a court with jurisdiction over the College, such provision shall be considered void, but all other provisions shall remain in full force and effect.

Board Policy 7.38

Board Policy Title:	<i>Electronic Devices</i>
Board Policy Number:	BP 7.38
Adoption Date:	2026
Schedule for Review & Update:	Every three years
Review Date(s):	<u>2026</u>
Revision Date(s):	
Legal Reference:	
Cross Reference:	<u>NEW POLICY</u>

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

Commented [DC1]: Are employees allowed to take electronic devices home and use them for anything other than work related purposes? If so, then I do not recommend limiting the use to work while being compensated.

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 College/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.

Commented [DC2]: I have added a revising for your consideration. It is important to note that if a person is using a personal device, the employee should have no expectation of privacy when using it with the College's internet, etc.

~~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.~~ The employee shall have no expectation of privacy with respect to a personal device when using the College's network or conducting business on behalf of the college.

Reviewed by David Cunningham with KASB.



Board Policy 7.50

Board Policy Title: *Criminal Background Check*

Board Policy Number: BP 7.50

Adoption Date: 2026~~5~~

Schedule for Review & Update: Every three years

Review Date(s): 2026

Revision Date(s):

Legal Reference:

Cross Reference: _____ —NEW POLICY

The purpose of this Policy is to explain when a background check may be required and describe the circumstances requiring an employee, applicant, or volunteer to notify the College after being convicted of a criminal offense.

The College will obtain a background check, including criminal history, on all persons recommended for employment (new hire or re-hire), certain employees recommended for transfer or reassignment, all volunteers and ~~for~~ other employees as may be determined in accordance with Human Resources procedures. No person covered by this Policy is authorized to begin employment or a new position prior to passing the background check adjudication process performed by Human Resources. The background check information will be kept securely in the human resources personnel file via paper or electronically. Access to the personnel file is restricted to Human Resources or in accordance with 7.31 Personnel File policy.

All applicants for employment at the College will be advised that a background check is a condition of employment. Applicants may be required to disclose information related to criminal history requested on the employment application and during the employment screening process. Failure to fully disclose such requested information may result in disqualification from employment, withdrawal of an offer, or termination of employment.

Any and/or all employees, applicants, or volunteers are required to notify the College of any conviction, guilty plea, no-contest plea, or diversion agreement related to any criminal offense classified as a misdemeanor or a felony. This requirement does not apply to municipal ordinance violations or traffic infractions that are not classified as misdemeanor or felony offenses. Such notice of conviction must be provided to Human Resources within seven (7) calendar days from the date of conviction. Upon receipt of notice of conviction from an ~~employee~~employee, applicant, or volunteer, the Director of Human Resources or designee shall review the matter, determine whether a criminal background check is required, and take appropriate action in accordance with College policies. Failure of an employee, applicant, or volunteer to provide such notice shall be considered grounds for disciplinary action up to and including termination of employment.

A reported criminal offense conviction will not necessarily disqualify an applicant, volunteer, -or employee ~~from employment with the College.~~ Decisions to disqualify will be made by the Director of Human Resources or designee based on an individualized assessment. ~~Decisions will be made by the Director of Human Resources or designee based on an individualized assessment.~~ The employee-, volunteer, or applicant will be given an opportunity to provide Human Resources with information relevant to this assessment before a decision is reached. Decisions will be made by the Director of Human Resources or designee based on an individualized assessment.



Board Policy 7.51

<i>Board Policy Title:</i>	<i>Employee Recruitment, and Selection, <u>and New Hire</u> <u>Requirements</u></i>
<i>Board Policy Number:</i>	BP 7.51
<i>Adoption Date:</i>	<u>202625</u>
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	<u>2026</u>
<i>Revision Date(s):</i>	
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	<i>NEW POLICY</i>

The purpose of this Policy is to establish practices to hire the best qualified candidates for open positions at the College. The meaning of best qualified will be determined at the College's sole discretion.

The College strives to attract a broad and diverse pool of qualified applicants for all employment opportunities. Human Resources will establish recruitment and selection procedures to ensure a fair and impartial hiring process. The hiring supervisors will be responsible for making the final hiring decisions in accordance with the policies and procedures established by the College to promote open and fair competition for the selection of the best qualified individuals to fill vacant positions. Employment will be offered based upon the appropriate skills, knowledge, experience, and job-related qualifications of applicants using fair and valid selection criteria. Additionally, employment will be contingent upon satisfactory completion of relevant background checks, verification of eligibility to work in the United States, reference check, and review of experience and education.

Upon being recommended for employment, a new employee will be required to complete pre-employment screenings as defined by Human Resources. These must be completed prior to starting work. The completion of pre-employment screens is a condition of employment.

Failure to satisfactorily complete pre-employment screenings or other required tasks may result in disqualification from employment, withdrawal of an offer, or termination of employment.

Employees are expected to keep required information and documentation current throughout their employment.

With prior approval from the President, employees may conditionally begin work prior to Board approval when the candidate has completed all requirements for employment.

The hiring of each applicant is conditioned on approval at a public meeting of the Board of Trustees. The Board approves the employment, compensation, benefit package, and terms and conditions of employment. ~~With prior approval from the President, employees may conditionally begin work prior to Board approval when the candidate has completed all requirements for employment.~~

Board Policy 7.52

<i>Board Policy Title:</i>	<i>New Hire Requirements</i>
<i>Board Policy Number:</i>	BP 7.52
<i>Adoption Date:</i>	2026
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	2026
<i>Revision Date(s):</i>	
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	<i>NEW POLICY</i>

The purpose of this Policy is to notify employees that have been recommended or offered a position, of the College's requirements prior to the commencement of their employment with Allen CC.

Upon being recommended for employment, a new employee will be required to complete pre-employment screenings as defined by Human Resources. These must be completed prior to starting work. The completion of pre-employment screens is a condition of employment.

Failure to satisfactorily complete pre-employment screenings or other required tasks may result in disqualification from employment, withdrawal of an offer, or termination of employment.

Employees are expected to keep required information and documentation current throughout their employment.

Faculty Senate Report:
Space Allocation and Facilities Master Plan Recommendations

Introduction

Since November, we have been gathering faculty input regarding the strategic allocation of campus space. Following two survey rounds developed by Faculty Senate President Anne Marie Foley and distributed to all full-time faculty, our most recent outreach garnered 21 responses. As this participation level meets our quorum requirements, the following items represent the prioritized facilities and space needs identified by the faculty:

Strategic Facilities Timeline

- **Short-Term Priority (1–3 Years): Modernization of the Lecture Hall**
 - **Faculty Consensus:** A 64% majority formally approved the proposal to remodel the large lecture hall located near the administration offices.
 - **Response Breakdown:** 27% responded "Maybe," while only 9% voted "No".
 - **Objective:** Updating this space with modern technology and improved seating is critical to enhancing the instructional environment for large-enrollment/specialized courses and campus events.
- **Mid-Term Priority (3–5 Years): Fine and Performing Arts Center**
 - **Faculty Consensus:** The majority of faculty identified the construction of a new, dedicated Fine and Performing Arts Center as a primary objective.
 - **Response Breakdown:** 68% of faculty voted in favor, 27% selected "Maybe," and there was only a single "No" vote.
 - **Objective:** This facility will provide purpose-built environments for music, theatre, art, and graphic design; ensuring these programs have the specialized infrastructure required for academic excellence and community engagement.

Action Items

1. Approve the remodel of the large lecture hall.
2. Authorize further development and planning for a prospective Fine and Performing Arts Center.

Other Faculty Thoughts on Space Allocation:

- **Establishment of a Comprehensive Facilities Master Plan:** Development of a formal, multi-phase roadmap that outlines specific, actionable steps for infrastructure improvement.
- **Commitment to Specialized Facilities:** Invest in new, high-quality, purpose-built spaces instead of attempting to retrofit existing, less-optimal facilities.
- **Infrastructure Reinvestment:** Long-term planning should include the necessary upgrades or replacements of aging structures, as well as athletic practice facilities, to maintain a safe and competitive campus environment.
- **Protect Student-Centered Spaces:** Ensure that the Master Plan preserves areas designated for student life and engagement.

Priority Rank	Facility Type	Primary Purpose & Context
1	Fine and Performing Arts Center	Most mentioned long-term goal. Essential for music, theater, and art programs to have a dedicated hub.
2	Instructional Lecture Hall	Primary short-term goal (1–3 years). Specifically the hall near administration offices for immediate modernization.
3	Specialized Allied Health Labs	Crucial for the Nursing program. High importance placed on "purpose-built" rather than retrofitted spaces.
4	Faculty Offices	Emphasis on maintaining a specific inventory count and improving privacy/layout in A and B office complexes.
5	General Classrooms	Focus on preventing any net loss of instructional space during future reallocations.
6	Athletic Training Facilities	Specifically mentions upgrading or replacing the former "Red Barn" used by athletes.
7	Shawnee County Facilities	Mentions of developing space/classrooms in Shawnee County to support hybrid courses.
8	CTE Expansion	Suggested as a beneficiary of space if theater/music programs move to a new dedicated center.

Answers to the following Board Questions Regarding a Fine/Performing Arts Center

*Has anyone reached out to Bowlus to see about cooperating with them for theatre facilities like we are doing with the USD?

*What are the enrollment numbers for those programs that would be in the "proposed" Performing & Fine Arts facility? How have they grown over the recent semesters?

Since Tricia Stogsdill submitted the initial response, there have been meaningful updates

Update: After speaking with the Bowlus Executive Director, they can potentially help us with 3 of our space issues.

1. A Rehearsal Space
2. A Costume Shop
3. Costume Storage

The particulars of this rental agreement would have to be worked out in more detail, but the estimated cost of renting these spaces for the year (the storage would be provided for free with the rental) per our discussion is:

1. Rehearsal Space- \$3,000 per semester, total approx. \$6,000
2. Costume Shop-\$7,200 for the year, assuming there is no charge for leaving equipment in the space year-round.

Total for the Space Rental-\$13,200

Total for additional space rental including our current rental estimate for the Spring Production: \$21,200

This agreement covers space use for only 4 hours per day, and any additional time would be an additional cost.

Caveat: If the spaces were needed by USD 257, we would still have to move to a different space even though we are paying a rental fee.

Why this might not be the best solution to our space needs

- **This does not solve our primary on-campus safety concerns:** the outdated electrical and the storage of large/heavy furniture on the mezzanine instead of the ground floor, which despite safety precautions makes it inherently dangerous to access our larger props.
- This does not solve the accessibility issues in our theatre for people with disabilities.
- This does not solve the need for larger, ADA compliant restrooms for our patrons and students.

- **We would be giving significant amounts of money to an outside organization rather than investing in our own learning environment and facilities.** If the choice is between enhancing student learning and renting space at the Bowlus, students will always come first in the Theatre & Film program. We would not be able to pay the estimated \$21,200 out of our current budget, it would have to be additional funds, and Theatre & Film faculty as the professional experts think the funds could be more wisely used elsewhere.
- **Investing in an outside space does not act as a meaningful recruiting tool.**
- The Bowlus is not what is called in the industry a “Producing House,” they are a “touring” or “roadhouse,” so they simply do not have the facilities to create full productions to the level that we produce them. For example: Broadway Shows are not built in Broadway Theatres, but regional houses like The Guthrie Theater both build and present their own shows in-house. Therefore, in creating the costume shop, we would still need to bring in all our own equipment and some furniture to make the space suitable for the work. We could not move our scenery work to the Bowlus because their scene shop is much smaller than ours do to the nature of their work, and due to the amount of shows they have coming in and out, they could not store our set pieces there as we build them.
- Our current scene shop meets our needs for the most part, but it has some issues and safety concerns, since it was designed for metal work and not wood, but could be ideal for some CTE programs.
- The Music Department needs practice rooms, a separate band and choir room, instrument storage and repair station, and a performance space. The Bowlus is better suited to music needs, but scheduling becomes an issue (see below).
- The Art/Graphic Design Departments need a larger classroom (current art class numbers cannot expand due to the space restrictions), a Makers Space so they can set up all their equipment, and a larger updated Mac Lab (current Graphic design enrollment cannot expand due to space/equipment restrictions).
- **The Bowlus simply does not have all these facilities for all the Allen Fine/Performing Arts Programs that have space needs, or the ability to provide them to us for the extent that we would need them.**
- Whenever we set foot in the Bowlus we are paying. We pay a daily rate for renting the space, that only covers 5 hours a day and we pay extra for any time over that, we pay an additional fee for each performance, and they take a cut of our proceeds. Each time we do a show at the Bowlus it costs at minimum \$5,000 just to use the space, not including the amount they take from our ticket sales. Now, with our updated contract, we must pay extra to use lights and sound the first week of our two-week contract so we can properly teach our students. Next year we will be budgeting \$8,000 to rent the Bowlus for 2 weeks for our production due to cost increases per our contract.

- **If we partner with the Bowlus, the facilities would be so far apart it would be very difficult to manage with the current faculty/staff we have, and it would create a number of logistical issues.** For shows, many times our two faculty members are managing multiple leadership roles for the production that require proximity. It is very unusual for all areas of the Theatre Department to not be housed in the same building. Schools that have facilities like that often have significantly more people to run the separate areas.
- The other issue is scheduling: the Bowlus has a slot for us to do our show and we cannot change the schedule. If we don't do a show one year, we lose the slot and cannot necessarily get it back. It is very challenging to schedule with the Bowlus because they have a very full schedule with their professional productions, USD shows, and community organizations like Iola Community Theatre and Iola Area Orchestra. So sometimes we want to use the Bowlus for something theatre/music related, and we can't, even with our current limited use, and even though they always try to accommodate us.
- The music department has found a work-around to Bowlus scheduling limitations by partnering with the Iola Area Orchestra, but **for student recitals and other performances they have no space on-campus that is suitable.**
- **Our campus spaces are the ones that most heavily affect student learning.** In our space, students can work on any equipment, making sure they get the hands-on learning necessary to a Theatre & Film degree, but at the Bowlus, they have very reasonable restrictions both in time and access.
- **At this point, some of our equipment is so out of date that we are doing a disservice to our students, and the facility itself cannot accommodate the needed upgrades. It would be extremely cost-prohibitive and likely not even possible to try and retrofit the current theatre space.**
- **The Theatre & Film Program has already outgrown the current space functionally, but within 1-2 years we will no longer be able to accommodate more scholarship/program students, or increase class and production sizes due to space limitations if we maintain even a fraction of our current growth rate.**

We would still use the Bowlus for one show a year like we do now, but our resources at the college are the ones that most heavily affect student learning and experience. We would not create a proscenium space that matches the Bowlus for our on-campus theater, we would create a high-quality Black Box theatre. It would be the only theatre of that kind in the area, it is a more cost effective and versatile type of space and would be great for educational purposes. For our program, it would be ideal as both a theatre space and as a film sound stage. The Bowlus is a great space and resource, and we feel fortunate that we have the funds to utilize it as we currently do. However, **Allen students spend two weeks of a school year at the Bowlus. That is about 6% of their learning experience at Allen, we are looking to improve the other 94%.**

Music Department Enrollment

Fall 2024 on-campus Music class enrollment (some classes are conducted at area High Schools, and I subtracted those numbers): 59

Spring 2026 on-campus enrollment: 62 **Increase of 5.88% in 1.5 Academic Years**

Concert Band Participation Fall 2024: 2 (increased to 7 once Patrick Matarazzo started)

Jazz Band Participation Fall 2024: 0

Concert Band Participation Spring 2026: 9 (**increase of 28% to 350%** depending on how you would like to calculate it using either 2 or 7 as the starting number)

Jazz Band Participation Spring 2026: 9 (**increase 900%**)

Fall 2024 Choir Enrollment: 0

Spring 2026 Choir Enrollment: 5 (**increase 500% in less than one academic year**)

Art and Graphic Design Enrollment

Art and Graphic Design numbers have remained steady, and fluctuations are not significant.

Average Art Class Enrollment per semester: 111.5

Average Graphic Design Class Enrollment per semester: 84.5

Scholarships for Art and Graphic Design combined have remained steady at 5 each, total 10

they currently cannot expand due to facilities limitations-i.e. they physically cannot put more students in the current spaces.

Theatre & Film Enrollment

Theatre & Film Scholarship Students Fall 2022 (Tricia Stogsdill start date): 8

Theatre & Film Scholarship Students Fall 2026: 15 **increase of 87.5%**

Fall 2024 Theatre Class Enrollment: 51

Fall 2025 Theatre Class Enrollment: 54 (**increase 5.88% in one Academic Year**)

Theatre & Film Program Course Enrollment Fall 2024: 26

Theatre & Film Program Course Enrollment Fall 2025: 32 (**increase of 23% in one Academic Year**)

Program Course Enrollment Fall 2022 (Tricia Stogsdill's start date) to Spring 2026 increase: 128%

These increases are despite a 2.7% reported drop in overall college enrollment for Fall 2025, and an approx. 11.5% decrease from 2022-2025 according to publicly available information

Total Number of Students that would benefit on average from a Fine and Performing Arts Center according to current numbers: **311**

Approx. Percentage of in-person students that participate in the Fine/Performing Arts: **38.8%**

Fine & Performing Arts Center Proposal

Music Department

The current music room does not provide an environment that is conducive to productive and focused rehearsals for serious instrumental and vocal study. The physical limitations of the space hinder both sound development and ensemble cohesion, as the room lacks the proper acoustical design needed to support a balanced, resonant, and unified ensemble sound. Instead of enhancing tone quality and blend, the space often distorts or absorbs sound in ways that make it difficult for students to hear one another clearly, ultimately limiting musical growth and effective rehearsal outcomes.

In addition to its acoustical shortcomings, the room is inadequate in terms of space and functionality. The layout does not allow for efficient ensemble setup, nor does it provide sufficient storage for instruments, equipment, and music resources. This creates unnecessary clutter and restricts the flexibility needed to accommodate different ensemble sizes and rehearsal formats. As a result, both instrumental and vocal programs are constrained in their ability to operate at a high level or expand to meet increasing student interest.

From a recruitment and program development standpoint, the current facility presents a significant challenge. To grow these programs, a more intentional and forward-thinking approach is required—one that includes a rehearsal space capable of attracting and retaining students. Prospective students often come from high school programs with modern, well-designed facilities that support their musical development. When compared to those environments, the current space falls short of expectations for an institution of higher learning.

If the goal is to build competitive and thriving instrumental and vocal programs, the institution must prioritize improvements to its facilities. A well-designed rehearsal space is not a luxury, but a necessity. Investing in an upgraded environment would not only enhance daily instruction and rehearsal quality, but also serve as a powerful recruiting tool—demonstrating a clear commitment to excellence in music education and performance.

Music Spaces for the New FPAC

- Separate Band and Choir Room
- Instrument Repair Room
- Music Hall for on-campus performances/recitals
- Instrument Storage
- Riser Storage
- Music Library
- Choir Director Office
- Band Director Office
- 3-6 Practice Rooms (can be shared with Theatre Dept.)
- Sound Recording Studio (can be shared with Theatre, Film, and Mass Communications)
- Music Classroom

Art/Graphic Design Department

The current Art/Graphic Design spaces restrict the number of students that can enroll in those classes due to equipment and physical space limitations. If the sizes were increased, the fact that almost every Art class is full every semester shows that enrollment in those classes would increase with availability.

Art/Graphic Design Spaces for the New FPAC

- Larger Mac Lab
- Makers Space for using the different art equipment that the program has, it cannot currently be set up or used effectively due to space issues
- Larger Art Room
- Art Teacher Office
- Graphic Design Teacher Office
- Pottery Studio: This could be a wonderful opportunity to make it so our Art program could expand, and pottery classes are great for community engagement and continuing education classes

Note: Theatre & Film Design and Production Students take these classes and use these spaces as well, so it benefits 3 programs

Theatre & Film Department

Our program is breaking both school and state records for awards. Last year we won the most awards per production of any school in the state (University or College). This year we were nominated for a Regional honor against Division 1 schools. We are beginning to develop a national profile due to our affiliation with American Players Theatre and the high-quality of our productions.

Our Audience sizes are growing with our program, with an impressive 30% increase in patrons from last year to this year for our Fall Production. Issues with bathrooms and seating become more apparent as the audience increases.

Our partnership with the Bowlus Fine Arts Center helps to keep us competitive against other area programs for prospective students, but our campus spaces are a huge detractor, and they are the primary learning spaces. We currently spend 6% of our time at the Bowlus, and 94% of our time on our campus. Bowlus restrictions and fees make it difficult to utilize their facility more, even though we have a very good working relationship.

Other area Fine/Performing Arts programs that don't have our soaring enrollment numbers or prestige are investing in their spaces, which will make them more competitive with us. For example: Right now we have 357% more enrollment in Theatre Program Courses than Neosho County Community College, and 39% more enrollment in general Theatre courses overall (including Gen Eds like Theatre Appreciation), and they are doing a big overhaul of their fine/performing arts spaces. Note: their theatre dept is listed as communications, so their Theatre Instructor also teaches public speaking. They do not even have a stand-alone theatre program.

The quality and condition of our spaces do not currently align with the quality and reputation of the program. Also, the current growth rate will mean that our program will not be able to admit all the students that want to attend in as little as 1-2 years. We want to remain an accessible program. My concern is that our current momentum cannot be sustained with our spaces as they are, and it will begin to go the other way.

Safety Concerns

1. Prop storage is all on the mezzanine, with no alternative space, and moving items from that area is inherently dangerous, especially heavy furniture
2. The electrical is so out of date, many of our outlets just don't work, Speaker cables have to be run along the walls with unsightly tape, and we cannot update our lighting system to improve student learning
3. No bathrooms in the dressing room/private space for dressing
4. Inadequate ADA seating for patrons (decisions on the updates to our seats were made before I arrived, or I could have helped with this issue)
5. Lack of Adequate ADA Bathrooms
6. Animals frequently get into the space (just last week we had both a bird and squirrel in the theatre itself, we had to cut a hole in the wall to get the squirrel out)
7. HVAC issues create mold, ruin costumes, blow our lighting fixtures, and can cause temperature-based safety issues (mostly heat-sickness) when we are doing a lot of hands-on physical work

Space Concerns

1. There is inadequate space to move around our dressing rooms/costume shop because they are such multi-functional spaces and we have no place for storage.
2. Our Design Studio Classroom is already at it's max capacity and we just got it this year, which means we have little to no room to expand some of our classes
3. Lack of a designated rehearsal space causes us to constantly have to shift items around to be a new function multiple times a day
4. Our scene shop doesn't have the space for the scale of our set pieces

Spaces in the New FPAC

- Dedicated Rehearsal Room with a rehearsal costume closet, changing room with cubbies, rehearsal prop storage, and a mirror with curtains and dance bar
- Design Studio/Mac Lab Classroom
- Props and Scenery Storage
- Costume Storage
- Costume/Wig and Makeup Shop with sink and washer/dryer (getting the laundry out of the scene shop)
- Scene shop designed for woodworking with a paint sink, dust collection for fire safety, and a vent hood for using chemicals safely
- A CNC room (the Art and Graphic Design program would benefit from this as well!)
- Two dressing rooms with private bathroom areas
- Black Box Studio Theatre (also used as Film Soundstage)
 - Sound-proof upper-level booth
 - Grid for lights

- Box Office and Lobby (could double as Art Gallery!)
- Office for Theatre & Film Director located outside of the theatre itself
- Office for Technical Theatre Instructor inside or in direct view of the scene shop
- Digital Recording Studio (for smaller film projects: podcasts, news broadcasting, commercials, interviews)

Input from the Costume Shop Manager-Ashley Shaughnessy

- Most costumes have special needs to keep them maintained and need to be in a space that is clean and free from debris. There are only two rooms that can be considered that and they are both being used for multiple other uses.
- If we are using laundry machine and dryer in scene shop we run the risk of damaging the costumes.
- The only sink we have is in the scene shop which is typically used for paint and other chemicals and because it is the only sink, we have to use it to wash make up brushes, wig making materials and our high-quality wigs (wigs in our possession run between \$200-\$3,000 in value).
- The dressing rooms are packed to the brim with excess materials from props, wig shop materials, costume shop materials, lighting and sound equipment, marketing materials and archival materials it is extremely hard to use the rooms for what they are intended for. When we have everything listed and a full crew in the room, it is so hard to navigate around to complete projects.
- The costume closet has also become a catchall because of the space. It also is hard to navigate because of the space you need a taller ladder to safely reach the top, but it is hard to fit.
- Another issue is that we typically have a need for several plug-ins, but many of our outlets do not work despite our maintenance team working on it many times. We use them for sewing machines, irons, steamers, hair styling tools, charging prop lights, and box office equipment. One dressing room we can't even steam in because it will set off the fire alarms because of the low ceilings which is yet another obstacle.
- If we have simultaneous projects happening we typically have to pack them up unfinished and set aside one project to have room to start another. Which can be very time consuming depending on what the needs of the project are.
- The prop area we have upstairs is very hard to pull from due to the logistics; we have two options for stairs, and neither are ideal for safely pulling props down for use large or small. Some of our students are not able to access this space at all due to the limitations.
- All of these issues have become very time consuming to regulate and make the best use of our time in the shop. Especially being that I am only part-time and every minute needs to be used adequately.
- Our program has evolved to fit the needs of the industry as much as possible. You can see that we have worked incredibly hard to organize and optimize our space as much as possible. We are hitting the highest capacity to remain safe, relevant to industry needs and growth. I believe we have shown we are making the most of the space we are given. And that we will ultimately continue to care for what we are given to make our program a successful sought after place to get an education.

Student Testimonials

“Our theatre department is in dire need of a better space for fine arts because it will supply essential facilities, materials and a professional workspace which students need to develop their artistic and technical capabilities. The existing facility restricts both rehearsal activities, performances during shows, and production design work which prevents students from obtaining authentic training in acting, directing, stage management and technical theatre in general. A dedicated fine arts center would include proper stages, lighting and sound equipment, rehearsal rooms, and workshop areas, which will enable students to work together more effectively and create better quality output. The program will benefit from increased audience size and deeper community involvement and better overall program and school reputation. The establishment of a fine arts center will boost students' artistic development and increase creative potential as well as enhance professional opportunities in the arts.”

--Godfred Divine Mensah

PTK Officer, Student Senator, Film Club Secretary, and Theatre & Film Scholarship Student

“Coming out of high school I was not just done with school, but I thought I was done with theater as well. If my mom didn't make me, I would not be at Allen at all. In my head, I was thinking that I would have to suffer at Allen only for a year before I can move on. After Tricia granted me a scholarship very late into Spring, I was dreading school all Summer. But within a week, I knew this is where I needed to be. Within a week I realized that theater was missing in my life. And within a week I changed my schedule to extend my time here into two years. The opportunities and experiences that this program has given me rejuvenated my hopes that I can do this professionally--- And helped me find my way as an artist.”

--Cole Moyer

Assistant Director for “Our Town,” Creator/Director of the hit student film “Kent, Addicks”,
Film Club Vice President