



BOARD OF TRUSTEES AGENDA

Regular

Regular Meeting

Tuesday, December 9, 2025

6:00 PM

Ambler Board Room

1801 N. Cottonwood

Iola, KS 66749

Current Board Members:

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

1. **Call to order and establish quorum.**
2. **Approval of Agenda**
3. **New Employee Introductions**
Angela Clemmer, Health Professions Coordinator
Wendee Bennett, Admin Asst for Plant Operations
4. **Patron's Concerns**
"Persons who wish to address the Board of Trustees regarding items on the agenda may do so as that agenda item is called. Persons who wish to address the Board of Trustees regarding items not on the agenda and that are under the jurisdiction of the Board of Trustees may do so at this time when called upon by the Chair. Comments on personnel matters and matters pending in court are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only. No action will be taken."
5. **Presentations**
 - 5.a. Community Conversation Results
Marcia Davis
 - 5.b. 2024-2025 Auditor Presentation
 - 5.c. 2030 Workgroup Update 4
Ryan Bilderback
Allen 2030 task force 4
 - 5.d. Generation Alpha via Zoom 6
Michael Garvey--BHDP
BHDP Architecture - Gen Alpha and Campus Design 6
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7. **Administrative Reports and/or Board Discussion** **106**

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8. Board Reports	
KACC - Jessica Thompson	
Iola Industries - Corey Schinstock	
ACC Endowment - Vicki Curry	
Board Finance Committee - Gena Clounch/Vicki Curry	
Other Board members	
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Becky Nilges	
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Becky Nilges	
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Kara Wheeler	
9.e. New Position Request--Music Instructor (2026-27 Academic Year)	
Karen Gillespie	
10. Old Business (Action, Report, or Discussion)	
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10.b. Two-pipe System Recommendations	
Matthew Gleason/Architect One	
11. Executive Session	
11.a. Executive session to discuss employer-employee negotiations, whether or not in consultation with the representative or representatives for the public body or agency.	
11.b. Executive session for the purpose of discussing personnel matters for non-elected personnel.	
11.c. Executive session to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.	
12. Upcoming Meetings	
Regular meeting: Tuesday, January 13, 2026, at 6:00 PM	
13. Pending Agenda Items	

14. Adjournment

Allen 2030 Task Force

Meeting Dates: 9-19-25 and 10-17-25

Future meeting dates: 1-30-26, 2-20-26, 3-27-26 and 4-17-26

Primary Charge: To bring the college's preferred future to reality through positive discussion, planning, evaluating and making recommendations concerning all areas of the college.

Task Force Members: Maria Aikens, Terri Fahnestock, Trey Harris, Julie Ingle, John Leahy, Destry Roye, Cali Riley, Melissa Sellman, Nicole Peters

Discussion talking points 9-19-25 meeting: Talked about wish list of needs—facilities, student supports and competency-based education—discussed ways we can as a College separate ourselves from our competition—key point technology in the classrooms, dorms and facility upgrades. Facility upgrades include student housing, classroom flexibility- including classroom furniture and technology. Facility upgrades to include modernize housing and athletic space.

Other points discussed—renting students laptops- do we have the infrastructure to accomplish this? Campus safety and student supports in place- mental health and campus security.

Discussion talking points for 10-17-25 meeting: The session focused on student housing upgrades- spent significant time updating task force on current housing options- the positives and the challenges that our housing offers to students. A lot of the task force members had never been in the dorms. Trends in housing discussed are below:

--Students increasingly expect high-speed internet, robust wireless coverage, plug-/USB-friendly spaces, etc.

--Smart access control (smart locks, smartphone entry, video intercoms) is becoming standard in new developments.

--Smart building systems (automated lighting, energy monitoring, maintenance alerting) are also rising.

--Implication: Traditional dorms or older housing may become less competitive unless upgraded; students may pay premium for connectivity and convenience.

--Shared social/communal spaces are increasingly important: lounges, group study rooms, maker-spaces, kitchens for communal use.

--Student wellness (mental health, physical activity, outdoor space) is influencing design: housing is not just “bed + bathroom” but includes spaces for wellbeing.

Meeting with Allen Student Senate on 10-30-25: Representing the Allen 2030 task force I met with College student senate. My meeting with the senate focused on future student housing needs. The discussion revolved around the below talking points:

Privacy and “own space”

- Many prefer single rooms over shared-rooms: report that students rank *single rooms* as their top choice.
- Having one’s *own bathroom* is especially valued. Larger bathrooms more mirrors.
- Big closets/storage space is also quite important.
- Ice machines
- Students want to feel secure and safe

Location & accessibility

- Being close to campus matters.
- Walkability is important

High-quality amenities & good infrastructure

- Reliable, high-speed internet
- In-unit washers/dryers that are free or prepaid or included in the overall price- good HVAC/air-conditioning—winter hall HVAC issues --sufficient kitchen or living space: these show up repeatedly
- More than “luxury perks,” students want amenities that *function well* and support their daily lives.

Community, support & wellness

- Many students seek housing that fosters a sense of belonging, social connection, and wellness support (mental health, quiet study spaces, lounges).
- Especially comfort, safety, and a living environment that supports both academics and social life.
- Outdoor space both for recreation and lounging space.
- Communal kitchen space
- More natural light in communal spaces

Overall students seem to want housing that supports multiple modes of living—study- rest- socialize and create. Both indoor and outdoor space.



BHDP

Allen
COMMUNITY COLLEGE



The Coming Wave: Generation Alpha Student Life Needs

December 9, 2025

INTRODUCTIONS



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WHO WE ARE

ABOUT US

**WE DESIGN EXPERIENCES THAT
INSPIRE PEOPLE.**

MARKETS

Workplace
Higher Education
Industrial
Discovery & Science
Healthcare
Government
Retail
Community

OFFICES

Charlotte, NC
Raleigh, NC
Columbus, OH
Cincinnati, OH

PRACTICES

Architecture
Interior Design
Experiential Graphic Design
Strategic Services
Sustainability
Master Planning

STAFF

56 Registered Architects
34 Interior Designers
08 Experiential Graphic Designers
02 Structural Engineers
49 Architectural Designers
02 Construction Administrators
30 Administration
181 Total Employees



EXPERIENCE

EXAMPLE PUBLIC COLLEGE & UNIVERSITY CLIENTS



EXPERIENCE

INDEPENDENT COLLEGE & UNIVERSITY CLIENTS



RESIDENCE LIFE EXPERIENCE

STUDENT HOUSING PROJECTS



NEARBY HIGHER EDUCATION PROJECTS

- Research College of Nursing (HCA)
- Kansas City
- 78,000 SF
- Nursing School – admissions office, student resource center, classrooms, teaching labs, collaborative and study spaces, offices, simulation center
- Exercise Sciences
- Center for Clinical Advancement
- Completion: 2026



INTRODUCTIONS



Definitions

DEFINITIONS

Academic Life



Student Life



Residence Life



DEFINITIONS

	BABY BOOMERS	GEN X	MILLENNIALS	GEN Z
Today				
Year Born	1946-1964	1965-1980	1981-1996	1997-2012
Key Traits	- Post WWII Growth - Consumerism - Work Ethic	- Cultural Revolution - Helicopter Parenting - Entrepreneurial	- Digital Transition - Work-Life Balance - DEI - Financial Caution	- Digital Natives - Alone-Together - Social Conscious - Mental Health Awareness

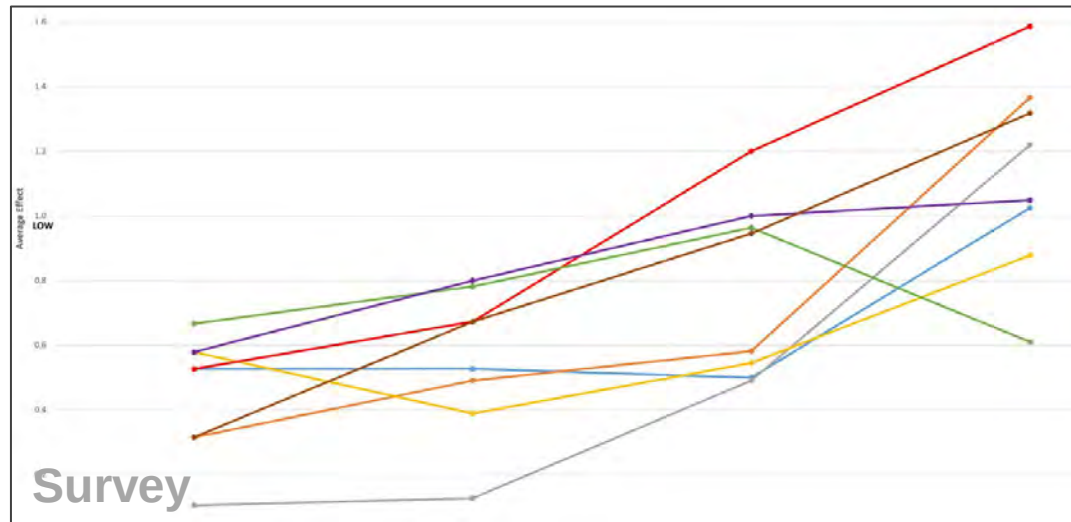
EST
2013

Generation Alpha

Together Alone
Socially Equitable
Holistic Life

Research

RESEARCH | Methodology



MOTIVATED LEADERS



- CAREER
- SOCIAL
- SELF-CONSCIENCE
- ECO-FRIENDLY
- AMBITIOUS

She is comfortable in her own skin and enjoys having fun and indulging, but she also prioritizes her success in her career.

AGE RANGE 30 - 40	EDUCATION Masters in Finance
GENDERS Female	PROFESSION Director of Finance
STATUS Married	INCOME \$105,000

HOBBIES/INTERESTS
Baking for Friends
Cooking New Healthy Recipes
Outdoor Activities (Beach and Movies)
Dining Out

ASPIRATIONS
She feels most inspired to be successful when she is working with her dedicated team. She enjoys taking breaks from her focused work to socialize in the café.

TRAITS

CAREER ORIENTED
“It is important to me that my company shares my values and gives back.”

SOCIAL BUTTERFY
“Enthusiasm is contagious, Friendly, Cheerful, and Likable.

SELF-CONSCIOUS
“It is important my family and friends think that I’m doing well and respected by peers.”

ECO-FRIENDLY
“Believes companies should help people become environmentally responsible.”

AMBITIUOS
“She wants to get to the very top of her career and takes on new challenges.”

RESEARCH

[The Motivated Female Millennial](#)
JPMC | Prototype | JMC02.00 | October 2019

DAY IN THE LIFE
IN-OFFICE JOURNEY

8:00 AM
Arrives at the office through main entrance

8:15 AM
Grab a cup of coffee at 2nd floor kiosk

8:30 AM
Catches up on email at assigned desk

10:00 AM
Leads team meeting in conference rm.

11:00 AM
Focused work a desk

12:00PM
Lunch with friend across the street

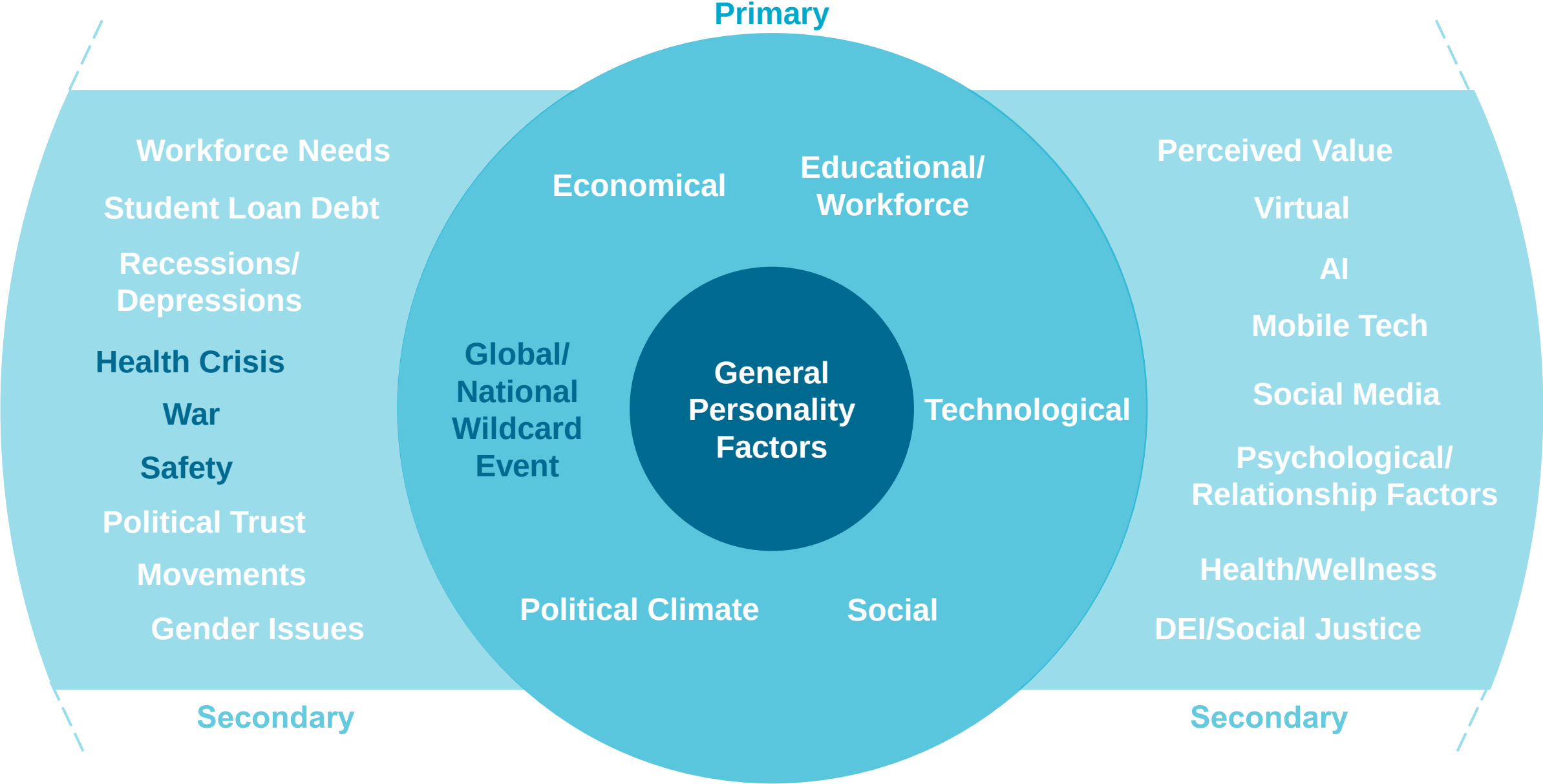
1:00 PM
Virtual client meeting from desk.

2:00 PM
Focused work a desk

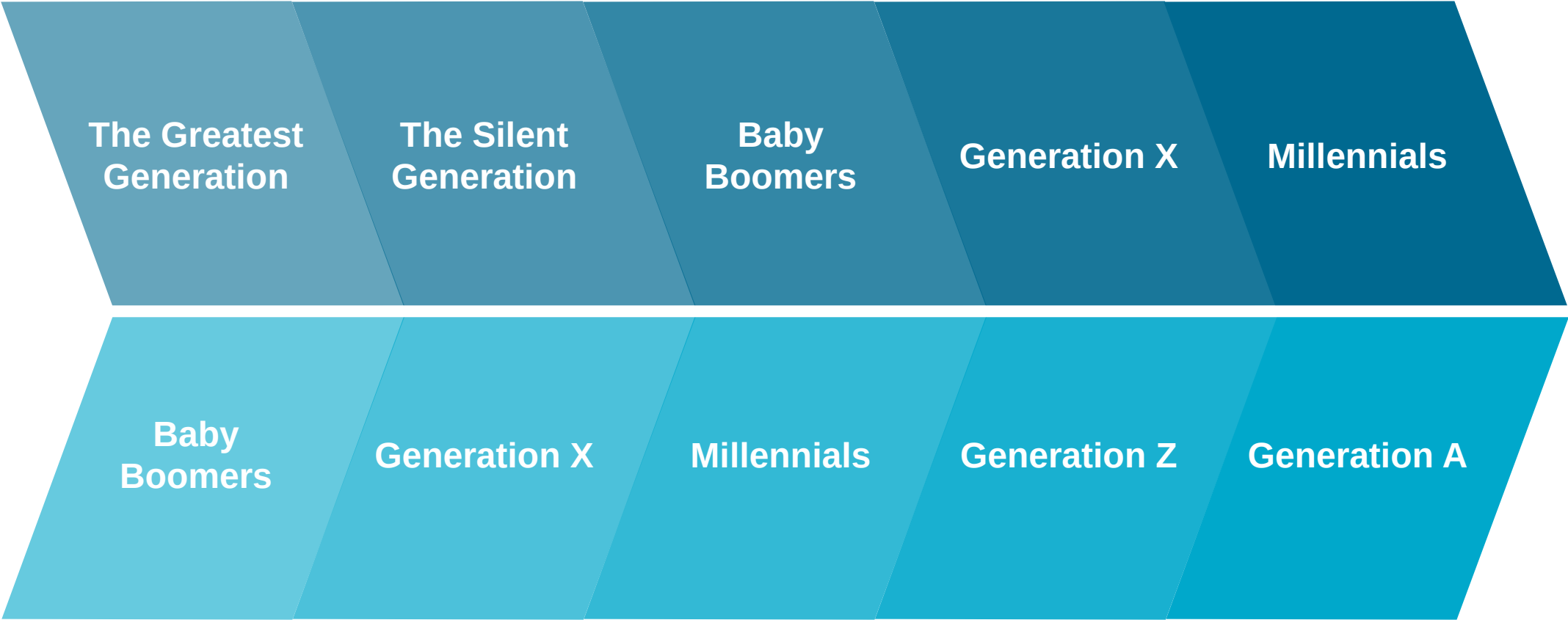
4:00 PM
Team wrap up in open collaboration area

5:00 PM
Head home through side garage exit

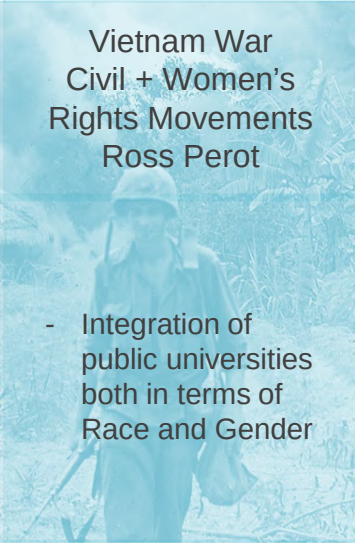
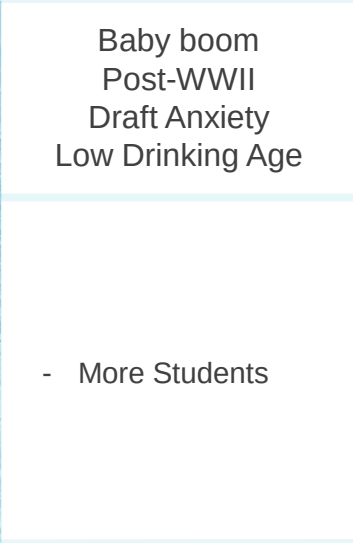
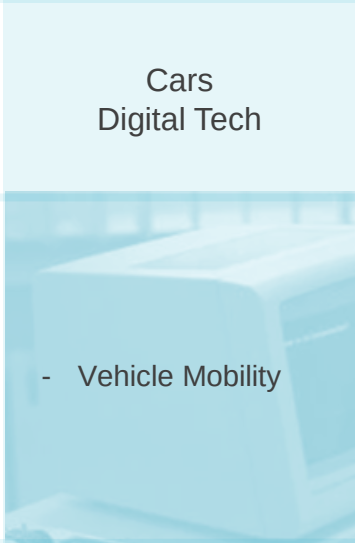
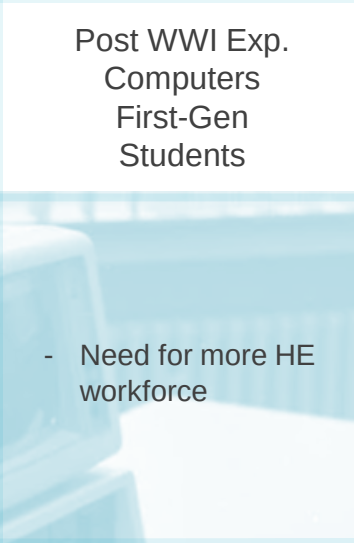
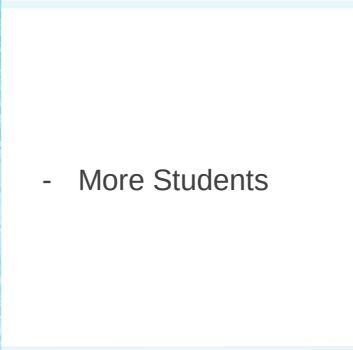
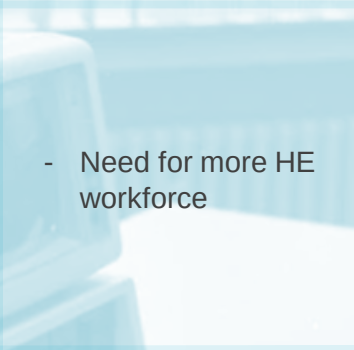
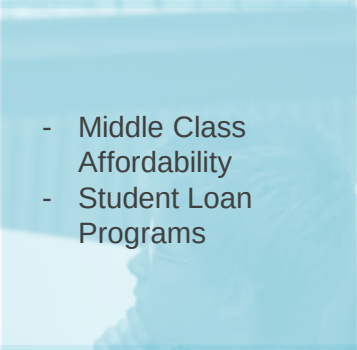
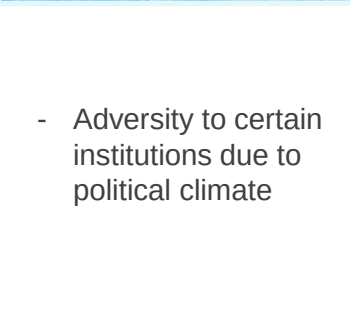
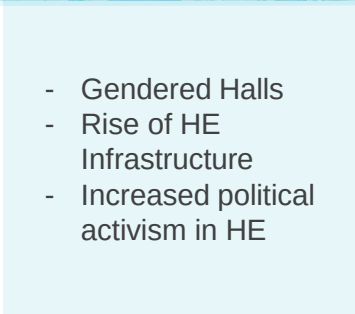
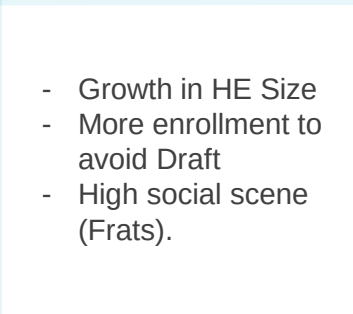
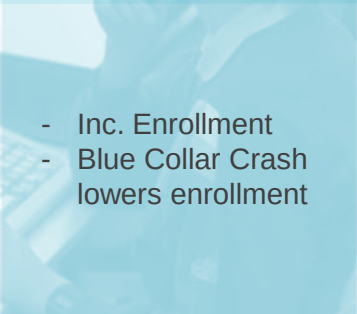
OBSTACLES
Needs Quiet Spaces to Focus
Lack of Healthy Choices on Site
Limited Private Conversation Space



As Parents



As Students

Baby Boomer: Students						
Personality Factor	Global/National Wildcard Event	Political Climate	Social	Technological	Educational/ Workforce	Economical
Cause	 Vietnam War	 Vietnam War Civil + Women's Rights Movements Ross Perot	 Baby boom Post-WWII Draft Anxiety Low Drinking Age	 Cars Digital Tech	 Post WWI Exp. Computers First-Gen Students	 Economic Recovery Financial Aid Reform Blue Collar Crash
Characteristics	 - Draft, Protest, Social/Political Unrest	 - Integration of public universities both in terms of Race and Gender	 - More Students	 - Vehicle Mobility	 - Need for more HE workforce	 - Middle Class Affordability - Student Loan Programs
Higher Ed Effect	 - Adversity to certain institutions due to political climate	 - Gendered Halls - Rise of HE Infrastructure - Increased political activism in HE	 - Growth in HE Size - More enrollment to avoid Draft - High social scene (Frats).	 - Off Campus popularized - Amenity Additions - Digital Rise Intro	 - Increased HE Value - Academic Tech Program Growth - Increased Academic Support Groups	 - Inc. Enrollment - Blue Collar Crash lowers enrollment

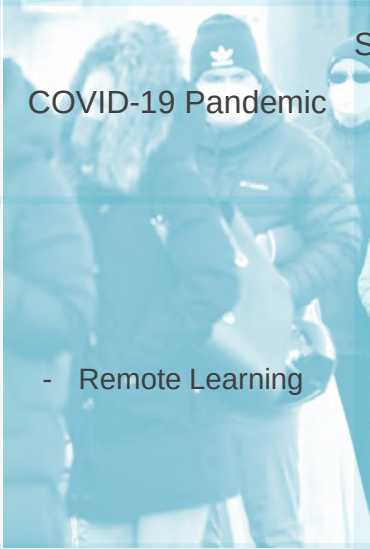
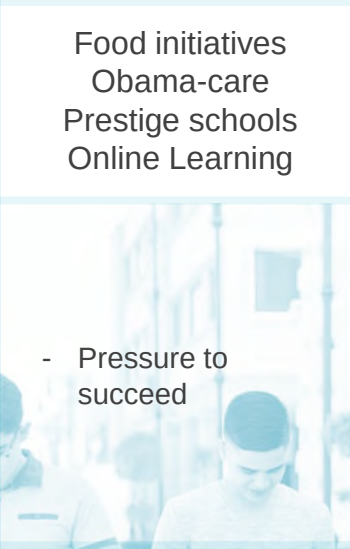
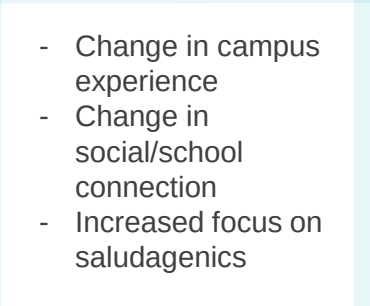
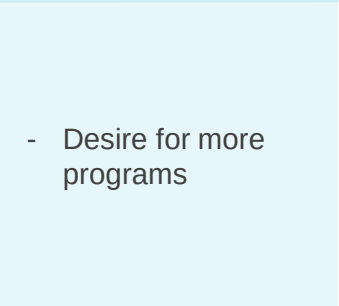
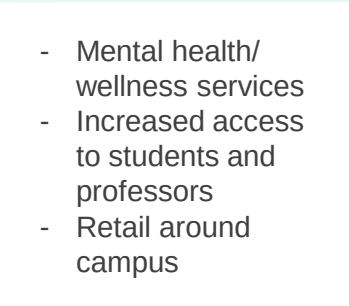
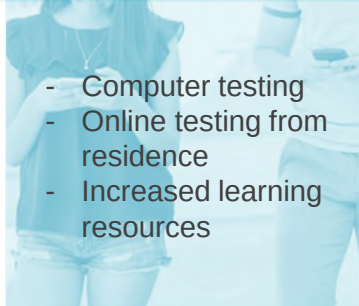
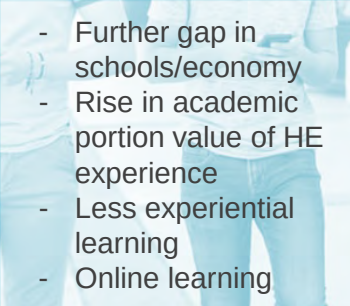
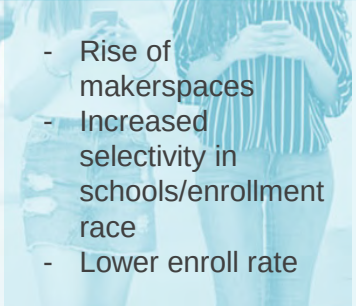
The Greatest Generation: Parents						
Personality Factor	Global/National Wildcard Event	Political Climate	Social	Technological	Educational/ Workforce	Economical
Cause	World War II 1939-1945	Country became anti-military	Heavy-handed involvement in kids lives	Secondary Factor Cause		Interested in Higher Ed for the masses
Characteristics	 - Resilience - Sacrifice - Endurance - No excess - GI Bill					Great Depression 1929-1939
Higher Ed Effect						
	 - Kids used GI Bill	- Distrust between parents and "liberal students"	- Parents selected institutions		- Increased support and growth in Higher Ed	

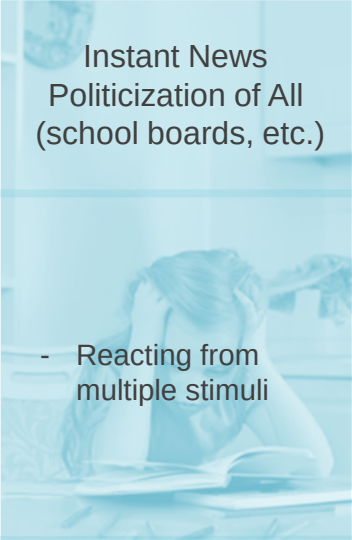
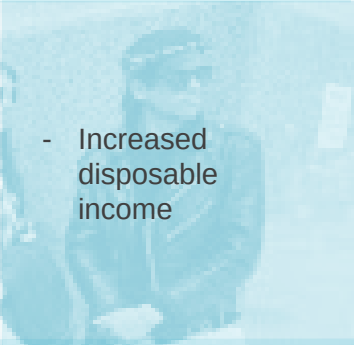
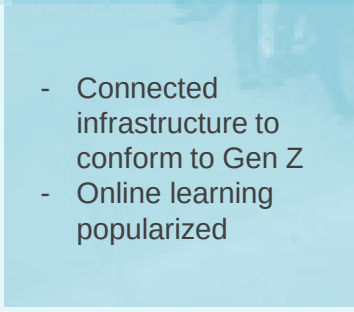
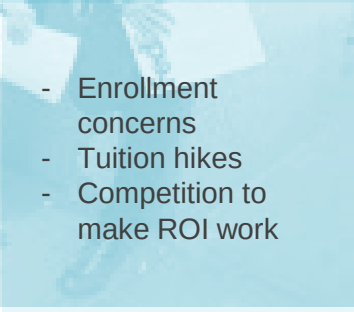
Generation X: Students						
 1965-1980  57%  29%						
Personality Factor	Global/National Wildcard Event	Political Climate	Social	Technological	Educational/ Workforce	Economical
Cause	Gulf War	Berlin Wall Down Individual Political Issues OKC Bombing	Globalization and Multiculturalism	Personal Computer Recorded Music, TV, and Media Internet and Gaming	Adaptability of Workforce and female workforce growth	Economic mobility/ stability Rise in Student Loans
Characteristics		- Start of awareness for global issues (for items smaller than wars)	- Start of International students	- Value in the arts - Rise of media	- Rise of the non-traditional student	- Fiscally conservative - Growth of middle class
Higher Ed Effect			- New assets needed to meet needs of changing student landscape	- Rise of media arts which led to development of products like iPhone - Internet info access	- Additional programs and access for non-traditional students and commuters	- Fiscal divide between upper and middle class - Campus amenity increase

Silent Generation: Parents						
 1928-1945  28%  15%						
Personality Factor	Global/National Wildcard Event	Political Climate	Social	Technological	Educational/ Workforce	Economical
Cause	Generational Peace Compared to Youth		Traditional Gender and Family Roles		Post-War Rebuilding Strong Work Ethic	
Characteristics	 - Focus on Family and Growth		 - Stability		 - Drive for improvement but not radical shift	
Higher Ed Effect					 - Slow growth in Higher Ed  - Increased Assets for HE - Increased competition for HE - The Great Amenities race	

Millennials: Students						
Personality Factor	Global/National Wildcard Event	Political Climate	Social	Technological	Educational/ Workforce	Economical
Cause	9/11 Campus Shootings	Instant News	Social Media Rise of Globalization and Diversity	Internet Laptop Computer	No Child Left Behind	Student Loan Crisis Housing boom dot-com boom
Characteristics	- Change security outlook - Global war on terror - Increased armed services - Draft worry	- Heightened political/global awareness	- Connectivity/com ms. person and virtually - Organization of events - Intl. programs	- Rise of research - Ability to complete work anywhere	- The 13th grade	- Financial strain to afford college - Corps. have capital
Higher Ed Effect	- Increased campus safety - Card Access Systems		- Student life program growth - Infrastructure and support for div/intntl. programs	- Changing role of the library - Decentralized study areas - Undergrad research/ labs	- Going to college as a requirement	- Predatory lending - Increase in student jobs - Increase in grants/ scholarships

Baby Boomer: Parents						
 1946-1964  46%  25%						
Personality Factor	Global/National Wildcard Event	Political Climate	Social	Technological	Educational/ Workforce	Economical
Cause	9/11	Women's and Civil Rights	Increased Divorce Rates	Significant Technology shifts	Increased education emphasis Stigma against two-year instit.	Economic success Rise of stay-at-home mom
Characteristics	- Safety Concerns	 - Optimistic outlook for children		- Encouraged adoption of tech	- The 13th grade	- Increased motherly influence - Increased donors
Higher Ed Effect				- Increase use of technology	- Increased enrollment - Decline of two-year and trade schools	- Increase residence life emphasis - New capital projects - College sports

Generation Z: Students  1997-2012  65%  TBD%						
Personality Factor	Global/National Wildcard Event	Political Climate	Social	Technological	Educational/ Workforce	Economical
Cause	 COVID-19 Pandemic	 Sustainability Movement. Climate Change Social/Political Activism	 Social Media (FB/X) Cyberbullying Starbucks/Apple “lifestyle”	 Smartphone Rapid Prototyping	 Food initiatives Obama-care Prestige schools Online Learning	 The Great Recession Student Loan Crisis
Characteristics	 - Remote Learning	 - Increased environmental awareness - Increased social and political climate awareness	 - Alone Together - Less face-to-face - Rise in anxiety - Heightened consumerism	 - Constant access to tech and connection - Rise in creativity	 - Pressure to succeed	 - Just along for the ride - Rise of entrepreneurship - Focus on education ROI - Rise of certificate programs
Higher Ed Effect	 - Change in campus experience - Change in social/school connection - Increased focus on saludagenics	 - Desire for more programs	 - Mental health/ wellness services - Increased access to students and professors - Retail around campus	 - Computer testing - Online testing from residence - Increased learning resources	 - Further gap in schools/economy - Rise in academic portion value of HE experience - Less experiential learning - Online learning	 - Rise of makerspaces - Increased selectivity in schools/enrollment race - Lower enroll rate

Generation X: Parents						
 1965-1980  57%  29%						
Personality Factor	Global/National Wildcard Event	Political Climate	Social	Technological	Educational/ Workforce	Economical
Cause	Global War on Terror COVID-19	Instant News Politicization of All (school boards, etc.)	Helicopter Parents Adult Social Media LGBTQA+ issues for children	Screen Time	Career Change	Dual Income House The Great Recession Small Population Student loan / ROI
Characteristics	- Cleanliness Culture - Safety	 - Reacting from multiple stimuli	 - Parent involvement in child's social and academic development - Navigate social changes	 - Acceptance of technology as a parenting and learning tool	 - Workforce redevelopment and certificate programs	 - Increased disposable income
Higher Ed Effect	- Parent interest in campus safety, cleanliness, and residence life	- Change bias and over involvement	- Pressure for mental health and social support services - Pressure for institutions to address personal needs	 - Connected infrastructure to conform to Gen Z - Online learning popularized	 - Late education is increased but for streamlined programs	 - Enrollment concerns - Tuition hikes - Competition to make ROI work

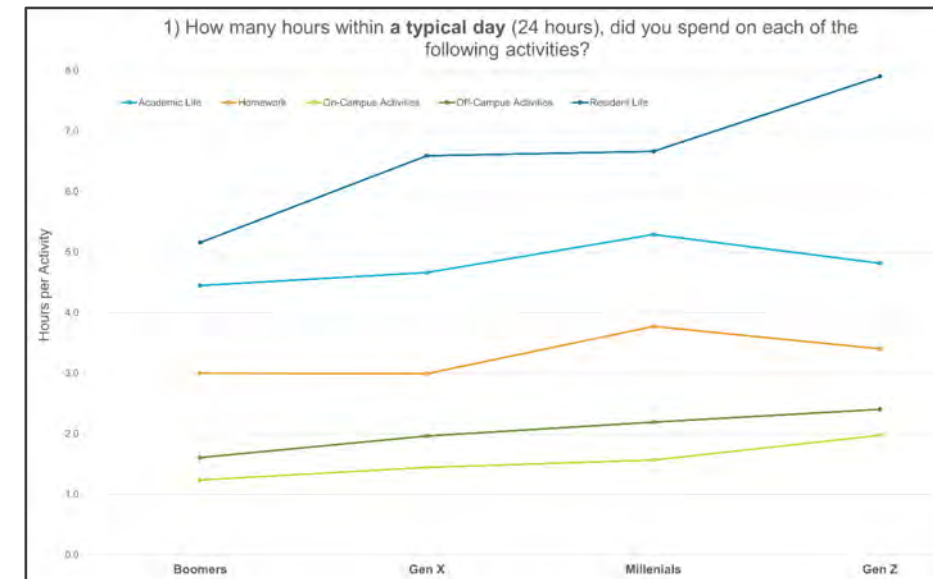
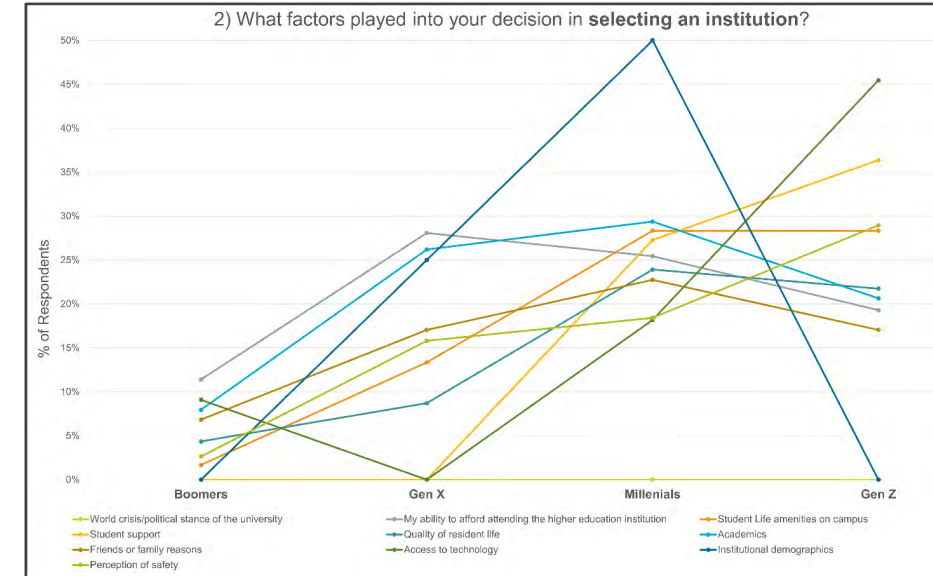
Generation Alpha: Students (In Theory)						
 2013-Pres.  TBD  TBD						
Personality Factor	Global/National Wildcard Event	Political Climate	Social	Technological	Educational/ Workforce	Economical
Cause	Pandemic Supply Chain issues due to war	Political unhappiness	#IRL Anti-Social Media Anx. Holistic Health Blended Culture	AI Social Media withdrawal Tech guarantee	Acceptance of non-traditional paths	Recession
Characteristics	- Anxiety for large crowds - Hyper-cleanliness - Together-alone		- + Value in in-person experiences - + Value in holistic health - Don't see cultural divides in gender issues or multiculturalism	- Faster academic research - Do not understand what "no-tech" means - Social media and IRL balance	- Reduced applicant pools	- Focused on value not just luxury
Higher Ed Effect	- Cleaner buildings - Smaller spaces - Hybrid Learning		- More IRL spaces - Increased holistic/ wellness spaces and services - Replace specialty group spaces with inclusive spaces	- Less homework/ academic time - Tech as a cost of entry, not a differentiator - More mental health services	- Focused applicants and higher competition between institutions - Closures of non-competitive institutions	- Institution ROI as a focus - Institution amenities need ROI - Financial aid package as a focus

Millennials: Parents (In Theory)						
 1981-1996  67%  39%						
Personality Factor	Global/National Wildcard Event	Political Climate	Social	Technological	Educational/ Workforce	Economical
Cause	Covid-19 Pandemic School Shootings	Fake News	BLM #MeToo Movement Health and Wellness	Smartphones Smart Homes	Work-Life Balance Movement	Student Loan Crisis The Great Recession
Characteristics	- Safety consciousness	- Deep Political and leadership distrust	- Socially accepting and diverse culture is a given, not something to seek after for Gen A	- Free-range Parenting - Students (Gen A) are more empowered to make their own decisions about their future	- More involved in the students activities lives	
Higher Ed Effect	- Theory: Renewed interest in campus safety, residence life, and cleanliness - Theory: Renewed interest in tech for Hybrid learning	- Theory: Deeper involvement of parents in the education experience	- Theory-Diversity is not separate centers for services such as multicultural or LGBTQIA+, but will become integrated.	- Theory: Supportive of where students go, but will verify choices meet minimum standard	- Theory: Resurgence of elevated levels of design and accommodations throughout campus, not just Res Life as in the past	- Theory: Distrust of Higher Education system and its ROI. - Theory: Formation of alternative education paths and programs

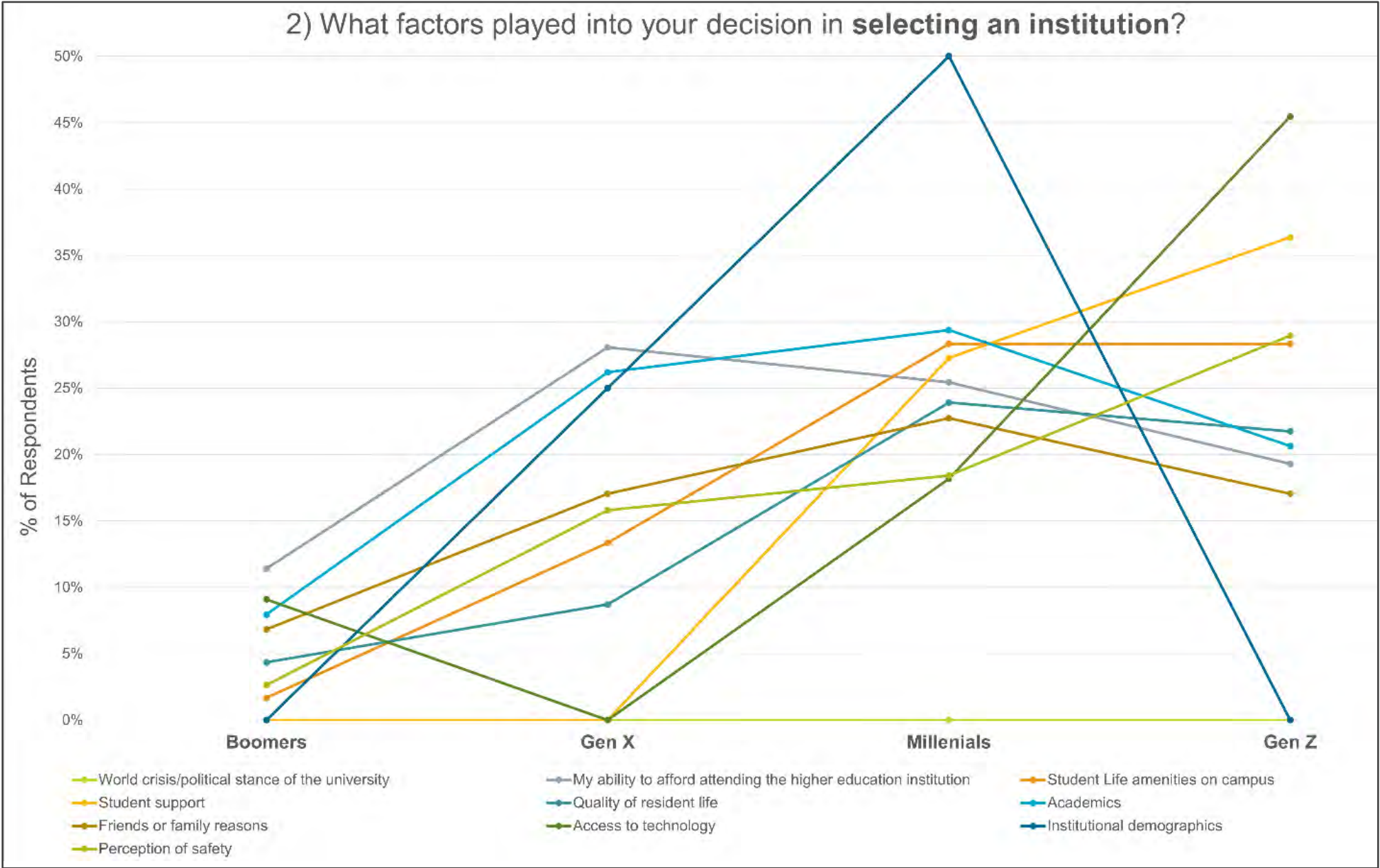
Research Findings

RESEARCH FINDINGS | Resident and Student Life

- Students are spending more time on Residence and Student Life Activities
- As Holistic health grows in importance, Institutions need to invest in residence halls and dining experiences
- **Students are and will decrease time spent in Academic Life, though it remains the primary reason for attending an institution**
- Student life is growing in importance.

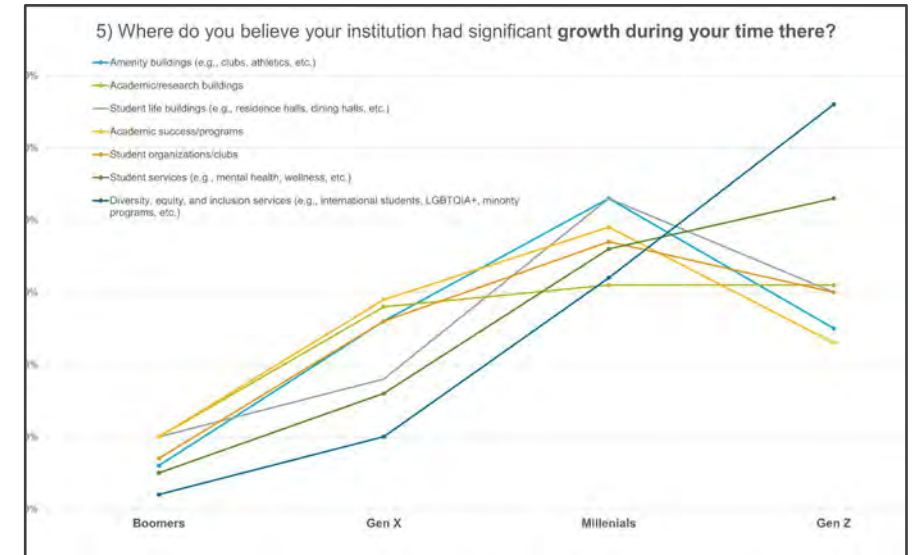
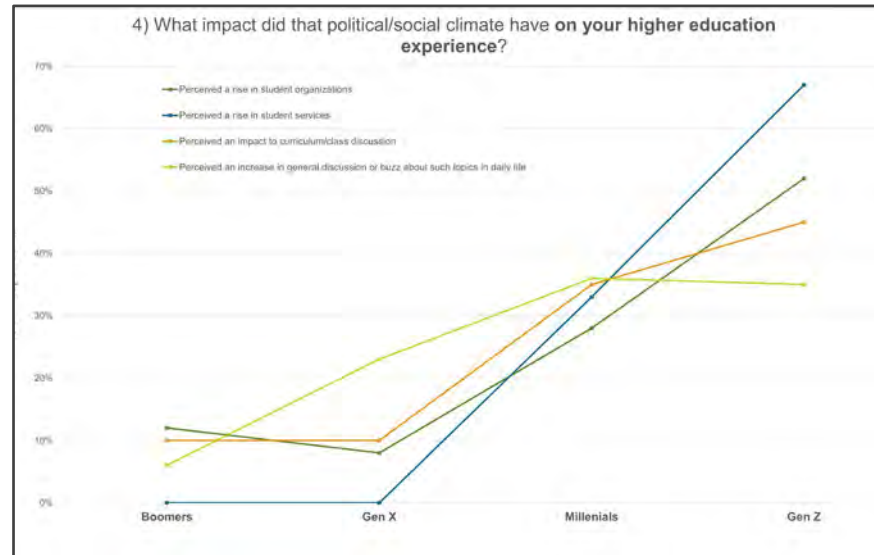
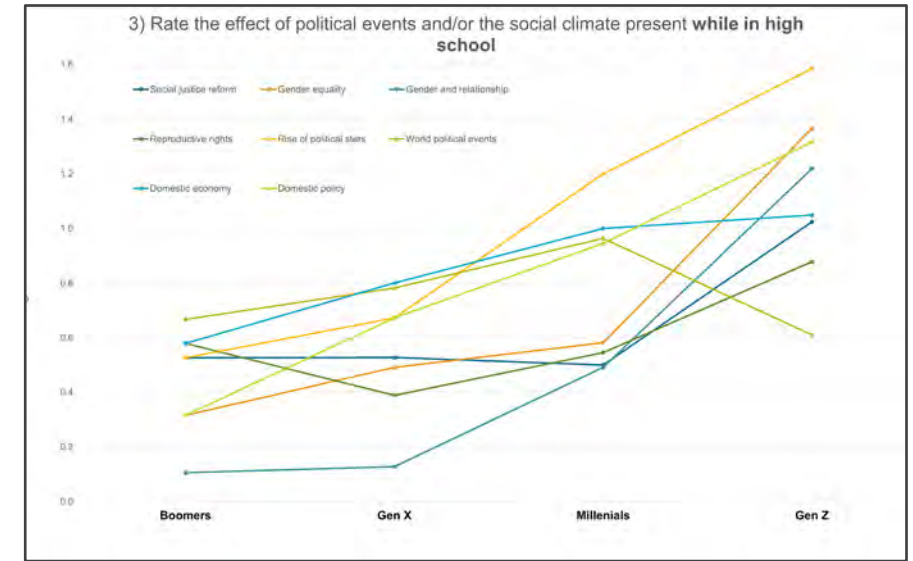


RESEARCH FINDINGS | Resident and Student Life



RESEARCH FINDINGS | Political and Social Issues

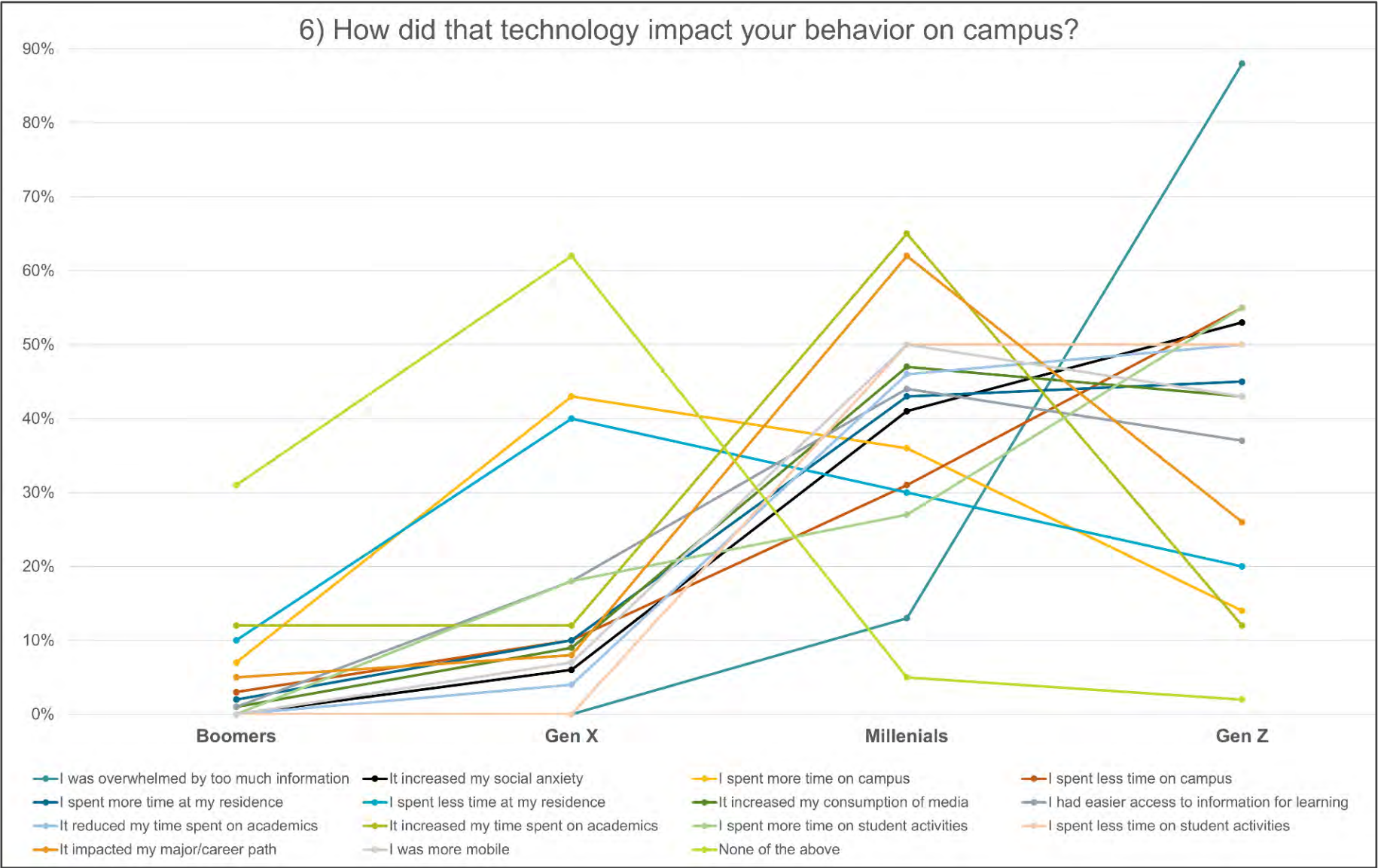
- Students' awareness of the political and social climate continues to rise
- World politics, the economy, and political stardom seem to be approaching the top of their bell curve
- Gender, reproductive, and Social justice issues are on the rise but will likely peak in 1-2 generations but will continue to be an important source of infrastructure growth for institutions



50% increase in perceived effects of the political and social climate

- Technology continues to have a significant impact

89% of Gen Z says tech is overwhelming!



Social Justice Equality Manifest
Growth in Student Life Value in Holistic Approaches

Have you seen...

An oversaturation of tech

Increased Value in “Experiences”

Reduction of “classroom” learning

Implications for Campus



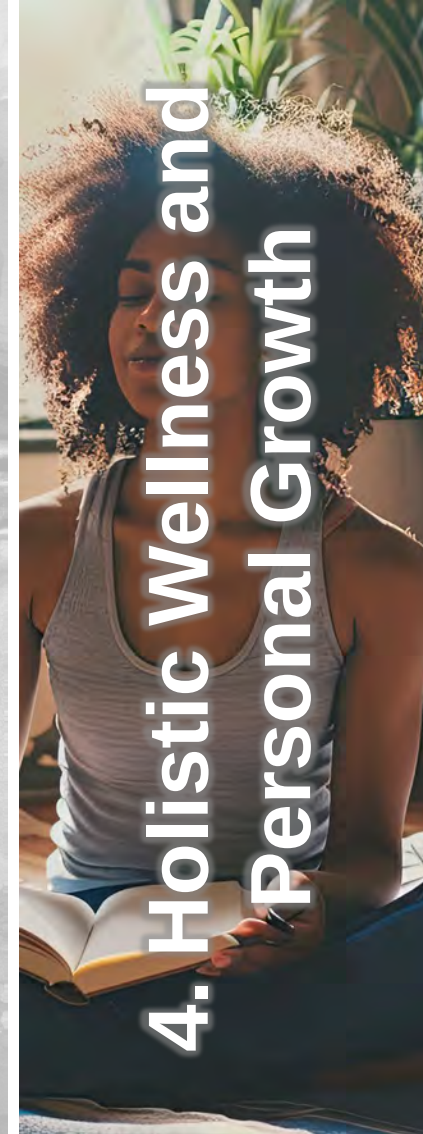
1. Technology



2. “Together Alone”



3. More Socially Equitable



4. Holistic Wellness and Personal Growth



5. Independent & Communal Residence Life



6. Study-Life Balance

- Gen Alpha will grow up seamlessly connected. In fact, “connected” is meaningless if one has not known “disconnected.”
- Focused on responsible use of tech and social media for mental health reasons
- Tech is the “cost of entry” for institutions
- Maintain and Evolve vs Increase Saturation



- Social Cohort
- Unique “tribe” or social circle
- Tight-knit communities
- Fearful of large gathering spaces (Covid, public violence)





Gen Z



Gen Alpha





- Gen Alpha will grow up in a more social justice-normalized world.
- Cultures will become more blended
- Normalize Inclusive student assistance services





- College Experience is one of personal transformation
- Holistic wellness and personal growth are integral
- Institutions should guide students through their path







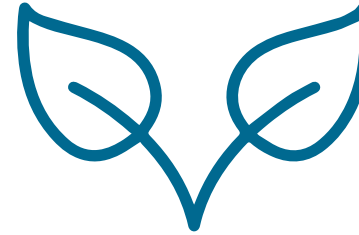
Nut-Free



Gluten-Free



Vegan



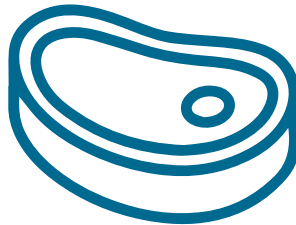
Vegetarian



Non-GMO



High-Protein



Carnivore



Paleo



Keto







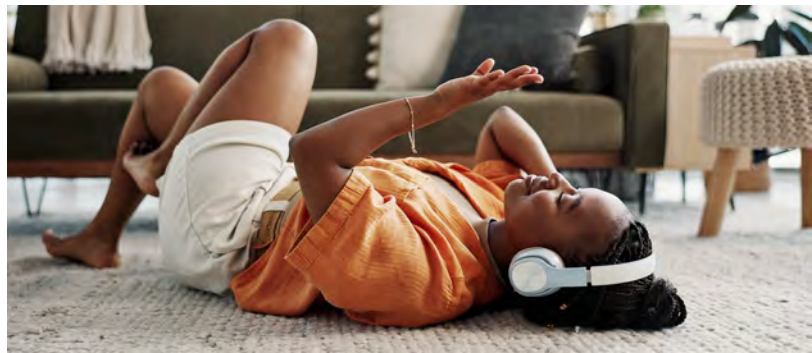


- Residence Life remains an important factor for students and their parents
- Self-care is a priority but should be balanced with withdrawal
- Residence Halls should foster community









CONCLUSION | Key Takeaways of Gen Alpha

- Support Generation Alpha's **“together-alone”** tribe mentality.
- Recognize the changing landscape of **social justice and equality** by providing the necessary physical and supportive infrastructure.
- Enable **holistic wellness and personal growth** in students as they embark on their transformative journeys.



Connect with Us



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Client Leader – Higher Education

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Recent BHDP Research Topics:

- Non-traditional students and their impact on campuses (*late 2025*)
- Integrating pedagogy, space, and technology for optimal classroom design
- Partnerships in higher education
- Strategic business decisions for campus master planning
- The prospective student tour

BHDP

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

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, Cami Keitel, Matthew Gleason, Jacob Reichard, Karen Gillespie, Josiah D’Albini, John Collins, Ryan Sigg, Brad Henderson, Nikki Peters, Doug Desmarteau, Virginia Shaffer, Kelly Baker, Doug Dunlap, Austin Hendrix, Sonia Gugnani, Bobbie Haviland, Kim Murry, Anne Marie Foley, Lauren Moots, Beth Toland, Christine Freelove, Tracy Lee, Jean Swillum, Shawn Jackson, James “Buzz” Godinez, Iola Register, Richard Luken.

Agenda Vicki Curry moved to approve the agenda as presented. Seconded by Gena Clouch,
Approval motion carried 6-0.

New Matthew Gleason, VP for Finance and Operations, introduced Shawn Jackson, Maintenance
Employee Tech II and James “Buzz” Godinez, Campus Security Officer.
Introductions

Patron’s No concerns to report.
Concerns

Executive At 6:03 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 20 minutes to include the board and Chase Vaughn, Johnson Vaughn PA.
 Seconded by Jessica Thompson, motion carried 6-0.

At 6:23 PM, returned to open session, no action taken.

Presentations

Accreditation Jacob Reichard, Director of Institutional Effectiveness and Research, presented the
Committee Accreditation cycle history and the 2025/2026 cycle. The committee is preparing for
 the site visit in 2028/2029. Employees are being assigned to each criterion and sub-
 criterion. The committee is currently reviewing and revising the Quality Initiative proposal
 applications to be submitted to HLC in December, with potential HLC approval by June 2026.

Workforce Kelly Baker, Director of Workforce Development and Apprenticeships, presented Allen’s
Development apprenticeship program and explained registered apprenticeships, the benefits for
 employers and apprentices, and the funding process.

Ed2go, an online education service to help start new careers, is now live on Allen’s website,
with a list of course offerings.

Perkins spending is being cautiously viewed as equipment purchases are in progress. The Comprehensive Local Needs Assessment (CLNA) task force met to review data to determine the highest needs for the region.

Allen County Job Fair is November 13 at the Lola Rec Center, partnering with Thrive and Kansas Works Workforce Center. Several businesses will be participating.

KEYS Kickstart is scheduled for November 14 in the Allen Student Center areas. The event is for young adults seeking to learn about career and employment opportunities, network with local businesses, interact with industry professionals, and see what different career paths are available at Allen.

Financial Aid Update	Kim Murry, Director of Financial Aid, shared events that the financial team is participating in and what each team member is currently working on. All of the team members are working diligently on transitioning to J1.
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Employee Perception Survey	Karen Gillespie, Director of HR, presented a brief review of the employee perception survey results with an 80.37% participation of staff, faculty, and others. Focus areas, a summary of questions, and percentages of the top and lowest performing questions were shared. Next steps are to review the results with all employees, gather feedback, prioritize items, and then develop action plans.
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Consent Agenda	Vicki Curry moved to approve the consent agenda to include the October 14, 2025, regular board minutes, the October 21, 2025, special board minutes, financials, pay bills, and approve the statement of claims, a total of \$1,120,033.55. Seconded by Gena Clouch, motion carried 6-0.
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Administrative Reports	Becky Nilges, Trustee, inquired about the employee ambassador program. Cami Keitel, VP for Student Affairs responded that the program is in progress.
------------------------	---

Nilges inquired about having enough housing space for the incoming international students for the spring. Keitel responded that a survey was submitted to the students asking who would be returning in the spring to help in securing enough housing to accommodate the 40 applications.

Board Reports	KACC – Jessica Thompson, Trustee, reported that the next meeting is scheduled for December.
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Iola Industries – Corey Schinstock, Trustee, Iola Industries, met last week and discussed the upcoming job fair.

ACC Endowment – Vicki Curry, Trustee, reported that the endowment luncheon was well attended.

Board Finance Committee – Gena Clouch/Vicki Curry met with Matthew Gleason, VP for Finance and Operations, to explain the financial reports.

New Business

- | | |
|--------------------------------|---|
| President Evaluation Tool | Nilges presented the president's evaluation tool for approval. A task force consisting of Schinstock and Clouch will work with the HR department on the details. Vicki Curry moved to approve the president's evaluation tool as presented. Seconded by Corey Schinstock, motion carried 6-0. |
| Board Professional Development | Nilges presented the board orientation process for suggestions. Gillespie will research what other institutions are using for a board orientation process. Jessica Thompson, Trustee, suggested meeting in January for a work session to set goals for 2026. |
| Collaboration Meeting | Nilges shared the conversation results from the Iola community conversation through Thrive Allen County with USD 257, Iola City Council, and AC Commission, and asked for input on having future meetings. It was suggested that Allen host the next meeting. Thompson will reach out to Thrive for more details on setting a date. |
| Allen Policy Reviews | Gillespie presented eight new policies and six revised policies relating to the human resource department. The revised policies were updated in format and language/wording. Once the policies are reviewed with KASB or the board attorney, they will be resubmitted for board approval. |
| Softball Field | Doug Desmarteau, Athletic Director, presented two proposals for the Bernie Blevins softball field to add lighting and a scoreboard using the Bernie Blevins Trust Fund. Cost for both is a total of \$196,617 (scoreboard \$29,817; lights \$166,800). Corey Schinstock moved to approve to use Bernie Blevins Trust Fund for the softball field lights and new scoreboard. Seconded by Jenny Spillman, motion carried 6-0. |
| Cooling Towers | Ryan Sigg, Director of Physical Plant Operations, presented a proposal for updating the cooling towers, extending the life for at least 10 more years. The cost will be \$124,109, which is covered in the budget. Vicki Curry moved to approve the request to contact Design Mechanical to update/refurbish the cooling towers. Seconded by Gena Clouch, motion carried 6-0. |

Old Business

- | | |
|--------------------|---|
| Gymnasium Upgrades | Doug Desmarteau, Athletic Director, presented a proposal to replace the gym bleachers for safety issues, for modern ADA-compliant seating, upgrade the electrical, reconfigure the gym layout, and resurface the floor. Funding will be drawn from multiple sources, one from the Neil Crane Trust Fund and others from existing donated funds. The total of \$347,468 will be divided into two budget years. The company will need to be contacted to get on their May 2026 work schedule. Gena Clouch moved to approve to contact the companies to add Allen to their work schedule to install bleachers, upgrade the electrical, and resurface the floor in 2026. Seconded by Vicki Curry, motion carried 6-0. |
| Roofing Repair | Sigg presented a proposal for the main building roof replacement due to weather damage, standing water, leaks, and deterioration. Quoted from Coryell Roofing, a total of \$1,198,186.28 will include a 20-year NDL (no dollar limit) warranty. Jessica Thompson moved to approve \$1,198,186.28 of the roof settlement funds to be used for the roof replacement project. Seconded by Vicki Curry, motion carried 6-0. |

Piping System	Sigg shared a pipe failure causing flooding in a classroom, which could potentially be the beginning of future issues. The project will be scheduled over several years. Sigg is waiting for quotes from Architect One to expedite the two and four-pipe system replacement that will be submitted for approval.
Executive Session	At 8:55 PM, Gena Clouch moved to enter executive session for the purpose of discussing personnel matters for non-elected personnel for 15 minutes to include the board, Dr. Leffler, and Karen Gillespie. Seconded by Corey Schinstock, motion carried 6-0. At 9:11 PM Jessica Thompson moved to extend the executive session for 5 minutes. Seconded by Vicki Curry, motion carried 6-0.
Open Session	At 9:16 PM, Corey Schinstock moved to approve to hire Dale Strickler, Agriculture Instructor; Angela Clemmer, Health Professions Coordinator; Yamini Sai Anipireddy Venkata, Computer Science Instructor; Wendee Bennett, Administrative Assistant for Plant Operations; and Emilee Luedke, Marketing Coordinator. Seconded by Jenny Spillman, motion carried 6-0.
Executive Session	At 9:19 PM, Vicki Curry 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 Gena Clouch, motion carried 6-0. At 9:39 PM Jessica Thompson moved to extend the executive session for 10 minutes. Seconded by Vicki Curry, motion carried 6-0. At 9:49 PM, returned to open session, no action taken.
Adjournment	At 9:49 PM, Vicki Curry moved to adjourn the meeting. Seconded by Gena Clouch, motion carried 6-0.

Allen County Community College
Treasurer's Report
November 30, 2025

<u>Fund Description</u>	<u>Balance</u> <u>10-31-2025</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Balance</u> <u>11-30-2025</u>	<u>- A/R</u> <u>11-30-2025</u>	<u>+ A/P</u> <u>11-30-2025</u>	<u>Prior Year</u> <u>Adjustments</u>	<u>Balance</u> <u>11-30-2025</u>
11 General	\$19,030,675.50	\$48,105.29	\$914,628.19	\$18,164,152.60	(\$79,051.41)	(\$97,089.04)	\$0.00	\$18,146,114.97
12 Postsecondary Technical Educ	\$1,962,495.23	\$0.00	\$75,619.09	\$1,886,876.14	\$0.00	\$0.00	\$0.00	\$1,886,876.14
14 Adult Supplementary Education	\$6,500.85	\$0.00	\$0.00	\$6,500.85	\$0.00	\$0.00	\$0.00	\$6,500.85
16 Auxiliary Enterprises	\$4,386,611.65	\$4,788.96	\$116,270.79	\$4,275,129.82	\$0.00	(\$850.00)	\$0.00	\$4,274,279.82
20 EDPMS	(\$61,690.63)	\$0.00	\$0.00	(\$61,690.63)	\$251,909.37	\$275,148.50	\$0.00	(\$38,451.50)
21 College Work Study	\$0.00	\$2,510.00	\$2,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22 SEOG	\$0.00	\$400.00	\$400.00	\$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	\$5,196.00	\$5,196.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27 State Grants	\$170.08	\$0.00	\$4,816.35	(\$4,646.27)	\$0.00	\$0.00	\$0.00	(\$4,646.27)
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	\$10,173.00	\$10,173.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61 Capital Outlay	\$1,930,902.16	\$0.00	\$0.00	\$1,930,902.16	\$0.00	\$0.00	\$0.00	\$1,930,902.16
70 Agency	\$2,191,057.25	\$0.00	\$560.00	\$2,190,497.25	\$0.00	\$6,992.37	\$0.00	\$2,197,489.62
Holding for Distribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$29,446,722.09	\$71,173.25	\$1,130,173.42	\$28,387,721.92	\$172,857.96	\$184,201.83	\$0.00	\$28,399,065.79

Summary of Cash Transactions

	<u>Balance</u> <u>10-31-2025</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>11-30-2025</u>
Landmark Nat'l Bank #385 (Gen. Fun	9,514,312.04	204,317.83	1,271,321.83	8,447,308.04
Landmark Nat'l Bank #377 (Fed Func	0.15	40,790.63	40,790.63	0.15
Petty Cash-Main Campus	300.00	0.00	0.00	300.00
Landmark Nat'l CD's	13,121,473.16	0.00	0.00	13,121,473.16
Community Nat'l Bank CD's	6,810,136.74	19,347.70	0.00	6,829,484.44
Emprise Bank CD's	0.00	0.00	0.00	0.00
Athletic Cash	300.00	0.00	0.00	300.00
Bookstore Cash-Iola Campus	200.00	0.00	0.00	200.00
Cashier's Drawer #1	0.00	78,279.36	78,279.36	0.00
Cashier's Drawer #2	0.00	10,084.88	10,084.88	0.00
Cashier's Drawer #3	0.00	0.00	0.00	0.00
Cashier's Drawer #4	0.00	0.00	0.00	0.00
Holding for Distribution	0.00	0.00	0.00	0.00
	29,446,722.09	352,820.40	1,400,476.70	28,399,065.79

Pledged Securities

	<u>11-30-2025</u>	<u>FDIC Insurance</u>	<u>11-30-2025</u>
Community National Bank & Trust	\$6,579,640.00	250,000.00	\$6,829,640.00
Landmark National Bank	\$25,966,186.28	250,000.00	\$26,216,186.28
	\$32,545,826.28		\$33,045,826.28

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
November 30, 2025

Date <u>Purchased</u>	Invested <u>With</u>		Amount <u>Invested</u>	Interest <u>Rate</u>	Maturity <u>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	\$ 2,019,408.22	3.55%	03/18/2026
10/18/2025	CNB&T - 6 month	515897	\$ 2,038,791.77	3.89%	04/18/2026
09/16/2025	CNB&T - 365 Day	520897	\$ 469,896.62	4.35%	09/16/2026
06/25/2025	CNB&T - 365 Day	523473	\$ 262,042.69	3.36%	06/25/2026
			<u><u>\$ 19,950,957.60</u></u>	Total Investments	
			\$ 13,121,473.16	CDs @ Landmark	
			\$ 6,829,484.44	CDs @ CNB&T	
			<u><u>\$ 19,950,957.60</u></u>	Total Investments	

Signed: Vice President for Finance & Operations

Signed: Chairman, Board of Trustees

Allen County Community College
Direct Payment Bills Presented for Ratification
From 11/01/2025 thru 11/30/2025

<u>Date Paid</u>	<u>Vendor Name</u>	<u>Fund</u>	<u>Center</u>	<u>Account</u>	<u>Amount</u>
11/6/25	Kansas Dept of Revenue	11	No Center	Kansas Sales Tax	355.96
11/7/25	KPERS	11	No Center	Retirement/KPERS Life Payable	2,862.98
11/7/25	KPERS	11	No Center	Retirement/KPERS Life Payable	367.36
11/7/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	11,511.04
11/7/25	Kansas Dept of Revenue	11	No Center	Kansas State Tax	2,544.61
11/13/25	KPERS	11	No Center	Retirement/KPERS Life Payable	1,850.21
11/14/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	43,571.32
11/14/25	KPERS	11	No Center	Retirement/KPERS Life Payable	7,624.30
11/14/25	Kansas Dept of Revenue	11	No Center	Kansas State Tax	8,127.86
11/18/25	UMB	11	No Center	Health Savings Account	802.24
11/21/25	Bay Bridge Administrators	11	No Center	403B-AFA/Security Benefit plus match	17,012.00
11/21/25	Bay Bridge Administrators	11	No Center	DISR,LIFR,ACCR,XDEP,XMED,Vision	4,735.19
11/21/25	KPERS	11	No Center	Retirement/KPERS Life Payable	16,350.04
11/21/25	Kansas Dept of Revenue	11	No Center	Consumers Use Tax	116.49
11/21/25	Kansas Dept of Revenue	11	No Center	Kansas State Tax	16,169.22
11/21/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	79,378.37
11/21/25	KPERS	11	No Center	Retirement/KPERS Life Payable	367.36
11/21/25	KPERS	11	No Center	Retirement/KPERS Life Payable	2,893.82
11/21/25	KPERS	11	No Center	Retirement/KPERS Life Payable	296.41
11/24/25	KPERS	11	No Center	Retirement/KPERS Life Payable	688.50
					<u>\$217,625.28</u>

Signed and approved this _____ day of _____, 2025

ATTEST:

Chairman, Board of Trustees

Clerk, Board of Trustees

Thu Nov 6 2025
11:29

Allen County Community College
Bills Presented for Ratification
From: 11/01/2025 To 11/06/2025

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billrat

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227432	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	13.12
227432	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	12.86
227432	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	15.75
227433	American Assoc of Comm Colleges	11	President	Professional Memberships	3,917.00
227434	Banuelos, Ricardo	11	Cross Country	Business Travel	179.06
227435	Berkley, Macy Jo	11	No Center	Accts Recv/Students	190.00
227436	Bond, Nora Ann	11	No Center	Accts Recv/Students	200.00
227437	Brooks Sports Inc	11	Cross Country	Athletic Apparel	98.75
227437	Brooks Sports Inc	11	Cross Country	Athletic Apparel	131.20
227437	Brooks Sports Inc	11	Cross Country	Athletic Apparel	225.95
227438	Cairns, Mark A	11	Athletic Trainer	Misc Contractual Service	247.50
227439	Cintas	11	General Inst Expenses	Mtc & Service Agreements	917.00
227440	City of Iola	11	General Inst Expenses	Natural Gas/	279.73
227440	City of Iola	11	General Inst Expenses	Electricity/	7,378.87
227440	City of Iola	11	General Inst Expenses	Water/	3,192.32
227440	City of Iola	11	General Inst Expenses	Sewer/	1,555.21
227440	City of Iola	11	Gen Inst Exp Tech Bldg	Natural Gas/	32.18
227440	City of Iola	11	Gen Inst Exp Tech Bldg	Electricity/	1,319.92
227440	City of Iola	11	Gen Inst Exp Tech Bldg	Water/	57.68
227440	City of Iola	11	Gen Inst Exp Tech Bldg	Sewer/	21.00
227440	City of Iola	16	Parkford Apartments	Electricity/	854.56
227440	City of Iola	16	Herynk Hall	Natural Gas/	46.54
227440	City of Iola	16	Herynk Hall	Electricity/	340.40
227440	City of Iola	16	Herynk Hall	Water/	159.41
227440	City of Iola	16	Herynk Hall	Sewer/	72.01
227440	City of Iola	16	Horton Hall	Natural Gas/	215.12
227440	City of Iola	16	Horton Hall	Electricity/	772.36
227440	City of Iola	16	Horton Hall	Water/	984.60
227440	City of Iola	16	Horton Hall	Sewer/	485.73
227440	City of Iola	16	Winter Hall	Electricity/	1,432.40
227440	City of Iola	16	Winter Hall	Water/	1,131.55
227440	City of Iola	16	Winter Hall	Sewer/	559.41
227440	City of Iola	16	Red Devil Duplexes	Natural Gas/	372.06
227440	City of Iola	16	Red Devil Duplexes	Electricity/	1,032.07
227440	City of Iola	16	Red Devil Duplexes	Water/	464.62
227440	City of Iola	16	Red Devil Duplexes	Sewer/	225.03
227440	City of Iola	16	Masterson Hall	Natural Gas/	125.51
227440	City of Iola	16	Masterson Hall	Electricity/	1,036.00
227440	City of Iola	16	Masterson Hall	Water/	481.58
227440	City of Iola	16	Masterson Hall	Sewer/	233.53
227441	City of Iola	16	Ballard House	Natural Gas/	39.36
227441	City of Iola	16	Ballard House	Electricity/	189.80
227441	City of Iola	16	Ballard House	Water/	148.11
227441	City of Iola	16	Ballard House	Sewer/	66.34

PAGE TOTALS

31,453.20

Thu Nov 6 2025
11:29

Allen County Community College
Bills Presented for Ratification
From: 11/01/2025 To 11/06/2025

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billrat

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227442	City of Iola	11	General Inst Expenses	Natural Gas/	32.18
227442	City of Iola	11	General Inst Expenses	Electricity/	199.45
227442	City of Iola	11	General Inst Expenses	Water/	29.42
227442	City of Iola	11	General Inst Expenses	Sewer/	6.83
227443	Claypool, Kaitlyn Leigh	11	No Center	Accts Recv/Students	30.00
227444	College House	16	Bookstore	C of GS/Soft Goods	834.44
227445	Cook, Quincy Anne	11	No Center	Accts Recv/Students	280.00
227446	Cooper, Cody Lane	11	No Center	Accts Recv/Students	150.00
227447	Coursedog Inc	11	Student Success	Mtc & Service Agreements	34,785.00
227448	Cox Business	16	Parkford Apartments	Mtc & Service Agreements	153.04
227448	Cox Business	16	Herynk Hall	Mtc & Service Agreements	114.78
227448	Cox Business	16	Red Devil Duplexes	Mtc & Service Agreements	209.68
227449	Cox, Trevin Dean	11	No Center	Accts Recv/Students	130.00
227450	Crotinger, Bryson Wade	11	No Center	Accts Recv/Students	315.00
227451	Decker, Vaughn Kent	11	No Center	Accts Recv/Students	1,000.00
227452	Defebaugh, Karin	11	Online Learning	Recognition Supplies	14.68
227453	Dell Financial Serv LLC	11	Information Tech (IT)	Major Equipment	1,500.18
227454	Disc Golf Distribution	70	No Center	Res Halls Social Fund 70	15,110.00
227455	Eamigh, Hanna Lurie	11	No Center	Accts Recv/Students	1,000.00
227456	Flinn Scientific Inc	11	Chemistry	Instructional Supplies	500.37
227457	Fuelman	11	Director of Athletics	Gasoline	2,056.89
227457	Fuelman	11	General Inst Expenses	Gasoline	620.62
227458	Gerken Rent-All-Paola	11	Men's Soccer	Mtc & Service Agreements	55.00
227458	Gerken Rent-All-Paola	11	Women's Soccer	Mtc & Service Agreements	55.00
227459	Great Western Dining	11	No Center	Fringe Benefit	656.70
227459	Great Western Dining	11	Art	Meetings & Hospitality	255.00
227459	Great Western Dining	11	Alumni/Development Office	Meetings & Hospitality	2,230.00
227459	Great Western Dining	16	Food Service	Cost of Food Service Con	23,008.58
227460	Griffith, Alice Tsukiko	11	No Center	Accts Recv/Students	400.00
227461	Hamm, Alyssa Renee	11	No Center	Accts Recv/Students	50.00
227462	Haskell Indian Nations Univ	11	Women's Basketball	Game Guarantees	350.00
227463	Heder, Alexa Dawn	11	No Center	Accts Recv/Students	95.00
227464	Hess, Jeremy Joseph	11	Shooting Sports	Athletic Supplies	72.50
227464	Hess, Jeremy Joseph	11	Shooting Sports	Athletic Supplies	36.25
227465	Inceptia	11	Financial Aid Office	Mtc & Service Agreements	218.05
227466	KOAM	11	Marketing	Advertising	1,800.00
227467	KWIKOM	16	Ballard House	Mtc & Service Agreements	82.50
227468	Kraft, Lauren Lea	11	No Center	Accts Recv/Students	11.00
227469	Kuhlmann, Addison Rose	11	No Center	Accts Recv/Students	270.00
227470	Leffler, Lyvier L	11	President	Business Travel	150.08
227470	Leffler, Lyvier L	11	President	Business Travel	22.78
227470	Leffler, Lyvier L	11	President	Business Travel	20.10
227471	Livingston, Walter L	11	No Center	Accts Recv/Students	5,728.00
227472	Lone Tree Gun Club	11	Shooting Sports	Athletic Supplies	2,083.50

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227473	Maier, Kennedy Brianne	11	No Center	Accts Recv/Students	3,698.00
227474	McGraw-Hill LLC	16	Bookstore	C of GS/Ebook/AccessCode	165.58
227474	McGraw-Hill LLC	16	Bookstore	C of GS/Ebook/AccessCode	213.00
227475	McPherson College	11	Women's Basketball	Game Guarantees	350.00
227476	New Wave Broadband	11	Baseball	Mtc & Service Agreements	100.00
227477	Northeast Kansas	11	Library	Mtc & Service Agreements	1,910.00
227478	Peak Uptime	11	Information Tech (IT)	Mtc & Service Agreements	-1.95
227478	Peak Uptime	11	Information Tech (IT)	Mtc & Service Agreements	-1.95
227478	Peak Uptime	11	Information Tech (IT)	Major Equipment	241.05
227478	Peak Uptime	11	Information Tech (IT)	Major Equipment	1,524.90
227479	Pickering, Morgan Lynn	11	No Center	Accts Recv/Students	150.00
227480	Pizza Hut	11	Cross Country	Athletic Team Travel	16.98
227480	Pizza Hut	70	No Center	Student Senate	143.36
227481	Riffel, Mary Katherine	11	Human Resources	Recognition Supplies	26.25
227482	Roberts, Makenzie Danielle	11	No Center	Accts Recv/Students	130.00
227483	Sisson, Corben	11	No Center	Accts Recv/Students	520.00
227484	Sleighter, Sydnee Nicole	11	No Center	Accts Recv/Students	150.00
227485	Vantage Custom Classics Inc	12	Emergency Medical Servic	Instructional Supplies	872.47
227486	Washington, Kenna Jean	11	No Center	Accts Recv/Students	55.00
				PAGE TOTALS	10,262.69
				AP GRAND TOTAL	138,438.49

Signed and approved this ____ day of _____, 2025

ATTEST:

Chairman, Board of Trustees

Clerk, Board of Trustees

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227487	Ace Refrigeration	16	Masterson Hall	Repairs & Maintenance	348.66
227488	Alemu, Kirubel	11	Men's Soccer	Game Officials	40.00
227488	Alemu, Kirubel	11	Women's Soccer	Game Officials	40.00
227489	Alvarez-Anchundia, Alejandro Jos	11	Men's Soccer	Game Officials	20.00
227489	Alvarez-Anchundia, Alejandro Jos	11	Women's Soccer	Game Officials	20.00
227490	American Fidelity	11	No Center	Life Insurance/Am Fideli	241.60
227491	Anderson Plumbing LLC	16	Horton Hall	Mtc & Service Agreements	761.00
227491	Anderson Plumbing LLC	16	Red Devil Duplexes	Repairs & Maintenance	440.00
227492	Anderson, Brittany Nicole	11	No Center	Accts Recv/Students	3,142.00
227493	Arcaro, Jesse Dominic	11	No Center	Accts Recv/Students	1,719.00
227494	Aunt Flow	11	Maintenance of Buildings	Janitorial Supplies	688.00
227495	Automatic Doors of Kansas Inc	11	Maintenance of Buildings	Maintenance Supplies	2,093.20
227495	Automatic Doors of Kansas Inc	11	Maintenance of Buildings	Maintenance Supplies	52.76
227496	Billings, Taryn Rashelle	11	Volleyball	Game Officials	140.00
227497	Bollings Meatery & Eatery	11	Baseball	Athletic Team Travel	2,250.00
227498	CPI Financial	11	Campus Services	Mtc & Service Agreements	2,015.15
227499	Cairns, Mark A	11	Athletic Trainer	Misc Contractual Service	440.00
227510	Cardmember Service	11	Art	Promotional Products	178.50
227510	Cardmember Service	11	Art	Promotional Products	262.01
227510	Cardmember Service	11	Mathematics	Business Travel	256.02
227510	Cardmember Service	11	Exercise Science	Instructional Supplies	795.00
227510	Cardmember Service	11	Online Learning	Recognition Supplies	50.48
227510	Cardmember Service	11	Online Learning	Recognition Supplies	29.32
227510	Cardmember Service	11	Concurrent Dual Credit	Business Travel	11.76
227510	Cardmember Service	11	Concurrent Dual Credit	Office Supplies	53.36
227510	Cardmember Service	11	Campus Services	Office Supplies	35.05
227510	Cardmember Service	11	Admissions	Business Travel	18.23
227510	Cardmember Service	11	Admissions	Business Travel	8.29
227510	Cardmember Service	11	Admissions	Promotional Products	208.65
227510	Cardmember Service	11	Admissions	Promotional Products	534.85
227510	Cardmember Service	11	Admissions	Promotional Products	25.00
227510	Cardmember Service	11	Marketing	Advertising	830.59
227510	Cardmember Service	11	Marketing	Advertising	500.00
227510	Cardmember Service	11	Marketing	Advertising	226.79
227510	Cardmember Service	11	Director of Athletics	Business Travel	15.74
227510	Cardmember Service	11	Director of Athletics	Recognition Supplies	110.60
227510	Cardmember Service	11	Men's Basketball	Athletic Team Travel	135.45
227510	Cardmember Service	11	Men's Basketball	Athletic Team Travel	182.08
227510	Cardmember Service	11	Women's Basketball	Athletic Team Travel	183.84
227510	Cardmember Service	11	Softball	Athletic Team Travel	13.45
227510	Cardmember Service	11	Softball	Athletic Team Travel	13.90
227510	Cardmember Service	11	Softball	Athletic Team Travel	265.98
227510	Cardmember Service	11	Baseball	Athletic Team Travel	-42.45
227510	Cardmember Service	11	Baseball	Athletic Supplies	168.95

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227510	Cardmember Service	11	Volleyball	Athletic Team Travel	147.49
227510	Cardmember Service	11	Volleyball	Athletic Team Travel	45.36
227510	Cardmember Service	11	Volleyball	Athletic Team Travel	136.10
227510	Cardmember Service	11	Volleyball	Athletic Team Travel	82.80
227510	Cardmember Service	11	Volleyball	Athletic Team Travel	161.19
227510	Cardmember Service	11	Volleyball	Recognition Supplies	111.42
227510	Cardmember Service	11	Volleyball	Athletic Supplies	20.48
227510	Cardmember Service	11	Volleyball	Athletic Supplies	30.04
227510	Cardmember Service	11	Cross Country	Business Travel	4.81
227510	Cardmember Service	11	Cross Country	Business Travel	34.96
227510	Cardmember Service	11	Cross Country	Business Travel	11.80
227510	Cardmember Service	11	Cross Country	Business Travel	15.80
227510	Cardmember Service	11	Cross Country	Business Travel	24.72
227510	Cardmember Service	11	Cross Country	Business Travel	37.86
227510	Cardmember Service	11	Cross Country	Athletic Team Travel	67.04
227510	Cardmember Service	11	Cross Country	Athletic Team Travel	25.75
227510	Cardmember Service	11	Cross Country	Athletic Team Travel	12.64
227510	Cardmember Service	11	Cross Country	Athletic Team Travel	17.72
227510	Cardmember Service	11	Cross Country	Athletic Team Travel	35.71
227510	Cardmember Service	11	Cross Country	Athletic Team Travel	429.81
227510	Cardmember Service	11	Cross Country	Misc Contractual Service	783.00
227510	Cardmember Service	11	Livestock Judging	Athletic Team Travel	95.00
227510	Cardmember Service	11	Cheerleader/Dance	Misc Contractual Service	582.00
227510	Cardmember Service	11	Cheerleader/Dance	Miscellaneous Supplies	118.53
227510	Cardmember Service	11	Cheerleader/Dance	Miscellaneous Supplies	34.42
227510	Cardmember Service	11	Men's Soccer	Business Travel	22.42
227510	Cardmember Service	11	Men's Soccer	Athletic Team Travel	305.33
227510	Cardmember Service	11	Men's Soccer	Athletic Team Travel	253.58
227510	Cardmember Service	11	Women's Soccer	Business Travel	19.90
227510	Cardmember Service	11	Women's Soccer	Athletic Team Travel	9.54
227510	Cardmember Service	11	Women's Soccer	Athletic Team Travel	324.69
227510	Cardmember Service	11	Women's Soccer	Athletic Team Travel	26.14
227510	Cardmember Service	11	Women's Soccer	Athletic Team Travel	41.36
227510	Cardmember Service	11	Women's Soccer	Athletic Team Travel	223.20
227510	Cardmember Service	11	Women's Soccer	Athletic Team Travel	8.48
227510	Cardmember Service	11	Women's Soccer	Athletic Team Travel	48.96
227510	Cardmember Service	11	Women's Soccer	Athletic Team Travel	68.38
227510	Cardmember Service	11	Women's Soccer	Miscellaneous Supplies	35.17
227510	Cardmember Service	11	Shooting Sports	Athletic Team Travel	51.86
227510	Cardmember Service	11	Shooting Sports	Athletic Team Travel	47.50
227510	Cardmember Service	11	Shooting Sports	Athletic Team Travel	844.40
227510	Cardmember Service	11	Shooting Sports	Athletic Team Travel	45.84
227510	Cardmember Service	11	Shooting Sports	Athletic Team Travel	37.50
227510	Cardmember Service	11	Shooting Sports	Athletic Team Travel	130.55

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5,611.25

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227510	Cardmember Service	11	Shooting Sports	Athletic Team Travel	95.52
227510	Cardmember Service	11	Athletic Trainer	Mtc & Service Agreements	2,000.00
227510	Cardmember Service	11	Music	Advertising	415.40
227510	Cardmember Service	11	Music	Advertising	247.19
227510	Cardmember Service	11	Theater	Meetings & Hospitality	71.10
227510	Cardmember Service	11	Theater	Drama Supplies	2.43
227510	Cardmember Service	11	Theater	Drama Supplies	4.38
227510	Cardmember Service	11	Theater	Drama Supplies	11.16
227510	Cardmember Service	11	Theater	Drama Supplies	9.99
227510	Cardmember Service	11	Theater	Drama Supplies	54.80
227510	Cardmember Service	11	Theater	Drama Supplies	12.02
227510	Cardmember Service	11	Theater	Drama Supplies	10.42
227510	Cardmember Service	11	Theater	Drama Supplies	71.97
227510	Cardmember Service	11	Theater	Drama Supplies	52.57
227510	Cardmember Service	11	Phi Theta Kappa	Meetings & Hospitality	60.00
227510	Cardmember Service	11	HOSA	Athletic Team Travel	62.44
227510	Cardmember Service	11	HOSA	Athletic Team Travel	10.00
227510	Cardmember Service	11	HOSA	Athletic Team Travel	361.20
227510	Cardmember Service	11	HOSA	Athletic Team Travel	119.18
227510	Cardmember Service	11	President	Meetings & Hospitality	52.00
227510	Cardmember Service	11	President	Meetings & Hospitality	43.04
227510	Cardmember Service	11	President	Meetings & Hospitality	42.00
227510	Cardmember Service	11	President	Office Supplies	76.11
227510	Cardmember Service	11	Board of Trustees	Meetings & Hospitality	12.34
227510	Cardmember Service	11	Business Office	Postage	6.08
227510	Cardmember Service	11	Business Office	Office Supplies	7.99
227510	Cardmember Service	11	VP Finance & Operations	Institutional Dues	197.00
227510	Cardmember Service	11	Human Resources	Recognition Supplies	51.99
227510	Cardmember Service	11	Alumni/Development Offic	Promotional Products	257.52
227510	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	129.58
227510	Cardmember Service	11	Information Tech (IT)	Major Equipment	2,048.00
227510	Cardmember Service	11	General Inst Expenses	Office Supplies	40.98
227510	Cardmember Service	12	Graphic Design	Meetings & Hospitality	71.39
227510	Cardmember Service	12	Graphic Design	Instructional Supplies	114.97
227510	Cardmember Service	12	Graphic Design	Data Processing Supplies	6.70
227510	Cardmember Service	12	Allied Health	Meetings & Hospitality	70.79
227510	Cardmember Service	12	Allied Health	Meetings & Hospitality	14.65
227510	Cardmember Service	12	Emergency Medical Servic	Instructional Supplies	2,499.16
227510	Cardmember Service	12	Emergency Medical Servic	Instructional Supplies	201.08
227510	Cardmember Service	12	Emergency Medical Servic	Testing Fees	410.00
227510	Cardmember Service	12	Early Childhood Educ	Institutional Dues	72.00
227510	Cardmember Service	16	Income Cntrl/VP-Finance	Horton Hall Revenues	34.75
227510	Cardmember Service	16	Income Cntrl/VP-Finance	Horton Hall Revenues	160.53
227510	Cardmember Service	16	Bookstore	Advertising	40.96

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227510	Cardmember Service	16	Bookstore	Advertising	29.35
227510	Cardmember Service	16	Student Housing/Program	Student Activities	60.00
227510	Cardmember Service	70	No Center	Cheer & Dance 70	304.10
227510	Cardmember Service	70	No Center	Choir & Band 70	280.73
227510	Cardmember Service	70	No Center	Choir & Band 70	79.99
227510	Cardmember Service	70	No Center	Food Pantry 70	205.50
227510	Cardmember Service	70	No Center	Food Pantry 70	452.03
227510	Cardmember Service	70	No Center	Student Senate 70	238.72
227511	Carolina Biological Supply Co	11	Chemistry	Instructional Supplies	186.30
227512	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	271.39
227512	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	126.59
227513	Clark, Jayden Grant	11	Men's Soccer	Game Officials	100.00
227513	Clark, Jayden Grant	11	Women's Soccer	Game Officials	100.00
227514	Cleaver Farm & Home	11	Maintenance of Buildings	Maintenance Supplies	227.88
227514	Cleaver Farm & Home	11	Maintenance of Grounds	Major Equipment	1,776.57
227515	Clifton-John, Shermal Elvon	11	Men's Soccer	Game Officials	20.00
227515	Clifton-John, Shermal Elvon	11	Women's Soccer	Game Officials	20.00
227516	Collins, Darci Taylor	11	Athletic Trainer	Athletic Supplies	17.92
227517	Cross, Christopher Kyle	11	No Center	Accts Recv/Students	200.00
227518	Cruells Marimon, Aleix	11	Men's Soccer	Game Officials	60.00
227518	Cruells Marimon, Aleix	11	Women's Soccer	Game Officials	60.00
227519	Damme, Taylor Shay	11	Volleyball	Game Officials	140.00
227520	Datasource Inc	11	Human Resources	Misc Contractual Service	160.56
227521	DeGrado, Vincent Jerome	70	No Center	Track & Field 70	77.85
227522	Djintotinine, Jehovah Narcisse	11	Men's Soccer	Game Officials	10.00
227522	Djintotinine, Jehovah Narcisse	11	Women's Soccer	Game Officials	10.00
227523	Ericson, Tayler Ann	11	Volleyball	Game Officials	100.00
227524	Espinosa de los Monteros, Emilia	11	Men's Soccer	Game Officials	20.00
227524	Espinosa de los Monteros, Emilia	11	Women's Soccer	Game Officials	20.00
227525	Falany, Jordan Claire	16	No Center	Refundable Deposits	200.00
227526	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	47.95
227526	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	51.33
227526	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	47.95
227526	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	54.70
227526	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	69.15
227526	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	47.95
227527	Fastenal Company	11	Maintenance of Buildings	Maintenance Supplies	53.08
227528	FedEx	16	Bookstore	Postage	23.83
227528	FedEx	16	Bookstore	Postage	31.13
227529	Fekete, Sebastian Istvan	11	Men's Soccer	Game Officials	20.00
227529	Fekete, Sebastian Istvan	11	Women's Soccer	Game Officials	20.00
227530	Flynn Appliance Center	11	Maintenance of Buildings	Maintenance Supplies	97.44
227530	Flynn Appliance Center	11	Maintenance of Buildings	Maintenance Supplies	73.25
227530	Flynn Appliance Center	11	Maintenance of Buildings	Major Equipment	3,474.58

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227531	Four State Maintenance Supply	11	Maintenance of Buildings	Maintenance Supplies	147.40
227531	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	122.50
227531	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	185.95
227531	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	319.56
227532	Friends University	11	Men's Basketball	Game Guarantees	300.00
227533	General Repair & Supply	11	Maintenance of Buildings	Mtc & Service Agreements	27.25
227535	Grainger	11	Maintenance of Buildings	Office Supplies	384.88
227535	Grainger	11	Maintenance of Buildings	Maintenance Supplies	825.72
227535	Grainger	11	Maintenance of Buildings	Maintenance Supplies	115.66
227535	Grainger	11	Maintenance of Buildings	Maintenance Supplies	14.16
227535	Grainger	11	Maintenance of Buildings	Maintenance Supplies	1,857.43
227535	Grainger	11	Maintenance of Buildings	Maintenance Supplies	145.84
227535	Grainger	11	Maintenance of Buildings	Small Tools	2,861.57
227535	Grainger	11	Maintenance of Buildings	Small Tools	310.76
227535	Grainger	11	Maintenance of Buildings	Small Tools	224.40
227535	Grainger	11	Maintenance of Buildings	Small Tools	268.00
227535	Grainger	11	Maintenance of Buildings	Small Tools	684.64
227535	Grainger	11	Maintenance of Equipment	Small Tools	285.91
227535	Grainger	11	Maintenance of Grounds	Maintenance Supplies	53.24
227535	Grainger	11	Maintenance of Grounds	Small Tools	198.84
227536	Great Western Dining	11	No Center	Fringe Benefit	561.18
227536	Great Western Dining	16	Food Service	Cost of Food Service Con	23,008.58
227537	Green Environmental Svcs	11	Maintenance of Buildings	Mtc & Service Agreements	1,351.05
227537	Green Environmental Svcs	16	Kerynk Hall	Mtc & Service Agreements	150.00
227537	Green Environmental Svcs	16	Horton Hall	Mtc & Service Agreements	150.00
227537	Green Environmental Svcs	16	Winter Hall	Mtc & Service Agreements	150.00
227537	Green Environmental Svcs	16	Red Devil Duplexes	Mtc & Service Agreements	150.00
227537	Green Environmental Svcs	16	Masterson Hall	Mtc & Service Agreements	150.00
227538	Gutierrez-Pinero, Facundo	11	Men's Soccer	Game Officials	40.00
227538	Gutierrez-Pinero, Facundo	11	Women's Soccer	Game Officials	40.00
227539	HY-FLO Equipment	11	Maintenance of Buildings	Maintenance Supplies	705.96
227540	Hampel Oil	11	Maintenance of Grounds	Gasoline	1,573.09
227540	Hampel Oil	11	Maintenance of Grounds	Gasoline	301.01
227541	Hassoune, Rayan	11	Men's Soccer	Game Officials	20.00
227541	Hassoune, Rayan	11	Women's Soccer	Game Officials	20.00
227542	Hernandez, Arturo Ignacio	11	Men's Soccer	Game Officials	20.00
227542	Hernandez, Arturo Ignacio	11	Women's Soccer	Game Officials	20.00
227543	Hirschmann, Makayla Grace	11	Volleyball	Game Officials	140.00
227544	Homeville Vending	70	No Center	Concessions	244.00
227545	Howies Athletic Tape	11	Athletic Trainer	Athletic Supplies	2,096.13
227546	Ingram Library Services	16	Bookstore	Mtc & Service Agreements	53.04
227546	Ingram Library Services	70	No Center	Library	17.14
227546	Ingram Library Services	70	No Center	Library	104.95
227546	Ingram Library Services	70	No Center	Library	1,020.93

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41,420.77

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227547	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	23.35
227547	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	52.69
227547	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	3.99
227547	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	869.85
227547	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	107.78
227547	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	145.60
227547	Iola Auto Parts LLC	11	Maintenance of Equipment	Maintenance Supplies	75.74
227547	Iola Auto Parts LLC	11	Maintenance of Equipment	Maintenance Supplies	49.95
227547	Iola Auto Parts LLC	11	Maintenance of Grounds	Maintenance Supplies	21.90
227548	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	596.00
227549	Jayhawk Fire Sprinkler	16	Herynk Hall	Mtc & Service Agreements	315.00
227549	Jayhawk Fire Sprinkler	16	Masterson Hall	Mtc & Service Agreements	315.00
227550	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	1,978.00
227550	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	19,665.00
227550	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	2,520.00
227551	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	101.61
227551	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	17.99
227551	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	21.99
227551	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	5.58
227551	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	23.98
227551	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	21.72
227551	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	-1.75
227551	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	22.37
227551	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	15.98
227551	John Deere Financial	11	Maintenance of Buildings	Small Tools	149.99
227551	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	92.47
227551	John Deere Financial	16	Herynk Hall	Maintenance Supplies	11.64
227552	Johnson, Duncan	11	Men's Soccer	Game Officials	40.00
227552	Johnson, Duncan	11	Women's Soccer	Game Officials	40.00
227553	Kansas Christian College	11	Men's Basketball	Game Guarantees	300.00
227554	Kansas One-Call System Inc	11	Maintenance of Buildings	Mtc & Service Agreements	3.99
227555	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	933.38
227555	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	617.72
227556	Kryterion Inc	12	Allied Health	Testing Fees	36.00
227557	Kudiabor, Nathan	11	Men's Soccer	Game Officials	60.00
227557	Kudiabor, Nathan	11	Women's Soccer	Game Officials	60.00
227558	Kwizera, Joshua	11	Men's Soccer	Game Officials	100.00
227558	Kwizera, Joshua	11	Women's Soccer	Game Officials	100.00
227559	Lawlite, Aquil Akim-Jamol	11	Men's Soccer	Game Officials	10.00
227559	Lawlite, Aquil Akim-Jamol	11	Women's Soccer	Game Officials	10.00
227560	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	28.96
227560	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	42.08
227560	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	184.56
227560	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	9.67

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29,799.78

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08:47

Allen County Community College
Bills Presented for Ratification
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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227560	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	81.56
227560	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	500.19
227560	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	127.44
227560	Locke Supply Co	16	Masterson Hall	Maintenance Supplies	47.48
227561	Loss, Norah Irene_Spencer	11	Volleyball	Game Officials	20.00
227562	MV Sport-MV Corp Inc	11	Maintenance of Buildings	Athletic Apparel	306.00
227562	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	300.00
227562	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	734.00
227563	Major Painting	11	Maintenance of Buildings	Repairs & Maintenance	2,015.00
227564	Manhattan Running Co	11	Track	Athletic Apparel	6,448.00
227565	Mella, Felipe Ignacio	11	Men's Soccer	Game Officials	20.00
227565	Mella, Felipe Ignacio	11	Women's Soccer	Game Officials	20.00
227566	Miller's Gas Body Shop	11	Maintenance of Equipment	Repairs & Maintenance	3,208.22
227567	Morgan, John J Company	11	Maintenance of Buildings	Maintenance Supplies	2,824.26
227568	Nee, Patrick	11	Men's Basketball	Athletic Team Travel	47.22
227569	New Klein Lumber Co., The	11	Maintenance of Buildings	Maintenance Supplies	7.78
227569	New Klein Lumber Co., The	11	Maintenance of Buildings	Maintenance Supplies	18.99
227569	New Klein Lumber Co., The	11	Maintenance of Buildings	Maintenance Supplies	17.98
227569	New Klein Lumber Co., The	11	Maintenance of Grounds	Maintenance Supplies	-35.98
227569	New Klein Lumber Co., The	11	Maintenance of Grounds	Maintenance Supplies	29.40
227569	New Klein Lumber Co., The	11	Maintenance of Grounds	Maintenance Supplies	97.80
227569	New Klein Lumber Co., The	11	Maintenance of Grounds	Maintenance Supplies	9.87
227569	New Klein Lumber Co., The	16	Parkford Apartments	Maintenance Supplies	18.99
227570	Peak Uptime	11	Information Tech (IT)	Major Equipment	8,640.00
227571	Peters, Nikki	11	Admissions	Conferences & Workshops	175.00
227572	Pizza Hut	11	Cross Country	Athletic Team Travel	24.97
227572	Pizza Hut	16	Student Housing/Program	Meetings & Hospitality	180.37
227573	Pollock, Aaron William	11	Men's Soccer	Game Officials	80.00
227573	Pollock, Aaron William	11	Women's Soccer	Game Officials	80.00
227574	Pur-O-Zone	11	Maintenance of Buildings	Janitorial Supplies	395.38
227574	Pur-O-Zone	11	Maintenance of Buildings	Janitorial Supplies	684.59
227575	Roca Caballo, Hugo	11	Men's Soccer	Game Officials	20.00
227575	Roca Caballo, Hugo	11	Women's Soccer	Game Officials	20.00
227576	Sage Publications Inc	16	Bookstore	C of GS/Ebook/AccessCode	624.00
227577	Sandobal, Joaquin	11	Men's Soccer	Game Officials	60.00
227577	Sandobal, Joaquin	11	Women's Soccer	Game Officials	60.00
227578	Sherwin-Williams Co	11	Maintenance of Grounds	Maintenance Supplies	267.00
227578	Sherwin-Williams Co	11	Maintenance of Grounds	Maintenance Supplies	1,478.00
227579	Smith, Rylie Laken	11	No Center	Accts Recv/Students	743.00
227580	Sports Locker	11	Shooting Sports	Athletic Apparel	535.50
227581	Stanion Wholesale	11	Maintenance of Buildings	Maintenance Supplies	304.00
227582	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	1,025.62
227582	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	933.73
227582	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	778.97

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33,974.33

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Allen County Community College
Bills Presented for Ratification
From: 11/07/2025 To 11/14/2025

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227582	Stout Electric & Mechanical Inc	11	Maintenance of Grounds	Maintenance Supplies	250.00
227582	Stout Electric & Mechanical Inc	11	Maintenance of Grounds	Maintenance Supplies	280.00
227582	Stout Electric & Mechanical Inc	16	Masterson Hall	Repairs & Maintenance	49.16
227583	Thompson Brothers Supply Inc	11	Maintenance of Buildings	Mtc & Service Agreements	45.68
227583	Thompson Brothers Supply Inc	11	Maintenance of Buildings	Mtc & Service Agreements	46.36
227584	Thompson, Peyton Anne-Marie	11	No Center	Accts Recv/Students	200.00
227585	Thrive Allen County	11	President	Meetings & Hospitality	360.00
227586	Trane U.S. Inc	11	Maintenance of Buildings	Maintenance Supplies	469.80
227587	Turf Solutions Inc	11	Softball	Mtc & Service Agreements	618.00
227588	Twin Motors Ford Inc	11	Maintenance of Equipment	Repairs & Maintenance	60.73
227588	Twin Motors Ford Inc	11	Maintenance of Equipment	Repairs & Maintenance	466.38
227588	Twin Motors Ford Inc	11	Maintenance of Equipment	Maintenance Supplies	224.56
227589	UPS	16	Bookstore	Postage	105.72
227589	UPS	16	Bookstore	Postage	118.92
227589	UPS	16	Bookstore	Postage	72.33
227590	Van Diest Supply Company	11	Maintenance of Grounds	Maintenance Supplies	1,122.10
227591	Vargas-Barquero, Santiago	11	Men's Soccer	Game Officials	20.00
227591	Vargas-Barquero, Santiago	11	Women's Soccer	Game Officials	20.00
227592	Walker, Kara Kay	11	Volleyball	Game Officials	20.00
227593	Waxie Sanitary Supply	11	Maintenance of Buildings	Janitorial Supplies	17.00
227594	Wilson, Alexander Luke	11	Men's Soccer	Game Officials	80.00
227594	Wilson, Alexander Luke	11	Women's Soccer	Game Officials	80.00
PAGE TOTALS					4,726.74
AP GRAND TOTAL					155,056.88

Signed and approved this ____ day of _____, 2025

ATTEST:

Chairman, Board of Trustees

Clerk, Board of Trustees

Thu Nov 20 2025
10:52

Allen County Community College
Bills Presented for Ratification
From: 11/15/2025 To 11/20/2025

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227595	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	2,115.00
227596	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	2,115.00
227597	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	1,410.00
227598	Blue Cross Blue Shield of Kansas	11	No Center	Hospitalization Payable	102,732.80
227599	Brooks Sports Inc	11	Track	Athletic Apparel	65.88
227599	Brooks Sports Inc	11	Track	Athletic Apparel	155.48
227600	CE Water Management Inc	11	Maintenance of Buildings	Mtc & Service Agreements	242.95
227601	Carolina Biological Supply Co	11	Biology	Instruc. Supp.-Biology	11.65
227601	Carolina Biological Supply Co	11	Biology	Instruc. Supp.-Biology	58.25
227602	Cigna	11	No Center	Intl Health Ins Payable	103,460.49
227603	Cox Business	16	Student Union	Mtc & Service Agreements	240.37
227604	Cytek Media Systems Inc	11	Mathematics	Instructional Supplies	1,297.00
227605	Dell Marketing LP	11	Information Tech (IT)	Major Equipment	19,180.80
227606	Design Mechanical Inc	11	Gen Inst Exp Tech Bldg	Major Equipment	19,190.25
227607	Doty, Jacob Tyler	11	No Center	Accts Recv/Students	2,721.00
227608	Fahnestock, Terri M	11	Human Resources	Recognition Supplies	6.00
227608	Fahnestock, Terri M	11	Human Resources	Recognition Supplies	30.41
227609	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	265.15
227610	Grainger	11	Maintenance of Buildings	Maintenance Supplies	6.20
227610	Grainger	11	Maintenance of Buildings	Maintenance Supplies	1,511.46
227610	Grainger	11	Maintenance of Buildings	Maintenance Supplies	272.50
227610	Grainger	11	Maintenance of Buildings	Maintenance Supplies	81.00
227610	Grainger	11	Maintenance of Buildings	Small Tools	62.26
227610	Grainger	11	Maintenance of Equipment	Maintenance Supplies	41.74
227611	Great Western Dining	11	No Center	Fringe Benefit	461.68
227611	Great Western Dining	11	Phi Theta Kappa	Meetings & Hospitality	177.25
227611	Great Western Dining	16	Food Service	Cost of Food Service Con	23,008.58
227611	Great Western Dining	70	No Center	Student Senate	46.75
227612	Halverson, Mia	11	No Center	Accts Recv/Students	261.00
227613	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	5.74
227613	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	52.76
227613	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	34.99
227613	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	56.65
227613	Iola Auto Parts LLC	11	Maintenance of Equipment	Maintenance Supplies	3.00
227613	Iola Auto Parts LLC	11	Maintenance of Equipment	Small Tools	69.95
227613	Iola Auto Parts LLC	11	Maintenance of Grounds	Small Tools	91.99
227614	John Deere Financial	11	Maintenance of Equipment	Maintenance Supplies	153.98
227614	John Deere Financial	11	Maintenance of Equipment	Maintenance Supplies	14.99
227614	John Deere Financial	11	Maintenance of Equipment	Maintenance Supplies	49.99
227614	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	38.95
227614	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	6.99
227614	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	26.98
227614	John Deere Financial	11	Maintenance of Grounds	Small Tools	98.96
227614	John Deere Financial	16	Food Service	Maintenance Supplies	7.60

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281,942.42

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Allen County Community College
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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227614	John Deere Financial	16	Food Service	Maintenance Supplies	-0.61
227615	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	416.26
227616	Leffler, Lyvier L	11	President	Business Travel	500.00
227616	Leffler, Lyvier L	11	President	Telephone/	100.00
227617	MicroMain	11	Maintenance of Buildings	Mtc & Service Agreements	5,711.00
227618	Miller's Gas Body Shop	11	Maintenance of Equipment	Repairs & Maintenance	2,744.50
227619	Nelnet Campus Commerce	11	Business Office	Mtc & Service Agreements	400.00
227619	Nelnet Campus Commerce	11	General Inst Expenses	Service Charges	1.05
227620	O'Reilly Auto Stores Inc	11	Maintenance of Equipment	Maintenance Supplies	13.20
227621	Peak Uptime	11	Information Tech (IT)	Mtc & Service Agreements	7,834.84
227622	Peters, Lauren Nicole	70	No Center	Softball 70	17.18
227622	Peters, Lauren Nicole	70	No Center	Softball 70	57.53
227623	Phillips 66 Co/SYNCB	11	Director of Athletics	Gasoline	807.77
227623	Phillips 66 Co/SYNCB	11	General Inst Expenses	Gasoline	25.03
227623	Phillips 66 Co/SYNCB	11	Maintenance of Grounds	Gasoline	578.52
227624	Pizza Hut	11	Cross Country	Athletic Team Travel	9.99
227624	Pizza Hut	11	Cross Country	Athletic Team Travel	16.98
227625	Rookies Sports Bar & Grill	70	No Center	Softball 70	150.00
227625	Rookies Sports Bar & Grill	70	No Center	Student Senate 70	168.00
227626	Saint Luke's Health System	11	Director of Athletics	Mtc & Service Agreements	205.00
227627	Sam and Louie's	11	Theater	Meetings & Hospitality	336.00
227627	Sam and Louie's	11	Theater	Meetings & Hospitality	84.53
227628	Schonfeldt, Grace Lyn	11	No Center	Accts Recv/Students	1,498.00
227629	Stogsdill, Tricia J	11	Theater	Instructional Supplies	35.03
227629	Stogsdill, Tricia J	11	Theater	Drama Supplies	139.51
227629	Stogsdill, Tricia J	11	Theater	Drama Supplies	32.30
227630	Texas Life Insurance Company	11	No Center	Texas Life Insurance	44.55
227631	Toland, Elizabeth Ann	12	Early Childhood Educ	Business Travel	229.14
227631	Toland, Elizabeth Ann	12	Early Childhood Educ	Business Travel	10.70
227631	Toland, Elizabeth Ann	12	Early Childhood Educ	Business Travel	195.64
227632	Torres-Castellano, Noah Anthony	16	No Center	Refundable Deposits	200.00
227633	Tri-Valley	11	General Inst Expenses	Mtc & Service Agreements	39.00
227634	Turf Solutions Inc	11	Baseball	Repairs & Maintenance	1,237.00
227635	UPS	16	Bookstore	Postage	35.71
227636	Williams Crow Inc	27	Perkins Program Improv.	Major Equipment	4,573.73
				PAGE TOTALS	28,447.08
				AP GRAND TOTAL	310,389.50

Location: /opt/carsi/modules/accounting/reports/billrat
Revision: Released 09/10/2024 17:14:08

Thu Nov 20 2025
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Allen County Community College
Bills Presented for Ratification
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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
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Signed and approved this ____ day of _____, 2025

ATTEST:

Chairman, Board of Trustees

Clerk, Board of Trustees

Fri Dec 5 2025
09:17

Allen County Community College
Bills Presented for Ratification
From: 11/21/2025 To 12/03/2025

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227637	American Fidelity	11	No Center	Life Insurance/Am Fideli	241.60
227647	Cardmember Service	11	Fitness Center	Athletic Supplies	325.16
227647	Cardmember Service	11	Online Learning	Business Travel	4.29
227647	Cardmember Service	11	Concurrent Dual Credit	Business Travel	10.78
227647	Cardmember Service	11	Concurrent Dual Credit	Business Travel	64.29
227647	Cardmember Service	11	Concurrent Dual Credit	Business Travel	30.90
227647	Cardmember Service	11	Library	Meetings & Hospitality	161.55
227647	Cardmember Service	11	Dean for Academic Affair	Business Travel	4.90
227647	Cardmember Service	11	Dean for Academic Affair	Business Travel	15.40
227647	Cardmember Service	11	Professional Development	Business Travel	43.45
227647	Cardmember Service	11	Professional Development	Business Travel	38.98
227647	Cardmember Service	11	Professional Development	Business Travel	35.71
227647	Cardmember Service	11	Professional Development	Business Travel	118.39
227647	Cardmember Service	11	Professional Development	Business Travel	81.88
227647	Cardmember Service	11	Professional Development	Business Travel	12.87
227647	Cardmember Service	11	Professional Development	Business Travel	20.98
227647	Cardmember Service	11	Professional Development	Business Travel	112.00
227647	Cardmember Service	11	Professional Development	Business Travel	25.99
227647	Cardmember Service	11	Professional Development	Business Travel	13.99
227647	Cardmember Service	11	Professional Development	Employee Recognition Pgm	18.29
227647	Cardmember Service	11	Campus Services	Office Supplies	43.86
227647	Cardmember Service	11	Campus Services	Major Equipment	182.22
227647	Cardmember Service	11	Admissions	Meetings & Hospitality	134.21
227647	Cardmember Service	11	Admissions	Promotional Products	1,921.32
227647	Cardmember Service	11	Marketing	Advertising	500.00
227647	Cardmember Service	11	Marketing	Promotional Products	1,136.33
227647	Cardmember Service	11	Men's Basketball	Athletic Team Travel	157.27
227647	Cardmember Service	11	Men's Basketball	Athletic Team Travel	185.75
227647	Cardmember Service	11	Men's Basketball	Athletic Team Travel	546.48
227647	Cardmember Service	11	Men's Basketball	Athletic Team Travel	132.75
227647	Cardmember Service	11	Men's Basketball	Athletic Team Travel	269.85
227647	Cardmember Service	11	Women's Basketball	Athletic Team Travel	434.70
227647	Cardmember Service	11	Women's Basketball	Athletic Team Travel	1,469.44
227647	Cardmember Service	11	Women's Basketball	Athletic Team Travel	250.47
227647	Cardmember Service	11	Women's Basketball	Athletic Team Travel	204.78
227647	Cardmember Service	11	Women's Basketball	Athletic Team Travel	228.74
227647	Cardmember Service	11	Women's Basketball	Athletic Team Travel	162.64
227647	Cardmember Service	11	Women's Basketball	Athletic Team Travel	149.82
227647	Cardmember Service	11	Women's Basketball	Athletic Team Travel	191.67
227647	Cardmember Service	11	Women's Basketball	Athletic Team Travel	281.52
227647	Cardmember Service	11	Softball	Business Travel	9.57
227647	Cardmember Service	11	Softball	Business Travel	16.61
227647	Cardmember Service	11	Softball	Business Travel	9.56
227647	Cardmember Service	11	Softball	Business Travel	12.19

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10,013.15

Fri Dec 5 2025
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Allen County Community College
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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227647	Cardmember Service	11	Softball	Business Travel	47.45
227647	Cardmember Service	11	Volleyball	Business Travel	44.64
227647	Cardmember Service	11	Volleyball	Athletic Team Travel	46.23
227647	Cardmember Service	11	Volleyball	Athletic Team Travel	165.48
227647	Cardmember Service	11	Cross Country	Business Travel	112.54
227647	Cardmember Service	11	Cross Country	Business Travel	70.00
227647	Cardmember Service	11	Cross Country	Business Travel	8.32
227647	Cardmember Service	11	Cheerleader/Dance	Business Travel	14.83
227647	Cardmember Service	11	Cheerleader/Dance	Athletic Supplies	29.44
227647	Cardmember Service	11	Cheerleader/Dance	Athletic Supplies	52.17
227647	Cardmember Service	11	Cheerleader/Dance	Athletic Supplies	7.60
227647	Cardmember Service	11	Men's Soccer	Business Travel	50.17
227647	Cardmember Service	11	Women's Soccer	Business Travel	19.06
227647	Cardmember Service	11	Women's Soccer	Business Travel	201.70
227647	Cardmember Service	11	Women's Soccer	Business Travel	1.84
227647	Cardmember Service	11	Women's Soccer	Business Travel	94.63
227647	Cardmember Service	11	Women's Soccer	Business Travel	76.00
227647	Cardmember Service	11	Women's Soccer	Business Travel	31.59
227647	Cardmember Service	11	Women's Soccer	Business Travel	30.70
227647	Cardmember Service	11	Women's Soccer	Business Travel	2.93
227647	Cardmember Service	11	Women's Soccer	Business Travel	8.20
227647	Cardmember Service	11	Women's Soccer	Business Travel	16.02
227647	Cardmember Service	11	Women's Soccer	Business Travel	8.20
227647	Cardmember Service	11	Women's Soccer	Business Travel	56.71
227647	Cardmember Service	11	Women's Soccer	Business Travel	16.83
227647	Cardmember Service	11	Women's Soccer	Athletic Team Travel	17.34
227647	Cardmember Service	11	Athletic Trainer	Professional Memberships	68.68
227647	Cardmember Service	11	Music	Instructional Supplies	124.74
227647	Cardmember Service	11	Theater	Conferences & Workshops	191.62
227647	Cardmember Service	11	Theater	Meetings & Hospitality	88.48
227647	Cardmember Service	11	Theater	Meetings & Hospitality	65.94
227647	Cardmember Service	11	Theater	Drama Supplies	43.82
227647	Cardmember Service	11	Theater	Drama Supplies	18.38
227647	Cardmember Service	11	Theater	Drama Supplies	6.53
227647	Cardmember Service	11	Phi Theta Kappa	Meetings & Hospitality	65.18
227647	Cardmember Service	11	Phi Theta Kappa	Meetings & Hospitality	69.89
227647	Cardmember Service	11	President	Meetings & Hospitality	37.60
227647	Cardmember Service	11	President	Office Supplies	126.68
227647	Cardmember Service	11	Human Resources	Business Travel	13.51
227647	Cardmember Service	11	Human Resources	Business Travel	12.90
227647	Cardmember Service	11	Human Resources	Business Travel	96.12
227647	Cardmember Service	11	Information Tech (IT)	Telephone/	45.48
227647	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	79.86
227647	Cardmember Service	11	Information Tech (IT)	Data Processing Supplies	266.02

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2,652.05

Fri Dec 5 2025
09:17

Allen County Community College
Bills Presented for Ratification
From: 11/21/2025 To 12/03/2025

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227647	Cardmember Service	11	Information Tech (IT)	Data Processing Supplies	765.90
227647	Cardmember Service	11	Information Tech (IT)	Major Equipment	89.95
227647	Cardmember Service	11	General Inst Expenses	Meetings & Hospitality	2.48
227647	Cardmember Service	11	General Inst Expenses	Office Supplies	11.61
227647	Cardmember Service	11	General Inst Expenses	Gasoline	34.26
227647	Cardmember Service	11	Maintenance of Buildings	Furnishings	377.54
227647	Cardmember Service	12	Graphic Design	Repairs & Maintenance	185.99
227647	Cardmember Service	12	Graphic Design	Instructional Supplies	199.99
227647	Cardmember Service	12	Graphic Design	Instructional Supplies	180.48
227647	Cardmember Service	12	Graphic Design	Instructional Supplies	408.51
227647	Cardmember Service	12	Agriculture	Meetings & Hospitality	180.00
227647	Cardmember Service	12	Allied Health	Instructional Supplies	125.90
227647	Cardmember Service	12	Early Childhood Educ	Instructional Supplies	26.60
227647	Cardmember Service	16	Bookstore	Advertising	21.48
227647	Cardmember Service	16	Bookstore	Shipping Supplies	298.60
227647	Cardmember Service	16	Bookstore	C of GS/Supplies	82.77
227647	Cardmember Service	16	Bookstore	Furnishings	108.44
227647	Cardmember Service	16	Student Housing/Program	Business Travel	96.12
227647	Cardmember Service	70	No Center	Food Pantry 70	480.73
227647	Cardmember Service	70	No Center	Phi Theta Kappa 70	60.00
227647	Cardmember Service	70	No Center	Student Senate 70	35.35
227647	Cardmember Service	70	No Center	Track & Field 70	1,513.00
PAGE TOTALS					5,285.70
AP GRAND TOTAL					17,950.90

Signed and approved this ____ day of _____, 2025

ATTEST:

Chairman, Board of Trustees

Clerk, Board of Trustees

Mon Dec 8 2025
15:03

Allen County Community College
SUMMARY OF FUNDS
NOV 25/26

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fundsum

Funds	This Month		This Year				Last Year	
	Actual	Actual	Encumbrance	Budget	%	Unexpended	Budget	YTD
11 General/Unrestricted	914,628.19	5,135,511.87	989,068.70	23,507,061.00	21.8	17,382,480.43	16,801,909.00	4,775,795.1
12 PTE Fund	75,619.09	370,411.53	4,633.99	1,822,557.00	20.3	1,447,511.48	1,998,653.00	496,955.5
16 Auxiliary Enter/Unrest	116,270.79	833,027.73	111,886.39	3,689,026.00	22.6	2,744,111.88	3,613,755.00	752,867.4
21 College Work Study/Res	2,510.00	6,250.00	0.00	0.00	*****	-6,250.00	0.00	5,983.2
22 Suppl Educ Opp Grnt/Re	400.00	22,400.00	0.00	0.00	*****	-22,400.00	0.00	38,889.1
24 Pell Grant/Restricted	5,196.00	797,218.89	0.00	0.00	*****	-797,218.89	0.00	830,477.0
27 State Grants/Restrict	4,816.35	5,058.97	0.00	30,668.00	16.5	25,609.03	45,364.00	17,696.9
40 Loan Funds/Restricted	10,173.00	450,245.00	0.00	0.00	*****	-450,245.00	0.00	416,770.0
61 Capital Outlay/Restric	0.00	0.00	0.00	1,500,000.00	*****	1,500,000.00	2,500,000.00	419,321.2
70 Agency/Restricted	560.00	483,363.00	0.00	0.00	*****	-483,363.00	0.00	487,506.0

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

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Fund: 11 General/Unrestricted

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

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Fund: 11 General/Unrestricted

REVENUE by obj	Month Actual	Full Year Budget	---- Year to Date ---- Actual Encumbered	Pct	Variance
Revenue					
Student Sources					
4011 In-dist On Campus Tuit	0	64,425	42,975	0 67	(21,450)
4012 Out of State Tuition	1,800	414,100	170,815	0 41	(243,285)
4014 In-dist Off-Campus Tuitn	100	220,000	77,125	0 35	(142,875)
4015 Out-Dist Tuition-ONC	0	252,450	116,365	0 46	(136,085)
4016 Out-Dist Tuition-Outrch	(210)	1,358,153	509,540	0 38	(848,613)
4018 Gen Fnd Acad Course Fee	0	5,800	2,668	0 46	(3,132)
4019 Technology Fee	405	618,530	249,642	0 40	(368,888)
4025 Fee Transfer	0	840,000	0	0 0	(840,000)
4070 International Tuition	345	390,000	206,540	0 53	(183,460)
4090 Graduation Fee	30	150	60	0 40	(90)
Student Sources	2,470	4,163,608	1,375,730	0 33	(2,787,878)
Federal Sources					
4120 Indirect Costs	0	4,000	1,855	0 46	(2,145)
Federal Sources	0	4,000	1,855	0 46	(2,145)
State Sources					
4200 State Operating Grnt	0	3,270,135	1,635,068	0 50	(1,635,068)
4280 State Grants & Contracts	0	232,339	232,339	0 100	0
State Sources	0	3,502,474	1,867,407	0 53	(1,635,068)
Local Sources					
4410 Ad Valorem Property Tax	0	3,000,000	132,048	0 4	(2,867,952)
4430 Motor Vehicle Prop Tax	0	275,000	102,237	0 37	(172,763)
4440 Delinquent Tax	0	75,000	0	0 0	(75,000)
4450 Payments in lieu of tax	0	3,375	3,096	0 92	(279)
Local Sources	0	3,353,375	237,381	0 7	(3,115,994)
Other Income Sources					
4810 Interest Income	25,558	500,000	117,037	0 23	(382,963)
4811 Interest of Investments	19,348	1,000,000	237,487	0 24	(762,513)
4825 Cash Over	(18)	0	(18)	0 *****	(18)
4835 Previous Year Adjustment	0	0	0	0 *****	0
4840 Miscellaneous Income	5	3,000,000	1,387,393	0 46	(1,612,607)
4843 Bad Debt Income/On-Camp	271	4,900	1,485	0 30	(3,415)
4844 Bad Debt Income/Outreach	0	10,000	2,750	0 28	(7,250)
4855 Service Charge Income	95	3,000	1,110	0 37	(1,890)
4910 Transcripts/ 11	377	6,500	2,885	0 44	(3,615)
Other Income Sources	45,635	4,524,400	1,750,129	0 39	(2,774,271)

Fund: 11 General/Unrestricted

REVENUE by obj	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Revenue	48,105	15,547,857	5,232,501	0	34	(10,315,356)

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Fund: 11 General/Unrestricted

EXPENDITURES by func	Month Actual	Full Year Budget	---- Year to Date ---- Actual Encumbered	Pct	Variance
Education and General					
Instruction					
1110 Business	6,429	79,513	19,804	0 25	59,709
1130 Communication	11,945	152,165	36,077	0 24	116,088
1131 Art	6,685	79,680	20,767	19 26	58,894
1132 Tutoring Center	926	0	926	0 *****	(926)
1133 English	27,579	333,847	84,321	0 25	249,526
1135 Developmental Education	0	0	0	0 *****	0
1136 Education	0	1,100	0	0 0	1,100
1137 ESL	0	250	0	0 0	250
1140 Mathematics	14,645	167,791	47,183	0 28	120,608
1141 Biology	19,770	263,966	62,762	53 24	201,151
1142 Chemistry	0	88,254	687	535 1	87,033
1143 Physical Science	5,267	79,693	16,339	0 21	63,354
1150 History-Political Scienc	20,666	173,499	64,914	0 37	108,585
1151 Exercise Science	795	6,000	1,808	0 30	4,192
1152 Psychology	0	73,463	0	0 0	73,463
1154 Sociology	0	70,758	0	0 0	70,758
1155 Leadership	6,046	76,167	17,975	0 24	58,192
1160 Fitness Center	325	23,021	15,246	0 66	7,775
1170 Summer School	0	148,187	0	0 0	148,187
1174 Online Learning	46,222	414,882	176,245	0 42	238,637
1175 DNU Dist Learning	0	0	0	0 *****	0
1179 On Campus Adjunct/Overlo	17,379	147,755	50,439	0 34	97,316
1180 Concurrent Dual Credit	7,212	516,898	127,204	0 25	389,694
1185 Burlingame Campus	0	0	0	0 *****	0
1260 Allied Health	0	0	5	0 *****	(5)
Instruction	191,890	2,896,889	742,702	606 26	2,153,581
Academic Support					
4100 Library	13,521	234,883	127,411	0 54	107,472
4200 VP for Academic Affairs	13,526	151,761	66,322	0 44	85,439
4210 Dean-CTE & Industry Ptrn	0	0	(3,571)	0 *****	3,571
4250 Dean for Academic Affair	12,887	157,488	65,881	0 42	91,607
4300 Professional Development	502	26,215	18,217	0 69	7,998
4400 Campus Services	5,887	88,782	34,565	157 39	54,060
Academic Support	46,324	659,129	308,824	157 47	350,147
Student Serv--Administra					
5000 VP for Student Affairs	11,859	160,007	60,541	0 38	99,466
5100 Advising & Testing	17,068	191,553	97,924	0 51	93,629
5150 Student Success	42,510	304,290	174,030	0 57	130,260
5200 Financial Aid Office	38,191	514,160	182,833	0 36	331,327
5300 Registrar's Office	13,494	179,664	70,158	0 39	109,506
5350 Admissions	12,388	291,965	55,083	0 19	236,882
5360 Marketing	14,930	393,683	91,212	1,926 24	300,545

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Fund: 11 General/Unrestricted

EXPENDITURES by func	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Student Serv--Administra	150,440	2,035,322	731,781	1,926	36	1,301,615
Student Serv--Athletics						
5500 Director of Athletics	20,402	584,757	213,847	10,189	38	360,721
5501 Men's Basketball	11,072	148,859	66,209	0	44	82,650
5502 Women's Basketball	11,838	144,724	66,252	0	46	78,472
5503 Track	11,494	128,707	44,590	212	35	83,905
5506 Softball	7,947	148,453	45,267	0	30	103,186
5507 Baseball	14,637	217,223	76,940	700	36	139,583
5508 Volleyball	10,014	134,271	64,781	0	48	69,490
5510 Cross Country	7,131	89,752	29,918	0	33	59,834
5511 Livestock Judging	95	30,230	7,074	0	23	23,156
5512 Cheerleader/Dance	7,125	107,057	31,881	0	30	75,176
5513 Men's Soccer	8,764	146,240	81,442	880	56	63,918
5515 Women's Soccer	9,151	135,827	58,293	0	43	77,534
5517 Shooting Sports	7,022	61,775	20,608	0	33	41,167
5560 Athletic Fundraising	0	0	0	0	*****	0
5570 Athletic Trainer	15,660	156,502	53,776	0	34	102,726
5575 Post Season Competition	0	40,000	0	0	0	40,000
Student Serv--Athletics	142,352	2,274,377	860,879	11,980	38	1,401,517
Student Serv--Activities						
5610 Student Activities	6,752	112,737	20,902	0	19	91,835
5611 International Students	0	2,200	0	0	0	2,200
5620 Music	6,522	94,121	27,235	0	29	66,886
5630 Allen Flame Newspaper	0	0	0	0	*****	0
5640 Theater	13,994	209,302	77,524	88	37	131,690
5650 College Quiz Bowl	323	5,231	647	0	12	4,584
5660 Phi Theta Kappa	858	19,914	2,592	0	13	17,322
5663 HOSA	553	7,100	989	0	14	6,111
Student Serv--Activities	29,002	450,605	129,890	88	29	320,627
Institutional Support						
6100 President	31,441	400,215	141,410	4,200	36	254,605
6110 Board of Trustees	12	99,225	15,839	0	16	83,386
6120 Institutional Research	13,260	165,981	65,928	0	40	100,053
6130 Accreditation	0	28,000	7,061	0	25	20,939
6140 Student & Comm Engagemnt	0	5,800	50	0	1	5,750
6200 Business Office	24,334	449,528	169,758	0	38	279,770
6210 VP Finance & Operations	17,526	254,014	64,227	0	25	189,787
6250 Human Resources	18,908	265,199	104,288	145	39	160,766
6300 Public Relations	0	0	1	0	*****	(1)
6310 Alumni/Development Offic	4,893	157,023	29,473	0	19	127,550
6400 Information Tech (IT)	81,746	1,527,576	755,227	93,354	56	678,995
6500 General Inst Expenses	21,467	935,800	523,042	80,587	65	332,171
6510 Gen Inst Exp Tech Bldg	20,621	371,250	9,690	9,360	5	352,200

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Fund: 11 General/Unrestricted

EXPENDITURES by func	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Institutional Support	234,209	4,659,611	1,885,993	187,646	45	2,585,972
Physical Plant Operation						
7100 Maintenance of Buildings	103,676	1,766,628	402,724	147,520	31	1,216,383
7200 Maintenance of Equipment	8,378	292,500	21,374	57,202	27	213,925
7300 Maintenance of Grounds	8,358	264,000	28,927	1,118	11	233,956
7500 Major Projects	0	7,200,000	16,513	580,824	8	6,602,662
Physical Plant Operation	120,412	9,523,128	469,538	786,664	13	8,266,926
Education and General	914,628	22,499,061	5,129,607	989,069	27	16,380,385

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Fund: 11 General/Unrestricted

EXPENDITURES by func	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Scholarships & Grants						
Scholarships						
8100 Board Scholarships	0	168,000	5,905	0	4	162,095
8200 Other Scholarships	0	840,000	0	0	0	840,000
Scholarships	0	1,008,000	5,905	0	1	1,002,095
Scholarships & Grants	0	1,008,000	5,905	0	1	1,002,095

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Fund: 11 General/Unrestricted

EXPENDITURES by func	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		

Auxiliary Enterprises						
Miscellaneous Other						
9900 Miscellaneous Oth Frnd Ex	0	0	0	0	*****	0
9999 Contingency Center	0	(7,959,204)	0	0	0	(7,959,204)

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

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

EXPENDITURES	914,628	15,547,857	5,135,512	989,069	39	9,423,276
=====						

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Fund: 11 General/Unrestricted

	Month Actual	Full Year Budget	[---- Year to Date ----]		Pct	Variance
			Actual	Encumbered		
Total Revenues	48,105	15,547,857	5,232,501	0	34	(10,315,356)
Total Expenditures	914,628	15,547,857	5,135,512	989,069	39	9,423,276
Excess Revenue/Expenditures	(866,523)	0	96,989	(989,069)	*****	(892,080)
=====						
Fund Balance objs	0	0	17,173,129	0	*****	0
Fund Balance + Excess Rev/Exp	(866,523)	0	17,270,118	(989,069)	*****	(892,080)
=====						

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Fund: 12 PTE Fund

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

Revenue						
Student Sources						
4020 Technical Edu Tuition	0	475,000	0	0	0	(475,000)
4025 Fee Transfer	0	185,000	0	0	0	(185,000)

Student Sources	0	660,000	0	0	0	(660,000)
State Sources						
4200 State Operating Grnt	0	473,848	236,924	0	50	(236,924)
4201 Other State Aid	0	1,250,000	1,194,171	0	96	(55,829)
4202 Kansas Promise	0	40,000	18,580	0	46	(21,421)

State Sources	0	1,763,848	1,449,675	0	82	(314,174)

Revenue	0	2,423,848	1,449,675	0	60	(974,174)

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Fund: 12 PTE Fund

EXPENDITURES by func	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		

Education and General						
Instruction						
1110 Business	0	0	0	0	*****	0
1210 Management Development	0	0	0	0	*****	0
1225 Computer Science	4,691	128,972	10,837	0	8	118,135
1227 Graphic Design	9,153	111,540	31,981	4,049	32	75,510
1230 Business & Industry	11,853	269,791	51,884	585	19	217,322
1233 Criminal Justice Studies	5,700	93,283	17,505	0	19	75,778
1240 Agriculture	5,416	198,740	23,383	0	12	175,357
1260 Allied Health	14,950	232,699	54,931	0	24	177,768
1261 Emergency Medical Servic	5,139	20,693	7,814	0	38	12,879
1264 Pharmacy Technician	1,456	10,854	4,367	0	40	6,487
1268 Early Childhood Educ	15,847	163,908	63,713	0	39	100,195
1275 Machining & Manufacturi	0	126,077	0	0	0	126,077

Instruction	74,204	1,356,557	266,415	4,634	20	1,085,508
Academic Support						
4210 Dean-CTE & Industry Ptnr	0	0	0	0	*****	0

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

Education and General	74,204	1,356,557	266,415	4,634	20	1,085,508

Fund: 12 PTE Fund

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Scholarships & Grants						
Scholarships						
8200 Other Scholarships	1,415	466,000	103,997	0	22	362,004
Scholarships	1,415	466,000	103,997	0	22	362,004
Scholarships & Grants	1,415	466,000	103,997	0	22	362,004

Fund: 12 PTE Fund

EXPENDITURES by func	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Auxiliary Enterprises						
Miscellaneous Other						
9900 Miscellaneous Oth Fnd Ex	0	0	0	0	*****	0
9999 Contingency Center	0	601,291	0	0	0	601,291
Miscellaneous Other	0	601,291	0	0	0	601,291
Auxiliary Enterprises	0	601,291	0	0	0	601,291
EXPENDITURES	75,619	2,423,848	370,412	4,634	15	2,048,802

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Fund: 12 PTE Fund

	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Total Revenues	0	2,423,848	1,449,675	0	60	(974,174)
Total Expenditures	75,619	2,423,848	370,412	4,634	15	2,048,802
Excess Revenue/Expenditures	(75,619)	0	1,079,263	(4,634)	*****	1,074,629
=====						
Fund Balance objs	0	0	804,060	0	*****	0
Fund Balance + Excess Rev/Exp	(75,619)	0	1,883,323	(4,634)	*****	1,074,629
=====						

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Fund: 14 ASE/Unrestricted

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

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Fund: 16 Auxiliary Enter/Unrestr

REVENUE by obj	Month Actual	Full Year Budget	----- Year to Date ----- Actual Encumbered	Pct	Variance
Revenue					
Student Sources					
4050 Book Rental Charges	315	475,000	183,735	0 39	(291,265)
Student Sources	315	475,000	183,735	0 39	(291,265)
Student Housing					
4700 Red Devil Duplexes	0	256,000	130,171	0 51	(125,829)
4720 Horton Hall Revenues	(195)	539,000	286,941	0 53	(252,059)
4730 Winter Hall Revenues	0	297,000	159,432	0 54	(137,568)
4731 Masterson Hall Revenues	0	366,068	192,500	0 53	(173,568)
4732 Herynk Hall	0	134,000	80,500	0 60	(53,500)
4733 Parkford Apartments	3,500	151,150	94,500	0 63	(56,650)
4734 Ballard House	(3,000)	30,160	21,000	0 70	(9,160)
4739 Residence Hall Breakage	75	2,000	30,775	0 *****	28,775
Student Housing	380	1,775,378	995,819	0 56	(779,559)
Bookstore Sales					
4740 Sales of Books	0	2,500	74	0 3	(2,426)
4748 Shipping/Iola	0	350	7	0 2	(343)
4750 Sales of Supplies	21	885	362	0 41	(523)
4760 Sales of Soft Goods	1,823	20,350	12,465	0 61	(7,885)
4770 Sales of Gifts & Misc	259	2,800	1,587	0 57	(1,213)
4780 Tax Exempt Sales	364	11,500	11,281	0 98	(219)
Bookstore Sales	2,467	38,385	25,775	0 67	(12,610)
Other Income Sources					
4840 Miscellaneous Income	1,627	65,000	11,430	0 18	(53,570)
4843 Bad Debt Income/On-Camp	0	0	358	0 *****	358
4844 Bad Debt Income/Outreach	0	0	1,812	0 *****	1,812
4880 Catered Event Commisssns	0	2,900	574	0 20	(2,326)
Other Income Sources	1,627	67,900	14,175	0 21	(53,725)
Revenue	4,789	2,356,663	1,219,504	0 52	(1,137,159)

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Fund: 16 Auxiliary Enter/Unrestr

EXPENDITURES by func	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Education and General						
Institutional Support						
6500 General Inst Expenses	0	6,500	5,600		0 86	900
Institutional Support	0	6,500	5,600		0 86	900
Physical Plant Operation						
7500 Major Projects	0	150,000	15,019		0 10	134,981
Physical Plant Operation	0	150,000	15,019		0 10	134,981
Education and General	0	156,500	20,619		0 13	135,881

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Fund: 16 Auxiliary Enter/Unrestr

EXPENDITURES by func	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		

Auxiliary Enterprises						
Auxiliary Enterprises						
9810 Bookstore	10,332	489,723	266,566	18,817	58	204,340
9820 Student Union	240	19,500	1,202	1,752	15	16,546
9830 Student Housing/Program	15,824	358,303	76,225	0	21	282,078
9831 Parkford Apartments	6,715	93,000	42,556	36,952	85	13,492
9832 Ballard House	526	35,000	2,126	1,517	10	31,357
9833 Herynk Hall	1,212	170,700	7,934	3,416	7	159,350
9835 Horton Hall	3,369	229,500	23,909	10,960	15	194,631
9836 Winter Hall	3,280	94,300	29,814	6,582	39	57,904
9837 Red Devil Duplexes	2,893	123,500	16,873	6,450	19	100,177
9838 Masterson Hall	2,846	961,500	16,992	8,179	3	936,329
9840 Food Service	69,033	957,500	328,212	17,261	36	612,027

Auxiliary Enterprises	116,271	3,532,526	812,409	111,886	26	2,608,231
Miscellaneous Other						
9999 Contingency Center	0	(1,332,363)	0	0	0	(1,332,363)

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

Auxiliary Enterprises	116,271	2,200,163	812,409	111,886	42	1,275,868

EXPENDITURES	116,271	2,356,663	833,028	111,886	40	1,411,749
=====						

Fund: 16 Auxiliary Enter/Unrestr

	Month Actual	Full Year Budget	Year to Date		Pct	Variance
			Actual	Encumbered		
Total Revenues	4,789	2,356,663	1,219,504	0	52	(1,137,159)
Total Expenditures	116,271	2,356,663	833,028	111,886	40	1,411,749
Excess Revenue/Expenditures	(111,482)	0	386,476	(111,886)	*****	274,590
Fund Balance objs	0	0	5,153,821	0	*****	0
Fund Balance + Excess Rev/Exp	(111,482)	0	5,540,297	(111,886)	*****	274,590



BOARD REPORT

DECEMBER 2025

PREPARED BY CHRIS FREELOVE

PRESIDENT LYVIER L LEFFLER, PHD, LMHC

01

PRESIDENT'S REPORT

President – Dr. Lyvier Leffler

- Meeting/Engagement Dates:
 - November 3rd – Iola Industries
 - November 5th – Guest Speaker for Allen County Area Retired School Personnel Organization
 - November 7th – Junior/Senior Day - welcome
 - November 12th – America 250 Partnership Community Event – introduced guest speaker legislature Susan Estes
 - November 13th – Dr Peterson – KBOR microgrants conversation/meeting
 - November 13th – USD 257 Partnership Meeting
 - November 13th – Pathway for Behavioral Health Stakeholder Meeting
 - November 13th – Iola USD HS Play
 - November 15th – Moran USD HS Play
 - November 15th – Fine Arts Booster Club event/play
 - November 18th – SE Kansas Regional Planning Commission Meeting
 - November 20th - Emporia State Community College articulation agreement signing and educational event with legislators
- **RCORP Pathways Behavioral Health Grant Partnership** – Allen Community College has been selected as a network partner with Southeast Kansas Mental Health Center, USD 257, and USD 258 through a federally funded HRSA RCORP Pathways grant. The initiative supports youth-focused behavioral health programming and creates pathways into the Mental Health Technician Certificate. Allen will receive \$32,264 as a subrecipient to provide scholarships covering up to 16 credit hours of tuition for qualifying high school students and to support network participation. ACC will collaborate on career pathway development, student engagement, and sustainability planning as outlined in the MOU and Subrecipient Agreement.
- **2025 Community Foundation Grant Award** – Allen Community College received a \$2,000 contribution from the Blue Cross and Blue Shield of Kansas Foundation to support approved charitable programming in 2025. The College has acknowledged and accepted the grant conditions, confirming funds will be used exclusively for the project described in our application and in compliance with IRS and Foundation requirements.

- **FIPSE Special Programs Grant Opportunity** – The College was notified on November 10 of a rapid-turnaround FIPSE Special Programs grant competition released by the U.S. Department of Education, with applications due December 3. One of the priority areas supports short-term workforce programs, aligning directly with Allen’s plans to launch a short-term CDL program. Given the strong fit and strategic relevance, we are preparing to move forward with a proposal centered on the CDL initiative while also monitoring additional priorities, including AI in higher education, for future opportunities.
- Allen Community College is partnering with the Kansas Health Care Micro-Internships (KMI) program, a statewide initiative supported by the Kansas Board of Regents and the Kansas Department of Commerce to strengthen the healthcare workforce pipeline. The program provides students—including eligible dual-credit high school seniors and Allen students—with a paid, 20-hour micro-internship that includes online professional-skills training, the Agile Work Profiler assessment, an informational interview with a Kansas Hospital Association member, and a final project showcasing how healthcare professionals address real-world challenges. Students receive a \$360 stipend and gain direct exposure to health care careers, while Kansas employers benefit from increased visibility and access to emerging talent. This initiative aligns with state workforce goals and supports Allen’s ongoing efforts to expand health care pathway opportunities for students.
- National Institute for Staff and Organizational Development – Allen joined in November 2025

Director of Institutional Effectiveness and Research - Jacob Reichard

- The Fall Census report for KBOR has been finalized and turned in after Dr. Leffler certified it.
- We continued to have multiple Jenzabar One training sessions throughout the month. We just completed the Go-Live Readiness training, which included all departments that will utilize J1. During this training, we went through the entire life cycle of a student attending ACC. This started with an application and went through enrollment and billing. We are still working with the implementation group to help create different reports and back-end items that will help create charges, offer refunds, and give us the data we need in our day-to-day workflows.
- Student Course Evaluations are currently available for students to complete for each course that they are taking through Allen Community College. We will utilize the information in the completed surveys to help ensure that we are meeting the needs of our students.

Upcoming Conferences, Events, and Reports

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

Director of Advancement –

Director of Human Resources – Karen Gillespie

HR Projects:

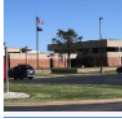
- As next steps following the recent Employee Perception Survey, HR conducted three employee sessions and a session with Management Council collecting feedback and input on the Employee Perception Survey. HR will offer one more virtual session in December for any employee that would still like to attend and provide feedback. HR will plan to report to the board in January on the full results of the survey and provide an update on action steps.
- A request for Vocal Music Instructor position was received and approved by President's Cabinet. We would like to present this request for approval by the board. If approved, this position would be budgeted for 2026-27 academic year and recruited for in the position in Spring of 2026.
- Since the last board meeting ACC has filled an Agriculture Education Instructor, Health Professions Instructor, Psychology Instructor, and the Director of Advancement position. We are still in process for the Sports Information Director and Student Success Advisor. We are collecting applications for Dean for Academic Affairs and Computer Science Instructor / ESports Coach.
- Watch for any reviewed Human Resources Policies to be shared this week for board approval. HR is waiting on the KASB final review of these policies. I would also like approval to change the section of "Personnel" policies to the more up to date term of "Human Resources". HR submitted five more policies for employee review in November. We have two more that we are posting this week for employee review.
- Human Resources has been working on Soft Docs transition. The goal for employee files to be uploaded to Soft Docs is by the end of 2025. We will upload as many as possible and finish in early 2026.
- Human Resources is in the process of implementing an Applicant Tracking System through J1. We completed our first day of training in November.

Director of Public Relations & Marketing – Brad Henderson

Communication Report

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

Analytics of each report from November are as follows:

	11/18/2025 Allen Details (Nov. 19, 2025)	49 Total views	5 min Avg time spent	62% Avg completion	11 glanced 19 quick read 19 deep read
	11/12/2025 Allen Details (Nov. 12, 2025)	97 Total views	3 min Avg time spent	42% Avg completion	49 glanced 24 quick read 24 deep read
	11/7/2025 Allen Details (Nov. 5, 2025)	82 Total views	2 min Avg time spent	60% Avg completion	26 glanced 26 quick read 30 deep read

Media Report

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

[Allen Community College Joins Statewide ESU Articulation Agreement to Expand Transfer Pathways](#)

“This partnership opens a clear, supported pathway for our students to advance in high-demand fields,” said ACC President **Lyvier Leffler**. “This ...

[Allen, others partner with Emporia State - The Iola Register](#) ... **Lyvier Leffler** signs a statewide articulation agreement with Emporia State University to streamline transfer pathways for Kansas community college ...

[Red Devils postpone game - The Iola Register](#) The **Allen Red Devils** men's basketball team announced it will postpone Saturday's game against Northern Oklahoma Enid after a slew of injuries left ...

[Red Devils fall at State Fair showcase - The Iola Register](#) The **Allen Red Devils** received their first taste of adversity when their 7-0 undefeated streak was snapped over the weekend at a showcase beginning ...

[Allen slide hits three games - The Iola Register](#) **Red Devils** postpone game. November 21, 2025 ; ACC players sign to four-year schools. April 30, 2018 ; **Red Devil** women lose twice in the Crowder ...

[Stargazing with Thrive - The Iola Register](#) That was the mission of Thrive Allen County's 18th annual awards celebration, held Friday evening at the **Allen Community College** gymnasium. Around ...

[North Central snaps Red Devils' streak - The Iola Register](#) The **Allen Red Devils'** three-game win streak came to an end following a 92-73 loss to the 18th-ranked North Central Missouri College Pirates.

[Allen stays undefeated with 80-66 win - The Iola Register](#) The **Allen** Community College **Red Devils** pushed their undefeated record to 7-0 after pounding the North Central Missouri College Pirates 80-66 ...

[Red Devils pull away in OT - The Iola Register](#) The **Allen Red Devils** improved to 6-2 after pulling away in overtime for a 93-84 victory over Northern Oklahoma College Tuesday.

[Thrive to celebrate good deeds - The Iola Register](#) About 350 have signed up to attend the event at **Allen Community College's** gymnasium. The night centers on the works of others throughout the county ...

[Saying 'I do' — times two - The Iola Register](#) Austin lives in Iola and is the bookstore manager at **Allen Community College**; Jordan resides in Pittsburg and works for Midcon Cables of Joplin, Mo.

[Falcons no match for Allen - The Iola Register](#)- After defeating Friends University Junior Varsity Falcons by a double-digits Friday, the **Allen Red Devils** followed up with a 107-55 drubbing of ...

[Red Devil women smash Haskell, McPherson - The Iola Register](#) Red Devil women smash Haskell, McPherson. The **Allen Red Devils** remain undefeated after whalloping Haskell and McPherson during over the weekend and ...

[Red Devils sweep Northern Oklahoma Classic - The Iola Register](#)The Iola RegisterThe **Allen Red Devils** picked up a pair of wins while participating in the Northern Oklahoma Classic over the weekend. After opening the showcase ...

[Red Devils stay undefeated in Iowa - The Iola Register](#)The Iola RegisterThe **Allen Red Devils** remain undefeated after picking up a pair of close wins while participating in the Reiver Classic over the weekend in Council ...

[Allen trounces Friends JV in debut - Ad Astra Radio](#)Ad Astra Radio**Allen** faces the host school Friday, then Redlands **Community College** Saturday. Article and Photo Credit: Iola Register. Related Articles ...

[Carl Junction's Brayden Larery signs with Allen Community College - YouTube](#)YouTubeCarl Junction's Brayden Larery signs with **Allen Community College**. 2 views · 6 hours ago ...more. KOAM News Now. 32K. Subscribe.

[ACC soccer makes early moves - The Iola Register](#)The Iola RegisterThe **Allen Red Devils** got a headstart on the 2026 soccer season by signing a pair of players Coach Jeremy McGinnis hopes will make an immediate ...

[College approves roof, gym projects - The Iola Register](#)The Iola RegisterWith several big-ticket items looming on the radar, **Allen Community College** trustees pulled the trigger on a handful of major capital projects ...

[Allen official seeks ways for more collaboration - The Iola Register](#)The Iola Register... community. Becky Nilges was listening. Nilges, chairwoman of the **Allen Community College** trustees board, suggested a joint meeting "sometime in ...

[College takes look at America's origins - The Iola Register](#)The Iola Register**Allen Community College** launched the first of many events to celebrate the nation's 250th anniversary with a preview of the Ken Burns documentary, " ...

[Teamwork makes the dream work - The Iola Register](#)The Iola RegisterThe event, hosted by LaHarpe PRIDE, featured a number of Kansas State University and **Allen Community College** students, Thrive Allen County and other ...

[Red Devils make debut against Ottawa Reserves - The Iola Register](#)The Iola RegisterShown here is the **Allen Community College** logo. Courtesy photo. The Allen Red Devils seem out to prove that their No. 9 ranking by the NJCAA is not ...

[Allen trounces Friends JV in debut - The Iola Register](#)The Iola RegisterThe **Allen Red Devils** freshmen made a strong first impression during ... With only four sophomores on the roster, the **Allen Red Devils** do not ...

[Allen target shooters score at nationals - The Iola Register](#)The Iola RegisterThe **Allen Community College** Shooting Sports Team recently participated at the USA College Clay Target League Nationals in Bunker Hill, Illinois.

[ACC to host Ken Burns documentary preview - The Iola Register](#)The Iola Register**Allen Community College** is one of four venues for a special preview screening of the Ken Burns documentary, "The American Revolution," which airs ...

[Red Devils stay undefeated - The Iola Register](#)The Iola RegisterThe **Allen Community College** Red Devils remain undefeated after routing the Tabor College Reserves 46-22 Tuesday night.

[Postseason sweep ends Red Devils' year - The Iola Register](#)The Iola RegisterThe **Allen Red Devils'** volleyball season came to an end after a sweep by No. 1 ranked Cowley County in the opening round of the NJCAA regional ...

[Spartan softball pitcher signs with Allen Community College | Free | emporiagazette.com](#)Emporia Gazette**Allen** lost its ace pitcher, Camrynn Yardley, after last season. Yardley registered 158 strikeouts in 25 starts and a 2.89 ERA for the **Red Devils**.

['True West' brings rivalry to life - The Iola Register](#)The Iola Register**Allen Community College** presents Sam Shepard's "True West" this weekend and next at the ACC Theatre. ... Sibling rivalries have often provided fertile ...

[Doggy Paddlers hire Montana community college coach as 2026 field manager - WGEM](#)WGEMFultz played a year of junior college baseball at **Allen Community College** and then NCAA Div. II baseball at Southern Nazarene University for three ...

[Panthers Fall to Cloud County in Hutch Classic Opener, 97-71 - Ad Astra Radio](#)Ad Astra RadioKansas Dominates Fort Hays State 71-35 In 2025-26 Allen Fieldhouse Opener · **Allen Community College**Shooting Sports Team Fall 2025 Season Recap ...

[Allen Community College Shooting Sports Team Fall 2025 Season Recap - Ad Astra Radio](#)Ad Astra RadioThe **Allen Community College** Shooting Sports Team has officially wrapped up its regular season in the USA College Clay Target League,

[Wicoff eager to tackle challenges facing USD 257 - The Iola Register](#)The Iola RegisterLisa Wicoff, a long-time teacher in Iola, **Allen Community College** and now Yates Center, says young instructors need increasing support from the school ..

[Pitt State launches new online bachelor's degree for technical professionals](#)Pittsburg State UniversityButler Community College. WSU Tech. Salina Tech. **Allen Community College**. Highland Community College. Coffeyville Community College. Hutchinson ...

[Red Devils down Labette in 5-set thriller - Ad Astra Radio](#)Ad Astra Radio... **Allen Community College Red Devils** have a [... **Red Devil** Men's Soccer blank Blue Devils, 3-0 · **Red Devils** ...

[Stanger sinks game-winning goal - Ad Astra Radio](#)Ad Astra RadioAllen freshman wing Priya Stanger came up big for the **Allen Red Devils**, sinking the game-winning goal with just over a minute left in regulation ..

[Coffeyville offers friendly competition - The Iola Register](#)The Iola RegisterThe Coffeyville Ravens combined with the **Allen Red Devils** in a joint event over the weekend. Sports. October 29, 2025 - 3:26 PM. Allen and ...

[Red Devils look to avenge loss to Cowley - The Iola Register](#)The Iola RegisterThe **Allen Community Red Devils** hope to avenge their latest loss when it matters most as they head to Cowley County Community College Wednesday for ...

[Red Devils end season after 4-0 loss to JCCC - The Iola Register](#)The Iola RegisterThe No. 1 ranked Johnson County Community College Cavaliers remain undefeated after ending the **Allen Red Devils'** season with a 4-0 loss Wednesday.

[Allen, Pitt State offer up technology management degree - The Iola Register](#)The Iola Register**Lyvier Leffler**, right, and Pittsburg State University Provost Dr. Susan Bon sign an articulation agreement for the Bachelor of Applied Science ...

[Red Devils end season with 2-1 loss - The Iola Register](#)The Iola RegisterThe **Allen Community College Red Devils** fell in the opening round of the NJCAA Plains District Regional Tournament to rival and tournament No.

02

ACADEMIC AFFAIRS REPORT

Vice President for Academic Affairs – Dr. Kara Wheeler

Academic Affairs

- Continue to visit high schools to understand their needs.
- J1: Attended Advanced Registration and Advising Trainings. Process testing and final work continues since we go live in less than 3 months.
- Coursedog implementation has been moved past the planning stage for Curriculum Management and Academic Scheduling. We have been assigned our project managers for these two. We are still in planning phase for Catalog and Event Planning.
- Working with Sonia and Kelly on grant application for Dept of Ed regarding CDL.
- CAO's and CFO's will be joining the Presidents at their KACC meeting in Garden City this month.

KBOR:

- The SWGEC (Systemwide Gen Ed Council) has sent out guidance for editing gen ed courses with the state. This will be due January 16th.
 - KBOR has pushed back the deadline for new system-wide associate degrees to be entered in Program Inventory to the spring.
 - All colleges have been notified that Rusty Monhollon, current VP of Academic Affairs at KBOR, will be retiring at the end of January. He has held the position
- Quality Education in a Caring Atmosphere.

for just a little over a year. KBOR has not posted the position as of yet. We were also notified that KBOR let 7 staff members go in a restructure.

Faculty Senate (Anne Marie Foley):

- No new updates at this time.

Faculty and Classes (Melanie Wallace):

- All interviews for our open faculty positions concluded.
- Faculty are wrapping up the fall semester.
- Final exams will take place December 8th – 10th.
- Last faculty contract day for fall 2025 is Friday December 12th.
- Grades are due for the fall semester on Sunday December 14th by 11:59pm.
- History kicked off the America 250 celebrations. They had a screening of Ken Burns new doc and a panel discussion of Steve Dodson, Jon Wells, and Kurtis Russel (director of Allen County historical society). There was a good turnout including Rep Susan Estes, the chair of the education committee, and two Allen Community College Board of Trustee members, which was very much appreciated by the ACC History Faculty.

Early Childhood Education (Beth Toland)

- We have signed on 5 new apprentices and 2 new employers in Pittsburg-The Center and The Pittsburg Community Child Care Center. There are 2 more employees at center who are interested and may also be joining.
- With Brad's blessing, I am using an employee (who happens to be a student in Nancy's program) to develop the apprentice marketing materials.
- The ECE Advisory Council meeting took place on November 5. From that meeting, the program has been charged with making some updates that will go through the Curriculum Committee.
- Creating a framework for the mentor and apprentice to guide mastery of competencies linking the work competency and their Allen coursework.
- Building a structure for consistent support and monitoring of the apprentice
- Revising the ECE apprenticeship will go back to the state for approval. Allen did not really understand how to adapt the federally provided work competencies when the first apprenticeship was approved. After much discussion with our state liaisons, we will be resubmitting the Early Childhood Educator Apprentice Work Process in December.
- Meeting with KCCTO in late December to get feedback and explore how a statewide apprenticeship could be supported and match what we see in ECE in many other progressive states in the area of high-quality early childhood programming.
- I was asked to present to the Kansas State Interagency Coordinating Council (SICC) regarding our work at Allen. Allen has a strong reputation in the early childhood field. As stated in the email invitation, "As we've been gathering information and collaborating with other groups pursuing similar goals, your name has come up several times as someone doing valuable work in this area."

- I am continuing to work on curriculum writing for the Child Care Zone. The entire first draft will be completed by December 31. We will begin building out the OER resource starting in January. The graphics work is a great demonstration of Nancy's program as one of her student's Samara Delmont is really stepping up to the challenge! This is a project that will promote Allen for years to come in ways we cannot even begin to imagine!
- I was on the road 5 of the first 15 workdays in November visiting: Parsons, Pittsburg, Iola (twice), and Chanute. These visits included onboarding apprentices, soliciting new apprentices and promoting Allen's partnership with Grow at Eden in Pittsburg, whose ribbon cutting took place, participating in the CLNA data meetings, and collaborating with colleagues.
- Lauren and I are meeting with Sedgwick High School via Zoom on Friday (11/21) who heard about our ECE program and is interested in partnering.
- I am sporadically working on enrollment. We have only about 25% of ECE majors enrolled at this time. I will have everyone enrolled before the winter break.

Online Learning (Jerald Johnson):

- J1 Update: We are currently validating data that came over from CX, as well as going through our CX processes to ensure we know how to function in J1. This will go on, as well as regularly scheduled trainings, for most of December and January.
- The online team is finishing up course design for the fall semester. Each new course has 3 separate reviews that take place before a course goes live, so this is a fairly time-consuming process. We are also starting course copies this week for the spring semester. That should be wrapped up before Christmas break.

Concurrent/Dual Credit (Lauren Moots):

- Wrapping up the last of our local area high school meetings including Shawnee Heights on 12/8, Humboldt on 12/10 and Crest on 12/11.
- Completed all fall concurrent adjunct evaluations for who was due. Will begin to schedule spring evaluations after break.
- Working to get all enrollment in for HS students for spring semester before they go on break. Going well so far.
- Will be having our last Adjunct Meeting on Wednesday, December 3rd to touch base with all adjuncts on upcoming dates and preparation for next semester. Send out reminders to all building coordinators and our concurrent instructors as well.

CTE & Apprenticeships (Kelly Baker):

- **Perkins:**
 - Our second stakeholder meeting will be held here at Allen CC on Tuesday, December 2, 2025. 11/17 – Perkins Monthly webinar. Encouraged to get all Perkins budgeted equipment purchases completed soon. Have until 12/31/25 to do so, but sooner is better. Our purchases

have been made and the reimbursement request will be submitted to the consortium lead the week of 12/1.

- **Other Items:**

- 11/13: Participated in Allen County Job Fair. Approximately 165 job seekers with over 200 jobs available.
- 11/20: Participated in HIS Career Conversations event.
- Working with Sonia and Kara on grant to facilitate CDL driver training program at Allen

Academic Support (Virginia):

- I have been working with Patrick Zirjacks to make sure the Thrive bikes have headlights and reflectors. After 7 years of working with students checking out bikes, it is apparent that many of them do not treat the bikes with care. After speaking with Patrick about a solution, he delivered headlamps that are made to clip onto the handlebars of the bicycle for use while riding after dark. These headlights are small and rechargeable and will be available for students to check out when they check a bike out. After speaking with John Collins, who reached out to me regarding the headlights, I learned that bikes also need taillights, not just reflectors. I contacted Patrick and supplied a few of those as well.
- The library will be moving to quiet mode the week before finals. We will place signs up to remind students that others are studying and to be courteous by taking calls or louder conversations outside of the library. This year we will have a few stress relief activities for students to enjoy, like coloring pages and jigsaw puzzles, during finals.
- On a fun note: The library holds monthly game nights. This is to let students get to know us, to interact with other students they might not usually interact with, and to give them something to do outside of their dorms. The game nights have been very popular this semester with record breaking attendance. For example, Bingo night in November had 58 participants. Personally, I believe if the students are comfortable with us from attending casual events like game nights, they will be more likely to come see us when they have questions or need something.
- Tutoring:
 - We have 2 peer tutors and 1 professional tutor in the on campus Tutoring center.
 - Top 3 subjects for tutoring visits are COL, SOC, and MAT
 - Brainfuse has been well used this semester with 331 visits to the writing lab and 26 live help sessions.
 - The top 3 live help sessions are College Writing, College Algebra, and Stats.

Upcoming Events:

- Finals: December 8-10th
- Last fall faculty contract day: December 12th
- Holiday Break: December 22nd-January 2nd

03

STUDENT SERVICES REPORT

Vice President for Student Affairs – Cami Keitel

Spring Registration data as of Dec 1, 2025:

Spring 2026	Headcount		Hours	Spring 2025	Headcount		Hours
Community	1	12		Community	3	27	
Concurrent	205	962		Concurrent	396	1825	
Iola	252	2631		Iola	318	2926	
Online	370	2589		Online	833	5959	
Online - HS	335	1683		Online - HS	831	3681	
Totals (Undup Headcount)	916	7877		Totals (Undup Headcount)	1923	14325	

Outcomes and Updates:

- Successful Thanksgiving Meal for students. Elks Club was a major donor along with faculty and staff. All items were donated and Cindy with Great Western cooked all donated items. Volunteers assisted with food prep and cleanup.
- Working on updated Vehicle/Fleet use procedures and preparing for transition to Maintenance Oversight of vehicle scheduling.

Admissions and Advising:

- Admissions has concluded the fall travel season. In total we traveled to 17 college planning conferences, 4 Apply Kansas events, and 5 schools. Additionally, we were present at the local career fair and the Keys event on campus. These were predominantly covered by Admission Counselor, Abbi Dean. Academic Advisor, Alex Simpson, covered a few, and Amy Ogleby covered 1.
- We are presently working through placement testing and spring enrollment for returning and new students. This includes working with the coaches to set up times to meet with their teams. The most requested time has been through the afternoon or evening.

Quality Education in a Caring Atmosphere.

- We are up to 47 international students applying for spring. Of these, 20 have been admitted. We are awaiting confirmations of down payments, visa approvals, or visa denials to have a final number.
- Training has continued in J-1 with additional time in Communications + and JICS (portal). We are finalizing process validations as they will be due upon return from Fall break. 12/2 - 12/5 will be all-day meetings for module & project managers with Jenzabar to discuss data readiness.
- Application review for the Student Success Advisor position (formerly an Academic Advisor) will begin in January.

Financial Aid

- HEA Title IV programs Recertification is still in review status.
- Adding aid and scholarships for new students for the spring semester.
- FA Staff participated in Transfer Day, Jr/Sr Day, Keys Event and Reality U.
- Completed the Financial Aid portion of the General Ledger for J-1 and has been sent to the Finance area to finish their part.
- FA Staff met with VP of Student Affairs to update her on Student Worker job descriptions and the improved process. VP offered input for moving forward.
- Completed Advanced J1 training.

Student Life

- The November \$1 Movie Night, held on November 20th, saw 54 students, which is high with it being held on the Thursday before Fall Break.
- Housing saw 113 students stay on campus for Fall Break.
- Nicci Denny and Josiah D'Albini, as part of the Allen Entrepreneurship Series, were finalists for Thrive Allen County's Excellence in Education Award at their 18th Annual Celebration.
- Thrive Allen County held their annual Community Conversation with College Students on November 5th. Thrive's interns will present at the December Board of Trustees meeting.
- Housing's occupancy for Spring 2026 is currently at 290, with 13 new applicants and 20 not returning as of December 1st. We are expecting to have more applicants and students leave who have not informed us yet.
- Student Senate
 - Student Senate held their final meeting for Fall 2025 on November 13th
 - The Executive Board is currently researching and updating the Student Rights and Responsibilities, which will go to President's Cabinet and then the Board of Trustees for approval. Senate will vote on this in the early portion of the Spring semester.
 - Senate will be hosting a crafting event the first week of classes in January.
 - International Student Organization and Hell Hounds will be returning to Student Senate meetings

Registrar

- Completing the 2025-2026 catalog approved by the SAA (State Approving Agency). This has been sent, just waiting for approval. Still waiting for approval.
- Moving files from the “P” drive to Soft Docs. This will be an ongoing process.
- Participated in Transfer Day at Allen and the job fair in Iola.
- Completing Process Validation for J1. Continuing to look at the processes and how they will change in J1.
- The Calendar Committee has finalized the 2026-2027 Academic Calendar. It was presented to the President's Cabinet on November 4th.
- Military Friendly Survey is due December 1st.

Athletics

- Finishing up Neil Crane floor naming campaign through the Community Foundation. Waiting on finalized funds through the November Match campaign through the Community Foundation.
- Athletics has been going to work at KC Current games for fundraising.
- Athletics has adopted 44 kids in town and will shop for them on Dec. 1st at Walmart. Some of the female teams will help First Baptist Church wrap the presents. Money comes from fundraising and average about \$75 per kid.
- Men's and Women's soccer have been running the local futsal league.
- Athletes of the month for October were Audrey Peak for Volleyball. Welile Mwele for Mens Soccer and Jaryt Hess for Shooting Sports. Next luncheon is Dec. 8th at Rookies.
- All five of our team sports have been ranked nationally at some point in their season.
- Shooting Sports
 - Jaryt Hess was 2nd overall male in the conference
 - Jozie Stagg was 3rd overall female.
 - Weston Cleaver shot a perfect round at nationals.
 - Jaryt Hess shot three perfect rounds at nationals and finished in top 20.
- Volleyball
 - Audrey Peak received first team All-Conference.
 - Lost to Cowley in Playoffs.
- Women's Soccer
 - Lost at Johnson in Playoffs.
 - Jillian Muehlbueger and Priya Stanger received second team All-Conference.
 - Charlotte Gatehouse, Maria Diez Gomez-Pompa, and Martha Joseph all received honorable mention All-Conference.
- Men's Soccer
 - Lost at Neosho in Playoffs.
 - Melile Mwele received First team All-Conference
 - Jehovah Djimtotinine, Aquil Lawlite, and Gonzalo Lopez received Second team All-Conference.

- Luthando Mdletshe received Honorable Mention All-Conference.
- Cheer/Dance
 - Working on routines for national competition.
 - Had around 40 kids for clinic on November 15th.
 - Are at all High Five Fridays and cheer at all home basketball games
- Men's Basketball
 - Currently 6-5 and were ranked 23rd in nation after second week of season.
 - Next home game is Friday, Dec. 5th at 7pm against Park JV
- Women's Basketball
 - Currently are 7-0 and ranked number 9 in the nation.
 - Next home game is Jan. 3rd at 2pm against Treasure Valley
- All other teams are preparing for their seasons.

Colleges That Share Facilities

1. Neosho County CC

- Shares soccer field and track with the high school
- Softball uses city fields at times

2. Coffeyville CC

- Shares football, soccer, and track facilities with the high school and community

3. Labette CC

- High school uses baseball and softball facilities
- City uses fields during summer for recreation leagues

4. Fort Scott CC

- Shares football field and track with the high school

5. Butler CC

- Shares football, soccer, and track facilities with the high school and community

6. Pratt CC

- Football, soccer, and track shared with high school and community
- Baseball and softball shared with high school and community
- Collaborating with high school and community on an indoor facility

7. Colby CC

- Shares gym with the high school

8. North Central Kansas Tech (Ft. Hays Tech)

- Shares gym with the high school

9. Dodge City CC

- Shares gym with high school and community
- Occasionally shares soccer and football facilities with high school

10. Garden City CC

- Shares soccer, football, and track with the high school

11. Hutchinson CC

- Shares gym with community and sometimes high school
- Shares soccer facilities with community and high school

12. Independence CC

- Shares football field with the high school

Conference Summary

Out of the **19** other schools in the Jayhawk Conference, **12** share at least one major athletic facility with either the **city**, the **local high school**, or the **community**.

Upcoming Events:

December

2 Allen Improv Show

8-10 Finals

12 Halls Close for Winter Break

04

FINANCE AND OPERATIONS REPORT

Vice President for Finance and Operations – Matthew Gleason

Business Office – Alicia Sterling

- Initiatives and projects currently in progress:
Advanced PA and PE sessions were held on November 12, 13, and 20. We have identified the issue with federal income tax and will be discussing next steps for implementing the new tax formula in J1. Test billing for students encountered a few glitches, which have now been resolved. The department is continuing with testing and validation processes. Students are currently enrolling for the Spring term and setting up their payment arrangements.
- Recent or upcoming events:
We met with parents on November 7 to discuss when their child will need to engage with the Business Office.
- Accolades or recognitions for team members or departments:
A shout-out to Jacob for his support and collaboration in working through the various issues that continue to arise with J1. It truly takes a village, and his input has been invaluable in helping ensure J1's success.

Grant Administrator and Government Relations Officer - Sonia Gugnani

- Had several meetings with Charlie Sagona to discuss the EDA grant.
- Made adjustments to the apprenticeship grants budget and submitted to Department of Commerce.
- Attended chamber coffee.
- Attended BAASC, COCOA, TEA, KBOR, and Presidents meeting

- Met with Tim Peterson regarding the micro internship program.
- Attended the Pathway for Mental Health grant meeting with SEK Mental Health.
- Helped create the feedback survey for the job fair.
- Working with Virginia on the Frontier Farm Credit grant for the Red Devils Pantry. The grant is due December 31.
- Met with KDOR and KDOT regarding the requirements for the CDL meeting.
- Writing the narrative for the Fund for the Improvement of Postsecondary Education – Special Projects (FIPSE-SP) Program grant. The grant is due December 3.

Director of IT – Doug Dunlap

- Projects currently in progress:
 - Jenzabar 1 migration Data Validation work
 - Jenzabar 1 process validations
 - 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 Trainings
 - JICS (portal) setup and work
 - Collaboration on the HS Processes task force – enhancing the experience for high school students
- Recent or Upcoming events:
 - Coursedog implementation
 - GLBA evaluation
 - SoftDocs expansion - building forms, workflows, and onboarding other departments

Bookstore Manager – Austin Hendrix

- Initiatives and projects currently in progress:
 - Currently working to prepare Vital Source ebooks and any physical books we may need for the upcoming spring semester.
- Recent or upcoming events:
 - We have an upcoming Christmas sale, still finalizing details.
- Accolades or recognitions for team members or departments:
 - Kristine and Niccole are a huge help and they both do a lot for this area.
- Key statistics and data:
 - This semester we have 50 ebooks in our Vital Source platform that are active in various classes. Next semester I am anticipating less ebooks that we will need to offer through Vital Source.
- Other:
 - Austin also serves as a Math and Writing Tutor in the evenings: He has had around 35 tutoring sessions so far this semester. Lately at least one student

coming in each evening during his shift. There is also an online Wichita State student taking a Business Calculus class who is coming in to get tutoring help from Austin in the evenings.

Director Physical Plant and Operations – Ryan Sigg

- Custodial Maintenance:

Our Custodial Maintenance crew have been transitioning to team cleaning. We are working on a new Professional Development Day, 1 day a month to allow more in-depth training to happen. The custodial members continue to set up activities such as basketball games, meetings and game nights.

We are in the process of implementing better training practices for all staff members for improved and more efficient procedures.

- Grounds Maintenance:

Allen's Grounds Maintenance crew has wrapped up mowing season, with the addition of sand to the soccer field to help protect it this winter from turf solutions. As the colder season is here the ground crew is prepping for ice and snow removal. The grounds crew has received the disk golf equipment and has stored it in the shop for now. The grounds crew has been working on 105a in the theater to convert it back to a classroom and the old maintenance shop office for transportation to move into. Painting is continuing the new shop walls. The tractor shop has been vacated, and the dance and cheer are using it to practice in. Sports field irrigation is still being working on.

- Automotive/Equipment Maintenance:

Our Automotive and Equipment Maintenance Tech has been keeping up with our vehicle fleet, including car washing, oil services, and repairs. We are still in conversations with vendors of vehicle replacement options.

He has also been using the new wash bay; we are still in the process of getting the equipment needed to complete the car wash bay.

- Maintenance Techs I & II:

Our maintenance techs continue to work on issues through Mico main. They have moved everything out of the old shop, except for storage items, the old shop is now mostly empty, and we are working out of the new facility. With the switch over to heat, it brings its own set of issues to keep the crew working. The 3rd boiler is still on the installation stage, with more piping and wiring to be completed by Design Mechanical. Coryell Roofing will be on campus to take final measurements for ordering materials for the project.

Thank you all for your support!

2026-2027 Academic Calendar

Allen Community College

August 2026						
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November 2026						
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December 2026						
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Fall Semester	
Aug. 6-14	Faculty Contract Days
Aug 17	Classes Begin: Full Semester/Session 1
Sep. 7	Labor Day: College Closed
Sep. 17	Constitution/Citizenship Day
Oct. 8-9	Finals-Session 1
Oct. 9	Classes End: Session 1
Oct. 12	Classes Begin: Session 2
Nov. 23-27	Fall Break: College Closed
Dec. 7-9	Finals-Full Semester
Dec. 8-9	Finals-2nd Session
Dec. 9	Classes End: Full Semester/Session 2
Dec. 10-11	Faculty Contract Days
Dec. 14	Classes Begin: Winter Intercession
Dec. 21-Jan. 1	Winter Break: College Closed
Jan. 14-15	Finals-Winter Intercession
Jan. 15	Classes End: Winter Intercession

Spring Semester	
Jan. 7-15	Faculty Contract Days
Jan. 18	Martin Luther King, Jr. Day: College Closed
Jan. 19	Classes Begin: Full Semester/Session 1
Mar. 11-12	Finals-Session 1
Mar. 12	Classes End: Session 1
Mar. 15-19	Spring Break: College Closed
Mar. 22	Classes Begin: Session 2
May 8	Graduation
May 10-12	Finals-Full Semester
May 11-12	Finals-2nd Session
May 12	Classes End: Full Semester/Session 2
May 13-14	Faculty Contract Days
May 31	Memorial Day: College Closed

Summer Semester	
**College Closed to Public on Fridays in Summer	
Jun. 7	Classes Begin: Summer Session
June 18	Juneteenth Observance: College Closed
Jul. 5	July 4th Observance: College Closed
Jul. 29-30	Finals-Summer Session
Jul. 30	Classes End: Summer Session

February 2027						
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June 2027						
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July 2027						
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 School Closed
  First & Last Day of Classes
 Faculty Contract Day
  Final Exams

2026-2027 Academic Calendar

Fall 2026

Faculty Contract Days	August 6-14
Full semester/Session 1 classes begin	August 17
Labor Day (College Closed)	September 7
Constitution/Citizenship Day	September 17
Finals-Session 1	October 8-9
Session 1 ends	October 9
Session 2 begins	October 12
Fall Break (College Closed)	November 23-27
Finals-Full Semester	December 7-9
Finals-Session 2	December 8-9
Full semester/Session 2 ends	December 9
Faculty Contract Days	December 10-11
Interession begins	December 14
Winter Break (College Closed)	Dec 21-Jan 1
Finals- Interession	January 14-15
Interession ends	January 15

Spring 2027

Faculty Contract Days	January 7-15
Martin Luther King, Jr. Day (College Closed)	January 18
Full semester/Session 1 begins	January 19
Finals-Session 1	March 11-12
Session 1 Ends	March 12
Spring Break (College Closed)	March 15-19
Session 2 begins	March 22
Graduation	May 8
Finals-Session 2	May 11-12
Finals-Full Semester	May 10-12
Full Semester/Session 2 Ends	May 12
Faculty Contract Days	May 13-14
Memorial Day (College Closed)	May 31

Summer 2027

****College Closed to the Public on Fridays in Summer**

Summer Session Begins	June 7
Juneteenth Observance (College Closed)	June 18
July 4 th Observance (College Closed)	July 5
Finals-Summer Session	July 29-30
Summer Session Ends	July 30

2027-2028 Academic Calendar

Allen Community College

August 2027						
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September 2027						
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November 2027						
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December 2027						
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January 2028						
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Fall Semester

Aug. 5-13	Faculty Contract Days
Aug 16	Classes Begin: Full Semester/Session 1
Sep. 6	Labor Day: College Closed
Sep. 17	Constitution/Citizenship Day
Oct. 7-8	Finals-Session 1
Oct. 8	Classes End: Session 1
Oct. 11	Classes Begin: Session 2
Nov. 22-26	Fall Break: College Closed
Dec. 6-8	Finals-Full Semester
Dec. 7-8	Finals-2nd Session
Dec. 8	Classes End: Full Semester/Session 2
Dec. 9-10	Faculty Contract Days
Dec. 13	Classes Begin: Winter Intersession
Dec. 20-31	Winter Break: College Closed
Jan. 13-14	Finals-Winter Intersession
Jan. 14	Classes End: Winter Intersession

Spring Semester

Jan. 6-14	Faculty Contract Days
Jan. 17	Martin Luther King, Jr. Day: College Closed
Jan. 18	Classes Begin: Full Semester/Session 1
Mar. 9-10	Finals-Session 1
Mar. 10	Classes End: Session 1
Mar. 13-17	Spring Break: College Closed
Mar. 20	Classes Begin: Session 2
May 13	Graduation
May 15-17	Finals-Full Semester
May 16-17	Finals-2nd Session
May 17	Classes End: Full Semester/Session 2
May 18-19	Faculty Contract Days
May 29	Memorial Day: College Closed

Summer Semester

**College Closed to Public on Fridays in Summer	
Jun. 5	Classes Begin: Summer Session
June 19	Juneteenth: College Closed
Jul. 4	July 4th: College Closed
Jul. 27-28	Finals-Summer Session
Jul. 28	Classes End: Summer Session

February 2028						
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March 2028						
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April 2028						
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May 2028						
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June 2028						
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July 2028						
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30	31					

	School Closed		First & Last Day of Classes
	Faculty Contract Day		Final Exams

2027-2028 Academic Calendar

Fall 2027

Faculty Contract Days	August 5-13
Full semester/Session 1 classes begin	August 16
Labor Day (College Closed)	September 6
Constitution/Citizenship Day	September 17
Finals-Session 1	October 7-8
Session 1 ends	October 8
Session 2 begins	October 11
Fall Break (College Closed)	November 22-26
Finals-Full Semester	December 6-8
Finals-Session 2	December 7-8
Full semester/Session 2 ends	December 8
Faculty Contract Days	December 9-10
Intercession begins	December 13
Winter Break (College Closed)	Dec 20-31
Finals- Intercession	January 14-15
Intercession ends	January 14

Spring 2028

Faculty Contract Days	January 6-14
Martin Luther King, Jr. Day (College Closed)	January 17
Full semester/Session 1 begins	January 18
Finals-Session 1	March 9-10
Session 1 Ends	March 10
Spring Break (College Closed)	March 13-17
Session 2 begins	March 20
Graduation	May 13
Finals-Session 2	May 16-17
Finals-Full Semester	May 15-17
Full Semester/Session 2 Ends	May 17
Faculty Contract Days	May 18-19
Memorial Day (College Closed)	May 29

Summer 2028

****College Closed to the Public on Fridays in Summer**

Summer Session Begins	June 5
Juneteenth(College Closed)	June 19
July 4 th (College Closed)	July 4
Finals-Summer Session	July 27-28
Summer Session Ends	July 28

Conflict of Interest Disclosure Form



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

Employees of the College and agents of the board have an obligation to uphold the public trust (K.S.A. 75-4301), protect and advance the College's integrity and act in the best interests of the College while carrying out their official College duties. The following non-exclusive list provides examples of situations that often give rise to an actual, perceived or potential Conflict of Interest when an employee:

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

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

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

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

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

Employee Signature _____ Date:

VP of Finance and Operations: _____ Date:

Review / Approved by KASB 12/7/2025 – David Cunningham

Summary of Changes: Form matches updated policy language in the policy to include updated conflict of interest categories and will be form fillable for employee to easily complete.

Board Policy 7.23

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

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

Reporting

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

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

Reports and investigations will be kept confidential to the extent possible under law and consistent with the need to conduct an adequate investigation and take corrective action. Electronic reports will be routed internally so they may be promptly and thoroughly investigated to the extent possible based on the information submitted by the reporter.

Examples of Suspected Wrongful Conduct

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

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

Retaliation

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

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

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

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

False or Malicious Reporting

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

Review / Approved by KASB 12/7/2025 – David Cunningham

This is a new policy.

Board Policy 7.31

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

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

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

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

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

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

Review / Approved by KASB 12/7/2025 – David Cunningham

Summary of Changes:

The updated Personnel File policy centralizes responsibility for all employee records under the Human Resources Office, replacing the previous management by the Vice President for Academic and Student Affairs. While the old policy listed specific required documents, the new policy focuses on procedures related to access, privacy, and the handling of documents. Employees may review their files with HR present, except for confidential or privileged materials, and may attach written responses within one year of an item being added.

The policy also introduces a structured process for document removal: employees may request removal, HR may approve or deny the request, and any denied requests, along with the response, are included in the file. Privacy and security responsibilities are explicitly assigned to HR, modernizing and standardizing record management practices. Overall, the new policy provides clearer, more consistent guidance while protecting employee rights and ensuring proper oversight of personnel files.

Board Policy 7.32



Board Policy Title:

Performance Reviews

Board Policy Number:

BP 7.32

Adoption Date:

1990

Schedule for Review & Update:

Every three years

Review Date(s):

Revision Date(s):

1997, 2003, 2011, 2023, 2025

Legal Reference:

Cross Reference:

IV-B-1.5, IV-B-1.6-9

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

Statement:

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

Review / Approved by KASB 12/7/2025 – David Cunningham

Summary of Policy Changes:

The new policy represents a major simplification of the previous faculty evaluation policy. The old policy contained detailed requirements for how evaluations were to be conducted, including specific evaluation instruments, timelines based on years of service, classroom observation procedures, notice periods, administrator responsibilities, and options for improvement plans or additional evaluations. This is all outlined in the Master Agreement.

The policy simply states that performance reviews will be conducted in accordance with Human Resources procedures or the Master Agreement. It also clarifies that failure to complete a performance review does not prevent the College from taking personnel actions such as demotion, suspension, termination, or non-renewal.

Overall, the new policy removes the detailed, structured evaluation process found in the old policy and replaces it with a brief, generalized statement that centralizes authority in HR and the Master Agreement avoiding duplication.

Board Policy 7.36

Board Policy Title:

Confidentiality

Board Policy Number:

BP 7.36

Adoption Date:

2025

Schedule for Review & Update:

Every three years

Review Date(s):

Revision Date(s):

Legal Reference:

Cross Reference:

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

Statement:

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

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

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

Review / Approved by KASB 12/7/2025 – David Cunningham

This is a new policy.

Board Policy 7.40



Board Policy Title:

Conflict of Interest

Board Policy Number:

BP 7.40

Adoption Date:

2025

Schedule for Review & Update:

Every three years

Review Date(s):

Revision Date(s):

Legal Reference:

Cross Reference:

IX – A – 1.4

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

Definitions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Review / Approved by KASB 12/7/2025 – David Cunningham

Summary of Changes:

The updated Conflict of Interest policy significantly expands and modernizes the previous policy. The old policy was brief and focused primarily on compliance with federal grant requirements. The new policy provides a comprehensive framework that applies to all employees and agents of the College, not just those involved in federally funded activities.

Key enhancements include:

- **Clear definitions** of conflict of interest, business agreements, family members, and perceived or potential conflicts.
- **Broader expectations for employee conduct**, emphasizing protection of the College's integrity and public trust.
- **Detailed disclosure procedures**, including the use of a standardized Conflict of Interest Disclosure Form submitted to the Vice President of Finance and Operations.
- **Specific conflict thresholds** related to compensation, ownership interests, gifts, and external roles.
- **Guidance on gifts**, when they may pose conflicts, and how they should be handled.
- **Structured recusal requirements** ensuring employees do not participate in decisions where conflicts exist.
- **Clear enforcement provisions**, including disciplinary consequences up to termination and interpretation authority assigned to General Counsel.

Overall, the new policy is more robust, detailed, and preventative, better positioning the College to manage conflicts transparently and consistently.

Board Policy 7.41

Board Policy Title:

Outside Employment

Board Policy Number:

BP 7.41

Adoption Date:

1990

Schedule for Review & Update:

Every three years

Review Date(s):

Revision Date(s):

1997, 2025

Legal Reference:

Cross Reference:

IV-A-7.1

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

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

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

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

Summary of changes:

The updated policy broadens coverage to all employees and provides clearer expectations regarding outside employment. While the old policy focused narrowly on competition with the College and on-campus restrictions, the new policy emphasizes protecting work performance, preventing misuse of College resources, and ensuring transparency and accountability. It also adds specific rules about leave use and expands general behavioral expectations. The updated version is more comprehensive, modern, and operationally useful for managing potential conflicts related to outside work.

Board Policy 7.60



Board Policy Title:

Copyrights and Patents

Board Policy Number:

BP 7.60

Adoption Date:

2025

Schedule for Review & Update:

Every three years

Review Date(s):

Revision Date(s):

Legal Reference:

Cross Reference:

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

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

Definitions:

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

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

"College Supported" means Inventions or Materials created in whole or in part: (1) in conjunction with the normal course of College duties for the employee, agent, or contractor (i.e., works made for hire); (2) during the college recognized work time, overtime, sabbatical leave, or other College -granted leave with pay or partial pay; (3) with the assistance of grant money obtained by the College; or (4) with the assistance of equipment, material, software, information, or other financial or non-financial resources which are more than nominal.

"Commissioned Works" means inventions or materials specifically contracted for by the College.

Policy:

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

I. Ownership

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

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

II. Inventions and Materials Developed during Outside Consulting Work

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

III. College Use of Income from Copyright and Invention Proceeds

Income derived by the College from College supported inventions and materials will be used at the discretion of the Board of Trustees.

IV. Releases

Employees, contractors, and agents shall be responsible for obtaining appropriate written releases from individuals contributing to or identifiable in College supported inventions and materials. Written statements may also be obtained from employees, contractors, or agents indicating that to the best of their knowledge, inventions and materials developed do not infringe on existing copyrights or other legal rights.

V. Transfer of Rights

The College may at its discretion assign, transfer, lease, or sell all or part of its legal rights in College supported inventions and materials.

VI. Policy Interpretations and Modifications

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

Review / Approved by KASB 12/7/2025 – David Cunningham

This is a new policy.

Board Policy 7.61



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

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

I. Use of College Property

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

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

II. Return of College Property Upon Separation

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

Review / Approved by KASB 12/7/2025 – David Cunningham

This is a NEW Policy.

Board Policy 7.70

Board Policy Title:

Resignations

Board Policy Number:

BP 7.70

Adoption Date:

2025

Schedule for Review & Update:

Every three years

Review Date(s):

Revision Date(s):

Legal Reference:

Cross Reference:

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

All resignations shall be submitted in writing to Human Resources by the resigning employee or through the resigning employee's supervisor. Upon receipt of the employee's resignation, the Office of Human Resources shall present it to the Board of Trustees for acceptance.

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

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

Review / Approved by KASB 12/7/2025 – David Cunningham

This is a new policy.