



BOARD OF TRUSTEES AGENDA

Regular
 Regular Meeting
 Tuesday, December 10, 2024
 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. **Executive session**
 - 3.a. Executive session for the purpose of discussing personnel matters for non-elected personnel
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. **Consent Agenda**
 - 5.a. Approval of November 12, 2024, Regular Board minutes
 - 5.b. Approval of December 2, 2024 Special Board minutes
 - 5.c. Approval of December 3, 2024, Special Board minutes
 - 5.d. Approval of December 4, 2024, Special Board minutes
 - 5.e. Approval of December 5, 2024, Special Board minutes
 - 5.f. Approval of December 6, 2024, Special Board minutes
 - 5.g. Approval of Bills and Claims/Ratifications 3
 - Revenue.Expenditure summary 3
 - Nov Bill Rats 23
 - Summary of funds 37
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6. **Reports and/or Board Discussion** **44**
 - VPAA Board Report 12-10-24 44

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7. Board Reports	
KACC - Jessica Thompson	
Iola Industries - Corey Schinstock	
ACC Endowment - Vicki Curry	
CTE and Maintenance Buildings—Corey Schinstock/Becky Nilges	
Board Finance Committee - Gena Clouch/Vicki Curry	
Other Board members	
8. Old Business (Action, Report, or Discussion)	
8.a. Parkford Apartment contract update	
9. New Business (Action, Report, or Discussion)	
9.a. New Program Proposal: Gerontology/Aging Specialist	57
Lisa Wicoff	
2.I.1. New Program--AAS Gerontology-Aging Specialist	57
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9.b. New Program Proposal: Automation Engineer Technology	70
Automation Engineer Tech certs.degree 2024	70
10. Executive Session	
10.a. Executive session for the purpose of discussing personnel matters for non- elected personnel	
10.a.1. Open session	
11. Upcoming Meetings	
12. Pending Agenda Items	
13. Adjournment	

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Allen County Community College
REVENUE/EXPENDITURE SUMMARY REPORT
NOV 2425

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Fund: 11 General/Unrestricted

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

Fund: 11 General/Unrestricted

REVENUE by obj	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Revenue						
Student Sources						
4011 Gen Fund On Campus Tuit	600	60,000	292,900	0	488	232,900
4012 Gen Fund Out/State Tuitn	665	623,214	173,945	0	28	(449,269)
4014 Gen Fnd Off-Campus Tuitn	225	217,894	54,469	0	25	(163,425)
4015 Out-Dist Tuition-ONC	0	1,465,496	109,183	0	7	(1,356,314)
4016 Out-Dist Tuition-Outrch	1,190	412,350	317,518	0	77	(94,833)
4018 Gen Fnd Acad Course Fee	0	3,400	2,120	0	62	(1,280)
4019 Technology Fee	1,053	547,101	261,213	0	48	(285,888)
4070 International Tuition	945	375,992	183,750	0	49	(192,242)
4090 Graduation Fee	0	150	30	0	20	(120)
Student Sources	4,678	3,705,597	1,395,127	0	38	(2,310,470)
Federal Sources						
4120 Indirect Costs	0	4,000	3,071	0	77	(929)
Federal Sources	0	4,000	3,071	0	77	(929)
State Sources						
4200 State Operating Grnt	0	3,626,540	1,813,270	0	50	(1,813,270)
4280 State Grants & Contracts	0	250,000	250,000	0	100	0
State Sources	0	3,876,540	2,063,270	0	53	(1,813,270)
Local Sources						
4410 Ad Valorem Property Tax	0	2,621,815	151,229	0	6	(2,470,586)
4420 Motor Vehicle Stamp Tax	0	0	0	0	*****	0
4430 Motor Vehicle Prop Tax	0	282,927	101,919	0	36	(181,008)
4440 Delinquent Tax	0	27,764	72,547	0	261	44,783
4450 Payments in lieu of tax	0	2,900	2,728	0	94	(172)
Local Sources	0	2,935,406	328,424	0	11	(2,606,982)
Other Income Sources						
4810 Interest Income	35,354	150,000	212,665	0	142	62,665
4811 Interest of Investments	0	250,000	104,708	0	42	(145,292)
4825 Cash Over	0	0	4	0	*****	4
4835 Previous Year Adjustment	0	0	(90,362)	0	*****	(90,362)
4840 Miscellaneous Income	495	500,000	45,073	0	9	(454,928)
4843 Bad Debt Income/On-Camp	0	4,000	160	0	4	(3,840)
4844 Bad Debt Income/Outreach	658	10,000	3,083	0	31	(6,917)
4855 Service Charge Income	50	3,000	605	0	20	(2,395)
4910 Transcripts/ 11	453	6,500	2,934	0	45	(3,567)
Other Income Sources	37,009	923,500	278,869	0	30	(644,631)

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REVENUE/EXPENDITURE SUMMARY REPORT
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Fund: 11 General/Unrestricted

REVENUE by obj	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Revenue	41,687	11,445,043	4,068,761	0	36	(7,376,282)

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year]---- Year to Date ----[Pct	Variance
	Actual	Budget	Actual	Encumbered		
Education and General						
Instruction						
1110 Business	18,499	124,854	18,646	0	15	106,208
1130 Communication	11,435	145,713	35,476	0	24	110,237
1131 Art	5,927	78,214	18,861	0	24	59,353
1132 Tutoring Center	6,827	88,473	36,885	0	42	51,588
1133 English	25,558	313,493	78,096	0	25	235,397
1136 Education	6	1,100	6	0	1	1,094
1137 ESL	0	608	265	0	44	343
1140 Mathematics	12,337	166,913	45,105	0	27	121,808
1141 Biology	23,186	181,054	63,058	370	35	117,626
1142 Chemistry	5,628	83,789	17,350	0	21	66,439
1143 Physical Science	5,017	72,858	15,543	0	21	57,315
1150 Soc & Behav Sciences	35,159	385,930	114,252	0	30	271,678
1151 Exercise Science	748	1,000	748	0	75	252
1160 Fitness Center	5,823	90,089	34,500	939	39	54,650
1170 Summer School	0	148,510	10,905	0	7	137,605
1174 Online Learning	26,522	272,987	81,740	0	30	191,247
1175 DNU Dist Learning	0	0	0	0	*****	0
1179 On Campus Adjunct/Overlo	24,440	93,600	59,333	0	63	34,267
1180 Concurrent Dual Credit	48,687	652,157	204,143	0	31	448,014
1185 Burlingame Campus	0	37,950	0	0	0	37,950
Instruction	255,799	2,939,292	834,911	1,309	28	2,103,071
Academic Support						
4100 Library	13,293	223,241	131,735	0	59	91,506
4200 VP for Academic Affairs	11,833	189,202	62,200	0	33	127,002
4210 Dean-CTE & Industry Ptrn	2,381	0	2,382	0	*****	(2,382)
4250 Dean-Dist & Gen Ed Iola	8,698	110,047	43,237	0	39	66,810
4300 Professional Development	0	26,000	2,264	0	9	23,736
4400 Campus Services	4,856	84,049	27,050	73	32	56,927
Academic Support	41,060	632,539	268,868	73	43	363,598
Student Serv--Administra						
5000 VP for Student Affairs	14,311	176,291	66,265	0	38	110,026
5100 Advising & Testing	12,136	183,884	77,486	0	42	106,398
5150 Student Success	0	42,553	0	0	0	42,553
5200 Financial Aid Office	30,869	487,296	141,723	0	29	345,573
5300 Registrar's Office	13,041	176,009	64,475	0	37	111,534
5350 Admissions	25,349	383,107	134,231	0	35	248,876
5360 Marketing	5,875	313,638	32,446	0	10	281,192
Student Serv--Administra	101,581	1,762,778	516,627	0	29	1,246,151

Fund: 11 General/Unrestricted

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

Student Serv--Athletics						
5500 Director of Athletics	96,213	512,141	239,278	14,107	49	258,756
5501 Men's Basketball	7,084	107,002	46,275	0	43	60,727
5502 Women's Basketball	6,509	103,863	39,661	0	38	64,202
5503 Track	2,884	57,176	14,422	0	25	42,754
5506 Softball	11,035	105,466	33,624	0	32	71,842
5507 Baseball	25,921	208,313	60,806	0	29	147,508
5508 Volleyball	8,477	102,204	51,653	0	51	50,551
5510 Cross Country	6,287	80,443	32,374	69	40	48,000
5511 Livestock Judging	7,410	94,687	28,939	0	31	65,748
5512 Cheerleader/Dance	4,663	72,091	6,293	2,198	12	63,600
5513 Men's Soccer	10,358	156,704	78,515	0	50	78,189
5515 Women's Soccer	6,142	92,287	44,508	(24)	48	47,804
5560 Athletic Fundraising	2,750	0	13,696	0	*****	(13,696)
5570 Athletic Trainer	10,373	157,609	46,201	355	30	111,053
5575 Post Season Competition	2,444	40,000	2,444	0	6	37,556

Student Serv--Athletics	208,548	1,889,986	738,690	16,705	40	1,134,591

Student Serv--Activities						
5610 Student Activities	2,381	77,483	23,829	0	31	53,654
5611 International Students	0	3,355	100	0	3	3,255
5620 Music	6,333	84,299	27,382	494	33	56,423
5630 Allen Flame Newspaper	0	500	0	0	0	500
5640 Theater	18,485	212,283	56,540	19	27	155,724
5650 College Quiz Bowl	434	2,672	1,752	0	66	920
5660 Phi Theta Kappa	0	15,650	568	0	4	15,082
5663 HOSA	376	6,600	977	0	15	5,623

Student Serv--Activities	28,009	402,842	111,148	513	28	291,181

Institutional Support						
6100 President	31,024	470,791	151,325	163	32	319,303
6110 Board of Trustees	(3,650)	90,250	13,447	0	15	76,803
6120 Institutional Research	9,851	153,059	52,136	130	34	100,793
6130 Accreditation	0	28,510	9,806	0	34	18,704
6140 Diversity, Equity & Incl	0	7,080	2,500	0	35	4,580
6200 Business Office	22,299	402,924	141,504	0	35	261,420
6210 VP Finance & Operations	11,937	139,199	55,819	0	40	83,380
6230 Accounts Payable/Purchng	0	0	0	0	*****	0
6250 Human Resources	5,951	202,277	32,679	0	16	169,598
6310 Alumni/Development Offic	9,136	132,289	25,848	0	20	106,441
6400 Information Tech (IT)	70,290	1,245,037	745,874	103,286	68	395,877
6500 General Inst Expenses	8,950	1,063,161	433,821	76,247	48	553,094
6510 Gen Inst Exp Tech Bldg	0	286,250	21,021	7,553	10	257,676

Institutional Support	165,788	4,220,827	1,685,779	187,379	44	2,347,668

Fund: 11 General/Unrestricted

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

Physical Plant Operation						
7100 Maintenance of Buildings	76,335	1,122,357	292,038	14,520	27	815,800
7200 Maintenance of Equipment	13,926	558,465	55,070	0	10	503,395
7300 Maintenance of Grounds	8,481	306,229	143,671	1,555	47	161,004
7500 Major Projects	83,982	1,125,000	83,982	0	7	1,041,018

Physical Plant Operation	182,725	3,112,051	574,761	16,074	19	2,521,216

Education and General	983,511	14,960,315	4,730,785	222,053	33	10,007,477

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Scholarships & Grants						
Scholarships						
8100 Board Scholarships	1,945	218,500	45,010	0	21	173,490
Scholarships	1,945	218,500	45,010	0	21	173,490
Scholarships & Grants	1,945	218,500	45,010	0	21	173,490

Fund: 11 General/Unrestricted

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

Auxiliary Enterprises						
Miscellaneous Other						
9900 Miscellaneous Oth Fnd Ex	0	0	0	0	*****	0
9999 Contingency Center	0	(3,733,772)	0	0	0	(3,733,772)

Miscellaneous Other	0	(3,733,772)	0	0	0	(3,733,772)

Auxiliary Enterprises	0	(3,733,772)	0	0	0	(3,733,772)

EXPENDITURES	985,456	11,445,043	4,775,795	222,053	44	6,447,195
=====						

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

	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Total Revenues	41,687	11,445,043	4,068,761	0	36	(7,376,282)
Total Expenditures	985,456	11,445,043	4,775,795	222,053	44	6,447,195
Excess Revenue/Expenditures	(943,769)	0	(707,034)	(222,053)	*****	(929,088)
Fund Balance objs	0	0	18,414,832	0	*****	0
Fund Balance + Excess Rev/Exp	(943,769)	0	17,707,798	(222,053)	*****	(929,088)

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Fund: 12 PTE Fund

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

Revenue						
Student Sources						
4020 Technical Edu Tuition	0	400,000	0	0	0	(400,000)

Student Sources	0	400,000	0	0	0	(400,000)
State Sources						
4200 State Operating Grnt	0	468,219	613,123	0	131	144,904
4201 Other State Aid	0	379,013	777,124	0	205	398,111
4202 Kansas Promise	0	30,000	19,088	0	64	(10,912)

State Sources	0	877,232	1,409,335	0	161	532,103
Other Income Sources						
4840 Miscellaneous Income	0	0	0	0	*****	0

Other Income Sources	0	0	0	0	*****	0

Revenue	0	1,277,232	1,409,335	0	110	132,103

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REVENUE/EXPENDITURE SUMMARY REPORT
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Fund: 12 PTE Fund

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

Scholarships & Grants						
Scholarships						
8200 Other Scholarships	(1,124)	425,000	104,961	0	25	320,039

Scholarships	(1,124)	425,000	104,961	0	25	320,039

Scholarships & Grants	(1,124)	425,000	104,961	0	25	320,039

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REVENUE/EXPENDITURE SUMMARY REPORT
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Fund: 12 PTE Fund

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

Auxiliary Enterprises						
Miscellaneous Other						
9900 Miscellaneous Oth Fnd Ex	0	0	0	0	*****	0
9999 Contingency Center	0	(556,421)	0	0	0	(556,421)

Miscellaneous Other	0	(556,421)	0	0	0	(556,421)

Auxiliary Enterprises	0	(556,421)	0	0	0	(556,421)

EXPENDITURES	76,565	1,277,232	496,500	124	39	780,608
=====						

Allen County Community College
REVENUE/EXPENDITURE SUMMARY REPORT
NOV 2425

Fund: 12 PTE Fund

	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Total Revenues	0	1,277,232	1,409,335	0	110	132,103
Total Expenditures	76,565	1,277,232	496,500	124	39	780,608
Excess Revenue/Expenditures	(76,565)	0	912,835	(124)	*****	912,711
Fund Balance objs	0	0	1,005,955	0	*****	0
Fund Balance + Excess Rev/Exp	(76,565)	0	1,918,790	(124)	*****	912,711

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Allen County Community College
REVENUE/EXPENDITURE SUMMARY REPORT
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Fund: 14 ASE/Unrestricted

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

EXPENDITURES	0	0	0	0	*****	0
=====						

Fund: 14 ASE/Unrestricted

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

Fund: 16 Auxiliary Enter/Unrestr

REVENUE by obj	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Revenue						
Student Sources						
4050 Book Rental Charges	540	382,215	192,593	0	50	(189,623)
Student Sources	540	382,215	192,593	0	50	(189,623)
Student Housing						
4700 Red Devil Duplexes	0	203,528	123,858	0	61	(79,671)
4720 Horton Hall Revenues	0	422,832	269,277	0	64	(153,555)
4730 Winter Hall Revenues	0	248,184	141,490	0	57	(106,694)
4731 Masterson Hall Revenues	0	299,936	184,113	0	61	(115,824)
4732 Herynk Hall	0	128,544	77,177	0	60	(51,367)
4733 Parkford Apartments	0	149,968	80,340	0	54	(69,628)
4734 Ballard House	0	15,000	0	0	0	(15,000)
4739 Residence Hall Breakage	(55)	2,000	215	0	11	(1,785)
Student Housing	(55)	1,469,992	876,469	0	60	(593,523)
Bookstore Sales						
4740 Sales of Books	16	3,000	(657)	0	(22)	(3,657)
4742 Non-Return Books/On-Camp	0	0	0	0	*****	0
4743 Sales of Books/Outreach	0	0	0	0	*****	0
4744 Non-Return Books/Off-Cam	0	0	0	0	*****	0
4748 Shipping/Iola	0	350	0	0	0	(350)
4750 Sales of Supplies	11	800	521	0	65	(279)
4760 Sales of Soft Goods	2,192	18,500	9,219	0	50	(9,281)
4770 Sales of Gifts & Misc	153	2,500	1,306	0	52	(1,194)
4780 Tax Exempt Sales	433	10,700	2,305	0	22	(8,395)
Bookstore Sales	2,804	35,850	12,694	0	35	(23,156)
Other Income Sources						
4840 Miscellaneous Income	14,543	21,000	15,595	0	74	(5,405)
4870 Vending Mach Commission	0	0	0	0	*****	0
4880 Catered Event Commissons	0	2,000	264	0	13	(1,736)
Other Income Sources	14,543	23,000	15,859	0	69	(7,141)
Revenue	17,832	1,911,057	1,097,614	0	57	(813,443)

Fund: 16 Auxiliary Enter/Unrestr

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

Education and General						
Institutional Support						
6500 General Inst Expenses	0	5,000	0	0	0	5,000

Institutional Support	0	5,000	0	0	0	5,000
Physical Plant Operation						
7500 Major Projects	0	315,000	0	0	0	315,000

Physical Plant Operation	0	315,000	0	0	0	315,000

Education and General	0	320,000	0	0	0	320,000

Fund: 16 Auxiliary Enter/Unrestr

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

Auxiliary Enterprises						
Auxiliary Enterprises						
9810 Bookstore	8,371	522,048	199,142	31,050	44	291,856
9820 Student Union	229	146,932	3,373	1,737	3	141,823
9830 Student Housing/Program	12,182	213,825	71,617	0	33	142,208
9831 Parkford Apartments	5,711	107,700	36,895	32,971	65	37,834
9832 Ballard House	0	28,000	1,838	1,304	11	24,858
9833 Kerynk Hall	682	169,500	14,902	3,409	11	151,188
9835 Horton Hall	517	133,320	16,979	11,351	21	104,990
9836 Winter Hall	150	94,000	14,077	5,764	21	74,159
9837 Red Devil Duplexes	612	87,500	35,176	6,709	48	45,615
9838 Masterson Hall	745	970,000	11,628	4,984	2	953,387
9840 Food Service	91,444	759,100	347,241	(15)	46	411,874

Auxiliary Enterprises	120,643	3,231,925	752,867	99,264	26	2,379,794
Miscellaneous Other						
9999 Contingency Center	0	(1,640,868)	0	0	0	(1,640,868)

Miscellaneous Other	0	(1,640,868)	0	0	0	(1,640,868)

Auxiliary Enterprises	120,643	1,591,057	752,867	99,264	54	738,926

EXPENDITURES	120,643	1,911,057	752,867	99,264	45	1,058,926
=====						

Fund: 16 Auxiliary Enter/Unrestr

	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Total Revenues	17,832	1,911,057	1,097,614	0	57	(813,443)
Total Expenditures	120,643	1,911,057	752,867	99,264	45	1,058,926
Excess Revenue/Expenditures	(102,812)	0	344,746	(99,264)	*****	245,482
Fund Balance objs	0	0	5,036,621	0	*****	0
Fund Balance + Excess Rev/Exp	(102,812)	0	5,381,367	(99,264)	*****	245,482

Allen County Community College
 Direct Payment Bills Presented for Ratification
 From 11/01/2024 thru 11/30/2024

<u>Date Paid</u>	<u>Vendor Name</u>	<u>Fund</u>	<u>Center</u>	<u>Account</u>	<u>Amount</u>
11/1/24	Kansas Payment Center	11	No Center	Child Support Payment	600.00
11/1/24	KPERS	11	No Center	Retirement/KPERS Life Payable	610.31
11/8/24	KPERS	11	No Center	Retirement/KPERS Life Payable	2,762.12
11/8/24	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	10,479.64
11/8/24	KPERS	11	No Center	Retirement/KPERS Life Payable	140.56
11/14/24	Kansas Dept of Revenue	11	No Center	Kansas State Tax	8,727.78
11/14/24	KPERS	11	No Center	Retirement/KPERS Life Payable	1,639.60
11/15/24	KPERS	11	No Center	Retirement/KPERS Life Payable	7,478.15
11/15/24	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	43,416.11
11/19/24	UMB	11	No Center	Health Savings Account	1,307.38
11/21/24	Bay Bridge Administrators	11	No Center	DISR,LIFR,ACCR,XDEP,XMED,Vision	3,590.09
11/21/24	Bay Bridge Administrators	11	No Center	403B-AFA/Security Benefit plus match	11,460.00
11/22/24	Kansas Dept of Revenue	11	No Center	Comsumers Use Tax	69.74
11/22/24	KPERS	11	No Center	Retirement/KPERS Life Payable	2,772.78
11/22/24	KPERS	11	No Center	Retirement/KPERS Life Payable	147.41
11/22/24	Kansas Dept of Revenue	11	No Center	Kansas State Tax	13,872.29
11/22/24	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	76,300.63
11/22/24	KPERS	11	No Center	Retirement/KPERS Life Payable	4,951.95
11/22/24	Kansas Payment Center	11	No Center	Child Support Payment	600.00
11/22/24	KPERS	11	No Center	Retirement/KPERS Life Payable	15,059.52
					\$205,986.06

Signed and approved this _____ day of _____, 2024

ATTEST: _____
 Chairman, Board of Trustees

 Clerk, Board of Trustees

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224372	ACCC Petty Cash	17	No Center	Petty Cash/Cashier	10.45
224373	Ace Refrigeration	16	Parkford Apartments	Maintenance Supplies	244.55
224374	Bobb, Josiah Sovann_Leon	11	No Center	Accts Recv/Students	3,698.00
224375	CPI Financial	11	Campus Services	Mtc & Service Agreements	1,866.31
224376	CPI Technologies	11	General Inst Expenses	Office Supplies	53.14
224377	Cintas	11	General Inst Expenses	Mtc & Service Agreements	861.00
224377	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	365.76
224377	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	243.66
224379	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	1,694.00
224379	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	1,648.00
224379	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	1,770.00
224379	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	4,240.05
224379	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	2,085.00
224379	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	2,568.00
224379	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	3,890.00
224379	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	3,889.00
224379	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	1,694.00
224379	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	1,470.00
224379	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	2,085.00
224379	Crossroad Tours	11	Director of Athletics	Athletic Team Travel	1,834.00
224380	Datasource Inc	11	Human Resources	Mtc & Service Agreements	97.95
224381	Davidson, Amanda Marie	11	No Center	Accts Recv/Students	40.00
224382	Denny, Diana N	11	Business	Business Travel	249.80
224383	Design Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	222.00
224383	Design Mechanical Inc	11	Maintenance of Buildings	Maintenance Supplies	13,061.00
224384	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	54.70
224385	First Class Color/Fax Cards	11	Baseball	Office Supplies	47.20
224385	First Class Color/Fax Cards	11	Theater	Office Supplies	47.20
224386	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	503.37
224386	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	36.50
224387	Fuelman	11	Director of Athletics	Gasoline	446.86
224387	Fuelman	11	General Inst Expenses	Gasoline	463.63
224388	Gerken Rent-All-Paola	11	Men's Soccer	Mtc & Service Agreements	55.00
224388	Gerken Rent-All-Paola	11	Women's Soccer	Mtc & Service Agreements	55.00
224389	Great Western Dining	11	No Center	Fringe Benefit	551.52
224389	Great Western Dining	16	Food Service	Cost of Food Service Con	22,444.52
224390	Green Environmental Svcs	11	Maintenance of Buildings	Mtc & Service Agreements	1,303.80
224390	Green Environmental Svcs	16	Herynk Hall	Mtc & Service Agreements	150.00
224390	Green Environmental Svcs	16	Horton Hall	Mtc & Service Agreements	150.00
224390	Green Environmental Svcs	16	Winter Hall	Mtc & Service Agreements	150.00
224390	Green Environmental Svcs	16	Red Devil Duplexes	Mtc & Service Agreements	150.00
224390	Green Environmental Svcs	16	Masterson Hall	Mtc & Service Agreements	150.00
224391	HY-FLO Equipment	11	Maintenance of Equipment	Maintenance Supplies	144.00
224392	Hodes Company	11	Maintenance of Buildings	Maintenance Supplies	202.31

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76,986.28

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224393	Iola Auto Parts LLC	11	Maintenance of Grounds	Maintenance Supplies	16.50
224394	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	376.00
224394	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	536.00
224394	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	396.00
224394	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	79.42
224395	Jayhawk Fire Sprinkler	16	Herynk Hall	Mtc & Service Agreements	287.50
224395	Jayhawk Fire Sprinkler	16	Masteron Hall	Mtc & Service Agreements	287.50
224396	John Deere Financial	11	Cross Country	Athletic Supplies	169.98
224396	John Deere Financial	11	Maintenance of Equipment	Maintenance Supplies	29.97
224396	John Deere Financial	11	Maintenance of Equipment	Maintenance Supplies	4.76
224396	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	12.68
224396	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	-1.02
224396	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	9.99
224396	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	28.97
224396	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	105.03
224396	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	10.98
224397	Kansas HOSA	11	HOSA	Conferences & Workshops	355.00
224398	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	609.94
224399	Kryterion Inc	12	Allied Health	Testing Fees	90.00
224399	Kryterion Inc	12	Allied Health	Testing Fees	108.00
224400	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	-71.40
224400	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	129.72
224400	Locke Supply Co	11	Maintenance of Grounds	Maintenance Supplies	61.64
224401	Macha Enterprises Inc	11	Maintenance of Equipment	Maintenance Supplies	392.00
224402	Martinez, Abriela Renae	11	No Center	Accts Recv/Students	40.00
224403	McCloskey Insurance, Bob	11	Director of Athletics	Athletic Insurance	20,383.00
224403	McCloskey Insurance, Bob	11	Director of Athletics	Athletic Insurance	30,000.00
224404	New Klein Lumber Co., The	16	Red Devil Duplexes	Maintenance Supplies	28.27
224405	O'Reilly Auto Stores Inc	11	Maintenance of Equipment	Maintenance Supplies	9.63
224405	O'Reilly Auto Stores Inc	11	Maintenance of Equipment	Small Tools	10.70
224406	OTA PlatePay	11	Director of Athletics	Business Travel	13.60
224407	OTA PlatePay	11	Director of Athletics	Business Travel	17.50
224408	Padilla Soriano, Felipe	12	Early Childhood Educ	Promotional Products	291.45
224408	Padilla Soriano, Felipe	12	Early Childhood Educ	Promotional Products	55.91
224409	Peak Uptime	11	Information Tech (IT)	Major Equipment	27.00
224410	Ravin Printing	11	Financial Aid Office	Office Supplies	19.00
224410	Ravin Printing	12	Computer Science	Office Supplies	19.00
224411	Ray's Metal Depot Inc	11	Maintenance of Buildings	Maintenance Supplies	47.16
224412	Rookies Sports Bar & Grill	11	Livestock Judging	Athletic Team Travel	88.00
224413	Sandifer Engineering & Controls	16	Horton Hall	Repairs & Maintenance	330.71
224414	Sports Locker	70	No Center	Student Senate	882.33
224415	Stanion Wholesale	11	Maintenance of Buildings	Maintenance Supplies	425.60
224416	Storrer Implement	11	Maintenance of Equipment	Maintenance Supplies	124.50
224417	UPS	16	Bookstore	Postage	27.12

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56,865.64

Thu Nov 7 2024
08:57

Allen County Community College
Bills Presented for Ratification
From: 10/31/2024 To 11/07/2024

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224418	Young's Welding Inc.	11	Maintenance of Equipment	Repairs & Maintenance	150.00
PAGE TOTALS					150.00
AP GRAND TOTAL					134,001.92

Signed and approved this ____ day of _____, 2024

ATTEST:

Chairman, Board of Trustees

Clerk, Board of Trustees

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224419	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	5.42
224420	AspirEDU Inc	11	Online Learning	Mtc & Service Agreements	12,036.00
224431	Cardmember Service	11	Biology	Business Travel	1,025.92
224431	Cardmember Service	11	Biology	Conferences & Workshops	990.00
224431	Cardmember Service	11	Exercise Science	Instructional Supplies	748.00
224431	Cardmember Service	11	Fitness Center	Athletic Supplies	163.11
224431	Cardmember Service	11	Concurrent Dual Credit	Business Travel	12.02
224431	Cardmember Service	11	Library	Business Travel	30.27
224431	Cardmember Service	11	Library	Business Travel	70.00
224431	Cardmember Service	11	Library	Business Travel	58.00
224431	Cardmember Service	11	Library	Business Travel	937.68
224431	Cardmember Service	11	Financial Aid Office	Office Supplies	35.96
224431	Cardmember Service	11	Admissions	Promotional Products	543.00
224431	Cardmember Service	11	Admissions	Promotional Products	841.93
224431	Cardmember Service	11	Admissions	Promotional Products	592.33
224431	Cardmember Service	11	Admissions	Office Supplies	43.95
224431	Cardmember Service	11	Marketing	Advertising	500.00
224431	Cardmember Service	11	Marketing	Advertising	201.64
224431	Cardmember Service	11	Women's Basketball	Athletic Team Travel	114.90
224431	Cardmember Service	11	Women's Basketball	Athletic Team Travel	129.90
224431	Cardmember Service	11	Women's Basketball	Athletic Team Travel	114.90
224431	Cardmember Service	11	Women's Basketball	Athletic Team Travel	134.75
224431	Cardmember Service	11	Women's Basketball	Athletic Team Travel	1,199.88
224431	Cardmember Service	11	Women's Basketball	Athletic Team Travel	10.01
224431	Cardmember Service	11	Track	Athletic Supplies	10.86
224431	Cardmember Service	11	Softball	Athletic Team Travel	109.37
224431	Cardmember Service	11	Softball	Recognition Supplies	18.52
224431	Cardmember Service	11	Baseball	Business Travel	191.46
224431	Cardmember Service	11	Baseball	Athletic Team Travel	12.17
224431	Cardmember Service	11	Baseball	Athletic Team Travel	40.97
224431	Cardmember Service	11	Baseball	Athletic Team Travel	6.86
224431	Cardmember Service	11	Baseball	Subscriptions	257.50
224431	Cardmember Service	11	Volleyball	Business Travel	59.44
224431	Cardmember Service	11	Volleyball	Business Travel	20.00
224431	Cardmember Service	11	Volleyball	Athletic Team Travel	184.98
224431	Cardmember Service	11	Volleyball	Athletic Team Travel	200.61
224431	Cardmember Service	11	Volleyball	Athletic Team Travel	166.27
224431	Cardmember Service	11	Volleyball	Athletic Team Travel	174.07
224431	Cardmember Service	11	Volleyball	Athletic Team Travel	105.00
224431	Cardmember Service	11	Volleyball	Athletic Team Travel	214.93
224431	Cardmember Service	11	Volleyball	Athletic Team Travel	155.92
224431	Cardmember Service	11	Volleyball	Athletic Team Travel	1,799.64
224431	Cardmember Service	11	Volleyball	Athletic Team Travel	88.43
224431	Cardmember Service	11	Volleyball	Athletic Team Travel	19.88

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24,376.45

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224431	Cardmember Service	11	Volleyball	Recognition Supplies	58.29
224431	Cardmember Service	11	Cross Country	Athletic Team Travel	184.80
224431	Cardmember Service	11	Cross Country	Athletic Team Travel	103.74
224431	Cardmember Service	11	Cross Country	Athletic Team Travel	83.93
224431	Cardmember Service	11	Cross Country	Athletic Team Travel	112.94
224431	Cardmember Service	11	Cross Country	Athletic Team Travel	910.66
224431	Cardmember Service	11	Cross Country	Athletic Team Travel	4.90
224431	Cardmember Service	11	Cross Country	Athletic Team Travel	82.77
224431	Cardmember Service	11	Cross Country	Athletic Team Travel	93.91
224431	Cardmember Service	11	Cross Country	Entry Fees	193.70
224431	Cardmember Service	11	Cross Country	Athletic Supplies	64.42
224431	Cardmember Service	11	Livestock Judging	Athletic Team Travel	52.99
224431	Cardmember Service	11	Livestock Judging	Athletic Team Travel	15.05
224431	Cardmember Service	11	Livestock Judging	Athletic Team Travel	159.43
224431	Cardmember Service	11	Livestock Judging	Athletic Team Travel	32.47
224431	Cardmember Service	11	Livestock Judging	Athletic Team Travel	2.59
224431	Cardmember Service	11	Men's Soccer	Business Travel	19.70
224431	Cardmember Service	11	Men's Soccer	Business Travel	12.15
224431	Cardmember Service	11	Men's Soccer	Athletic Team Travel	580.00
224431	Cardmember Service	11	Men's Soccer	Athletic Team Travel	526.00
224431	Cardmember Service	11	Men's Soccer	Athletic Team Travel	30.55
224431	Cardmember Service	11	Men's Soccer	Athletic Team Travel	7.92
224431	Cardmember Service	11	Women's Soccer	Business Travel	13.47
224431	Cardmember Service	11	Women's Soccer	Athletic Team Travel	73.63
224431	Cardmember Service	11	Women's Soccer	Athletic Team Travel	40.88
224431	Cardmember Service	11	Women's Soccer	Athletic Team Travel	11.88
224431	Cardmember Service	11	Women's Soccer	Athletic Team Travel	302.92
224431	Cardmember Service	11	Women's Soccer	Recognition Supplies	43.44
224431	Cardmember Service	11	Athletic Trainer	Athletic Supplies	52.86
224431	Cardmember Service	11	Music	Office Supplies	117.75
224431	Cardmember Service	11	Music	Choir/Band Supplies	101.79
224431	Cardmember Service	11	Theater	Conferences & Workshops	78.75
224431	Cardmember Service	11	Theater	Conferences & Workshops	128.95
224431	Cardmember Service	11	Theater	Licenses	949.00
224431	Cardmember Service	11	Theater	Drama Supplies	1,946.53
224431	Cardmember Service	11	Theater	Drama Supplies	94.30
224431	Cardmember Service	11	Theater	Drama Supplies	119.54
224431	Cardmember Service	11	Theater	Drama Supplies	794.97
224431	Cardmember Service	11	Theater	Major Equipment	2,710.94
224431	Cardmember Service	11	President	Business Travel	14.31
224431	Cardmember Service	11	Information Tech (IT)	Telephone/	14.00
224431	Cardmember Service	11	Information Tech (IT)	Subscriptions	80.96
224431	Cardmember Service	11	Maintenance of Buildings	Maintenance Supplies	18.32
224431	Cardmember Service	11	Maintenance of Buildings	Maintenance Supplies	191.57

PAGE TOTALS

11,233.67

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224431	Cardmember Service	11	Maintenance of Equipment	Maintenance Supplies	70.21
224431	Cardmember Service	11	Maintenance of Grounds	Maintenance Supplies	55.80
224431	Cardmember Service	11	Maintenance of Grounds	Maintenance Supplies	66.32
224431	Cardmember Service	11	Maintenance of Grounds	Maintenance Supplies	244.95
224431	Cardmember Service	12	Computer Science	Business Travel	333.84
224431	Cardmember Service	12	Computer Science	Business Travel	10.80
224431	Cardmember Service	12	Computer Science	Business Travel	17.98
224431	Cardmember Service	12	Criminal Justice Studies	Instructional Supplies	344.10
224431	Cardmember Service	12	Agriculture	Conferences & Workshops	344.54
224431	Cardmember Service	12	Agriculture	Conferences & Workshops	56.75
224431	Cardmember Service	12	Agriculture	Conferences & Workshops	24.48
224431	Cardmember Service	12	Agriculture	Conferences & Workshops	14.70
224431	Cardmember Service	12	Agriculture	Conferences & Workshops	19.58
224431	Cardmember Service	12	Agriculture	Conferences & Workshops	11.24
224431	Cardmember Service	12	Agriculture	Conferences & Workshops	14.88
224431	Cardmember Service	12	Allied Health	Business Travel	14.50
224431	Cardmember Service	12	Allied Health	Meetings & Hospitality	61.00
224431	Cardmember Service	12	Allied Health	Meetings & Hospitality	16.04
224431	Cardmember Service	12	Allied Health	Testing Fees	123.00
224431	Cardmember Service	12	Early Childhood Educ	Business Travel	107.65
224431	Cardmember Service	12	Early Childhood Educ	Meetings & Hospitality	86.59
224431	Cardmember Service	12	Early Childhood Educ	Promotional Products	78.08
224431	Cardmember Service	12	Early Childhood Educ	Institutional Dues	150.00
224431	Cardmember Service	12	Dean-CTE & Industry Ptrn	Conferences & Workshops	200.00
224431	Cardmember Service	16	Bookstore	Advertising	26.52
224431	Cardmember Service	16	Student Housing/Program	Student Activities	155.05
224431	Cardmember Service	16	Student Housing/Program	Student Activities	169.28
224431	Cardmember Service	16	Student Housing/Program	Student Activities	153.84
224431	Cardmember Service	70	No Center	Athletics 70	6.72
224432	Chanute Tribune	11	Human Resources	Advertising	84.00
224432	Chanute Tribune	11	Human Resources	Advertising	84.00
224433	Cintas Fire 636525	16	Food Service	Mtc & Service Agreements	1,165.86
224434	Cox Business	16	Parkford Apartments	Mtc & Service Agreements	147.65
224434	Cox Business	16	Herynk Hall	Mtc & Service Agreements	117.00
224434	Cox Business	16	Red Devil Duplexes	Mtc & Service Agreements	193.60
224435	Culbertson, Jacob Matthew	11	No Center	Accts Recv/Students	1,732.00
224436	Dell Financial Serv LLC	11	Information Tech (IT)	Major Equipment	1,500.18
224437	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	50.20
224437	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	68.90
224437	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	54.70
224438	FedEx	16	Bookstore	Postage	17.03
224439	Friends University	11	Men's Basketball	Game Guarantees	300.00
224440	Gerisch, Sophie Marie	11	No Center	Accts Recv/Students	450.00
224441	Grainger	11	Maintenance of Buildings	Maintenance Supplies	196.56

PAGE TOTALS

9,140.12

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224442	Great Western Dining	11	No Center	Fringe Benefit	647.27
224442	Great Western Dining	11	Admissions	Meetings & Hospitality	205.50
224442	Great Western Dining	16	Food Service	Cost of Food Service Con	22,444.52
224443	Independence Community College	11	Women's Basketball	Game Guarantees	300.00
224444	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	191.40
224444	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	10.99
224444	Iola Auto Parts LLC	11	Maintenance of Grounds	Maintenance Supplies	69.30
224445	Jenzabar Lockbox	11	Information Tech (IT)	Mtc & Service Agreements	1,800.00
224445	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	15,600.00
224445	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	24,035.00
224445	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	3,507.50
224446	Kansas One-Call System Inc	11	Maintenance of Buildings	Mtc & Service Agreements	1.20
224447	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	6.84
224447	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	165.24
224447	Locke Supply Co	16	Herynk Hall	Maintenance Supplies	127.52
224448	Marmaton Valley Yearbook	11	Marketing	Advertising	80.00
224449	McAnulty, Serena J	12	Allied Health	Instructional Supplies	8.69
224450	Meridian Roofing Solutions Inc	11	Maintenance of Buildings	Repairs & Maintenance	3,094.00
224451	Nelson, Tayla Marie	11	No Center	Accts Recv/Students	140.00
224452	North Lake College	11	Men's Basketball	Game Guarantees	700.00
224453	Oklahoma Wesleyan University	11	Women's Basketball	Game Guarantees	150.00
224454	Peters, Nikki	11	Admissions	Meetings & Hospitality	184.24
224455	Shields Motor Company Inc	11	Maintenance of Equipment	Repairs & Maintenance	596.40
224456	Snap-on Industrial	12	Business & Industry	Major Equipment	1,980.00
224457	Southwest Plains Regional	11	Admissions	Conferences & Workshops	1,000.00
224458	Sparks, Terry R	11	President	Other Expense	127.20
224459	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	661.70
224459	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	1,061.86
224459	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	241.96
224459	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	361.93
224459	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	180.00
224459	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	240.00
224460	Thompson Brothers Supply Inc	11	Maintenance of Buildings	Mtc & Service Agreements	45.00
224461	Thrive Allen County	11	President	Meetings & Hospitality	210.00
224462	UPS	16	Bookstore	Postage	74.58
224463	Valentine, Nia Denise	11	No Center	Accts Recv/Students	912.00
224464	Weiss Music Inc, Steve	11	Music	Choir/Band Supplies	98.00
224464	Weiss Music Inc, Steve	11	Music	Choir/Band Supplies	302.00
224465	Wolf, Krista Ann	11	No Center	Accts Recv/Students	3,217.00
PAGE TOTALS					84,778.84
AP GRAND TOTAL					129,529.08

Thu Nov 14 2024
16:21

Allen County Community College
Bills Presented for Ratification
From: 11/08/2024 To 11/14/2024

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
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Signed and approved this ____ day of _____, 2024

ATTEST:

Chairman, Board of Trustees

Clerk, Board of Trustees

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224466	ACCC Petty Cash	17	No Center	Petty Cash/Cashier	9.68
224467	Abernathy, Kalyse Arianna	11	Volleyball	Game Officials	10.00
224468	All in One Pest	11	Maintenance of Buildings	Mtc & Service Agreements	440.00
224469	Almeda Gonzalez, Alex	11	Men's Soccer	Game Officials	15.00
224469	Almeda Gonzalez, Alex	11	Women's Soccer	Game Officials	15.00
224470	Anderson Plumbing LLC	11	Maintenance of Buildings	Repairs & Maintenance	710.79
224470	Anderson Plumbing LLC	11	Maintenance of Buildings	Maintenance Supplies	14.88
224471	Architect One	61	Miscellaneous Oth Fnd Ex	Buildings	2,800.00
224471	Architect One	61	Miscellaneous Oth Fnd Ex	Buildings	9,955.00
224472	Billings, Taryn Rashelle	11	Volleyball	Game Officials	110.00
224473	Blake, Saviola Keano	11	Men's Soccer	Game Officials	35.00
224473	Blake, Saviola Keano	11	Women's Soccer	Game Officials	35.00
224474	Bobb, Josiah Sovann_Leon	11	Men's Soccer	Game Officials	20.00
224474	Bobb, Josiah Sovann_Leon	11	Women's Soccer	Game Officials	20.00
224475	CE Water Management Inc	11	Maintenance of Buildings	Mtc & Service Agreements	242.95
224478	Cardmember Service	11	Registrar's Office	Office Supplies	42.47
224478	Cardmember Service	11	Admissions	Conferences & Workshops	46.66
224478	Cardmember Service	11	Admissions	Office Supplies	109.40
224478	Cardmember Service	11	Admissions	Office Supplies	4.85
224478	Cardmember Service	11	Marketing	Advertising	500.00
224478	Cardmember Service	11	Cheerleader/Dance	Athletic Apparel	-895.46
224478	Cardmember Service	11	Institutional Research	Data Processing Supplies	-225.54
224478	Cardmember Service	11	VP Finance & Operations	Miscellaneous Supplies	899.00
224478	Cardmember Service	11	Alumni/Development Offic	Printing	874.71
224478	Cardmember Service	11	Information Tech (IT)	Telephone/	28.00
224478	Cardmember Service	11	Information Tech (IT)	Major Equipment	100.00
224478	Cardmember Service	11	Maintenance of Buildings	Maintenance Supplies	3,646.82
224478	Cardmember Service	11	Maintenance of Buildings	Janitorial Supplies	1,264.51
224478	Cardmember Service	11	Maintenance of Buildings	Athletic Apparel	305.00
224478	Cardmember Service	11	Maintenance of Equipment	Maintenance Supplies	26.79
224478	Cardmember Service	16	Bookstore	Office Supplies	40.47
224478	Cardmember Service	16	Bookstore	C of GS/Supplies	155.97
224478	Cardmember Service	16	Bookstore	C of GS/Soft Goods	350.16
224478	Cardmember Service	16	Bookstore	Furnishings	20.13
224478	Cardmember Service	16	Bookstore	Furnishings	15.95
224478	Cardmember Service	16	Student Housing/Program	Business Travel	155.82
224478	Cardmember Service	16	Student Housing/Program	Student Activities	11.40
224478	Cardmember Service	16	Student Housing/Program	Miscellaneous Supplies	83.36
224478	Cardmember Service	16	Student Housing/Program	Miscellaneous Supplies	179.69
224478	Cardmember Service	70	No Center	Student Senate 70	39.25
224479	Carolina Biological Supply Co	11	Biology	Instruc. Supp.-Biology	102.30
224480	Carswell, Kylie Elizabeth	11	Volleyball	Game Officials	30.00
224481	Cassidy, Eoin David	11	Men's Soccer	Game Officials	30.00
224481	Cassidy, Eoin David	11	Women's Soccer	Game Officials	30.00

PAGE TOTALS

22,405.01

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224482	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	207.62
224482	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	39.87
224483	Commock, Shamar Zavier	11	Men's Soccer	Game Officials	5.00
224483	Commock, Shamar Zavier	11	Women's Soccer	Game Officials	5.00
224484	Cox Business	16	Student Union	Mtc & Service Agreements	228.69
224485	Datasource Inc	11	Human Resources	Mtc & Service Agreements	23.95
224485	Datasource Inc	11	Human Resources	Mtc & Service Agreements	26.25
224486	Dept of Veterans Affairs	11	No Center	Accts Recv/Students	30.00
224487	EBSCO Information Services	11	Library	Subscriptions	2,269.20
224488	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	65.90
224488	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	66.65
224489	FedEx	16	Bookstore	Postage	16.99
224490	Ferreira, Miguel_Costa_Goncalves	11	Men's Soccer	Game Officials	25.00
224490	Ferreira, Miguel_Costa_Goncalves	11	Women's Soccer	Game Officials	25.00
224491	Foley, Anne_Marie A	11	Soc & Behav Sciences	Business Travel	105.75
224492	Folk Septic Service	16	Food Service	Mtc & Service Agreements	500.00
224493	Four State Maintenance Supply	11	Maintenance of Buildings	Maintenance Supplies	179.59
224493	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	89.00
224493	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	189.95
224493	Four State Maintenance Supply	11	Maintenance of Buildings	Major Equipment	2,056.00
224494	Glasgow, Samuel Adrien-Che	11	Men's Soccer	Game Officials	25.00
224494	Glasgow, Samuel Adrien-Che	11	Women's Soccer	Game Officials	25.00
224495	Grainger	16	Masterson Hall	Maintenance Supplies	39.80
224496	Great Western Dining	11	No Center	Fringe Benefit	536.20
224496	Great Western Dining	11	Admissions	Meetings & Hospitality	330.60
224496	Great Western Dining	16	Food Service	Cost of Food Service Con	22,444.52
224497	Havenstein, Madisyn Kay	11	Volleyball	Game Officials	120.00
224498	Herff Jones LLC	11	Registrar's Office	Commencement Supplies	43.35
224499	Hirschmann, Makayla Grace	11	Volleyball	Game Officials	180.00
224500	Homeville Vending	70	No Center	Concessions 70	110.90
224500	Homeville Vending	70	No Center	Concessions 70	216.90
224501	Hottenstein, Kenisyn Lynn	11	No Center	Accts Recv/Students	500.00
224502	Hunte, Josh Kurt	11	Men's Soccer	Game Officials	50.00
224502	Hunte, Josh Kurt	11	Women's Soccer	Game Officials	50.00
224503	Ingram Library Services	16	Bookstore	Mtc & Service Agreements	51.50
224504	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	139.90
224504	Iola Auto Parts LLC	11	Maintenance of Grounds	Maintenance Supplies	29.04
224505	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	13.98
224505	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	77.77
224506	Johnson, Duncan	11	Men's Soccer	Game Officials	50.00
224506	Johnson, Duncan	11	Women's Soccer	Game Officials	50.00
224507	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	318.68
224507	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	515.59
224508	Lawlite, Aquil Akim-Jamol	11	Men's Soccer	Game Officials	50.00

PAGE TOTALS

32,124.14

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224508	Lawlite, Aquil Akim-Jamol	11	Women's Soccer	Game Officials	50.00
224509	Lindsay, Javaine	11	Men's Soccer	Game Officials	35.00
224509	Lindsay, Javaine	11	Women's Soccer	Game Officials	35.00
224510	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	44.40
224510	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	11.46
224511	Lopez, Gonzalo Salvador	11	Men's Soccer	Game Officials	20.00
224511	Lopez, Gonzalo Salvador	11	Women's Soccer	Game Officials	20.00
224512	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	206.00
224512	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	795.00
224513	McCarty's Office Machines Inc	11	General Inst Expenses	Furnishings	515.14
224513	McCarty's Office Machines Inc	11	General Inst Expenses	Furnishings	1,505.89
224514	Mead, Kennedy Elyce	11	Volleyball	Game Officials	40.00
224515	Meyer, Paxton Lee	11	Volleyball	Game Officials	120.00
224516	Micromain Corporation	11	Maintenance of Buildings	Mtc & Service Agreements	5,711.00
224517	Murphy, Calum Carter	11	Men's Soccer	Game Officials	20.00
224517	Murphy, Calum Carter	11	Women's Soccer	Game Officials	20.00
224518	Mweli, Welile Bonga-Khayelihle	11	Men's Soccer	Game Officials	25.00
224518	Mweli, Welile Bonga-Khayelihle	11	Women's Soccer	Game Officials	25.00
224519	Nelnet Campus Commerce	11	Business Office	Mtc & Service Agreements	400.00
224519	Nelnet Campus Commerce	11	General Inst Expenses	Service Charges	117.85
224520	New Klein Lumber Co., The	11	Track	Repairs & Maintenance	25.96
224520	New Klein Lumber Co., The	11	Track	Repairs & Maintenance	58.99
224521	O'Reilly Auto Stores Inc	11	Maintenance of Equipment	Maintenance Supplies	323.06
224522	Ogleby, Amy Michelle	11	Admissions	Business Travel	26.80
224522	Ogleby, Amy Michelle	11	Admissions	Business Travel	12.06
224522	Ogleby, Amy Michelle	11	President	Other Expense	277.94
224523	Peak Uptime	11	Information Tech (IT)	Mtc & Service Agreements	7,595.74
224524	Phillips 66 Co/SYNCB	11	Director of Athletics	Gasoline	828.13
224524	Phillips 66 Co/SYNCB	11	General Inst Expenses	Gasoline	387.79
224524	Phillips 66 Co/SYNCB	11	Maintenance of Grounds	Gasoline	93.50
224525	Pizza Hut	11	Cross Country	Athletic Team Travel	43.96
224525	Pizza Hut	11	Cross Country	Athletic Team Travel	35.27
224526	Ray's Metal Depot Inc	11	Baseball	Repairs & Maintenance	476.80
224526	Ray's Metal Depot Inc	11	Maintenance of Grounds	Maintenance Supplies	18.88
224527	Reyes Aguilera, Martin Sebastian	11	Men's Soccer	Game Officials	20.00
224527	Reyes Aguilera, Martin Sebastian	11	Women's Soccer	Game Officials	20.00
224528	Rookies Sports Bar & Grill	11	Cross Country	Business Travel	35.65
224529	Saint Luke's Health System	11	Director of Athletics	Mtc & Service Agreements	328.00
224530	Sanchez, Hope Kaylynn	11	Volleyball	Game Officials	140.00
224531	Santos Estrella, Adalesa Milagro	11	No Center	Accts Recv/Students	1,315.00
224532	Scandle, Alfie	11	Men's Soccer	Game Officials	90.00
224532	Scandle, Alfie	11	Women's Soccer	Game Officials	90.00
224533	Schaffer, Casey Ruth	11	Volleyball	Game Officials	40.00
224534	Shaughnessy, Ashley M	11	Theater	Drama Supplies	3.98

PAGE TOTALS

22,004.25

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224535	Spreer, Kaylee	11	Volleyball	Game Officials	120.00
224536	Stanion Wholesale	11	Maintenance of Buildings	Maintenance Supplies	124.00
224536	Stanion Wholesale	11	Maintenance of Buildings	Maintenance Supplies	1,702.40
224536	Stanion Wholesale	16	Parkford Apartments	Maintenance Supplies	78.72
224536	Stanion Wholesale	16	Red Devil Duplexes	Maintenance Supplies	237.50
224536	Stanion Wholesale	16	Masterson Hall	Maintenance Supplies	237.50
224537	Talbert, Ryan	11	Music	Instructional Supplies	100.00
224538	Texas Life Insurance Company	11	No Center	Texas Life Insurance	210.80
224539	Todd, Dexter Jack_Barker	11	Men's Soccer	Game Officials	50.00
224539	Todd, Dexter Jack_Barker	11	Women's Soccer	Game Officials	50.00
224540	Tri-Valley	11	General Inst Expenses	Mtc & Service Agreements	44.40
224541	Turf Solutions Inc	11	Softball	Mtc & Service Agreements	6,368.00
224541	Turf Solutions Inc	11	Baseball	Mtc & Service Agreements	13,855.00
224542	UPS	16	Bookstore	Postage	32.89
224543	Unbricked Communications LLC	12	Early Childhood Educ	Advertising	5,000.00
224544	Vinueza Gabela, Pablo Andres	11	Men's Soccer	Game Officials	15.00
224544	Vinueza Gabela, Pablo Andres	11	Women's Soccer	Game Officials	15.00
224545	Waters, Charlie James_Christophe	11	Men's Soccer	Game Officials	35.00
224545	Waters, Charlie James_Christophe	11	Women's Soccer	Game Officials	35.00
224546	Waugh, Kemoy_Keshawn	11	Men's Soccer	Game Officials	45.00
224546	Waugh, Kemoy_Keshawn	11	Women's Soccer	Game Officials	45.00
224547	Yocham, Dallas	11	Maintenance of Grounds	Maintenance Supplies	13.50

PAGE TOTALS 28,414.71
AP GRAND TOTAL 104,948.11

Signed and approved this ____ day of _____, 2024

ATTEST:

Chairman, Board of Trustees

Clerk, Board of Trustees

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
224548	American Fidelity	11	No Center	Accident Ins/AFA	59.90
224548	American Fidelity	11	No Center	Life Insurance/Am Fideli	127.00
224548	American Fidelity	11	No Center	Critical Illness/Amer Fi	35.98
224548	American Fidelity	11	No Center	Disability/Amer Fidelity	131.70
224548	American Fidelity	11	No Center	Cancer/American Fidelity	83.00
224549	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	1,965.00
224550	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	1,965.00
224551	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	1,310.00
224552	Peters, Nikki	11	Cheerleader/Dance	Athletic Seasonal Meals	36.94
224552	Peters, Nikki	11	Cheerleader/Dance	Athletic Seasonal Meals	133.98
224553	Sparks, Terry R	11	President	Other Expense	254.40
				PAGE TOTALS	6,102.90
				AP GRAND TOTAL	6,102.90

Signed and approved this ____ day of _____, 2024

ATTEST:

Chairman, Board of Trustees

Clerk, Board of Trustees

Allen County Community College
SUMMARY OF FUNDS
NOV 24/25

Funds	This Month		This Year				Last Year	
	Actual	Actual	Encumbrance	Budget	%	Unexpended	Budget	YTD
11 General/Unrestricted	985,455.52	4,775,795.13	222,053.21	15,178,815.00	31.5	10,180,966.66	14,975,226.00	5,169,576.2
12 PTE Fund	76,565.48	496,499.59	123.92	1,833,653.00	27.1	1,337,029.49	1,875,282.00	477,030.4
16 Auxiliary Enter/Unrest	120,643.25	752,867.44	99,264.05	3,551,925.00	21.2	2,699,793.51	2,811,712.00	699,871.0
21 College Work Study/Res	1,795.50	5,983.25	0.00	0.00	*****	-5,983.25	0.00	4,918.0
22 Suppl Educ Opp Grnt/Re	0.00	38,889.19	0.00	0.00	*****	-38,889.19	0.00	15,428.2
24 Pell Grant/Restricted	4,622.00	830,477.09	0.00	0.00	*****	-830,477.09	0.00	651,582.3
27 State Grants/Restrict	491.16	17,696.92	0.00	45,364.00	39.0	27,667.08	79,127.00	31,345.0
40 Loan Funds/Restricted	7,671.00	416,770.00	0.00	0.00	*****	-416,770.00	0.00	376,060.0
61 Capital Outlay/Restric	12,755.00	419,321.25	0.00	1,500,000.00	28.0	1,080,678.75	2,000,000.00	0.0
70 Agency/Restricted	4,644.00	487,866.00	0.00	0.00	*****	-487,866.00	0.00	643,826.7

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

\$Reader

For: NOV 2425 11

Run: 10:24:12 Fri Dec 6 2024

Allen County Community College
Treasurer's Report November 30, 2024

<u>Fund Description</u>	<u>Balance</u> <u>10-31-2024</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Balance</u> <u>11-30-2024</u>	<u>- A/R</u> <u>11-30-2024</u>	<u>+ A/P</u> <u>11-30-2024</u>
11 General	\$17,494,121.41	\$65,227.40	\$985,455.52	\$16,573,893.29	(\$46,904.64)	\$192,089.73
12 Postsecondary Technical Educat	\$4,136,875.98	\$0.00	\$76,565.48	\$4,060,310.50	\$0.00	\$0.00
14 Adult Supplementary Education	\$6,500.85	\$0.00	\$0.00	\$6,500.85	\$0.00	\$0.00
16 Auxiliary Enterprises	\$4,004,448.00	\$18,022.42	\$120,643.25	\$3,901,827.17	\$0.00	(\$28,777.50)
20 EDPMS	(\$103,590.37)	\$0.00	\$0.00	(\$103,590.37)	\$198,686.79	\$268,637.37
21 College Work Study	\$0.00	\$1,795.50	\$1,795.50	\$0.00	\$0.00	\$0.00
22 SEOG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23 ABE Grant	(\$0.42)	\$0.00	\$0.00	(\$0.42)	\$0.00	\$0.00
24 PELL	(\$3,698.00)	\$4,622.00	\$4,622.00	(\$3,698.00)	\$0.00	\$0.00
27 State Grants	\$471,739.13	\$0.00	\$491.16	\$471,247.97	\$0.00	\$0.00
28 Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40 Loan Funds/Restricted	\$0.00	\$7,671.00	\$7,671.00	\$0.00	\$0.00	\$0.00
61 Capital Outlay	\$3,025,193.31	\$0.00	\$12,755.00	\$3,012,438.31	\$0.00	\$0.00
70 Agency	\$2,249,347.30	\$0.00	\$4,644.00	\$2,244,703.30	\$0.00	\$20,055.74
Holding for Distribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$31,280,937.19	\$97,338.32	\$1,214,642.91	\$30,163,632.60	\$151,782.15	\$452,005.34

Summary of Cash Transactions

	<u>Balance</u> <u>10-31-2024</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>11-30-2024</u>
Landmark Nat'l Bank #385 (Gen. Fund	10,746,821.53	185,795.20	1,026,427.49	9,906,189.24
Landmark Nat'l Bank #377 (Fed Funds	0.15	83,590.21	83,590.21	0.15
Community Nat'l Bank (Checking)	83,325.95	23,540.44	0.00	106,866.39
Petty Cash-Main Campus	289.55	20.13	9.68	300.00
Landmark Nat'l CD's	8,000,000.00	0.00	0.00	8,000,000.00
Community Nat'l Bank CD's	6,450,000.01	0.00	0.00	6,450,000.01
Emprise Bank CD's	6,000,000.00	0.00	0.00	6,000,000.00

Allen County Community College
Treasurer's Report November 30, 2024

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	29,405.82	29,405.82	0.00
Cashier's Drawer #2	0.00	0.00	0.00	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
	<u>31,280,937.19</u>	<u>322,351.80</u>	<u>1,139,433.20</u>	<u>30,463,855.79</u>

Pledged Securities

11-30-2024

Investments - KMIP	\$0.00
Emprise Bank	\$3,879,991.96
Community National Bank & Trust	\$6,307,097.00
Landmark National Bank	\$21,066,011.41
	<u>\$31,253,100.37</u>

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

President

Board Chair

Allen County Community College
Treasurer's Report November 30, 2024

Allen County Community College
Treasurer's Report November 30, 2024

<u>Rounding</u>	<u>Balance</u>
<u>11-30-2024</u>	<u>11-30-2024</u>
\$0.00	\$16,812,887.66
\$0.00	\$4,060,310.50
\$0.00	\$6,500.85
\$0.00	\$3,873,049.67
\$0.00	(\$33,639.79)
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	(\$0.42)
\$0.00	(\$3,698.00)
\$0.00	\$471,247.97
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$3,012,438.31
\$0.00	\$2,264,759.04
\$0.00	\$0.00
<u>\$0.00</u>	<u>\$30,463,855.79</u>

Allen County Community College
Treasurer's Report November 30, 2024

Allen County Community College
Treasurer's Report November 30, 2024

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

Report to the Board of Trustees

Dr. Kara Wheeler: Vice President for Academic Affairs

December 2024

Academic Affairs

- Data for Academic Program Review is still being collected by Jacob and myself. I held a training on Program Review for all faculty and instructional staff that will be completing the work in the spring semester. Sub-committees from Assessment Committee are continuing their working on Departmental Review for non-academic areas, co-curricular assessment, and Institutional Learning Outcomes.
- We continue to work with The Arnold Group on the Compensation study. They have tentatively created new salary ranges for position levels, and we have discussed the need to change some position titles to align with the new ranges.
- We met with Dr. Richard Schooler from Kansas City University—Joplin Campus once again to finalize our MOU we will have in place with them starting next year. This will allow students interested in becoming Doctors to be a part of a cohort of students that will be able to be accepted by maintaining a certain G.P.A. and earning a C or above in required courses from Allen.
- I am continuing the work of updating the board policies per the requests of the board. KASB has sent us all of the draft policies except for 5. President's Council will continue to review and bring forward to the board.
- Josiah and I met and we have created new awards that will be given at the end of the school year for faculty/staff of the year chosen by students, and student leadership awards nominated by faculty and chosen by President's Council. We will have an award ceremony the Friday before graduation.

KBOR:

- Discussions have continued on the "First 15" for concurrent/dual-credit students. KBOR is putting together another committee to try and finalize this, but they still have no idea on how funding would work.
- The projects we are currently working on:
 - Training occurred on the systemwide General Education master course lists and how we can update those starting now. The project opens up Dec. 2 and will be finalized by KBOR by January 17th.

- Monthly meetings are still occurring to assist with the roll-out of math pathways. As a reminder, these must be implemented by Fall 2025. We are offering our first Contemporary Math course this spring.
- English placement measures were approved by KBOR, so we will implement these in the coming year. English faculty are continuing their professional development sessions in preparation for the co-requisite switch.
- KBOR has us checking all CTE aligned programs across the state to make sure we are following the approved alignments on KBOR's website. This will be due in the spring.

Concurrent/Dual-Credit Update (Lauren Moots):

Iola and Burlington CEP agreements have been executed, and this agreement will begin in July 2025, ending June 2028.

I have written up the new CEP agreements for the following schools, and we are all planning to meet after the winter break to discuss and sign these agreements. Leaving 8 other HS left to complete after the break as well.

- Lebo-Waverly HS
- Mission Valley HS
- Shawnee Heights HS
- Lyndon HS
- Osage City HS
-

Community/ HS Engagement:

I attended the Iola HS Career Conversations Expo with Kelly Baker. We presented on Apprenticeships at Allen and also the multiple ways our programs, certificates, and CTE classes can benefit those in high school right now. It was a great expo and we met a lot of other businesses both locally and regionally that sparked conversation and hopefully more partnership opportunities.

I will be attending Prairie View HS College & Career Day on Friday, December 6th to expose and promote Allen CC.

High School Enrollment:

We are currently working to finalize all HS Enrollment both for concurrent and dual credit classes. I am working closely with the HS counselors to get their students enrolled before winter break. I will be traveling to Shawnee Heights HS on December 18th to help with admissions to Allen, enrollment questions and more as I have found doing this at Crest HS and Iola HS it was extremely helpful to the students.

Student Affairs Report to the Board of Trustees

Cynthia Jacobson, Vice President for Student Affairs



December 10, 2024

Enrollment Management

Advising and enrollment for the Spring 2025 semester continues. As of Tuesday, December 3rd 1029 students with 8498 credit were enrolled for Spring 2025. Year-to-date this compares to 893 students with 7749 credits last year. Our Spring 2024 census enrollment was 1569 students with 12,952 credits.

Ocelot is the company that provides the chatbot on the Allen website. Included with this report is information about the chatbot use for the past year. The Allen chatbot has been used over 20,000 times.

Financial Aid

As of December 1st, FAFSA's for 2025-2026 are available for students to complete. We are communicating this information to current and prospective students. We don't know yet when Allen will begin receiving the FAFSA information to begin awarding aid. We are anticipating it will be sometime in January.

Financial aid staff has been visiting area high schools to discuss financial aid with seniors and their families. Because the FAFSA wasn't available until now, we will continue our high school visits during the spring semester.

Student Life

We have received a number of applications for the Director of Student Life position and plan to interview candidates during the week of December 9th. We have wrapped up student events for the fall semester. Students will be leaving campus on December 12th with a few international students flying home on December 13-14. Early athletes will return after the new year and other students will begin arriving back to campus on January 15th with classes starting on January 21st.



Usage Report Allen County Community College October 2024

Chatbot

Conversations
6,241

Interactions
14,780
(all time - as of 10/23/24)

Knowledge Base Size

2,058
6 Custom

Get Answers

Videos Watched
367
(all time)

Summary

• Allen County Community College has partnered with Ocelot since 2023.
• 33% of questions answered were before/after normal business hours and 15% on weekends.
• The top 5 questions consistently asked of Reggie the Red Devil:

- How do I get my transcript?
- What online classes and programs are available?
- What majors or programs are available?
- How do I register for classes?
- How much is tuition?

Yearly Value 10/1/23 - 9/30/24

Total chatbot interaction	8,516
Total cost savings*	\$44,496
Total Ocelot investment	\$14,000yr
Return on investment	3.18 x value

* Based on an average 95% Ocelot response success and an IBM Watson study estimating a cost of \$5.50 per 3.5 min interaction



Allen Community College

Iola Campus and Online Learning

Melanie Wallace, Dean for Distance and General Education

Report to the Board of Trustees, December 10th, 2024

Faculty and Classes:

- Faculty are preparing for final exams in classes for the fall semester. Final exams will take place on campus December 9th, 10th and 11th.
- The final day of the semester is Wednesday December 11th and the last faculty contract day for the fall semester is Friday December 13th.
- Allen's annual Christmas party will take place on campus on December 13th at Noon.
- The Theatre department will be traveling to a workshop January 9th – 11th in Wichita. Tricia will be conducting some workshops as well as attending other workshops. They will also be traveling January 20th – 24th for their regional competition in Des Moines Iowa.
- Instrumental Music's holiday performance will take place on December 5th at 7pm at the Bowlus Fine Arts Center.

Online Learning:

- Course design projects for fall 2024 are complete. Mason is completing tech reviews on the new course designs and Jerald is nearing completion of the master course reviews on those courses. All courses will also go through a peer review to check content and those are nearing completion as well.
- We had a great turnout for our adjunct faculty meeting on November 20th at 6pm. We had 30 attendees. We updated them on what is happening here at the college and gave them some end of the semester reminders.

Upcoming Events:

- Holiday Instrumental Music Concert – December 5th at 7pm at the Bowlus Fine Arts Center
- Final Exams – On Campus - December 9th, 10th and 11th
- Last Faculty Contract Day for Fall 2024 – December 13th
- Winter Break – December 21st – January 5th

December 10, 2024 Board Report

Lisa Wicoff

Dean for CTE and Industry Partnerships

Dean's Report

I have developed a spreadsheet to help to determine the cost of offering each of our CTE courses and the number of students that need to be in a class to not lose money on the course. I have these numbers for the CTE in EXCEL calculated, and will add students paying tuition in-state, in-district, and out-of-state. Numbers are based on whether the class is taught by a full-time faculty member, or adjunct. These will need to be reviewed and tweaked, but it is a first attempt. I hope to share these at the January board meeting to anyone who is interested. Because of the different tuition rates, and different rates of reimbursement, it gets tricky. Based on the first round of EXCEL in CTE, faculty were given a goal of recruiting at least 9 members for each class. We know that some classes will be much larger, and some much smaller, but for students who qualify for EXCEL in CTE (high school), this would cover faculty salary and overhead expenses.

Perkins-We have been awarded approximately \$8,000 for our Perkins incentives for meeting our goals for Perkins eligible courses. Our consortium (Indy and PSU) was awarded \$21,000, so our 1/3 split of the money will be \$7,000. We will meet in January to determine how the funds are spent, it is a group decision. We will have Perkins training from KBOR for Perkins faculty and staff who work with Perkins fund during our in-service in January. Any board member who is interested in attending the training is welcome, please email me and I will send you an invitation once the date and time (tentative 1/17 at 4pm) are determined by KBOR. We have held several advisory board meetings in the last month, the Machining and Manufacturing meeting on Dec. 12 is the last of the meetings for this semester.

An event for high school students to explore CTE areas will be planned for this spring. Details to follow.

CTE faculty and staff have been asked to report recruitment events and professional development planned for this spring by January 31. The recruitment information will be used to coordinate with admissions and marketing. Nikki Peters and I have been working together on CTE recruitment, and this will help us to achieve our goals in a more effective manner. Nikki Peters and Carla Baker have been helping us with ordering swag and producing marketing materials and advertising for the Lola Register.

CTE now has two work study students, one started in mid-November and another will start in January. Aaron Heisser has been very helpful in setting up the computers for the

cyberwarfare range. After the break we will open the range. Shania Charles will work primarily with Allied Health, she is a pre-nursing major and will be very helpful in paperwork and preparing materials for labs and clinicals. She and Aaron will both help us to complete CTE social media posts.

Allied health CTE report-Leslie Weir

Fall classes were opened up to include a couple that hadn't been taught in the last couple years. We were able to hold those online as by arrangement courses.

- Long term care medical records (2 students by arrangement)
- Medical administrative aspects (4 students by arrangement)
- Home Health aide (5 students)
- Drug awareness (10 students)
- Medication aide update is being offered online monthly to help keep CMA's certification current.
- Professionalism in mental health care (13 students)

These courses will be offered each semester and we expect enrollment to grow with each offering now that students know they are available again.

The Certified Medication Aide course was filled during both eight week sessions. The class size was set at 6 students this fall since the clinical instruction allows for 6 students at a facility each time. The first class had a 100 percent pass rate. This is the first time in a while that we have filled two classes in one semester. We will be offering a CNA and CMA course at Overbrook during the spring semester.

We had Frontenac high school start with a CNA class of 11 students and clinicals were held at the Arma nursing home. Those students will be taking the state test at PSU the week after classes complete. They are also signing more students up for the spring 2025 semester.

We had several full classes of medical terminology, several students from Tonganoxie high school took the course.

We will offer again courses in the spring that have been on the schedule in previous years including

- Activity director and Social service designee
- Medical office accounting

- Legal concepts
- Professionalism in healthcare
- Mental health first aide
- Medical insurance coding and billing
- Rehabilitation aide

The HOSA club was started with over 10 members. We attended the fall conference in Manhattan at KSU. We are hosting the winter conference at Allen on December 14th. We plan to compete in the spring to qualify for nationals in the summer of 25.

We are meeting with two paramedics from Iola EMS who are interested in teaching the EMT course for Allen in the spring. Kara turned in our paperwork to KBOR for a Stand Alone Program (SAP) which is a 12 hour certificate for EMT on 12/3/24.

Workforce Development and Apprenticeships-Kelly Baker

I visited Dr. Courtenay Wills, Associate Director of apprenticeships & Custom Training, and Tippi Killingsworth, Work-Based Learning Coordinator, at Washburn Tech on October 30th. They shared knowledge regarding how they process apprenticeships and included me in a meeting with the District Court in Topeka, where they are working on a Court Reporter apprenticeship.

The WorkHands app has been fully implemented. Our apprentices can easily track their On-the-Job training hours and their course completion rates.

Lisa and I worked with Pharmacist Nicholas Lohman, Allen Allied Health Instructor, to create a Pharmacy Technician Certification test preparation course to be offered SP25. In the past, Pharmacy Technicians in Kansas did not have to complete the certification exam. That rule has recently changed, now requiring all Kansas Pharmacy Technicians to complete and pass the certification exam. To our knowledge, Allen is the only college in the state offering this type of exam prep course. I worked with Carla Smith, Allen Graphic Designer, to create an advertisement for this course. The Iola Register should be running the ad soon.

Lisa and I met with Karen and Chris from the Paola Adult Education Center. The GED program and A-OK programs will be offered at Allen beginning SP25. We are also planning to offer English Language Acquisition (ELA) courses at a later date.

Lisa and I participated in the National Apprenticeship Week Summit at the Salina, KS, Regional Airport on November 21st. it was a day full of great conversations, panels, and

guest speakers. One of the panel members was an incarcerated individual, who completed a construction apprenticeship while in prison. The event was on Thursday, 11/21, and he was scheduled for release on Tuesday, 11/26. Truly a success!

Friday, November 22nd, Lauren Moots and I attended the Career Conversations event at Lola High School. We spoke to students about apprenticeships and the opportunities available. We were in the same speaking group as a gentleman from B&W, so our conversations fed off each other's perfectly. We both spoke about the renovated area that now houses Machining & Manufacturing instruction.

Our Nurse Assistant, Certified apprenticeship submission has stalled. Our State reviewer has been away from the office travelling for work, so has not been able to help finalize this final submission to the Apprenticeship Council. I am hopeful that we'll be able to submit this before winter break.

I am also working on an Electrician apprenticeship and will be meeting with Kurt Jackson, owner of KJ Electrical Contracting, LLC, to iron out the details. I am hopeful to submit this apprenticeship for review and then to the Apprenticeship Council before winter break as well.

IT/Cybersecurity-Sharon Lawless

Information Technology & Cybersecurity Program advisory board met on 11/12/24 over Zoom. There were 9 advisory board members present at the meeting. This advisory board includes members from Talespin Reality Labs, Enterprise IT Infrastructure, DispatchHealth Driving, Blue Cross Blue Shield, of Kansas, Scientific Games, Enterprise KC, WebKIDSS, Kansas Education Technology Consortium, Inc., CenturyLink, Burlingame and Santa Fe Trail Public Schools, and Ottawa University,

I presented information on Cybersecurity careers at the Lola High School Career Day on 11/22/24 and attended an information technology advisory meeting for Lola High School.

New programs-

We continue to work with a large corporation on a potential training program, we are waiting for their legal department to produce an MOU.

Dates:

12/3-12/7-Wicoff and Weir to the National ACTE (Association for CTE) conference in San Antonio

12/14/24-State HOSA Competition CANCELLED due to low enrollment, will look at a summer date.

January 17, 1-4 pm-State Perkins training for staff and faculty.



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Institutional Effectiveness and Research

Jacob Reichard, Director of Institutional Effectiveness and Research

Report to the Board of Trustees, December 10, 2024

- I am continuing to work on Program Review for the different programs at the college. With Kara's help, we are putting together a comprehensive review of the program for the last 1-3 years and sending it to the department head upon completion. Along with the number of students in each program and how they are taking the classes, we are looking at the funding formula from the state's perspective.
- Continued work on the J1 Implementation.
 - We are currently redoing our general ledger configuration to ensure that the configuration is done in the correct format and in a way that our users and support can understand it. This has been the primary focus for the last month.
 - We have been working through the questions and errors that our consultants have sent to us.
- I am working with the registrar and financial aid on the Financial Value Transparency and Gainful Employment (FVT/GE) report that is due in mid-January. This report is a federal report that is to ensure that the programs that we offer will allow a student to earn enough money to pay for the cost of the program.

Board Report

Athletes of the month for October were Josie Weers from Volleyball and Michael Christopher from men's cross country. The athletic department adopted 44 kids in town for Christmas and shopped for them on December 5th at Walmart. Spent an average of \$60 per kid and money came from each programs fundraising account. A couple teams will help the First Baptist Church wrap the presents, so that they can be delivered to the kids. Men's and Women's soccer have been running the youth futsal league for the Iola recreation department on Saturday's. Have established the first ever Red Devil Hall of Fame and will be doing an induction ceremony on Feb. 22nd between games. Currently in a campaign to raise money to name the gym floor after former men's basketball coach Neil Crane in combination with the Community Foundation until December 15th. The Community Foundation will match a certain portion of funds donated up until that time. We have had 4 teams ranked in the polls this year out of 6 that have had or are in season. Next booster club luncheon will be on Dec. 9th at Rookies in at noon.

Basketball:

Women: Currently 9-0 overall and are 4-0 at home. Currently ranked 18th in the nation. Will have a couple weeks off before returning to action on Jan. 4th at Crowder at 2 pm.

Men: Currently 3-7 and 3-3 at home. Have a home game on Dec. 11th against Ottawa JV at 7pm to finish off the semester. Will return to action at home on Jan. 11th against Fort Scott at 8pm.

Cheer and Dance:

Performing at Halftimes and during all home basketball games Next home game is Jan. 11th that they will be performing at.

Men's Soccer:

Jehovah Dimtotinine, Alfie Scandle, Amogelang Mofoke, Calum Murphy and Elvis Simiyu were all named second team All-Conference.

Women's Soccer:

Audrey Smith was named All-Conference 1st team and offensive player of the year in the conference. Makenna Blanchat, Luna Van Tilborg, Keimari Simmons, Martha Joseph, and Jillian Muelberger were named 2nd team All-Conference

Cross Country:

Leonardo Flores finished 18th in the nation at the national cross country meet.

Baseball, Softball, and Indoor Track will start up once 2nd semester starts up.

New Program Request Form

CA1

General Information

Institution submitting proposal	Allen Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Lisa Wicoff, Dean for CTE & Industry Partnerships 620-901-6301 Lwicoff@allenc.edu
Identify the person responsible for oversight of the proposed program	Leslie Nelson-Weir
Title of proposed program	Gerontology/Aging Specialist AAS
Method of program delivery (face to face, online, hybrid)	Face to face, online, hybrid
Proposed suggested Classification of Instructional Program (CIP) Code	51.3902, 51.0718
CIP code description (from nces.ed.gov/ipeds)	<p>A program that prepares individuals to perform routine nursing-related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.</p> <p>A program that prepares individuals to apply managerial principles to the administration of nursing homes, assisted living facilities, adult day care, home health services, and other long term care settings and agencies serving the elderly and disabled. Includes instruction in social and clinical aspects of aging, health care delivery systems, nursing home administration, assisted living administration, aging policy and government programs, ethics, business management, financial management, human resource management, marketing, and applicable laws and regulations.</p>
Standard Occupation Code (SOC) associated to the proposed CIP code	31-1131 11-9111
SOC description (from onetonline.org)	Provide or assist with basic care or support under the direction of onsite licensed nursing staff. Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. May include medication administration and other health-related tasks. Includes nursing care attendants, nursing aides, and nursing attendants. Excludes “Home Health Aides” (31-1121),

	<p>“Personal Care Aides” (31-1122), “Orderlies” (31-1132), and “Psychiatric Aides”</p> <p>Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.</p>
<p>Number of credits for the degree <u>and</u> all certificates requested</p>	<p>Certificate A-19 credit hours Certificate B-35 credit hours Certificate C-56 credit hours AAS-62 credit hours</p>
<p>Proposed Date of Initiation</p>	<p>July 1, 2025 (or when approved)</p>
<p>Specialty program accrediting agency</p>	<p>KDADS?</p>
<p>Industry-recognized certification(s) to be earned by students</p>	<p>Kansas CNA, Kansas Home Health Aide, Kansas Medication Aide, American Heart Association BLS</p>

Signature of College Official _____ Date _____

Signature of KBOR Official _____ Date _____

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA-1a form).

Institutions requesting subordinate credentials (i.e., requesting a CERTB when an AAS is already approved and coursework is a subset of existing courses) need only submit the following sections:

- 1) *General Information,*
- 2) *Program Rationale,*
- 3) *Demand for the Program (all 10-year Occupational Outlook data and Perkins CLNA information),*
- 4) *Complete catalog descriptions (including program objectives) for the proposed program,*
- 5) *List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program,*
- 6) *List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation),*
- 7) *CA-1b if Excel in CTE fees if requesting approved to charge fees that are not already approved,*
- 8) *CA-1d if requesting eligibility for Promise Scholarship, and*
- 7) *Program Approval at the Institution Level*

Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include why the program is needed, where the idea to offer the program came from (including the requesting entity), number of projected enrollments, and who was involved in the development of the program.

The population of Kansas is aging. According to the 2022-25 State Plan on Aging, “Growth is projected to be strong for every age bracket over 65, especially for those 85 years old and older...In percentage terms, the over 85 population in Kansas is projected to grow even faster than the over 65 population; the over 85 population is projected to expand from 63,848 in 2014 to 230,299 in 2064, a 260 percent increase” (State-Plan-on-Aging, 2024)

Source: (https://www.kslegresearch.org/KLRD-web/Publications/Resources/Documents/SeniorCare/KDADS_State-Plan-on-Aging-2022-2025-FINAL.pdf)

On April 22, 2024, the Centers for Medicare and Medicaid Services (CMS) released a final rule that created new requirements for nurse staffing levels in nursing facilities. This rule is phased in over time, with the final phase of implementation requires nursing facilities to have a minimum of 0.55 registered nurse (RN) and 2.45 nurse aide HPRD (hours per day per patient) in addition to the overall 3.48 HPRD requirement in the interim rule. This is being phased differently to rural and urban nursing facilities, with rural facilities facing this requirement in May of 2029 (KFF). KFF also states that of the 3 million direct care workers in the US, most are women (87%), low-wage (65%) and “over four in ten are 50 years old or more”.

Between the increase in the over 65 population and the new nursing requirements, the already difficult work of finding enough trained workers in nursing home and assisted living facilities will only get worse as those over 50 employees begin to near retirement. This program will not only help to address the shortage of workers in the LTC industry, but also provide shorter certificates for other direct support

professionals who will be needed in areas other than geriatric facilities and home health for the aging population.

Source: <https://www.kff.org/medicaid/issue-brief/who-are-the-direct-care-workers-providing-long-term-services-and-supports-ltss/>

If the recommended program is duplicative of other programs in the area, please specifically address why the new, additional program is necessary.

Currently, CNA, HHA, and CMA courses are offered in a large number of programs in Kansas. This program does not seek to duplicate any existing program, but allow for a more highly trained workforce for the LTC industry within the state of Kansas, with an emphasis on geriatric care. American Health Care Association (AHCA) released its 2024 State of the Sector Report, highlighting a recent survey of 441 nursing home providers. The results showed:

- Seventy-two percent of nursing homes say their current workforce levels are lower than pre-pandemic staffing levels.
- More than half of nursing homes say their workforce situation has stayed the same or gotten worse.
- Ninety-nine percent of nursing homes currently have open jobs, including 89 percent who are actively trying to hire for registered nurse (RN) positions.

The AHCA survey also found that even with strong recruitment and retention efforts, there is a “lack of interested or qualified candidates” and “nursing homes are limiting admissions and concerned about closures”.

Source: <https://www.ahcancal.org/News-and-Communications/Press-Releases/Pages/State-Of-The-Sector-Nursing-Home-Staffing-Shortages-Persist-Despite-Unprecedented-Efforts-To-Attract-More-Staff.aspx>

Program Description and Requirements

- Provide a complete catalog description (including program objectives/outcomes) for the proposed program.

Allen’s Gerontology/Aging Specialist AAS degree will provide a comprehensive, interdisciplinary and experiential approach to train direct service workers in the health care industry to work with older adults in a variety of for-profit and non-profit agencies, adult care facilities, home-health agencies, hospice agencies, and businesses and industries. Course work will provide comprehensive training including the physical, psychological, and social aspects of the aging process while providing necessary certifications for direct service workers as required by KDADS.

OUTCOMES

Gerontology/Aging Specialist AAS graduates will be able to:

- Analyze the physical, social, psychological, and spiritual aspects of aging throughout the lifespan
- Apply ethical, professional and legal standards to working with the aging population
- Identify the role of the gerontology professional in the connection of service delivery
- Identify strategies to cultivate an age-friendly community
- Use clear and effective communication with older adults, professional peers, family members and the community

Include any work-based learning requirements of the program, such as clinicals, internships, etc. If clinical experience is required, please identify whether sufficient clinical sites are available.

CNA, CMA clinicals in existing program. 45 hour Internship in long-term care facility required for degree.

- List and describe the admission and graduation requirements for the proposed program.

Students must be 16 to begin CNA coursework, and 17 to begin CMA coursework, turning 18 within 26 months of taking the CMA course in order to sit for the Kansas State CMA certification test.

Students must meet qualifications for CNA, CMA, and HHA courses including tuberculosis testing, and reading levels required by these courses.

Demand for the Program (in SAPP Certificates/CNA/CMA/HHA applications previously approved)

- Using the most recent Kansas Department of Labor's Long Term (10-year) Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections for the SOC code identified in the General Information section: annual occupational growth, estimated annual median wages, and typical education level needed for entry.
 - Labor information included should show demand in the occupation for the level of education being proposed for the program.
 - Include additional data for local and regional employer demand if available.
 - For new programs for which state-level labor data is not yet available, additional resources to demonstrate demand for the occupation being trained must be included. Job posting data (cite resource used and date of review) and projected hiring needs for employers (documented in employer letters of support) are examples of additional labor data documentation.
- Show demand from the local community. Provide letters of support from at least three potential employers in your region, which state the specific type of support they will provide to the proposed program. Examples of program supports may include commitments to interview graduates for job positions, providing scholarships, providing internships or other work-based learning opportunities, donation of equipment/materials, assistance with program design, serving on advisory board, etc.
- Provide data from the most recent Perkins Comprehensive Local Needs Assessment recommendations, demonstrating the need for the program initiation.
- Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CAI materials for review purposes. The agreement will not be published or posted during the comment period.

Allen currently has partnerships with our clinical sites, Moran Manor, in Moran, Kansas, Brookside in Overbrook, Kansas, and Heartland Meadows in Iola, KS, who provide clinical sites for our CNA and CMA courses. Many of the students trained at these clinical sites continue into employment with these LTC facilities. In addition, we have a strong Allied Health Advisory Board and are continuing to work on partnerships with other businesses and non-profit entities to provide Allied Health Training, such as our Mental Health Technician Certificate developed with SEK Mental Health Center. These facilities will provide internship and employment opportunities for students in the program.

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.
- Was collaboration with similar programs pursued? Please explain the collaboration attempt, and if not pursued, rationale for why collaboration was not a viable option. (Recommend that collaboration opportunities be explored and documented with existing programs, examples include sharing best practices, recruitment and retention strategies, curriculum or equipment suggestions, working with business and industry on work-based learning opportunities, etc.)

No other community college in Kansas offers a Geriatric Care Associate of Applied Science Degree. This program builds upon Allen's existing Health Care Specialist Certificate to offer a Certificate A, B, C and AAS Degree.

Program Information

- If the program has undergone the alignment process at the state level, please review alignment requirements and ensure the courses, industry-recognized certifications, and accreditation requirements are met in the proposal. Listing of aligned programs can be found at: https://www.kansasregents.org/workforce_development/program-alignment
- List by prefix, number, title, and catalog description all courses (including prerequisites) to be required or elective in the proposed program. (on attached sheets)
- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point. (on attached sheets)
- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seeking said accreditation.
 - If seeking accreditation, also describe the plan to achieve it.
- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.
Iola, Marmaton Valley, Crest, Yates Center, and Humboldt High Schools are expected to participate in Certificate A-Meeting week of Nov. 4 to further discussion.

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.
CTE Faculty Qualifications, KDADS qualifications for CNA, CMA, HHA, RA courses.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).

Expansion of program utilizes existing coursework with the addition of two additional courses, Introduction to Hospice and Allied Health Field Experience Course. Neither course will utilize a textbook, expenses for these two courses will largely be faculty and adjunct salaries.

- Provide detail on CA-1a form.

- Describe any grants (including requirements of the grant) or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

We will look for grants to help fund the cost of expanding this program.

- **Additional cost and funding documents to include as needed:**

- Provide Excel in CTE fee details on the **CA-1b form** if the program will be offered to high school students and requesting approval for fees.

Classes already CTE in EXCEL coursework, will apply for two new courses.

- If the program is requesting Perkins funding, provide details on the **CA-1c form**.
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.

Program Review and Assessment

- Describe the institution's program review cycle, and anticipated review timeframe for proposed program.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - Program Advisory Committee
(Including a list of the business and industry members) (uploaded onto CTE Teams)
 - Curriculum Committee
 - Governing Board
(Including a list of all Board members and indicate those in attendance at the approval meeting)

Program Proposal Submission

- Please enter proposed program into the Kansas Higher Education Data System (KHEDS)
- Please create a PDF of all documents, and submit the completed application to the following:

April Henry
Director of Workforce Development
ahenry@ksbor.org

Charmine Chambers
Associate Director for Workforce Development/Data/Finance
cchambers@ksbor.org

New Courses:

NHAXXX Introduction to Hospice Care (1 credit hour)

Introduction to hospice and palliative care settings, with topics including the hospice philosophy, pain and symptom management, death and the dying process, as well as grief support. Students will gain an understanding of hospice eligibility, ethics and confidentiality, interdisciplinary team roles, communication, advanced directives, care-giving issues, and self-care.

Course Topic Outline

Syllabus:

1. **Hospice model of care:** The differences between hospice and palliative care, the hospice interdisciplinary team, and who is eligible for hospice
2. **Medicare hospice benefit:** Eligibility, structure, discharge, and benefits and limitations
3. **Bereavement care:** The bereavement, mourning, and grieving processes
4. **End-of-life care:** The process of dying, cultural and religious differences, and interaction techniques with patients, family, and children
5. **Advance directives:** Differentiating between advance directives, do not resuscitate orders, living wills, and healthcare powers of attorney
6. **Pain and symptom management:** Managing pain and symptoms
7. **Ethical and cultural issues:** Ethical and cultural issues in hospice care
8. **Communication:** Communication at the end of life
9. **Family care:** Caring for the family
10. **Spiritual care:** Providing spiritual care

Learning Outcomes:

1. Demonstrate knowledge of the different roles of each hospice team member,
2. Demonstrate knowledge of the services available in hospice and palliative care.
3. Explain end-of-life care including interactions with patient, family, and children.
4. Discuss the differences in advance directives, DNRs, living wills, and medical power of attorney.
5. List important factors for communication at the end of life.
6. Discuss eligibility for hospice services.
7. Understand the ethical, cultural, and spiritual issues at the end of life.

Instruction Methods

Instruction for this class will be done via reading, video, textbook, and lecture.

Evaluation Methods

Evaluation methods include quizzes, discussion boards, and assignments.

NHAXXX Field Experience in Allied Health (1 credit hour)

This course provides on-the-job training in an allied health career. Supervision will be arranged and coordinated by the allied health faculty or staff and an approved allied health employer. The Student Intern will be required to complete a minimum of 45 practicum hours per hour of credit taken. Students enrolled will be asked to complete weekly program report and write a written review on their intern experience as well as complete a knowledge, skills, and abilities checklist.

Textbook Information

Title: No textbook required

Course Description

Credit Hours: 1

Prerequisites: None

Course Description: This course provides on-the-job training in an approved allied health facility. Supervision will be arranged and coordinated by allied health faculty or staff. A minimum of eight weeks of work experience is required. The student completes a required report of activities and skills learned. This course is for students in the Allied Health program only.

Learning Outcomes

Upon completion of this course, students will be able to:

1. Apply appropriate workplace behaviors and transferable employability skills in a professional setting.
2. Demonstrate content knowledge appropriate to job assignment.
3. Exhibit evidence of increased content knowledge gained through practical experience.
4. Describe the nature and function of the organization in which the internship experience takes place.
5. Explain how the internship placement site fits into a broader career field.
6. Evaluate the internship experience in terms of personal, educational and career needs.

Instruction Methods

The following instructional methods may be used:

- A. Observation
- B. Written Reports
- C. Logbook Completion
- D. Hands on Training
- E. Discussion and Selection of Relevant Workplace Competencies
- F. The Faculty Internship Advisor meets with the student at the one-third point of the experience, the halfway point of the experience, at the close of the experience, and at other times as requested or needed to assess student progress towards meeting the course Program Learning Outcomes and Course Learning Outcomes.

Evaluation Methods

- A. Written Reports
- B. Logbook
- C. Hours Completed
- D. Work submitted on time
- E. Employer Evaluations of Relevant Workplace Competencies
- F. Instructor/Internship assessment of student progress in PLOs and CLOs.

Health Care Specialist Certificate

Certificate A

Required Courses: 19 Credit Hours			
Course ID	Course Title	Credit Hours	Notes-not correct
IND 100	Safety/OSHA	1	Fall, Spring, Summer
HPE 111	Basic First Aid/CPR	1	Fall, Spring, Summer
MED 102	Certified Nurse Aide	5	Fall, Spring, Summer
MED 103	Medication Aide	5	Fall, Spring, Summer
MED 107	Rehabilitation Aide	2	Fall, Spring, Summer
MED 120	Medical Terminology	3	Fall, Spring, Summer
NHA 141	Drug Awareness	1	Fall, Spring, Summer
NHA 146	Professionalism in Healthcare	1	Fall, Spring, Summer
	Total:	19	

Health Care Specialist Certificate A Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
OSHA	1	Basic First Aid/CPR	1
Medical Terminology	3	CMA	5
CNA	5	Rehabilitation Aide	2
Drug Awareness	1	Professionalism in Health Care	1
Total	10	Total	9

Health Care Specialist

Certificate B

Required Courses: 20 Credit Hours			
Course ID	Course Title	Credit Hours	Notes
	*All Courses from Cert A	19	Fall, Spring, Summer
MED 108	Home Health Aide	2	Fall, Spring, Summer
NHA 246	Legal Concepts	3	Fall, Spring, Summer
NHA 235	Long Term Medical Care Records	3	Fall, Spring, Summer
NHA 239	Medical Office Accounting	3	Fall, Spring, Summer
NHA 160	Social Services Designee/Activities Director	5	Fall, Spring, Summer
	Total:	35	

Certificate in Healthcare Specialist Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
MED 108 Home Health Aide	2	NHA 160 SSD/Activities Director	5
NHA 235 Long Term Care Med Records	3	NHA 246 Legal Concepts	3
		NHA 239 Medical Office Accounting	3
Total	5	Total	11

Health Specialist Certificate C

Required Courses (Certificate C): 56 Credit Hours

Course ID	Course Title	Credit Hours	Notes
	*All courses from Cert A and Cert B	35	
COM 211	Interpersonal Communications	3	Fall/Spring/Summer
LDR 240	Organizational Leadership	3	Spring
LDR 271/ NHAXXX	Leadership Intern II or Allied Health Field Experience	1	Fall/Spring/Summer
CIS170	Microsoft Office	3	Fall/Spring/Summer
BIO115	Basic Nutrition	3	Fall/Spring/Summer
NHA 105	Mental Health First Aid	3	Fall/Spring/Summer
NHA 161	Medical Administration Aspects	4	Fall
NHA XXX	Introduction to Hospice	1	Fall
	Total:	56	

Aging Specialist AAS

Required Courses: Credit Hours

Course ID	Course Title	Credit Hours	Notes
	*All Courses from Cert A, B, and C	56	

General Education Courses: Credit Hours

Course ID	Course Title	Credit Hours	Notes
COL 101	English Composition I	3	Fall/Spring/Summer
PSY101	Intro to Psychology	3	Fall/Spring/Summer
	Total:	62	

AAS Aging Specialist Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
IND 100 Safety/OSHA	1	MED 107 Rehabilitation Aide	2
NHA 141 Drug Awareness	1	MED 103 Medication Aide	5
MED 102 CNA	5	NHA 146 Professionalism in Healthcare	1
MED 120 Medical Terminology	3	COM 211 Interpersonal Communications	3
COL 101 English Comp I	3	MED 108 Home Health Aide	2
HPE 111 Basic First Aid/CPR	1	PSY 101 Introduction to Psychology	3
Total	14	Total	16

Fall	
Course	Credits
NHA 235 LTC Med Records	3
NHA 161 Medical Admin. Aspects	4
NHA XXX Introduction to Hospice	1

Spring	
Course	Credits
NHA 160 SSD/Activities Director	5
NHA 239 Medical Office Accounting	3
BIO115 Nutrition	3

NHA 246 Legal Concepts	3
NHA 105 Mental Health First Aid	3
CIS 170 Microsoft Office	3
Total	17

LDR 240 Organizational Leadership	3
LDR 271 Leadership Intern II/NHA XXX Allied Health Field Experience	1
Total	15

New Course Proposal

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

Division/Department: Machining and Manufacturing

Faculty course developer: Lisa Wicoff

Course Prefix, Number, and Title: INDXXX Energy Industry Fundamentals

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

Course Details

Category	Enter Course Details here
Type of Course	<input type="checkbox"/> New General Education course <input type="checkbox"/> Brand new <input type="checkbox"/> Request to reactivate <input checked="" type="checkbox"/> New Career-Technical Education (CTE) course <input checked="" type="checkbox"/> Brand new <input type="checkbox"/> Request to reactivate
Credits	<input type="checkbox"/> <u> 3 </u> Lecture credits <input type="checkbox"/> Lab credits <input type="checkbox"/> On-the-job training, internship, or clinical experience credits <input type="checkbox"/> Total credits
KRSN Aligned If this course is aligned across the state, please provide the KRSN prefix/number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, KRSN prefix/number: _____
Contact Minutes per Week <ul style="list-style-type: none"> • 1 lecture credit = 50 contact minutes per week 	<input type="checkbox"/> <u> 150 </u> Lecture minutes per week <input type="checkbox"/> Lab minutes per week

<ul style="list-style-type: none"> • 1 lab credit = 75 contact minutes per week • 1 on-the-job training, internship, or clinical experience credit = 180 contact minutes per week 	<p>___ On-the job training, internship, or clinical experience minutes per week</p> <p>___ Total minutes per week</p>
<p>Course Description Descriptions are brief summaries of course content. Keep descriptions to 80-100 words.</p>	<p>Provides a broad understanding of the electric and natural gas utility industry and the energy generation, transmission, and distribution infrastructure. Covers business models, regulations, types of energy and their conversion to useable energy such as electric power, how generated power is transmitted and distributed to the point of use, emerging technologies, and the connection to careers in the energy industry. Students can earn a credential from the Center for Energy Workforce Development upon passing a national exam at the conclusion of this course.</p>
<p>Learning Outcomes Contact your Division Chair for help writing learning outcomes and competencies. It is recommended that there be no more than 5-7 outcomes for a course.</p>	<p>Students who successfully complete this course will be able to:</p> <ol style="list-style-type: none"> 1. Identify influencing factors and events that are driving trends, transitions, and changes in the US and global energy industries. 2. List and describe career pathways in energy industry and evaluate career requirements 3. Diagram and explain electricity generation, delivery, and consumption at a systems level 4. List the potential benefits of a career in energy and order these benefits based on your own career goals and priorities. 5. Explain the importance of a culture of safety to individuals, families, communities and companies as prioritized throughout the energy industry 6. Describe the impact of trends in energy production, generation, transmission, distribution, and consumption on energy industry careers.
<p>Course Outline Provide a basic course outline on what will be covered throughout the course. You can align it by weeks/units.</p>	<p>Course Outline</p> <ol style="list-style-type: none"> 1. Energy careers and concepts 2. Fuels for energy 3. Electrical generation technology 4. Energy trends 5. US Energy companies 6. Energy Grids 7. Power Transmission Systems 8. Power Distribution Systems 9. Natural gas 10. Energy billing 11. Energy policies and politics 12. Energy careers and energy justice

Grading	<input type="checkbox"/> P/NP only <input type="checkbox"/> Letter grade only
CTE courses: In which program(s) will this course be included?	Note in which program(s) and how course will be used (program requirement, elective): Ag, AET, Cybersecurity
CTE Fees: List any additional fees for this course.	None

Prerequisites, Corequisites, and Placement Requirements

Will this course have prerequisites?

Yes (fill in chart below)

X No

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

Corequisite options:

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

Prerequisites (list all that apply)

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

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

Placement Requirements

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

Impact and Rationale

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

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

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

KSDE Energy Pathway includes EIF as a course. Energy is now it's own pathway. The Energy industry employs people in almost every field, it is not just limited to energy workers such as lineworkers. This is the first step Allen is taking into the renewable energy pathway.

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

CTE courses: How does inclusion of this course affect program credit totals?

This is an elective course that will not affect program totals. Until we have a full energy pathway, this will primarily be a high school course.

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

Ag, AET, Cybersecurity, IMT and RTI for apprenticeships can all benefit from this course.

Collaborate with appropriate Dean to describe the financial impact, including: Instructional costs; workload; physical space requirements (e.g., labs); additional equipment needs; additional course fees. Please just note the date this discussion occurred: _____12/4/24_____

Collaborate with appropriate Dean to describe student impact, including: Effect of changes on program credits, articulations, cost, credit load, avoiding excess credits in transfer, financial aid credit limits, completion, and enrollments.

Please just note the date this discussion occurred: ____12/4/24_____

Revised Course Proposal

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

Division/Department: CTE Machining and Manufacturing

Faculty course developer: Misenhelter/Wicoff

Course Prefix, Number, Title: IND 105 Print Reading

Course Type

General Education Course aka, “transfer” course

Career-Technical Education (CTE) course

CTE: In which program(s) is this course included? Machining and Manufacturing

Course Revision Details

Category	Proposed Course Revisions Enter revisions in this column; check all that apply	Current Course Details Here Please include all details in this column even if you are not revising certain categories.
Course Prefix*, Number, and/or Title <small>*Prefixes can only be changed under limited conditions, such as an accreditation requirement, consortium agreement or similar circumstance</small>	Revised Course Title Enter new title: Revised Course Number Enter new number: Revised Prefix Enter new prefix:	Current Title: Current Course Number: Current Prefix:
Credits Enter number of credits in each category	Revised Credits <input type="checkbox"/> Lecture credits <input type="checkbox"/> Lab credits <input type="checkbox"/> On-the-job training, internship, or clinical experience credits Total credits	Current Credits <input type="checkbox"/> Lecture credits <input type="checkbox"/> Lab credits <input type="checkbox"/> On-the-job training, internship, or clinical experience credits Total credits

<p>Contact Minutes per Week Enter number of contact hours using this formula:</p> <p>1 lecture credit = 50 contact minutes per week</p> <p>1 lab credit = 75 contact minutes per week</p> <p>1 O/I/C credit = 180 contact minutes per week</p>	<p>Revised Contact Minutes per Week</p> <p>___ Lecture minutes per week</p> <p>___ Lab minutes per week</p> <p>___ O/I/C minutes per week</p> <p>___ Total minutes per week</p>	<p>Current Contact Minutes per Week</p> <p>___ Lecture minutes per week</p> <p>___ Lab minutes per week</p> <p>___ O/I/C hours per week</p> <p>___ Total minutes per week</p>
<p>Course Description Keep descriptions to 80-100 words. Use the catalog to locate current descriptions.</p>	<p>Revised Description Enter text here</p>	<p>Current Description</p>
<p>Learning Outcomes Contact the Division Chair for help with outcomes. Contact Chris Freelove to locate current outcomes.</p>	<p>Revised Outcomes</p> <p>Students who successfully complete this course will be able to:</p> <ol style="list-style-type: none"> 1. To develop skills in visualizing and interpreting prints used in machining, welding, sheet metal, piping, and electrical applications. 2. To develop skills in sketching prints used in machining, welding, sheet metal, piping, and electrical applications. 3. Have an understanding of multi-view and isometric projection and techniques of sketching the student will: <ol style="list-style-type: none"> a. sketch the front, top, and side views when given an isometric view b. sketch the isometric and complete the views of various objects c. sketch in the missing lines and views of various multi-view problems 4. Given problems involving basic mathematics, the student will perform the mathematical operations 	<p>Current Outcomes</p> <p>Students who successfully complete this course will be able to:</p> <ol style="list-style-type: none"> 1. Determine dimensions of features of simple parts 2. Sketch simple parts with dimensional measurements 3. Determine dimensions of a multi-feature part 4. Interpret GDT symbols, frames and DATUMs 5. Generate basic drawings using CAD software

	<p>involving whole numbers, fractions, and decimals.</p> <p>5. Students will have an understanding of the various concepts used in the making of an engineering drawing as:</p> <ul style="list-style-type: none"> a. conventional line practices b. orthographic projection c. dimensioning d. auxiliary views e. detail and assembly drawings f. tolerancing g. sectional views h. pictorial drawings i. geometric tolerances <p>6. Students will be able to read and interpret title blocks, material lists, notes and drawing changes.</p> <p>7. Students will be able to read and interpret machining specifications as:</p> <ul style="list-style-type: none"> a. thread, representation, and specifications b. specification and callouts for machine processes c. tolerances of position and form d. gears, splines, and serrations <p>8. Given CNC and weldment drawing, the student will interpret relative to the construction of the part.</p> <p>9. Given advanced machine drawings or industrial prints, the student will demonstrate his understanding of the part represented by answering questions relative to the construction of the part.</p>	
Course Outline	<p>Revised Course Outline</p> <ul style="list-style-type: none"> 1. 2. 3. 	<p>Current Outline</p> <ul style="list-style-type: none"> 1. 2. 3.

Fees Are there updated fees associated with these revisions?	___ Revised Fees	Current Fees
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Prerequisites, Corequisites, and Placement Requirements

Are you revising, deleting, or adding Prerequisites/Corequisites or Placement Requirements for this course?

___ Yes (fill in chart below with **new** prereq requirements)

___ No (fill in chart with **current** prereq requirements)

List prerequisite courses and any placement measures required for this course (if applicable). The default is (C).

Corequisite options:

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

Prerequisites (list all that apply)

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

Prefix, No., Title	Grade <i>Default is P/C-</i>	Concurrency / Corequisite (default, yes, no, coreq)

Placement Requirements

Placement requirements are already listed as prerequisites. Describe any additional placement measures for this course:

Impact and Rationale

Describe the rationale for these revisions. Include evidence and documentation if appropriate. Respond to the following:

What evidence of need or demand is there for these changes?

We are adding more programs that will utilize print reading, so we need a more general course than the previous course that was aligned more closely with machining.

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

_____ 10/15/24 _____

Collaborate with the appropriate Dean to describe possible student impact of these changes, including: Effect of changes on program credits, articulations, cost, credit load, avoiding excess credits in transfer, financial aid credit limits, completion, and enrollments. Please just note the date this discussion occurred: _____ 10/15/24 _____

For General Education courses (transfer info): Describe how the revisions may affect course transfer to Kansas universities (distribution requirement, major course, elective), (and other institutions if applicable). Include information from that school and attach documentation as needed.

n/a

New Course Proposal

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

Division/Department: CTE Automation Technology

Faculty course developer: AET XXX ACDC Circuits

Course Prefix, Number, and Title: IND XXX

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

Course Details

Category	Enter Course Details here
Type of Course	<input type="checkbox"/> New General Education course <input type="checkbox"/> Brand new <input type="checkbox"/> Request to reactivate <input type="checkbox"/> New Career-Technical Education (CTE) course <input checked="" type="checkbox"/> Brand new <input type="checkbox"/> Request to reactivate
Credits	<input type="checkbox"/> X-2_ Lecture credits <input type="checkbox"/> X-2_ Lab credits <input type="checkbox"/> On-the-job training, internship, or clinical experience credits <input type="checkbox"/> 4_ Total credits
KRSN Aligned If this course is aligned across the state, please provide the KRSN prefix/number	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, KRSN prefix/number: _____
Contact Minutes per Week <ul style="list-style-type: none"> • 1 lecture credit = 50 contact minutes per week 	<input type="checkbox"/> 100_ Lecture minutes per week <input type="checkbox"/> 150_ Lab minutes per week

<ul style="list-style-type: none"> • 1 lab credit = 75 contact minutes per week • 1 on-the-job training, internship, or clinical experience credit = 180 contact minutes per week 	<p><u> X </u> On-the job training, internship, or clinical experience minutes per week</p> <p><u> 250 </u> Total minutes per week</p>
<p>Course Description Descriptions are brief summaries of course content. Keep descriptions to 80-100 words.</p>	<p>AC/DC circuits address the basics of direct and alternating current circuits.</p>
<p>Learning Outcomes Contact your Division Chair for help writing learning outcomes and competencies. It is recommended that there be no more than 5-7 outcomes for a course.</p>	<p>Students who successfully complete this course will be able to:</p> <p>Students will be able to:</p> <ol style="list-style-type: none"> 1. Describe and apply Ohms, Watts, and Kirchhoff 2. Define, demonstrate, and apply the characteristics of series, parallel, and combination circuits. 3. Explain DC theory concepts. 4. Explain AC theory concepts. 5. Perform and interpret electrical measurements using industry standard equipment. 6. Read and interpret electrical symbols and schematics. 7. Troubleshoot basic AC and DC circuits.
<p>Course Outline Provide a basic course outline on what will be covered throughout the course. You can align it by weeks/units.</p>	<p>Course Outline</p> <ol style="list-style-type: none"> 1. Safety 2. Electrons 3. Volts, Amperes, Ohms 4. Meters 5. Ohm's Law 6. Power 7. Series Circuits 8. Parallel Circuits 9. Series-Parallel Circuits 10. Sources of Electricity—Cell and Batteries 11. Sources of Electricity—Friction, Heat, Pressure, Light 12. Magnetism 13. Motors 14. Direct Current Generators 15. Alternating Current 16. Capacitance 17. Inductance 18. Transformers 19. Semiconductors 20. Integrated Circuits 21. Radio and Wireless Technology 22. Electrical/Electronic Projects
<p>Grading</p>	<p><u> </u> P/NP only <u> </u> Letter grade only</p>

CTE courses: In which program(s) will this course be included?	Note in which program(s) and how course will be used (program requirement, elective): This course will be used in Automation Engineering Technology and (eventually) in Industrial Machine Maintenance Programs
CTE Fees: List any additional fees for this course.	None.

Prerequisites, Corequisites, and Placement Requirements

Will this course have prerequisites?

Yes (fill in chart below)

No

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

Corequisite options:

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

Prerequisites (list all that apply)

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

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

Placement Requirements

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

Impact and Rationale

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

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

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

This course is part of the AET program that is being proposed. It is an aligned KBOR program and the course is required. This course prepares students for the Control Systems Technician exam.

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

n/a

CTE courses: How does inclusion of this course affect program credit totals? This is an aligned program, so most courses are set by KBOR.

This is a 4 hour aligned course.

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

This course will be utilized in IMT and AET programs as well as in apprenticeship RTI.

Collaborate with appropriate Dean to describe the financial impact, including: Instructional costs; workload; physical space requirements (e.g., labs); additional equipment needs; additional course fees. Please just note the date this discussion occurred: _____11/15/24_____

Collaborate with appropriate Dean to describe student impact, including: Effect of changes on program credits, articulations, cost, credit load, avoiding excess credits in transfer, financial aid credit limits, completion, and enrollments.

Please just note the date this discussion occurred: _____11/15/24_____

New Course Proposal

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

Division/Department: CTE-AET

Faculty course developer: Misenhelter/Wicoff

Course Prefix, Number, and Title: INDXXX Industrial Fluid Power

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

Course Details

Category	Enter Course Details here
Type of Course	<input type="checkbox"/> New General Education course <input type="checkbox"/> Brand new <input type="checkbox"/> Request to reactivate <input checked="" type="checkbox"/> New Career-Technical Education (CTE) course <input checked="" type="checkbox"/> Brand new <input type="checkbox"/> Request to reactivate
Credits	<input type="checkbox"/> 2_ Lecture credits <input type="checkbox"/> 1_ Lab credits (will be in lab 3 hours/week) <input type="checkbox"/> On-the-job training, internship, or clinical experience credits <input type="checkbox"/> 3_ Total credits
KRSN Aligned If this course is aligned across the state, please provide the KRSN prefix/number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, KRSN prefix/number: _____
Contact Minutes per Week • 1 lecture credit = 50 contact minutes per week	<input type="checkbox"/> 100_ Lecture minutes per week <input type="checkbox"/> 150_ Lab minutes per week

<ul style="list-style-type: none"> • 1 lab credit = 75 contact minutes per week • 1 on-the-job training, internship, or clinical experience credit = 180 contact minutes per week 	<p>___ On-the job training, internship, or clinical experience minutes per week</p> <p><u>150</u> Total minutes per week</p>
<p>Course Description Descriptions are brief summaries of course content. Keep descriptions to 80-100 words.</p>	<p>This course examines theory, applications, and operation of industrial hydraulic and pneumatic systems. The inspection, maintenance and repair of the various components are covered in this course. Interpretation of the various schematic symbols used in hydraulic and pneumatic circuit diagrams will be discussed.</p>
<p>Learning Outcomes Contact your Division Chair for help writing learning outcomes and competencies. It is recommended that there be no more than 5-7 outcomes for a course.</p>	<p>Students who successfully complete this course will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate the safety procedures when working with hydraulic and pneumatic systems. 2. Discuss the concepts associated with hydraulic theory. 3. Describe the various types and applications of hydraulic components. 4. Interpret a hydraulic circuit drawing. 5. Discuss the concepts associated with pneumatic theory. 6. Describe the various types and applications of pneumatic components. 7. Interpret a pneumatic circuit drawing. 8. Demonstrate the process of hydraulic and pneumatic system troubleshooting.
<p>Course Outline Provide a basic course outline on what will be covered throughout the course. You can align it by weeks/units.</p>	<p>Course Outline</p> <ol style="list-style-type: none"> 1. Safety Procedures 2. Hydraulic Theory 3. Hydraulic Pump 4. Hydraulic Components 5. Hydraulic Circuit Drawing 6. Pneumatic Theory 7. Pneumatic Components 8. Pneumatic Circuit Drawing 9. Troubleshooting 10. Maintenance Problems
<p>Grading</p>	<p>___ P/NP only ___ Letter grade only</p>
<p>CTE courses: In which program(s) will this course be included?</p>	<p>Note in which program(s) and how course will be used (program requirement, elective): AET, IMT</p>
<p>CTE Fees: List any additional fees for this course.</p>	<p>None.</p>

Prerequisites, Corequisites, and Placement Requirements

Will this course have prerequisites?

- Yes (fill in chart below)
 No

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

Corequisite options:

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

n/a

Prerequisites (list all that apply)

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

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

Placement Requirements

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

Impact and Rationale

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

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

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

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

CTE courses: How does inclusion of this course affect program credit totals?

Does not affect as program is aligned by KBOR.

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

IMT, AG

Collaborate with appropriate Dean to describe the financial impact, including: Instructional costs; workload; physical space requirements (e.g., labs); additional equipment needs; additional course fees. Please just note the date this discussion occurred: _____ 11/15/24 _____

Collaborate with appropriate Dean to describe student impact, including: Effect of changes on program credits, articulations, cost, credit load, avoiding excess credits in transfer, financial aid credit limits, completion, and enrollments.

Please just note the date this discussion occurred: _____ 11/15/24 _____

New Program Request Form

CA1

General Information

Institution submitting proposal	Allen Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Kara Wheeler, VPAA wheeler@allenc.edu
Identify the person responsible for oversight of the proposed program	Lisa Wicoff
Title of proposed program	Automation Engineer Technology Technician (Cert A, B, C, AAS)
Method of program delivery (face to face, online, hybrid)	F2f, online, hybrid
Proposed suggested Classification of Instructional Program (CIP) Code	15.0406
CIP code description (from nces.ed.gov/ipeds)	A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing, installing, calibrating, modifying and maintaining automated systems. Includes instruction in computer systems; electronics and instrumentation; programmable logic controllers (PLCs); electric, hydraulic and pneumatic control systems; actuator and sensor systems; process control; robotics; applications to specific industrial tasks; and report preparation.
Standard Occupation Code (SOC) associated to the proposed CIP code	17-3023, 17-3024
SOC description (from onetonline.org)	Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, adjust, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions. Excludes "Broadcast Technicians" (27-4012). Operate, test, maintain, or adjust unmanned, automated, servomechanical, or electromechanical equipment. May operate unmanned submarines, aircraft, or other equipment to observe or record visual information at sites such as oil rigs, crop fields, buildings, or for similar infrastructure, deep ocean exploration, or hazardous waste removal. May

	assist engineers in testing and designing robotics equipment.
Number of credits for the degree <u>and</u> all certificates requested	67
Proposed Date of Initiation	Spring 2025
Specialty program accrediting agency	ISA
Industry-recognized certification(s) to be earned by students	CST

Signature of College Official _____ Date _____

Signature of KBOR Official _____ Date _____

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA-1a form).

Institutions requesting subordinate credentials (i.e., requesting a CERTB when an AAS is already approved and coursework is a subset of existing courses) need only submit the following sections:

- 1) *General Information,*
- 2) *Program Rationale,*
- 3) *Demand for the Program (all 10-year Occupational Outlook data and Perkins CLNA information),*
- 4) *Complete catalog descriptions (including program objectives) for the proposed program,*
- 5) *List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program,*
- 6) *List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation),*
- 7) *CA-1b if Excel in CTE fees if requesting approved to charge fees that are not already approved,*
- 8) *CA-1d if requesting eligibility for Promise Scholarship, and*
- 7) *Program Approval at the Institution Level*

Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include why the program is needed, where the idea to offer the program came from (including the requesting entity), number of projected enrollments, and who was involved in the development of the program.

This program has been requested by Kansas industries for training programs at Allen. Projected enrollment of 30 students per year. Machining and Manufacturing advisory board and area workforce development solutions meeting, as well as meetings with B&I led to suggestion of this course.

- If the recommended program is duplicative of other programs in the area, please specifically address why the new, additional program is necessary.

Program Description and Requirements

- Provide a complete catalog description (including program objectives/outcomes) for the proposed program.
- Include any work-based learning requirements of the program, such as clinicals, internships, etc. If clinical experience is required, please identify whether sufficient clinical sites are available.
- List and describe the admission and graduation requirements for the proposed program.

Demand for the Program

- Using the most recent Kansas Department of Labor's Long Term (10-year) Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections for the SOC code identified in the General Information section: annual occupational growth, estimated annual median wages, and typical education level needed for entry.
 - Labor information included should show demand in the occupation for the level of education being proposed for the program.
 - Include additional data for local and regional employer demand if available.
 - For new programs for which state-level labor data is not yet available, additional resources to demonstrate demand for the occupation being trained must be included. Job posting data (cite resource used and date of review) and projected hiring needs for

employers (documented in employer letters of support) are examples of additional labor data documentation.

- Show demand from the local community. Provide letters of support from at least three potential employers in your region, which state the specific type of support they will provide to the proposed program. Examples of program supports may include commitments to interview graduates for job positions, providing scholarships, providing internships or other work-based learning opportunities, donation of equipment/materials, assistance with program design, serving on advisory board, etc.
- Provide data from the most recent Perkins Comprehensive Local Needs Assessment recommendations, demonstrating the need for the program initiation.
- Describe/explain any business/industry partnerships specific to the proposed program. *If a formal partnership agreement exists, agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CAI materials for review purposes. The agreement will not be published or posted during the comment period.*

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.
- Was collaboration with similar programs pursued? Please explain the collaboration attempt, and if not pursued, rationale for why collaboration was not a viable option. (Recommend that collaboration opportunities be explored and documented with existing programs, examples include sharing best practices, recruitment and retention strategies, curriculum or equipment suggestions, working with business and industry on work-based learning opportunities, etc.)

Program Information

- If the program has undergone the alignment process at the state level, please review alignment requirements and ensure the courses, industry-recognized certifications, and accreditation requirements are met in the proposal. Listing of aligned programs can be found at: https://www.kansasregents.org/workforce_development/program-alignment
- List by prefix, number, title, and catalog description all courses (including prerequisites) to be required or elective in the proposed program.
- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.
- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seeking said accreditation.
 - If seeking accreditation, also describe the plan to achieve it.
- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
- Provide detail on **CA-1a form**.
- Describe any grants (including requirements of the grant) or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.
- **Additional cost and funding documents to include as needed:**
 - Provide Excel in CTE fee details on the **CA-1b form** if the program will be offered to high school students and requesting approval for fees.
 - If the program is requesting Perkins funding, provide details on the **CA-1c form**.
 - If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.

Program Review and Assessment

- Describe the institution's program review cycle, and anticipated review timeframe for proposed program.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - Program Advisory Committee
(Including a list of the business and industry members)
Large Corporation
B&W
Tank Connection
Peerless Products
Gates Manufacturing
 - Curriculum Committee
 - Governing Board
(Including a list of all Board members and indicate those in attendance at the approval meeting)

Program Proposal Submission

- Please enter proposed program into the Kansas Higher Education Data System (KHEDS)
- Please create a PDF of all documents, and submit the completed application to the following:

April Henry
Director of Workforce Development
ahenry@ksbor.org

Charmine Chambers
Associate Director for Workforce Development/Data/Finance
cchambers@ksbor.org

Automation Engineer Technology Program Alignment – CIP: 15.0406

Effective: Fall 2026
Issued 10/31/24



Certificate A 16-29 Credit Hours		<ul style="list-style-type: none"> • AC/DC Circuits • Industrial Fluid Power • OSHA 10 • Math • Employability Skills/Interpersonal Communication
Certificate B 30-44 Credit Hours		<ul style="list-style-type: none"> • Certificate A Requirements • Programmable Logic Controllers (PLC) • Fundamentals of Motor Control/Electrical Control Systems I
Certificate C 45-59 Credit Hours		<ul style="list-style-type: none"> • Certificate B Requirements • Industrial Robotics • Actuator & Sensor Systems/Industrial Process Control
A.A.S. 60-68 Credit Hours		<ul style="list-style-type: none"> • Certificate C Requirements • Minimum of 15 Credit Hours of General Education

Required Courses within Program

Common Courses		13 credits:
AC/DC Circuits		4 credits
Industrial Fluid Power		3 credits
Programmable Logic Controllers (PLC)		3 credits
Industrial Robotics		3 credits
Support Courses*		11-15 credits:
OSHA 10 or 30		1-3 credits
Math		3 credits
Employability Skills/ Interpersonal Communication		2-3 credits
Fundamentals of Motor Control/ Electrical Control Systems I		2-3 credits
Actuator & Sensor Systems/ Industrial Process Control		3 credits

Notes

Specifics pertaining to Automation Engineer Technology programs:

1. Educational Competencies align with ISA requirements.
2. While not a requirement for employment, A.A.S. graduates will be prepared to take and pass the Control Systems Technician (CST) exam through the International Society of Automation (ISA).
3. Level C certificates that do not include any general education courses and lead to the A.A.S. degree cannot be greater than 53 credit hours to maintain the 68 credit hour maximum for the A.A.S. degree.

Course list sequence has no implication on course scheduling by colleges.

Institutions may add additional competencies based on local demand.

Competencies identified within the Common Courses and/or Support Courses represent opportunities for articulation with K-12.

*Institutions may utilize existing like course titles for Support Courses that adhere to the agreed upon course lengths.

Automation Technology Certificate

Certificate A

Required Courses: 22-23 Credit Hours			
Course ID	Course Title	Credit Hours	Notes-not correct
IND 100	Safety/OSHA	1	Fall, Spring, Summer
IND 105	Print Reading	3	Fall, Spring, Summer
IND 103/COM 211	Workplace Ethics/Intrapersonal Communications	2-3	Fall, Spring, Summer
IND XXX	ACDC Circuits	4	Fall, Spring, Summer
IND XXX	Foundations of Lean Manufacturing	1	Fall, Spring, Summer
IND XXX and IND XXX	SolidWorks Electrical or SolidWorks Mechanical	3	Fall, Spring, Summer
MAT 112	Technical Math	3	Fall, Spring, Summer
IND XXX	Industrial Field Experience	1	Fall, Spring, Summer
IND XXX	Industrial Fluid Power	3	Fall, Spring, Summer
HPE 111	First aid and CPR	1	Fall, Spring, Summer
	Total:	22-23	

Health Care Specialist Certificate A Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
IND 100 OSHA	1	HPE 111 Basic First Aid/CPR	1
IND 105 Print Reading	3	IND 103 (2)/COM 211 (3)	2
IND XXX ACDC Circuits	4	MAT 112 Technical Math	3
IND XXX Fdn Lean Manufacturing	1	IND XXX SolidWorks E or M	3
IND XXX Industrial Fluid Power	3	IND XXX Industrial Field Experience	1
Total	12	Total	10

Automation Technology Certificate B

Required Courses: 42 Credit Hours			
Course ID	Course Title	Credit Hours	Notes
	*All Courses from Cert A	22	
AETXXX	Industrial Robotics-Robotics 2	3	Fall/Spring/Summer
AETXXX	Pneumatics	3	Fall/Spring/Summer
AETXXX	Hydraulics	3	Fall/Spring/Summer
AETXXX	PLC	3	Fall/Spring/Summer
AETXXX	Motor Controls	3	Fall/Spring/Summer
INDXXX	Capstone	2	Fall/Spring/Summer
MCH200	Fundamentals of Robotics	3	Fall/Spring/Summer
	Total:	42	

Automation Technology Cert B Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
MCH 200 Fundamentals of Robotics	3	AET XXX Industrial Robotics-Robotics 2	3
AET XXX Pneumatics	3	AET XXX Hydraulics	3
AET XXX Motor Controls	3	IND XXX Capstone	2
AET XXX PLC	3		
Total	12	Total	8

Automation Certificate C

Required Courses (Certificate C): Credit Hours			
Course ID	Course Title	Credit Hours	Notes
	*All courses from Cert A and Cert B	42	
AETXXX	PLC 2	3	
INDXXX	Industrial Wiring	4	
AETXXX	Motor Control 2	3	
MCHXXX	Mechanical Systems	3	
AETXXX	Sensors	3	
Total:		58	

Automation Engineer Technology AAS

Required Courses: Credit Hours			
Course ID	Course Title	Credit Hours	Notes
	*All Courses from Cert A, B, and C	58	
General Education Courses: Credit Hours			
Course ID	Course Title	Credit Hours	Notes
COL 101	English Composition I	3	Fall/Spring/Summer
	Social/Behavioral Bucket	3	Fall/Spring/Summer
CIS130	Introduction to MS Excel	3	Fall/Spring/Summer
COM101/211	Public Speaking OR Interpersonal Communications		Fall/Spring/Summer
Total:		67	

AAS Automation Technology Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
IND 100 Safety/OSHA	1	HPE 111 Basic First Aid/CPR	1
IND 105 Print Reading	3	IND 103 (2)/COM 211 (3)	2-3
IND XXX ACDC Circuits	4	MAT 112 Technical Math	3
IND XXX Fdn Lean Manufacturing	1	IND XXX SolidWorks E or M	3
IND XXX Industrial Fluid Power	3	IND XXX Industrial Field Experience	1
COL 101 English Composition 1	3	COM101/211 Public Speaking OR Interpersonal Communications	3
		Social/Behavioral Bucket	3
Total	15	Total	16

Fall	
Course	Credits
AETXXX Pneumatics	3
AETXXX PLC 1	3
AETXXX Motor Controls	3
MCH200 Fundamentals of Robotics	3
CIS130 Introduction to Excel	3
MCHXXX Mechanical Systems	3

Spring	
Course	Credits
AET XXX Industrial Robotics	3
AETXXX Hydraulics	3
INDXXX Capstone	2
AETXXX PLC 2	3
AETXXX Motor Control 2	3
AETXXX Sensors	3

Total	15
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Total	17
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