



**BOARD OF TRUSTEES AGENDA**

Regular  
 Regular Meeting  
 Tuesday, May 13, 2025  
 6:00 PM  
 Ambler Board Room  
 1801 N. Cottonwood  
 Iola, KS 66749

Current Board Members:

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

1. **Call to order and establish quorum.**
2. **Approval of Agenda**
3. **Patron's Concerns**

*"Persons who wish to address the Board of Trustees regarding items on the agenda may do so as that agenda item is called. Persons who wish to address the Board of Trustees regarding items not on the agenda and that are under the jurisdiction of the Board of Trustees may do so at this time when called upon by the Chair. Comments on personnel matters and matters pending in court are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only. No action will be taken."*

- |   |           |
|---|-----------|
| 4. <b>Consent Agenda</b>  | <b>4</b>  |
| April 8, 2025 BOT Minutes   | 4         |
| Treas Rpt 04-30-2025  | 8         |
| investments 04-30-2025  | 9         |
| 5. <b>New Business (Action, Report, or Discussion)</b>  |           |
| 5.a. HOSA presentation on Mental Health Promotion and Job Seeking Skills  |           |
| HOSA student  |           |
| 5.b. Community Conversation Report  |           |
| Thrive Student Interns  |           |
| 6. <b>Executive session for attorney-client privilege to include the board, Dr. Leffler, and Merlin Law Group</b> |           |
| Micah Cartwright and Drew Houghton  |           |
| 7. <b>New Business</b>  |           |
| 7.a. Compensation Study   |           |
| The Arnold Group (TAG)  |           |
| 8. <b>Reports and/or Board Discussion</b>   | <b>10</b> |
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8.a. Naming the Softball Field Josiah D'Albini	
<b>9. Board Reports</b>	
KACC - Jessica Thompson	
Iola Industries - Corey Schinstock	
ACC Endowment - Vicki Curry	
Maintenance Building—Corey Schinstock/Becky Nilges	
Board Finance Committee - Gena Clouch/Vicki Curry	
Other Board members	
<b>10. Old Business (Action, Report, or Discussion)</b>	
10.a. New Wave Tower David Lee	
10.b. IV-A-3.8 Holidays Policy	
<b>11. New Business (Action, Report, or Discussion)</b>	
11.a. Facility and Space Assessment Study Ryan Sigg	
11.b. Business and Industry - Student Success Funding Dr. Lyvier Leffler	
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11.e. Budget Review Alicia Sterling	
11.f. Budget Amendment approval to publish Once approved, set a special board meeting for May 27, 6 pm.	
11.g. Security Officer Proposal	31
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11.h. Baseball Summer Program Doug Desmarteau	
11.h.1. Alcohol Request for Summer Baseball	33
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11.k. Activity Building

Doug Desmarteau

11.l. English Department Presentation

**12. Executive Session**

12.a. Executive session for the purpose of discussing personnel matters for non-elected personnel to include Dr. Leffler and Karen Gillespie.

Status of Management/Supervisory and Support Staff

12.b. Executive session to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships to include the board and Dr. Leffler.

**13. Upcoming Meetings**

Regular meeting: Tuesday, June 10, 2025, at 6:00 PM

Board Retreat: Saturday, May 31, 9:00 AM-3:00 PM

**14. Pending Agenda Items**

**15. Adjournment**

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF ALLEN COMMUNITY COLLEGE  
IOLA, KANSAS, APRIL 8, 2025

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

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

Other Attendance: Dr. Lyvier Leffler, President  
Dr. Kara Wheeler, VP for Academic Affairs  
Sue Dispensa, VP for Finance & Operations  
Lisa Wicoff, Dean for CTE & Industry Partnerships  
Karen Gillespie, Director of Human Resources  
Josiah D'Albini, Director of Advancement  
Ryan Sigg, Director of Physical Plant Operations (via phone at 7:15 PM)  
Christine Frelove, Board Clerk  
Terri Fahnestock, Communication Instructor  
Tracy Lee, English Instructor  
Alice Griffith, Student  
Richard Luken, Iola Register

Agenda Approval Vicki Curry moved to approve the agenda as amended. Old business item, New Wave Tower, move to the May meeting; add two New Business items: maintenance requests and IV-A-3.8 Holiday policy. Seconded by Gena Clouch, motion carried 5-0.

New Business

HOSA Request Alice Griffith, Allen student, presented the HOSA request to allow puppies on campus during a HOSA mental health campaign event on campus at the end of April, HOSA will be funding the event. Vicki Curry moved to approve allowing puppies on campus for the HOSA event. Seconded by Gena Clouch, motion carried 5-0.

Patron's Concerns No concerns to report.

Consent Agenda Corey Schinstock moved to approve the consent agenda that included the Board of Trustees minutes for March 12, 2025, regular meeting, the financials, and pay bills and approve the statement of claims a total of \$973192.13. Seconded by Vicki Curry, motion carried 5-0.

Administrative Board Reports Rebecca Nilges, Chair, inquired about the fall semester for on-ground hours taught by faculty. Dr. Kara Wheeler, VP for Academic Affairs, responded that faculty are scheduled with 12 on-ground credit hours plus online hours.

Nilges commented that an article in the newspaper indicated that Allen’s library would lose some databases due to the public library not receiving grant funds. Dr. Wheeler will check with Allen’s Library Director about the article.

Nilges inquired about the Trap Shooting position. Karen Gillespie, Director of Human Resources stated that the position would be posted tomorrow.

Nilges inquired about the 2025-2026 catalog availability. Dr. Wheeler stated the catalog is posted on the website and hard copies are available.

Board Reports      lola Industries – Corey Schinstock, Trustee, reported that lola Industries met yesterday, and a group of ten will be traveling to the State Capital for discussion.

ACC Endowment – Vicki Curry, Trustee, reported that the next meeting is April 15.

Maintenance Building – Schinstock reported that some of the contingency funds have been used; utilities are almost complete, waiting for the meters and water pressure issues to be resolved; the driveway is moving along, lights will be installed up to Masterton’s Hall, vapor lights can be installed around the maintenance building later.

Board Finance Committee – no new information to report.

#### Old Business

Water Tower      Schinstock explained the water tower project to place Allen’s logo on the east side of the tower. Graphic options for the logo will be decided at the next board meeting. Jenny Spillman moved to approve the placement of Allen’s logo on lola’s water tower located on Miller Road and finalize the logo at the May board meeting. Vicki Curry seconded, motion carried 5-0.

CTE Building      The board agreed to have Nilges send a letter informing Simpson Construction to postpone moving forward with the new CTE building due to unknown state funding and continue to fulfill the CTE building contract on plans with modifications and specs.

Executive Session      At 6:25 PM Vici Curry moved to enter executive session for the purpose of discussing personnel matters for non-elected personnel to include the board, Dr. Leffler, President, Dr. Wheeler, and Karen Gillespie, for 30 minutes. Seconded by Gena Clouch, carried 5-0.

At 6:55 PM Gena Clouch moved to extend the executive session for 25 minutes. Seconded by Corey Schinstock, motion carried 5-0.

Open Session      At 7:10 PM Corey Schinstock moved to approve the one-time early retirement incentive for qualified employees. Eligibility will be based on current full-time employment with ten or more years of service at Allen, KPERS eligibility, and age 55 or turning 55 by June 30, 2025. The incentive includes paid sick time (if available) up to 30 days, insurance coverage up to five years or age 65, and a small pay out of salary paid in a lump sum. An agreement will be signed by the designated date from one of three options available. Seconded by Vicki Curry, motion carried 5-0.

New Business

Maintenance Requests

Ryan Sigg, Director of Physical Plant Operations, explained the Design Mechanical HVAC system issues, broiler replacement needs, cleaning and assessing chillers; Major Construction for window replacement in the theatre building; INA alert for hardware and software for facilities and the new maintenance building; and Sandifer for Horton Hall upgrade on cameras.

Corey Schinstock moved to approve the three Design Mechanical projects and Major Construction using the allocated funds with additional funds to make up the difference. Seconded by Vicki Curry, motion carried 5-0.

Corey Schinstock moved to approve the INA Alert request for hardware for card readers and software for \$16,867.31. Seconded by Vicki Curry, motion carried 5-0.

Gena Clouch moved to approve the replacement of cameras and software in Horton by Sandifer Construction totaling \$27,374.14 for the cameras and \$19,039.51 for the server upgrade. Seconded by Corey Schinstock, motion carried 5-0.

Sigg reported that the facility assessment bids and space analysis will be available at the May board meeting.

New Certificate

Dr. Wheeler explained the new Cybersecurity Certificate, 24 credit hours with two new courses, and is offered as a stand-alone certificate. Vicki Curry moved to approve the new Cybersecurity Certificate. Seconded by Gena Clouch, motion carried 5-0.

State Funding

Dr. Leffler reported on the State funding requirements in order for the College to receive business industry and student success state funding, the College must reduce its cash on hand to six months of operating expenses for the fiscal year. Two options to consider are to forgo the state funding or spend the funds in reserves. Vicki Curry moved to approve to decline of receiving state funding for the business industry and student success funding of \$500,000 rather than reduce up to six months of the College's cash reserves. Seconded by Jenny Spillman, motion carried 5-0.

Legislature Task Force

Nilges suggested establishing a Legislature Task Force that would include two board members, faculty, and community members to develop relationships, keep up with legislative activity and provide updated information to the College and community. Nilges will reach out to faculty and the community for interest in serving on the task force.

Graduation Attendance

All attending board members agreed to attend Allen's graduation on May 10, 2025.

New Position

Dr. Leffler explained the proposed new position for Dean of the Northern Tier. The position will be remote, live in the area, be self-promoting, and build relationships and enrollment. The board agreed the position would be valuable and to move forward with the process of submitting a new position for approval for the May meeting.

IV-A-3.8 Policy

Nilges provided the IV-A-3.8 Holiday Policy for board members to review for the May meeting.

- Executive Session At 8:15 PM Gena Clouch moved to enter executive session for the purpose of discussing personnel matters for non-elected personnel for 15 minutes to include the board, Dr. Leffler, Dr. Wheeler, and Karen Gillespie. Seconded by Jenny Spillman, motion carried 5-0.
- At 8:30 PM Vicki Curry moved to extend the executive session for 15 minutes. Seconded by Corey Schinstock, motion carried 5-0.
- At 8:45 PM Corey Schinstock moved to extend the executive session for 5 minutes. Seconded by Gena Clouch, motion carried 5-0.
- Open Session At 8:50 PM Vicki Curry moved to extend tenure for Anne Marie Foley, Sociology Instructor. Seconded by Gena Clouch, motion carried 5-0.
- Executive Session At 8:50 PM Vicki Curry moved to enter executive session for the purpose of discussing personnel matters for non-elected personnel for 5 minutes to include the board, Dr. Leffler, and Karen Gillespie. Seconded by Jenny Spillman, motion carried 5-0.
- Open Session At 8:55 PM Corey Schinstock moved to approve the hire of Sue Dispensa, VP for Finance and Operations; accept the termination of Kirk Doyle, Head Baseball Coach; approve the resignation of Chris Mileham, Admissions Counselor; and approve the retirement of Bruce Symes, Director of Tutoring. Seconded by Gena Clouch, motion carried 5-0.
- Executive Session At 8:55 PM Gena Clouch move to enter executive session to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships to include the board and Dr. Leffler. Seconded by Vicki Curry, motion carried 5-0.
- At 9:00 PM returned to open session, no action taken.
- Adjournment At 9:00 PM Vicki Curry moved to adjourn the meeting. Seconded by Gena Clouch, motion carried 5-0.

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

Fund Description	Balance			Balance			Prior Year Adjustments	Balance
	03-31-2025	Revenue	Expenditures	04-30-2025	- A/R	+ A/P		
11 General	\$21,305,240.67	\$519,471.98	\$1,030,622.54	\$20,794,090.11	(\$147,179.08)	(\$817,854.01)	\$0.00	\$20,123,415.18
12 Postsecondary Technical Educa	\$1,735,013.82	\$0.00	\$150,207.91	\$1,584,805.91	\$0.00	\$0.00	\$0.00	\$1,584,805.91
14 Adult Supplementary Education	\$6,500.85	\$0.00	\$0.00	\$6,500.85	\$0.00	\$0.00	\$0.00	\$6,500.85
16 Auxiliary Enterprises	\$4,232,403.10	\$1,854.55	\$182,776.85	\$4,051,480.80	\$0.00	\$5,400.00	\$0.00	\$4,056,880.80
20 EDPMS	(\$43,864.29)	\$0.00	\$0.00	(\$43,864.29)	(\$9,019.65)	(\$12,755.32)	\$0.00	(\$47,599.96)
21 College Work Study	\$0.00	\$2,445.75	\$2,445.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22 SEOG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23 ABE Grant	(\$0.42)	\$0.00	\$0.00	(\$0.42)	\$0.00	\$0.00	\$0.00	(\$0.42)
24 PELL	\$0.00	\$13,019.64	\$13,019.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27 State Grants	\$468,942.25	(\$463,827.00)	\$1,563.48	\$3,551.77	(\$706.38)	\$0.00	\$0.00	\$4,258.15
28 Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40 Loan Funds/Restricted	\$0.00	\$11,846.00	\$11,846.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61 Capital Outlay	\$1,933,661.53	\$0.00	\$307,115.03	\$1,626,546.50	\$0.00	\$0.00	\$0.00	\$1,626,546.50
70 Agency	\$2,048,137.90	\$0.00	\$18,230.00	\$2,029,907.90	\$0.00	\$6,027.28	\$0.00	\$2,035,935.18
Holding for Distribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$31,686,035.41</b>	<b>\$84,810.92</b>	<b>\$1,717,827.20</b>	<b>\$30,053,019.13</b>	<b>(\$156,905.11)</b>	<b>(\$819,182.05)</b>	<b>\$0.00</b>	<b>\$29,390,742.19</b>

Student Success funds were receipted in Fund 27 in error, should have been Fund 11.

Summary of Cash Transactions

	Balance			Balance		
	03-31-2025	Receipts	Disbursements	04-30-2025		
Landmark Nat'l Bank #385 (Gen. Fun)	12,847,468.41	879,079.32	5,195,968.81	8,530,578.92		
Landmark Nat'l Bank #377 (Fed Fund	0.15	22,964.29	22,964.29	0.15		
Community Nat'l Bank (Checking)	199,070.14	21,586.03	0.00	220,656.17		
Petty Cash-Main Campus	292.84	19.92	9.68	303.08		
Landmark Nat'l CD's	6,000,000.00	2,000,000.00	0.00	8,000,000.00		
Community Nat'l Bank CD's	6,459,759.40	0.00	0.00	6,459,759.40		
Emprise Bank CD's	6,178,944.47	0.00	0.00	6,178,944.47		
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	72,749.10	72,749.10	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		
<b>Total</b>	<b>31,686,035.41</b>	<b>2,996,398.66</b>	<b>5,291,691.88</b>	<b>29,390,742.19</b>		

Pledged Securities

	04-30-2025	FDIC Insurance	04-30-2025
Investments - KMIP	\$0.00		
Emprise Bank	\$5,992,527.88	250,000.00	\$6,242,527.88
Community National Bank & Trust	\$6,430,723.00	250,000.00	\$6,680,723.00
Landmark National Bank	\$22,364,109.06	250,000.00	\$22,614,109.06
<b>Total</b>	<b>\$34,787,359.94</b>		<b>\$35,537,359.94</b>

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

\_\_\_\_\_  
VicePresident for Finance & Operations

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

Allen County Community College  
Schedule of Investments  
April 30, 2025

<u>Date Purchased</u>	<u>Invested With</u>	<u>Amount Invested</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
12/18/2024	Landmark	<b>9473</b> \$ 2,000,000.00	4.15%	6/18/2025
12/18/2024	Landmark	<b>9474</b> \$ 2,000,000.00	4.15%	6/18/2025
12/20/2024	Landmark	<b>9481</b> \$ 2,000,000.00	4.15%	6/20/2025
04/05/2025	Landmark	<b>5409</b> \$ 2,000,000.00	4.01%	10/07/2025
02/26/2025	CNB&T 6 month	<b>518355</b> \$ 2,000,000.00	3.85%	08/26/2025
03/18/2025	CNB&T 6 month	<b>515560</b> \$ 2,000,000.00	3.85%	09/18/2025
4/18/2025	CNB&T 6 month	<b>515897</b> \$ 2,000,000.00	3.85%	10/18/2025
09/16/2024	CNB&T	<b>520897</b> \$ 459,759.40	4.35%	09/16/2025
03/13/2025	Emprise 181 Day	<b>5304</b> \$ 2,102,083.75	4.06%	09/10/2025
09/18/2024	Emprise 365 Day	<b>5296</b> \$ 2,043,545.08	4.35%	09/18/2025
10/29/2024	Emprise 365 Day	<b>8856</b> \$ 2,033,315.64	4.00%	10/29/2025
<b>Total Investments</b>		<u><u>\$20,638,703.87</u></u>		
		\$ 8,000,000.00	LNB	
		\$ 6,178,944.47	Emprise	
		\$ 6,459,759.40	CNB&T	

Signed: \_\_\_\_\_  
Vice President for Finance & Operations

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

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

# Report to the Board of Trustees

Lyvier L Leffler PhD LMHC: President  
May 2025

## President's Report

- The contract has been signed by Southeast Kansas Mental Health Center (SEKMHC) and Allen. SEKMHC will provide a full-time licensed therapist located on campus beginning August 4, 2025, through the end of the Spring semester. There will be no cost for the college or students. As a result, Allen's current Mental Health Counselor Employee will be paid out through June 30<sup>th</sup>, and her contract will not be renewed as the position has been eliminated by the college.
- Executive Director of Strategic Expansion and Workforce Innovation was posted May 5, 2025.
- Three finalists for the Vice President of Student Affairs position interviewed on-campus for half-day interviews.
  - Interviews included: Hiring Committee, Student Senate, Open-Forums with Staff and Faculty, and a 1:1 with the President. Two finalists were interviewed May 2 and one finalist interviewed May 9.
- The first round of interviews for the Director of Public Relations and Marketing Communications will conclude May 9<sup>th</sup>.
- **Meeting/Engagement Dates:**
  - April 2<sup>nd</sup> – Meeting with David Toland and Brian Inbody in Topeka (B&W Trailers Conversation)
  - April 3<sup>rd</sup> – 1<sup>st</sup> Annual Founders Day Luncheon – provided Welcome address.
  - April 4-8<sup>th</sup> – Higher Learning Commission Conference-Chicago, IL
  - April 11 – PTK Annual Awards Luncheon-Bowlus Center
  - April 22<sup>nd</sup> – KJCCC Spring Meeting-Arkansas City
  - April 23<sup>rd</sup> – Iola Industries to the Capital -Topeka
  - April 25<sup>th</sup> – Donor's Luncheon – Provided Keynote Address
  - April 27<sup>th</sup> – Athletic Banquet

## **Institutional Effectiveness and Research**

Jacob Reichard, Director of Institutional Effectiveness and Research

### **Report to the Board of Trustees,**

- J1 implementation is now going through data validation. Each department is looking up records (students, vendors, transcripts, rosters, etc...) that are relevant to their department in both J1 and CX to confirm that the data being converted has been converted correctly.
- J1 training has been focused on the business office, registration, admissions, and financial aid. Most of the training is now focused on setting up procedures in the system and also completing everyday tasks in the new system.
- I attended the KBOR Spring Data Webinar where I received updates on new reports that the state will be requiring us to submit. We will now be submitting a file that contains all student applicants to Allen throughout the academic year.
- I worked with different departments throughout the month to complete internal reports to assist in making data-driven decisions.

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

- Jenzabar Annual Conference (JAM) – May 27-31, 2025 – Nashville, TN
- KBOR Annual Conference – June 24, 2025

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

### **Endowment**

The Endowment Association Board of Directors met April 15<sup>th</sup> at 12 pm in the Stadler Conference Room. Board members approved the donor agreement for the Women's Athletics portion of the Bernie Blevins money. The Endowment Board is in favor of naming the Softball Field after Bernard "Bernie" Blevins.

I am currently conducting research on creating an Annual Fund for the College that would go through the Endowment. An Annual Fund is typically an unrestricted fund that helps offset general operating costs. Annual Funds also help with growing and strengthening donor relationships. Our beginning focus will first be on growing our donor base to a sustainable and reliable basis.

We have updated our Payroll Deductions form for employees to be able to donate to the Endowment Association and specific funds within the Endowment. The original payroll deduction forms will be kept in the Advancement Office with copies provided to Human Resources and the Comptroller.

### **Alumni Relations**

Dianne Kauth has been named the 2025 Distinguished Alumni Award recipient for Allen Community College.

Dianne Kauth, Allen Community College's 2025 Distinguished Alumni, was born on Davis-Monthan Air Force Base in Tucson, Arizona, and moved to Kansas during her childhood. She graduated from Marmaton Valley High School and earned her Associate Degree from Allen Community College in 1989. She continued her education at Pittsburg State University, completing her Bachelor's Degree in 1991, and later obtained a Master's Degree from Friends University in 2017.

Kauth began her teaching career in 1992 as a math adjunct instructor at Allen Community College, where she continues to teach today. That same year, she married her husband, Mark, and they were later blessed with two sons. In 1993, she joined Lola High School as a math instructor and has been an integral part of its faculty ever since. She became the Student Council Sponsor in 2002 and remains actively involved in this role.

Over the years, Kauth has been recognized for her dedication to education. She was named Teacher of the Year at Lola High School in 2006 and received the Outstanding Teacher Award from Pittsburg State University in 2022. Beyond her professional achievements, she is an active member of Midpoint Baptist Church, teaching Sunday School classes for young children, volunteers as a scorer for the annual Math Relays at Allen, and is a member of the Kansas National Education Association (KNEA).

Kauth's commitment to students and community exemplifies her passion for education and leadership, making her a deserving recipient of Allen Community College's Distinguished Alumni honor.

### **Advancement**

On Tuesday May 13<sup>th</sup>, I'll be attending the Kiwanis weekly meeting to discuss the Scarlet & Black Club.

Registration will officially open on Thursday, May 15<sup>th</sup>. Our office has received quite a few contacts from individuals interested in joining.

The quarterly Allen Spark Newsletter will also be mailed on May 15<sup>th</sup>, so please look for that in your mailbox. The Spring 2025 Issue will have several articles on various events that have taken place over the last three months.

## Board Report

Had our Athlete of the month luncheon on Monday, May 5<sup>th</sup> and named athletes of the month for March. The Athletes of the month for March were, Saul Bolivar a Sophomore on the baseball team and Cameron Yardley a sophomore on the softball team. The men's and women's soccer teams just finished up helping the lola rec department run their rec soccer league and doing a clinic for the Humboldt rec department. We held the 12<sup>th</sup> annual Athletic Banquet, we had a great turnout, several awards were handed out. John Masterson was awarded the Community Award. Amo Mofokeng, Jenna Hendrix, and Dirk Johnson were given the Allen Pride award. Mafalda Chambel and Tyler Pinder were named the Athletes of the year. Attended the NJCAA national convention in Charlotte and currently serving on 3 national committees and maybe 1 more next year. Had the Conference and Region meetings in Ark City, conference voted to have 25% of all LOI's for every sport must be Kansas athletes starting in 26-27.

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

The men's and women's track teams finished 5<sup>th</sup> in conference and region. Go to nationals in Hutchison on the 15<sup>th</sup>-17<sup>th</sup>. Have several that should be All-Americans.

**These athletes were all conference.**

### **Men's Basketball:**

Have 7 returners for next year and 8 committed. Have several guys signed to play next year at 4-year institutions.

### **Women's Basketball:**

Have 12 girls committed and have several coming in on visits the next week or so. Most of the sophomores have committed to play somewhere next year.

### **Softball:**

Finished regular season in 7<sup>th</sup> in conference and will play in region tournament in Topeka Mar. 6-10th. Have already signed over 20 for next year and are looking to get to 26-28.

### **Baseball:**

Finished 6<sup>th</sup> in the East and will travel to Hutch for a three game series against them to decide who goes to Wichita for the Region Tournament. Have over 45 committed for next year.

### **Men's Soccer:**

Have over 50 committed for next year and are still looking for a few more quality players to solidify the team.

### **Women's Soccer:**

Have 24 girls committed so far for next year and looking to bring in 2 to 4 more. All of sophomores have signed to play at four-year schools next year.

### **Volleyball:**

Have 16 girls committed so far for next year. Finished up spring games and doing some individual training right now and recruiting. Several of the sophomores signed to play at four year schools next year.

**Cheer/Dance:**

Have 23 signed for next year and looking to get to at least 30.

# Allen Community College

## Human Resources Board Report

Date: 5/13/2025

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

### **New Hires:**

None

### **HR Projects:**

- The Arnold Group will be at the board meeting
- Talked to KASB regarding contracts / work agreements. I have attached the recommended documents for Allen Community College to consider moving forward for the next school year.
- In the interview process for Vice President for Student Affairs position.
- In the interview process for PR and Marketing position selection.
- Transition of HR hard copy employee files to Soft Docs, ongoing in 2025.
- Put in place a special pay practice procedure to address consistent interim pay for coverage provided at Allen Community College.
- Continuing to evaluate Personnel / Human Resources policies and update for policy and procedure manual.

I would like to take the time to say thanks to the Board members here at Allen County Community College for offering such a unique retirement package. I would like to take them up on this offer by announcing my retirement. My last working day as of June 30<sup>th</sup>, 2025.

I would also like to give my thanks to all the Board members of the past for giving me this opportunity to serve the faculty and students through the decades. I sure have been counting my blessings through the years.

This adventure started on March 6, 1989 . I can't stress enough how much I've enjoyed watching the countless number of kids come through our doors wide eyed and unsure of themselves only to leave our institution with a confident swagger... Loved being part of this process.

I'm not sure anyone really realizes all the family time I had missed, vacation time I missed, due to all the mishaps and mayhem through the years. Having to take "vacation time" after "vacation" was over. The number of times I was thrown into my supervisor's position without compensation. I was never the squeaky wheel. Would I do it over again knowing what was in store? I say quite affirmatively "Hell Yes"! My satisfaction with being around these kids, watching them grow, offering advice, offering an ear to listen to and to just plain being there for a student far from home when they were feeling down is something that is hard to translate and hard to replicate. I grew to know these young adults from a different perspective than most here might have. Instead of the classroom, I was usually in their room, their space and boy howdy, some of the things I have seen! It was a very unique experience for sure! It is hard to define the feelings I get when a student from the 1990's or even the past year remembers and thanks me for taking my time to listen and for just being there. Again, it was the board members that gave me that opportunity.

I have also enjoyed working with the countless faculty and staff members over the years. I can not stress how many blessed people I have met that I can now consider good friends...

With all that being said and, before I get all teary eyed, I would like to give another last big thanks to the past and present Board members. Hopefully I can remain part of this great institution in some way or another into the unknown future. I'm sure, God willing, the future will be fantastic for all!

Thanks again,

Russell Ryman



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

### Report to the Board of Trustees

Dr. Kara Wheeler: Vice President for Academic Affairs

May 2025

#### Academic Affairs

- Dr. Leffler, Melanie Wallace, Travis Robb, Nikki Peters, and myself attended the HLC annual conference. Lots of updates were given regarding where education is heading nationally. One thing of interest is this is the first conference where they have said publicly that the credit hour model will be going away in favor of more competency-based learning models. I am planning in next year's budget for a small group to attend a CBE conference to get us prepared to move in this direction within the next 2 years.
- Program Review is being finalized for academic programs, with recommendations to go to President's Cabinet.
- Have been working with the Registrar's office and Enrollment Management office on J1 transition and training, as well as issues that are arising from process changes across all modules.

#### KBOR:

- All projects required for the performance report have been completed. I will be turning this in by July 1<sup>st</sup>—the due date.
- We were notified in BAASC that the First 15 workgroup will be making a recommendation to KBOR this summer for a reduced cost for high school students to take college courses (even though all of us already do this in one way or another). Rusty Monhollon sent a letter stating that the legislature is planning on taking up the funding issue next year regarding high school concurrent enrollment.

## **General Education/Distance Education (Melanie Wallace)**

### **Faculty and Classes:**

- The final days of classes are upon us. Classes officially end on May 14<sup>th</sup>. Final exams will take place on the Iola campus on May 12<sup>th</sup> – 14<sup>th</sup>. All grades for the Spring 2025 semester are due on Monday May 19<sup>th</sup>.
- Faculty's last contract day for the 24-25 academic year is May 16<sup>th</sup>.
- Summer 2025 enrollment is looking good at this point. We are hoping to increase our enrollment numbers from last summer.
- Travis Robb, Terri Fahnstock and I went to an Assessment Matters Regional Conference at Metropolitan Community College on May 2<sup>nd</sup>.
- I will continue to update the Fall 2025 schedule and add classes where needed and assign instructors to classes over the next couple of months.
- Congratulations to Sharon Lawless on her retirement!

### **Online Learning:**

- Online course design projects are wrapping up. Jerald and I will be working to review the course designs and offer feedback to our designers over the next two months. The new course shells will be ready for Fall 2025.
- Online learning will be providing some training to instructors in June on some new processes and procedures that we are implementing. We did an initial training in April and hope to have even more instructors join our June training.
- We are currently accepting applications for two online learning coordinators. We hope to begin interviews in the next couple of weeks and have individuals hired by June.

### **Upcoming Events:**

- Last day of classes – May 14<sup>th</sup>
- Faculty's last day – May 16<sup>th</sup>
- Summer session begins – June 2<sup>nd</sup>

## CTE (Lisa Wicoff)

### New Programs, Recruitment and Staffing:

- EMT will run Tuesday and Friday evenings during the Fall Semester 2025 with some Saturdays required, along with scheduled ambulance ride-alongs.
- Work will begin this summer to move Allied Health to the large classroom in the Theatre Building. This will allow Allied Health to have space for hospital beds for clinicals, as well as the Phlebotomy Lab to be ready for Spring of 2026.
- A new CNA clinical site will be opening in Wellsville, KS this fall.
- Building Maintenance Repairer Apprentice Certificate was approved by KBOR on May 2, 2025. This is the certificate four of our maintenance staff are seeking.
- Nurse Assistant, Certified, Certificate was approved by KBOR on May 1, 2025. This certificate is what the Apprentices in our Heartland Meadows partnership are seeking.
- As additional apprenticeships are approved, they will also go to KBOR to become Certificates that Allen offers.

### Dean

- Meeting with 891<sup>st</sup> National Guard Company Commander with Forward Support Company CPT Pan Phyr and First Sergeant Michael Brand on May 20 to discuss partnerships in their command areas which include a maintenance and a distribution platoon.
- Next year our Perkins allotment will be \$30,668 and we will continue to work in a consortium with Pittsburg State University and Independence Community College. This year's allotment is about \$1,000 less than last year's allotment based on a funding formula. Although Allen has increased CTE offerings, the "pie" did not get any bigger, and there are many other factors that go into the calculation, In addition to this amount, we also receive Incentive Funds, which this year were \$7,000 that can be spent on our Perkins approved CTE pathways.
- Attended KBOR and KCCTE's How to Construct and Power Up Non-Traditional Camps in Goodland, Kansas. Toured NW Tech's CTE facilities and took special interest in the Automation and Industrial Maintenance Program Areas. This training focused on increasing interest in CTE programs through 15-hour camps geared toward non-traditional students and participants were encouraged to begin hosting these camps in additional areas-such as middle school, high school, and adult groups.
- Finalizing the current year Perkin's grant and completing the first draft of next year's grant with our consortium now that allocations were given (May 6).
- **NNACTEI conference-updates on federal legislation from ACTE included a new provision in financial aid funding that will require students to be enrolled in 15 hours, instead of 12 in order to be considered "full-time," for federal Pell grants, and eliminate funding for Pell grants for less than half-time students. This is only a bill but will be one Allen wants to follow in the coming months.**
- Allen made it to Round 2 of Patterson Family Foundation Grant (\$672,900) for ALL-Allen Learning Lab-Project Proposal. Wicoff is currently working to complete the Round 2 application which is due Friday, May 9. Thank you to the Grant team-Randy Misenhelter, Kelly Baker, Leslie Nelson-Weir, Rhett Taylor, and to Susie McKinnis for

help editing for clarity and content. This grant seeks funding to help create a learning lab in the existing tractor shop which will allow individuals to focus on earning credentials, microcredentials, and degrees in a hands-on, highly supportive learning environment with flexible pacing, competency-based programs, and personalized pathways for students. Grant recipient announcement will be in August.

## **CTE Programs and Faculty Information**

### **Machining and Manufacturing-Randy Misenhelter**

- Machining and Manufacturing/Industrial Maintenance and Automation- BILT KSA meeting held in April was a tremendous success. Area Subject Matter Experts (SME) reviewed Knowledge, Skills, and Abilities (KSAs) and rated them based on the needs in their industries. The Allen team will meet with our CORD Mentor (part of National Science Foundation Grant) to develop learning outcomes based on their input this month.
- Recruiting continues for the fall semester with 2 confirmed new students and several more expected to commit.
- Randy Misenhelter will attend training this June in Nebraska in Automation, this is also part of a National Science Foundation grant.

### **Allied Health-Leslie Weir and Jennifer Delich**

- Allen has signed 3 new recruits for HOSA including our first out-of-state student, with more expected to sign in the next few weeks.
- HOSA students held the Paint Puppy Party and had over 25 students attend. We appreciate Tara loaning us her classroom and Jon his puppies.





- Additional photos can be found on Instagram at acc\_mentalhealth. Please follow this group of International Leadership Conference HOSA competitors from Allen!
- CNA, CMA, and HHA testing have hit high gear starting the last week in April and continuing through Mid-May. We will report score results in our next report in June.
- Leslie Weir, RN and Peggy Wessel, RN (adjunct at Overbrook Clinical Site) attended KCCTE Phlebotomy Skills Training at Barton Community College and are excited to begin the program at Allen next year.

### **Livestock Judging-Rhett Taylor**

- Rhett has been serving with our BILT Automation/Industrial Maintenance team along with Stan Grigsby and Randy Misenhelter. Rhett had experience in automation at his previous employer and is eager to help Allen in any capacity where he can serve.
- 6 signed LOIs for livestock judging for Fall 2025, to date.
- Aggie Days was a tremendous success with over 900 students competing in 13 contests. This resulted in the signing of Candace Ashlock, of Hamilton, Kansas.
- Rhett attended the SE District FFA banquet in Chanute, KS to network and develop relationships with area Ag Ed instructors for Allen.
- Rhett worked as an official and took oral reasons at the NE District FFA Livestock Judging contests, awarding the top 10 individuals and top 5 teams with Allen Livestock Judging drawstring bags and stenos.
- Incredible foot traffic at the Arkansas FFA Convention, with increased interest due to our tuition being lower than many in state Arkansas colleges. Contacts made with students, teachers, and administrators. Arkansas FFA State Advisor will blast email flyers for Allen aggie days and recruitment for us. Handed out over 200 drawstring bags in exchange for Connect with Allen cards that were distributed by Kelly Baker to the appropriate departments at Allen for follow-up.
- Beef management class toured Palenske Ranch, Inc. Mr. Palenske has a son living on campus at Allen, who is a member of the baseball team and Collegiate FFA. This feedlot feeds over 5,000 head of cattle at any given time during the year. This was an incredible opportunity for our students to learn the operation and management skills side of beef management. The student also received firsthand learning in animal nutrition, animal husbandry skills and wastewater management. Thank you to Rhett for continuing to arrange these meaningful experiences for our ag students.
- Attended Iola High School signing for Livestock judging for Shaun McLaughlin and Macey Lewis with many students, faculty, and community members from Iola present to see both students sign our Letter of Intent.
- Will attend and recruit at the Kansas FFA Convention at the end of May.

### **IT/Cybersecurity-Sharon Lawless**

- An IT/Cybersecurity advising Calendly calendar has been created so program students can select an appointment time for summer/fall enrollment.
- Six letters of support have been received for the new Cybersecurity Certificate from businesses and organizations in our region.
- Program Assessment reports have been submitted for INT AAS, IT AS and Cybersecurity AS degrees and certificates.

- Sharon Lawless is retiring, we are working diligently to ensure that students continue to be well-served in the future, and wish Sharon the best in her retirement.

### **ECE-Beth Toland**

- Hosted a scavenger hunt of sorts across the county for Crest High Schoolers. Took 9 students and their teacher to various businesses, visiting with professionals who work with young children and families.
- Have started enrolling for summer and fall. Have several new students at Newton Early Learning Center, ECKAN, and Grow at Eden
- Completed all adjunct evaluations this month.
- ECE170 was approved by curriculum committee, so work has begun with that course. Revisions of ECE105 and the three practicum classes are also ongoing.

### **GED/AOK**

- Lisa Wicoff met with representatives of Adult Education from KBOR and in consultation with Dr. Wheeler and Melanie Wallace, we are developing a plan for GED and AO-K to be on campus again, next year.

### **Workforce Development and Apprenticeships-Kelly Baker**

- Kelly has been working hard on starting new apprenticeships. This month we have a new approved Apprenticeship-Early Childhood Educator, and one in process-Child Development Specialist. These were created through a cooperative effort with Beth Toland.
- Kelly attended the ESU WorkKeys Summit to promote Allen.
- National Apprenticeship Day had great media coverage!

### **Upcoming Events:**

- June, 2025-Misenhelter to Central Community College in Nebraska to attend Automation instructor training (grant funded)
- June 2-5-Tinkering at Allen K-7<sup>th</sup> grade camp (Beth Toland)
- June 17-22-HOSA to International Leadership Conference in Nashville, TN
- June 24, 2025-Wicoff and Baker to attend KBOR's Kansas Regional Day of Learning at Washburn Tech



## Board Policy 9.10

*Board Policy Title: Financial Aid*

<i>Board Policy Number:</i>	BP 9.10
<i>Adoption Date:</i>	1990
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	1997, 2013, 2025
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	VIII-D-1.2

Allen County Community College offers various forms of federal and institutional financial assistance to its students as a fully accredited, state approved institution of higher education. Procedures relative to application and awarding financial aid programs shall be determined by federal and state regulations and the President or designee.

## Board Policy 6.12

### *Board Policy Title: Retention of Records*

<i>Board Policy Number:</i>	BP 6.12
<i>Adoption Date:</i>	
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	
<i>Legal Reference:</i>	<i>K.S.A. 72-5369 (1975 HB 2390-1)</i>
<i>Cross Reference:</i>	<i>VIII-B-1.19</i>

The Board of Trustees provides for and authorizes any officer, official, or employee charged with or having custody of the College records, documents, or other papers to destroy the same at the time indicated herein, and if more than one time can be made to apply, the longer time shall apply (as will departmental retention guidelines if these guidelines exceed the retention periods noted in Procedure 6.12): to authorize the destruction of a student, financial, and employment records according to the Procedure schedule.

The objective of this Records Security and Retention Policy is to establish a system for the control of records maintained by Allen County Community College. Proper records management is important to identify and protect vital records; to minimize costs associated with record storage; to increase business efficiency; to ensure records are retrievable; to meet the requirements of state and federal laws and regulations; and to purge records that no longer have administrative, fiscal, legal or historical value.

**DRAFT WORK AGREEMENT**

This agreement between the Board of Trustees, Allen County Community College, Iola, Allen County, Kansas, hereinafter called "board" and (name of employee), hereafter called "(name of position)."

The parties hereto agree that the (name of position) shall be employed by Allen County Community College at the rate of \$\_\_\_\_\_ per hour with time and one-half pay for all hours worked over 40 hours during one work week covered by this agreement, commencing \_\_\_\_\_, 20\_\_\_\_, and subject to the following terms and conditions:

The services to be performed by the (name of position) hereunder shall be as determined by the President or designated representative and shall be in conformity with the policies, rules and regulations of the board and the laws of the state of Kansas.

This agreement is subject to the terms and provisions of the Kansas Cash Basis Law, K.S.A. 10-1101 *et seq.* and amendments thereto.

It is further understood and agreed to by and between the parties that this is an employment-at-will position, and the employment may be terminated without notice. No oral statements or statements in our policies, procedures, and/or handbook are intended to create a right to continuing employment.

WITNESS OUR HANDS on the day and year first above written.

Allen County Community College  
Allen County, Kansas

\_\_\_\_\_  
President or Designee

\_\_\_\_\_  
Employee

Attest: \_\_\_\_\_  
Clerk, Board of Trustees

Date: \_\_\_\_\_

**DRAFT WORK AGREEMENT**

This agreement between the Board of Trustees, Allen County Community College, Iola, Allen County, Kansas, hereinafter called "board" and (name of employee), hereafter called "(name of position)."

The parties hereto agree that the (name of position) shall be employed by Allen County Community College at the rate of \$\_\_\_\_\_ (based on the annual rate of \$\_\_\_\_\_) covered by this agreement, commencing \_\_\_\_\_, 20\_\_\_\_, and subject to the following terms and conditions:

The services to be performed by the (name of position) hereunder shall be as determined by the President or designated representative and shall be in conformity with the policies, rules and regulations of the board and the laws of the state of Kansas.

This agreement is subject to the terms and provisions of the Kansas Cash Basis Law, K.S.A. 10-1101 *et seq.* and amendments thereto.

It is further understood and agreed to by and between the parties that this is an employment-at-will position, and the employment may be terminated without notice. No oral statements or statements in our policies, procedures, and/or handbook are intended to create a right to continuing employment.

WITNESS OUR HANDS on the day and year first above written.

Allen County Community College  
Allen County, Kansas

\_\_\_\_\_  
President or Designee

\_\_\_\_\_  
Employee

Attest: \_\_\_\_\_  
Clerk, Board of Trustees

Date: \_\_\_\_\_

## PROFESSIONAL EMPLOYEE CONTRACT OF EMPLOYMENT

This contract, made and entered into, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Board of Trustees, Allen County Community College, Iola, Allen County, Kansas, hereinafter called the "board" and (name of professional employee), hereinafter called the "professional employee."

The parties hereto agree that professional employee shall be employed by the board as an professional employee of Allen County Community College, Iola, Allen County, Kansas, for the school year 20\_\_-20\_\_, as defined and scheduled by the board, which shall include at least \_\_\_\_ duty days of teaching and other assignments as designated by the board, including, but not limited to (duties and responsibilities), at the salary of \$\_\_\_\_\_ for said year, payable in twelve (12) equal installments, on or about the last day of each month, commencing \_\_\_\_\_, 20\_\_, subject to the following terms and conditions:

1. The services to be performed by the professional employee hereunder shall be as determined and assigned by the President or designee, and professional employee shall be subject to the policies, orders, rules and regulations of the board; however said policies, orders, rules and regulations are not a part of this contract. The board reserves the right to transfer or reassign professional employee to any other school, or to any educational project or program of the school district for which professional employee is qualified.
2. In the event the employment of professional employee hereunder shall be terminated for any reason prior to the expiration of the school year, the salary as hereinbefore specified shall be adjusted and paid on the basis of an amount which, together with the compensation heretofore paid, shall bear the same relationship to the total salary above specified as the number of days of actual duty prior to the effective date of termination shall bear to the number of duty days of the school year as defined and scheduled by the board.
3. In the event professional employee is absent from duty except as hereinafter specified, deduction shall be made from the salary for each day of absence as provided by the rules and regulations of the board. Deductions shall not be made in the event such absence is covered by sick leave or the result of other authorized absence in accordance with and subject to the rules and regulations of the board.
4. The parties understand and agree that the board has the option of doing a criminal history records check. The board can terminate employment if the results of the criminal history records check reveal that the administrator has been convicted of any offenses specified in law.
5. This contract is subject to the terms and provisions of the Kansas Cash Basis Law and the Kansas Budget Act, and amendments thereto or supplements thereto respectively, and to all other applicable United States and Kansas laws.

WITNESS OUR HANDS on the day and year first above written.

ALLEN COUNTY COMMUNITY COLLEGE  
IOLA, ALLEN COUNTY, KANSAS

PROFESSIONAL EMPLOYEE

\_\_\_\_\_  
President or Designee

\_\_\_\_\_  
Professional employee

Attest: \_\_\_\_\_  
Clerk, Board of Trustees

Date: \_\_\_\_\_

**[NOTE: The terms and form of an individual professional employee's contract is a mandatorily negotiable item. Therefore, professional employee's basic contract form may vary as a result of negotiations between the district and professional employees.]**

**Campus Security Department:**

- **Director of Campus Security**
- **Campus Security Guard**

Recommendation to enhance Campus security by establishing a Campus Security Department at the College. There have been several incidents reported over the last few years. The total of incidents does not include the actual number of students involved due to many repeat offenders.

2022-2023 Incidents Reported		2023-2024 Incidents Reported		2024-2025 Incidents Reported	
Alcohol	18	Alcohol	6	Alcohol	12
Drug	10	Drug	6	Drug	2
Fighting	0	Fighting	1	Fighting	1
Noise	2	Noise	1	Fire Alarm	1
Party	0	Party	1	Party	2
Roommate Conflict	0	Roommate Conflict	2	Tobacco	2
Sexual Assault	0	Sexual Assault	1	Vandalism	4
Theft	5	Tobacco	1	Vehicle	1
Tobacco	0	Vandalism	1		
Vandalism	2	Vehicle	0		
Vehicle	0	Weapon	1		
Weapon	1				
<b>Total</b>	<b>38</b>	<b>Total</b>	<b>21</b>	<b>Total</b>	<b>25</b>

When surveying the salary comparisons for these roles, Director of HR Karen Gillespie noted that many of the community colleges around the state have some form of security established on their campuses. Allen does not have a formal security patrol or department to handle incidents. Therefore, it is recommended that the Board consider establishing a Campus Security department that would consist of the following positions:

**Director of Campus Security:** (1) Salary - \$60,000 to 80,000.

This position would require proven experience in creating, implementing and managing an effective security program for a large campus or municipality.

- Suggested Hours - 2 p.m. to 11 p.m. M-F
- Salary Estimates/Campuses with Roles: (from Karen)
- Community Colleges with this role: Butler, Dodge City, Garden City, Kansas City, Johnson, Independence, Hutchinson, and Neosho

**Campus Security Guard** - (1) Hourly - \$16.50 per hour to \$19 - average pay is \$17.75 per hour

This position would be responsible for patrolling college buildings and property to detect suspicious activity, assist as necessary while acting as an ambassador of the college, and ensure the safety of students, employees and visitors. The hours would be centered in the time frame when most incidents have occurred. Experience required. Report to the Director of Camps

- Hours 5:00 p.m. to 2:00 a.m. Wednesday – Sunday
- Support safety on campus and sporting events.
- Community Colleges with Security Guards FYE 2024: Barton, Colby, Cowley, Dodge City, Garden City, Fort Scott, Highland, Kansas City, Pratt, and Seward

\*Information about the baseball organization holding the games

**Pecos league website** <https://www.pecosleague.com/pecosleague.asp?page=2>

\*How many games & dates, plus times will be scheduled?

**Will be here on May 24<sup>th</sup> to start spring training and first game here will be June 2<sup>nd</sup>, 20 game dates, will be Monday and Tuesdays at 6:30 and Wednesdays at 1**

\*What will be the method of sales (cups, cans, bottles, from a trailer)?

**He has to follow Kansas ABC laws and has all necessary licenses needed, has already went and talked with City about it. 12 ounce cans only.**

\*Will those selling have training regarding checking IDs, dealing with intoxicated customers, etc.?

**Yes, has to per Kansas ABC laws**

\*Will there be a cut-off time of sales at the games?

**Yes, 7<sup>th</sup> inning.**

\*How will containment be handled; we have a pretty open ball field.

**Gong to get a snow fence and fence off area for beer only.**

\*Will there be security present?

**Working on this.**

\*Will there be college personnel present at each game looking out for the interest of the college?

\*How will the college benefit from this? Do we make money? If so, how will this income be receipted and through what account?

**College personnel will have opportunities to work some of the jobs and get paid. Or local community members. Yes, he is paying us a fee of 25k for the facilities and dorms. This will be split up amongst maintenance, housing, and athletics.**

\*Who will be responsible for clean-up? Our maintenance is stretched already during the summer.

**We are working on bringing more dumpsters over and they will clean up after each game.**

\*What is the college's liability if alcohol is served in this manner?

**All of liability will be on the Pecos league and nothing on the college for anything.**

\*Have the state/local laws, regulations, ordinances been investigated so they are all followed?

**Everything that we can think of has been looked into and followed through with.**

I'm sure there will be other questions during the meeting on Tuesday, May 13, so be ready to answer.



**Heartland Seating**  
– Spectator Seating Specialists –



**Interkal**  
Spectator Seating World Wide  
www.interkal.com



24.3 ESC-SPECTATORSEATING2024

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

**April 30, 2025**

From: Brad Peterson

To: Ryan Sigg / Doug DesMarteau  
Allen County Community College  
1801 N. Cottonwood Street  
Iola, KS 66749

RE: Allen County Community College

<b>Pricing is valid until 5/1/25</b>	
<p><b><u>West bank</u></b> wall attached forward fold, electrically powered, telescopic bleachers, 9 rows x 102'-0" with an 11 ½" rise per row, 30" row spacing, 10" Excel seat modules, and ComfoBack backrests available in 15 standard colors.</p> <ul style="list-style-type: none"> <li>• (436) Automatic ComfoBack backrests on rows 1-8</li> <li>• One (1) self-storing end rails and vinyl end curtain</li> <li>• Four (4) aisles with quarter turn aisle rails and intermediate steps</li> <li>• One (1) column cutout – 0'-6"W x 0'-6"D</li> <li>• Four (4) ADA notches: 2 permanent with rails and 2 recoverable</li> <li>• Electric power (208V/3Phase) with disconnect responsibility of owner prior to bleacher installation</li> </ul> <p style="text-align: right;"><b>MATERIALS DELIVERED AND INSTALLED</b></p> <p><b>ADD for B4 blackout option (black polydeck, aluminum trim, intermediate steps, and rear risers)</b></p>	<p><b>\$160K to \$175K</b> <b>+\$8,255</b></p>
<p><b><u>East bank</u></b> wall attached forward fold, electrically powered, telescopic bleachers, 9 rows x 102'-0" with an 11 ½" rise per row, 24" row spacing, and 10" Excel seat modules available in 15 standard colors.</p> <ul style="list-style-type: none"> <li>• One (1) self-storing end rails and vinyl end curtain</li> <li>• Three (3) aisles with self-storing aisle rails and intermediate steps</li> <li>• One (1) column cutout – 0'-6"W x 0'-6"D</li> <li>• Six (6) ADA notches: 2 permanent with rails and 4 recoverable</li> <li>• Electric power (208V/3Phase) with disconnect responsibility of owner prior to bleacher installation</li> </ul> <p style="text-align: right;"><b>MATERIALS DELIVERED AND INSTALLED</b></p> <p><b>ADD for B4 blackout option (black polydeck, aluminum trim, intermediate steps, and rear risers)</b></p>	<p><b>\$84K to \$92K</b> <b>+\$6,335</b></p>
<p><b>Removal and disposal of existing bleachers to include dumpsters</b></p>	<p><b>\$19,040</b></p>



**Heartland Seating**  
– Spectator Seating Specialists –



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Spectator Seating World Wide  
www.interkal.com



24.3 ESC-SPECTATORSEATING2024

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[sales@heartlandseating.com](mailto:sales@heartlandseating.com) [www.heartlandseating.com](http://www.heartlandseating.com)

**April 30, 2025**

**IMPORTANT – TERMS AND CONDITIONS:**

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

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

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

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

*Brad Peterson*

Brad Peterson

Acceptance by: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

PO #: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

PO Total \$ \_\_\_\_\_

## Allen County Community College

QTY	DESCRIPTION	SEATS	RISE	SPAN
Bank #1	9 Row Friction Power Wall Attached 102'-0" W/ 10" Excel Seat Module -00 TBE	503	11.5	30
4	9 Row Foot Level Aisles W/ Quarter Turn Rail			
4	9 Row Intermediate Steps			
1	0'-6" x 0'-6" Column Cut Out			
2	1 Row 3'-0 1/4" Notchout W/ Front Rail			
2	1 Row Recoverable 3'-0 1/4" Notchout			
1	9 Row Self-Storing End Rails			
1	ComfoBack® Back Rest (auto plastic)			
1	Vinyl End Curtains RH			
1	Black Option B4 - Blackout Package			
Bank #2	9 Row Friction Power Wall Attached 102'-0" W/ 10" Excel Seat Module -00 TBE	529	11.5	24
3	9 Row Foot Level Aisles W/ Self-Storing F-Rail			
3	9 Row Intermediate Steps			
1	0'-6" x 0'-6" Column Cut Out			
2	1 Row 3'-0 1/4" Notchout W/ Front Rail			
4	1 Row Recoverable 3'-0 1/4" Notchout			
1	9 Row Self-Storing End Rails			
1	Vinyl End Curtains LH			
1	Black Option B4 - Blackout Package			

TOTAL SEATS

1032



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

## Allen County Community College

QTY	DESCRIPTION	SEATS	RISE	SPAN
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NOTES:

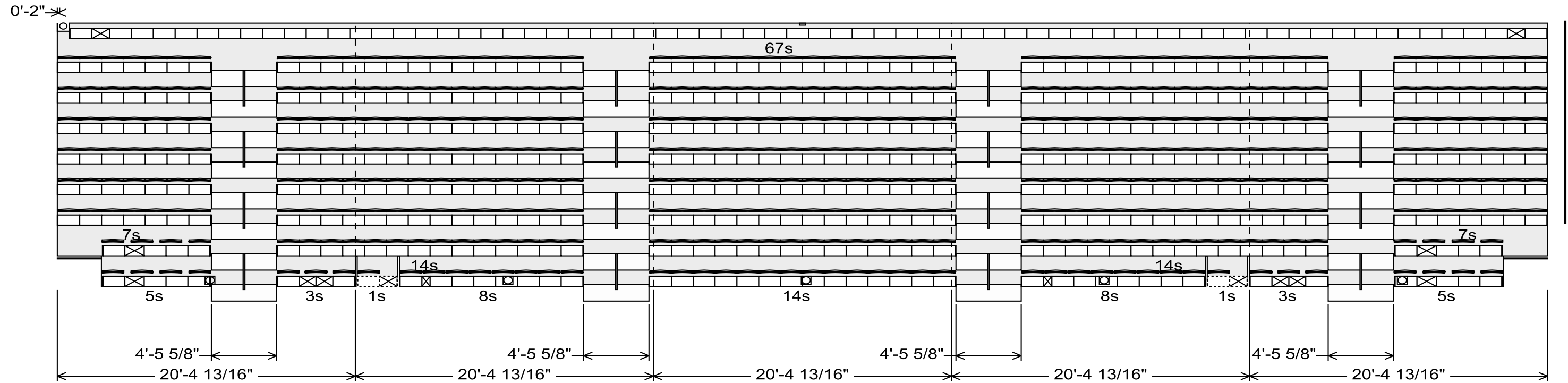
1. Shortened banks to allow access from one end for service.
2. Need to provide more room for team seating out front of east bank.  
If this is visitor side, use 24" span rather than 30" with backrests. Leaves 9'-8" clear to court line for team seating.
3. Owner will need to modify access stairs to crows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

**POWER REQUIREMENTS:**

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

# Allen County Community College

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



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 All drawings created are subject to Interkal approval for design and construction capability.  
 Printed: October 12, 2023 v2.8.0

# Allen County Community College

Bank 1 - 102'-0" Friction Power

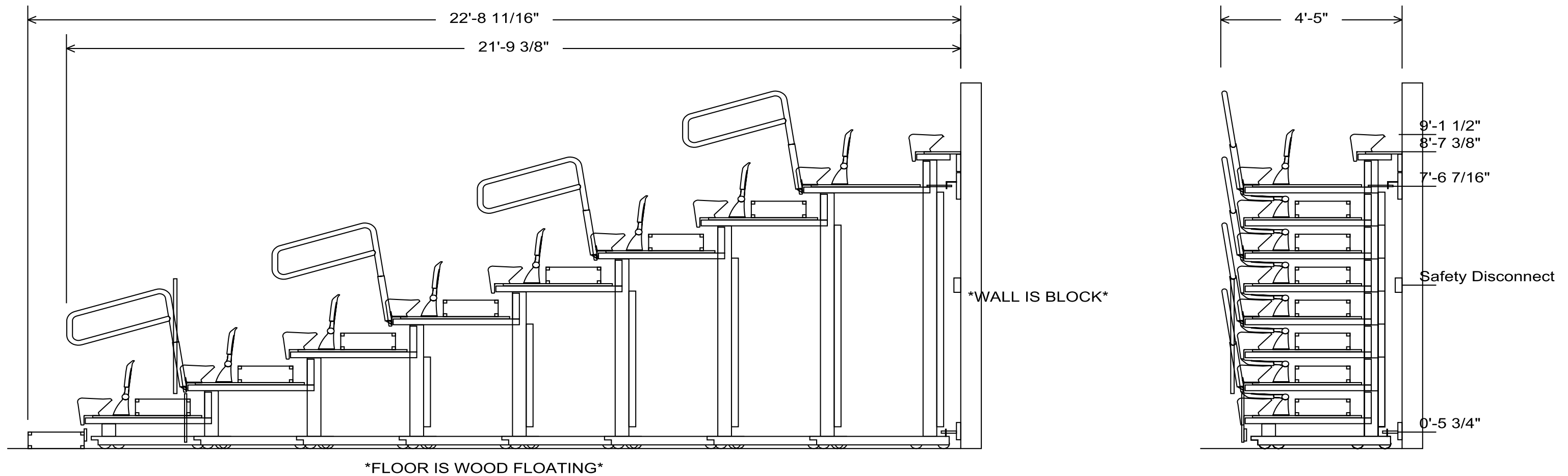
Building Code: IBC 2018

9 Row - 30 Span - 11.5 Rise - Wall Attached

503 seats (EM10)

4'-11 5/16" Court To Step Dimension

5'-10 5/8" Court To First Row Dimension



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# Allen County Community College

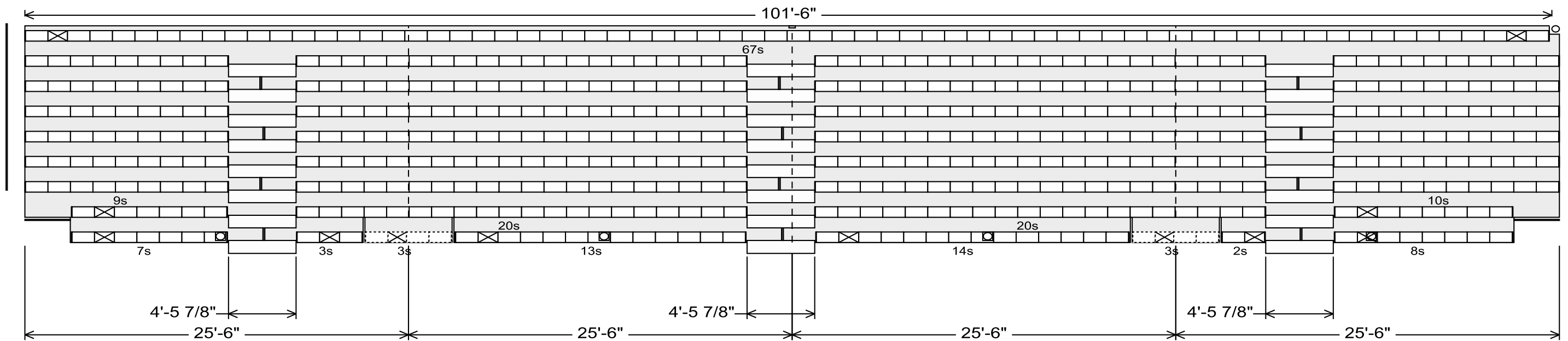
Bank 2 - 102'-0" Friction Power

Building Code: IBC 2018

103'-5 1/2" Clear Dimension

9 Row - 24 Span - 11.5 Rise

529 seats (EM10)



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# Allen County Community College

Bank 2 - 102'-0" Friction Power

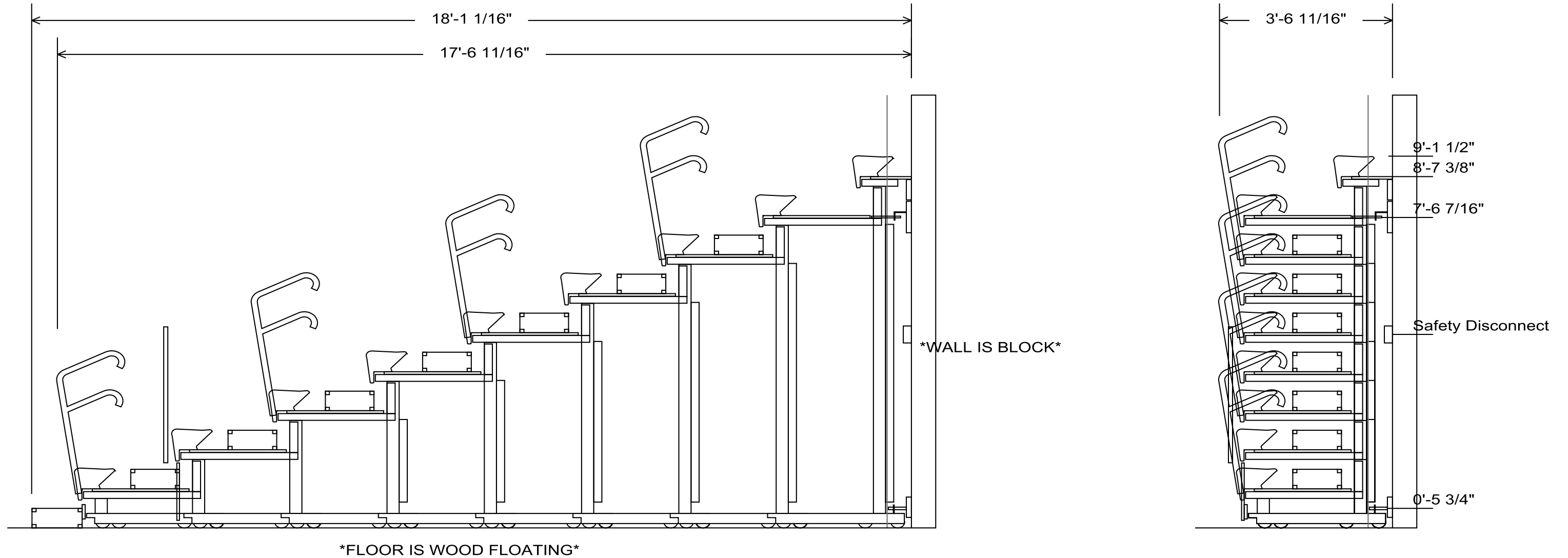
Building Code: IBC 2018

9 Row - 24 Span - 11.5 Rise - Wall Attached

529 seats (EM10)

9'-9 15/16" Court To Step Dimension

10'-4 5/16" Court To First Row Dimension



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Side Elevation View A2





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