



**BOARD OF TRUSTEES AGENDA**

Regular  
 Regular Meeting  
 Tuesday, September 9, 2025  
 6:00 PM  
 Ambler Board Room  
 1801 N. Cottonwood  
 Iola, KS 66749

Current Board Members:

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

1. **Call to order and establish quorum.**
2. **Approval of Agenda**
3. **Old Business (Action, Report, or Discussion) 3**  
 Exceeding Revenue Neutral Rate.Budget Hearing 25-26 3  
 3.a. Exceeding Revenue Neutral Rate Public Hearing  
 3.b. Budget Public Hearing
4. **New Employee Introductions**  
 Dr. Leffler: Matthew Gleason, VP for Finance & Operations  
  
 Matthew: Cali Riley, Business Office Assistant  
           Peyton Thompson, Custodial Maintenance Staff  
           Michael Rasmussen, Custodial Maintenance Staff  
  
 Cami: Halle Zupan, Assistant Softball Coach/RHD
5. **New Business (Action, Report, or Discussion) 5**  
 2025-09-02\_ACC Space Allocation Presentation\_final SLIDE SHOW 5  
 PRESENTATION  
 5.a. Facilities Assessment Report  
       Architect One  
 5.b. Space Allocation Report
6. **Enrollment updates 63**  
 Melanie Wallace and Lauren Moots  
 September Board Meeting Presentation.Wallace.Moots 63
7. **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."*

<b>8. Consent Agenda</b>	<b>72</b>
August 12, 2025 BOT Minutes	72
September 3, 2025 Special BOT Minutes	76
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Summary of Funds Aug 2526	80
Ratification Aug 2025	100
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<b>9. Reports and/or Board Discussion</b>	<b>116</b>
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<b>10. Board Reports</b>	
KACC - Jessica Thompson	
Iola Industries - Corey Schinstock	
ACC Endowment - Vicki Curry	
Maintenance Building—Corey Schinstock	
Board Finance Committee - Gena Clouch/Vicki Curry	
Other Board members	
<b>11. New Business (Action, Report, or Discussion)</b>	
11.a. Strategic Goals and Objectives 2025-2030	135
Dr. Leffler and Jacob Reichard	
Strategic Goals and Objectives - 2025 Update	135
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11.b. Allen 25-26 Academic Calendar updates	139
25-26 Academic Calendar Plus updated	139
<b>12. Executive Session</b>	
12.a. Executive session for the purpose of discussing personnel matters for non-elected personnel.	
12.b. Executive Session to discuss employer-employee negotiations, whether or not in consultation with the representative or representatives of the public body or agency.	
12.c. Executive session to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.	
<b>13. Upcoming Meetings</b>	
Regular meeting: Tuesday, October 14, 2025, at 6:00 PM	
<b>14. Pending Agenda Items</b>	
<b>15. Adjournment</b>	

Resolution No. 25-26

**A RESOLUTION OF THE Allen County Community College, Iola, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;**

**WHEREAS**, the Revenue Neutral Rate for the Allen County Community College was calculated as 17.892 mills by the Allen County Clerk; and

**WHEREAS**, the budget proposed by the Governing Body of the Allen County Community College will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

**WHEREAS**, the Governing Body held a hearing on September 9, 2025 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

**WHEREAS**, the Governing Body of the Allen County Community College, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE Allen County Community College:**

The Allen County Community College shall levy a property tax rate exceeding the Revenue Neutral Rate of 19.032 mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

**ADOPTED** this 9th day of September 2025 and **SIGNED** by the Governing Body.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attested:

\_\_\_\_\_

**CERTIFICATE**

TO THE CLERK OF Allen County COUNTY, STATE OF KANSAS

We the undersigned, duly elected, qualified and acting officers of  
Allen County Community College

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2025-2026; and (3) the Amount(s) of 2025 Tax to be Levied are within statutory limitations.

Table of Contents:			2025-2026 Adopted Budget		
Adopted Budget and Financial Statements	K.S.A.	Page No.	Expenditures & Transfers	Amount of 2025 Tax to be Levied	County Clerk's Use Only
Statement of Indebtedness					
Statement of Conditional Lease, etc.					
Current Funds Unrestricted:					
General	71-204		24,682,413	3,214,996	
Postsecondary Technical Education			3,098,309	XXXXXXXXXX	
Adult Education	71-617		0	0	
Adult Supplementary Education	74-32,261		0	XXXXXXXXXX	
Motorcycle Driver Safety	71-1508		0	XXXXXXXXXX	
Truck Driver Training Course	71-1509		0	XXXXXXXXXX	
Auxiliary Enterprise			4,057,929	XXXXXXXXXX	
Total Current Funds Unrestricted			31,838,651	3,214,996	
Plant Funds					
Capital Outlay	71-501		1,600,000	574,618	
Bond and Interest	10-113		0	0	
Special Assessment			0	0	
No Fund Warrants			0	0	
Revenue Bonds	10-113		0	XXXXXXXXXX	
Total Plant Funds			1,600,000	574,618	
Total – All Funds		XXXXXXXXXX	33,438,651		
Hearing Notice					Final Assessed Valuation

Assisted by: \_\_\_\_\_  
\_\_\_\_\_

Revenue Neutral Rate: 17.892

Does budget require a resolution to exceed the Revenue Neutral Rate? YES

Attest: \_\_\_\_\_, 2025

County Clerk

Signature and Title of Elected Official



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**CAMPUS WIDE SPACE ALLOCATION REPORT**  
BOARD MEETING | SEPTEMBER 09, 2025



AERIAL IMAGE OF ACC CAMPUS

## **INTRODUCTIONS**

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- Architect One
- Simpson Construction
- Basis

## **PROJECT OVERVIEW**

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### PHASE A - FACILITIES ASSESSMENT/ PROPERTY CONDITION FINDINGS

- Level One PCA/ Campus Assessment
- Main Campus/ Horton Mechanical Systems Assessment + Options

### PHASE B - SPACE ALLOCATION FINDINGS

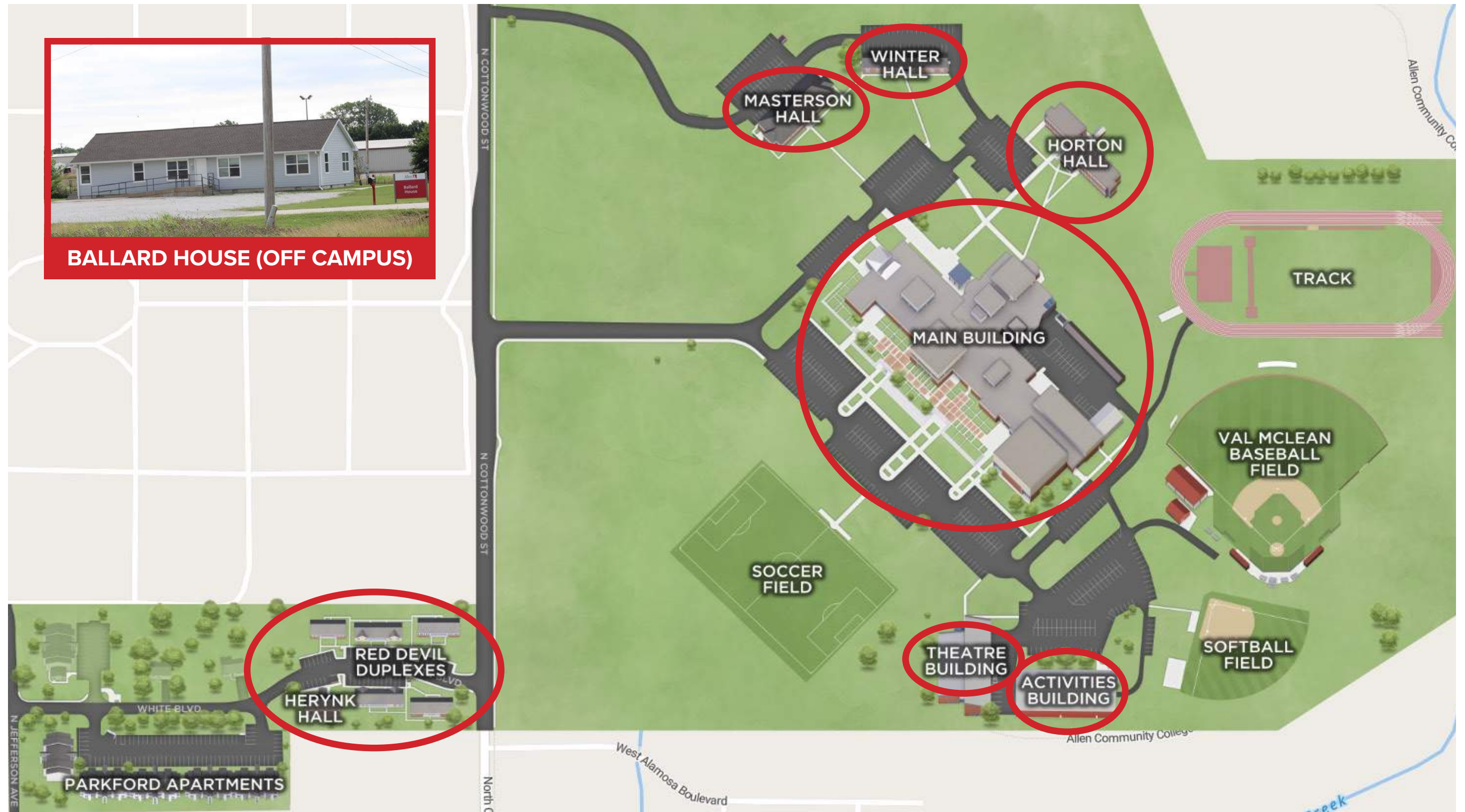
- Survey + Community Outreach
- Option 1
- Option 2

### PHASING + BUDGET ESTIMATES

- Level Two PCA/ Campus Assessment
- Space Allocation Review

## **QUESTIONS + DISCUSSION**

# BUILDINGS EVALUATED



# AREAS EVALUATED

- **Total Approximate Square Footage: 212,500 SF**
- **HVAC and Plumbing Systems**
  - Includes itemization of all mechanical equipment with corresponding age dates
  - Overall review of the plumbing systems in each building including itemization of repair items
  - Excludes HVAC & Plumbing for the main campus building and Horton Hall.
- **Electrical Systems**
- **Roofs**
  - Excluding roofing on the main campus building that is covered by the College.
- **Site Review**
- **Exterior Finishes**
- **Exterior Windows**
- **Visible Structural Concerns**
- **Life Safety**
  - Including exit lighting, fire alarm systems and fire sprinkler systems.
- **ADA Deficiencies**
- **Safety and Security**
  - Overall safety of the campus based on emergency exits, lighting, and signage.

# FACILITIES FINDINGS

## OVERVIEW

“Immediate Need” = Currently past its usable lifespan or will be within 3+ years.

“Moderate Need” = Currently past its usable lifespan or will be within 5+ years.

## ACTIVITIES FACILITY

### Immediate Needs

- Fix broken urinal: Mens restroom appears to have a leaking urinal drain line.

### Moderate Needs

- **Split Systems:** 2 Split Systems are nearing the end of their useful lifespan. The facility is heated and cooled via split units and overhead ambient heaters, with HVAC equipment installed in 2014. These units are approaching or at the edge of their typical 10-15 year operational life and should be scheduled for evaluation and future replacement.
- **Exterior Cleanup Items:** The following exterior items need repaired or replaced: Minor grading issues, downspout extensions, condensate line extension, overhead door wood buck replacement, and overhead door gasket.



# FACILITIES FINDINGS

## BALLARD HOUSE

### Immediate Needs

- **Crawl Space Water Mitigation:** Standing water was observed in the crawlspace indicating poor drainage around the property. Previous rain storms were in the area allowing for present water intrusions.



### Moderate Needs

- **Steel Railings and Base Plate:** The exterior concrete stairs were observed with damage to the platform and loose railing.
- **Split Systems:** (2) Split Systems were observed to be beyond their life expectancy, with both being manufactured in 2007.
- **Roof:** The roof was observed with wear and age based on the observation from the ground level. It has 5-10 years of life left.



# FACILITIES FINDINGS

## HERNYK HALL

### Immediate Needs

- **Steel Stair Replacement:** The metal stairs with concrete inlay steps was observed to be in poor condition. The metal framing has started to rust and deteriorate and the concrete steps are cracking and becoming displaced.



### Moderate Needs

- **Restroom Repairs:** Bathrooms were observed with basic maintenance needs. Showers were in need of sealant repair around floor and walls. Some shower pans had minor cracking at base.
- **Split Systems:** HVAC units were observed to be manufactured in 2012. While immediate replacement isn't needed, replacement units should be anticipated in 5-8 years due to age.
- **Sidewalk Replacement:** Sidewalks leading up the building were cracking and damaged. Repairs are necessary to preserve the flatwork and avoid tripping hazards.



# FACILITIES FINDINGS

## HORTON HALL

### Immediate Needs

- **Mechanical System:** Outside of the 2018 kitchen renovation and addition, most of the HVAC equipment within the main building is at or near the end of its life and is recommended to be replaced, including hydronic piping.
- **Fix Drywall at Mop Sink:** Moisture damages were observed in utility rooms around cleaning drainbasins.
- **Water Heater:** The (2) AO Smith water heaters are well past their life expectancy and should be planned for replacement.
- **Fire Extinguishers:** Exit signage and fire and smoke alarms were present, but some egress doors did not have exit signage. Fire extinguishers were not observed throughout. It is possible they were missing or covered with storage items in hall ways. Need to evaluate for possible placement of fire extinguishers moving forward.



# FACILITIES FINDINGS

## HORTON HALL

### Immediate Needs (Continued)

- **Door Hardware:** The main entrance door was not operating properly. The handle/latch was missing and replaced with a rope for short term use.
- **Sidewalk Replacement and ADA Ramps/Pavers:** Cracking and separation was observed at the rear entrance of the building. The cracking has separated enough to be come a possible hazard. Back door egress did not have a seamless transition to sidewalk. A step up was required to gain access to accessible walkway.
- **Exterior Sealants:** Sealant around window exterior perimeters was failing or applied poorly. Close to 20% of windows were observed to be affected.



# FACILITIES FINDINGS

## HORTON HALL

### Moderate Needs

- **Replace Storefront:** 374 SF of storefront is recommended to be replaced. What appears to be a potential moisture intrusion point was observed at the back entrance. The walk way slopes toward the building and heavy sealant was applied at bottom of door trim and threshold.
- **Mini-Split System:** (2) mini-split systems feed the staircases on both ends of the building and are past their useful life.
- **Fix Staircase and Guardrails:** Stairs at the interior were observed with improper spacing on railing. The spacing was greater than 4 inches at all accessible areas.
- **Tuckpointing:** Brick and stone cladding was observed with areas in need of tuck pointing and repair. Close to 10% of the cladding was affected.
- **Electrical:** The pad mounted transformer along the back of the building was observed to be aged and with damage to doors.



# FACILITIES FINDINGS

## MAIN BUILDING

### Immediate Needs

- **Condensate Lines in Gym:** The gym air handler's condensate piping does not meet code and should be re-routed.
- **Sidewalk Replacement and Reset Brick Pavers:** Cracking and displacement of some of the sidewalks and brick walkways was observed. Concrete stairs and barriers were observed with settling and previous repairs as well. 35-50% of pavers need reset.
- **West Drainage:** Poor drainage was located around the property. Drainage ditches were observed to be too shallow disallowing proper drainage channels. Rework is needed to widen and potentially upsize ditch piping to accommodate large rains.



- 2-Pipe System Area - Poor Condition - 41,696 SF
- RTU/VAV System- Good Condition - 25,294 SF
- Variable Volume & Temp RTU's - Poor Condition - 13,328 SF
- VRF Heat Pump- Fair Condition - 3,034 SF
- Ductless Split System- Poor Condition - 426 SF
- RTU's- Poor Condition - 2,502 SF
- Hydronic Air Handler - 16,478 SF

CODE INFO.	
NOTE: MIXED SEPARATED USES PER IBC 508.4; USES SEPARATED BY FIRE BARRIERS PER IBC 508.4	Sec 602 Type of Construction: IIA
FRONTAGE CALC: FRONTAGE = 466' PERIMETER = 710' FRONTAGE INC. = 0.66 30%	Table 503 3 story maximum for A Occupancy/IIA Construction EXISTING STUDENT CENTER/CAFETERIA & NEW EXPANSION ALLOWABLE AREA - Mixed Separated Use OCCUPANCIES: A-2/A-3/IIA.2
NOTE: EXISTING STUDENT CENTER/CAFETERIA BUILDING ALONG WITH NEW EXPANSION WILL BE CONSIDERED A SEPARATE BUILDING AND WILL BE SEPARATED FROM EXISTING BUILDING TO THE SOUTH WITH A 2 HOUR FIRE WALL PER IBC 706. FIRE WALL RATING PER IBC TABLE 706.4 ALLOWED TO BE 2 HOUR PER TYPE II CONSTRUCTION.	ALLOWABLE AREAS: A Occupancy Allowable Area: 15,000 sf Frontage increase = 30% S-2 Occupancy Allowable Area: 30,000 sf Frontage increase = 30% 54,210 sf
NOTE: FOR THIS CODE REVIEW THE EXISTING SOUTH ACADEMIC & ADMINISTRATIVE BUILDING IS CONSIDERED "EXISTING NON-COMPLIANT" PER CURRENT BUILDING CODES	ACTUAL AREAS: A-2 Occupancy Actual Area: 10,400 sf A-3 Occupancy Actual Area: 9,850 sf Total A Occupancy Actual Area: 20,250 sf Mixed Use Ratio = 0.94
2006 IECC REQUIREMENTS FOR CLIMATE ZONE 4: • STEEL FRAMED WALLS = R13 • ROOF INSULATION ABOVE DECK = R14 (4" MINIMUM POLYISOCYANURATE - RIGID INSULATION ON TOP OF 1-1/2" STEEL DECK) • ALUMINUM FRAMED GLAZING SYSTEMS = U 0.45 (THERMALLY BROKEN ALUMINUM FRAME WITH 1" THICK INSULATED, TINTED, LOW E GLASS)	S-2 Occupancy Actual Area: 2,842 sf Mixed Use Ratio = 0.05 Mixed Use Ratio Total: 0.94 + 0.05 = 0.99 < 1 COMPLIES
ACC ADDITION: • STEEL FRAMED WALLS = R18 (BATT INSULATION IN STEEL STUD FRAMED EXTERIOR WALLS) • ROOF INSULATION ABOVE DECK = R21 (4" MINIMUM POLYISOCYANURATE - RIGID INSULATION ON TOP OF 1-1/2" STEEL DECK) • ALUMINUM FRAMED GLAZING SYSTEMS = U 0.45 (THERMALLY BROKEN ALUMINUM FRAME WITH 1" THICK INSULATED, TINTED, LOW E GLASS)	BUILDING AREAS: EXISTING BUILDING AREA: 11,033 SF ADDITION BUILDING AREA: 12,378 SF TOTAL BUILDING AREA: 23,411 SF

**VAV RTU's**  
1. RTU's are in good condition.  
2. VAV boxes are in good condition.

**2-Pipe System**  
1. Boilers are new and in good condition.  
2. Chillers, cooling towers, pumps and piping in poor condition.  
3. Fan coils units and unit ventilator condition varies throughout. Equipment is outdated and likely to fail if it hasn't already.

**VRF Heat Pump**  
1. Outdoor heat pump and indoor cassettes are in fair condition.

**VVT RTU's**  
1. RTU's are in poor condition.  
2. RTU's provide poor temperature control.

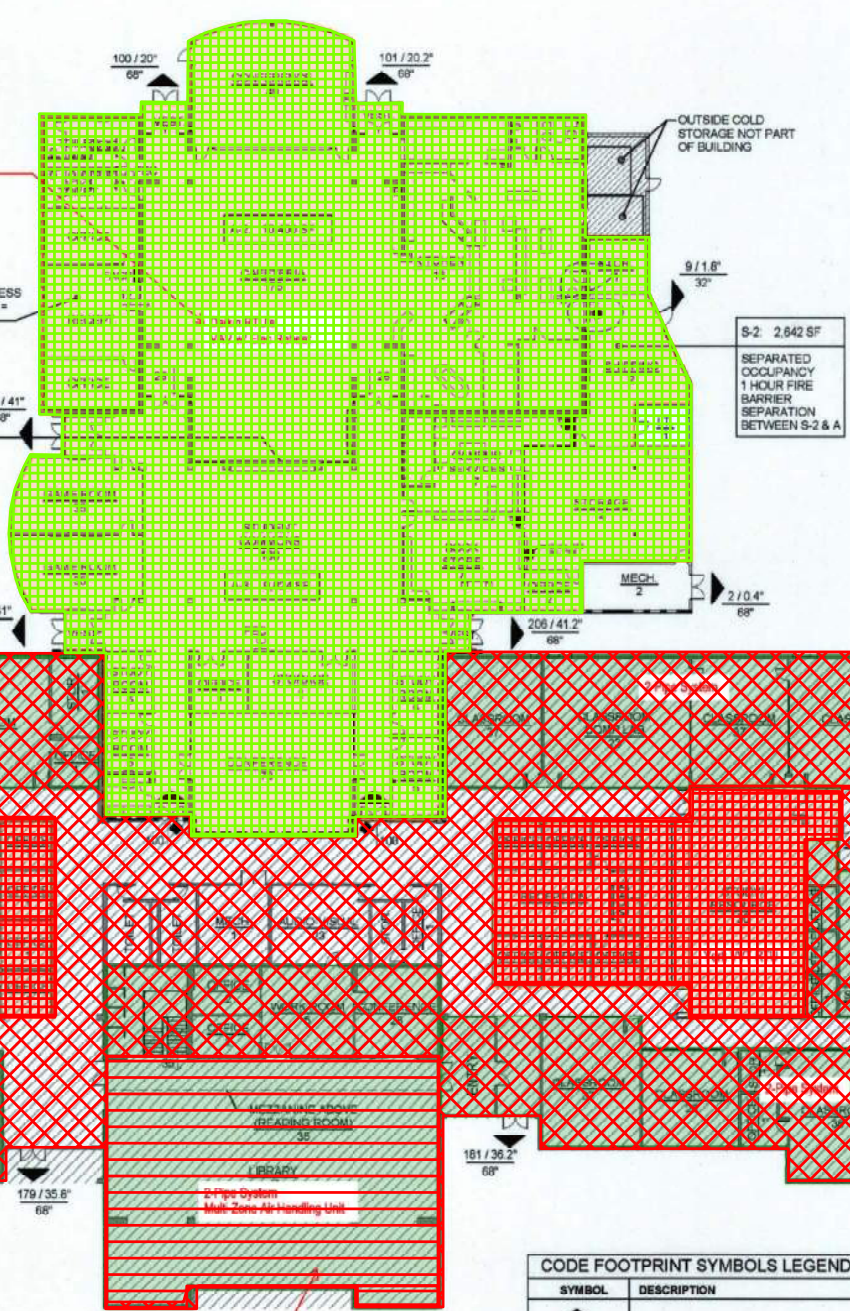
**BUSINESS AREA**  
AREA 2,932 SF / 100 = 30 OCCUPANTS

**Multi-Zone Air Handling Unit**  
1. See 2-pipe system notes about central plant.  
2. Air handler is in poor condition.

**Packaged RTU**  
1. RTU is in poor condition.

**Packaged RTU**  
1. RTU is in good condition.

**Ductless Split**  
1. Outdoor heat pump is in fair condition.



CODE FOOTPRINT SYMBOLS LEGEND			
	EXIT - EXTERIOR		DENOTES EXISTING STRUCTURE
	OCCUPANTS / REQUIRED WIDTH PROVIDED WIDTH		FIRE EXTINGUISHER CABINET
	DESIGNATES UNPROTECTED EGRESS PATH-WAY		FIRE ALARM CONTROL PANEL
	CLASSROOM 37		FIRE EXTINGUISHER WALL MOUNTED
	ROOM DESIGNATION # OF OCCUPANTS		EXIT PATHWAY
	1 HOUR FIRE BARRIER AREA SEPARATION WALL		2 HOUR FIRE BARRIER AREA SEPARATION WALL
	2 HOUR FIRE WALL BUILDING SEPARATION		90 MIN. FIRE RATED DOOR ASSEMBLY
	45 MIN. FIRE RATED DOOR ASSEMBLY		

**1 CODE PLAN**  
1" = 20'-0"

SPANGENBERG PHILLIPS TICE  
**ARCHITECTURE**  
121 N Mead Ste 201 Wichita KS 67202  
T 316.267.4002 F 316.267.1509  
www.sptarchitecture.com

**LOYD BUILDERS**



**ALLEN COMMUNITY COLLEGE**  
**CAFETERIA MODEL & ADDITION**  
1801 N. COTTONWOOD STREET, IOLA, KS. 66749

**BID SET**

BID SET 02.20.18

CODE FOOTPRINT

CF1

# FACILITIES FINDINGS

## MAIN BUILDING

### Immediate Needs (Continued)

- **Library:** The library was observed with moisture intrusions. The picture windows had areas of rust from intrusions along the bottom along with rust at the top stiles of the windows. The exterior facing brick walls in the library depicted efflorescence from moisture intrusions. 702 SF of curtain wall needs replaced.
- **Variable Valve Timing (VVT) System:** The York VVT rooftop units are in poor condition and at the end of their useful life. VVT systems are difficult to keep occupants satisfied. Underfloor ductwork cannot be accessed and is subject to water intrusion.
- **Replace RTU at Music Room:** The music classroom Trane RTU is in poor condition and well beyond its useful life. Exterior ductwork is unprotected from outdoors. (A similar unit is pictured on the right).



# FACILITIES FINDINGS

## MAIN BUILDING

### Immediate Needs (Continued)

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#### **HVAC Replacement Option 1: Replace 2-Pipe AHUs with New 4-Pipe AHUs (Approximately 42,000 SF of Existing Building)**

##### Advantages

- Long life of equipment (25-30 years).
- Central equipment sizing of boiler and chiller plant can take advantage of building's diversity.
- Allow simultaneous heating and cooling without seasonal changeover.
- Re-use of new Lochinvar boilers.
- Flexible equipment placement.
- Proper ventilation rates and treatment of outside air (fewer humidity issues).
- Potential to phase in central plant equipment by replacing existing components.

##### Disadvantages:

- Higher initial cost system due to extensive piping required (4-pipes = 2 for cooling and 2 for heating).
- Periodic hydronic water treatment and monitoring.
- DOAS ducting could be difficult due to concrete structure. May require soffits or drop ceilings in certain areas.
- If central equipment (boiler or chiller) is down, the facility is without heating or cooling.
- Exposed equipment or new drop ceiling.
- Condensate drain and piping above ceiling.
- Temperature control system required.

# FACILITIES FINDINGS

## MAIN BUILDING

### Immediate Needs (Continued)

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#### **HVAC Replacement Option 2: Replace 2-Pipe AHUs with Water Source Heat Pumps with DOAS**

##### Advantages

- Long life of equipment (25-30 years).
- Low operating/life cycle costs.
- Less piping than four-pipe chiller / boiler systems.
- Central plant space is already accounted for with current system.
- Cooling tower and boiler sizing can take advantage of building's diversity.
- Proper ventilation rates and treatment of outside air (fewer humidity issues).
- Potential to phase in central plant equipment by replacing existing components.

##### Disadvantages:

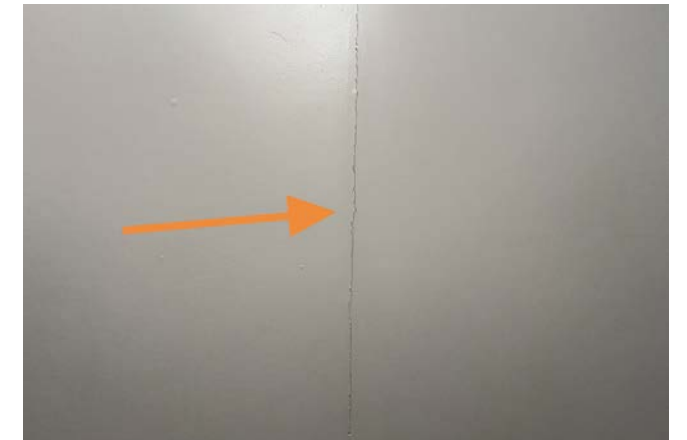
- Requires water treatment of cooling tower open loop that can be difficult to maintain.
- DOAS ducting could be difficult due to concrete structure. May require soffits or drop ceilings in certain areas.
- If central equipment (boiler or chiller) is down, the facility is without heating or cooling.
- Heat pump unit compressor noise.
- Requires drop ceiling or mechanical closets.
- Water softener and RO system recommended for water quality.
- Condensate drain piping above ceiling.
- Temperature control system is required.

# FACILITIES FINDINGS

## MAIN BUILDING

### Moderate Needs

- **General Interior Maintenance:** The following items need repaired or replaced - Fix drywall cracks, paint, and ceiling tile replacements.
- **Tuckpointing:** About 3,000 SF of the brick cladding at the exterior was observed with the need for spalling repairs and tuck- pointing.
- **Storefront Replacement:** 859 SF of old existing windows need to be planned for replacements in +/- 5 years.



# FACILITIES FINDINGS

## MASTERSON HALL

### Immediate Needs

- **Add ADA Signage & Parking Stalls:** It is recommended that the parking stalls at the front entrance be converted to ADA accessible stalls as they meet the measurement requirements.
- **Mechanical Units:** (15) aged split system units beyond their life expectancy were present. Split system equipment has an expected life of 15-20 years. Any units older than this are recommended to be evaluated for replacement. The observed units were manufactured in 2005.

### Moderate Needs

- **Repair Drywall at Ceilings:** Settlement cracking can be observed in the first floor hallways and entry. At this point these appear to be normal settling marks and not indicating immediate structural concern.



# FACILITIES FINDINGS

## MASTERSON HALL

### Moderate Needs (Continued)

- **Regrade Sidewalk & Install Erosion Control:** Drainage areas were too shallow allowing for poor drainage. Remediating the current drainage profiles is recommended.
- **Replace Stair Guardrail:** Stair railing was not continuous on the wall. To avoid possible hazards such as catching clothing or personal belongs on the railing, continuous railing is recommended.
- **Exterior Sealants:** A window on the back of the building was damaged. Failed sealant around the perimeter indicates movement. The interior of the window depicted damage as well (Unit #17).
- **Tuckpointing & Stucco:** Step cracking through mortar joints on the stone masonry and cracking in the stucco cladding around windows was present throughout the exterior. While these may not indicate immediate structural concerns they do indicate movement. Minor tuckpointing and stucco repairs are recommended.



# FACILITIES FINDINGS

## RED DEVIL DUPLEX UNITS

### Immediate Needs

• **HVAC Units:** (10) Split systems were identified as a major concern. All equipment was manufactured in 1999–2000, and though operational at the time of inspection, these systems are well beyond their expected service life. Immediate budgeting for full replacement is recommended. Plumbing systems were generally functional but exhibited minor maintenance deficiencies, such as missing cleanout covers on lateral lines, found throughout the complex.

• **Jack Foundation at Duplex 310:** Structural movement has taken place allowing the floors and walls to shift and crack. Visual evaluation revealed evidence of structural movement, as observed in Unit 310, including floor and wall cracking, indicating that age-related settling may be affecting structural stability.



# FACILITIES FINDINGS

## RED DEVIL DUPLEXES

### Moderate Needs

- **Masonry Tuckpointing:** About 10% of brick cladding was in need of tuckpointing on each building. Gaps were present at the window lintels. Along with the necessary tuckpointing on each building, it would be recommended that open gaps around windows be sealed.
- **Exterior Grading & Sidewalk Replacement:** Concrete flatwork was observed with obvious wear and settling. This can pose a trip hazard and inaccessible walkway. Also, sidewalks did not create an even transition to the front door making the entry to each door inaccessible per ADA standards.



# FACILITIES FINDINGS

## THEATER AND AG BUILDING

### Immediate Needs

- **Split System Replacement:** (5) units are beyond their life expectancy were present. Split system equipment has an expected life of 15-20 years. Any units older than this are recommended to be evaluated for replacement. Review the maintenance checklist for further information.

### Moderate Needs

- **Exterior Sealants and Repairs:** Windows were observed with failed seals allowing interior fumes to escape leaving the window with a milky or wet appearance. Moisture intrusion also appeared to have been occurring or actively occurring at the theater egress door.

- **75 Gallon Water Heater Replacement:** The current Water Tank was manufactured in 2015 and is nearing the end of its lifespan.

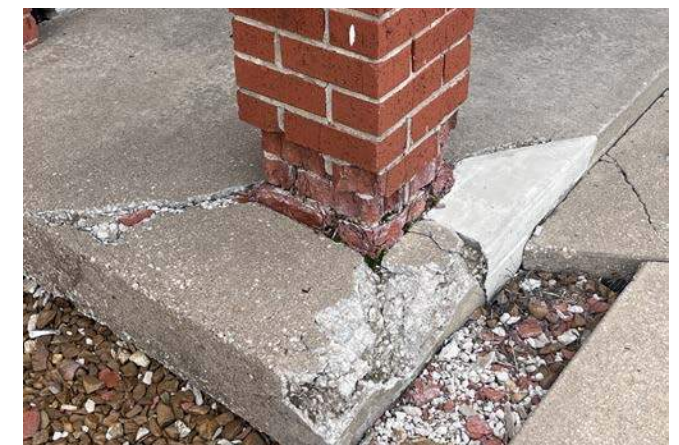


# FACILITIES FINDINGS

## WINTER HALL

### Immediate Needs

- **Masonry Repairs and Tuckpointing:** Cracking was observed in the cladding at exterior doors. Tuckpointing and repairs in the brick cladding is recommended to avoid further damages.
- **Fix Masonry Columns and Entrance Canopy:** At the front entry, significant concrete spalling is observed at the base of the column where it interfaces with the porch slab. The concrete is deteriorating and exposing the underlying aggregate, and the brick column itself shows impact damage and undermining. This presents both a structural concern and a potential safety hazard due to insufficient support and degradation of load-bearing components.
- **Interior Finishes:** Interior finishes were observed with age and general wear. Updated finishes is necessary to ensure longevity with the use of the property.

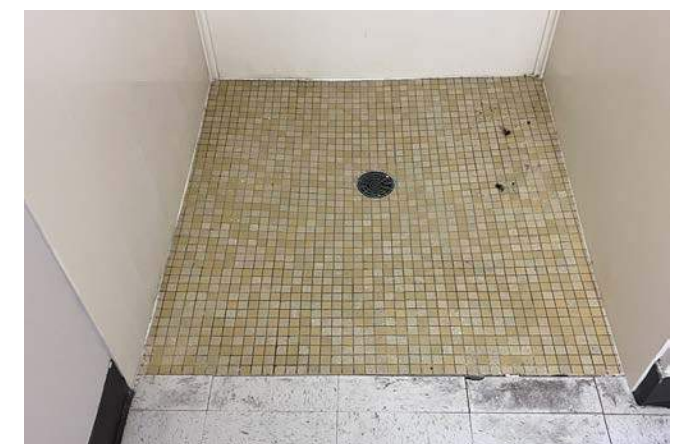
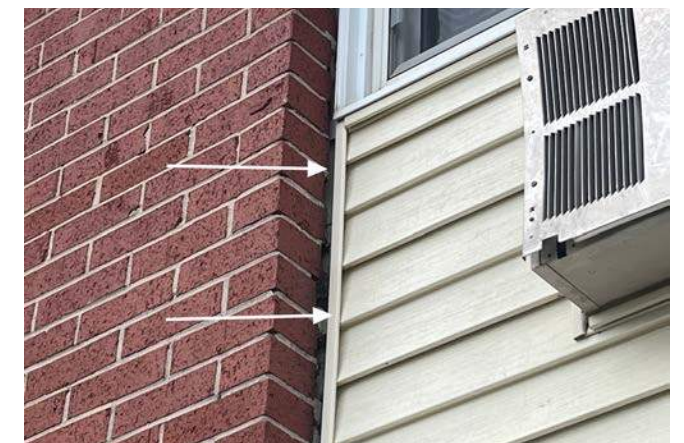


# FACILITIES FINDINGS

## WINTER HALL

### Immediate Needs (Continued)

- **Replace Siding and Fascia:** Vinyl siding was loose and poorly installed at various locations of the front. In addition, the adjacent vinyl siding exhibits signs of ultraviolet (UV) degradation, such as fading and warping, likely due to prolonged sun exposure and inadequate fastening or support behind the cladding. Visible gaps were noted at transition seams between the brick veneer and vinyl siding, suggesting either poor craftsmanship or inadequate expansion accommodation during original installation.
- **Restroom Renovations:** The existing shower units appear original to the building and exhibit signs of significant age and wear. Floor tiles are stained and grout is deteriorated, while fiberglass wall panels show discoloration and minor warping. The lack of a proper threshold raises concerns about water migration to adjacent flooring. Although basic accessibility features are present, the overall condition and design are outdated and do not meet current institutional standards. Full renovation is recommended to address hygiene, durability, and ADA compliance. (This was consistent throughout the building in each unit).



# FACILITIES FINDINGS

## WINTER HALL

### Moderate Needs

- **Install Concrete Ramp at Exit:** Exterior landings at egress doors were observed to be inaccessible. Upgrading landings to be an accessible entrance with today's ADA standards is recommended.
- **Steel Stair Replacement:** The support poles for the side 2nd floor exit stairs appears to have bending near the base. This may not be an immediate need but should be evaluated further for possible repair.
- **Replace Guardrails at Stairs & Sidewalk:** Support railing along the walkway was loose. Repairing is recommended to avoid possible hazards.



# FACILITIES FINDINGS

## WINTER HALL

### Moderate Needs (Continued)

- **Replace PTAC Units:** About half of the PTAC units (16) were observed with damaged drywall and building materials around them. Other areas interior walls are will likely be found with damaged drywall and building materials due to poor installation and possible moisture intrusions. The exterior systems appeared aged and possibly beyond their life.
- **Regrading for Drainage:** Drainage areas were too shallow allowing for poor drainage. Remediating the current drainage profiles is recommended.



# FACULTY + STAFF SURVEY FINDINGS

## ACC CAMPUS 'PROS'

- Centralization and General Community spirit of Main Campus Building
- Open Communication
- Maintenance Team
- Opportunities for regular student interactions

## ACC CAMPUS 'CONS'

- Open Offices
  - \_No privacy to meet with students or take phone calls
- Need space to meet with and support students more efficiently.
  - \_Consider more study rooms/tutor rooms/student meeting rooms
- Plumbing and Electrical upgrades necessary in many existing work areas including administrative wing and faculty suite east of 'fishpond'
- Scattered Offices
  - \_Classrooms used as open offices
  - \_Storage areas used as offices

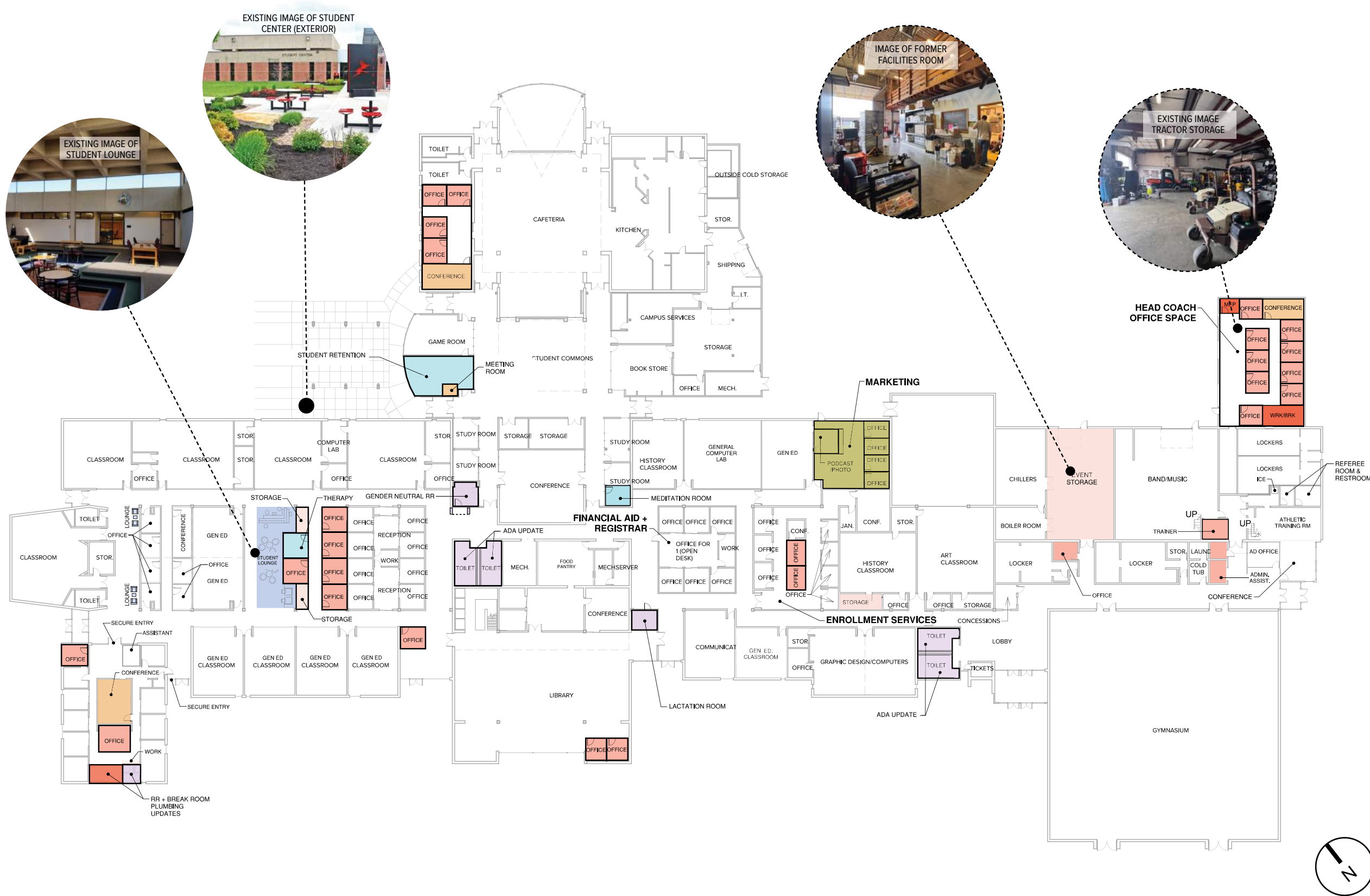
# FACULTY + STAFF SURVEY FINDINGS

## CURRENT + FUTURE NEEDS

- **Room to Grow**
  - \_Classroom space for Future Academic expansion and dedicated rooms for staff efficiency
- **Improvements necessary to stay competitive academically and athletically**
- **Dorm Improvements**
- **More enclosed offices (faculty, staff, and athletics)**
  - \_Proximity of offices to applicable area (classrooms, student union, athletic wing)
- **More Storage throughout**
- **Designated Testing area**
- **Increased business office for best student interaction**
  - \_More efficient student services areas throughout
- **Mechanical/HVAC comfort needs**
  - \_High Humidity
  - \_Limited Controls
- **Increased storage and classroom needs for Theater**
- **Band and Vocal Practice rooms for small groups**
  - \_Limited space on campus to comfortably practice outside of class
- **Ag Classroom**
  - \_Easy access to exterior for visiting livestock and area breeders, etc.
  - \_Expanded work area
- **Dedicated Allied Health area**
  - \_Conducive to required periodic large group testing
- **Head and JV/Asst Coach Offices**
  - \_Athletic Meeting Areas
  - \_Tutor/study areas for student Athletes
- **Increased size and more efficiently appropriated weight room/cardio space**
- **Head height needs in Dance/Cheer and Weight Room**
- **Increased Athletic Rehabilitation Spaces (training rooms, storage, and offices)**

# MAIN CAMPUS OPTION 1

## OVERALL PLAN



### KEY

- FACULTY ENCLOSED OFFICES
- SUPPORT
- STORAGE
- CONFERENCE ROOM
- STUDENT CLASSROOMS
- STUDENT LOUNGE SPACE
- STUDY SPACE
- STUDENT SUPPORT OFFICES
- STUDENT SUPPORT
- SERVICE FACILITIES

### NOTES

- UTILIZE EXISTING AREA**  
AREA OF REMODEL - APPROX 12,500 SF
- NEW ENCLOSED OFFICES**  
FACULTY - 6  
STAFF - 23  
ATHLETICS - 10
- REALLOCATED CLASSROOMS**  
OPEN OFFICE TO CLASSROOM - 2
- ACCESSIBILITY UPGRADES**  
RESTROOMS  
SOUTHWEST RAISED PATIO ACCESS  
PRIMARY BUILDING ENTRY
- INCREASED STUDENT MEETING AREAS + CONFERENCE/ WORK SPACES THROUGHOUT**
- UPGRADED WAY FINDING**
- UPGRADED UTILITIES**  
HVAC  
ELECTRICAL  
PLUMBING

# MAIN CAMPUS OPTION 1

## ENLARGED PLAN - LOUNGE + ADDED OFFICES



### KEY

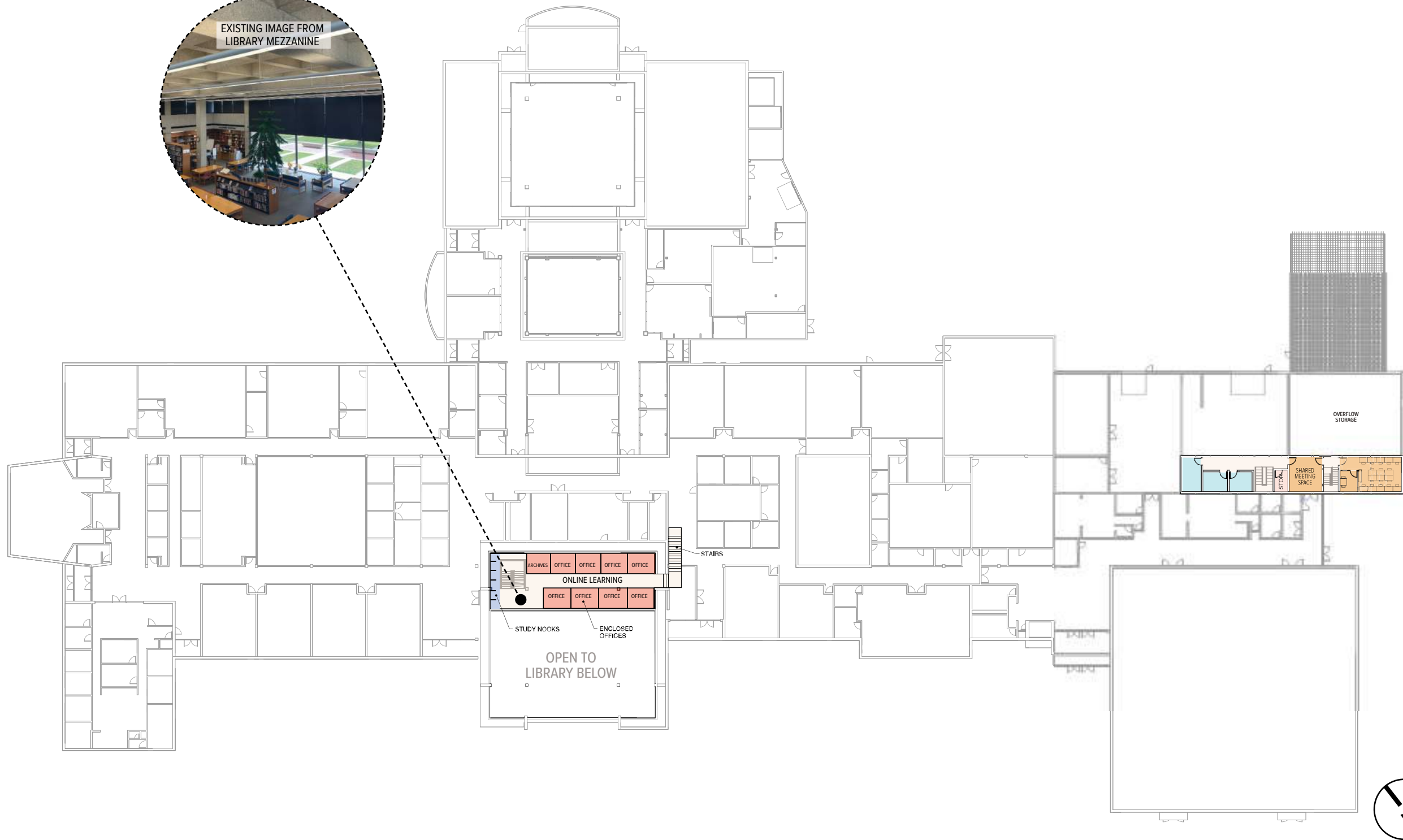
- FACULTY ENCLOSED OFFICES
- SUPPORT
- STORAGE
- CONFERENCE ROOM
- STUDENT CLASSROOMS
- STUDENT LOUNGE SPACE
- STUDY SPACE
- STUDENT SUPPORT OFFICES
- STUDENT SUPPORT
- SERVICE FACILITIES

### NOTES

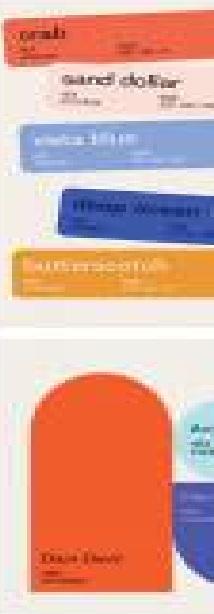
- UTILIZE EXISTING AREA**  
AREA OF REMODEL - APPROX 12,500 SF
- NEW ENCLOSED OFFICES**  
FACULTY - 6
- REDUCED SIZE IN STUDENT LOUNGE AREA TO PROVIDE ADDITIONAL OFFICE SPACE**
- ACCESSIBILITY UPGRADES**  
EVEN FLOOR SURFACE
- DEDICATED THERAPY ROOM**
- ADDITIONAL STORAGE SPACE**

# MAIN CAMPUS OPTION 1

## MEZZANINE OVERALL PLAN

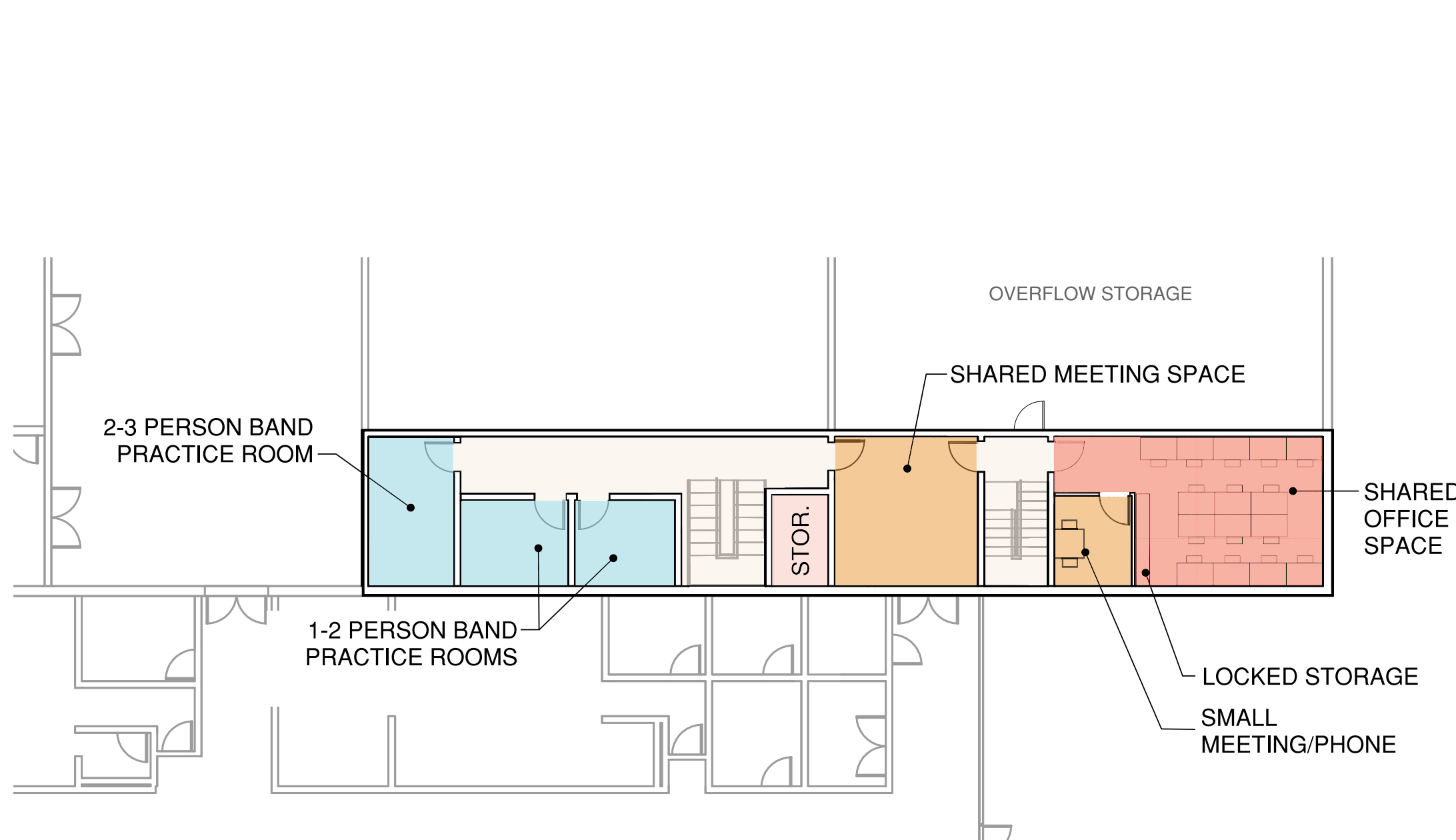


KEY	
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<span style="color: #ff6600;">■</span>	SUPPORT
<span style="color: #f0e68c;">■</span>	STORAGE
<span style="color: #ffcc00;">■</span>	CONFERENCE ROOM
<span style="color: #4169e1;">■</span>	STUDENT CLASSROOMS
<span style="color: #6495ed;">■</span>	STUDENT LOUNGE SPACE
<span style="color: #add8e6;">■</span>	STUDY SPACE
<span style="color: #9acd32;">■</span>	STUDENT SUPPORT OFFICES
<span style="color: #228b22;">■</span>	STUDENT SUPPORT
<span style="color: #9370db;">■</span>	SERVICE FACILITIES



# MAIN CAMPUS OPTION 1

## MEZZANINE ENLARGED PLAN - ATHLETICS OFFICE + BAND PRACTICE ROOMS

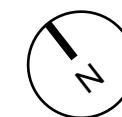


### KEY

- FACULTY ENCLOSED OFFICES
- SUPPORT
- STORAGE
- CONFERENCE ROOM
- STUDENT CLASSROOMS
- STUDENT LOUNGE SPACE
- STUDY SPACE
- STUDENT SUPPORT OFFICES
- STUDENT SUPPORT
- SERVICE FACILITIES

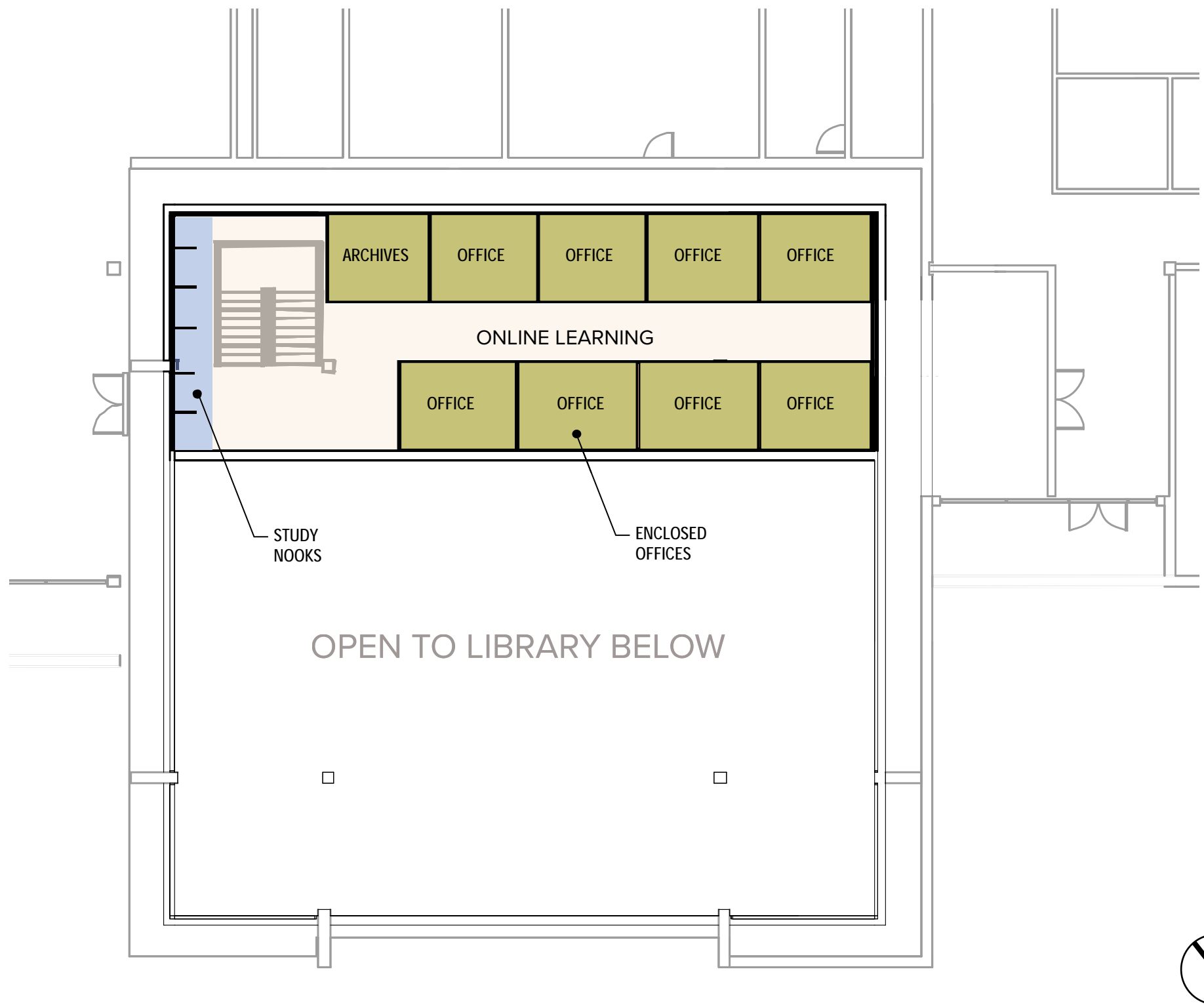
### NOTES

- UTILIZE EXISTING AREA**  
AREA OF REMODEL - APPROX 1,700 SF
- JV/ ASSISTANT COACHES SUITE**  
HOT DESKS - UP TO 15  
  
LOCKERS FOR EACH COACH  
  
PHONE/ ONE ON ONE MEETING ROOM FOR COACHES
- BAND/ VOCAL REHEARSAL ROOMS**
- SHARED LARGE MEETING SPACE FOR BAND + ASSISTANT COACHES**



# MAIN CAMPUS OPTION 1

## MEZZANINE ENLARGED PLAN - LIBRARY

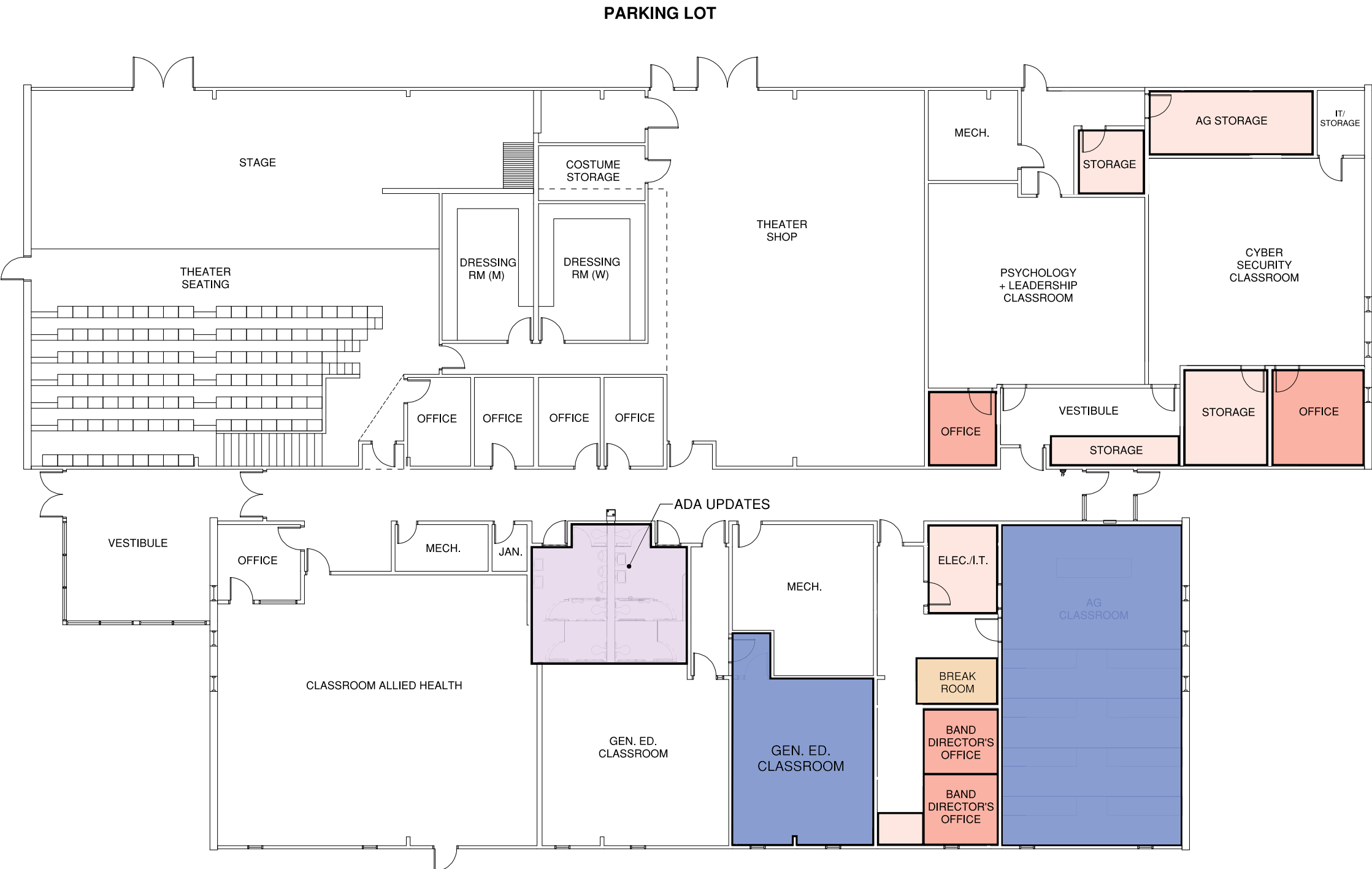


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<span style="color: #d8bfd8;">■</span>	STORAGE
<span style="color: #ff8c00;">■</span>	CONFERENCE ROOM
<span style="color: #4169e1;">■</span>	STUDENT CLASSROOMS
<span style="color: #6495ed;">■</span>	STUDENT LOUNGE SPACE
<span style="color: #add8e6;">■</span>	STUDY SPACE
<span style="color: #90ee90;">■</span>	STUDENT SUPPORT OFFICES
<span style="color: #3cb371;">■</span>	STUDENT SUPPORT
<span style="color: #9370db;">■</span>	SERVICE FACILITIES

NOTES
<b>UTILIZE EXISTING AREA</b> AREA OF REMODEL - APPROX 1,725 SF
<b>RELOCATE ONLINE LEARNING SERVICES</b>
<b>NEW ENCLOSED OFFICES</b> FACULTY - 8
<b>NEW STUDENT STUDY ALCOVES</b>

# THEATER OPTION 1

## OVERALL PLAN



KEY	
<span style="display:inline-block; width:15px; height:10px; background-color:#f4a460;"></span>	FACULTY ENCLOSED OFFICES
<span style="display:inline-block; width:15px; height:10px; background-color:#e67e22;"></span>	SUPPORT
<span style="display:inline-block; width:15px; height:10px; background-color:#f1c40f;"></span>	STORAGE
<span style="display:inline-block; width:15px; height:10px; background-color:#f39c12;"></span>	CONFERENCE ROOM
<span style="display:inline-block; width:15px; height:10px; background-color:#3498db;"></span>	STUDENT CLASSROOMS
<span style="display:inline-block; width:15px; height:10px; background-color:#2980b9;"></span>	STUDENT LOUNGE SPACE
<span style="display:inline-block; width:15px; height:10px; background-color:#add8e6;"></span>	STUDY SPACE
<span style="display:inline-block; width:15px; height:10px; background-color:#90a47e;"></span>	STUDENT SUPPORT OFFICES
<span style="display:inline-block; width:15px; height:10px; background-color:#6aa84f;"></span>	STUDENT SUPPORT
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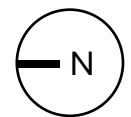
**NOTES**

**UTILIZE EXISTING AREA**  
AREA OF REMODEL - APPROX 2,500 SF

**RECONFIGURED STORAGE + OFFICE SPACE**

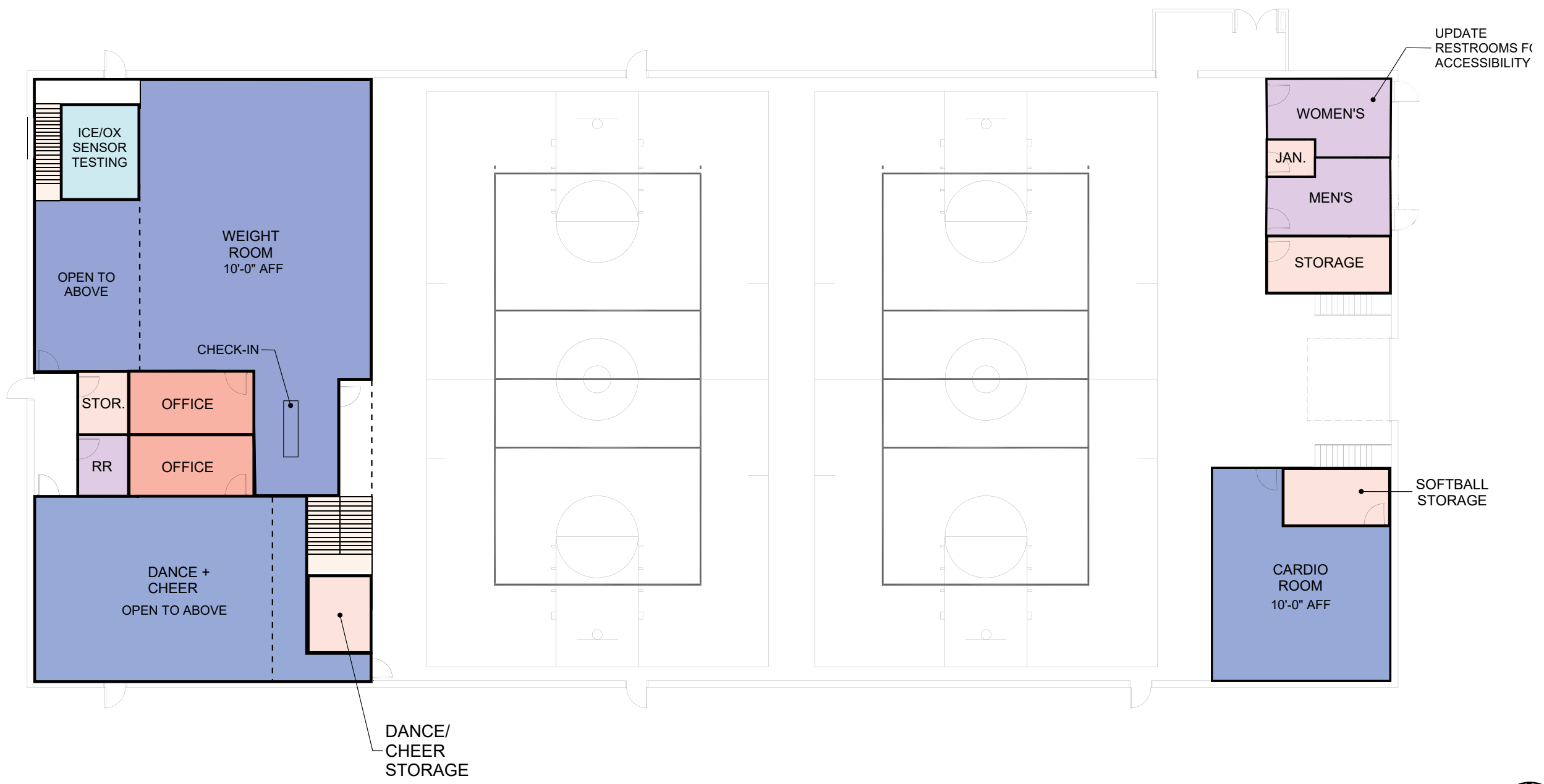
**NEW ENCLOSED OFFICES**  
FACULTY - 2

**REALLOCATED CLASSROOMS**  
OPEN OFFICE TO CLASSROOM - 1



# ACTIVITIES BUILDING OPTION 1 & 2

## OVERALL PLAN

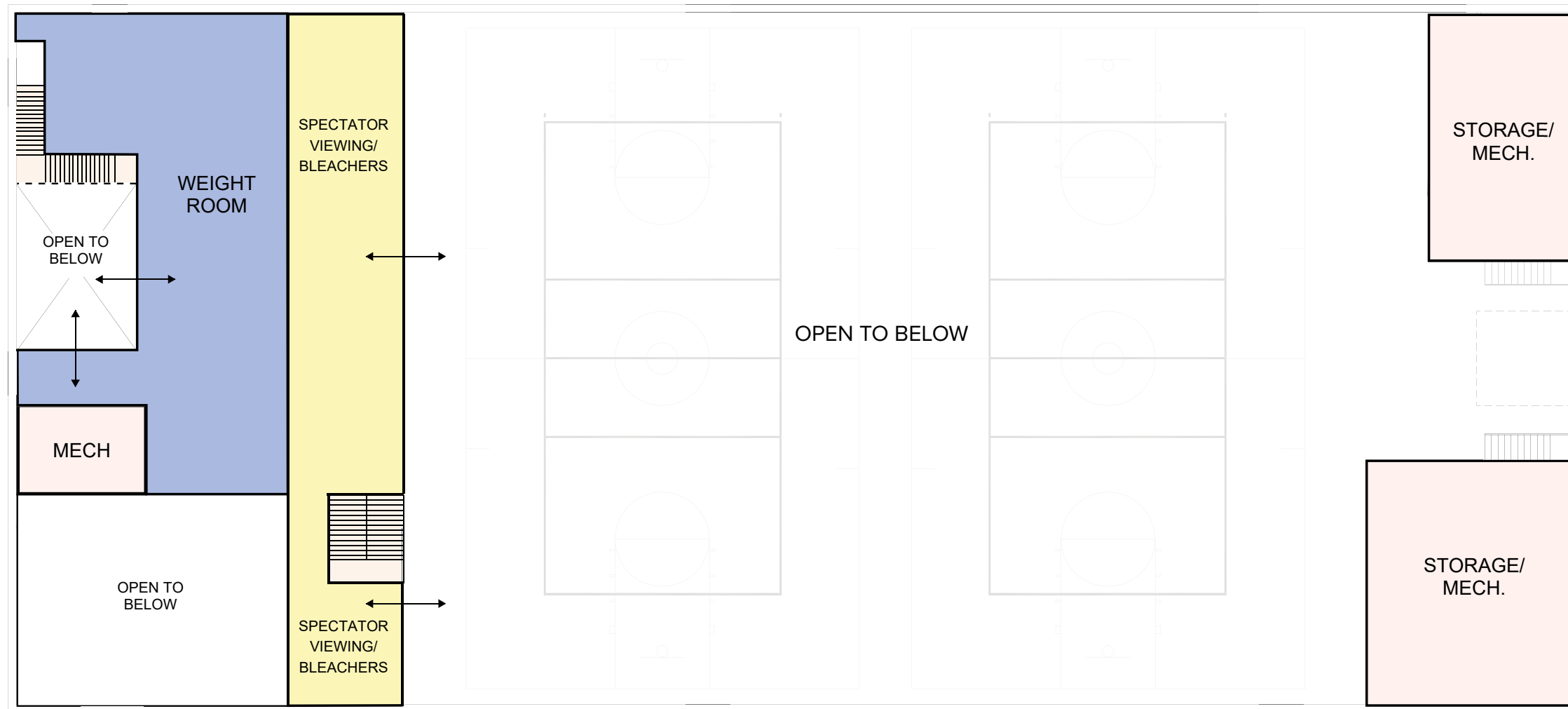


KEY	
[Red]	FACULTY ENCLOSED OFFICES
[Orange]	SUPPORT
[Light Orange]	STORAGE
[Yellow]	CONFERENCE ROOM
[Blue]	STUDENT CLASSROOMS
[Light Blue]	STUDENT LOUNGE SPACE
[Light Cyan]	STUDY SPACE
[Light Green]	STUDENT SUPPORT OFFICES
[Green]	STUDENT SUPPORT
[Purple]	SERVICE FACILITIES

NOTES	
<b>UTILIZE EXISTING AREA</b>	AREA OF REMODEL - APPROX 5,700 SF (MAIN LEVEL)
<b>INCREASED WEIGHT ROOM SPACE OVER 2 LEVELS</b>	IDENTIFIED DOUBLE HEIGHT SPACE (TO ALLOW ROOM FOR EQUIP. USE) IN PLAN
<b>INCREASED DANCE/ CHEER SPACE</b>	DOUBLE HEIGHT SPACE STORAGE
<b>NEW ENCLOSED OFFICES</b>	ATHLETICS - 2
<b>NEW GENDER NEUTRAL RESTROOM</b>	
<b>INCREASED SPACE IN CARDIO ROOM</b>	
<b>ACCESSIBLE UPGRADES</b>	RESTROOMS SOFTBALL STORAGE
<b>NEW ACCESSIBLE MEZZANINES ABOVE</b>	

# ACTIVITIES BUILDING OPTION 1 & 2

## MEZZANINE PLAN



KEY	
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<span style="color: #ff4500;">■</span>	SUPPORT
<span style="color: #f5deb3;">■</span>	STORAGE
<span style="color: #e69d00;">■</span>	CONFERENCE ROOM
<span style="color: #4169e1;">■</span>	STUDENT CLASSROOMS
<span style="color: #6495ed;">■</span>	STUDENT LOUNGE SPACE
<span style="color: #add8e6;">■</span>	STUDY SPACE
<span style="color: #9ac338;">■</span>	STUDENT SUPPORT OFFICES
<span style="color: #228b22;">■</span>	STUDENT SUPPORT
<span style="color: #9370db;">■</span>	SERVICE FACILITIES
<span style="color: #ffff00;">■</span>	SPECTATOR SEATING

### NOTES

**NEW MEZZANINE AREA**  
AREA OF ADDITION - APPROX 4,400 SF

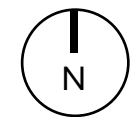
**INCREASED WEIGHT ROOM SPACE OVER 2 LEVELS**  
AREA OF REMODEL - APPROX 12,500 SF

**INCREASED DANCE/ CHEER SPACE**  
DOUBLE HEIGHT SPACE STORAGE

**DEDICATED MECHANICAL ROOM**

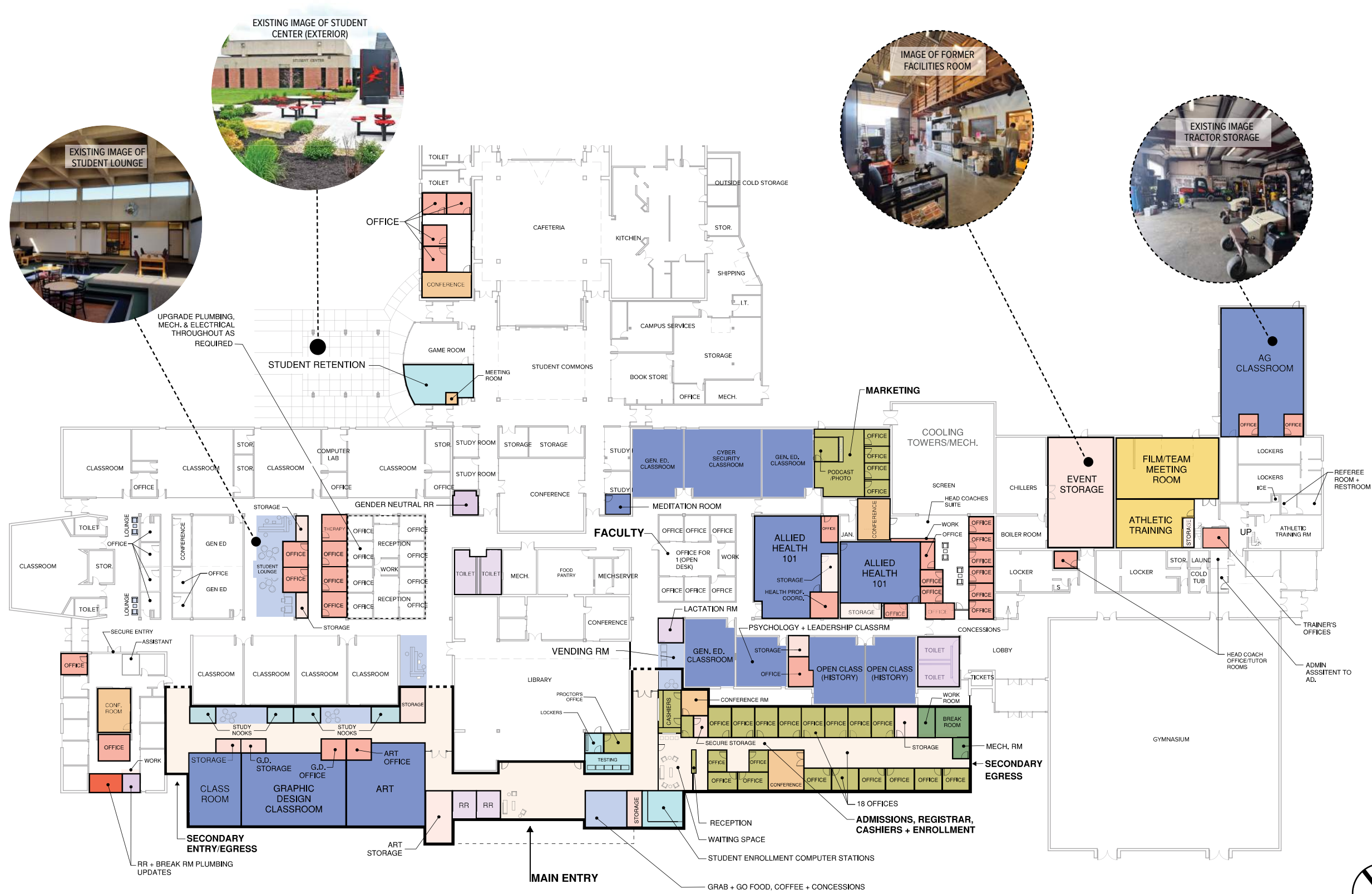
**SPECTATOR SEATING + STANDING SPACE**

**STORAGE/ MECHANICAL MEZZANINES**  
LOCATED ABOVE RESTROOMS + CARDIO ROOM



# MAIN CAMPUS OPTION 2

## OVERALL PLAN













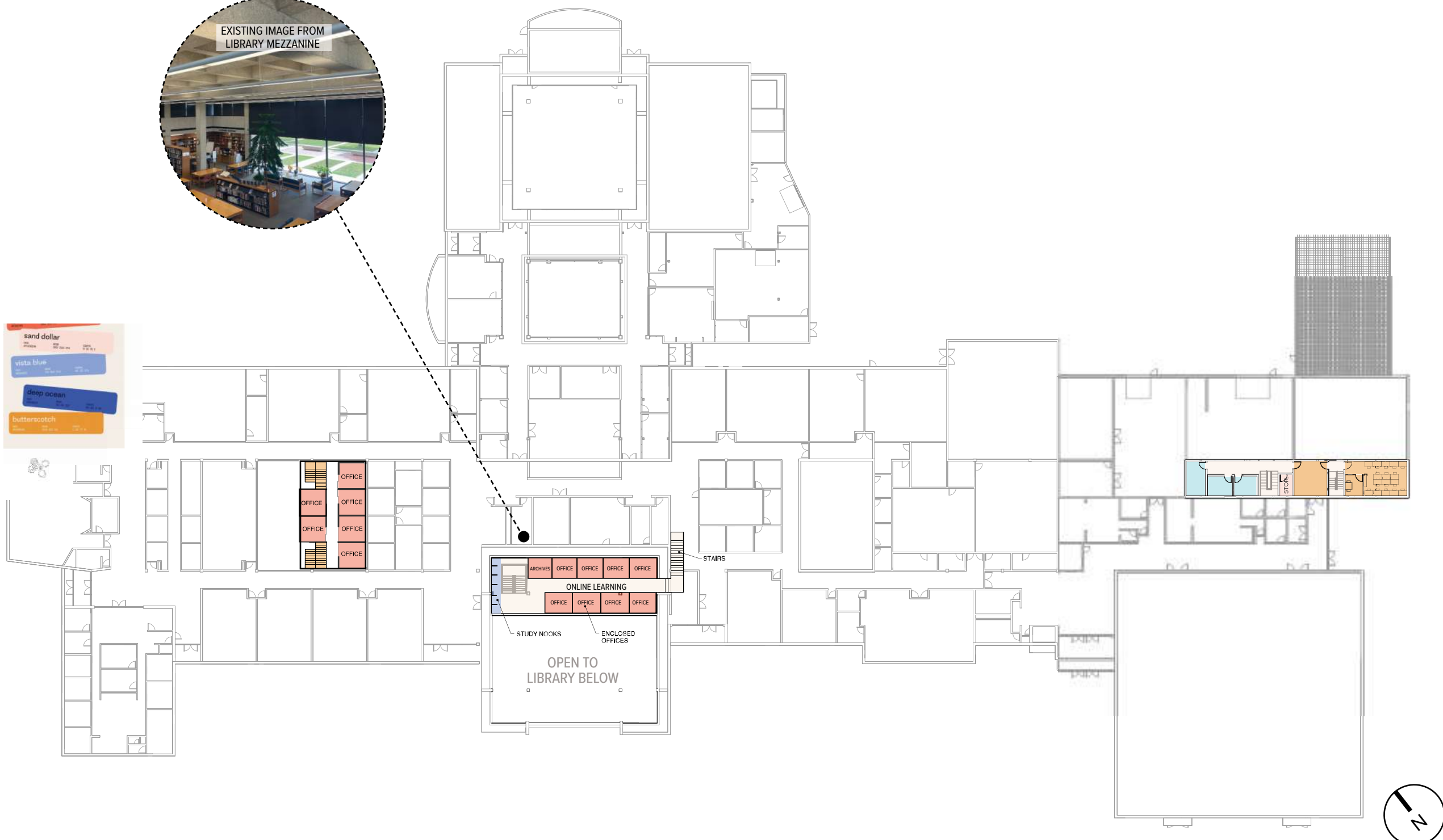
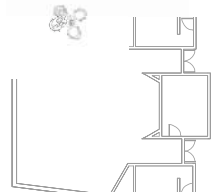
- KEY**
- FACULTY ENCLOSED OFFICES
  - SUPPORT
  - STORAGE
  - CONFERENCE ROOM
  - STUDENT CLASSROOMS
  - STUDENT LOUNGE SPACE
  - STUDY SPACE
  - STUDENT SUPPORT OFFICES
  - STUDENT SUPPORT
  - SERVICE FACILITIES

- NOTES**
- UTILIZE EXISTING AREA**  
AREA OF REMODEL - APPROX 28,850 SF
  - ADDITION**  
AREA OF ADDITION - APPROX 17,000 SF
  - NEW ENCLOSED OFFICES**  
FACULTY - 12  
STAFF - 28  
ATHLETICS - 10
  - NEW + REALLOCATED CLASSROOMS**  
OPEN OFFICE TO CLASSROOM - 12
  - ACCESSIBILITY UPGRADES**  
RESTROOMS  
SOUTHWEST RAISED PATIO ACCESS  
PRIMARY BUILDING ENTRY ACCESS
  - INCREASED STUDENT MEETING AREAS + CONFERENCE/ STUDY SPACES THROUGHOUT**
  - INCREASED ATHLETIC SPACE**  
REHABILITATION SPACE  
NEW FILM/TEAM MEETING RM
  - UPGRADED WAY FINDING**
  - UPGRADED UTILITIES**  
HVAC  
ELECTRICAL  
PLUMBING

# MAIN CAMPUS OPTION 2

## MEZZANINE OVERALL PLAN

KEY	
	FACULTY ENCLOSED OFFICES
	SUPPORT
	STORAGE
	CONFERENCE ROOM
	STUDENT CLASSROOMS
	STUDENT LOUNGE SPACE
	STUDY SPACE
	STUDENT SUPPORT OFFICES
	STUDENT SUPPORT
	SERVICE FACILITIES



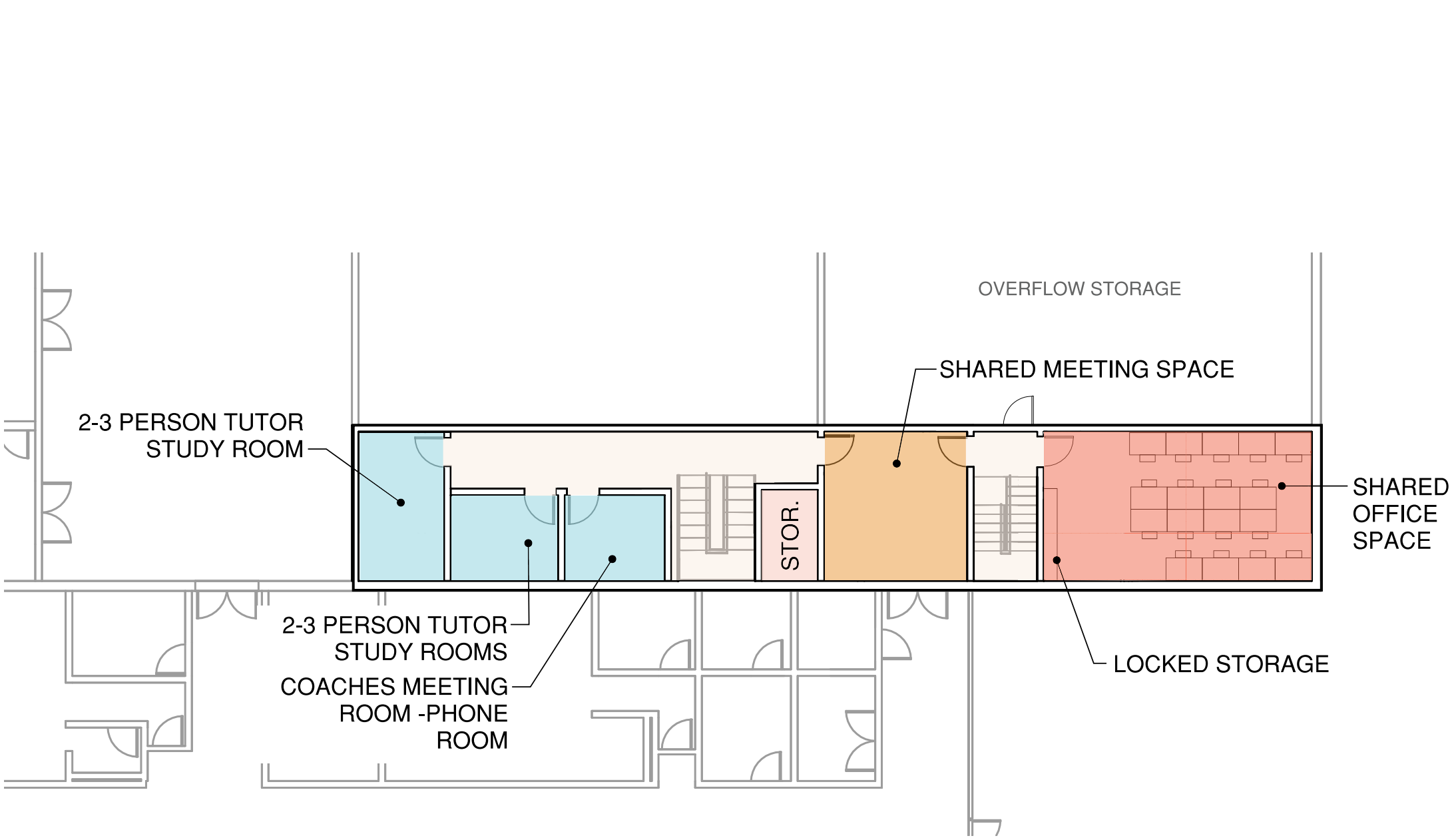
# MAIN CAMPUS OPTION 2

## MEZZANINE ENLARGED PLAN - OFFICES



# MAIN CAMPUS OPTION 2

## MEZZANINE ENLARGED PLAN - ATHLETICS OFFICE + TUTORING ROOMS



**KEY**

- FACULTY ENCLOSED OFFICES
- SUPPORT
- STORAGE
- CONFERENCE ROOM
- STUDENT CLASSROOMS
- STUDENT LOUNGE SPACE
- STUDY SPACE
- STUDENT SUPPORT OFFICES
- STUDENT SUPPORT
- SERVICE FACILITIES

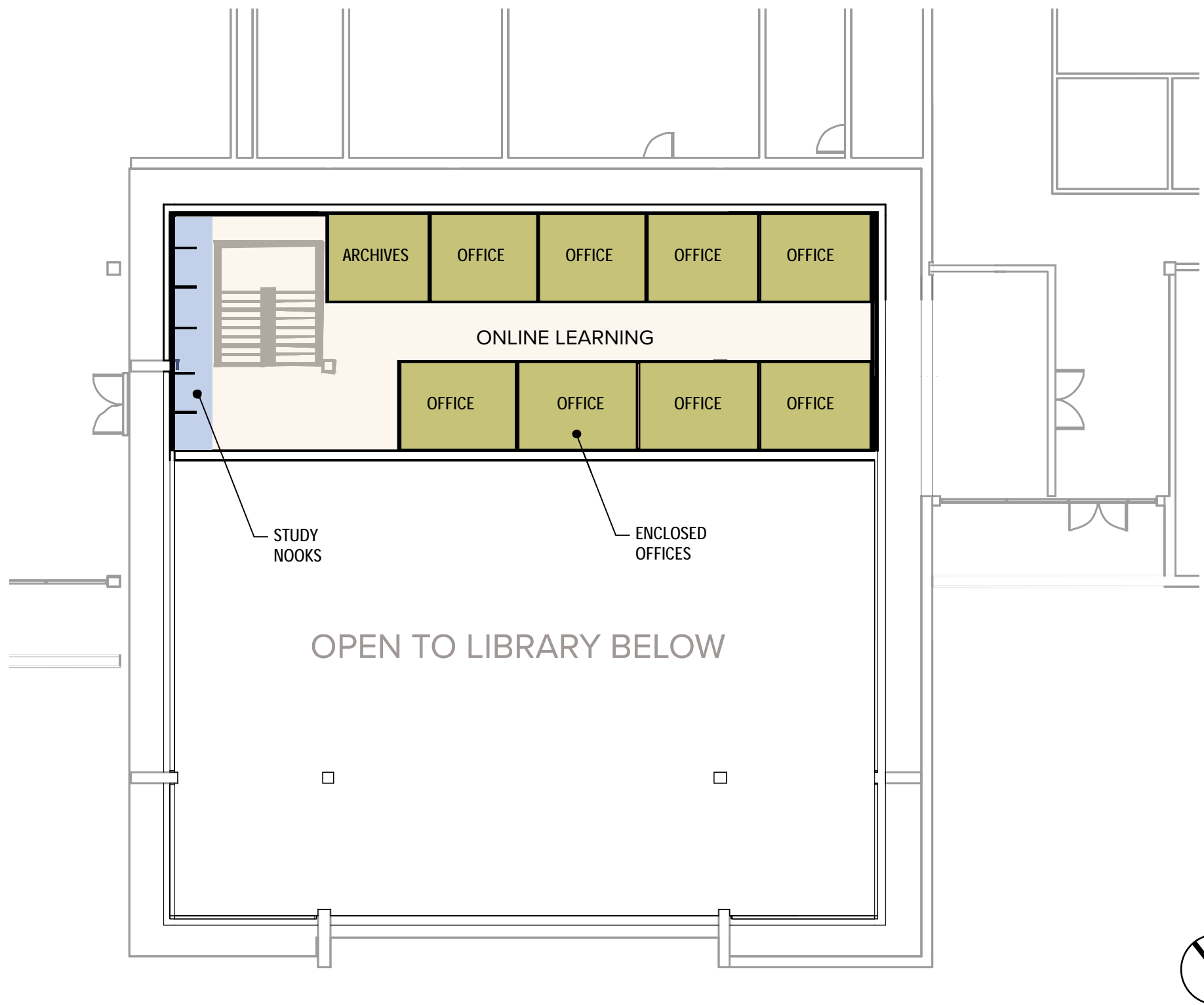
**NOTES**

- UTILIZE EXISTING AREA**  
AREA OF REMODEL - APPROX 1,700 SF
- JV/ ASSISTANT COACHES SUITE**  
HOT DESKS - UP TO 17  
LOCKERS FOR EACH COACH  
PHONE/ ONE ON ONE MEETING ROOM FOR COACHES
- STUDENT TUTOR ROOMS**
- SHARED LARGE MEETING SPACE FOR BAND + ASSISTANT COACHES**



# MAIN CAMPUS OPTION 1

## MEZZANINE ENLARGED PLAN - LIBRARY



KEY	
[Red Box]	FACULTY ENCLOSED OFFICES
[Orange Box]	SUPPORT
[Light Orange Box]	STORAGE
[Yellow Box]	CONFERENCE ROOM
[Dark Blue Box]	STUDENT CLASSROOMS
[Medium Blue Box]	STUDENT LOUNGE SPACE
[Light Blue Box]	STUDY SPACE
[Green Box]	STUDENT SUPPORT OFFICES
[Dark Green Box]	STUDENT SUPPORT
[Purple Box]	SERVICE FACILITIES

**NOTES**

**UTILIZE EXISTING AREA**  
AREA OF REMODEL - APPROX 1,725 SF

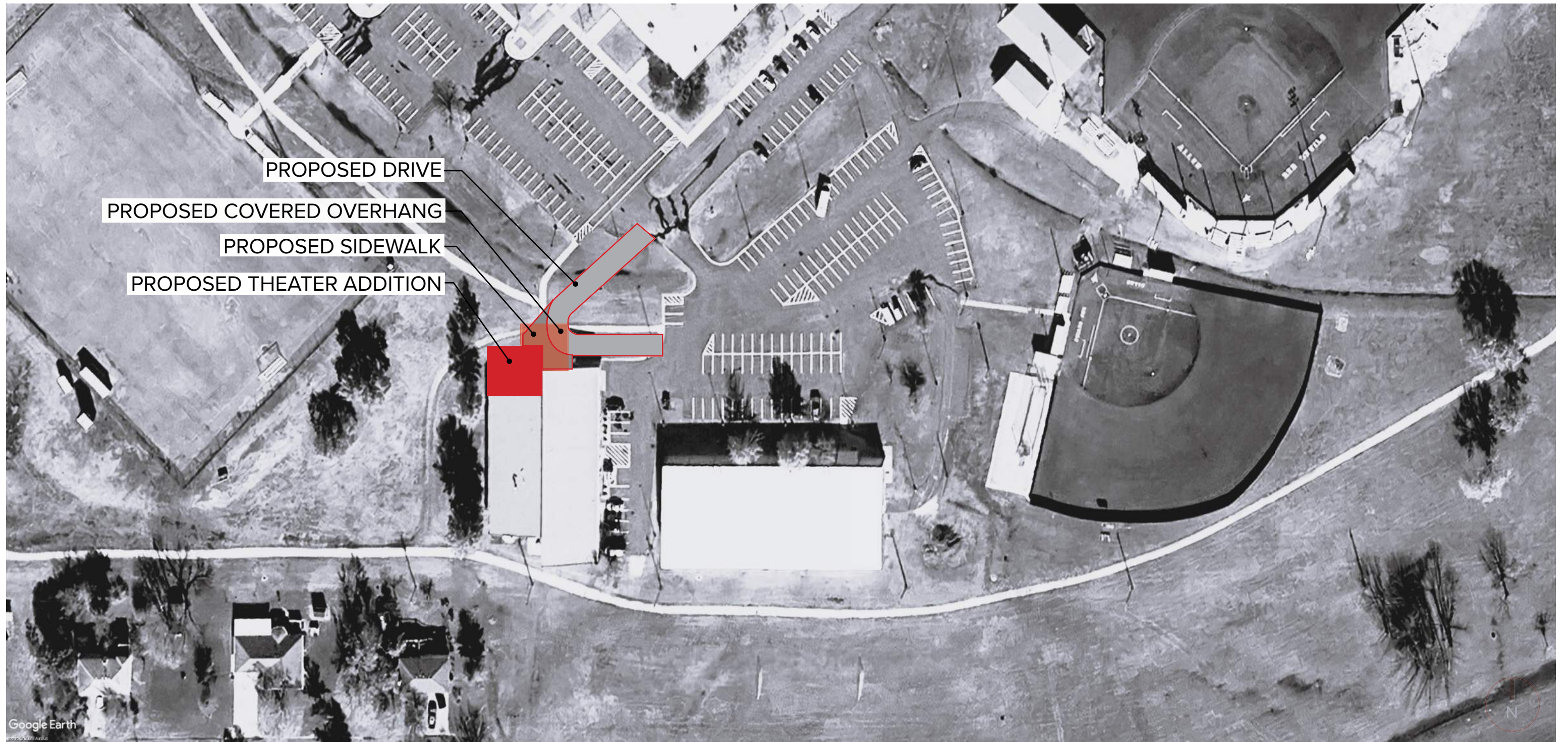
**RELOCATE ONLINE LEARNING SERVICES**

**NEW ENCLOSED OFFICES**  
FACULTY - 8

**NEW STUDENT STUDY ALCOVES**

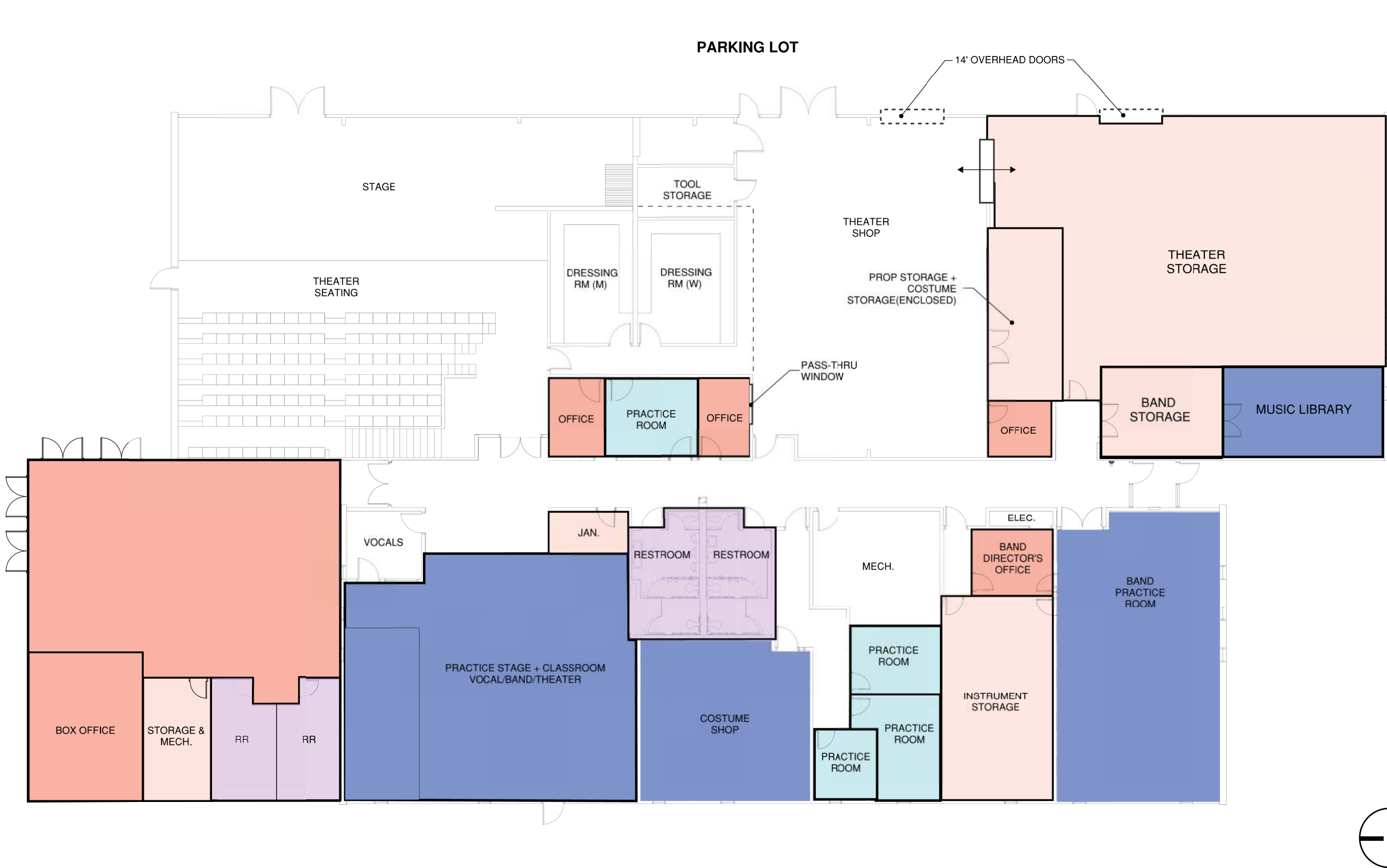
# THEATER OPTION 2

## SITE PLAN



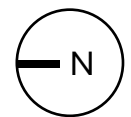
# THEATER OPTION 2

## OVERALL PLAN



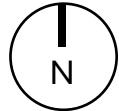
KEY	
[Red]	FACULTY ENCLOSED OFFICES
[Orange]	SUPPORT
[Light Orange]	STORAGE
[Yellow]	CONFERENCE ROOM
[Dark Blue]	STUDENT CLASSROOMS
[Medium Blue]	STUDENT LOUNGE SPACE
[Light Blue]	STUDY SPACE
[Green]	STUDENT SUPPORT OFFICES
[Dark Green]	STUDENT SUPPORT
[Purple]	SERVICE FACILITIES

- NOTES**
- EXISTING AREA**  
AREA OF REMODEL - APPROX 5,815 SF
  - ADDITION**  
AREA OF ADDITION - APPROX 2,300 SF
  - NEW PUBLIC SPACE FOR THEATER**
  - NEW TICKET OFFICE**
  - NEW ACCESSIBLE RESTROOMS**
  - INCREASED THEATER STORAGE**
  - BAND PRACTICE SPACE**  
ADJACENT INSTRUMENT, MUSIC + MISC. STORAGE
  - VOCAL ROOM + SMALL ENSEMBLE SPACE W/ STAGE**
  - NEW COSTUME SHOP**
  - BAND, VOCAL + THEATER PRACTICE ROOMS**



# MAIN CAMPUS OPTION 2

## SITE PLAN

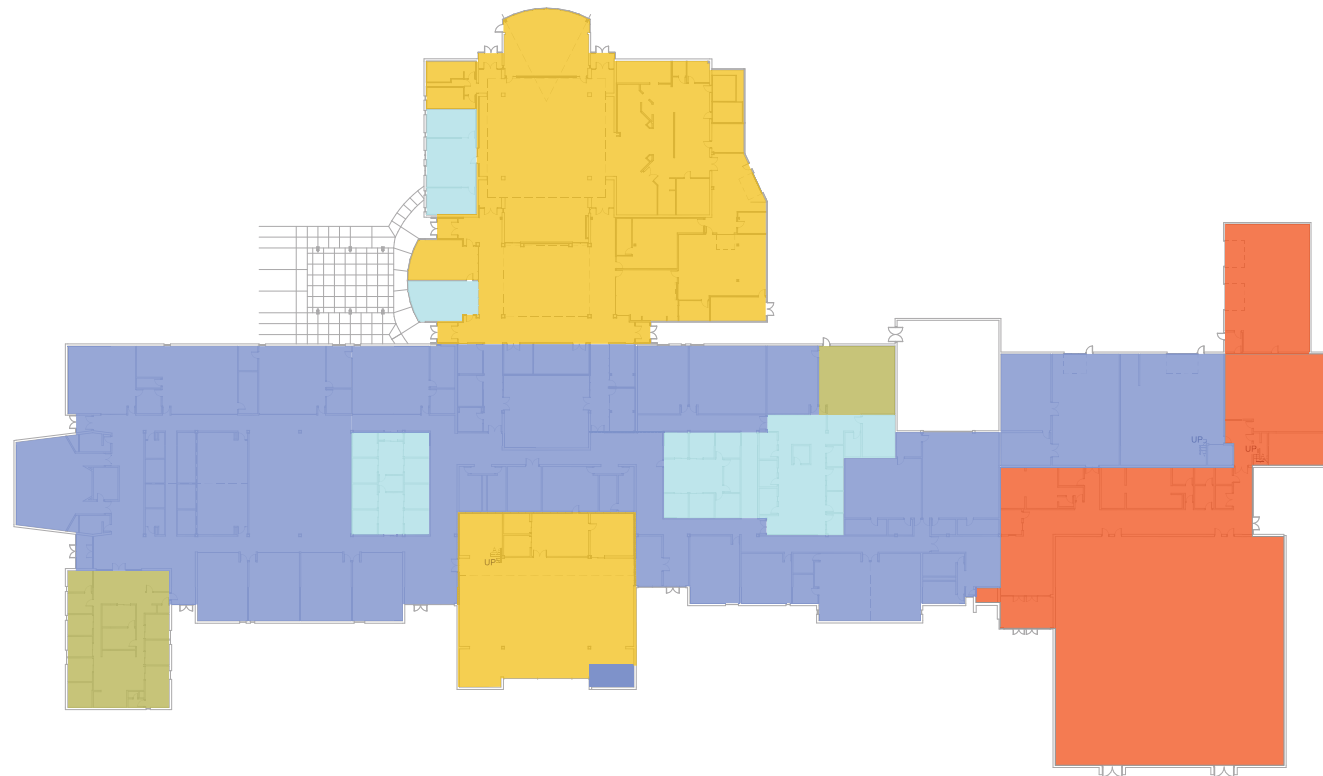


# MAIN CAMPUS OPTIONS OVERVIEW



## OPTION 1

### PROGRAM ZONING DIAGRAM



### PROS

**RESOURCEFUL** - OPTIMIZING EXISTING SPACE TO MEET IMMEDIATE NEEDS FOR STUDENTS + STAFF

**MAXIMIZING UNDERUTILIZED SPACE**

### CONS

**COMPROMISES STUDENT SPACE** - REMOVING SOME STUDENT LOUNGE AND STUDY SPACE TO ACCOMMODATE FACULTY NEEDS

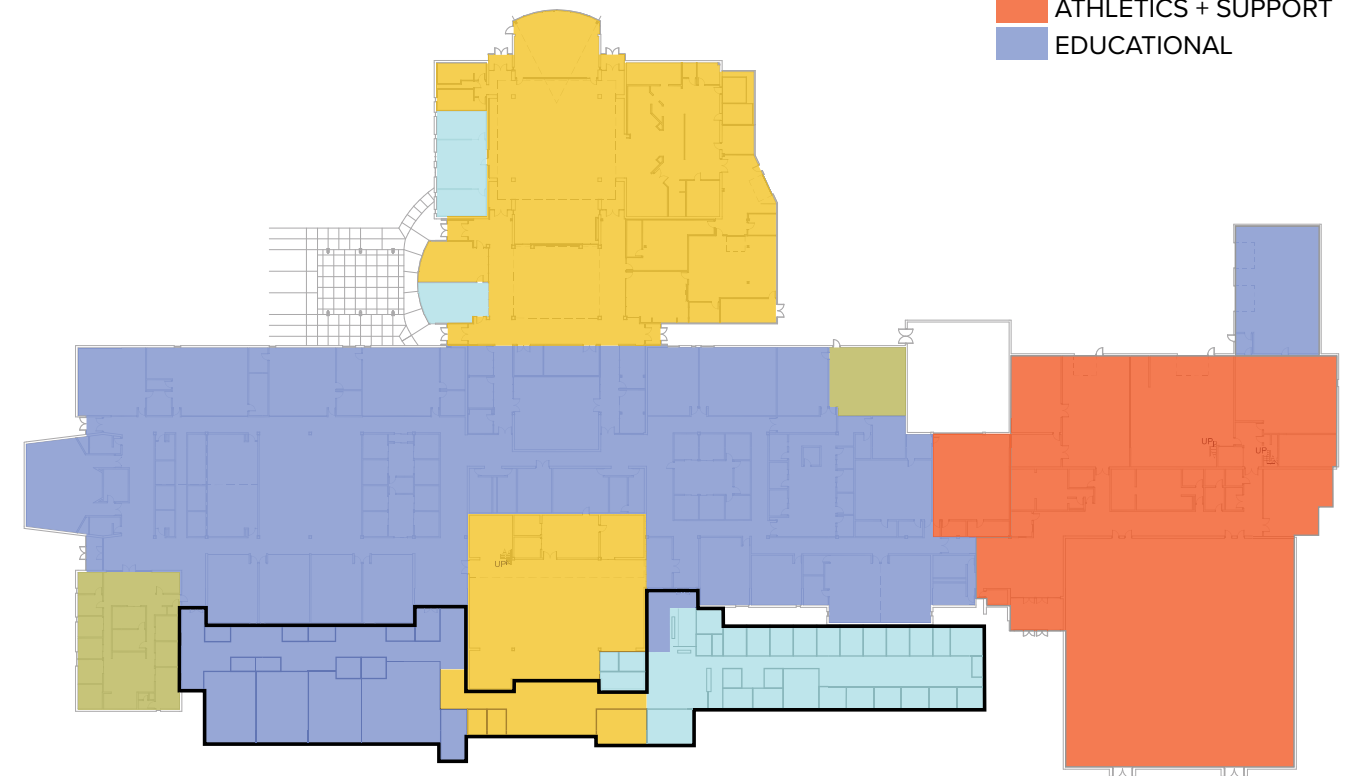
**WAY FINDING**

**NO ROOM FOR GROWTH**

**MAINTENANCE UPDATES NEEDED**

## OPTION 2

### PROGRAM ZONING DIAGRAM



### PROS

**FUTURE READY** - ADDITION PROVIDES ROOM TO SUPPORT

**HUMAN EXPERIENCE** - PROGRAM SIZED AND ORGANIZED FOR THE STUDENT, STAFF + COMMUNITY EXPERIENCE

**TIMELY** - CONCURRENT EXECUTION OF ADDITION + MAINTENANCE UPDATES CAN REDUCE MOBILIZATION EXPENSES + SHORTEN DURATION OF CONSTRUCTION DISTURBANCES

**MAXIMIZING UNDERUTILIZED SPACE**

### CONS

**FINANCIAL IMPACT**

# SPACE ALLOCATION BUDGETS

## MAIN BUILDING

---

- OPTION 1 - REMODEL \$ 4,000,000.00
- OPTION 2 - ADDITION AND REMODEL \$ 11,800,000.00

## THEATER BUILDING

---

- OPTION 1 - REMODEL \$ 875,000.00
- OPTION 2 - ADDITION AND REMODEL \$ 1,875,000.00

## ATHLETIC BUILDING

---

- OPTION 1 - REMODEL \$ 3,000,000.00

# FACILITIES FINDINGS

## PCA LEVEL 2 COST SUMMARY

### ACTIVITIES FACILITY

ESTIMATED REPLACEMENT COST OF IMMEDIATE & MODERATE FACILITY NEEDS	
Needs Based on Report Findings	Total Cost for Replacements/Repairs
Fix Broken Urinal	\$965
Split Systems (Replacement in 7 Years)	\$41,506
Exterior Cleanup Items	\$10,519
<b>Total</b>	<b>\$52,990</b>

# FACILITIES FINDINGS

## PCA LEVEL 2 COST SUMMARY

### BALLARD HOUSE

ESTIMATED REPLACEMENT COST OF IMMEDIATE & MODERATE FACILITY NEEDS	
Needs Based on Report Findings	Total Cost for Replacements/Repairs
Steel Railings and Base Plate	\$16,808
Split Systems (Replacement in 7 Years)	\$40,194
Crawl Space Water Mitigation	\$33,591
Roof (Replacement in 8 Years)	\$16,452
<b>Total</b>	<b>\$107,045</b>

# FACILITIES FINDINGS

## PCA LEVEL 2 COST SUMMARY

### HERNYK HALL

ESTIMATED REPLACEMENT COST OF IMMEDIATE & MODERATE FACILITY NEEDS	
Needs Based on Report Findings	Total Cost for Replacements/Repairs
Restroom Repairs	\$3,709
Split Systems (Replacement in 5 Years)	\$115,101
Steel Stair Replacement	\$155,691
Sidewalk Replacement	\$4,199
<b>Total</b>	<b>\$278,700</b>

# FACILITIES FINDINGS

## PCA LEVEL 2 COST SUMMARY

### HORTON HALL

ESTIMATED REPLACEMENT COST OF IMMEDIATE & MODERATE FACILITY NEEDS	
Needs Based on Report Findings	Total Cost for Replacements/Repairs
Fix Drywall at Mop Sink	\$2,654
Replace Storefront	\$49,099
Mini-Split System	\$25,578
Water Heater	\$56,272
Fix Staircase	\$18,247
Replace Stair Guardrails	\$12,361
Fire Extinguishers	\$1,680
Exterior Sealants	\$10,497
Door Hardware	\$2,560
Electrical	\$85,000
Tuckpointing	\$34,588
Sidewalk Replacement and ADA Ramps/Pavers	\$33,928
2-Pipe Hydronic System Replacement to 4-Pipe	\$2,347,907
<b>Total</b>	<b>\$2,680,371</b>

# FACILITIES FINDINGS

## PCA LEVEL 2 COST SUMMARY

### MAIN BUILDING

ESTIMATED REPLACEMENT COST OF IMMEDIATE & MODERATE FACILITY NEEDS	
Needs Based on Report Findings	Total Cost for Replacements/Repairs
General Interior Maintenance	\$30,344
Condensate Lines in Gym	\$16,523
Tuckpointing	\$129,809
Storefront Replacement	\$202,387
Reset Brick Pavers	\$157,666
Sidewalk Replacement	\$50,257
West Drainage	\$102,298
<b>Option 1:</b> Replace 2-Pipe AHUs with New 4-Pipe AHUs	\$5,636,196
Gym and Library	\$1,245,558
Variable Valve Timing (VVT) System	\$1,625,398
Replace RTU at Music Room	\$82,020
<b>Subtotal</b>	<b>\$9,278,456</b>

# FACILITIES FINDINGS

## PCA LEVEL 2 COST SUMMARY

### MAIN BUILDING

HVAC REPLACEMENT OPTIONS	
System Replacement Options	Total Cost for Replacements
<b>Option 1:</b> 2-Pipe Hydronic to a 4-Pipe Hydronic	\$5,636,196
<b>Option 2:</b> 2-Pipe Hydronic to a Water Source Heat Pump	\$4,502,343

TOTAL MAIN BUILDING REPLACEMENT/REPAIR COST OPTIONS	
Options	Total Cost for All Immediate and Moderate Needs
Subtotal + HVAC Option 1	\$9,278,456
Subtotal + HVAC Option 2	\$8,144,603

# FACILITIES FINDINGS

## PCA LEVEL 2 COST SUMMARY

### MASTERSON HALL

ESTIMATED REPLACEMENT COST OF IMMEDIATE & MODERATE FACILITY NEEDS	
Needs Based on Report Findings	Total Cost for Replacements/Repairs
Add ADA Signage & Parking Stalls	\$1,672
Repair Drywall at Ceilings	\$19,573
Regrade Sidewalk & Install Erosion Control	\$6,998
Replace Stair Guardrail	\$13,603
Mechanical Units	\$295,492
Exterior Sealants	\$11,760
Tuckpointing & Stucco	\$33,274
<b>Total</b>	<b>\$382,372</b>

# FACILITIES FINDINGS

## PCA LEVEL 2 COST SUMMARY

### RED DEVIL DUPLEX UNITS

ESTIMATED REPLACEMENT COST OF IMMEDIATE & MODERATE FACILITY NEEDS	
Needs Based on Report Findings	Total Cost for Replacements/Repairs
HVAC Units	\$207,529
Jack Foundation at Duplex 310	\$30,092
Masonry Tuckpointing	\$19,305
Exterior Grading & Sidewalk Replacement	\$17,294
<b>Total</b>	<b>\$274,220</b>

# FACILITIES FINDINGS

## PCA LEVEL 2 COST SUMMARY

### THEATER AND AG BUILDING

ESTIMATED REPLACEMENT COST OF IMMEDIATE & MODERATE FACILITY NEEDS	
Needs Based on Report Findings	Total Cost for Replacements/Repairs
Exterior Sealants & Repairs	\$2,306
75 Gallon Water Heater Replacement	\$4,505
Split System Replacement	\$112,633
<b>Total</b>	<b>\$119,444</b>

# FACILITIES FINDINGS

## PCA LEVEL 2 COST SUMMARY

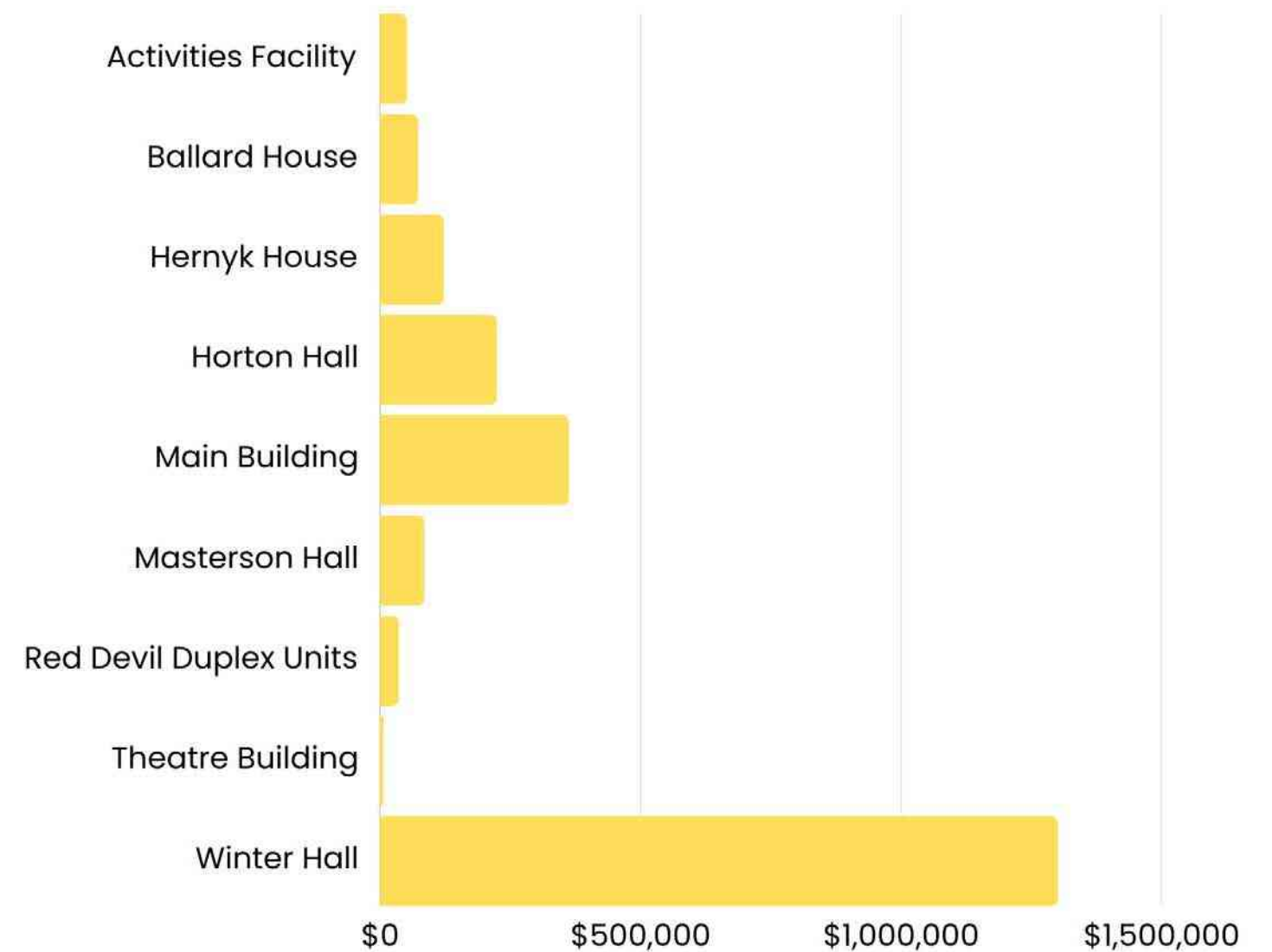
### WINTER HALL

ESTIMATED REPLACEMENT COST OF IMMEDIATE & MODERATE FACILITY NEEDS	
Needs Based on Report Findings	Total Cost for Replacements/Repairs
Vinyl Siding	\$420,936
Install Concrete Ramp at Exit	\$3,181
Sidewalk Replacement	\$4,199
Masonry Repairs & Tuckpointing	\$31,809
Replace Guardrails at Stairs & Sidewalk	\$16,693
Restroom Renovations	\$538,851
Interior Finishes	\$618,988
Replace Siding & Fascia	\$3,795
Replace PTAC Units	\$106,371
Fix Masonry Columns & Entrance Canopy	\$21,904
Regrading for Drainage	\$12,826
<b>Total</b>	<b>\$1,779,553</b>

# FACILITIES FINDINGS

## PCA LEVEL 2 COST SUMMARY

ALLEN COMMUNITY COLLEGE CAMPUS	
Location	Total Cost for Replacements/Repairs
Activities Facility	\$52,025
Ballard House	\$73,454
Hernyk House	\$123,009
Horton Hall	\$224,873
Main Building	\$362,540
Masterson Hall	\$85,208
Red Devil Duplex Units	\$36,599
Theatre Building	\$6,811
Winter Hall	\$1,301,109
<b>Total</b>	<b>\$2,265,628</b>

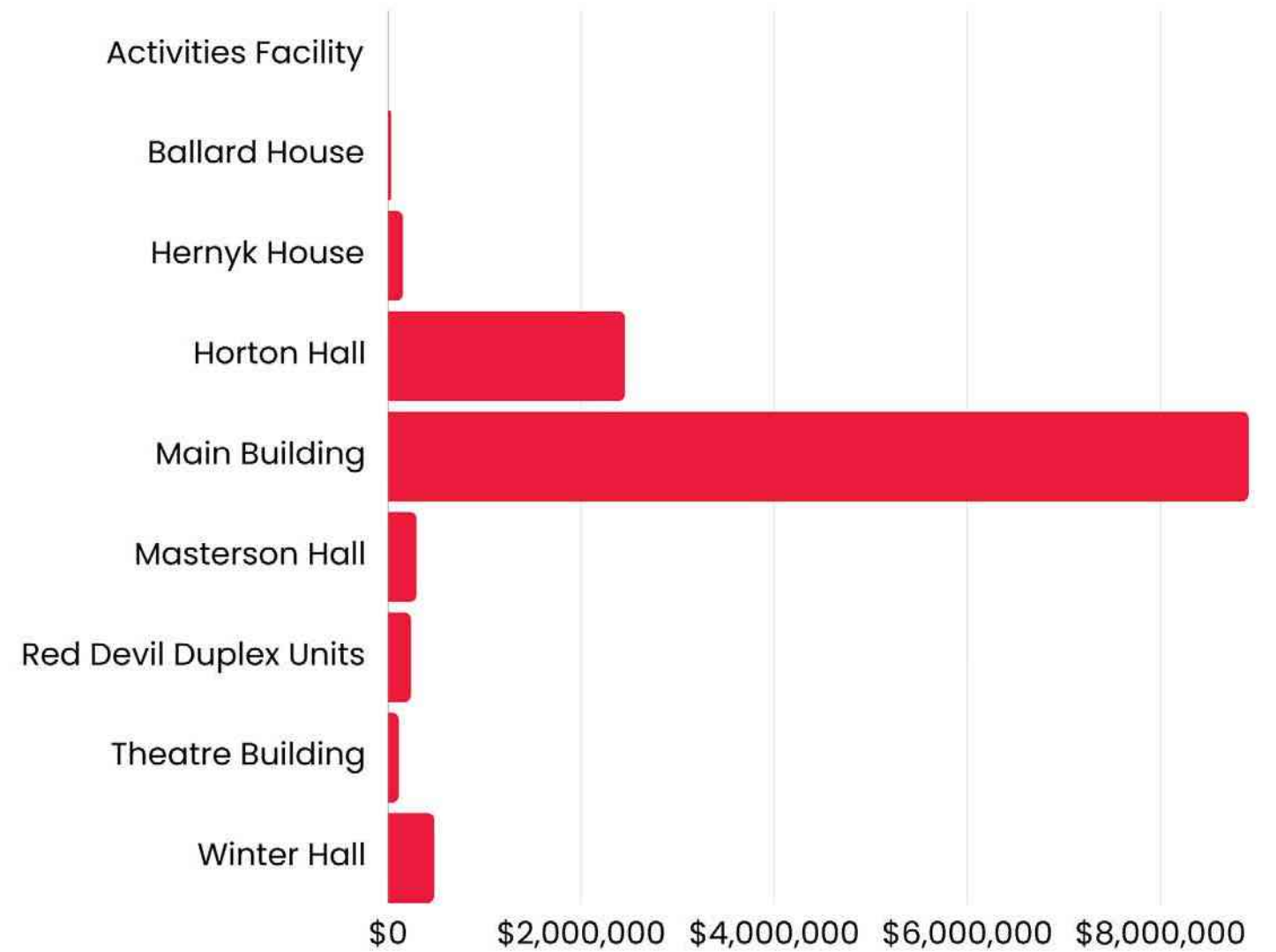


The charts above are a visual summary of the findings of our Property Condition Assessment completed in June 2025. Each scope of work outlined in the following pages was considered a "moderate need," meaning that the area is either currently past its usable lifespan or will be within the next 5+ years. More details and images of each area can be found in the full report. The dollar values listed are an **estimated all-inclusive cost** of what it would take to make the required replacement or update.

# FACILITIES FINDINGS

## PCA LEVEL 2 COST SUMMARY

ALLEN COMMUNITY COLLEGE CAMPUS	
Location	Total Cost for Replacements/Repairs
Activities Facility	\$965
Ballard House	\$33,591
Hernyk House	\$155,691
Horton Hall	\$2,455,498
Main Building	\$8,915,916
Masterson Hall	\$297,164
Red Devil Duplex Units	\$237,621
Theatre Building	\$112,633
Winter Hall	\$478,444
<b>Total</b>	<b>\$12,687,523</b>



The charts above are a visual summary of the findings of our Property Condition Assessment completed in June 2025. Each scope of work outlined in the following pages was considered an "immediate need," meaning that the area is either currently past its usable lifespan or will be within the next 3+ years. More details and images of each area can be found in the full report. The dollar values listed are an **estimated all-inclusive cost** of what it would take to make the required replacement or update.

# Allen

COMMUNITY COLLEGE



## Fall Enrollment Report

Melanie Wallace and Lauren Moots

## Dean for Academic Affairs

- Supervise all faculty
- Evaluate both full-time and adjunct faculty
- Assist with course scheduling
- Assign adjunct instructors to courses
- Assist with Simple Syllabus
- Assist with ebooks through Verba Connect
- Assist the online learning team with Tech Support
- Lead all hiring committees for full-time faculty and adjunct faculty
- Onboard new adjunct faculty and prepare them for instruction here at Allen

## Director of High School Partnerships

- **Enroll high school students.**
- **Evaluate all concurrent instructors.**
- **Prepare the course schedule for concurrent/ dual credit offerings in collaboration with the high schools.**
- **Distribute contracts to building coordinators and concurrent instructors.**
- **Onboard new concurrent adjuncts.**
- **Complete state CEP reporting.**
- **Attend dual credit/concurrent career days, expo's and other events held by partner high schools.**
- **Coordinate billing communications.**
- **Serve as main contact point for any issues or concerns from our high school to the college.**

# Headcount and Credit Hours

Fall Hours and Headcount		
Year	Credit Hours	Unduplicated Headcount
2023	15,092	1,821
2024	15,076	1,876
2025	14,579	1,832

**Fall 2025****Headcount Hours**

Community	9	63
Concurrent	392	2171
Iola	830	6984
Online	673	4693
Online - HS	684	2896

Totals (Undup Headcount) 1832 14579

**Fall 2024****Headcount Hours**

Community	17	63
Concurrent	437	2409
Iola	356	3817
Online	832	5897
Online - HS	707	3103

Totals (Undup Headcount) 1876 15076

# Data comparison

Fall 2025 current numbers compared to Fall 2024 ending

# Items To Note

- Iola campus enrollment has more than doubled
  - ❖ More high school students taking classes on campus
  - ❖ More part time students choosing to come to campus vs taking courses online
  - ❖ More hybrid class options
  - ❖ Evening class options
  - ❖ More full-time students on campus
- Slight decline in concurrent and online enrollment
  - ❖ More students choosing to come to campus to take courses in person
  - ❖ Nationwide declining enrollment

# Ongoing Processes

- Visits with area high schools are scheduled or have taken place to discuss new ways to support one another. 8 more to be scheduled.
  - ❖ Iola – on 9/11/25
  - ❖ Humboldt – on 9/29/25
  - ❖ Yates Center – on 9/12/25
  - ❖ Marmaton Valley – on 8/28/25
  - ❖ Southern Coffey County – on 9/8/25
  - ❖ Burlington – on 9/26/25
  - ❖ Lebo/Waverly - on 9/26/25
- ❖ Enrollment is ongoing for our 2nd 8-week classes that begin in October.
- ❖ Several options in both CTE and General Education for students.
- ❖ Working with Brad on some marketing ideas to promote our second 8-week classes

# New Processes

- Created Dropout Detective Dashboards for all Building Coordinators to help with student retention.
  - Providing 3 live and recorded trainings for coordinators.



Questions?

Thank you!

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF ALLEN COMMUNITY COLLEGE  
IOLA, KANSAS, AUGUST 12, 2025

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

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

Other Attendees:     Dr. Lyvier Leffler, Dr. Kara Wheeler, Cami Keitel, Alicia Sterling, Karen Gillespie, Christine Freelove, Tracy Lee, Allison Barnhart, Terra Petit, Scot Brownrigg, Josh Wrestler, Jeremy Hess, Destry Roye, Melanie Wallace, Josiah D’Albini, Ryan Sigg, Brad Henderson, Nikki Peters, Nichole Peters, Kim Murry, Bobbie Haviland, Virginia Shaffer, Lauren Moots, Kelly Baker, Doug Dunlap, Austin Hendrix, Jerald Johnson, Beth Toland, and Iola Register, Richard Luken.

Agenda                 Corey Schinstock moved to approve the agenda as amended. Seconded by Vicki Approval  
                              Curry, motion carried 6-0.

New                     Lisse Regehr, President and CEO of Thrive Allen County, requested approval to serve Business  
                              alcohol at Thrive Annual Award Celebration held in Allen’s gymnasium on November 21, 2025. Vicki Curry moved to approve serving alcohol at the Thrive Annual Award Celebration in Allen’s gymnasium on November 21, 2025. Seconded by Jenny Spillman, motion carried 5-0; Jessica Thompson abstained.

New                     Dr. Lyvier Leffler, President, introduced Cami Keitel, VP for Student Affairs, Employee  
                              and Brad Henderson, Director of Public Relations and Marketing Communications. Introductions

Dr. Kara Wheeler, VP for Academic Affairs, introduced Terra Petit, Online Learning Coordinator, and Scot Brownrigg, Criminal Justice Studies Instructor.

Cami Keitel, VP for Student Affairs, introduced Josh Wrestler, Co-Shooting Sports Head Coach, Jeremy Hess, Co-Shooting Sports Head Coach, and Destry Roye, Assistant Shooting Sports Coach/Residence Hall Director. Summer Tate, Assistant Cheer/Dance Coach/Residence Hall Director, was not available due to team travel.

Registrar             Bobbie Haviland, Registrar, highlighted ongoing responsibilities in the registrar's office. All Report  
                              transcripts are processed through the registrar's office and are loaded into Softdocs, a new process used in the new Jenzabar product, J1; eventually, all forms will be used in Softdocs. Haviland and Allison Barnhart, Assistant Registrar, are currently going through J1 implementation training sessions. The office also certifies students using veteran benefits. Currently, Haviland and Barnhart are working on autograd for students who did not apply for graduation; through this process, 382 degrees have been awarded so far. The reverse transfer process is also being updated every semester.

Patron's Concerns	No concerns to report.
Consent Agenda	After several questions about HOSA and team travel were answered, Corey Schinstock moved to approve the consent agenda, to include the Board of Trustees minutes for the July 8, 2025, regular meeting, and financials, pay bills, and approve the statement of claims, a total of \$1,788,132.54. Seconded by Vicki Curry, motion carried 6-0.
Administrative Board Reports	<p>Gena Clouch, Trustee, inquired about the board policy draft. Dr. Wheeler responded that the revisions are approximately halfway completed.</p> <p>Rebecca Nilges, Chair, inquired about Course Dog, the new software to digitize and modernize operations. Dr. Wheeler is the lead person for implementation and responded that this will be in full use by April 2026.</p> <p>Nilges inquired about how division chairs are chosen. Dr. Wheeler explained the process.</p> <p>Nilges inquired if there was an onboarding process for the new concurrent high school instructors. Lauren Moots, Director of High School Partnerships, explained the onboarding process.</p> <p>Nilges inquired about the bed-in-a-basket offered to students. Austin Hendrix, Bookstore Manager, explained that the item consists of bedding and towels for students who arrive late or are international and have no way of purchasing such items right away, to help make their first evening more comfortable.</p>
Board Reports	<p>KACC – Jessica Thompson, Trustee, reported that KACCT met at Cowley College in Arkansas City, where staff presented best practices, data management, student success initiatives, and financial management. There was a follow-up discussion on property tax trends in Kansas, discussing comparisons with other counties. Needs of Kansas's workforce and ideas on sales tax spending for education were discussed. Federal budget policy changes were presented, and a review of issues related to colleges following discrimination guidance. SB155 is being discussed with funding concerns. Student loan default rates will need to be under 30% to continue receiving financial aid. Allen will be hosting the June 2026 KACCT meeting.</p> <p>Iola Industries – Corey Schinstock, Trustee, reported that Iola Industries met last week, Camile LaVon, Iola Economic Development Director, attended, and shows high potential to the community; April 26 is set to open the lake around the state park; the city recently signed a joint purchase of 11.27 acres for commercial development.</p> <p>ACC Endowment – Vicki Curry, Trustee, reported that there was no meeting to report on.</p> <p>Maintenance Building – Corey Schinstock reported that the building is ready for inspection. The crew is finishing the groundwork, clearing trees, and cleaning the pond area. The state marshal inspection is next week with a punch list. Contingency funds are under budget since the fire pump was not needed. The building will be turned over on August 25 with some landscaping to be completed in the fall.</p>

Board Finance Committee – Gena Clouch/Vicki Curry

Meetings will be scheduled once the new VP for Finance and Operations is on campus.

Old Business

Working  
Budget

Alicia Sterling, Interim CFO/Comptroller, requested the approval to publish the revenue-neutral rate and budget hearing notice will be at the next board meeting on September 8, 2025. Gena Clouch moved to publish the 2025-2026 revenue-neutral rate and budget hearing notice at the next board meeting, September 9, 2025, at 6:00 PM in the Spencer Ambler Board Room. Seconded by Jessica Thompson, motion carried 6-0.

Water  
Tower logo

Brad Henderson provided three designs for the water tower logo. After surveying for feedback on the three options, the results are the second design on the handout.

Henderson presented the framed Rural Health Scholars Program that Dr. Leffler signed last month to be hung in the Ambler Spencer Board room.

New Business

Policy  
Revision

Dr. Wheeler presented BP XXX-Payment of Tuition and Fees policy revision with some language updates to clarify the process. Vicki Curry, Trustee, suggested listing all of the departments involved in the process. Jessica Thompson, Trustee, suggested adding in consultation with financial aid, athletics, registrar, student life, and admissions.

Curry moved to approve the BP XXX-Payment of Tuition and Fees policy as amended. Seconded by Gena Clouch, motion carried 6-0.

AI Task  
Force

Dr. Wheeler explained the primary charge for the AI Task Force and the employees leading the task force.

New Position  
Request

Karen Gillespie, Executive Director of HR, proposed an Administrative Assistant for Plant Operations job position, explaining the need for the abundance of clerical work involved, tracking work orders and vehicles, and upcoming projects. This position will be the front person for the facilities, be responsible for all shipping/receiving, and time management of staff. Ryan Sigg, Director of Physical Plant Operations, recommended the new position due to additional ground and custodial responsibilities, along with the backlog of work orders. Curry voiced concern that the workload has not increased with the additional personnel and that the funds are not available to provide for a new position. Sigg responded that the paperwork alone takes up additional time, causing overtime to complete other work.

Corey Schinstock moved to approve the new Administrative Assistant for Plant Operations position. Seconded by Jessica Thompson, motion carried 4-2; Curry and Spillman voted no.

Insurance  
Plan

Gillespie presented the renewal health insurance plan for full-time employees. The new rates increased 35.1%. The last update for college contributions was in 2019.

Executive  
Session

At 7:17 PM, Jessica Thompson moved to enter executive session for the purpose of discussing personnel matters for non-elected personnel for 40 minutes to include the board, Dr. Leffler, Cami Keitel, and Karen Gillespie. Seconded by Gena Clouch, motion carried 6-0.

Open Session At 7:57 PM, Corey Schinstock moved to hire Matthew Gleason, VP for Finance and Operations; Cali Riley, Business Office Assistant; Halie Zupan, Assistant Softball Coach/Residence Hall Director; Peyton Thompson, Custodial Maintenance Staff; and Michael Rasmussen, Custodial and Maintenance Staff. Approve the resignations of Nate Rodriquez, Academic Advisor; Lisa Wicoff, Biology Instructor; and Huda Zeitouni, Psychology Instructor. Approve the transfer of Josiah D’Albini, Director of Advancement, to Director of Student Life. Seconded by Jenny Spillman, motion carried 6-0.

Executive Session At 8:00 PM, Jessica Thompson moved to discuss employer-employee negotiations whether or not in consultation with the representative or representatives of the public body or agency for 30 minutes to include the board, Dr. Leffler, Dr. Wheeler, and Karen Gillespie. Seconded by Vicki Curry, motion carried 6-0.

At 8:30 PM, returned to open session, no action taken.

Executive Session At 8:30 PM, Jenny Spillman moved to enter executive session to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships for 20 minutes to include the board and Dr. Leffler. Seconded by Jessica Thompson, motion carried 6-0.

AT 8:50 PM, Jessica Thompson moved to extend the executive session for 5 minutes. Seconded by Vicki Curry, motion carried 6-0.

At 8:55 PM, returned to open session, no action taken.

Executive Session At 8:58 PM, Vicki Curry moved to enter executive session for the purpose of discussing personnel matters for non-elected personnel for 20 minutes. Seconded by Gena Clouch, motion carried 6-0.

At 9:18 PM, returned to open session, no action taken.

Adjournment At 9:18 PM, Vicki Curry moved to adjourn the meeting. Seconded by Jenny Spillman, motion carried 6-0.



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

Fund Description	Balance			Balance 08-31-2025	- AVR 08-31-2025	+ A/P 08-31-2025	Prior Year Adjustments	Balance 08-31-2025
	07-31-2025	Revenue	Expenditures					
11 General	\$18,007,518.85	\$4,709,812.40	\$1,773,633.47	\$20,943,697.78	\$1,996,973.00	\$131,825.32	\$0.00	\$19,078,550.10
12 Postsecondary Technical Educ	\$818,898.18	\$557,133.00	\$45,257.70	\$1,330,773.48	\$0.00	\$0.00	\$0.00	\$1,330,773.48
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	\$3,887,859.98	\$1,171,711.71	\$197,095.33	\$4,862,476.36	\$0.00	\$4,000.00	\$0.00	\$4,866,476.36
20 EDPMS	(\$19,988.00)	\$0.00	\$0.00	(\$19,988.00)	(\$19,088.00)	\$0.00	\$0.00	(\$900.00)
21 College Work Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22 SEOG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23 ABE Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24 PELL	\$0.00	\$2,509.89	\$2,509.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27 State Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61 Capital Outlay	\$1,857,476.15	\$30,580.00	\$0.00	\$1,888,056.15	\$0.00	\$0.00	\$0.00	\$1,888,056.15
70 Agency	\$2,354,206.87	\$0.00	(\$51,986.00)	\$2,406,192.87	\$0.00	\$248,117.94	\$0.00	\$2,654,310.81
Holding for Distribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$26,912,472.88</b>	<b>\$6,471,747.00</b>	<b>\$1,966,510.39</b>	<b>\$31,417,709.49</b>	<b>\$1,977,885.00</b>	<b>\$383,943.26</b>	<b>\$0.00</b>	<b>\$29,823,767.75</b>

Summary of Cash Transactions

	Balance			Balance 08-31-2025
	07-31-2025	Receipts	Disbursements	
Landmark Nat'l Bank #385 (Gen. Fun	2,931,691.84	4,912,571.41	2,035,934.79	5,808,328.46
Landmark Nat'l Bank #377 (Fed Func	0.15	23,452.89	23,452.89	0.15
Petty Cash-Main Campus	300.00	0.00	0.00	300.00
Landmark Nat'l CD's	11,000,000.00	0.00	0.00	11,000,000.00
Community Nat'l Bank CD's	6,743,839.70	19,997.44	0.00	6,763,837.14
Emprise Bank CD's	6,236,141.19	14,660.81	0.00	6,250,802.00
Athletic Cash	300.00	0.00	0.00	300.00
Bookstore Cash-Iola Campus	200.00	0.00	0.00	200.00
Cashier's Drawer #1	0.00	3,506,064.79	3,506,064.79	0.00
Cashier's Drawer #2	0.00	30,918.69	30,918.69	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>26,912,472.88</b>	<b>8,507,666.03</b>	<b>5,596,371.16</b>	<b>29,823,767.75</b>

Pledged Securities

	08-31-2025	FDIC Insurance	08-31-2025
Investments - KMIP	\$0.00		
Emprise Bank	\$6,088,737.14	250,000.00	\$6,338,737.14
Community National Bank & Trust	\$6,513,942.00	250,000.00	\$6,763,942.00
Landmark National Bank	\$19,704,856.70	250,000.00	\$19,954,856.70
	<u>\$32,307,535.84</u>		<u>\$33,057,535.84</u>

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

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

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

Allen County Community College  
 Schedule of Investments  
 August 31, 2025

<u>Date Purchased</u> <u>Invested With</u>	<u>Amount Invested</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
06/23/2025 Landmark - 8 month	<b>9934</b> \$ 2,000,000.00	4.01%	02/23/2026
06/23/2025 Landmark - 9 month	<b>9935</b> \$ 2,000,000.00	4.01%	03/23/2026
06/23/2025 Landmark -10 month	<b>9936</b> \$ 2,000,000.00	4.01%	04/23/2026
04/08/2025 Landmark - 6 month	<b>9813</b> \$ 2,000,000.00	4.01%	10/07/2025
06/26/2025 Landmark - 11 month	<b>9941</b> \$ 3,000,000.00	4.01%	05/26/2026
08/29/2025 CNB&T - 365 Day	<b>518355</b> \$ 2,019,997.44	3.85%	08/29/2026
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> \$ 2,019,197.25	3.85%	10/18/2025
09/16/2024 CNB&T - 365 Day	<b>520897</b> \$ 464,800.37	4.35%	09/16/2025
06/25/2025 CNB&T - 365 Day	<b>523473</b> \$ 259,842.08	3.36%	06/25/2026
03/13/2025 Emprise 6 month	<b>5304</b> \$ 2,102,083.75	4.06%	09/10/2025
09/18/2024 Emprise 365 Day	<b>5296</b> \$ 2,081,080.34	4.35%	09/18/2025
10/29/2024 Emprise 365 Day	<b>8856</b> \$ 2,067,637.91	4.00%	10/29/2025
Total Investments	<u>\$ 24,014,639.14</u>		
	\$ 11,000,000.00	Landmark	
	\$ 6,250,802.00	Emprise	
	\$ 6,763,837.14	CNB&T	

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

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

Allen County Community College  
SUMMARY OF FUNDS  
AUG 25/26

Funds	This Month		This Year				Last Year	
	Actual	Actual	Encumbrance	Budget	%	Unexpended	Budget	YTD
11 General/Unrestricted	1,773,633.47	2,146,676.71	451,725.09	23,507,061.00	9.1	20,908,659.20	16,801,909.00	1,784,861.2
12 P/E Fund	45,257.70	40,115.69	20,952.38	1,822,557.00	2.2	1,761,488.93	1,998,653.00	59,677.4
16 Auxiliary Enter/Unrest	197,095.33	265,619.05	433,524.11	3,689,026.00	7.2	2,989,882.84	3,613,755.00	171,363.9
21 College Work Study/Res	0.00	0.00	0.00	0.00	*****	0.00	0.00	1,400.0
22 Suppl Educ Opp Grnt/Re	0.00	0.00	0.00	0.00	*****	0.00	0.00	4,989.1
24 Pell Grant/Restricted	2,509.89	9,310.89	0.00	0.00	*****	-9,310.89	0.00	2,734.4
27 State Grants/Restrict	0.00	0.00	0.00	30,668.00	*****	30,668.00	45,364.00	58.7
40 Loan Funds/Restricted	0.00	0.00	0.00	0.00	*****	0.00	0.00	900.0
41 Capital Outlay/Restric	0.00	0.00	0.00	1,500,000.00	*****	1,500,000.00	2,500,000.00	190,565.0
70 Agency/Restricted	-51,986.00	-73,976.00	0.00	0.00	*****	73,976.00	0.00	-84,565.1

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

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Fund: 11 General/Unrestricted

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

Fund: 11 General/Unrestricted

REVENUE by obj	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Revenue						
Student Sources						
4011 In-dist On Campus Tuit	44,100	64,425	44,100		0 68	(20,325)
4012 Out of State Tuition	172,700	414,100	172,415		0 42	(241,685)
4014 In-dist Off-Campus Tuitn	79,250	220,000	79,250		0 36	(140,750)
4015 Out-Dist Tuition-ONC	120,360	252,450	120,360		0 48	(132,090)
4016 Out-Dist Tuition-Outrch	524,350	1,358,153	524,860		0 39	(833,293)
4018 Gen Fnd Acad Course Fee	2,574	5,800	2,574		0 44	(3,226)
4019 Technology Fee	256,986	618,530	257,067		0 42	(361,463)
4015 Fee Transfer	0	840,000	0		0 0	(840,000)
4070 International Tuition	205,735	390,000	205,735		0 53	(184,265)
4090 Graduation Fee	30	150	30		0 20	(120)
Student Sources	1,406,085	4,163,608	1,406,391		0 34	(2,757,217)
Federal Sources						
4120 Indirect Costs	1,855	4,000	1,855		0 46	(2,145)
Federal Sources	1,855	4,000	1,855		0 46	(2,145)
State Sources						
4200 State Operating Grnt	1,635,068	3,270,135	1,635,068		0 50	(1,635,068)
4280 State Grants & Contracts	232,339	232,339	232,339		0 100	0
State Sources	1,867,407	3,502,474	1,867,407		0 53	(1,635,068)
Local Sources						
4410 Ad Valorem Property Tax	0	3,000,000	0		0 0	(3,000,000)
4430 Motor Vehicle Prop Tax	0	275,000	0		0 0	(275,000)
4440 Delinquent Tax	0	75,000	0		0 0	(75,000)
4450 Payments in lieu of tax	0	3,375	0		0 0	(3,375)
Local Sources	0	3,353,375	0		0 0	(3,353,375)
Other Income Sources						
4810 Interest Income	18,610	500,000	33,085		0 7	(466,915)
4811 Interest of Investments	34,658	1,000,000	67,995		0 7	(932,005)
4825 Cash Over	0	0	0		0 *****	0
4835 Previous Year Adjustment	0	0	0		0 *****	0
4840 Miscellaneous Income	1,379,680	3,000,000	1,386,707		0 46	(1,613,293)
4843 Bad Debt Income/On-Camp	0	4,900	1,214		0 25	(3,686)
4844 Bad Debt Income/Outreach	0	10,000	2,216		0 22	(7,784)
4855 Service Charge Income	930	3,000	970		0 32	(2,030)
4910 Transcripts/ 11	588	6,500	1,386		0 21	(5,114)
Other Income Sources	1,434,466	4,524,400	1,493,574		0 33	(3,030,826)

Fund: 11 General/Unrestricted

REVENUE by obj	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Revenue	4,709,812	15,547,857	4,769,226	0	31	(10,778,631)

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	[---- Year to Date ----]		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Education and General						
Instruction						
110 Business	6,068	79,513	23	0	0	79,490
1130 Communication	11,156	152,165	29	0	0	152,136
1131 Art	5,679	79,680	220	0	0	79,460
1132 Tutoring Center	(9,600)	0	0	0	*****	0
1133 English	25,698	333,847	70	0	0	333,777
1135 Developmental Education	0	0	0	0	*****	0
1136 Education	0	1,100	0	0	0	1,100
1137 ESL	0	250	0	0	0	250
1140 Mathematics	9,774	167,791	5,918	0	4	161,873
1141 Biology	20,974	263,966	2,710	0	1	261,256
1142 Chemistry	0	88,254	0	0	0	88,254
1143 Physical Science	6	79,693	6	0	0	79,687
1140 History-Political Scienc	23,017	173,499	1,749	0	1	171,750
1151 Exercise Science	0	6,000	0	0	0	6,000
1152 Psychology	0	73,463	0	0	0	73,463
1154 Sociology	0	70,758	0	0	0	70,758
1155 Leadership	0	76,167	0	0	0	76,167
1161 Fitness Center	943	23,021	13,711	0	60	9,310
1170 Summer School	0	148,187	0	0	0	148,187
1174 Online Learning	23,303	414,882	37,892	0	9	376,990
1175 ONU Dist Learning	0	0	0	0	*****	0
1179 On Campus Adjunct/Overlo	0	147,755	0	0	0	147,755
1180 Concurrent Dual Credit	6,486	516,898	12,936	0	3	503,962
1185 Burlingame Campus	0	0	0	0	*****	0
1260 Allied Health	5	0	5	0	*****	(5)
<hr/>						
Instruction	123,509	2,896,889	75,270	0	3	2,821,619
Academic Support						
4100 Library	33,275	234,883	87,303	0	37	147,580
4200 VP for Academic Affairs	14,449	151,761	26,117	0	17	125,644
4210 Dean-CTE & Industry Ptrn	154	0	(3,571)	0	*****	3,571
4250 Dean for Academic Affair	13,053	157,488	25,888	0	16	131,600
4300 Professional Development	8,793	26,215	11,720	0	45	14,495
4400 Campus Services	6,277	88,782	11,761	157	13	76,864
<hr/>						
Academic Support	76,001	659,129	159,218	157	24	499,754
Student Serv--Administra						
5010 VP for Student Affairs	12,394	160,007	24,068	0	15	135,939
5100 Advising & Testing	27,621	191,553	47,818	0	25	143,735
5150 Student Success	44,190	304,290	51,457	0	17	252,833
5200 Financial Aid Office	36,823	514,160	63,414	0	12	450,746
5300 Registrar's Office	15,283	179,664	28,720	0	16	150,944
5310 Admissions	13,505	291,965	22,000	0	8	269,965
5360 Marketing	12,690	393,683	41,811	1,044	11	350,828

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	Year to Date		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Student Serv--Administra	162,506	2,035,322	279,288	1,044	14	1,754,990
Student Serv--Athletics						
5500 Director of Athletics	94,709	584,757	114,655	12,307	22	457,795
5501 Men's Basketball	21,431	148,859	22,035	0	15	126,824
5502 Women's Basketball	25,885	144,724	26,495	0	18	118,229
5503 Track	13,878	128,707	15,035	6,028	16	107,643
5506 Softball	12,602	148,453	13,211	0	9	135,242
5507 Baseball	21,580	217,223	18,571	0	9	198,652
5508 Volleyball	10,381	134,271	22,342	0	17	111,929
5510 Cross Country	6,705	89,752	8,110	0	9	81,642
5511 Livestock Judging	3,309	30,230	3,309	0	11	26,921
5512 Cheerleader/Dance	9,572	107,057	10,977	0	10	96,080
5513 Men's Soccer	33,850	146,240	45,407	880	32	99,953
5515 Women's Soccer	9,094	135,827	21,417	0	16	114,410
5517 Shooting Sports	3,082	61,775	3,082	0	5	58,693
5560 Athletic Fundraising	0	0	0	0	*****	0
5570 Athletic Trainer	13,180	156,502	13,177	0	8	143,325
5575 Post Season Competition	0	40,000	0	0	0	40,000
Student Serv--Athletics	279,257	2,274,377	337,823	19,215	16	1,917,339
Student Serv--Activities						
5600 Student Activities	0	112,737	808	0	1	111,929
5611 International Students	0	2,200	0	0	0	2,200
5620 Music	9,184	94,121	4,244	0	5	89,877
5630 Allen Flame Newspaper	0	0	0	0	*****	0
5640 Theater	20,659	209,302	10,843	0	5	198,459
5650 College Quiz Bowl	0	5,231	0	0	0	5,231
5660 Phi Theta Kappa	216	19,914	216	0	1	19,698
5665 ACSA	0	7,100	0	0	0	7,100
Student Serv--Activities	30,058	450,605	16,111	0	4	434,494
Institutional Support						
6100 President	29,199	400,215	55,512	6,000	15	338,703
6110 Board of Trustees	1,561	99,225	14,837	0	15	84,388
6120 Institutional Research	13,023	165,981	26,046	0	16	139,936
6130 Accreditation	268	28,000	7,061	0	25	20,939
6140 Student & Comm Engagemnt	0	5,800	0	0	0	5,800
6200 Business Office	41,190	449,528	72,796	0	16	376,732
6210 VP Finance & Operations	190	254,014	190	0	0	253,824
6230 Human Resources	26,886	265,199	47,187	0	18	218,012
6310 Alumni/Development Offic	10,658	157,023	19,483	0	12	137,540
6400 Information Tech (IT)	328,546	1,527,576	471,787	149,101	41	906,688
6500 General Inst Expenses	49,730	935,800	415,159	150,429	60	370,212
6510 Gen Inst Exp Tech Bldg	2,672	371,250	(16,518)	35,568	5	352,200

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	Year to Date		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Institutional Support	503,923	4,659,611	1,113,541	341,098	31	3,204,972
Physical Plant Operation						
2100 Maintenance of Buildings	105,262	1,766,628	159,322	21,047	10	1,586,258
2200 Maintenance of Equipment	4,164	292,500	11,423	0	4	281,077
2300 Maintenance of Grounds	5,229	264,000	10,068	1,994	5	251,938
2500 Major Projects	483,723	7,200,000	(15,288)	67,169	1	7,148,119
Physical Plant Operation	598,378	9,523,128	165,525	90,210	3	9,267,392
Education and General	1,773,633	22,499,061	2,146,777	451,725	12	19,900,559

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	Year to Date		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Scholarships & Grants						
Scholarships						
1100 Board Scholarships	0	168,000	(100)	0	(0)	168,100
3200 Other Scholarships	0	840,000	0	0	0	840,000
-----						
Scholarships	0	1,008,000	(100)	0	(0)	1,008,100
-----						
Scholarships & Grants	0	1,008,000	(100)	0	(0)	1,008,100
-----						

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
-----						
Auxiliary Enterprises						
Miscellaneous Other						
9900 Miscellaneous Oth Fnd Ex	0	0	0	0	*****	0
9999 Contingency Center	0	(7,959,204)	0	0	0	(7,959,204)
-----						
Miscellaneous Other	0	(7,959,204)	0	0	0	(7,959,204)
-----						
Auxiliary Enterprises	0	(7,959,204)	0	0	0	(7,959,204)
-----						
EXPENDITURES	1,773,633	15,547,857	2,146,677	451,725	17	12,949,455
=====						

Fund: 11 General/Unrestricted

	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Total Revenues	4,709,812	15,547,857	4,769,226	0	31	(10,778,631)
Total Expenditures	1,773,633	15,547,857	2,146,677	451,725	17	12,949,455
Excess Revenue/Expenditures	2,936,179	0	2,622,550	(451,725)	*****	2,170,825
Fund Balance objs	0	0	17,173,129	0	*****	0
Fund Balance + Excess Rev/Exp	2,936,179	0	19,795,679	(451,725)	*****	2,170,825

Ord: 12 PTE Fund

REVENUE by obj	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Revenue						
Student Sources						
4020 Technical Edu Tuition	0	475,000	0	0	0	(475,000)
4025 Fee Transfer	0	185,000	0	0	0	(185,000)
Student Sources	0	660,000	0	0	0	(660,000)
State Sources						
4200 State Operating Grnt	236,924	473,848	236,924	0	50	(236,924)
4201 Other State Aid	316,423	1,250,000	322,566	0	26	(927,434)
4212 Kansas Promise	3,786	40,000	3,786	0	9	(36,214)
State Sources	557,133	1,763,848	563,276	0	32	(1,200,572)
Revenue	557,133	2,423,848	563,276	0	23	(1,860,572)

Fund: 12 PTE Fund

EXPENDITURES by func	Month	Full Year	Year to Date		Pct	Variance
	Actual	Budget	Actual	Encumbered		
<b>Education and General</b>						
<b>Instruction</b>						
1210 Business	0	0	0	0	*****	0
1210 Management Development	0	0	0	0	*****	0
1225 Computer Science	0	128,972	0	0	0	128,972
1227 Graphic Design	19,708	111,540	7,015	4,049	10	100,476
1230 Business & Industry	6,773	269,791	(925)	16,903	6	253,812
1233 Criminal Justice Studies	26	93,283	26	0	0	93,257
1240 Agriculture	0	198,740	0	0	0	198,740
1240 Allied Health	9,567	232,699	15,143	0	7	217,556
1241 Emergency Medical Servic	178	20,693	178	0	1	20,515
1244 Pharmacy Technician	0	10,854	0	0	0	10,854
1268 Early Childhood Educ	9,005	163,908	18,679	0	11	145,229
1275 Machining & Manufacturi	0	126,077	0	0	0	126,077
<b>Instruction</b>	<b>45,258</b>	<b>1,356,557</b>	<b>40,116</b>	<b>20,952</b>	<b>5</b>	<b>1,295,489</b>
<b>Academic Support</b>						
4210 Dean-CTE & Industry Ptrn	0	0	0	0	*****	0
<b>Academic Support</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>*****</b>	<b>0</b>
<b>Education and General</b>	<b>45,258</b>	<b>1,356,557</b>	<b>40,116</b>	<b>20,952</b>	<b>5</b>	<b>1,295,489</b>

Unit: 12 PTE Fund

EXPENDITURES by func	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Scholarships & Grants						
Scholarships						
8200 Other Scholarships	0	466,000	0	0	0	466,000
Scholarships	0	466,000	0	0	0	466,000
Scholarships & Grants	0	466,000	0	0	0	466,000

Fund: 12 PTE Fund

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Auxiliary Enterprises						
Miscellaneous Other						
9900 Miscellaneous Oth Fnd Ex	0	0	0	0	*****	0
9999 Contingency Center	0	601,291	0	0	0	601,291
-----						
Miscellaneous Other	0	601,291	0	0	0	601,291
-----						
Auxiliary Enterprises	0	601,291	0	0	0	601,291
-----						
EXPENDITURES	45,258	2,423,848	40,116	20,952	3	2,362,780
=====						

Fund: 12 PTE Fund

	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Total Revenues	557,133	2,423,848	563,276	0	23	(1,860,572)
Total Expenditures	45,258	2,423,848	40,116	20,952	3	2,362,780
Excess Revenue/Expenditures	511,875	0	523,160	(20,952)	*****	502,208
Fund Balance objs	0	0	804,060	0	*****	0
Fund Balance + Excess Rev/Exp	511,875	0	1,327,220	(20,952)	*****	502,208

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	0	0	0 *****	0
Fund Balance + Excess Rev/Exp	0	0	0	0	0 *****	0

Fund: 16 Auxiliary Enter/Unrestr

REVENUE by obj	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Revenue						
Student Sources						
4050 Book Rental Charges	188,265	475,000	188,310	0	40	(286,690)
Student Sources	188,265	475,000	188,310	0	40	(286,690)
Student Housing						
4700 Red Devil Duplexes	133,000	256,000	133,000	0	52	(123,000)
4720 Horton Hall Revenues	294,000	539,000	294,000	0	55	(245,000)
4730 Winter Hall Revenues	159,000	297,000	159,000	0	54	(138,000)
4731 Masterson Hall Revenues	192,500	366,068	192,500	0	53	(173,568)
4732 Kerynk Hall	80,500	134,000	80,500	0	60	(53,500)
4733 Parkford Apartments	91,000	151,150	91,000	0	60	(60,150)
4734 Ballard House	24,000	30,160	24,000	0	80	(6,160)
4739 Residence Hall Breakage	0	2,000	0	0	0	(2,000)
Student Housing	974,000	1,775,378	974,000	0	55	(801,378)
Bookstore Sales						
4740 Sales of Books	37	2,500	37	0	1	(2,463)
4743 Shipping/Inla	0	350	0	0	0	(350)
4750 Sales of Supplies	305	885	311	0	35	(574)
4760 Sales of Soft Goods	5,092	20,350	5,981	0	29	(14,369)
4770 Sales of Gifts & Misc	789	2,800	873	0	31	(1,927)
4780 Tax Exempt Sales	1,434	11,500	1,727	0	15	(9,773)
Bookstore Sales	7,657	38,385	8,929	0	23	(29,456)
Other Income Sources						
4800 Miscellaneous Income	1,700	65,000	9,768	0	15	(55,232)
4843 Bad Debt Income/On-Camp	0	0	0	0	*****	0
4844 Bad Debt Income/Outreach	90	0	90	0	*****	90
4880 Catered Event Commissons	0	2,900	345	0	12	(2,555)
Other Income Sources	1,790	67,900	10,203	0	15	(57,697)
Revenue	1,171,712	2,356,663	1,181,442	0	50	(1,175,221)

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						
4500 General Inst Expenses	0	6,500	5,600	0	86	900
Institutional Support	0	6,500	5,600	0	86	900
Physical Plant Operation						
7500 Major Projects	15,019	150,000	15,019	0	10	134,981
Physical Plant Operation	15,019	150,000	15,019	0	10	134,981
Education and General	15,019	156,500	20,619	0	13	135,881

Fund: 16 Auxiliary Enter/Unrestr

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Auxiliary Enterprises						
Auxiliary Enterprises						
9810 Bookstore	52,726	489,723	86,252	20,890	22	382,581
9820 Student Union	240	19,500	481	2,473	15	16,546
9830 Student Housing/Program	17,038	358,303	30,505	0	9	327,798
9831 Parkford Apartments	9,567	93,000	21,267	57,375	85	14,358
9832 Ballard House	777	35,000	955	2,656	10	31,389
9833 Herynk Hall	3,799	170,700	4,633	6,255	6	159,812
9835 Horton Hall	12,569	229,500	12,992	18,805	14	197,703
9836 Winter Hall	19,230	94,300	19,422	16,784	38	58,094
9837 Red Devil Duplexes	8,689	123,500	9,163	13,639	18	100,699
9838 Masterson Hall	6,719	961,500	8,608	14,501	2	938,391
9840 Food Service	50,722	957,500	50,722	280,146	35	626,632
-----						
Auxiliary Enterprises	182,076	3,532,526	245,000	433,524	19	2,854,002
Miscellaneous Other						
9999 Contingency Center	0	(1,332,363)	0	0	0	(1,332,363)
-----						
Miscellaneous Other	0	(1,332,363)	0	0	0	(1,332,363)
-----						
Auxiliary Enterprises	182,076	2,200,163	245,000	433,524	31	1,521,639
-----						
EXPENDITURES	197,095	2,356,663	265,619	433,524	30	1,657,520
=====						

Fund: 16 Auxiliary Enter/Unrestr

	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Total Revenues	1,171,712	2,356,663	1,181,442	0	50	(1,175,221)
Total Expenditures	197,095	2,356,663	265,619	433,524	30	1,657,520
Excess Revenue/Expenditures	974,616	0	915,823	(433,524)	*****	482,299
Fund Balance objs	0	0	5,153,821	0	*****	0
Fund Balance + Excess Rev/Exp	974,616	0	6,069,644	(433,524)	*****	482,299

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226567	A & B Cleaning Service LLC	16	Parkford Apartments	Repairs & Maintenance	1,465.00
226567	A & B Cleaning Service LLC	16	Herynk Hall	Repairs & Maintenance	815.00
226567	A & B Cleaning Service LLC	16	Horton Hall	Repairs & Maintenance	7,195.00
226567	A & B Cleaning Service LLC	16	Winter Hall	Repairs & Maintenance	4,930.00
226567	A & B Cleaning Service LLC	16	Red Devil Duplexes	Repairs & Maintenance	5,065.00
226567	A & B Cleaning Service LLC	16	Masterson Hall	Repairs & Maintenance	2,055.00
226568	ACCC Petty Cash	11	Business Office	Postage	15.60
226569	Ace Refrigeration	11	Maintenance of Buildings	Repairs & Maintenance	4,392.25
226569	Ace Refrigeration	16	Winter Hall	Major Equipment	9,237.42
226569	Ace Refrigeration	16	Red Devil Duplexes	Repairs & Maintenance	262.00
226570	Aikins, Maria	11	Volleyball	Athletic Team Travel	74.51
226571	Arce Espinoza, Rocio	11	No Center	Accts Recv/Students	501.00
226572	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	2,115.00
226573	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	2,115.00
226574	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	1,410.00
226575	Blanco-Munoz, Francila	11	No Center	Accts Recv/Students	760.00
226576	Blue Cross Blue Shield of Kansas	11	No Center	Hospitalization Payable	79,899.13
226577	CDW Government	11	Information Tech (IT)	Major Equipment	7,092.61
226577	CDW Government	12	Graphic Design	Misc Contractual Service	13,975.00
226578	CI Sport Inc	16	Bookstore	C of GS/Soft Goods	2,127.68
226579	Cain, Phoebe May	11	No Center	Accts Recv/Students	195.00
226580	Cantrell, Olivia Renate	11	No Center	Accts Recv/Students	195.00
226581	Capital One	11	Softball	Athletic Apparel	133.88
226581	Capital One	11	Athletic Trainer	Athletic Supplies	74.54
226582	Carlson, Evelyn Caroline	11	No Center	Accts Recv/Students	325.00
226583	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	115.24
226583	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	116.05
226584	Corn, Kimber Lee	11	No Center	Accts Recv/Students	912.00
226585	Datasource Inc	11	Human Resources	Misc Contractual Service	23.45
226586	De Los Santos, Joida Cheng	11	No Center	Accts Recv/Students	501.00
226587	Dekat, Ian Joseph	11	No Center	Accts Recv/Students	325.00
226588	Design Mechanical Inc	11	Maintenance of Buildings	Maintenance Supplies	2,351.00
226588	Design Mechanical Inc	11	Maintenance of Buildings	Maintenance Supplies	616.00
226589	Dinwiddie, Ava Grace	11	No Center	Accts Recv/Students	5.00
226590	Falany, Jordan Claire	11	No Center	Accts Recv/Students	226.00
226591	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	47.95
226592	Fieger, Olivia Paige	11	No Center	Accts Recv/Students	760.00
226593	Foster, Carly Rose	11	No Center	Accts Recv/Students	325.00
226594	Foster, Claire June	11	No Center	Accts Recv/Students	760.00
226595	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	285.05
226595	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	33.00
226595	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	172.50
226596	Frank, Taylor	11	Livestock Judging	Professional Memberships	30.00
226597	Franklin, Gabrielle	11	No Center	Accts Recv/Students	163.80

PAGE TOTALS

154,193.66

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226598	Gentry, George Weston	11	No Center	Accts Recv/Students	150.00
226599	Grainger	11	Maintenance of Grounds	Maintenance Supplies	12.18
226599	Grainger	11	Maintenance of Grounds	Maintenance Supplies	84.04
226599	Grainger	11	Maintenance of Grounds	Maintenance Supplies	3,506.76
226599	Grainger	11	Maintenance of Grounds	Small Tools	264.04
226600	Great Western Dining	11	No Center	Fringe Benefit	394.02
226600	Great Western Dining	16	Food Service	Cost of Food Service Con	2,070.45
226600	Great Western Dining	16	Food Service	Cost of Food Service Con	19,854.00
226601	Grubb-Portillo, Kaylee Denise	11	No Center	Accts Recv/Students	456.00
226602	Halbleib, Rebecca Pearl	11	No Center	Accts Recv/Students	195.00
226603	Hammerson Corp	11	Maintenance of Grounds	Equipment Rentals	780.00
226604	Huynh, Dieu	11	No Center	Accts Recv/Students	501.00
226605	INA Alert Inc	16	Major Projects	Major Equipment	15,019.23
226606	INTERNET EMPLOYMENT	11	Human Resources	Advertising	2,250.00
226607	Ianacone, Laura Jae	11	No Center	Accts Recv/Students	150.00
226608	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	7.90
226608	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	21.95
226608	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	37.92
226609	Islas, Alex	11	No Center	Accts Recv/Students	1,503.00
226610	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	604.00
226610	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	20.00
226611	Jacobson, Kailynn Cordelia_Marie	11	No Center	Accts Recv/Students	45.00
226612	John Deere Financial	11	Women's Soccer	Repairs & Maintenance	12.55
226612	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	97.97
226612	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	44.84
226613	Johnson, Anton Sunil	11	No Center	Accts Recv/Students	725.00
226614	KWIKOM	16	Ballard House	Mtc & Service Agreements	75.00
226615	Kamer, Luke Michael	11	No Center	Accts Recv/Students	783.00
226616	Kansas Library Assoc	11	Library	Professional Memberships	70.00
226617	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	416.26
226618	Kryterion Inc	12	Allied Health	Testing Fees	18.00
226619	Leffler, Lyvier L	11	President	Business Travel	500.00
226619	Leffler, Lyvier L	11	President	Telephone/	100.00
226620	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	466.40
226620	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	46.64
226621	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	618.00
226621	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	618.00
226622	Macfee, Shelly Rene	11	No Center	Accts Recv/Students	350.00
226623	Medco Supply Company	11	Athletic Trainer	Athletic Supplies	245.56
226623	Medco Supply Company	11	Athletic Trainer	Athletic Supplies	386.16
226624	Medlen, Ashley Marie	11	No Center	Accts Recv/Students	463.40
226625	Meyer Music	11	Music	Repairs & Maintenance	1,305.00
226626	NCMPR	11	Marketing	Professional Memberships	375.00
226627	NCMPR	11	Marketing	Conferences & Workshops	425.00

PAGE TOTALS

56,068.27

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226628	New Klein Lumber Co., The	16	Parkford Apartments	Maintenance Supplies	156.45
226628	New Klein Lumber Co., The	16	Winter Hall	Maintenance Supplies	101.89
226629	OCLC Inc	11	Library	Subscriptions	794.62
226630	Osborne, Isabelle M	11	No Center	Accts Recv/Students	456.00
226631	Pearson Education Inc	16	Bookstore	C of GS/Ebook/AccessCode	3,499.80
226632	Petit, Peyton Kathryn	11	No Center	Accts Recv/Students	456.00
226633	Phillips 66 Co/SYNCB	11	Director of Athletics	Gasoline	463.39
226633	Phillips 66 Co/SYNCB	11	Maintenance of Grounds	Gasoline	323.79
226634	Pinnacle Fire & Automation LLC	11	Maintenance of Buildings	Mtc & Service Agreements	196.00
226635	Pizza Hut	11	Cross Country	Athletic Team Travel	15.99
226635	Pizza Hut	11	Cross Country	Athletic Team Travel	15.99
226635	Pizza Hut	11	Cross Country	Athletic Team Travel	9.99
226635	Pizza Hut	11	Cross Country	Athletic Team Travel	23.98
226636	Ravin Printing	11	Online Learning	Office Supplies	19.00
226636	Ravin Printing	11	Online Learning	Office Supplies	19.00
226636	Ravin Printing	11	Online Learning	Office Supplies	19.00
226636	Ravin Printing	11	Registrar's Office	Office Supplies	19.00
226636	Ravin Printing	11	Human Resources	Office Supplies	19.00
226636	Ravin Printing	11	Alumni/Development Offic	Office Supplies	19.00
226636	Ravin Printing	11	Alumni/Development Offic	Office Supplies	19.00
226636	Ravin Printing	12	Allied Health	Office Supplies	19.00
226636	Ravin Printing	16	Bookstore	Office Supplies	38.00
226637	Rieke, Finley Rose	11	No Center	Accts Recv/Students	195.00
226638	Sherwin-Williams Co	16	Masterson Hall	Maintenance Supplies	1,351.22
226639	Simpson Construction	11	Major Projects	Buildings	462,667.09
226640	Snavelly, Braden Taylor	11	No Center	Accts Recv/Students	456.00
226641	Spirit Products Ltd	16	Bookstore	C of GS/Supplies	181.20
226641	Spirit Products Ltd	16	Bookstore	C of GS/Supplies	487.50
226641	Spirit Products Ltd	16	Bookstore	C of GS/Gifts	239.25
226641	Spirit Products Ltd	16	Bookstore	C of GS/Gifts	239.25
226641	Spirit Products Ltd	16	Bookstore	C of GS/Gifts	239.25
226641	Spirit Products Ltd	16	Bookstore	C of GS/Gifts	239.25
226641	Spirit Products Ltd	16	Bookstore	C of GS/Gifts	239.25
226642	Sports Locker	11	Men's Basketball	Athletic Apparel	11,433.24
226642	Sports Locker	11	Women's Basketball	Athletic Supplies	940.00
226642	Sports Locker	11	Women's Basketball	Athletic Apparel	10,011.92
226642	Sports Locker	11	Women's Basketball	Athletic Apparel	3,964.40
226643	Stanion Wholesale	11	Maintenance of Buildings	Maintenance Supplies	16.50
226644	State Fair of Texas	11	Livestock Judging	Entry Fees	90.00
226645	Still Waters Edge	70	No Center	Softball	100.00
226646	Stogsdill, Tricia J	11	Theater	Instructional Supplies	814.05
226647	Strand, Wesley Jay	11	No Center	Accts Recv/Students	668.00
226648	Sucharitrak, Crissinee	11	No Center	Accts Recv/Students	835.00
226649	Torres, Ivan	11	No Center	Accts Recv/Students	456.00

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502,567.26

Thu Aug 28 2025  
14:36

Allen County Community College  
Bills Presented for Ratification  
From: 08/22/2025 To 08/28/2025

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billrat

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226650	Triple K Parts & Service	11	Maintenance of Grounds	Maintenance Supplies	62.55
226651	UPS	16	Bookstore	Postage	1,711.76
226652	Volt Athletics Inc	11	Softball	Mtc & Service Agreements	1,300.00
226653	W W Norton & Company Inc	16	Bookstore	C of GS/Ebook/AccessCode	513.97
226653	W W Norton & Company Inc	16	Bookstore	C of GS/Ebook/AccessCode	-36.97
226654	Watson, Alyssa Paige	11	No Center	Accts Recv/Students	195.00
226655	Whalen, Chloe Nicole	11	No Center	Accts Recv/Students	195.00
PAGE TOTALS					3,941.31
AP GRAND TOTAL					716,770.50

Signed and approved this \_\_\_\_ day of \_\_\_\_\_, 2025

ATTEST:

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Clerk, Board of Trustees

Allen County Community College  
Bills Presented for Ratification  
From: 08/15/2025 To 08/21/2025

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226504	Ace Refrigeration	11	Maintenance of Buildings	Repairs & Maintenance	1,522.25
226504	Ace Refrigeration	11	Maintenance of Buildings	Repairs & Maintenance	5,688.85
226504	Ace Refrigeration	11	Maintenance of Buildings	Repairs & Maintenance	666.00
226504	Ace Refrigeration	16	Food Service	Repairs & Maintenance	553.00
226505	All in One Pest	11	Maintenance of Buildings	Mtc & Service Agreements	440.00
226506	Allen County Public Works Dept	11	Maintenance of Buildings	Maintenance Supplies	8.17
226507	Anderson Plumbing LLC	16	Horton Hall	Repairs & Maintenance	1,288.86
226508	Argosy Publishing Inc	16	Bookstore	C of GS/Ebook/AccessCode	3,749.25
226509	Big Hitters	11	Baseball	Athletic Supplies	288.00
226510	Blanc, Gefte A	11	Men's Soccer	Business Travel	58.67
226510	Blanc, Gefte A	11	Men's Soccer	Business Travel	18.04
226511	Butler Volleyball	11	Volleyball	Entry Fees	75.00
226512	CE Water Management Inc	11	Maintenance of Buildings	Mtc & Service Agreements	242.95
226517	Cardmember Service	11	Fitness Center	Office Supplies	54.36
226517	Cardmember Service	11	VP for Academic Affairs	Business Travel	62.72
226517	Cardmember Service	11	VP for Academic Affairs	Conferences & Workshops	1,648.00
226517	Cardmember Service	11	VP for Academic Affairs	Meetings & Hospitality	93.93
226517	Cardmember Service	11	Dean for Academic Affair	Meetings & Hospitality	27.01
226517	Cardmember Service	11	Professional Development	Meetings & Hospitality	1,875.62
226517	Cardmember Service	11	Campus Services	Office Supplies	149.00
226517	Cardmember Service	11	Financial Aid Office	Conferences & Workshops	1,540.00
226517	Cardmember Service	11	Marketing	Advertising	299.78
226517	Cardmember Service	11	Director of Athletics	Business Travel	196.57
226517	Cardmember Service	11	Men's Basketball	Athletic Supplies	159.00
226517	Cardmember Service	11	Softball	Athletic Supplies	25.72
226517	Cardmember Service	11	Volleyball	Business Travel	2.00
226517	Cardmember Service	11	Volleyball	Business Travel	9.29
226517	Cardmember Service	11	Volleyball	Athletic Team Travel	233.95
226517	Cardmember Service	11	Livestock Judging	Athletic Team Travel	183.01
226517	Cardmember Service	11	Livestock Judging	Entry Fees	10.00
226517	Cardmember Service	11	Livestock Judging	Entry Fees	112.00
226517	Cardmember Service	11	Cheerleader/Dance	Athletic Apparel	350.53
226517	Cardmember Service	11	Men's Soccer	Athletic Team Travel	269.62
226517	Cardmember Service	11	Women's Soccer	Business Travel	16.64
226517	Cardmember Service	11	Women's Soccer	Business Travel	25.08
226517	Cardmember Service	11	Women's Soccer	Business Travel	132.47
226517	Cardmember Service	11	Women's Soccer	Business Travel	105.79
226517	Cardmember Service	11	Women's Soccer	Athletic Team Travel	63.28
226517	Cardmember Service	11	Women's Soccer	Athletic Team Travel	156.81
226517	Cardmember Service	11	Women's Soccer	Athletic Team Travel	71.95
226517	Cardmember Service	11	Music	Instructional Supplies	49.72
226517	Cardmember Service	11	Music	Instructional Supplies	68.10
226517	Cardmember Service	11	Music	Instructional Supplies	315.81
226517	Cardmember Service	11	Music	Instructional Supplies	172.01

PAGE TOTALS

23,078.81

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226517	Cardmember Service	11	Music	Instructional Supplies	50.97
226517	Cardmember Service	11	Theater	Institutional Dues	175.00
226517	Cardmember Service	11	President	Business Travel	114.49
226517	Cardmember Service	11	President	Business Travel	211.98
226517	Cardmember Service	11	President	Office Supplies	21.20
226517	Cardmember Service	11	Information Tech (IT)	Meetings & Hospitality	104.16
226517	Cardmember Service	11	Information Tech (IT)	Meetings & Hospitality	26.86
226517	Cardmember Service	11	Information Tech (IT)	Meetings & Hospitality	166.11
226517	Cardmember Service	11	Information Tech (IT)	Telephone/	45.48
226517	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	16.78
226517	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	46.97
226517	Cardmember Service	11	Information Tech (IT)	Data Processing Supplies	494.00
226517	Cardmember Service	11	Information Tech (IT)	Major Equipment	89.95
226517	Cardmember Service	11	General Inst Expenses	Miscellaneous Supplies	6.96
226517	Cardmember Service	11	General Inst Expenses	Furnishings	129.95
226517	Cardmember Service	11	General Inst Expenses	Furnishings	112.47
226517	Cardmember Service	11	Maintenance of Buildings	Maintenance Supplies	2,188.00
226517	Cardmember Service	12	Business & Industry	Business Travel	350.95
226517	Cardmember Service	12	Business & Industry	Conferences & Workshops	100.00
226517	Cardmember Service	16	Bookstore	Office Supplies	46.58
226517	Cardmember Service	16	Bookstore	Office Supplies	8.63
226517	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	315.00
226517	Cardmember Service	16	Ballard House	Maintenance Supplies	499.00
226517	Cardmember Service	16	Herynk Hall	Maintenance Supplies	499.00
226517	Cardmember Service	16	Horton Hall	Maintenance Supplies	317.68
226517	Cardmember Service	16	Horton Hall	Maintenance Supplies	499.00
226517	Cardmember Service	16	Winter Hall	Maintenance Supplies	499.00
226517	Cardmember Service	16	Red Devil Duplexes	Maintenance Supplies	499.00
226517	Cardmember Service	16	Masterson Hall	Maintenance Supplies	499.00
226517	Cardmember Service	70	No Center	Food Pantry	573.94
226518	Cox Business	16	Student Union	Mtc & Service Agreements	240.36
226519	Dairy Queen	16	Student Housing/Program	Student Activities	704.93
226520	Dale's Sheet Metal Inc	11	Maintenance of Buildings	Maintenance Supplies	74.25
226521	Datasource Inc	11	Human Resources	Misc Contractual Service	28.45
226522	Dell Marketing LP	11	Information Tech (IT)	Repairs & Maintenance	310.62
226523	Design Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	616.00
226523	Design Mechanical Inc	11	Maintenance of Buildings	Maintenance Supplies	2,692.00
226524	Fahnestock, Terri M	11	Communication	Office Supplies	29.48
226525	FedEx	16	Bookstore	Postage	20.55
226526	Ferda Productions LLC	11	Baseball	Athletic Supplies	300.00
226527	Ford, Mike	16	Student Housing/Program	Student Activities	2,030.00
226527	Ford, Mike	16	Student Housing/Program	Student Activities	1,975.00
226528	Gerken Rent-All-Paola	11	Men's Soccer	Mtc & Service Agreements	67.50
226528	Gerken Rent-All-Paola	11	Women's Soccer	Mtc & Service Agreements	67.50

PAGE TOTALS

17,864.75

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226529	Grainger	11	Maintenance of Buildings	Maintenance Supplies	335.70
226529	Grainger	11	Maintenance of Buildings	Maintenance Supplies	62.21
226529	Grainger	11	Maintenance of Buildings	Maintenance Supplies	664.60
226529	Grainger	16	Parkford Apartments	Maintenance Supplies	335.40
226529	Grainger	16	Horton Hall	Maintenance Supplies	86.94
226529	Grainger	16	Horton Hall	Maintenance Supplies	116.48
226529	Grainger	16	Red Devil Duplexes	Maintenance Supplies	191.70
226529	Grainger	16	Red Devil Duplexes	Maintenance Supplies	134.16
226530	Great Western Dining	11	Professional Development	Meetings & Hospitality	1,194.00
226530	Great Western Dining	16	Food Service	Cost of Food Service Con	13,449.90
226531	Heartland Tractor	11	Maintenance of Equipment	Repairs & Maintenance	1,588.70
226532	Hodes Company	11	Maintenance of Buildings	Maintenance Supplies	158.52
226533	INA Alert Inc	11	Major Projects	Buildings	4,581.17
226534	Inceptia	11	Financial Aid Office	Mtc & Service Agreements	530.00
226535	Iola Register Inc, The	11	Marketing	Advertising	595.00
226536	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	256.00
226537	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	208.99
226537	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	956.94
226537	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	51.00
226537	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	203.82
226537	J W Pepper & Son Inc	11	Music	Choir/Band Supplies	80.00
226538	Jayhawk Fire Sprinkler	16	Herynk Hall	Mtc & Service Agreements	467.50
226538	Jayhawk Fire Sprinkler	16	Masterson Hall	Mtc & Service Agreements	467.50
226539	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	11.37
226539	John Deere Financial	16	Horton Hall	Maintenance Supplies	17.76
226540	Johnson Vaughn PA	11	Board of Trustees	Legal Services	900.00
226540	Johnson Vaughn PA	11	Board of Trustees	Legal Services	180.00
226541	Jones & Bartlett Learning LLC	16	Bookstore	C of GS/Ebook/AccessCode	4,741.78
226542	KJCCC	11	Director of Athletics	Institutional Dues	10,394.00
226543	KJCCC	11	Director of Athletics	Institutional Dues	12,165.00
226544	KJCCC	11	Director of Athletics	Institutional Dues	5,085.00
226545	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	2.50
226546	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	35.96
226546	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	76.50
226546	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	29.13
226547	Manhattan Running Co	11	Track	Athletic Apparel	2,700.00
226547	Manhattan Running Co	11	Track	Athletic Apparel	2,160.00
226548	McCloskey Insurance, Bob	11	Director of Athletics	Athletic Insurance	30,000.00
226549	McGraw-Hill LLC	16	Bookstore	C of GS/Ebook/AccessCode	2,417.61
226550	Miller's Gas Body Shop	11	Maintenance of Equipment	Repairs & Maintenance	265.35
226550	Miller's Gas Body Shop	11	Maintenance of Equipment	Repairs & Maintenance	380.31
226551	Moots, Lauren Elisabeth	11	Concurrent Dual Credit	Business Travel	15.58
226552	NCHERM Group, The	11	VP for Student Affairs	Mtc & Service Agreements	656.25
226553	NJCAA	11	Director of Athletics	Institutional Dues	5,400.00

PAGE TOTALS

104,350.33

Allen County Community College  
Bills Presented for Ratification  
From: 08/15/2025 To 08/21/2025

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226554	Nelnet Campus Commerce	11	Business Office	Mtc & Service Agreements	400.00
226554	Nelnet Campus Commerce	11	General Inst Expenses	Service Charges	125.00
226555	New Klein Lumber Co., The	11	Softball	Athletic Supplies	57.98
226556	Normans Printing	16	Bookstore	C of GS/Supplies	986.00
226557	Peak Uptime	11	Information Tech (IT)	Mtc & Service Agreements	7,595.74
226558	Ravin Printing	11	President	Office Supplies	19.00
226559	Sandifer Engineering & Controls	11	Information Tech (IT)	Major Equipment	3,990.90
226560	Southeast KS Education	11	Human Resources	Mtc & Service Agreements	1,927.80
226561	Sports Locker	11	Women's Basketball	Athletic Apparel	3,651.70
226561	Sports Locker	11	Track	Athletic Apparel	1,561.00
226561	Sports Locker	11	Softball	Athletic Apparel	4,119.15
226561	Sports Locker	11	Baseball	Athletic Supplies	5,128.20
226561	Sports Locker	11	Baseball	Athletic Apparel	4,355.00
226561	Sports Locker	11	Volleyball	Athletic Supplies	500.00
226561	Sports Locker	11	Volleyball	Athletic Apparel	589.63
226561	Sports Locker	11	Volleyball	Athletic Apparel	237.50
226561	Sports Locker	11	Volleyball	Athletic Apparel	67.20
226561	Sports Locker	11	Volleyball	Athletic Apparel	902.00
226561	Sports Locker	11	Men's Soccer	Athletic Apparel	372.06
226562	Thompson Brothers Supply Inc	11	Maintenance of Buildings	Mtc & Service Agreements	45.00
226563	Tri-Valley	11	General Inst Expenses	Mtc & Service Agreements	39.00
226564	UPS	16	Bookstore	Postage	172.30
226564	UPS	16	Bookstore	Postage	1,115.61
226565	Weir, Leslie M	11	HOSA	Athletic Team Travel	108.95
226566	Williams Mullen	11	Human Resources	Mtc & Service Agreements	5,640.00
				PAGE TOTALS	43,706.72
				AP GRAND TOTAL	189,000.61

Signed and approved this \_\_\_\_ day of \_\_\_\_\_, 2025

ATTEST:

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Clerk, Board of Trustees

Allen County Community College  
Bills Presented for Ratification  
From: 08/07/2025 To 08/14/2025

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226461	Hollis, Marisa Lynn	11	No Center	Accts Recv/Students	1,849.00
226461	Hollis, Marisa Lynn	11	No Center	Accts Recv/Students	12.00
226462	AP Technology LLC	11	Business Office	Mtc & Service Agreements	925.00
226463	All Clean LLC	16	Herynk Hall	Repairs & Maintenance	966.29
226463	All Clean LLC	16	Winter Hall	Repairs & Maintenance	1,864.18
226463	All Clean LLC	16	Masterson Hall	Repairs & Maintenance	966.29
226464	Architect One	11	Major Projects	Buildings	2,100.00
226464	Architect One	11	Major Projects	Buildings	14,375.00
226465	Brainfuse LLC	11	Student Success	Subscriptions	9,600.00
226466	CPI Financial	11	Campus Services	Repairs & Maintenance	1,010.90
226467	CPI Technologies	11	Campus Services	Repairs & Maintenance	45.93
226468	CUPA-HR	11	Human Resources	Institutional Dues	320.00
226474	Cardmember Service	11	Fitness Center	Athletic Supplies	204.34
226474	Cardmember Service	11	Fitness Center	Athletic Supplies	359.40
226474	Cardmember Service	11	Concurrent Dual Credit	Meetings & Hospitality	29.07
226474	Cardmember Service	11	Dean-CTE & Industry Ptnr	Office Supplies	70.99
226474	Cardmember Service	11	Dean-CTE & Industry Ptnr	Office Supplies	83.22
226474	Cardmember Service	11	Professional Development	Business Travel	39.36
226474	Cardmember Service	11	Professional Development	Business Travel	-53.59
226474	Cardmember Service	11	Professional Development	Business Travel	129.92
226474	Cardmember Service	11	Registrar's Office	Postage	134.10
226474	Cardmember Service	11	Admissions	Promotional Products	530.56
226474	Cardmember Service	11	Marketing	Advertising	500.00
226474	Cardmember Service	11	Men's Basketball	Business Travel	163.85
226474	Cardmember Service	11	Men's Basketball	Business Travel	35.00
226474	Cardmember Service	11	Volleyball	Business Travel	34.79
226474	Cardmember Service	11	Volleyball	Office Supplies	16.92
226474	Cardmember Service	11	Volleyball	Athletic Supplies	51.10
226474	Cardmember Service	11	Cross Country	Athletic Team Travel	80.04
226474	Cardmember Service	11	Cross Country	Athletic Supplies	851.47
226474	Cardmember Service	11	Cheerleader/Dance	Misc Contractual Service	577.00
226474	Cardmember Service	11	Cheerleader/Dance	Athletic Supplies	68.46
226474	Cardmember Service	11	Cheerleader/Dance	Athletic Supplies	162.38
226474	Cardmember Service	11	Cheerleader/Dance	Athletic Apparel	1,264.58
226474	Cardmember Service	11	Cheerleader/Dance	Athletic Apparel	339.35
226474	Cardmember Service	11	Men's Soccer	Business Travel	3.38
226474	Cardmember Service	11	Men's Soccer	Business Travel	12.30
226474	Cardmember Service	11	Men's Soccer	Business Travel	23.94
226474	Cardmember Service	11	Women's Soccer	Business Travel	106.23
226474	Cardmember Service	11	Women's Soccer	Business Travel	21.06
226474	Cardmember Service	11	Women's Soccer	Business Travel	11.14
226474	Cardmember Service	11	Women's Soccer	Business Travel	20.89
226474	Cardmember Service	11	Theater	Licenses	992.17
226474	Cardmember Service	11	Theater	Licenses	931.90

PAGE TOTALS

41,829.91

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226474	Cardmember Service	11	President	Conferences & Workshops	2.76
226474	Cardmember Service	11	President	Conferences & Workshops	10.00
226474	Cardmember Service	11	President	Conferences & Workshops	145.24
226474	Cardmember Service	11	President	Conferences & Workshops	22.38
226474	Cardmember Service	11	President	Office Supplies	16.98
226474	Cardmember Service	11	Board of Trustees	Meetings & Hospitality	50.00
226474	Cardmember Service	11	Accreditation	Business Travel	-44.64
226474	Cardmember Service	11	Accreditation	Business Travel	312.44
226474	Cardmember Service	11	Business Office	Business Travel	312.44
226474	Cardmember Service	11	Business Office	Postage	6.08
226474	Cardmember Service	11	Business Office	Data Processing Supplies	99.99
226474	Cardmember Service	11	Human Resources	Business Travel	52.31
226474	Cardmember Service	11	Human Resources	Business Travel	329.33
226474	Cardmember Service	11	Alumni/Development Offic	Business Travel	27.29
226474	Cardmember Service	11	Alumni/Development Offic	Business Travel	312.44
226474	Cardmember Service	11	Alumni/Development Offic	Recognition Supplies	76.68
226474	Cardmember Service	11	General Inst Expenses	Office Supplies	38.27
226474	Cardmember Service	11	Maintenance of Buildings	Office Supplies	94.90
226474	Cardmember Service	11	Maintenance of Equipment	Maintenance Supplies	67.99
226474	Cardmember Service	12	Business & Industry	Business Travel	295.65
226474	Cardmember Service	12	Business & Industry	Business Travel	10.72
226474	Cardmember Service	12	Business & Industry	Business Travel	11.36
226474	Cardmember Service	12	Business & Industry	Business Travel	11.14
226474	Cardmember Service	12	Business & Industry	Office Supplies	33.57
226474	Cardmember Service	16	Bookstore	Office Supplies	88.36
226474	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	4,761.62
226474	Cardmember Service	16	Bookstore	C of GS/Supplies	29.91
226474	Cardmember Service	16	Bookstore	C of GS/Supplies	100.73
226474	Cardmember Service	16	Bookstore	C of GS/Supplies	-57.75
226474	Cardmember Service	16	Horton Hall	Maintenance Supplies	1,140.40
226474	Cardmember Service	16	Winter Hall	Maintenance Supplies	643.50
226475	Cengage Learning Inc/Gale	11	Library	Subscriptions	1,542.33
226476	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	372.76
226476	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	162.08
226477	ComputerWorks of Chicago Inc	16	Bookstore	Mtc & Service Agreements	10,475.85
226478	Coursedog Inc	11	Student Success	Mtc & Service Agreements	34,590.00
226479	Cox Business	16	Parkford Apartments	Mtc & Service Agreements	147.65
226479	Cox Business	16	Herynk Hall	Mtc & Service Agreements	117.00
226479	Cox Business	16	Red Devil Duplexes	Mtc & Service Agreements	193.60
226480	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	54.70
226481	FedEx	16	Bookstore	Postage	88.44
226482	Fuelman	11	Director of Athletics	Gasoline	761.88
226482	Fuelman	11	General Inst Expenses	Gasoline	131.30
226483	Gillespie, Karen E	16	Student Housing/Program	Meetings & Hospitality	150.00

PAGE TOTALS

57,789.68

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226484	Grainger	11	Maintenance of Buildings	Maintenance Supplies	84.90
226484	Grainger	16	Parkford Apartments	Maintenance Supplies	288.63
226484	Grainger	16	Parkford Apartments	Maintenance Supplies	122.36
226485	Great Western Dining	16	Food Service	Cost of Food Service Con	12,214.05
226486	Ingram Library Services	16	Bookstore	Mtc & Service Agreements	53.04
226487	Jenzabar Lockbox	11	Information Tech (IT)	Mtc & Service Agreements	247,234.00
226487	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	2,880.00
226487	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	19,952.50
226487	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	575.00
226487	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	4,380.00
226487	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	1,598.00
226488	Lawless, Sharon A	11	General Inst Expenses	Retirement Benefits	557.22
226489	McCarty's Office Machines Inc	11	General Inst Expenses	Furnishings	688.82
226489	McCarty's Office Machines Inc	11	General Inst Expenses	Furnishings	6,909.00
226490	National Fire Safety	11	Marketing	Advertising	300.00
226491	New Klein Lumber Co., The	11	Maintenance of Buildings	Maintenance Supplies	7.50
226491	New Klein Lumber Co., The	11	Maintenance of Buildings	Maintenance Supplies	22.50
226491	New Klein Lumber Co., The	11	Maintenance of Buildings	Small Tools	23.99
226491	New Klein Lumber Co., The	11	Maintenance of Grounds	Maintenance Supplies	33.90
226491	New Klein Lumber Co., The	11	Maintenance of Grounds	Maintenance Supplies	7.50
226491	New Klein Lumber Co., The	16	Red Devil Duplexes	Maintenance Supplies	131.94
226491	New Klein Lumber Co., The	16	Red Devil Duplexes	Maintenance Supplies	509.97
226492	O'Reilly Auto Stores Inc	11	Maintenance of Equipment	Maintenance Supplies	21.98
226493	PBR Tournaments KC, LLC	11	Baseball	Miscellaneous Supplies	360.50
226494	Pizza Hut	11	Human Resources	Meetings & Hospitality	30.04
226495	Quill LLC	11	Campus Services	Duplicating Supplies	240.58
226496	Resource Door & Hardware	11	Maintenance of Buildings	Maintenance Supplies	550.00
226497	Spirit Products Ltd	16	Bookstore	C of GS/Gifts	493.64
226498	Sporfie	11	Director of Athletics	Mtc & Service Agreements	1,800.00
226499	Stogsdill, Tricia J	11	Theater	Athletic Team Travel	774.00
226499	Stogsdill, Tricia J	11	Theater	Athletic Team Travel	45.00
226500	Swank Motion Pictures Inc	11	Library	Subscriptions	6,135.00
226501	Sway Medical Inc	11	Athletic Trainer	Mtc & Service Agreements	1,396.00
226502	USA/Kansas	11	Maintenance of Buildings	Conferences & Workshops	240.00
226502	USA/Kansas	11	Maintenance of Buildings	Conferences & Workshops	240.00
226503	WEX BANK	11	Director of Athletics	Gasoline	109.46
PAGE TOTALS					311,011.02
AP GRAND TOTAL					410,630.61

Fri Aug 14 2025  
12:30

Allen County Community College  
Bills Presented for Ratification  
From: 08/07/2025 To 08/14/2025

Page 4  
billrat

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
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Signed and approved this \_\_\_\_ day of \_\_\_\_\_, 2025

ATTEST:

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Clerk, Board of Trustees

Allen County Community College  
Bills Presented for Ratification  
From: 08/01/2025 To 08/06/2025

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226418	Ace Refrigeration	11	Maintenance of Buildings	Maintenance Supplies	129.50
226419	Allen Co Historical	11	Marketing	Mtc & Service Agreements	250.00
226420	Allen, Karl D	11	Director of Athletics	Business Travel	13.78
226420	Allen, Karl D	11	Director of Athletics	Business Travel	18.98
226421	Banuelos, Ricardo	11	Cross Country	Business Travel	65.26
226422	Boren's Roofing Inc	16	Winter Hall	Repairs & Maintenance	285.00
226423	Cintas	11	General Inst Expenses	Mtc & Service Agreements	917.00
226424	City of Iola	16	Ballard House	Natural Gas/	25.00
226424	City of Iola	16	Ballard House	Electricity/	98.99
226424	City of Iola	16	Ballard House	Water/	52.03
226424	City of Iola	16	Ballard House	Sewer/	18.16
226425	City of Iola	11	General Inst Expenses	Natural Gas/	188.94
226425	City of Iola	11	General Inst Expenses	Electricity/	11,018.76
226425	City of Iola	11	General Inst Expenses	Water/	3,994.92
226425	City of Iola	11	General Inst Expenses	Sewer/	1,957.61
226425	City of Iola	11	Gen Inst Exp Tech Bldg	Natural Gas/	33.17
226425	City of Iola	11	Gen Inst Exp Tech Bldg	Electricity/	2,594.29
226425	City of Iola	11	Gen Inst Exp Tech Bldg	Water/	35.07
226425	City of Iola	11	Gen Inst Exp Tech Bldg	Sewer/	9.66
226425	City of Iola	16	Parkford Apartments	Electricity/	925.75
226425	City of Iola	16	Herynk Hall	Natural Gas/	49.52
226425	City of Iola	16	Herynk Hall	Electricity/	423.41
226425	City of Iola	16	Herynk Hall	Water/	182.03
226425	City of Iola	16	Herynk Hall	Sewer/	83.34
226425	City of Iola	16	Horton Hall	Natural Gas/	131.74
226425	City of Iola	16	Horton Hall	Electricity/	751.09
226425	City of Iola	16	Horton Hall	Water/	80.29
226425	City of Iola	16	Horton Hall	Sewer/	32.33
226425	City of Iola	16	Winter Hall	Electricity/	1,420.60
226425	City of Iola	16	Winter Hall	Water/	68.99
226425	City of Iola	16	Winter Hall	Sewer/	26.67
226425	City of Iola	16	Red Devil Duplexes	Natural Gas/	323.54
226425	City of Iola	16	Red Devil Duplexes	Electricity/	985.83
226425	City of Iola	16	Red Devil Duplexes	Water/	165.06
226425	City of Iola	16	Red Devil Duplexes	Sewer/	74.84
226425	City of Iola	16	Masterson Hall	Natural Gas/	49.52
226425	City of Iola	16	Masterson Hall	Electricity/	953.84
226425	City of Iola	16	Masterson Hall	Water/	68.99
226425	City of Iola	16	Masterson Hall	Sewer/	26.67
226426	Datasource Inc	11	Human Resources	Misc Contractual Service	121.70
226427	Dell Financial Serv LLC	11	Information Tech (IT)	Major Equipment	1,500.18
226428	Duane's Flowers	11	Board of Trustees	Meetings & Hospitality	99.00
226429	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	47.95
226429	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	68.15

PAGE TOTALS

30,367.15

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226429	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	69.15
226429	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	51.33
226430	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	201.34
226430	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	70.25
226431	Grainger	11	Maintenance of Buildings	Maintenance Supplies	19.48
226431	Grainger	11	Maintenance of Buildings	Maintenance Supplies	468.15
226431	Grainger	11	Maintenance of Equipment	Maintenance Supplies	10.18
226431	Grainger	11	Maintenance of Equipment	Janitorial Supplies	1,491.65
226431	Grainger	11	Maintenance of Grounds	Maintenance Supplies	296.92
226431	Grainger	16	Parkford Apartments	Maintenance Supplies	74.83
226431	Grainger	16	Ballard House	Maintenance Supplies	45.01
226431	Grainger	16	Herynk Hall	Maintenance Supplies	525.44
226431	Grainger	16	Masterson Hall	Maintenance Supplies	125.28
226432	Great Western Dining	16	Food Service	Cost of Food Service Con	2,580.20
226433	Green Environmental Svcs	11	Maintenance of Buildings	Mtc & Service Agreements	1,351.05
226433	Green Environmental Svcs	16	Herynk Hall	Mtc & Service Agreements	150.00
226433	Green Environmental Svcs	16	Horton Hall	Mtc & Service Agreements	150.00
226433	Green Environmental Svcs	16	Winter Hall	Mtc & Service Agreements	150.00
226433	Green Environmental Svcs	16	Red Devil Duplexes	Mtc & Service Agreements	150.00
226433	Green Environmental Svcs	16	Masterson Hall	Mtc & Service Agreements	150.00
226434	INA Alert Inc	11	Information Tech (IT)	Major Equipment	3,175.75
226435	Infobase	11	Library	Subscriptions	11,126.58
226436	Iola Auto Parts LLC	11	Maintenance of Equipment	Maintenance Supplies	16.33
226437	John Deere Financial	11	Fitness Center	Repairs & Maintenance	181.57
226437	John Deere Financial	11	Fitness Center	Office Supplies	142.97
226437	John Deere Financial	11	Track	Repairs & Maintenance	111.81
226437	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	64.48
226437	John Deere Financial	16	Parkford Apartments	Maintenance Supplies	41.94
226437	John Deere Financial	16	Winter Hall	Maintenance Supplies	34.14
226438	Kansas One-Call System Inc	11	Maintenance of Buildings	Mtc & Service Agreements	3.99
226439	Leavenworth Public Library	70	No Center	Library	73.97
226440	Leffler, Lyvier L	11	President	Business Travel	201.00
226441	MP Vantage Solutions LLC	11	Music	Repairs & Maintenance	110.00
226442	Macha Enterprises Inc	11	Maintenance of Equipment	Mtc & Service Agreements	354.00
226443	NTTA	11	Director of Athletics	Business Travel	110.75
226444	Nickell, Roberta Sue	11	No Center	Hospitalization Payable	-584.46
226444	Nickell, Roberta Sue	11	No Center	Hospitalization Payable	-584.46
226444	Nickell, Roberta Sue	11	VP Finance & Operations	Business Travel	189.81
226444	Nickell, Roberta Sue	11	General Inst Expenses	Retirement Benefits	584.46
226444	Nickell, Roberta Sue	11	General Inst Expenses	Retirement Benefits	584.46
226445	OTA-PLATEPAY	11	Director of Athletics	Business Travel	21.00
226446	Peak Uptime	11	Information Tech (IT)	Mtc & Service Agreements	7,548.00
226446	Peak Uptime	11	Information Tech (IT)	Major Equipment	1,519.71
226447	Pur-O-Zone	11	Maintenance of Buildings	Janitorial Supplies	601.70

PAGE TOTALS

33,759.76

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226448	SEK Inc	12	Business & Industry	Conferences & Workshops	60.00
226449	Sage Publications Inc	16	Bookstore	C of GS/Ebook/AccessCode	646.94
226450	Sherwin-Williams Co	11	Maintenance of Buildings	Maintenance Supplies	1,152.01
226450	Sherwin-Williams Co	16	Parkford Apartments	Maintenance Supplies	244.75
226450	Sherwin-Williams Co	16	Parkford Apartments	Maintenance Supplies	411.94
226450	Sherwin-Williams Co	16	Masterson Hall	Maintenance Supplies	1,351.22
226451	Sports Locker	11	Men's Basketball	Athletic Supplies	1,004.88
226451	Sports Locker	11	Men's Soccer	Athletic Supplies	2,890.50
226451	Sports Locker	11	Men's Soccer	Athletic Apparel	24,504.93
226451	Sports Locker	11	Women's Soccer	Athletic Apparel	1,185.00
226452	Stanion Wholesale	11	Maintenance of Buildings	Maintenance Supplies	1,580.80
226452	Stanion Wholesale	11	Maintenance of Buildings	Maintenance Supplies	608.00
226453	Storrer Implement	11	Maintenance of Equipment	Maintenance Supplies	206.58
226454	Stout Electric & Mechanical Inc	11	Baseball	Repairs & Maintenance	763.50
226454	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	350.00
226454	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	328.59
226454	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	1,020.00
226455	Thompson, Jessica Marie	11	Board of Trustees	Business Travel	323.47
226456	Turf Solutions Inc	11	Softball	Mtc & Service Agreements	383.00
226456	Turf Solutions Inc	11	Baseball	Repairs & Maintenance	766.00
226457	UPS	16	Bookstore	Postage	75.09
226458	Vietti, Jackie	11	Professional Development	Conferences & Workshops	400.00
226459	Waxie Sanitary Supply	11	Campus Services	Duplicating Supplies	2,000.00
226460	Yoder, Katherine	11	Cheerleader/Dance	Misc Contractual Service	600.00
				PAGE TOTALS	42,857.20
				AP GRAND TOTAL	106,984.11

Signed and approved this \_\_\_\_ day of \_\_\_\_\_, 2025

ATTEST:

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Clerk, Board of Trustees

Allen County Community College  
 Direct Payment Bills Presented for Ratification  
 From 08/01/2025 thru 08/31/2025

<u>Date Paid</u>	<u>Vendor Name</u>	<u>Fund</u>	<u>Center</u>	<u>Account</u>	<u>Amount</u>
8/1/25	KPERS	11	No Center	Retirement/KPERS Life Payable	189.82
8/1/25	KPERS	11	No Center	Retirement/KPERS Life Payable	2,658.47
8/5/25	Kansas Dept of Revenue	11	No Center	Kansas Sales Tax	85.75
8/5/25	Kansas Dept of Revenue	11	No Center	Kansas State Tax	2,358.11
8/14/25	KPERS	11	No Center	Retirement/KPERS Life Payable	858.60
8/14/25	KPERS	11	No Center	Retirement/KPERS Life Payable	858.60
8/15/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	38,663.76
8/15/25	Kansas Dept of Revenue	11	No Center	Kansas State Tax	8,055.56
8/15/25	KPERS	11	No Center	Retirement/KPERS Life Payable	2,704.43
8/15/25	KPERS	11	No Center	Retirement/KPERS Life Payable	217.77
8/15/25	KPERS	11	No Center	Retirement/KPERS Life Payable	6,076.56
8/19/25	Bay Bridge Administrators	11	No Center	403B-AFA/Security Benefit plus match	11,040.00
8/19/25	Bay Bridge Administrators	11	No Center	DISR,LIFR,ACCR,XDEP,XMED,Vision	3,477.82
8/19/25	UMB	11	No Center	Health Savings Account	981.98
8/19/25	KPERS	11	No Center	Retirement/KPERS Life Payable	618.90
8/25/25	Kansas Dept of Revenue	11	No Center	Comsumers Use Tax	223.09
8/29/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	80,903.26
8/29/25	Kansas Dept of Revenue	11	No Center	Kansas State Tax	16,434.61
8/29/25	KPERS	11	No Center	Retirement/KPERS Life Payable	15,796.86
8/29/25	KPERS	11	No Center	Retirement/KPERS Life Payable	322.75
8/29/25	KPERS	11	No Center	Retirement/KPERS Life Payable	2,785.99
8/29/25	KPERS	11	No Center	Retirement/KPERS Life Payable	200.30
					\$195,512.99

Signed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025

ATTEST:

\_\_\_\_\_  
 Chairman, Board of Trustees

\_\_\_\_\_  
 Clerk, Board of Trustees



# BOARD REPORT

SEPTEMBER 2025

PREPARED BY CHRIS FREELOVE

PRESIDENT LYVIER L LEFFLER, PHD, LMHC

# 01

## PRESIDENT'S REPORT

### President – Dr. Lyvier Leffler

- **Meeting/Engagement Dates:**
  - July 31<sup>st</sup> – August 1<sup>st</sup>. - KACC Meeting in Arkansas City
  - August 13<sup>th</sup> – Ribbon Cutting Ceremony Prairie Land Partners
  - August 14<sup>th</sup> – Interview with Iola Register
  - August 14<sup>th</sup> – Partnership Meeting with Iola USD
  - August 15<sup>th</sup> – Campus move-in day
  - August 19<sup>th</sup> – Moran USD Open House
  - August 22<sup>nd</sup> – Partnership meeting with Jock's Nitch
  - August 24<sup>th</sup> – Philanthropic Educational Organization Meeting – Guest
  - August 25<sup>th</sup> – Bowlus Fine Arts Center – Season Announcement Party
  - August 28<sup>th</sup> – Allen Administration meets with Moran USD Administration  
- @ Moran
- **Heat Protocol Compliance:**
  - The College has notified all athletic coaches and trainers (August 15) of current heat safety protocols. Athletic activities are following the KJCCC Heat Policy. Activities are being closely monitored for temperature and humidity levels, and modifications or postponements are implemented as necessary to ensure the health and safety of all participants.
- **Legislative Luncheon:**
  - Scheduled for December 3, 2025. SE Kansas Community College Presidents to host Legislative Luncheon this Fall. For the 22<sup>nd</sup> year this event has been hosted at the Neosho Community College campus due to being the most centrally located. Each Community College president will be represent accompanied by one trustee.
- **Compliance & Accountability:**

Allen continues to maintain strong safeguards to ensure compliance with state and federal requirements. Recent discussions at the statewide presidents' meeting highlighted the importance of accurate reporting and oversight in areas such as course funding eligibility, Perkins documentation, and federal work-study usage.

At Allen, our Financial Aid team has clear processes in place to protect the integrity of student aid. Identity verification and official transcripts are required before awarding aid, and each file is reviewed by multiple staff members. No aid is disbursed until all requirements are met and students are actively enrolled in courses. These measures safeguard both students and the institution while ensuring full compliance.

- Key Highlights:
  - Allen requires identity verification and official transcripts before awarding financial aid, with multiple staff reviewing each file for accuracy.
  - Aid is only disbursed once all requirements are met and students are actively enrolled, ensuring compliance and protecting both students and the institution.
  - These safeguards align with statewide compliance discussions, including course funding eligibility (“buckets”), Perkins documentation, and federal work-study restrictions.
- **New Speaker System installed in gymnasium** - Currently scheduled for the week of September 29<sup>th</sup>.
- **Institutional Engagement & Recognition: USD Partnership Tours**
  - Allen leadership—including the President, VPSA, VPAA, Director of Dual Credit, and Dean of Academic Affairs—are scheduling a series of tours with the USDs we serve. These visits will provide an opportunity to meet with district leaders, review the strength of our existing partnerships, showcase ongoing initiatives, and discuss areas where collaboration can be further enhanced.
- **Institutional Engagement & Recognition: Aspen Institute Participation**
  - On August 7th, Allen Community College officially joined over 550 community colleges nationwide by completing the National Student Clearinghouse (NSC) data access form with the Aspen Institute's College Excellence Program. By granting permission for our existing NSC data—such as completion rates for part-time students and transfer-to-bachelor’s degree attainment—we have aligned ourselves with a national initiative designed to elevate transparency and deepen student success insights.
  - This participation supports our consideration for the 2027 Aspen Prize for Community College Excellence, a field-leading recognition of high-performing institutions. The Aspen effort is expanding its cohort of eligible colleges from 150 to 200—creating new opportunities for Allen to gain national recognition among diverse models of institutional success [tacc.org+3allencc.edu+3ACCT](http://tacc.org+3allencc.edu+3ACCT)

[Searches+3collegeexcellencecurriculum.aspeninstitute.org+2belk-center.ced.ncsu.edu+2Aspen Institute.](#)

- Beyond national visibility, our NSC data submission provides access to a confidential dashboard benchmarking Allen's performance against peer groups, recognized colleges, and national averages. This tool supports **Goal 1: Advance Student Success** in our 2023–2027 strategic plan by enabling us to leverage data-driven insights to improve completion, equity, and learning outcomes for all students [allenc.edu](#).
- Allen's involvement reflects our strategic commitment to transparency, evidence-based decision-making, and continuous improvement. It also directly supports our purpose under **Goal 4: Organizational Excellence**, by fostering a culture of performance measurement and institutional improvement that resonates throughout our strategic agenda [allenc.edu](#).

- **Kansas Board of Regents – Applicant Data Reporting Requirement**

During recent communications with the Kansas Board of Regents (KBOR), we were informed of a new requirement regarding the collection and reporting of applicant data. KBOR now requires community colleges to provide the Social Security numbers of all applicants, including those who:

- Apply to Allen Community College but choose not to enroll, and
- Have applied but are not yet enrolled students.

This requirement is based on the Kansas Higher Education Coordination Act, K.S.A. 74-3201a et seq., which grants KBOR the authority to:

- Conduct statewide planning for higher education,
- Collect and analyze data for policy evaluation, and
- Maintain a uniform postsecondary education database for the State of Kansas.

KBOR has clarified that, under this statute, they have deemed the collection of Social Security numbers to be necessary and appropriate to fulfill their responsibilities.

- **Impact on Allen:**

- Our Institutional Research office, Admissions, and Student Affairs teams are reviewing KBOR's documentation and updating reporting processes to comply with the requirement.
- We are also maintaining documentation from KBOR to ensure we are protected in the event of data-related inquiries or breaches.

I will keep the Board updated as we finalize our internal processes and ensure full compliance with KBOR's reporting expectations.

### **Director of Institutional Effectiveness and Research – Jacob Reichard**

- The Academic Year collection that is required by the Kansas Board of Regents has been completed. This report was completed in conjunction with Doug Dunlap, with the assistance of other departments as needed. The collection contains nineteen different reports that cover a wide range of data. They include demographic information about the students at the institution, the courses that they took throughout the prior academic year, the financials for the students (including any scholarships that they received), and information on students that qualify for state funding through the Excel in CTE program. The state assisted with reviewing the reports that were created and asked some clarifying questions.
- Started out with over 1,300 fatal errors and 1,400 warnings. To finalize the report, all errors had to be fixed, and warnings confirmed.
- The final step of the report is to have the data certified by the president of the institution. Dr. Leffler, Doug Dunlap, and I met to review the data last week before certifying.
- We continued to have multiple Jenzabar One training sessions throughout the month. It was a slower month due to the start of the academic year, but we had several sessions for training in multiple departments. This included business office (payroll and general ledger) and looking at conversion issues. Next month will be very busy as we start our advanced training in each module.
- I pulled together information for a report looking at our high school students and their success rates. The reports will be utilized to ensure that we are doing our best to help our high school students succeed.

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

- September 11 – Kansas Community College Leadership Institute meeting at Butler Community College.
- September – Fall IPEDS collection opens
- September 15 – Fall Preliminary report opens

### **Director of Advancement –**

### **Director of Human Resources – Karen Gillespie**

#### HR Projects:

- Rolled out Vector Education to all ACC Employees. Vector is higher education specific. We are working on the roll out to all ACC students for this Fall.
- We have received notification that the requested submission to sponsor Marcos Shimizu, Assistant Women's Soccer Coach for his HIB Visa was successful. We are awaiting the final paperwork on his sponsorship.




- HR has been conducting open enrollment for the health plan and all benefits. We continue to work closely with Blue Cross Blue Shield and SEK Financial Services. Deadline for open enrollment is September 16, 2025.
- HR Director assisted with faculty negotiations for health plan employer contribution. Hopefully we are able to bring a recommendation to the board meeting on September 9<sup>th</sup>.
- Working on next steps for Security Officer, Marketing Coordinator, Maintenance Tech and several Instructor positions. We continue to recruit for positions posted on the website.
- HR Director, Karen Gillespie will be attending Kansas Community College Leadership Institute. Classes start September 4<sup>th</sup> and 5<sup>th</sup>.
- HR continues to work on updating remaining HR Policies.
- Transition of HR hard copy employee files to Soft Docs is still ongoing in 2025.

### Director of Public Relations & Marketing – Brad Henderson

The Marketing Department has launched an intake form for employees to open marketing requests at [www.allencc.edu/marketing](http://www.allencc.edu/marketing).

The Marketing Department began sending weekly email communications (Allen Details) on Aug. 13, to all faculty and staff. This communication is designed to increase awareness of campus news and events, as well as promote transparency from executive leadership.

#### *Allen Details (Aug. 2025)*

	8/28/2025 Allen Details (Aug. 28, 2025)	062 Total views	3 min Avg time spent	74% Avg completion	07 glanced 27 quick read 28 deep read
	8/20/2025 Allen Details (Aug. 20, 2025)	087 Total views	2 min Avg time spent	65% Avg completion	22 glanced 22 quick read 43 deep read
	8/13/2025 Allen Details	106 Total views	3 min Avg time spent	78% Avg completion	16 glanced 24 quick read 66 deep read

#### *Monthly Media Audit*

The articles listed here are features and/or mentions of Allen Community College appearing in Google Media Alerts.

Headline	Source	Date	Medium
<a href="#">Allen AD Desmarteau placed on paid leave</a>	Iola Register	08/04/25	Print
<a href="#">Ready to share success stories</a>	Iola Register	08/11/25	Print
<a href="#">College debates maintenance staffing levels</a>	Iola Register	08/14/25	Print
<a href="#">College hires finance chief</a>	Iola Register	08/14/25	Print
<a href="#">Tackling challenges, head-on</a>	Iola Register	08/15/25	Print
<a href="#">Jackpot!</a>	Iola Register	08/18/25	Print

<a href="#"><u>ACC team completes summer session</u></a>	Iola Register	08/18/25	Print
<a href="#"><u>Red Devils Volleyball is Eager to Get Back On the Court</u></a>	Ad Astra Radio	08/19/25	Radio
<a href="#"><u>Allen Community College hosts a student resource fair</u></a>	KOAM	08/20/25	TV
<a href="#"><u>ACC, schools back in session</u></a>	Iola Register	08/20/25	Print
<a href="#"><u>ACC to offer mental health services for students</u></a>	KOAM	08/21/25	TV
<a href="#"><u>Allen rebounds in Rockford</u></a>	Iola Register	08/25/25	Print
<a href="#"><u>Red Devils show promise in Texas</u></a>	Iola Register	08/25/25	Print
<a href="#"><u>Allen stays undefeated</u></a>	Iola Register	08/28/25	Print
<a href="#"><u>Red Devils blow out Crowder</u></a>	Iola Register	08/28/25	Print
<a href="#"><u>ACC Baseball Team Volunteers to Read with Children</u></a>	Ad Astra Radio	08/28/25	Radio
<a href="#"><u>And the Nominees Are... Announcing the 18th Annual Award Celebration Nominees!</u></a>	Thrive Allen Co.	08/28/25	Web
<a href="#"><u>Hope Unlimited Brings Support Services to ACC Students</u></a>	Ad Astra Radio	08/28/25	Radio
<a href="#"><u>College volleyball: SCC showcases talent in Jimmy John's Tournament</u></a>	The Hawk Eye	08/31/25	Print

## 02

# ACADEMIC AFFAIRS REPORT

### Vice President for Academic Affairs – Dr. Kara Wheeler

- Division Chair Retreat occurred on August 6<sup>th</sup>. Melanie and I worked with the 4 division chairs on updates for this academic year, as well as got their feedback on different items we are working on for this year.
- In-service went well this past month. Nick Black had his cheer/dance team lead the staff in a cheer and the fight song, which gave the event so much more energy! ☺ Travis Robb led new faculty through assessment training on assessment day. The plan for this year is that faculty will spend the first Friday of every month working on assessment material.
- Vector Solutions Training was dispersed to employees during in-service. All required trainings are due by September 30<sup>th</sup>. We are working with concurrent

instructors on potentially using their training received at K-12 to count for our required trainings. Lauren is assisting Karen and I with this work.

- I have been assisting with implementation of our Transact contract, which will be our new 3<sup>rd</sup> party pay instead of Nelnet when we move to J1. Now that Matthew has started, I will be handing this project over to him to continue.
- Councils, Committees, and Taskforces were finalized with the help of the VPSA, Faculty Senate Chair, and Staff Council Chair. All groups will start meeting in September.
- Courserdog implementation is moving forward. IT is working with their team to get single sign-on established as well as API's.
- Continuing to work with Cabinet and Management Council to finish Board Policy updates.

#### **KBOR:**

- I had my first Kansas Systemwide General Education Council Meeting on August 26<sup>th</sup>. Mainly we set timelines for this year for submission of projects and welcomed new members. We will meet once a month for the rest of the academic year.
- BAASC, SCOCAO/COCAO meetings will begin in September.

#### **Faculty Senate (Anne Marie Foley):**

- Faculty Senate has not yet convened this semester; however, three meetings are currently being scheduled as faculty members have settled into their routines. In preparation, a survey was distributed to collect input on current initiatives, ongoing projects, upcoming events, accolades, and other relevant concerns or data. Faculty participation in the survey has been good, and the collected information will be reviewed and incorporated into future reports following approval by majority vote.
- Faculty did not share any initiatives and projects currently in progress, recent or upcoming events in different discipline areas, and accolades or recognitions. I believe that this is new for the Faculty Senate President to ask for this information to share in Management Council. I'm hoping to get more participation moving forward and normalize this so faculty feels seen and supported on their accomplishments.

#### **Faculty and Classes (Melanie Wallace):**

- The Fall 2025 term is underway. Classes began on August 18<sup>th</sup>. It is great to have faculty and students back on campus!
- We are offering a total of 170 different courses for the fall term and 330 total sections of those courses. Those sections include classes on the lola campus, online, concurrent and hybrid classes.
- Enrollment as of today (8/27/25) is 1824 (headcount) and 14628 credit hours. We are just shy of last fall's credit hours. We do still have open enrollment for our 2<sup>nd</sup> 8-week classes that begin in October so these numbers can change.

- We have 4 open faculty searches. We will be working to hire an Agriculture Instructor, a Computer Science Instructor, a Psychology Instructor and an Allied Health Instructor for a January 2026 start date.
- I will begin my fall semester observations/evaluations of our full-time faculty and our adjunct faculty. Division chairs will observe/evaluate two adjuncts in their division as part of their division chair responsibilities.
- I will be traveling to St. Louis in early October to attend the CATYC conference. (Council to Advance Two Year Colleges)
- Rhett Taylor and the Livestock Judging team will be traveling to two competitions in September. One in Tennessee and one in Nebraska. Most competitions take place on weekends so the team travels on Friday, competes on Saturday and returns on Sunday so students do not typically have to miss classes.
- Allen at American Players Theatre Trip from Tricia Stogsdill:
  - 4 professional productions in both the large 1,000 seat plus outdoor Hill Theatre, and the intimate 200 seat indoor Touchstone Theatre
  - An exclusive talk with professional artists in their areas of interest
  - All-access backstage tour
  - Production students will get to view a show from behind the scenes in the booth!
  - Acting students get a personalized Audition Workshop with nationally renowned Casting Director and APT Associate Artistic Director Carey Cannon
  - A tour of the National Historic Landmark, Frank Lloyd Wright's Taliesin

#### **Online Learning (Jerald Johnson):**

- Online learning has completed creation of Dropout Detective dashboards. Dropout Detective is our early alert system for student progress in classes. Instructors can post notes if they see a student is struggling in a class and that will go to the students allies who can then work with the student to get them the help they need to be successful in the class.
- Online learning is also working to update our Center for Innovative Teaching which is a Canvas shell with resources for all instructors.

#### **Concurrent/Dual Credit (Lauren Moots):**

- Working with the Business Office to get payments in from HS students so they are not dropped. Still have incorrect CTE credits and classifications that is making this trickier, but we are managing.
- Building new Dropout Detective Dashboards for all our building coordinators at our service area high schools. This should help with retention and management of grade requests from these high schools. Also, it will provide a more accurate and timelier update for students at risk and help catch them sooner.

- Will be scheduling a training for all building coordinators to go over the new dropout detective dashboards and the capabilities it has.
- Visiting our local area high schools that we serve to discuss how Allen can better partner with them. The group attending those meetings is Dr. Leffler, Dr. Wheeler, Cami Keitel and myself. We met with Marmaton Valley on 8/28 about options and new ideas for the future.
- Scheduling requests for college visits for Apply Kansas Days, Career & CTE days and other HS related events with admissions and academics/ activities.
- Will be reaching out to all concurrent instructors who are up for evaluation, to be evaluated this fall.

#### **CTE & Apprenticeships (Kelly Baker):**

- **KOA - Apprenticeship Champion Training**  
Attended annual training in Emporia Aug 6 & 7. This year's training focused on various ways to pitch apprenticeships to employers and help them see both the short and long-term value to apprenticeship.
- **Camille Lavon, Director of Economic Development – Thrive Allen County**  
Camillie visited Allen CC on Monday, August 11<sup>th</sup>. We visited about apprenticeships and ideas for how to utilize these in the economic development space. Josiah joined us and we took Camille on a tour of campus. We will be meeting again to assess different ways in which we can work together to achieve goals of both Thrive and Allen CC.
- **Ed2go**  
Met with our account manager & began discussions regarding marketing. Dr. Henderson was able to quickly build out the web pages that will live on our site. Doug Dunlap worked with Ed2Go's sales engineer to complete some critical setup items on our DNS server. We will be offering two pay-over-time options: Affirm and Tuition Flex. Any extended payment terms will be handled by these companies. At this time, back-end work is being completed by Ed2Go. We should be receiving a sand-box environment soon that will allow us to make test payments. Provided the tests go well, we'll be able to go live within 10 days after the last test.
- **Perkins**  
Had webinar on Monday, August 25<sup>th</sup> to discuss Perkins FY26 Reserve RFP. Because we are part of a consortium with Pitt State and Indy CC, we are required to apply for this Reserve Grant as a consortium. We can only list up to three programs on the application. The FY25 Perkins Final Report is due Tuesday, September 2, 2025, so preparing this RFP is on the list of things to address but is not top priority until the final report is submitted.
- **Program Accreditation Work**

Working with Leslie Weir to solidify accreditation for the Phlebotomy program that will begin SP26. Also working with Nicholas Lohman to secure accreditation for the Pharmacy Tech program.

- **Health Professions Coordinator**

Jennifer Delich's last day was Friday, August 29, 2025. A vacancy announcement has been posted and we hope to fill this position soon. In the meantime, I will be carrying out the duties of this position to the best of my ability.

**Library and Tutoring (Virginia):**

- The Allen library and tutoring center was represented at the Block party on August 19, 2025. Alyssa and I snagged students attention with stress balls and small flashlights and such that we had left over from previous library contests. While they were there, we told them about the new library management system, and how it could benefit them. We also had handouts for the Brainfuse and tutoring. Were placed next to the Lola Public Library table so we were able to network and also point out how the public library was available as another resource for the students.
- The pantry has submitted a grant proposal to Your Community Foundation and is now waiting to hear if it was accepted. The pantry continues to be used heavily.
- **Upcoming Events:**  
 September 15-16<sup>th</sup>: J1 Registration/Advising End User Training  
 September 29-30<sup>th</sup>: J1 Student Advising Training  
 October 8<sup>th</sup>: Ribbon Ceremony for Humboldt Community Care Center opening  
 October 10<sup>th</sup>: Kansas Core Outcomes Group Meetings (KCOG)  
 October 24<sup>th</sup>: Kansas CC Corequisite Symposium at Barton CC  
 November 3-6<sup>th</sup>: J1 Registration/Advising End Under Training

# 03

## STUDENT SERVICES REPORT

Vice President for Student Affairs – Cami Keitel  
 Enrollment Status 9/1/2025

## Daily Enrollment Report

Fall 2025	Headcount	Hours	Fall 2024	Headcount	Hours
Community	9	63	Community	17	63
Concurrent	393	2171	Concurrent	437	2409
Iola	831	7012	Iola	356	3817
Online	669	4730	Online	832	5897
Online - HS	692	2946	Online - HS	707	3103
Totals (Undup Headcount)	1832	14694	Totals (Undup Headcount)	1876	15076

### Event Outcomes and Updates:

- Admissions and Advising:
  - Continued to work on finalizing enrollment, reinstating students dropped for non-payment, and completing placement testing for students.
  - Coordinated communication efforts with the Business Office regarding students being dropped for non-payment. Texts and emails were sent to the students prior to drop and upon being dropped. Communication included responding to texts messages received from students very similar to livechat.
  - Coordinated communication efforts with Online Learning to send text and email regarding accessing the myAllen portal, Canvas, and Allen email. Additionally, this included instructions for setting up MultiFactor Authentication.
  - Abbi and Nikki have been working with Frankie to provide international transcripts so she can certify athletic eligibility.
  - International student orientation will be held Sunday, August 31st from 1-4.
  - Processing of admissions applications for new international students planning to attend in the spring will begin mid-September. Many of these will be students that did not make it in the fall.
  - Fall International Student Breakdown: ▪ 167 New Applications
    - 67 New I-20s created
    - 26 New International Students enrolled on campus
    - 88 Returning International Students
      - 10 Enrolled online
- Disbursement is September 26th. The Financial Aid Office has scheduled meetings with Jenzabar (JFA) to guide us through the new process with the new system.
- HEA Title IV programs Recertification is close to being ready to submit, VPAA has requested a letter from HLC that is required, and we will add the new VP of Finance at this time.

- Due to the EFC/SAI changes, Jenzabar has one remaining release scheduled before we can begin the FISAP.
- For 25/26, as of 8/25/25 1,784 ISIR's have been received, 1,339 are unduplicated.
- The first list of students eligible for student employment was available to students and supervisors last week. Approved students have begun working.
- Keycard access for Residence Hall students started with some hiccups, but has become better as the semester progresses.
- Housing is currently at 301 students in the Residence Halls with two rooms in Horton Hall tripled.

#### Residence Hall Students by Residency

Allen County	In-State	Out-of-State	International
8	97	82	112

- The annual Residence Hall Orientation was held on Saturday, August 16th with a make-up Orientation for those who missed on Wednesday, August 20th. Overall, 90% of all Housing students attended the sessions.
- Welcome Week saw a great turnout for all events. Due to potential weather, the Welcome Back Block Party was split between Tuesday and Wednesday. Both days saw a great turnout.
- Thank you to Terri Fahnestock, Alex Simpson, Trey Harris, and Nancy Ford for helping with Casino Night
- \$1 Movie Night during Welcome Week saw 76 students attend, even though three teams were gone traveling for their games that weekend.
- The Red Devil Duplexes have been selected for the annual American Community Survey with the U.S. Census Bureau. This survey is conducted each year by the Census Bureau, and is required by law (Title 13, U.S. Code, Sections 141, 193, 221, and 223)
- Hope Unlimited tabled in the Student Center Commons on August 27th and 28th to provide information for students.
- Student Senate Elections are taking place September 2nd through September 5th. Currently, every position has at least one student running.
- As we get farther into the school year, Student Life continues building out activities and educational opportunities for students, whether Residential or Commuter.
- US Department of Veterans Affairs annual compliance audit visit occurred. The results are pending. Still waiting on final results from the VA
- The Auto Grad list is being awarded to students who did not apply for graduation but were eligible. 13 students are eligible for Auto Grad. The students have until September 8th to opt out. One student has already opted out.
- Awarding summer degrees as final grades post. 21 degrees were awarded for summer.

- Completing the 2025-2026 catalog approved by the SAA (State Approving Agency). This has been sent, just waiting for approval.
- Moving files from the "P" drive to Soft Docs. This will be an ongoing process.
- Volleyball Opened Season at OWT- Tournament in Rockford, IL
  - Lost Sauk Valley CC 3-2
  - Won Lake Michigan College 3-0
  - Won #24 Rock Valley College 3-1
  - Won Kellogg CC 3-0
  - Hosted Friends University JV Won 3-0
- Women's Soccer Opened Season in Dallas, TX
  - Lost Dallas College Brookhaven 9-0
  - Won Dallas College Richland 2-1
  - Hosted Crowder College Won 5-1
- Men's Soccer Opened Season in Dallas, TX
  - Tied Dallas College Mountain View 2-2
  - Won Dallas College Cedar Valley 3-0
  - Host Crowder College Won 4-2
- Cheer/Dance
  - Secured Bid for NCA College Nationals
- Baseball
  - Reading at Iola Elementary Monday-Thursday 7:30-8:30a
  - Hosting a clinic 8/30 9-2p (80 prospective athletes to attend)
  - Fall Schedule start 9/9 Hosting Mississauga Tigers
- Softball
  - Fall Schedule start 9/13 at Missouri Southern State University
- Cross Country
  - Opens Season 8/29 at the Terry Masterson Twilight Classic in Hutchinson, KS
- Total Athletes on Campus
  - Women's Soccer-24
  - Men's Soccer-75
  - Volleyball-15
  - Women's Basketball-15
  - Men's Basketball-16
  - Cross Country/Track-38
  - Softball-24
  - Baseball-53
  - Cheer/Dance-26

### **Upcoming Events:**

#### **September**

2-4 Annual Financial Aid Audit

2-5 Student Senate Elections  
 2 Census Rosters are due  
 3 Women's Volleyball (Conference) KCKCC at 6p  
 3 Men's Soccer Cowley College 4p  
 8-9 J-1 Training – Registration/Advising (Bobbie, Nikki, Allison)  
 8-9 Health & Safety Checks for Housing  
 12 Women's Volleyball NEO at 6p  
 13 Women's Soccer Southeast CC 2p  
     Men's Soccer Southeast CC 4p  
 15-16 J-1 Training – Registration/Advising (Bobbie, Nikki, Allison)  
 15-19 Sign-ups for Week-long Tag  
 15 Voter Registration tabling  
 15 \$1 DQ Night – 6 pm  
 18 Voter Registration tabling  
 22-26 Week-long Tag  
 24 Women's Volleyball (Conference) JCCC at 6p  
 24 Women's Soccer Pratt 2p  
     Men's Soccer Pratt CC 4p  
 24-26 KACRAO conference will be held in Lawrence this year  
 25-26 J-1 Training – CRM (Nikki)  
 29-30 J-1 Training – Registration/Advising (Bobbie, Nikki, Allison)  
 30 FISAP due  
 30 HEA Title IV programs Recertification due

### **October**

5-8 RMAFSA Conference – Wichita (Rocky Mountain Association of Student Financial Aid Administrators)  
 7 J-1 Training – ADM (Nikki)  
 11 Cross Country home meet  
 13 J-1 Training – ADM (Nikki)  
 14 J-1 Training – Comms + (Nikki)

# 04

## FINANCE AND OPERATIONS REPORT

**Vice President for Finance and Operations – Matthew Gleason (started Sept 1)**

### **Business Office – Alicia Sterling**

- Initiatives and projects currently in progress:  
J1 is continuing and more data will be pulled by September 3 for accounts receivable and general ledger in order to validate. Data from accounts payable, accounts receivable, HR and GL need to be uploaded to validate the third pass by Sept. 18.
- Recent or upcoming events:  
Students were dropped three times during the month of August, which is an improvement compared to previous practices, either not dropping at all or dropping students daily. High school students are scheduled to be dropped on September 2.
- Accolades or recognitions for team members or departments:  
Shout out to all the departments that teamed up and collaborated to work through student lists so we could complete drops efficiently. Special thanks as well to everyone who helped with reinstating students quickly, ensuring they could take care of their bills without delay.  
Your teamwork made a big difference – thank you for your dedication and responsiveness!

### **Director of IT – Doug Dunlap**

- Projects currently in progress:  
KBOR AY Reporting  
Fiber Optic connectivity to the new maintenance building  
Jenzabar 1 migration Data Validation work  
MFA for new students at the start of the semester  
New Canvas integrations with 3rd parties (updating to the new LTI)  
Revisiting where we left off with SoftDocs  
SSO and Gateway setup for CourseDog  
Upgrading employee computers from Windows 10 to Windows 11  
J1 Trainings
- Recent or Upcoming events:  
Coursedog implementation  
Transact implementation  
GLBA evaluation  
Enhancing security based on recommendations from Tandem  
SoftDocs expansion - building forms and workflows and onboarding other departments

### **Bookstore Manager – Austin Hendrix**

- Initiatives and projects currently in progress:

We are still ordering and receiving items for this new year, both clothing and supplies. Making sure that all concurrent High School classes as well as online and in person students have the books they need as well as the proper access to ebooks. Also trying to fill our open student employment position. Will conduct interviews soon.

- Recent or upcoming events:

There are no events coming up soon in our area.

- Accolades or recognitions for team members or departments:

- My team is great and motivated to accomplish their tasks very well. We are moving towards a less chaotic time as the first few weeks are coming to a close. I am grateful for my team.

- Key statistics and data:

Every enrolled student needs either an ebook or a physical book for their class(es). Out of all of the classes we offer, there were 9 that needed to be shipped a month ago. However, after encountering some tech issues and issues with distribution rights, that number has increased to 11.

### **Director Physical Plant and Operations – Ryan Sigg**

- Custodial Maintenance:

Our Custodial Maintenance crews have been moved to our normal semester working hours for day and evening shifts.

They have been tasked with transitioning to a team cleaning process, changing from a zone cleaning process that was being previously used. This transition is needed for the cross training of all staff. This will allow all staff to be exposed to all custodial duties on campus for the continuation of cleaning in the most prioritized areas when custodial staff are absent.

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

- Grounds Maintenance:

Allen's Grounds Maintenance Crew are still spending a lot of hours on the mowers keeping the grass under control with all the rain that we have been blessed to have. This year has been using up more resources than previously with fuel usage and servicing the mowers and equipment.

The soccer field grass is looking good. It has had some struggles with keeping the coaches and teams at less use of the field until we can get a good grass root establishment. They have been excited to use the field, rightfully so, but we need to be diligent with use to allow the grass to stabilize. We are all working our best to ensure that we can do everything possible to keep from having near future issues with the grass turf.

We are still using our ground crew to assist with other maintenance duties, due to the shortage of workforce with our open positions with retirement.

- Automotive/Equipment Maintenance:

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

We have utilized our Tech for other maintenance duties with the Grounds crew to assist with maintenance requests.

- HVAC/Maintenance Techs:

We have interviewed several potential candidates for the Maintenance Tech I/II positions. We are still short-handed in this department. John Collins and I have done our best to use contractors and our staff to make necessary repairs to keep everything operating best as possible.

We have finalized the facilities assessment and space reallocation discussions. Both committees have spent several hours researching and reviewing information for this process. Architect One and Simpson Construction will be presenting the information that they have collected with our committees for our September Board of Trustees meeting on September 9<sup>th</sup>.

Our HVAC controls are completed in the Theater and Activities Buildings. Design Mechanical has completed the installation. This will allow our Maintenance Tech II the opportunity to keep up with the requests and servicing of equipment. This software is very beneficial to diagnostics and efficiency of the HVAC equipment. We are having HVAC failures in our aged equipment. We will be needing to replace the HVAC package unit that serves our music room immediately. We have completed the repairs to the package unit and are currently collecting prices for the replacement unit. We will be providing information about our aged equipment in the Facility Assessment reports.

Security cameras in Horton Hall are scheduled to be replaced by Sandifer Engineering and Controls. They will be removing the analog cameras and installing new digital cameras. This project has been delayed for a short time due to supply issues.

Design Mechanical Inc. is replacing the #3 boiler. Our staff has installed an epoxy finish on the concrete floor below the boiler for ease of cleaning the area. We will continue to update this project with progress.

INA Alert has completed phase #2 of the keyless access to our dorms. The students are able to access their rooms and the buildings they reside in from their Identification Badge. This will ensure better security and safety for the students and for the institution. We will be able to deactivate any badges that may get lost or stolen compared to a lost or stolen key that would be easy to conceal and allow access to living quarters or private rooms.

We have completed our annual fire sprinkler inspections today, July 30<sup>th</sup>. We have a couple of deficiencies. We are still looking into the piping that will need to be installed to complete a full flow test of our wet pipe sprinkler system in

Masterson Hall. Not being able to perform this test to its qualifications has created one of the deficiencies. The second issue is that we will need to have the wet pipe system in Herynk Hall drained to replace (2) sprinkler heads that have been accidentally painted in the past. We will be training Allen Staff on this issue to keep this from happening in the future.

The new Maintenance Facility Building is nearing completion. They are working on the punch list items and sealing the concrete floors. We should take possession of the building on Tuesday, September 2, 2025. They will return to complete the final part of the landscaping in October. They asked to postpone this part of the project due to the higher temperatures that could cause issues with the survival of the landscaping. Maintenance will complete our assessment of materials/equipment/items to be moved and begin installing the shelving/etc. that we need to begin moving into the building. The moving process will take a little time to complete to have it moved in a organized fashion and continue to offer the maintenance services the campus requires.

With your generous approval of the Administrative Assistant position to maintenance, we have completed a job description and will be opening that to applications soon.

Finally, I would personally like to say **THANK YOU** to Dr. Lyvier Leffler and the Board of Trustees for giving the opportunity to Allen Community College Maintenance Department to move forward offering a beautiful and welcoming space for the community, students, faculty, staff and employees with our new Facilities Building. This building will improve services, organization, productivity, morale, and professional workmanship for the betterment of Allen Community College. I personally look forward to working in this new facility and making Allen a great community college for everyone to attend classes or be employed with us. Thank you again!

# Strategic Goals and Objectives 2025-2029

## ***Goal 1: Innovative and inclusive Academic Programs***

Allen will grow its impact by expanding high demand programs.

- 1.1 Research, develop, and invest in new Career and Technical Education (CTE) pathways.
- 1.2 Research and develop innovative modalities for classes that provide hybrid, flexible, or experiential learning.
- 1.3 Conduct academic program review for viability and long-term success.
- 1.4 Research, develop, and invest in academic programs in the northern tier to promote regional advancement.

## ***Goal 2: Advance Student Success***

Allen will engage in college completion initiatives and prepare students for success.

- 2.1 Increase the successful completion rates of all students.
- 2.2 Develop and implement a Strategic Enrollment Management and Marketing Plan (SEMMP) reflecting evidence-based best practices in access and equity.
- 2.3 Implement student advising system that will assist students in attaining their educational goals.
- 2.4 Develop and implement an academic support model.
- 2.5 Explore communication preferences of staff and students to assist in determining the most appropriate way to disseminate information.
- 2.6 Ensure clear, well-defined processes that result in positive student experiences and well-being.

## ***Goal 3: Strengthen Business and Industry Engagement***

Allen will actively identify and pursue partnerships that unlock career opportunities for students and accommodate the workforce with talent.

- 3.1 Partner with business and industry for workforce credentials.
- 3.2 Increase participation and relevancy of our business and strategic industry partners on our advisory boards.
- 3.3 Market the pathways and partnership with our business and industry partners.
- 3.4 Expand our reach in our northern tier and the remainder of our service area with business and industry.

## ***Goal 4: Strengthen Community Relations***

Allen will increase brand awareness and community relations through its service region.

- 4.1 Increase active engagement of athletic and other student organizations within the community and the service region.
- 4.2 Explore opportunities for community events on campus.

- 4.3 Increase active engagement of staff within the community and the service region.
- 4.4 Exploring opportunities to collaborate with community resources.
- 4.5 Establish an alumni association and increase giving beyond Allen County.

### ***Goal 5: Enhance Employee Experience and Development***

Our faculty and staff will engage in professional and leadership development opportunities to continuously improve in their area of expertise. Allen will educate, support and invest in resources that enhance their wellbeing.

- 5.1 Recruit and retain high quality talent and an effective workforce.
- 5.2 Develop and revise board policies and administrative procedures.
- 5.3 Review and/or refine the employee onboarding, evaluation and exit interview processes.
- 5.4 Evaluate and clarify the role of the Staff Council representation group and consider dividing into two groups that represent professional and classified staff.
- 5.5 Develop, evaluate and ensure robust professional development opportunities that meet college needs.
- 5.6 Conduct maintenance of internal employee classification and compensation yearly and reassessed every three years.

### ***Goal 6: Establish a Culture of Organizational Excellence***

Cultivate a culture of institutional integrity, compliance, and continuous improvement.

- 6.1 Fully implement and maintain the Student Information System.
- 6.2 Pursue, secure and administer grants and external funding to support organizational excellence.
- 6.3 Foster a culture of high performance, evidence based, and data informed decision making for continuous improvement.
- 6.4 Comply with all federal, state and accrediting body requirements and regulations.

### ***Goal 7: Invest in Facilities, Campus Safety and Security Infrastructure***

Allen will provide and maintain updated facilities through ongoing deferred maintenance and assessment plan that will provide for a safe and secure environment for all.

- 7.1 Upgrade and maintain campus safety measures.
- 7.2 Reduce outstanding deferred maintenance.
- 7.3 Develop a comprehensive campus master plan.
- 7.4 Ensure students, faculty, and staff have access to the relevant technology.
- 7.5 Improve and educate on cybersecurity, while balancing the needs of users and system security.

# Strategic Goals and Objectives 2025-2030

## ***Goal 1: Innovative and Inclusive Academic Programs***

Allen will grow its impact by expanding high demand programs.

1.1 (1.4/2.4) Research, develop, and invest in new Career and Technical Education (CTE) pathways.

1.2 Research and develop innovative modalities for classes that provide hybrid, flexible, or experiential learning.

1.3 Conduct academic program review for viability and long-term success.

1.4 Research, develop, and invest in academic programs in the northern tier to promote regional advancement.

## ***Goal 2: Advance Student Success***

Allen will engage in college completion initiatives and prepare students for success.

2.1 (1.1/1.3) Increase the successful completion rates of all students.

2.2 (1.2) Develop and implement a Strategic Enrollment Management and Marketing Plan (SEMMP) reflecting evidence-based best practices in access and equity.

2.3 (1.5a) Implement student advising system that will assist students in attaining their educational goals.

2.4 (1.5b) Develop and implement an academic support model.

2.5 Explore communication preferences of staff and students to assist in determining the most appropriate way to disseminate information.

2.6 (1.6/4.3) Ensure clear, well-defined processes that result in positive student experiences and well-being.

## ***Goal 3: Strengthen Business and Industry Engagement***

Allen will actively identify and pursue partnerships that unlock career opportunities for students and accommodate the workforce with talent.

3.1 (2.1) Partner with business and industry for workforce credentials.

3.2 Increase participation and relevancy of our business and strategic industry partners on our advisory boards.

3.3 (2.3) Market the pathways and partnership with our business and industry partners.

3.4 Expand our reach in our northern tier and the remainder of our service area with business and industry.

## ***Goal 4: Strengthen Community Relations***

Allen will increase brand awareness and community relations through its service region.

- Numbers within (parenthesis) are prior plan's numbers

- 4.1 (2.2) Increase active engagement of athletic and other student organizations within the community and the service region.
- 4.2 Explore opportunities for community events on campus.
- 4.3 Increase active engagement of staff within the community and the service region.
- 4.4 Exploring opportunities to collaborate with community resources.
- 4.5 (2.5) Establish an alumni association and increase giving beyond Allen County.

### ***Goal 5: Enhance Employee Experience and Development***

Our faculty and staff will engage in professional and leadership development opportunities to continuously improve in their area of expertise. Allen will educate, support, and invest in resources that enhance their wellbeing.

- 5.1 (3.1) Recruit and retain high quality talent and an effective workforce.
- 5.2 (3.2) Develop and revise board policies and administrative procedures.
- 5.3 (3.3) Review and/or refine the employee onboarding, evaluation and offboarding processes.
- 5.4 (3.4) Evaluate and clarify the role of the Staff Council representation group and consider dividing into two groups that represent professional and classified staff.
- 5.5 (3.5) Develop, evaluate, and ensure robust professional development opportunities that meet college needs.
- 5.6 (3.6) Conduct maintenance of internal employee classification and compensation yearly and reassessed every three years.

### ***Goal 6: Establish a Culture of Organizational Excellence***

- (4.1) Cultivate a culture of institutional integrity, compliance, and continuous improvement.
- 6.1 (4.2) Fully implement and maintain the Student Information System.
- 6.2 (4.4) Pursue, secure and administer grants and external funding to support organizational excellence.
- 6.3 (4.5) Foster a culture of high performance, evidence based, and data informed decision making for continuous improvement.
- 6.4 (4.6) Comply with all federal, state, and accrediting body requirements and regulations.

### ***Goal 7: Invest in Facilities, Campus Safety and Security***

#### ***Infrastructure***

Allen will provide and maintain updated facilities through ongoing deferred maintenance and assessment plan that will provide for a safe and secure environment for all.

- 7.1 (5.1) Upgrade and maintain campus safety measures.
- 7.2 (5.2) Reduce outstanding deferred maintenance.
- 7.3 (5.3) Develop a comprehensive campus master plan.
- 7.4 (5.4) Ensure students, faculty, and staff have access to the relevant technology.
- 7.5 (5.5) Improve cybersecurity, while balancing the needs of users and system security.

- Numbers within (parenthesis) are prior plan's numbers

## Allen Community College 2025-26 Academic Calendar

### Fall 2025

Residence Halls Open for Early Arrivals	July 28-Aug 1
Fall Scholarship Deadline	August 1
Housing Application Deadline	August 1
First Fall Faculty Contract Day	August 7
Payment or Payment Arrangements due for Full Semester and Session 1 (non-H.S.)	August 8
Fall Financial Aid Appeals Deadline	August 11
In-Service	August 12-13
Assessment Day	August 14
Residence Halls Open	August 15
Fall Semester and Session 1 Classes Begin	August 18
Last Day to Add or Drop Session 1/Full Semester Classes	August 25
Payment or Payment Arrangements due for H.S. students	August 25
100% Refund Deadline for Session 1/Full Semester Classes	August 25
Last Day to Sign Up for Payment Plan	August 25
100% Refund Deadline for Housing Balance	August 25
Certification Rosters Due for Session 1/Full Semester Classes	August 31
Labor Day (College Closed)	September 1
Constitution Day	September 17
Last Day Federal Aid Returned for Withdrawn Students for Session 1 Only	September 19
Financial Aid Refunds Disbursed to Students	September 26
FAFSA available for 2026-2027	October 1
Last Day to Withdraw from Session 1	October 6
Session 1 Ends	October 10
Grades due for Session 1, 11:59 p.m.	October 12
Session 2 Begins	October 13
100% Refund Deadline for Session 2	October 20
Payment or Payment Arrangements due for Session 2	October 20
Last Day to Add or Drop Session 2 Classes	October 20
Certification Rosters Due for Session 2 Classes	October 24
Last Day Federal Aid Returned for Withdrawn Students for Fall Full Semester	October 24
Federal Financial Aid Priority Deadline for Spring Semester	October 31
Financial Aid Refunds Disbursed for Session 2	October 31
Spring Registration Begins	November 3
Last Day Federal Aid Returned for Withdrawn Students for Session 2 Only	November 14
Residence Halls Closed for Fall Break	November 22-29
Fall Break (College Closed)	November 24-28
Last Day to Withdraw from Full Semester and Session 2 Classes	December 1
Final Exams	December 8-10
Full Semester and Session 2 End	December 10
Last Fall Faculty Contract Day	December 12
Residence Halls Close	December 12
Grades due for Full and Session 2, 11:59 PM	December 14
Fall Intersession Begins	December 15
100% Refund Deadline for Fall Intersession Classes	December 17
Payment Due for Fall Intersession	December 17
Certification Rosters Due for Fall Intersession Classes	December 19
Holiday Break (Offices Closed)	Dec 22-Jan 2
Last Day to Withdraw from Fall Intersession Classes	January 5
Fall Intersession Ends	January 16
Grades due for Fall Intersession, 11:59 pm	January 18

## Spring 2026

Spring Scholarship Deadline	January 1
Housing Application Deadline	January 1
Residence Halls Open for Early Arrivals	January 2
First Spring Faculty Contract Day	January 8
Payment or Payment Arrangements Due for Full Semester and Session 1 (non H.S.)	January 9
100% Refund Deadline for Housing Balance	January 12
Spring Financial Aid Appeals Deadline	January 13
<b>In-Service</b>	<b>January 13-14</b>
Assessment Day	January 15
Residence Halls Open	January 16
Martin Luther King Day (College Closed)	January 19
Spring Semester and Session 1 Classes Begin	January 20
Last Day to Add/Drop Session 1/ Full Semester Classes	January 27
Payment or Payment Arrangements due for H.S. students	January 27
100% Refund Deadline for Session 1/Full Semester Classes	January 27
Last Day to Sign Up for Payment Plan	January 27
Housing Application Opens for 2026-27	January 30
Certification Rosters Due for Session 1/Full Semester Classes	February 1
<b>J1 Training In-Service (Offices Closed)</b>	<b>February 13</b>
Financial Aid Refunds Disbursed to Students	February 18
Last Day Federal Aid Returned for Withdrawn Students for Session 1 Only	February 20
Last Day to Withdraw from Session 1	March 9
Session 1 Ends	March 13
Grades due for Session 1, 11:59 pm	March 15
Residence Halls Closed for Spring Break	March 14-21
Spring Break (College Closed)	March 16-20
Session 2 Begins	March 23
Last Day to Add or Drop Session 2 Classes	March 30
Payment or Payment Arrangements due for Session 2	March 30
100% Refund Deadline for Session 2	March 30
Certification Rosters Due for Session 2 Classes	April 3
Last Day Federal Aid Returned for Withdrawn Students for Full Spring Semester	April 3
Financial Aid Refunds Disbursed for Session 2	April 10
Summer and Fall Registration Begins	April 13
Last Day Federal Aid Returned for Withdrawn Students for Session 2 Only	April 24
Financial Aid Priority Deadline for Fall Semester	May 1
Last Day to Withdraw from Full Semester and Session 2 Classes	May 4
<b>Commencement</b>	<b>May 9 8</b>
Final Exams	May 11-13
Spring Semester and Session 2 End	May 13
Last Spring Faculty Contract Day	May 15
Residence Halls Close	May 15
Grades due for Spring Semester and Session 2, 11:59 pm	May 17
Memorial Day (College Closed)	May 25

## Summer 2026

Summer Session Begins	June 1
Last Day to Add or Drop Summer Classes	June 8
100% Refund Deadline for Summer Classes	June 8
Payment or Payment Arrangements due for Summer	June 8
Certification Rosters Due for Summer Classes	June 12
Federal Aid Disbursement for Summer Session	June 18
<b>Juneteenth Observance (College Closed)</b>	<b>June 18</b>

Scheduled Break for Classes due to Independence Day  
Independence Day Observance (College Closed)  
Last Day Federal Aid Returned for Summer Session  
Last Day to Withdraw from Summer Classes  
Summer Session Ends  
Grades due for Summer Classes, 11:59 pm

June 29-July 3  
July 2  
July 13  
July 27  
July 31  
August 2

As of 8/26/2025