



**BOARD OF TRUSTEES AGENDA**

Regular  
 Regular Meeting  
 Tuesday, October 14, 2025  
 6:00 PM  
 Ambler Board Room  
 1801 N. Cottonwood  
 Iola, KS 66749

Current Board Members:

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

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

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

- |  |          |
|--|----------|
| 4. <b>Consent Agenda</b>   | <b>3</b> |
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| 5. <b>New Employee Introductions</b>   |          |
| Matthew Gleason: Sonia Gugnani, Grant Administrator & Government Relations Officer, & Matthew Kent, Maintenance Tech 1 |          |
| Cami Keitel: Phillip Pfeifer, Asst Baseball Coach  |          |
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10.b. Deferred Maintenance and roofing update	
Matthew Gleason & Ryan Sigg	
<b>11. Executive Session</b>	
11.a. Executive session for the purpose of discussing personnel matters for non-elected personnel.	
<b>12. Upcoming Meetings</b>	
Regular meeting: Tuesday, November 11, 2025, at 6:00 PM	
<b>13. Pending Agenda Items</b>	
<b>14. Adjournment</b>	

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF ALLEN COMMUNITY COLLEGE  
IOLA, KANSAS, SEPTEMBER 9, 2025

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

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

Other Attendees: Dr. Lyvier Leffler, Dr. Kara Wheeler, Cami Keitel, Matthew Gleason, Melanie Wallace, Jacob Reichard, Alicia Sterling, Karen Gillespie, Josiah D’Albini, John Collins, Ryan Sigg, Brad Henderson, Nikki Peters, Doug Desmarteau, Bobbie Haviland, Virginia Shaffer, Lauren Moots, Kelly Baker, Doug Dunlap, Austin Hendrix, Jerald Johnson, Beth Toland, Christine Freelove, Tracy Lee, Patrick Matarazzo, Iola Register, Richard Luken, Emily Koenig, Architect One, Josh Vogel, Simpson Construction, and Michael Wilbert, Basis Engineering, and one community patron.

Agenda Approval Vicki Curry moved to approve the agenda as presented. Seconded by Jenny Spillman, motion carried 5-0.

Old Business

Public Hearings Becky Nilges, Board Trustee, closed the Exceeding Revenue Rate Public Hearing. Corey Schinstock moved to adopt the resolution number 25-26 to exceed the Revenue Neutral Rate for the 2025-2026 budget. Seconded by Vicki Curry, with roll call: Curry yes, Spillman yes, Schinstock yes, Thompson yes, Nilges yes, motion carried 5-0.

Nilges opened the 2025-2026 Budget Public Hearing. No discussion, Nilges closed the 2025-2026 Budget Public Hearing.

Jessica Thompson moved to approve the 2025-2026 budget. Seconded by Vicki Curry, motion carried 5-0.

New Employee Introductions Dr. Lyvier Leffler, President, introduced Matthew Gleason, VP for Finance and Operations. Gleason introduced Cali Riley, Business Office Assistant; Peyton Thompson, Custodial Maintenance Staff (absent); and Michael Rasmussen, Custodial Maintenance Staff (absent).

Cami Keitel, VP for Student Affairs, introduced Halle Zupan, Assistant Softball Coach/Resident Hall Director.

New Business

Facility Assessment Report Josh Vogel, Simpson Construction, and Michael Wilbert, Basis Engineering, presented the facility assessment report outlining moderate to immediate concerns of each building. The evaluation included main areas of concern within each building, such as HVAC units, electrical systems, windows, ADA deficiencies, safety and security concerns, and exterior issues. Immediate needs labeled end of life are HVAC units, pipes, stairways, water heaters, and ventilators, while moderate needs will need to be addressed in the next 5-10

years. Sidewalks, bricks, drainage issues, drywall repair, tuckpointing, stair railings, and exterior sealants are a few areas to be addressed. Bathrooms need repaired and comply with ADA regulations. Options for HVAC and piping replacement were presented with an overall estimated cost of over \$20 million.

Space Allocation Report	Emily Koenig, Architect One, presented Allen’s campus-wide space allocation report going over pros and cons from the faculty-staff survey findings. Two options for the main building and the Theatre were presented. Option one includes remodeling areas for around \$7.8 million, whereas option two consists of adding about 17,000 square feet to the main and theatre buildings, along with remodeling options, allowing more office and class space. The next step is phasing options once decisions are made on repair/replacement options.
Break	At 7:40 PM, 5-minute break.
Enrollment Updates	Melanie Wallace, Dean for Academic Affairs, and Lauren Moots, Director of High School Partnerships, presented enrollment numbers for fall 2025 in comparison with the past two fall semesters, with a slight decline in numbers, but will increase once the second eight-week and intersession classes fill. The shift differences in contrast with previous semesters are most likely due to offering on-campus allied health classes, evening and hybrid classes, and having more part-time and high school students on campus. There has also been a small decline in high school enrollment due to smaller class sizes. Enrichment classes are being considered for future semesters. Moots explained the new Dropout Detective (retention tool) process with training sessions in progress.
Patron’s Concerns	No concerns to report.
Consent Agenda	After questions about the financial reports were answered, Vicki Curry moved to approve the consent agenda, to include the Board of Trustees minutes for the August 12, 2025, regular meeting, the September 2, 2025, Special Board meeting, and financials, pay bills, and approve the statement of claims, a total of \$1,618,898.82. Seconded by Corey Schinstock, motion carried 5-0.
Administrative Board Reports	<p>Nilges asked why student social security numbers are required to be shared with KBOR. Jacob Reichard, Director of Institutional Effectiveness and Research, explained that the new requirement through KBOR is for data collection and reporting purposes. It was suggested to place a statement on the website per state regulations, student social security numbers will be shared with the Kansas Board of Regents.</p> <p>Nilges inquired about the faculty senate reporting to the VP for Academic Affairs. Dr. Wheeler responded that the faculty senate does not report to her directly; the senate provides an update report for the monthly board meeting.</p> <p>Nilges inquired about Ed2go. Kelly Baker, Director of Workforce Development and Apprenticeships, explained the current progress. Once it goes live on the website, Baker will present an update to the board.</p>

Board Reports

KACC – Jessica Thompson, Trustee, reported that Allen is to host the ACCT meeting in June and will contact Heather Morgan for details. Once the date and times are known, Thompson will book the Bowlus and share the information with the board.

Iola Industries – Corey Schinstock, Trustee, reported that Iola Industries set up a foundation for the Friends of the Parks and Trails.

ACC Endowment – Vicki Curry, Trustee, reported that the next meeting is September 16.

Maintenance Building – Corey Schinstock reported that the punch list is in progress. Contingency funds are being used for the pond cleanup and the three streetlights, leaving approximately \$12,000. An open house will be scheduled after inspection is completed and office furniture is in place.

Board Finance Committee – Gena Clouch/Vicki Curry  
Meetings will be scheduled soon.

New Business

2025-2030

Dr. Leffler presented on the 2025-2030 Strategic Goals and Objectives. Goals and objectives

Strategic Goals

were expanded and broadened to reflect the future statement. Reichard explained the main areas that were updated, expanding goals from five to seven and broadening objectives. Vicki Curry moved to approve the 2025-2030 Strategic Goals and Objectives. Seconded by Jessica Thompson, motion carried 5-0.

Academic Calendar Updates

Several changes have been made to the 2025-2026 Academic Calendar. After discussion over the May 2026 Commencement date and time change, Cami Keitel will provide feedback from the student senate and report results at the next meeting. Some concerns were voiced with the change to having Thursday, July 2, off. The college is closed on Fridays over the summer; therefore, Independence Day is to be observed the day before, which lands on July 2.

The 2025-2026 Academic Calendar updates approval is tabled for next month's meeting.

Executive Session

At 8:50 PM, Corey Schinstock moved to enter executive session for the purpose of discussing personnel matters for non-elected personnel for 20 minutes to include the board, Dr. Leffler, Cami Keitel, and Karen Gillespie. Seconded by Jessica Thompson, motion carried 5-0.

Open Session

At 9:10 PM, Jenny Spillman moved to hire Sonia Gugnani, Grant Administrator & Government Relations Officer; Matthew Kent, Maintenance Tech I; Philip Pfeifer, Assistant Baseball Coach; and accept the resignation of Jennifer Delich, Health Professions Program Coordinator. Seconded by Vicki Curry, motion carried 5-0.

Executive Session

At 9:15 PM, Corey Schinstock moved to discuss employer-employee negotiations, whether or not in consultation with the representative or representatives of the public body or agency for 10 minutes to include the board, Dr. Leffler, Dr. Wheeler, Matthew Gleason, and Karen Gillespie. Seconded by Vicki Curry, motion carried 5-0.

Open Session At 9:25 PM, Jessica Thompson moved to approve to increase the employer contribution for insurance coverage for the employee only plan by \$100, equaling \$750, and all other plans by \$200, equaling \$950. Seconded by Vicki Curry, motion carried 5-0.

Executive Session At 9:30 PM, Corey Schinstock moved to enter executive session to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships for 15 minutes to include the board, Dr. Leffler, Dr. Wheeler, and Matthew Gleason. Seconded by Jenny Spillman, motion carried 5-0.

At 9:45 PM, returned to open session, no action taken.

Special Board Meeting Date Special Board Meeting is set for Monday, September 29, 2025, at 5:00 PM in the Ambler Board Room.

Adjournment At 9:55 PM, Jessica Thompson moved to adjourn the meeting. Seconded by Vicki Curry, motion carried 6-0.

MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF TRUSTEES OF ALLEN COMMUNITY COLLEGE  
IOLA, KANSAS, SEPTEMBER 29, 2025

Rebecca Nilges called the meeting to order at 5:00 PM; also present:

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

Other Attendees:      Dr. Lyvier Leffler, President  
                              Matthew Gleason, VP for Finance & Operations  
                              Cami Keitel, VP for Student Affairs  
                              Ryan Sigg, Director of Physical Plant Operations  
                              Josiah D’Albini, Director of Student Life  
                              John Masterson, Iola patron  
                              Richard Luken, Iola Register

Agenda                 Gena Clouch moved to approve the agenda. Seconded by Vicki Curry, motion  
Approval               carried 5-0.

Old Business

Facility                Discussion ensued regarding student housing concerns from the facility assessment review.  
Assessment            The board requested further research and cost in a new housing facility.  
Review

Adjournment         At 7:10 PM, Vicki Curry moved to adjourn the meeting. Seconded by Jenny Spillman,  
                              motion carried 5-0.

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

Fund Description	Balance	Revenue	Expenditures	Balance	- A/R	+ A/P	Prior Year Adjustments	Balance
	08-31-2025			09-30-2025	09-30-2025	09-30-2025		09-30-2025
11 General	\$19,078,550.10	\$262,494.80	\$1,034,488.50	\$18,306,556.40	(\$1,524,882.05)	\$59,919.40	\$0.00	\$19,891,357.85
12 Postsecondary Technical Educa	\$1,330,773.48	\$886,398.50	\$187,901.96	\$2,029,270.02	\$0.00	\$0.00	\$0.00	\$2,029,270.02
14 Adult Supplementary Education	\$6,500.85	\$0.00	\$0.00	\$6,500.85	\$0.00	\$0.00	\$0.00	\$6,500.85
16 Auxiliary Enterprises	\$4,866,476.36	(\$3,168.38)	\$244,850.91	\$4,618,457.07	\$0.00	(\$600.00)	\$0.00	\$4,617,857.07
20 EDPMS	(\$900.00)	\$0.00	\$0.00	(\$900.00)	\$409,151.00	\$283,017.62	\$0.00	(\$127,033.38)
21 College Work Study	\$0.00	\$1,012.50	\$1,012.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22 SEOG	\$0.00	\$22,000.00	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23 ABE Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24 PELL	\$0.00	\$764,508.00	\$764,508.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27 State Grants	\$0.00	\$412.70	\$0.00	\$412.70	\$0.00	\$0.00	\$0.00	\$412.70
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	\$419,531.00	\$419,531.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61 Capital Outlay	\$1,888,056.15	\$31,869.60	\$0.00	\$1,919,925.75	\$0.00	\$0.00	\$0.00	\$1,919,925.75
70 Agency	\$2,654,310.81	\$0.00	\$551,705.00	\$2,102,605.81	\$0.00	\$2,589.99	\$0.00	\$2,105,195.80
Holding for Distribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$29,823,767.75</b>	<b>\$2,385,058.72</b>	<b>\$3,225,997.87</b>	<b>\$28,982,828.60</b>	<b>(\$1,115,731.05)</b>	<b>\$344,927.01</b>	<b>\$0.00</b>	<b>\$30,443,486.66</b>

Summary of Cash Transactions

	Balance	Receipts	Disbursements	Balance
	08-31-2025			09-30-2025
Landmark Nat'l Bank #385 (Gen. Fun	5,808,328.46	6,645,700.58	1,876,536.48	10,577,492.56
Landmark Nat'l Bank #377 (Fed Func	0.15	1,075,165.00	1,075,165.00	0.15
Petty Cash-Main Campus	300.00	0.00	10.48	289.52
Landmark Nat'l CD's	11,000,000.00	0.00	0.00	11,000,000.00
Community Nat'l Bank CD's	6,763,837.14	26,705.08	0.00	6,790,542.22
Emprise Bank CD's	6,250,802.00	7,024.30	4,183,164.09	2,074,662.21
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	5,415,477.14	5,415,477.14	0.00
Cashier's Drawer #2	0.00	0.00	0.00	0.00
Cashier's Drawer #3	0.00	0.00	0.00	0.00
Cashier's Drawer #4	0.00	0.00	0.00	0.00
Holding for Distribution	0.00	0.00	0.00	0.00
<b>Total</b>	<b>29,823,767.75</b>	<b>13,170,072.10</b>	<b>12,550,353.19</b>	<b>30,443,486.66</b>

Pledged Securities

	09-30-2025	FDIC Insurance	09-30-2025
Investments - KMIP	\$0.00		
Emprise Bank	\$6,024,802.35	250,000.00	\$6,274,802.35
Community National Bank & Trust	\$6,541,520.00	250,000.00	\$6,791,520.00
Landmark National Bank	\$23,921,465.24	250,000.00	\$24,171,465.24
	<u>\$36,487,787.59</u>		<u>\$37,237,787.59</u>

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

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

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

Wed Oct 8 2025  
15:40

Allen County Community College  
SUMMARY OF FUNDS  
SEP 25/26

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fundsum

Funds	This Month		This Year				Last Year	
	Actual	Actual	Encumbrance	Budget	%	Unexpended	Budget	YTD
11 General/Unrestricted	1,034,488.50	3,181,165.21	401,466.22	23,507,061.00	13.5	19,924,429.57	16,801,909.00	3,036,780.7
12 PTE Fund	187,901.96	228,017.65	4,672.15	1,822,557.00	12.5	1,589,867.20	1,998,653.00	256,466.9
16 Auxiliary Enter/Unrest	244,850.91	510,469.96	305,247.75	3,689,026.00	13.8	2,873,308.29	3,613,755.00	399,865.7
21 College Work Study/Res	1,012.50	1,012.50	0.00	0.00	*****	-1,012.50	0.00	2,552.0
22 Suppl Educ Opp Grnt/Re	22,000.00	22,000.00	0.00	0.00	*****	-22,000.00	0.00	38,589.1
24 Pell Grant/Restricted	764,508.00	773,818.89	0.00	0.00	*****	-773,818.89	0.00	780,744.6
27 State Grants/Restrict	0.00	0.00	0.00	30,668.00	*****	30,668.00	45,364.00	16,714.6
40 Loan Funds/Restricted	419,531.00	419,531.00	0.00	0.00	*****	-419,531.00	0.00	372,071.0
61 Capital Outlay/Restric	0.00	0.00	0.00	1,500,000.00	*****	1,500,000.00	2,500,000.00	302,508.0
70 Agency/Restricted	551,705.00	477,729.00	0.00	0.00	*****	-477,729.00	0.00	477,162.7

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

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For: SEP 2526 11

Run: 15:40:28 Wed Oct 8 2025

Allen County Community College  
Schedule of Investments  
September 30, 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>523625</b>	\$ 2,019,997.44	3.80%	08/29/2026
09/18/2025	CNB&T 6 month	<b>515560</b>	\$ 2,019,408.22	3.55%	03/18/2026
04/18/2025	CNB&T 6 month	<b>515897</b>	\$ 2,019,197.25	3.85%	10/18/2025
09/16/2025	CNB&T - 365 Day	<b>520897</b>	\$ 469,896.62	4.35%	09/16/2026
06/25/2025	CNB&T - 365 Day	<b>523473</b>	\$ 262,042.69	3.36%	06/25/2026
10/29/2024	Emprise 365 Day	<b>8856</b>	\$ 2,074,662.21	4.00%	10/29/2025
Total Investments			<u>\$ 19,865,204.43</u>		
			\$ 11,000,000.00	Landmark	
			\$ 2,074,662.21	Emprise	
			\$ 6,790,542.22	CNB&T	

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

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

Wed Oct 8 2025  
15:42

Allen County Community College  
REVENUE/EXPENDITURE SUMMARY REPORT  
SEP 2526

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revexp

Fund: 11 General/Unrestricted

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

Fund: 11 General/Unrestricted

REVENUE by obj	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Revenue						
Student Sources						
4011 In-dist On Campus Tuit	(900)	64,425	43,200	0	67	(21,225)
4012 Out of State Tuition	(300)	414,100	172,115	0	42	(241,985)
4014 In-dist Off-Campus Tuitn	(1,800)	220,000	77,450	0	35	(142,550)
4015 Out-Dist Tuition-ONC	(3,570)	252,450	116,790	0	46	(135,660)
4016 Out-Dist Tuition-Outrch	(13,910)	1,358,153	510,950	0	38	(847,203)
4018 Gen Fnd Acad Course Fee	174	5,800	2,748	0	47	(3,052)
4019 Technology Fee	(5,886)	618,530	251,181	0	41	(367,349)
4025 Fee Transfer	0	840,000	0	0	0	(840,000)
4070 International Tuition	460	390,000	206,195	0	53	(183,805)
4090 Graduation Fee	0	150	30	0	20	(120)
Student Sources	(25,732)	4,163,608	1,380,659	0	33	(2,782,949)
Federal Sources						
4120 Indirect Costs	0	4,000	1,855	0	46	(2,145)
Federal Sources	0	4,000	1,855	0	46	(2,145)
State Sources						
4200 State Operating Grnt	0	3,270,135	1,635,068	0	50	(1,635,068)
4280 State Grants & Contracts	0	232,339	232,339	0	100	0
State Sources	0	3,502,474	1,867,407	0	53	(1,635,068)
Local Sources						
4410 Ad Valorem Property Tax	94,189	3,000,000	94,189	0	3	(2,905,811)
4430 Motor Vehicle Prop Tax	80,924	275,000	80,924	0	29	(194,076)
4440 Delinquent Tax	0	75,000	0	0	0	(75,000)
4450 Payments in lieu of tax	3,096	3,375	3,096	0	92	(279)
Local Sources	178,209	3,353,375	178,209	0	5	(3,175,166)
Other Income Sources						
4810 Interest Income	25,194	500,000	58,280	0	12	(441,720)
4811 Interest of Investments	83,740	1,000,000	151,734	0	15	(848,266)
4825 Cash Over	0	0	0	0	*****	0
4835 Previous Year Adjustment	0	0	0	0	*****	0
4840 Miscellaneous Income	225	3,000,000	1,386,932	0	46	(1,613,068)
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	45	3,000	1,015	0	34	(1,985)
4910 Transcripts/ 11	814	6,500	2,200	0	34	(4,300)
Other Income Sources	110,018	4,524,400	1,603,591	0	35	(2,920,809)

Wed Oct 8 2025  
15:42

Allen County Community College  
REVENUE/EXPENDITURE SUMMARY REPORT  
SEP 2526

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revexp

Fund: 11 General/Unrestricted

REVENUE by obj	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Revenue	262,495	15,547,857	5,031,721	0	32	(10,516,136)

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Education and General						
Instruction						
1110 Business	6,880	79,513	6,904	0	9	72,609
1130 Communication	12,161	152,165	12,191	0	8	139,974
1131 Art	5,826	79,680	6,047	0	8	73,633
1132 Tutoring Center	0	0	0	0	*****	0
1133 English	29,079	333,847	29,148	0	9	304,699
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	13,415	167,791	19,334	0	12	148,457
1141 Biology	20,579	263,966	23,289	123	9	240,554
1142 Chemistry	0	88,254	0	0	0	88,254
1143 Physical Science	5,799	79,693	5,805	0	7	73,888
1150 History-Political Scienc	21,791	173,499	23,539	0	14	149,960
1151 Exercise Science	725	6,000	725	0	12	5,275
1152 Psychology	0	73,463	0	0	0	73,463
1154 Sociology	0	70,758	0	0	0	70,758
1155 Leadership	5,883	76,167	5,883	0	8	70,284
1160 Fitness Center	424	23,021	14,135	0	61	8,886
1170 Summer School	0	148,187	0	0	0	148,187
1174 Online Learning	49,609	414,882	87,501	0	21	327,381
1175 DNU Dist Learning	0	0	0	0	*****	0
1179 On Campus Adjunct/Overlo	15,883	147,755	15,883	0	11	131,872
1180 Concurrent Dual Credit	98,087	516,898	111,022	0	21	405,876
1185 Burlingame Campus	0	0	0	0	*****	0
1260 Allied Health	0	0	5	0	*****	(5)
-----						
Instruction	286,141	2,896,889	361,412	123	12	2,535,355
Academic Support						
4100 Library	13,009	234,883	100,312	0	43	134,571
4200 VP for Academic Affairs	12,056	151,761	38,174	0	25	113,587
4210 Dean-CTE & Industry Ptrn	0	0	(3,571)	0	*****	3,571
4250 Dean for Academic Affair	12,683	157,488	38,571	0	24	118,917
4300 Professional Development	1,699	26,215	13,419	0	51	12,796
4400 Campus Services	3,978	88,782	15,739	157	18	72,886
-----						
Academic Support	43,425	659,129	202,643	157	31	456,329
Student Serv--Administra						
5000 VP for Student Affairs	11,707	160,007	35,775	0	22	124,232
5100 Advising & Testing	16,495	191,553	64,313	0	34	127,240
5150 Student Success	33,175	304,290	84,632	0	28	219,658
5200 Financial Aid Office	44,421	514,160	107,835	0	21	406,325
5300 Registrar's Office	13,638	179,664	42,358	0	24	137,306
5350 Admissions	9,420	291,965	31,420	0	11	260,545
5360 Marketing	19,233	393,683	61,044	399	16	332,240

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Student Serv--Administra	148,088	2,035,322	427,377	399	21	1,607,546
Student Serv--Athletics						
5500 Director of Athletics	6,555	584,757	121,210	11,857	23	451,690
5501 Men's Basketball	9,709	148,859	31,744	0	21	117,115
5502 Women's Basketball	9,014	144,724	35,508	0	25	109,216
5503 Track	9,808	128,707	24,843	212	19	103,652
5506 Softball	7,550	148,453	20,761	0	14	127,692
5507 Baseball	16,269	217,223	34,839	0	16	182,384
5508 Volleyball	18,687	134,271	41,030	0	31	93,241
5510 Cross Country	5,639	89,752	13,749	0	15	76,003
5511 Livestock Judging	2,757	30,230	6,066	0	20	24,164
5512 Cheerleader/Dance	7,197	107,057	18,174	0	17	88,883
5513 Men's Soccer	16,650	146,240	62,057	880	43	83,303
5515 Women's Soccer	17,377	135,827	38,794	0	29	97,033
5517 Shooting Sports	3,557	61,775	6,639	712	12	54,424
5560 Athletic Fundraising	0	0	0	0	*****	0
5570 Athletic Trainer	12,246	156,502	25,424	107	16	130,971
5575 Post Season Competition	0	40,000	0	0	0	40,000
Student Serv--Athletics	143,016	2,274,377	480,838	13,768	22	1,779,771
Student Serv--Activities						
5610 Student Activities	6,589	112,737	7,397	0	7	105,340
5611 International Students	0	2,200	0	0	0	2,200
5620 Music	6,142	94,121	10,386	0	11	83,735
5630 Allen Flame Newspaper	0	0	0	0	*****	0
5640 Theater	28,902	209,302	39,744	0	19	169,558
5650 College Quiz Bowl	0	5,231	0	0	0	5,231
5660 Phi Theta Kappa	998	19,914	1,214	0	6	18,700
5663 HOSA	0	7,100	0	0	0	7,100
Student Serv--Activities	42,630	450,605	58,741	0	13	391,864
Institutional Support						
6100 President	27,578	400,215	83,090	5,400	22	311,725
6110 Board of Trustees	125	99,225	14,962	0	15	84,263
6120 Institutional Research	13,073	165,981	39,119	0	24	126,862
6130 Accreditation	0	28,000	7,061	0	25	20,939
6140 Student & Comm Engagemnt	0	5,800	0	0	0	5,800
6200 Business Office	32,347	449,528	105,143	0	23	344,385
6210 VP Finance & Operations	17,701	254,014	17,891	0	7	236,123
6250 Human Resources	19,260	265,199	66,447	0	25	198,752
6310 Alumni/Development Offic	2,425	157,023	21,908	0	14	135,115
6400 Information Tech (IT)	132,615	1,527,576	604,403	134,155	48	789,018
6500 General Inst Expenses	37,802	935,800	452,962	126,672	62	356,167
6510 Gen Inst Exp Tech Bldg	2,965	371,250	(13,553)	32,603	5	352,200

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	---- Year to Date -----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Institutional Support	285,893	4,659,611	1,399,433	298,829	36	2,961,348
Physical Plant Operation						
7100 Maintenance of Buildings	64,603	1,766,628	223,926	19,013	14	1,523,689
7200 Maintenance of Equipment	20	292,500	11,443	14	4	281,043
7300 Maintenance of Grounds	92	264,000	10,160	1,994	5	251,846
7500 Major Projects	13,575	7,200,000	(1,713)	67,169	1	7,134,544
Physical Plant Operation	78,290	9,523,128	243,815	88,190	3	9,191,122
Education and General	1,027,484	22,499,061	3,174,260	401,466	16	18,923,335

Fund: 11 General/Unrestricted

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Scholarships & Grants						
Scholarships						
8100 Board Scholarships	7,005	168,000	6,905	0	4	161,095
8200 Other Scholarships	0	840,000	0	0	0	840,000
-----						
Scholarships	7,005	1,008,000	6,905	0	1	1,001,095
-----						
Scholarships & Grants	7,005	1,008,000	6,905	0	1	1,001,095
-----						

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	1,034,489	15,547,857	3,181,165	401,466	23	11,965,226
=====						

Fund: 11 General/Unrestricted

	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
Total Revenues	262,495	15,547,857	5,031,721	0	32	(10,516,136)
Total Expenditures	1,034,489	15,547,857	3,181,165	401,466	23	11,965,226
Excess Revenue/Expenditures	(771,994)	0	1,850,556	(401,466)	*****	1,449,090
Fund Balance objs	0	0	17,173,129	0	*****	0
Fund Balance + Excess Rev/Exp	(771,994)	0	19,023,685	(401,466)	*****	1,449,090

Fund: 12 PTE Fund

REVENUE by obj	Month Actual	Full Year Budget	---- Year to Date ----		Pct	Variance
			Actual	Encumbered		
-----						
Revenue						
Student Sources						
4020 Technical Edu Tuition	0	475,000	0	0	0	(475,000)
4025 Fee Transfer	0	185,000	0	0	0	(185,000)
-----						
Student Sources	0	660,000	0	0	0	(660,000)
State Sources						
4200 State Operating Grnt	0	473,848	236,924	0	50	(236,924)
4201 Other State Aid	871,605	1,250,000	1,194,171	0	96	(55,829)
4202 Kansas Promise	14,794	40,000	18,580	0	46	(21,421)
-----						
State Sources	886,399	1,763,848	1,449,675	0	82	(314,174)
-----						
Revenue	886,399	2,423,848	1,449,675	0	60	(974,174)
-----						

Fund: 12 PTE Fund

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Education and General						
Instruction						
1110 Business	0	0	0	0	*****	0
1210 Management Development	0	0	0	0	*****	0
1225 Computer Science	2,426	128,972	2,426	0	2	126,546
1227 Graphic Design	7,808	111,540	14,823	4,049	17	92,668
1230 Business & Industry	28,478	269,791	27,554	585	10	241,652
1233 Criminal Justice Studies	6,102	93,283	6,128	0	7	87,155
1240 Agriculture	9,230	198,740	9,230	0	5	189,510
1260 Allied Health	12,557	232,699	27,700	0	12	204,999
1261 Emergency Medical Servic	1,359	20,693	1,537	38	8	19,118
1264 Pharmacy Technician	1,456	10,854	1,456	0	13	9,398
1268 Early Childhood Educ	14,181	163,908	32,859	0	20	131,049
1275 Machining & Manufacturi	0	126,077	0	0	0	126,077
-----						
Instruction	83,596	1,356,557	123,712	4,672	9	1,228,173
Academic Support						
4210 Dean-CTE & Industry Ptnr	0	0	0	0	*****	0
-----						
Academic Support	0	0	0	0	*****	0
-----						
Education and General	83,596	1,356,557	123,712	4,672	9	1,228,173
-----						

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Fund: 12 PTE Fund

EXPENDITURES by func	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
-----						
Scholarships & Grants						
Scholarships						
8200 Other Scholarships	104,306	466,000	104,306	0	22	361,695
-----						
Scholarships	104,306	466,000	104,306	0	22	361,695
-----						
Scholarships & Grants	104,306	466,000	104,306	0	22	361,695
-----						

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	187,902	2,423,848	228,018	4,672	10	2,191,158
=====						

Allen County Community College  
REVENUE/EXPENDITURE SUMMARY REPORT  
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Fund: 12 PTE Fund

	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Total Revenues	886,399	2,423,848	1,449,675	0	60	(974,174)
Total Expenditures	187,902	2,423,848	228,018	4,672	10	2,191,158
Excess Revenue/Expenditures	698,497	0	1,221,657	(4,672)	*****	1,216,985
Fund Balance objs	0	0	804,060	0	*****	0
Fund Balance + Excess Rev/Exp	698,497	0	2,025,717	(4,672)	*****	1,216,985

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Fund: 14 ASE/Unrestricted

REVENUE by obj	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
EXPENDITURES		0	0	0	0 *****	0

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

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

Allen County Community College  
REVENUE/EXPENDITURE SUMMARY REPORT  
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Fund: 16 Auxiliary Enter/Unrestr

REVENUE by obj	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Revenue						
Student Sources						
4050 Book Rental Charges	(4,140)	475,000	184,170	0	39	(290,830)
Student Sources	(4,140)	475,000	184,170	0	39	(290,830)
Student Housing						
4700 Red Devil Duplexes	0	256,000	133,000	0	52	(123,000)
4720 Horton Hall Revenues	(6,197)	539,000	287,803	0	53	(251,197)
4730 Winter Hall Revenues	432	297,000	159,432	0	54	(137,568)
4731 Masterson Hall Revenues	0	366,068	192,500	0	53	(173,568)
4732 Herynk Hall	0	134,000	80,500	0	60	(53,500)
4733 Parkford Apartments	0	151,150	91,000	0	60	(60,150)
4734 Ballard House	0	30,160	24,000	0	80	(6,160)
4739 Residence Hall Breakage	0	2,000	0	0	0	(2,000)
Student Housing	(5,765)	1,775,378	968,235	0	55	(807,143)
Bookstore Sales						
4740 Sales of Books	37	2,500	74	0	3	(2,426)
4748 Shipping/Iola	7	350	7	0	2	(343)
4750 Sales of Supplies	3	885	314	0	35	(571)
4760 Sales of Soft Goods	1,144	20,350	7,125	0	35	(13,225)
4770 Sales of Gifts & Misc	270	2,800	1,143	0	41	(1,657)
4780 Tax Exempt Sales	4,833	11,500	6,559	0	57	(4,941)
Bookstore Sales	6,293	38,385	15,222	0	40	(23,163)
Other Income Sources						
4840 Miscellaneous Income	35	65,000	9,803	0	15	(55,197)
4843 Bad Debt Income/On-Camp	358	0	358	0	*****	358
4844 Bad Debt Income/Outreach	50	0	140	0	*****	140
4880 Catered Event Commisssns	0	2,900	345	0	12	(2,555)
Other Income Sources	443	67,900	10,646	0	16	(57,254)
Revenue	(3,168)	2,356,663	1,178,273	0	50	(1,178,390)

Fund: 16 Auxiliary Enter/Unrestr

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

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	121,135	489,723	207,387	491	42	281,845
9820 Student Union	240	19,500	721	2,233	15	16,546
9830 Student Housing/Program	13,332	358,303	43,837	0	12	314,466
9831 Parkford Apartments	6,885	93,000	28,152	50,608	85	14,240
9832 Ballard House	308	35,000	1,263	2,348	10	31,389
9833 Kerynk Hall	906	170,700	5,539	5,349	6	159,812
9835 Horton Hall	3,654	229,500	16,646	17,332	15	195,523
9836 Winter Hall	2,457	94,300	21,879	14,336	38	58,085
9837 Red Devil Duplexes	1,943	123,500	11,106	11,777	19	100,617
9838 Masterson Hall	1,746	961,500	10,354	12,873	2	938,273
9840 Food Service	92,244	957,500	142,965	187,902	35	626,632
-----						
Auxiliary Enterprises	244,851	3,532,526	489,851	305,248	23	2,737,428
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	244,851	2,200,163	489,851	305,248	36	1,405,065
-----						
EXPENDITURES	244,851	2,356,663	510,470	305,248	35	1,540,945
=====						

Fund: 16 Auxiliary Enter/Unrestr

	Month	Full Year	---- Year to Date ----		Pct	Variance
	Actual	Budget	Actual	Encumbered		
Total Revenues	(3,168)	2,356,663	1,178,273	0	50	(1,178,390)
Total Expenditures	244,851	2,356,663	510,470	305,248	35	1,540,945
Excess Revenue/Expenditures	(248,019)	0	667,803	(305,248)	*****	362,556
Fund Balance objs	0	0	5,153,821	0	*****	0
Fund Balance + Excess Rev/Exp	(248,019)	0	5,821,624	(305,248)	*****	362,556

Allen County Community College  
 Direct Payment Bills Presented for Ratification  
 From 09/01/2025 thru 09/30/2025

<u>Date Paid</u>	<u>Vendor Name</u>	<u>Fund</u>	<u>Center</u>	<u>Account</u>	<u>Amount</u>
9/11/25	KPERS	11	No Center	Retirement/KPERS Life Payable	1,364.13
9/12/25	KPERS	11	No Center	Retirement/KPERS Life Payable	201.44
9/15/25	Kansas Dept of Revenue	11	No Center	Kansas Sales Tax	544.49
9/15/25	Kansas Dept of Revenue	11	No Center	Kansas State Tax	10,781.50
9/15/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	11,160.11
9/15/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	44,441.79
9/17/25	KPERS	11	No Center	Retirement/KPERS Life Payable	2,826.87
9/17/25	KPERS	11	No Center	Retirement/KPERS Life Payable	8,394.25
9/17/25	Bay Bridge Administrators	11	No Center	403B-AFA/Security Benefit plus match	11,115.00
9/17/25	Bay Bridge Administrators	11	No Center	DISR,LIFR,ACCR,XDEP,XMED,Vision	3,457.70
9/17/25	UMB	11	No Center	Health Savings Account	981.98
9/17/25	KPERS	11	No Center	Retirement/KPERS Life Payable	635.10
9/25/25	Kansas Dept of Revenue	11	No Center	Consumers Use Tax	366.18
9/25/25	Kansas Dept of Revenue	11	No Center	Kansas State Tax	16,972.48
9/26/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	11,411.96
9/29/25	KPERS	11	No Center	Retirement/KPERS Life Payable	2,848.65
9/29/25	KPERS	11	No Center	Retirement/KPERS Life Payable	201.44
9/30/25	KPERS	11	No Center	Retirement/KPERS Life Payable	16,792.72
9/30/25	KPERS	11	No Center	Retirement/KPERS Life Payable	304.88
9/30/25	Internal Revenue Service	11	No Center	FIT/FICA Taxes Payable	72,074.33
					\$216,877.00

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

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

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

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226656	Anderson Plumbing LLC	16	Horton Hall	Maintenance Supplies	2,140.58
226657	Brooks Sports Inc	11	Track	Athletic Apparel	1,849.45
226657	Brooks Sports Inc	11	Track	Athletic Apparel	834.13
226657	Brooks Sports Inc	11	Cross Country	Athletic Apparel	287.60
226657	Brooks Sports Inc	11	Cross Country	Athletic Apparel	360.75
226657	Brooks Sports Inc	11	Cross Country	Athletic Apparel	92.25
226657	Brooks Sports Inc	11	Cross Country	Athletic Apparel	92.25
226657	Brooks Sports Inc	11	Cross Country	Athletic Apparel	249.25
226658	CPI Financial	11	Campus Services	Mtc & Service Agreements	1,672.34
226659	CPI Technologies	11	Campus Services	Mtc & Service Agreements	12.50
226668	Cardmember Service	11	Concurrent Dual Credit	Business Travel	9.87
226668	Cardmember Service	11	VP for Academic Affairs	Business Travel	588.01
226668	Cardmember Service	11	Dean for Academic Affairs	Conferences & Workshops	350.00
226668	Cardmember Service	11	Professional Development	Conferences & Workshops	4,287.00
226668	Cardmember Service	11	Professional Development	Conferences & Workshops	350.00
226668	Cardmember Service	11	Registrar's Office	Postage	88.50
226668	Cardmember Service	11	Marketing	Advertising	1,000.00
226668	Cardmember Service	11	Baseball	Athletic Supplies	319.96
226668	Cardmember Service	11	Baseball	Athletic Supplies	2,208.25
226668	Cardmember Service	11	Volleyball	Athletic Team Travel	174.69
226668	Cardmember Service	11	Volleyball	Athletic Team Travel	183.25
226668	Cardmember Service	11	Volleyball	Athletic Team Travel	15.08
226668	Cardmember Service	11	Volleyball	Athletic Team Travel	285.00
226668	Cardmember Service	11	Volleyball	Athletic Team Travel	158.44
226668	Cardmember Service	11	Volleyball	Athletic Team Travel	2,852.28
226668	Cardmember Service	11	Volleyball	Athletic Team Travel	83.10
226668	Cardmember Service	11	Volleyball	Athletic Team Travel	305.73
226668	Cardmember Service	11	Volleyball	Athletic Team Travel	216.65
226668	Cardmember Service	11	Volleyball	Athletic Team Travel	165.54
226668	Cardmember Service	11	Volleyball	Athletic Team Travel	24.70
226668	Cardmember Service	11	Volleyball	Athletic Team Travel	127.00
226668	Cardmember Service	11	Volleyball	Athletic Team Travel	211.69
226668	Cardmember Service	11	Cross Country	Entry Fees	58.00
226668	Cardmember Service	11	Livestock Judging	Athletic Team Travel	1,642.44
226668	Cardmember Service	11	Livestock Judging	Athletic Team Travel	90.78
226668	Cardmember Service	11	Livestock Judging	Athletic Team Travel	51.35
226668	Cardmember Service	11	Livestock Judging	Athletic Team Travel	86.91
226668	Cardmember Service	11	Livestock Judging	Athletic Team Travel	140.00
226668	Cardmember Service	11	Livestock Judging	Athletic Team Travel	46.00
226668	Cardmember Service	11	Livestock Judging	Athletic Team Travel	64.00
226668	Cardmember Service	11	Livestock Judging	Athletic Team Travel	75.02
226668	Cardmember Service	11	Livestock Judging	Athletic Team Travel	86.63
226668	Cardmember Service	11	Livestock Judging	Entry Fees	112.00
226668	Cardmember Service	11	Livestock Judging	Entry Fees	92.05

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24,141.02

Allen County Community College  
Bills Presented for Ratification  
From: 08/29/2025 To 09/05/2025

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
					284.53
226668	Cardmember Service	11	Livestock Judging	Entry Fees	112.00
226668	Cardmember Service	11	Livestock Judging	Entry Fees	74.81
226668	Cardmember Service	11	Cheerleader/Dance	Athletic Seasonal Meals	54.81
226668	Cardmember Service	11	Cheerleader/Dance	Athletic Seasonal Meals	255.00
226668	Cardmember Service	11	Cheerleader/Dance	Entry Fees	7.77
226668	Cardmember Service	11	Men's Soccer	Business Travel	306.20
226668	Cardmember Service	11	Men's Soccer	Athletic Team Travel	292.70
226668	Cardmember Service	11	Men's Soccer	Athletic Team Travel	208.94
226668	Cardmember Service	11	Men's Soccer	Athletic Team Travel	210.00
226668	Cardmember Service	11	Men's Soccer	Athletic Team Travel	265.28
226668	Cardmember Service	11	Men's Soccer	Athletic Team Travel	206.88
226668	Cardmember Service	11	Men's Soccer	Athletic Team Travel	412.80
226668	Cardmember Service	11	Men's Soccer	Athletic Team Travel	2,500.00
226668	Cardmember Service	11	Men's Soccer	Athletic Team Travel	236.59
226668	Cardmember Service	11	Men's Soccer	Athletic Team Travel	22.82
226668	Cardmember Service	11	Men's Soccer	Athletic Team Travel	210.29
226668	Cardmember Service	11	Women's Soccer	Athletic Team Travel	232.87
226668	Cardmember Service	11	Women's Soccer	Athletic Team Travel	70.29
226668	Cardmember Service	11	Women's Soccer	Athletic Team Travel	22.81
226668	Cardmember Service	11	Women's Soccer	Athletic Team Travel	21.50
226668	Cardmember Service	11	Women's Soccer	Athletic Team Travel	106.90
226668	Cardmember Service	11	Women's Soccer	Athletic Team Travel	37.86
226668	Cardmember Service	11	Women's Soccer	Athletic Team Travel	225.40
226668	Cardmember Service	11	Women's Soccer	Athletic Team Travel	412.79
226668	Cardmember Service	11	Women's Soccer	Athletic Team Travel	210.00
226668	Cardmember Service	11	Women's Soccer	Athletic Team Travel	281.60
226668	Cardmember Service	11	Women's Soccer	Athletic Supplies	19.54
226668	Cardmember Service	11	Athletic Trainer	Mtc & Service Agreements	250.00
226668	Cardmember Service	11	Athletic Trainer	Repairs & Maintenance	293.91
226668	Cardmember Service	11	Music	Instructional Supplies	131.89
226668	Cardmember Service	11	Music	Instructional Supplies	238.37
226668	Cardmember Service	11	Music	Instructional Supplies	106.62
226668	Cardmember Service	11	Music	Instructional Supplies	26.99
226668	Cardmember Service	11	Music	Instructional Supplies	73.98
226668	Cardmember Service	11	Theater	Meetings & Hospitality	1,011.49
226668	Cardmember Service	11	Theater	Major Equipment	5,229.78
226668	Cardmember Service	11	Theater	Major Equipment	-114.49
226668	Cardmember Service	11	President	Business Travel	16.98
226668	Cardmember Service	11	President	Office Supplies	23.63
226668	Cardmember Service	11	Human Resources	Meetings & Hospitality	15.80
226668	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	27.26
226668	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	289.03
226668	Cardmember Service	11	Information Tech (IT)	Data Processing Supplies	490.80
226668	Cardmember Service	11	Information Tech (IT)	Data Processing Supplies	

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15,415.02

Allen County Community College  
Bills Presented for Ratification  
From: 08/29/2025 To 09/05/2025

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08:47

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
				Data Processing Supplies	229.78
				Office Supplies	499.92
226668	Cardmember Service	11	Information Tech (IT)	Office Supplies	178.00
226668	Cardmember Service	11	General Inst Expenses	Instructional Supplies	4.61
226668	Cardmember Service	12	Emergency Medical Serv	Office Supplies	110.90
226668	Cardmember Service	16	Bookstore	Office Supplies	554.45
226668	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	51.82
226668	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	325.95
226668	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	171.64
226668	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	407.39
226668	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	314.54
226668	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	1,509.60
226668	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	23.93
226668	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	18.81
226668	Cardmember Service	16	Bookstore	C of GS/Rental Books	3.99
226668	Cardmember Service	16	Bookstore	C of GS/Supplies	590.00
226668	Cardmember Service	16	Bookstore	C of GS/Supplies	253.86
226668	Cardmember Service	16	Bookstore	C of GS/Supplies	316.70
226668	Cardmember Service	16	Bookstore	C of GS/Soft Goods	773.39
226668	Cardmember Service	16	Student Housing/Program	Student Activities	641.45
226668	Cardmember Service	70	No Center	Food Pantry 70	210.00
226668	Cardmember Service	70	No Center	Food Pantry 70	1,467.80
226668	Cardmember Service	70	No Center	Machine&Manufacturing 70	917.00
226668	Cardmember Service	11	General Inst Expenses	Mtc & Service Agreements	25.00
226669	Cintas	16	Ballard House	Natural Gas/	161.96
226670	City of Iola	16	Ballard House	Electricity/	85.94
226670	City of Iola	16	Ballard House	Water/	35.17
226670	City of Iola	16	Ballard House	Sewer/	216.78
226670	City of Iola	11	General Inst Expenses	Natural Gas/	12,187.53
226671	City of Iola	11	General Inst Expenses	Electricity/	5,334.41
226671	City of Iola	11	General Inst Expenses	Water/	2,629.19
226671	City of Iola	11	General Inst Expenses	Sewer/	25.00
226671	City of Iola	11	Gen Inst Exp Tech Bldg	Natural Gas/	2,895.47
226671	City of Iola	11	Gen Inst Exp Tech Bldg	Electricity/	35.07
226671	City of Iola	11	Gen Inst Exp Tech Bldg	Water/	9.66
226671	City of Iola	11	Gen Inst Exp Tech Bldg	Sewer/	974.61
226671	City of Iola	16	Parkford Apartments	Electricity/	32.94
226671	City of Iola	16	Herynk Hall	Natural Gas/	436.34
226671	City of Iola	16	Herynk Hall	Electricity/	119.85
226671	City of Iola	16	Herynk Hall	Water/	52.17
226671	City of Iola	16	Herynk Hall	Sewer/	129.42
226671	City of Iola	16	Horton Hall	Natural Gas/	885.75
226671	City of Iola	16	Horton Hall	Electricity/	210.29
226671	City of Iola	16	Horton Hall	Water/	97.51
226671	City of Iola	16	Horton Hall	Sewer/	

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36,155.59

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From: 08/29/2025 To 09/05/2025

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Check No	Vendor Name	Fund	Center	Line	Invoice Amt
					1,650.64
226671	City of Iola	16	Winter Hall	Electricity/	436.36
226671	City of Iola	16	Winter Hall	Water/	210.86
226671	City of Iola	16	Winter Hall	Sewer/	305.58
226671	City of Iola	16	Red Devil Duplexes	Natural Gas/	1,075.70
226671	City of Iola	16	Red Devil Duplexes	Electricity/	85.94
226671	City of Iola	16	Red Devil Duplexes	Water/	35.17
226671	City of Iola	16	Red Devil Duplexes	Sewer/	48.83
226671	City of Iola	16	Masterson Hall	Natural Gas/	1,197.90
226671	City of Iola	16	Masterson Hall	Electricity/	159.41
226671	City of Iola	16	Masterson Hall	Water/	72.01
226671	City of Iola	16	Masterson Hall	Sewer/	5,000.00
226672	City of Iola	11	Marketing	Promotional Products	33,175.00
226673	Coursedog Inc	11	Student Success	Subscriptions	1,500.18
226674	Dell Financial Serv LLC	11	Information Tech (IT)	Major Equipment	115.97
226675	FedEx	16	Bookstore	Postage	224.00
226676	Goodheart-Willcox Publisher	16	Bookstore	C of GS/Ebook/AccessCode	468.03
226676	Goodheart-Willcox Publisher	16	Bookstore	C of GS/Ebook/AccessCode	652.72
226677	Great Western Dining	11	No Center	Fringe Benefit	23,163.00
226677	Great Western Dining	16	Food Service	Cost of Food Service Con	54.96
226678	Herff Jones LLC	11	Registrar's Office	Commencement Supplies	957.00
226679	Homeville Vending	70	No Center	Concessions 70	322.25
226680	Inceptia	11	Financial Aid Office	Mtc & Service Agreements	227.63
226681	Ingram Library Services	11	Library	Library Books & Media	53.04
226681	Ingram Library Services	16	Bookstore	Mtc & Service Agreements	11.88
226682	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	19.95
226682	Iola Auto Parts LLC	11	Maintenance of Equipment	Maintenance Supplies	2,198.00
226683	Jenzabar Lockbox	11	Information Tech (IT)	Mtc & Service Agreements	8,675.00
226683	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	40,000.00
226683	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	24,132.00
226683	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	270.00
226684	Jock's Nitch	11	Men's Basketball	Athletic Apparel	200.00
226684	Jock's Nitch	11	Men's Soccer	Athletic Apparel	4,741.78
226685	Jones & Bartlett Learning LLC	16	Bookstore	C of GS/Ebook/AccessCode	618.00
226686	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	161.00
226686	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	968.00
226686	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	3,550.00
226687	McGraw-Hill LLC	16	Bookstore	C of GS/Ebook/AccessCode	500.00
226688	Myrick, Eugene E	70	No Center	Athletics 70	35.95
226689	New Klein Lumber Co., The	11	Maintenance of Buildings	Maintenance Supplies	43.18
226690	O'Reilly Auto Stores Inc	11	Maintenance of Equipment	Maintenance Supplies	2,017.02
226691	Peak Uptime	11	Information Tech (IT)	Major Equipment	1,520.36
226691	Peak Uptime	11	Information Tech (IT)	Major Equipment	4,859.50
226692	Pearson Education Inc	16	Bookstore	C of GS/Ebook/AccessCode	33.97
226693	Pizza Hut	11	Cross Country	Athletic Team Travel	

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165,747.77

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226694	Sailor, Michael George	70	No Center	Athletics	500.00
226695	Sandifer Engineering & Controls	11	Maintenance of Buildings	Repairs & Maintenance	1,111.20
226695	Sandifer Engineering & Controls	16	Horton Hall	Repairs & Maintenance	761.20
226696	Sports Locker	11	Baseball	Athletic Supplies	765.00
226696	Sports Locker	11	Baseball	Athletic Apparel	80.00
226697	Steel Sentry Inc	12	Business & Industry	Furnishings	12,418.40
226698	Sterling 6 Theatres	16	Student Housing/Program	Student Activities	751.64
226699	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	245.00
226699	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	1,220.00
226699	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	1,330.00
226699	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	770.00
226699	Stout Electric & Mechanical Inc	11	Maintenance of Buildings	Repairs & Maintenance	618.00
226700	UPS	16	Bookstore	Postage	769.23
				PAGE TOTALS	21,339.67
				AP GRAND TOTAL	262,799.07

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

ATTEST:

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

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

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226701	American Players Theatre	11	Theater	Athletic Team Travel	120.00
226702	Architect One	11	Major Projects	Buildings	1,050.00
226702	Architect One	11	Major Projects	Buildings	12,525.00
226703	Auten, Alexander Ryan	11	No Center	Accts Recv/Students	456.00
226704	Blankenship, Brannock Miles	11	No Center	Accts Recv/Students	501.00
226705	Bougoukalos, Zoe Evathea	11	No Center	Accts Recv/Students	456.00
226706	CDW Government	11	Information Tech (IT)	Repairs & Maintenance	350.44
226707	CE Water Management Inc	11	Maintenance of Buildings	Mtc & Service Agreements	242.95
226708	Cox Business	16	Parkford Apartments	Mtc & Service Agreements	153.04
226708	Cox Business	16	Herynk Hall	Mtc & Service Agreements	114.78
226708	Cox Business	16	Red Devil Duplexes	Mtc & Service Agreements	209.68
226709	Daley, Kasiya Emmanuel	16	Income Cntrl/VP-Finance	Horton Hall Revenues	65.55
226710	FedEx	16	Bookstore	Postage	59.20
226711	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	172.50
226711	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	197.16
226712	Fuelman	11	Director of Athletics	Gasoline	1,077.37
226712	Fuelman	11	General Inst Expenses	Gasoline	93.28
226713	Grainger	11	Maintenance of Buildings	Maintenance Supplies	455.09
226713	Grainger	11	Maintenance of Buildings	Maintenance Supplies	48.56
226713	Grainger	11	Maintenance of Buildings	Janitorial Supplies	215.45
226714	Great Western Dining	11	No Center	Fringe Benefit	457.70
226714	Great Western Dining	16	Food Service	Cost of Food Service Con	23,063.73
226715	Green Environmental Svcs	11	Maintenance of Buildings	Mtc & Service Agreements	1,351.05
226715	Green Environmental Svcs	16	Herynk Hall	Mtc & Service Agreements	150.00
226715	Green Environmental Svcs	16	Horton Hall	Mtc & Service Agreements	150.00
226715	Green Environmental Svcs	16	Winter Hall	Mtc & Service Agreements	150.00
226715	Green Environmental Svcs	16	Red Devil Duplexes	Mtc & Service Agreements	150.00
226715	Green Environmental Svcs	16	Masterson Hall	Mtc & Service Agreements	150.00
226716	Hamilton, Tierre Dawuan	16	Income Cntrl/VP-Finance	Horton Hall Revenues	65.55
226717	Heritage Christian School	11	Concurrent Dual Credit	Misc Contractual Service	600.00
226717	Heritage Christian School	11	Concurrent Dual Credit	Misc Contractual Service	1,800.00
226718	Hicks, George W	11	No Center	Accts Recv/Students	912.00
226719	Ingram Library Services	11	Library	Library Books & Media	839.61
226720	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	8.49
226720	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	119.94
226720	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	91.96
226721	Kansas Assoc of School Boards	11	Board of Trustees	Conferences & Workshops	50.00
226722	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	794.08
226723	Lebo High School	11	Concurrent Dual Credit	Misc Contractual Service	600.00
226723	Lebo High School	11	Concurrent Dual Credit	Misc Contractual Service	1,800.00
226724	Lutz, Justin Laine	11	No Center	Accts Recv/Students	129.20
226725	MPS	16	Bookstore	C of GS/Ebook/AccessCode	9,200.00
226725	MPS	16	Bookstore	C of GS/Ebook/AccessCode	4,000.00
226726	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	618.00

PAGE TOTALS

65,814.36

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226726	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	618.00
226726	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	480.00
226726	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	618.00
226726	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	618.00
226726	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	168.00
226726	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	618.00
226726	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	618.00
226726	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	618.00
226727	Meadows, A'Santi Savoy	11	No Center	Accts Recv/Students	216.00
226728	Meyer Music	11	Music	Repairs & Maintenance	110.00
226729	Mulebeke, Alvin James	16	Income Cntrl/VP-Finance	Horton Hall Revenues	65.55
226730	New Wave Broadband	11	Baseball	Mtc & Service Agreements	100.00
226731	Online Learning Consortium	11	Online Learning	Professional Memberships	1,530.00
226732	Rookies Sports Bar & Grill	12	Agriculture	Meetings & Hospitality	89.13
226733	Roye, Destry L	11	Shooting Sports	Athletic Supplies	17.49
226733	Roye, Destry L	11	Shooting Sports	Miscellaneous Supplies	25.00
226734	Schenk, Max	11	No Center	Accts Recv/Students	364.00
226735	Shawnee Heights High School	11	Concurrent Dual Credit	Misc Contractual Service	900.00
226735	Shawnee Heights High School	11	Concurrent Dual Credit	Misc Contractual Service	600.00
226735	Shawnee Heights High School	11	Concurrent Dual Credit	Misc Contractual Service	600.00
226736	Tocchio, Felipe Cesar	11	No Center	Accts Recv/Students	0.73
226737	UPS	16	Bookstore	Postage	1,000.94
226738	USD # 244, Burlington HS	11	Concurrent Dual Credit	Misc Contractual Service	7,200.00
226738	USD # 244, Burlington HS	11	Concurrent Dual Credit	Misc Contractual Service	3,600.00
226738	USD # 244, Burlington HS	11	Concurrent Dual Credit	Misc Contractual Service	5,025.00
226738	USD # 244, Burlington HS	11	Concurrent Dual Credit	Misc Contractual Service	600.00
226738	USD # 244, Burlington HS	11	Concurrent Dual Credit	Misc Contractual Service	2,250.00
226738	USD # 244, Burlington HS	11	Concurrent Dual Credit	Misc Contractual Service	3,375.00
226739	USD # 245, Southern Coffey Co	11	Concurrent Dual Credit	Misc Contractual Service	450.00
226739	USD # 245, Southern Coffey Co	11	Concurrent Dual Credit	Misc Contractual Service	600.00
226739	USD # 245, Southern Coffey Co	11	Concurrent Dual Credit	Misc Contractual Service	1,125.00
226740	USD # 257, Iola High School	11	Concurrent Dual Credit	Misc Contractual Service	1,800.00
226740	USD # 257, Iola High School	11	Concurrent Dual Credit	Misc Contractual Service	600.00
226740	USD # 257, Iola High School	11	Concurrent Dual Credit	Misc Contractual Service	3,600.00
226740	USD # 257, Iola High School	11	Concurrent Dual Credit	Misc Contractual Service	4,950.00
226741	USD # 258, Humboldt HS	11	Concurrent Dual Credit	Misc Contractual Service	3,375.00
226741	USD # 258, Humboldt HS	11	Concurrent Dual Credit	Misc Contractual Service	300.00
226741	USD # 258, Humboldt HS	11	Concurrent Dual Credit	Misc Contractual Service	5,175.00
226741	USD # 258, Humboldt HS	11	Concurrent Dual Credit	Misc Contractual Service	1,800.00
226741	USD # 258, Humboldt HS	11	Concurrent Dual Credit	Misc Contractual Service	300.00
226742	USD # 330, Eskridge	11	Concurrent Dual Credit	Misc Contractual Service	1,800.00
226742	USD # 330, Eskridge	11	Concurrent Dual Credit	Misc Contractual Service	600.00
226743	USD # 366 Yates Center HS	11	Concurrent Dual Credit	Misc Contractual Service	1,800.00
226743	USD # 366 Yates Center HS	11	Concurrent Dual Credit	Misc Contractual Service	1,800.00
226743	USD # 366 Yates Center HS	11	Concurrent Dual Credit	Misc Contractual Service	600.00

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62,081.84

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12:23

Allen County Community College  
Bills Presented for Ratification  
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billrat

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226744	USD # 420, Osage City HS	11	Concurrent Dual Credit	Misc Contractual Service	600.00
226744	USD # 420, Osage City HS	11	Concurrent Dual Credit	Misc Contractual Service	4,725.00
226745	USD # 421 Lyndon High School	11	Concurrent Dual Credit	Misc Contractual Service	600.00
226745	USD # 421 Lyndon High School	11	Concurrent Dual Credit	Misc Contractual Service	1,800.00
226746	USD # 434, Santa Fe Trail	11	Concurrent Dual Credit	Misc Contractual Service	1,800.00
226746	USD # 434, Santa Fe Trail	11	Concurrent Dual Credit	Misc Contractual Service	1,800.00
226746	USD # 434, Santa Fe Trail	11	Concurrent Dual Credit	Misc Contractual Service	600.00
226746	USD # 434, Santa Fe Trail	11	Concurrent Dual Credit	Misc Contractual Service	3,375.00
226746	USD # 434, Santa Fe Trail	11	Concurrent Dual Credit	Misc Contractual Service	4,500.00
226746	USD # 434, Santa Fe Trail	11	Concurrent Dual Credit	Misc Contractual Service	4,725.00
226746	USD # 434, Santa Fe Trail	11	Concurrent Dual Credit	Misc Contractual Service	1,500.00
226746	USD # 434, Santa Fe Trail	11	Concurrent Dual Credit	Misc Contractual Service	3,600.00
226747	USD # 479, Crest High School	11	Concurrent Dual Credit	Misc Contractual Service	600.00
226748	USD #256, Marmaton Valley HS	11	Concurrent Dual Credit	Misc Contractual Service	600.00
226749	Vanatta-Messenger, Jett Stephan	11	No Center	Accts Recv/Students	580.14
226750	Williams Mullen	11	Human Resources	Mtc & Service Agreements	67.89
PAGE TOTALS					31,473.03
AP GRAND TOTAL					159,369.23

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

ATTEST:

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

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

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226751	AVI-SPL LLC	12	Business & Industry	Major Equipment	3,900.00
226752	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	23.26
226752	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	22.29
226753	Brownrigg, Scot D	12	Criminal Justice Studies	Instructional Supplies	37.69
226760	Cardmember Service	11	English	Conferences & Workshops	25.00
226760	Cardmember Service	11	Fitness Center	Repairs & Maintenance	424.11
226760	Cardmember Service	11	Online Learning	Instructional Supplies	462.00
226760	Cardmember Service	11	Professional Development	Conferences & Workshops	1,599.00
226760	Cardmember Service	11	Professional Development	Conferences & Workshops	100.00
226760	Cardmember Service	11	Campus Services	Office Supplies	23.47
226760	Cardmember Service	11	Marketing	Printing	1,925.99
226760	Cardmember Service	11	Marketing	Advertising	500.00
226760	Cardmember Service	11	Marketing	Advertising	269.15
226760	Cardmember Service	11	Marketing	Advertising	35.00
226760	Cardmember Service	11	Softball	Athletic Supplies	167.89
226760	Cardmember Service	11	Baseball	Athletic Supplies	24.74
226760	Cardmember Service	11	Baseball	Athletic Supplies	37.90
226760	Cardmember Service	11	Baseball	Athletic Supplies	176.95
226760	Cardmember Service	11	Volleyball	Athletic Team Travel	1,843.56
226760	Cardmember Service	11	Volleyball	Athletic Team Travel	110.27
226760	Cardmember Service	11	Volleyball	Athletic Team Travel	211.67
226760	Cardmember Service	11	Volleyball	Athletic Team Travel	181.11
226760	Cardmember Service	11	Volleyball	Athletic Team Travel	227.02
226760	Cardmember Service	11	Volleyball	Athletic Team Travel	167.92
226760	Cardmember Service	11	Cross Country	Athletic Team Travel	54.14
226760	Cardmember Service	11	Cross Country	Athletic Team Travel	33.37
226760	Cardmember Service	11	Cross Country	Subscriptions	695.13
226760	Cardmember Service	11	Livestock Judging	Athletic Team Travel	15.32
226760	Cardmember Service	11	Livestock Judging	Athletic Team Travel	55.00
226760	Cardmember Service	11	Livestock Judging	Entry Fees	240.00
226760	Cardmember Service	11	Livestock Judging	Entry Fees	40.00
226760	Cardmember Service	11	Livestock Judging	Subscriptions	70.00
226760	Cardmember Service	11	Cheerleader/Dance	Athletic Team Travel	399.50
226760	Cardmember Service	11	Cheerleader/Dance	Athletic Supplies	15.00
226760	Cardmember Service	11	Men's Soccer	Athletic Team Travel	220.00
226760	Cardmember Service	11	Men's Soccer	Athletic Team Travel	277.00
226760	Cardmember Service	11	Men's Soccer	Athletic Team Travel	674.00
226760	Cardmember Service	11	Women's Soccer	Athletic Team Travel	118.50
226760	Cardmember Service	11	Women's Soccer	Athletic Team Travel	3,174.00
226760	Cardmember Service	11	Women's Soccer	Athletic Team Travel	94.13
226760	Cardmember Service	11	Women's Soccer	Athletic Team Travel	308.36
226760	Cardmember Service	11	Women's Soccer	Athletic Team Travel	242.62
226760	Cardmember Service	11	Theater	Conferences & Workshops	400.00
226760	Cardmember Service	11	Theater	Athletic Team Travel	710.20

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20,332.26

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226760	Cardmember Service	11	Theater	Athletic Team Travel	264.60
226760	Cardmember Service	11	Theater	Athletic Team Travel	105.26
226760	Cardmember Service	11	Theater	Athletic Team Travel	20.00
226760	Cardmember Service	11	Theater	Athletic Team Travel	249.62
226760	Cardmember Service	11	Theater	Athletic Team Travel	107.77
226760	Cardmember Service	11	Theater	Athletic Team Travel	204.63
226760	Cardmember Service	11	Theater	Athletic Team Travel	267.53
226760	Cardmember Service	11	Theater	Athletic Team Travel	228.00
226760	Cardmember Service	11	Theater	Advertising	261.87
226760	Cardmember Service	11	Theater	Advertising	724.92
226760	Cardmember Service	11	President	Subscriptions	76.00
226760	Cardmember Service	11	President	Subscriptions	100.00
226760	Cardmember Service	11	Board of Trustees	Meetings & Hospitality	75.00
226760	Cardmember Service	11	Human Resources	Business Travel	35.00
226760	Cardmember Service	11	Human Resources	Business Travel	261.03
226760	Cardmember Service	11	Human Resources	Institutional Dues	299.00
226760	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	583.18
226760	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	27.26
226760	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	54.94
226760	Cardmember Service	11	Information Tech (IT)	Repairs & Maintenance	16.94
226760	Cardmember Service	11	Information Tech (IT)	Data Processing Supplies	228.44
226760	Cardmember Service	11	Information Tech (IT)	Data Processing Supplies	279.98
226760	Cardmember Service	11	General Inst Expenses	Office Supplies	38.21
226760	Cardmember Service	11	Maintenance of Buildings	Maintenance Supplies	259.46
226760	Cardmember Service	12	Business & Industry	Instructional Supplies	375.00
226760	Cardmember Service	16	Bookstore	Office Supplies	71.72
226760	Cardmember Service	16	Bookstore	Office Supplies	29.98
226760	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	14.85
226760	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	19.08
226760	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	268.86
226760	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	9.55
226760	Cardmember Service	16	Bookstore	C of GS/Ebook/AccessCode	16.08
226760	Cardmember Service	16	Student Housing/Program	Business Travel	125.46
226760	Cardmember Service	70	No Center	Food Pantry	653.16
226760	Cardmember Service	70	No Center	Machine&Manufacturing	795.00
226760	Cardmember Service	70	No Center	Res Halls Social Fund	552.36
226760	Cardmember Service	70	No Center	Res Halls Social Fund	148.89
226761	Datasource Inc	11	Human Resources	Misc Contractual Service	111.75
226761	Datasource Inc	11	Human Resources	Misc Contractual Service	32.65
226762	Dept of Veterans Affairs	11	No Center	Accts Recv/Students	1,520.00
226763	Great Western Dining	11	No Center	Fringe Benefit	696.50
226763	Great Western Dining	16	Food Service	Cost of Food Service Con	23,008.58
226764	Hess, Jeremy Joseph	11	Shooting Sports	Entry Fees	482.00
226765	Ingram Library Services	11	Library	Library Books & Media	215.99

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33,916.10

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226766	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	1,620.00
226766	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	9,717.50
226766	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	3,060.00
226766	Jenzabar Lockbox	11	Information Tech (IT)	Major Equipment	1,265.00
226767	Kryterion Inc	12	Allied Health	Testing Fees	306.00
226768	Leahy, John F	12	Theater	Drama Supplies	97.44
226769	McAnulty, Serena J	12	Allied Health	Instructional Supplies	7.34
226772	McKarnin, Karen Elaine	11	No Center	Retirement Contr Payable	27.00
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-584.46
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-584.46
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-584.46
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-584.46
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-584.46
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-481.29
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-584.46
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-584.46
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-584.46
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-584.46
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-584.46
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-584.46
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-584.46
226772	McKarnin, Karen Elaine	11	No Center	Hospitalization Payable	-584.46
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	584.46
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	584.46
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	584.46
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	584.46
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	584.46
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	584.46
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	584.46
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	584.46
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	584.46
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	584.46
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	584.46
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	584.46
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	481.29
226772	McKarnin, Karen Elaine	11	General Inst Expenses	Retirement Benefits	400.00
226773	Nelnet Campus Commerce	11	Business Office	Mtc & Service Agreements	400.00
226773	Nelnet Campus Commerce	11	General Inst Expenses	Service Charges	216.75
226774	New Klein Lumber Co., The	11	Baseball	Repairs & Maintenance	81.96
226774	New Klein Lumber Co., The	11	Theater	Drama Supplies	1,476.60
226774	New Klein Lumber Co., The	11	Theater	Drama Supplies	29.90
226775	Peters, Lauren Nicole	11	Softball	Athletic Team Travel	348.60
226776	Phillips 66 Co/SYNCB	11	Director of Athletics	Gasoline	449.93
226776	Phillips 66 Co/SYNCB	11	General Inst Expenses	Gasoline	99.38
226777	Pizza Hut	11	Volleyball	Athletic Team Travel	115.40
226777	Pizza Hut	11	Cross Country	Athletic Team Travel	74.92

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19,393.72

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226777	Pizza Hut	11	Cross Country	Athletic Team Travel	24.96
226778	Salem Press	11	Library	Library Books & Media	182.52
226779	Shaughnessy, Ashley M	11	Theater	Drama Supplies	44.59
226780	Smartsheet Inc	11	Marketing	Mtc & Service Agreements	1,044.00
226781	Sports Locker	11	Volleyball	Athletic Apparel	617.50
226782	Stogsdill, Tricia J	11	Theater	Meetings & Hospitality	57.67
226783	Texas Life Insurance Company	11	No Center	Texas Life Insurance	44.55
226784	Tri-Valley	11	General Inst Expenses	Mtc & Service Agreements	346.80
226785	VS Athletics	11	Track	Athletic Supplies	5,181.80
226786	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	81,113.77
226786	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	-660.29
226786	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	-1,054.92
226786	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	-247.76
226786	VitalSource Technologies LLC	16	Bookstore	C of GS/Ebook/AccessCode	-206.50
226787	Wellsville Endowment	70	Other Scholarships	Misc Outside Scholar	20.00
				PAGE TOTALS	86,508.69
				AP GRAND TOTAL	160,150.77

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

ATTEST:

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

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

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226788	Christian, Stephanas Nathan	11	No Center	Accts Recv/Students	165.00
226789	All in One Pest	11	Maintenance of Buildings	Mtc & Service Agreements	440.00
226790	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	11.67
226790	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	91.98
226791	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	2,115.00
226792	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	2,115.00
226793	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	1,410.00
226794	Blanc, Gefte A	11	Men's Soccer	Athletic Team Travel	40.67
226795	City of Branson	11	Softball	Entry Fees	150.00
226796	Cox Business	16	Student Union	Mtc & Service Agreements	240.36
226797	First Dakota Indemnity Company	11	General Inst Expenses	Workers Comp Ins	2,313.00
226798	Great Western Dining	11	No Center	Fringe Benefit	573.12
226798	Great Western Dining	16	Food Service	Cost of Food Service Con	23,008.58
226799	Howies Hockey Inc	11	Exercise Science	Instructional Supplies	724.64
226800	Iola Dairy Queen	16	Student Housing/Program	Student Activities	718.40
226801	Kansas Deans & Directors Assoc	11	Concurrent Dual Credit	Professional Memberships	100.00
226802	Leffler, Lyvier L	11	President	Business Travel	500.00
226802	Leffler, Lyvier L	11	President	Telephone/	100.00
226803	Marmaton Valley Yearbook	11	Marketing	Printing	150.00
226804	Mustang Nation	11	Marketing	Printing	250.00
226805	NJCAA	11	Director of Athletics	Institutional Dues	1,422.00
226806	New Klein Lumber Co., The	11	Baseball	Repairs & Maintenance	335.80
226807	OC Booster Club	11	Marketing	Printing	75.00
226808	Peak Uptime	11	Information Tech (IT)	Mtc & Service Agreements	7,595.74
226808	Peak Uptime	11	Information Tech (IT)	Subscriptions	10,101.00
226808	Peak Uptime	11	Information Tech (IT)	Major Equipment	1,528.52
226808	Peak Uptime	11	Information Tech (IT)	Major Equipment	1,080.00
226809	Pecos League of Professional	70	No Center	Athletics 70	1,200.00
226810	Pizza Hut	70	No Center	Student Senate 70	63.44
226811	Ravin Printing	11	VP for Student Affairs	Office Supplies	20.75
226811	Ravin Printing	11	Marketing	Office Supplies	20.75
226811	Ravin Printing	11	Business Office	Office Supplies	19.00
226812	Regehr, Shellie R	11	Human Resources	Meetings & Hospitality	6.98
226813	Stogsdill, Tricia J	11	Theater	Drama Supplies	479.28
226814	Synergy Sports	11	Baseball	Mtc & Service Agreements	2,500.00
226815	UPS	16	Bookstore	Postage	79.30
226816	Abernathy, Kalyse Arianna	11	No Center	Accts Recv/Students	2,703.00
226817	Allen, Meaa Ashton	11	No Center	Accts Recv/Students	1,743.00
226818	Althouse, Katrina Leigh	11	No Center	Accts Recv/Students	5,325.00
226819	Anderson, Megan Nichole	11	No Center	Accts Recv/Students	937.00
226820	Andres, Brandon Len	11	No Center	Accts Recv/Students	3,274.00
226821	Ashlock, Candice Rane	11	No Center	Accts Recv/Students	52.00
226822	Avila, Gerika	11	No Center	Accts Recv/Students	1,317.00
226823	Ayers, Lonna Abigail	11	No Center	Accts Recv/Students	2,543.00

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79,638.98

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226824	Ballin, Vanessa Lee	11	No Center	Accts Recv/Students	999.00
226825	Belt, Baylee Anne	11	No Center	Accts Recv/Students	83.85
226826	Bennett, Angel Shawntel	11	No Center	Accts Recv/Students	5,729.00
226827	Benning, Patricia Lorraine_Ann	11	No Center	Accts Recv/Students	937.00
226828	Bentivegna, Jennifer Lynn	11	No Center	Accts Recv/Students	2,271.00
226829	Berntsen, Isabelle Rayne	11	No Center	Accts Recv/Students	1,780.00
226830	Bethea, Lanae Monshae	11	No Center	Accts Recv/Students	1,549.00
226831	Billingsley, Elizabeth Ann	11	No Center	Accts Recv/Students	1,549.00
226832	Blevins, Carson Michael	11	No Center	Accts Recv/Students	460.00
226833	Blevins, Haley Victoria_Nicole	11	No Center	Accts Recv/Students	976.00
226834	Bolinger, Megan Rachelle	11	No Center	Accts Recv/Students	1,341.00
226835	Bolze, Roxane Marie	11	No Center	Accts Recv/Students	5,753.00
226836	Borah, Nadine S	11	No Center	Accts Recv/Students	5,531.00
226837	Brumley, Micki Joann	11	No Center	Accts Recv/Students	5,917.00
226838	Brummet, Lauren Kay_Ann	11	No Center	Accts Recv/Students	3,698.00
226839	Bundy, Parker Michael	11	No Center	Accts Recv/Students	1,899.00
226840	Burgess, Leah Marie	11	No Center	Accts Recv/Students	1,495.00
226841	Burkett, Cheyenne Nicole	11	No Center	Accts Recv/Students	3,137.00
226842	Burleson, Zury Alan	11	No Center	Accts Recv/Students	1,994.00
226843	Burns, Caitlynn E	11	No Center	Accts Recv/Students	747.00
226844	Burris, Azauni Tayera_Keetio	11	No Center	Accts Recv/Students	1,194.00
226845	Burton, Jada Darlene	11	No Center	Accts Recv/Students	2,052.00
226846	Calvin, Corrina Ann	11	No Center	Accts Recv/Students	1,220.00
226847	Cammack, Delanie Cordelia	11	No Center	Accts Recv/Students	937.00
226848	Carney, Olivia Lea	11	No Center	Accts Recv/Students	2,078.00
226849	Carpenter, Abigail Elizabeth	11	No Center	Accts Recv/Students	1,809.00
226850	Carter, Andrew Vincent	11	No Center	Accts Recv/Students	948.00
226851	Carter, Isabella Michelle	11	No Center	Accts Recv/Students	4,796.00
226852	Carter, Nevaeh Teresa	11	No Center	Accts Recv/Students	4,766.00
226853	Cathey, Deana	11	No Center	Accts Recv/Students	5,651.00
226854	Cedeno, Aleli D	11	No Center	Accts Recv/Students	1,081.00
226855	Clark, Elijah L	11	No Center	Accts Recv/Students	990.00
226856	Cleaver, Weston Curtis	11	No Center	Accts Recv/Students	1,400.00
226857	Cole, Aden Eugene	11	No Center	Accts Recv/Students	4,410.00
226858	Cole, Olivia Ann	11	No Center	Accts Recv/Students	2,770.00
226859	Coltrane, Sadye	11	No Center	Accts Recv/Students	1,770.00
226860	Confer, Julian	11	No Center	Accts Recv/Students	1,733.00
226861	Conner, Maurice Dewayne	11	No Center	Accts Recv/Students	3,124.00
226862	Cook, Zachary James	11	No Center	Accts Recv/Students	150.00
226863	Cooper, Jalil Neiveon	11	No Center	Accts Recv/Students	1,406.00
226864	Covey, Adalyn Grace	11	No Center	Accts Recv/Students	195.00
226865	Creel, Rachel Marion	11	No Center	Accts Recv/Students	1,261.00
226866	Crook, Elizabeth	11	No Center	Accts Recv/Students	2,022.00
226867	Cross, Christopher Kyle	11	No Center	Accts Recv/Students	320.00

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95,928.85

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226868	Culberson, Evan Joel_Hart	11	No Center	Accts Recv/Students	720.00
226869	Daley, Kasiya Emmanuel	11	No Center	Accts Recv/Students	87.65
226870	Dancer, Aaliyah Andrea	11	No Center	Accts Recv/Students	2,194.00
226871	Dargan, Ali Omarion	11	No Center	Accts Recv/Students	520.00
226872	Davis, Katelyn Noel	11	No Center	Accts Recv/Students	195.00
226873	Davis-Ensley, Reagan Marie	11	No Center	Accts Recv/Students	1,404.00
226874	Delmont, Samara Leigh	11	No Center	Accts Recv/Students	3,160.00
226875	Deters, Julie Lynn	11	No Center	Accts Recv/Students	283.00
226876	Devoe, Kayla Danielle	11	No Center	Accts Recv/Students	5,448.00
226877	Dickey, Wyatt Brian	11	No Center	Accts Recv/Students	157.00
226878	Diehl, Harley L	11	No Center	Accts Recv/Students	1,314.00
226879	Dill, Kyndall Ashley	11	No Center	Accts Recv/Students	1,162.00
226880	Djimtotine, Jehovah Narcisse	11	No Center	Accts Recv/Students	1.00
226881	Dominguez, Nyah Marie	11	No Center	Accts Recv/Students	2,716.00
226882	Douglas, Emily Joy_Florence	11	No Center	Accts Recv/Students	1,493.65
226883	Dykstra, Haileigh Ray	11	No Center	Accts Recv/Students	98.80
226884	Eakes, Shelby Lynn	11	No Center	Accts Recv/Students	5,525.00
226885	Ehlers, Austin Renea	11	No Center	Accts Recv/Students	5,807.00
226886	Eldridge, Noelle Malia	11	No Center	Accts Recv/Students	1,500.00
226887	Elliss, Rose Mary	11	No Center	Accts Recv/Students	908.00
226888	Escalante, Alejandro Jose	11	No Center	Accts Recv/Students	2,754.00
226889	Escobar, Breny Elizabeth	11	No Center	Accts Recv/Students	937.00
226890	Fannin, Jessica Katelyn	11	No Center	Accts Recv/Students	2,074.00
226891	Farrell, Cameron Alexis	11	No Center	Accts Recv/Students	1,820.00
226892	Farrill, Danielle	11	No Center	Accts Recv/Students	2.00
226893	Fazel, Roberta LaVonne	11	No Center	Accts Recv/Students	901.00
226894	Ferguson, Alexis Ray	11	No Center	Accts Recv/Students	1,245.00
226895	Flory, Autumn Raelinn	11	No Center	Accts Recv/Students	3,383.00
226896	Follis, Jaidyn Marie	11	No Center	Accts Recv/Students	1,450.00
226897	Foltz, Evie Jude	11	No Center	Accts Recv/Students	3,170.00
226898	Fountain, Korbyn Wade	11	No Center	Accts Recv/Students	3,274.00
226899	Foxworth, Ricque Dee	11	No Center	Accts Recv/Students	5,917.00
226900	Franklin, Samuel Lamar	11	No Center	Accts Recv/Students	750.00
226901	Franklin, Trevion Lorenzo	11	No Center	Accts Recv/Students	493.00
226902	Frehe, Maci Marie	11	No Center	Accts Recv/Students	1,014.00
226903	Gamberel, Wesley Brian	11	No Center	Accts Recv/Students	1,298.00
226904	Gardner, Mandy Janelle	11	No Center	Accts Recv/Students	5,844.00
226905	Garland, JaMya Nichole	11	No Center	Accts Recv/Students	81.00
226906	George, Samantha Dawn	11	No Center	Accts Recv/Students	3,216.00
226907	Getanda, Hillary Okemwa	11	No Center	Accts Recv/Students	1,694.00
226908	Gilpin, Amos James	11	No Center	Accts Recv/Students	498.00
226909	Godard, Sydney Marie	11	No Center	Accts Recv/Students	2,574.00
226910	Gomez-Beazley, Segundo Maria	11	No Center	Accts Recv/Students	1,820.00
226911	Gonzalez-Talavera, Isaac Zadquie	11	No Center	Accts Recv/Students	1,250.00

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82,153.10

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
226912	Goodnow, Taylor Lynn	11	No Center	Accts Recv/Students	2,147.00
226913	Goudeau, Jaden Cameron	11	No Center	Accts Recv/Students	1,725.00
226914	Gould, Kanya Shovette	11	No Center	Accts Recv/Students	2,175.00
226915	Gratton, Ashton Lee	11	No Center	Accts Recv/Students	14.00
226916	Griffith, Alice Tsukiko	11	No Center	Accts Recv/Students	142.00
226917	Guerra-Wolf, Gabriel Jad_Albert	11	No Center	Accts Recv/Students	274.00
226918	Gutierrez, Alexis N	11	No Center	Accts Recv/Students	1,952.60
226919	Haines, Hudson Roy	11	No Center	Accts Recv/Students	195.00
226920	Hall, Karingten Dawn	11	No Center	Accts Recv/Students	266.00
226921	Halsa, Farrah H	11	No Center	Accts Recv/Students	195.00
226922	Hamilton, Tierre Dawuan	11	No Center	Accts Recv/Students	2,996.00
226923	Handy, Quentin Jonathan	11	No Center	Accts Recv/Students	1,892.00
226924	Haney-Bockover, Carli Jo	11	No Center	Accts Recv/Students	6,842.00
226925	Hansen, Kailee Elizabeth	11	No Center	Accts Recv/Students	1,987.75
226926	Harmon, Molly May	11	No Center	Accts Recv/Students	150.00
226927	Harp-Jackson, Gabriel Anthony	11	No Center	Accts Recv/Students	1,897.00
226928	Harper, Ruth Ellen	11	No Center	Accts Recv/Students	1,730.00
226929	Hartford, Deviyn Sandra	11	No Center	Accts Recv/Students	1,910.00
226930	Hasani, Karolena	11	No Center	Accts Recv/Students	1,393.00
226931	Hawks, Aubre Jo	11	No Center	Accts Recv/Students	1,081.00
226932	Hays, Caitlin E	11	No Center	Accts Recv/Students	1,549.00
226933	Hefner, Josie Marie	11	No Center	Accts Recv/Students	593.00
226934	Hegwald, Sydney Renee	11	No Center	Accts Recv/Students	2,070.00
226935	Herd, Keith W	11	No Center	Accts Recv/Students	2,868.00
226936	Hershberger, Hannah Marie	11	No Center	Accts Recv/Students	1,770.00
226937	Hess, Jaryt Ryan	11	No Center	Accts Recv/Students	195.00
226938	Hill, Katelyn Taylor	11	No Center	Accts Recv/Students	501.00
226939	Hines, Damonte B	11	No Center	Accts Recv/Students	1,572.00
226940	Holcomb, Abby Christine	11	No Center	Accts Recv/Students	1,261.00
226941	Hon, Madison NaKay	11	No Center	Accts Recv/Students	997.00
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226943	Hullaby, Kaiya Berlyn	11	No Center	Accts Recv/Students	3,074.00
226944	Hummell, Addisyn Riley	11	No Center	Accts Recv/Students	1,300.00
226945	Jackson, Brady Leonard	11	No Center	Accts Recv/Students	3,217.00
226946	Jefferson, Ethan Thomas	11	No Center	Accts Recv/Students	1,405.00
226947	Jessepe, Maria Juanita	11	No Center	Accts Recv/Students	400.00
226948	Jimenez, Darwin	11	No Center	Accts Recv/Students	3,963.00
226949	Johnson, Jayvion Nhashaid	11	No Center	Accts Recv/Students	586.00
226950	Johnson, Wisdom Zuba_Bevely	11	No Center	Accts Recv/Students	2,840.00
226951	Johnston, Robert Max	11	No Center	Accts Recv/Students	1,112.00
226952	Jones, Josephine Margaux	11	No Center	Accts Recv/Students	3,324.00
226953	Jones, McKenna Kay	11	No Center	Accts Recv/Students	1,840.00
226954	Jurado-Munoz, Analyssa Maria	11	No Center	Accts Recv/Students	195.00
226955	Kayhill, Rasean	11	No Center	Accts Recv/Students	4,518.00

PAGE TOTALS

72,128.35

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226956	Keeling, De'Aja'Nay Inez	11	No Center	Accts Recv/Students	468.00
226957	Keith, Lily Marie	11	No Center	Accts Recv/Students	1,213.00
226958	Kern, Raiden Gage	11	No Center	Accts Recv/Students	307.00
226959	Kertesz, Jennifer	11	No Center	Accts Recv/Students	1,393.00
226960	Key, Franklin Avion	11	No Center	Accts Recv/Students	1,282.00
226961	Kiehl, Cooper Ryon	11	No Center	Accts Recv/Students	169.00
226962	Kilonzo, Mandela Mutule	11	No Center	Accts Recv/Students	14.00
226963	Kincaid, Alexis Marie	11	No Center	Accts Recv/Students	655.00
226964	King, Takiea LaTonya	11	No Center	Accts Recv/Students	1,081.00
226965	Kirkegard, Keiton Allen	11	No Center	Accts Recv/Students	6,147.00
226966	Klusener, John Adam	11	No Center	Accts Recv/Students	3,029.00
226967	Knapp, Kayl Rae	11	No Center	Accts Recv/Students	1,337.00
226968	Knuth, Madelynn Grace	11	No Center	Accts Recv/Students	117.00
226969	Kocher, Dakota	11	No Center	Accts Recv/Students	1,405.00
226970	Kuo, Annita Launati_Jewel	11	No Center	Accts Recv/Students	847.00
226971	Kwizera, Joshua	11	No Center	Accts Recv/Students	125.00
226972	LaGrone, Elana Joy	11	No Center	Accts Recv/Students	265.00
226973	Laesoeku, Amphai	11	No Center	Accts Recv/Students	423.00
226974	Landreth, Ashley Nicole	11	No Center	Accts Recv/Students	2,270.00
226975	Lane, Avia Noelle	11	No Center	Accts Recv/Students	266.00
226976	LeBlanc, Darian Alyse	11	No Center	Accts Recv/Students	351.00
226977	Lee, Mackenzie Irene	11	No Center	Accts Recv/Students	1,261.00
226978	Lewis, Elizabeth Catherine_Marie	11	No Center	Accts Recv/Students	1,484.00
226979	Lewis, Joniya Ray	11	No Center	Accts Recv/Students	493.00
226980	Lewis, Rebekah	11	No Center	Accts Recv/Students	937.00
226981	Lind, Kynlee Ann	11	No Center	Accts Recv/Students	1,298.00
226982	Livingston, Walter L	11	No Center	Accts Recv/Students	5,728.00
226983	Locke, Makayla Danielle	11	No Center	Accts Recv/Students	468.00
226984	Loock, Bastian	11	No Center	Accts Recv/Students	0.65
226985	Loss, Norah Irene_Spencer	11	No Center	Accts Recv/Students	66.00
226986	Ludvick, Samantha Dawn	11	No Center	Accts Recv/Students	444.00
226987	Macias-Herrera, Carlos Miguel_An	11	No Center	Accts Recv/Students	150.00
226988	Macias-Perez, Ashley	11	No Center	Accts Recv/Students	1,922.00
226989	Mallory, Zayvion Michael	11	No Center	Accts Recv/Students	28.00
226990	Malone, Ciara Nicole	11	No Center	Accts Recv/Students	1,212.00
226991	Mangrum, Jaylynn Lamar	11	No Center	Accts Recv/Students	1,306.00
226992	Mania, Carolina Menegaco	11	No Center	Accts Recv/Students	1,961.00
226993	Marksbury, Mackenzie Alexis	11	No Center	Accts Recv/Students	1,894.00
226994	Marrero, Sebastian David	11	No Center	Accts Recv/Students	77.00
226995	Mason, Abigail	11	No Center	Accts Recv/Students	365.00
226996	Matchett, Lila	11	No Center	Accts Recv/Students	5,844.00
226997	May, Kaylee Paige	11	No Center	Accts Recv/Students	612.00
226998	McCammon, Ella Marie	11	No Center	Accts Recv/Students	1,149.00
226999	McLaughlin, Shaun Robert_Lee	11	No Center	Accts Recv/Students	2,052.00

PAGE TOTALS

53,915.65

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227001	McNutt, Jamie LeAnn	11	No Center	Accts Recv/Students	5,844.00
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227003	Mejia Herrera, Yazmin	11	No Center	Accts Recv/Students	2,630.00
227004	Mellick, River	11	No Center	Accts Recv/Students	257.00
227005	Merchant, Lauren R	11	No Center	Accts Recv/Students	937.00
227006	Miller, Ashley N	11	No Center	Accts Recv/Students	2,074.00
227007	Miller, Cora Rae	11	No Center	Accts Recv/Students	152.00
227008	Mills, Ava Sinclair	11	No Center	Accts Recv/Students	400.00
227009	Molina, Karissa Nahomi	11	No Center	Accts Recv/Students	2,074.00
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227011	Moser, Melissa Mckenzie	11	No Center	Accts Recv/Students	1,405.00
227012	Mosier, Alexander Lee	11	No Center	Accts Recv/Students	1,405.00
227013	Moten, RaNayla Lanelle	11	No Center	Accts Recv/Students	78.00
227014	Moyer, Cole Scott	11	No Center	Accts Recv/Students	1,095.00
227015	Mullins, Lauryn Elizabeth	11	No Center	Accts Recv/Students	201.00
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227017	Mynatt, Lily Ann	11	No Center	Accts Recv/Students	2,734.00
227018	Nee, Donovan Richard	11	No Center	Accts Recv/Students	3,066.00
227019	Nelson, Halle Rae	11	No Center	Accts Recv/Students	849.00
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227023	Ngunjiri, Cecille	11	No Center	Accts Recv/Students	3,774.00
227024	Nkalanga, Phathutshedzo Keegan	11	No Center	Accts Recv/Students	4.00
227024	Nkalanga, Phathutshedzo Keegan	11	No Center	Accts Recv/Students	-4.00
227025	Nolan, Amber Dawn	11	No Center	Accts Recv/Students	937.00
227026	Onderdonk, Tessa Renee	11	No Center	Accts Recv/Students	5,651.00
227027	Ortega, Jaiden Christopher	11	No Center	Accts Recv/Students	1,930.00
227028	Page, Logan Jeffrey	11	No Center	Accts Recv/Students	52.00
227029	Pantoja Conejo, Aurora	11	No Center	Accts Recv/Students	229.00
227030	Paredes, Nicholas Joseph	11	No Center	Accts Recv/Students	170.00
227031	Parkey, Sullivan Diane	11	No Center	Accts Recv/Students	750.00
227032	Parr, Joshua Ryan	11	No Center	Accts Recv/Students	1,604.00
227033	Passow, Lauren Chelsea	11	No Center	Accts Recv/Students	1,261.00
227034	Patek, Taryn Michelle	11	No Center	Accts Recv/Students	195.00
227035	Payan, Joules Danae	11	No Center	Accts Recv/Students	74.00
227036	Perez Roa, Elizabeth	11	No Center	Accts Recv/Students	5,789.00
227037	Peterson, Glorianna Yasmine	11	No Center	Accts Recv/Students	66.00
227038	Petit, Peyton Kathryn	11	No Center	Accts Recv/Students	728.00
227039	Phelps, Derecka Deneice	11	No Center	Accts Recv/Students	2,709.00
227040	Phillips, Alyssa Louise	11	No Center	Accts Recv/Students	937.00
227041	Pierce, Eli Joseph	11	No Center	Accts Recv/Students	1,405.00
227042	Pinard, Timothy Alex	11	No Center	Accts Recv/Students	466.00

PAGE TOTALS

66,271.00

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227044	American Fidelity	11	No Center	Life Insurance/Am Fideli	78.00
227044	American Fidelity	11	No Center	Disability/Amer Fidelity	65.70
227044	American Fidelity	11	No Center	Cancer/American Fidelity	38.00
227045	Burleson, Zury Alan	11	No Center	Accts Recv/Students	200.00
227046	Decker, Thatcher Kent	11	No Center	Accts Recv/Students	903.00
227047	Escobar, Breny Elizabeth	11	No Center	Accts Recv/Students	1,732.00
227048	Haynes, Khiana Alexandra	11	No Center	Accts Recv/Students	3,074.00
227049	Kocher, Dakota	11	No Center	Accts Recv/Students	4,512.00
227050	McNeil, Elizabeth Ann	11	No Center	Accts Recv/Students	3,578.00
227051	Peles, Jessica Marie	11	No Center	Accts Recv/Students	924.00
227052	Qetlah, Zion Tehuhti	11	No Center	Accts Recv/Students	1,350.00
227053	Ramirez, Herica Lisbeth	11	No Center	Accts Recv/Students	937.00
227054	Reese, Sarah Erika	11	No Center	Accts Recv/Students	847.00
227055	Riebel, Ethan Scott	11	No Center	Accts Recv/Students	121.00
227056	Riedel, Halie Love	11	No Center	Accts Recv/Students	3,028.00
227057	Riedel, Kelsey Marie	11	No Center	Accts Recv/Students	3,180.00
227058	Rios, Kailey Alexandra	11	No Center	Accts Recv/Students	937.00
227059	Roberts, Haylei Janae	11	No Center	Accts Recv/Students	6,003.00
227060	Robinson, Carrie Eileen	11	No Center	Accts Recv/Students	1,910.00
227061	Rodgers, Hannah Marie	11	No Center	Accts Recv/Students	1,849.00
227062	Rodriguez, Anthony J	11	No Center	Accts Recv/Students	1,768.00
227063	Ross, DeMarco Braxton	11	No Center	Accts Recv/Students	3,898.00
227064	Ruby, Andrea Nicole	11	No Center	Accts Recv/Students	2,905.00
227065	Rumbaugh, Alorah Gayle	11	No Center	Accts Recv/Students	88.00
227066	Rumufhi, Andile	11	No Center	Accts Recv/Students	1,824.00
227067	Russell, Anita Olivia	11	No Center	Accts Recv/Students	413.00
227068	Rust, Jourdin Micah	11	No Center	Accts Recv/Students	1,922.00
227069	Sales, Clair Mikice	11	No Center	Accts Recv/Students	6,081.00
227070	Salter, Celine	11	No Center	Accts Recv/Students	600.00
227071	Sanchez, Hope Kaylynn	11	No Center	Accts Recv/Students	2,247.00
227072	Sanstra, Kelsey Leeann	11	No Center	Accts Recv/Students	2,669.00
227073	Santos Estrella, Adalesa Milagro	11	No Center	Accts Recv/Students	1,226.00
227074	Schnider, Dominick StrongHeart	11	No Center	Accts Recv/Students	520.00
227075	Schoenhofer, Kelli	11	No Center	Accts Recv/Students	937.00
227076	Schonfeldt, Grace Lyn	11	No Center	Accts Recv/Students	170.00
227077	Scully, Jilian Codi	11	No Center	Accts Recv/Students	390.00
227078	Sears, Kierstin	11	No Center	Accts Recv/Students	937.00
227079	Sewell, Mackenzie Danielle	11	No Center	Accts Recv/Students	1,405.00
227080	Shockley, Logan Brian	11	No Center	Accts Recv/Students	700.00
227081	Simmons, Joselyn Lee	11	No Center	Accts Recv/Students	500.00
227082	Simpson, Delia Madalyn	11	No Center	Accts Recv/Students	52.00
227083	Simpson, Russell Antony	11	No Center	Accts Recv/Students	2,587.65

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71,084.25

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227085	Smith, Antonio McDonald	11	No Center	Accts Recv/Students	156.00
227086	Smith, Audrey Lynne	11	No Center	Accts Recv/Students	1,922.00
227087	Smith, Chanteil	11	No Center	Accts Recv/Students	5,957.20
227088	Smith, Gordon Braden	11	No Center	Accts Recv/Students	1,277.00
227089	Smith, Melanie A	11	No Center	Accts Recv/Students	369.00
227090	Smith, O'Neal,, IV	11	No Center	Accts Recv/Students	392.00
227091	Smith, Rylie Laken	11	No Center	Accts Recv/Students	504.00
227092	Smith, Shane Michael	11	No Center	Accts Recv/Students	216.00
227093	Smoot, Kimber May	11	No Center	Accts Recv/Students	2,194.00
227094	Snyder, Shiloh Aiden	11	No Center	Accts Recv/Students	1,162.00
227095	Solis, Arianna Lucia	11	No Center	Accts Recv/Students	1,162.00
227096	Solis, Jacqueline	11	No Center	Accts Recv/Students	1,261.00
227097	Stanger, Priya Marie	11	No Center	Accts Recv/Students	2,325.00
227098	Steel, Deborah Renee	11	No Center	Accts Recv/Students	498.00
227099	Stokes, Megan Marie	11	No Center	Accts Recv/Students	1,751.00
227100	Stone, Kaele Rhae	11	No Center	Accts Recv/Students	1,730.00
227101	Stringfield, Onesti S	11	No Center	Accts Recv/Students	1,162.00
227102	Sturdevant, Morgan Zane	11	No Center	Accts Recv/Students	2,326.00
227103	Talbert, Alisha M	11	No Center	Accts Recv/Students	5,917.00
227104	Tappan, Carter	11	No Center	Accts Recv/Students	1,000.00
227105	Tarlton, Presley Sandra	11	No Center	Accts Recv/Students	2,736.00
227106	Thao, Pan Nea	11	No Center	Accts Recv/Students	1,218.00
227107	Thompson, Peyton Anne-Marie	11	No Center	Accts Recv/Students	3,698.00
227108	Tiernan, Alicia Dawn	11	No Center	Accts Recv/Students	2,993.00
227109	Timmons, Caleb	11	No Center	Accts Recv/Students	3,109.00
227110	Tindell, Violet Lynette	11	No Center	Accts Recv/Students	390.00
227111	Tituana, Erik Alexander	11	No Center	Accts Recv/Students	3,223.00
227112	Torres Morales, Shelissa Alejand	11	No Center	Accts Recv/Students	552.00
227113	Torres, Laura Ivette	11	No Center	Accts Recv/Students	2,599.00
227114	Travis, Katie	11	No Center	Accts Recv/Students	5,917.00
227115	Turner, Autumn Renee	11	No Center	Accts Recv/Students	150.00
227116	Turntine, Misty Dawn	11	No Center	Accts Recv/Students	6,156.00
227117	Ulrich, Jackson Brek	11	No Center	Accts Recv/Students	3,170.00
227118	Upham, Lincoln James	11	No Center	Accts Recv/Students	728.00
227119	Van Houden, Stacia BriAnne	11	No Center	Accts Recv/Students	997.00
227120	Vanatta-Messenger, Jett Stephan	11	No Center	Accts Recv/Students	1,200.00
227121	Vazquez, Loren Za	11	No Center	Accts Recv/Students	3,402.00
227122	Villa, Xavier Alejandro	11	No Center	Accts Recv/Students	937.00
227123	Vilorio Guzman, Liliana	11	No Center	Accts Recv/Students	1,270.00
227124	Vinson, Mikayla Renee	11	No Center	Accts Recv/Students	937.00
227125	Weber, Sheldon	11	No Center	Accts Recv/Students	1,000.00
227126	West, Sonja Marlene	11	No Center	Accts Recv/Students	4,807.00
227127	Whetzell, Jaden Gage	11	No Center	Accts Recv/Students	792.00

PAGE TOTALS

85,761.20

Check No	Vendor Name	Fund	Center	Line	Invoice Amt
227128	White, Elizabeth Rose	11	No Center	Accts Recv/Students	3,018.00
227129	Wight, Julia Ann	11	No Center	Accts Recv/Students	2,194.00
227130	Williams, Ann May	11	No Center	Accts Recv/Students	937.00
227131	Williams, Marquee Clinton_Bernar	11	No Center	Accts Recv/Students	2,447.00
227132	Wilson, Kegan Martin	11	No Center	Accts Recv/Students	1,732.00
227133	Wilson, Yingyou	11	No Center	Accts Recv/Students	3,945.00
227134	Winship, Jessinia Alesaya	11	No Center	Accts Recv/Students	1,405.00
227135	Yancy, Kiera	11	No Center	Accts Recv/Students	1,338.00
227136	Yoho, Gracie Jean	11	No Center	Accts Recv/Students	150.00
227137	Zerhoch, Nelson Vincent_Alexande	11	No Center	Accts Recv/Students	2,770.30
				PAGE TOTALS	19,936.30
				AP GRAND TOTAL	626,817.68

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

ATTEST:

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

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

MEET THE SENATE



# What is Student Senate?

- The **Student Senate** is a group of student-elected representatives who work to **voice student concerns, improve campus life, and act as a bridge between the student body and school administration.**

GOALS

# Increase Transparency and Communication

## NEWSLETTER

We will publish monthly newsletters by the 15th of each month, highlighting senate projects, decisions, and student resources. Success will be measured by achieving at least a 20% open rate on digital newsletters by the end of the semester (or # views from band app).



# TOWN HALL MEETINGS



## Enhance Student Voice and Engagement

### TOWNHALL MEETINGS

We will host monthly townhall meetings every third Thursday to listen to student concerns and ideas. Additionally, we will review and respond to suggestion box submissions within two weeks after each month's end. Our goal is to increase townhall attendance by 15% each semester.



# Boost Student Involvement Through Events

- We will organize at least one student-led event per month, aiming to increase overall student participation by 10% per event compared to the previous month.
- Feedback surveys will be conducted post-event to continuously improve quality and engagement.



## Improve Campus Food Quality and Nutrition & enhance Vegan and Plant-Based Food Choices

- Partnering with campus dining services, we will conduct a student survey on food preferences, focusing on protein options and availability of fresh meats, within the first semester. Based on the results, we will advocate for the addition of at least two new fresh meat and high-protein options in the cafeteria by the start of the next semester.

# Thus Far...

- We had our first voter registration drive- To encourage students to register to vote.





## Thus Far...

- We placed a suggestion box at the welcome table for students to submit their views, concerns and thoughts.
- The box is checked daily.





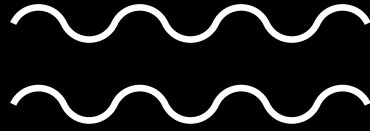
## Thus Far...

- Faculty Appreciation Day
- We presented the teachers with a small token of appreciation.
- Some students also dressed up as them for the day.



# Thus Far...

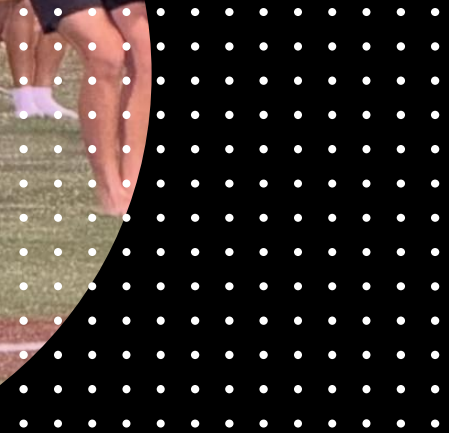
Stretch the Stress Away Yoga  
Night for Mental Health  
Awareness Week

A circular graphic for a yoga event. At the top, the word "YOGA" is written in a stylized font with a green circle around the 'Y'. Below it, the text "STRETCH THE STRESS AWAY" is centered. In the middle, there is an illustration of two women sitting in a meditative lotus position. Below the illustration, the date and time are listed: "October 9<sup>th</sup>, 2025" and "7:00 P.M. - 8:00 P.M. in the Stadler Room". At the bottom, there is a partial line of text: "Come relax with us—breathe, stretch, and find your peace during World Mental Health Day!"

**YOGA**  
STRETCH THE  
STRESS AWAY

*October 9<sup>th</sup>, 2025*  
**7:00 P.M. - 8:00 P.M. in the  
Stadler Room**

Come relax with us—breathe, stretch, and find your peace during World Mental Health Day!



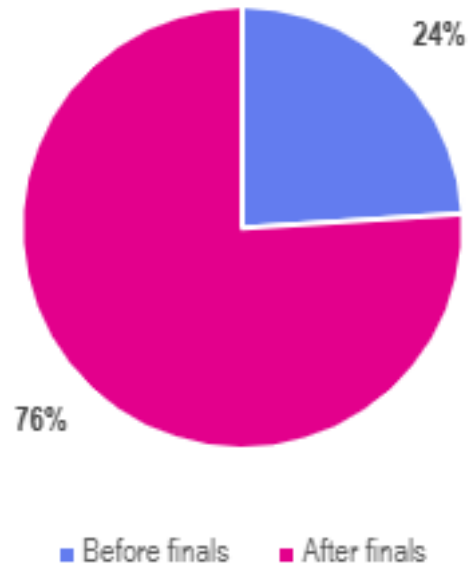
# GRADUATION SURVEY

- **Purpose:** To gather student opinions on potential changes to graduation timing.
- **Total Responses:** 115 students
- **Groups Surveyed:** Freshmen and Sophomores



# *Freshman Graduation Timing Preference*

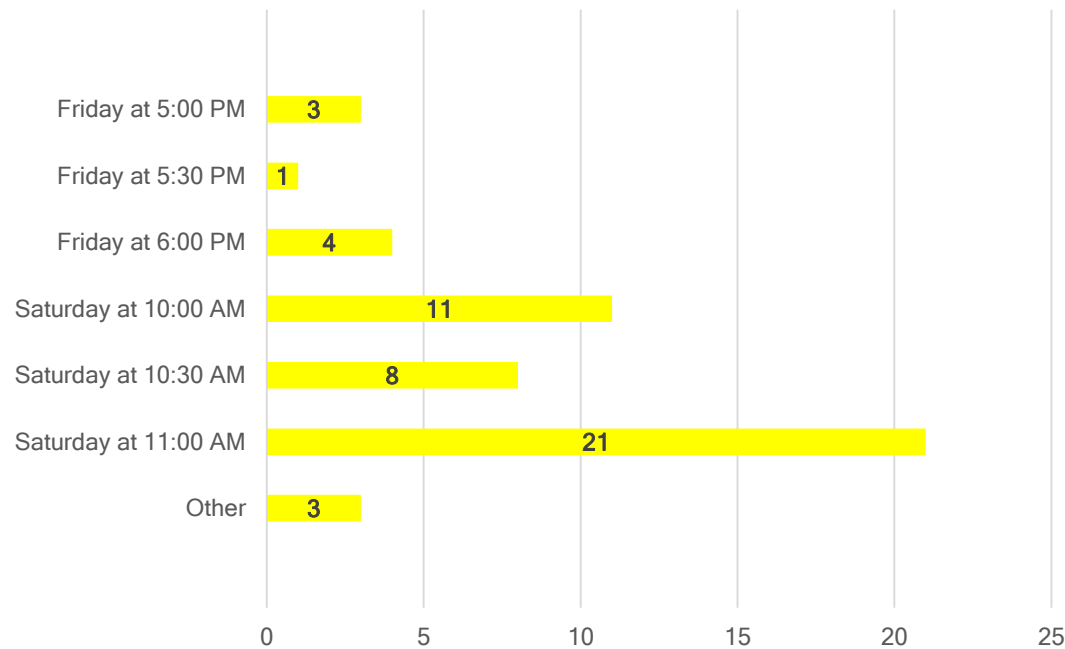
Preferred time for graduation



- Freshman students showed a clear preference for graduation to occur after finals, suggesting a desire for academic closure before celebration.

# *Graduation Day & Time Preference*

Preferred Day & Time for Graduation



The most popular option was **Saturday at 11:00 AM**, with **21 out of 51** sophomores choosing it.

Saturday mornings were generally more preferred than Friday evenings.

**Thank you!**  
*Do you have any questions?*

Fall Comparison															
Post-Secondary Students	Credits								Headcount						
	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Fall 2025	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Fall 2025	
Online*	7,486	8,257	8,014	7,113	6,002	5,902	4,841	1,079	1,062	1,067	982	805	834	709	
Burlingame*	1,855	922	854	642	-	-	-	260	135	121	111	-	-	-	
Iola*	5,795	4,642	5,329	4,598	3,676	3,813	4,534	450	379	448	398	324	354	396	
<b>Total Post-Secondary Credit Hours</b>	15,139	13,836	14,219	12,364	9,688	9,736	9,401	1,427	1,303	1,289	1,133	904	934	890	
Secondary Students															
Secondary Students	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Fall 2025	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Fall 2025	
Online*	3,205	2,931	2,652	2,888	3,411	3,045	2,842	679	557	539	639	726	699	671	
Burlingame*	293	192	211	207	-	-	-	48	40	42	38	-	-	-	
Iola*	181	63	202	193	94	64	288	60	25	21	25	14	311	62	
High School*	2,222	2,437	2,160	1,765	1,899	2,178	2,145	358	352	322	273	336	364	384	
<b>Total Secondary Credit Hours</b>	5,901	5,623	5,225	5,053	5,404	5,287	5,275	964	809	793	847	917	941	961	
<b>*these categories are duplicated</b>															

Spring Comparison															
Post-Secondary Students	Credit Hours								Headcount						
	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Spring 2023	Spring 2024	Spring 2025	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Spring 2023	Spring 2024	Spring 2025	
Online*	7,916	7,134	8,055	7,646	6,715	5,366	6,085	1,167	1,089	1,033	1,010	926	745	868	
Burlingame*	1,605	1,642	702	581	414	-	-	252	236	109	98	76	-	-	
Iola*	4,301	4,456	3,708	4,111	3,560	2,768	2,898	366	372	335	377	344	282	312	
<b>Total Post-Secondary Credit Hours</b>	13,834	13,247	12,468	12,341	10,692	8,144	8,986	1,400	1,344	1,185	1,146	1,018	791	901	
Secondary Students															
Secondary Students	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Spring 2023	Spring 2024	Spring 2025	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Spring 2023	Spring 2024	Spring 2025	
Online*	3,391	3,157	3,978	2,995	3,176	3,416	3,555	721	678	710	602	655	637	797	
Burlingame*	159	274	155	142	138	-	-	28	46	31	33	29	-	-	
Iola*	156	88	75	77	77	40	55	46	28	6	54	29	3	9	
High School*	1,692	1,717	1,705	1,460	1,274	1,362	1,729	357	355	335	293	271	292	366	
<b>Total Secondary Credit Hours</b>	5,398	5,236	5,913	4,674	4,665	4,818	5,339	964	934	913	800	811	779	1,023	
<b>*these categories are duplicated</b>															



# Kansas Higher Education Statistics

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## Fall Census

**Select Institution Type:** 
**Select Institution:** 
**Select Output Type:**

### Fall Preliminary Table

Prelim Enrollment Summary

**Select Fall Year:** 
**Select Report Type:**

### Kansas Board of Regents

Fall Census Enrollment by Credit Hours and Classification  
 Allen Community College  
 Fall Calendar Years 2019 - 2024

### Fall Census Tables

- Census Enrollment Summary
- Student Classification
- Residency
- Full-time/Part-time Status
- Freshmen by Age Group

		Fall Calendar Year							
		2019	2020	2021	2022	2023	2024	1 Year Chg	5 Year Chg
Institution	Student Classification								
Allen Community College	High School	5,844	5,628	5,215	5,064	5,398	5,266	-2.4%	-9.9%
	Freshmen	9,288	8,429	8,630	7,013	5,426	5,986	10.3%	-35.6%
	Sophomore	5,035	4,725	5,055	4,771	3,677	3,055	-16.9%	-39.3%
	UG Special	673	460	382	424	458	544	18.8%	-19.2%
	<b>Total</b>	<b>20,840</b>	<b>19,242</b>	<b>19,282</b>	<b>17,272</b>	<b>14,959</b>	<b>14,851</b>	<b>-0.7%</b>	<b>-28.7%</b>

### KHEER Reports

- KHEER Online
- Archived Reports

Source: Fall Census Collection; report produced 10/08/25 at 14.51.57

Due to rounding, a zero represents less than half of a credit hour, and the numbers may not add up to the totals.

Glossary and Notes

[www.kansasregents.gov](http://www.kansasregents.gov)



# Kansas Higher Education Statistics

Profiles High School Fall Census **Enrollment** Retention Transfers Credentials Graduation Student Success Index Employment & Wages Tuition

## Enrollment

**Select Institution Type:** Community Colleges 
**Select Institution:** Allen Community College 
**Select Delivery Method:** All Delivery Methods

**Select Term:** Academic Year 
**Select Year:** 2025 
**Select Report Type:** Headcount 
**Select Output Type:** HTML

### Trend Tables

- Enrollment Summary
- Student Level
- Program Type
- Residency
- Race/Ethnicity
- Age Group
- Gender
- Full-time/Part-time Status
- Student Type
- Entering Students by Location
- Pell Recipients Summary

### Kansas Board of Regents

Enrollment for All Delivery Methods by Headcount and Student Type  
 Allen Community College  
 Academic Years 2020 - 2025

Institution	Student Type	Year						1 Year Chg	5 Year Chg
		2020	2021	2022	2023	2024	2025		
Allen Community College	First-Time Entering	648	626	464	577	364	498	36.8%	-23.1%
	New Transfer	240	279	84	163	159	162	1.9%	-32.5%
	Other Undergraduate	2,848	2,437	2,582	2,294	2,178	2,301	5.6%	-19.2%
	Graduate	^	^	^	^	^	^	-	-
	<b>Total</b>	<b>3,736</b>	<b>3,342</b>	<b>3,130</b>	<b>3,034</b>	<b>2,701</b>	<b>2,961</b>	<b>9.6%</b>	<b>-20.7%</b>

Source: KHEDS Academic Year Collection; report produced 10/08/25 at 14.50.35

^ Indicates a cell has been marked for small-cell protection.

### Trend Charts

- Enrollment Summary
- Student Level
- Program Type
- Residency
- Race/Ethnicity
- Age Group
- Gender
- Full-time/Part-time Status
- Student Type
- Entering Students by Location
- Pell Recipients Summary

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# Kansas Higher Education Statistics

Profiles High School Fall Census **Enrollment** Retention Transfers Credentials Graduation Student Success Index Employment & Wages Tuition

## Enrollment

**Select Institution Type:** Community Colleges ▾ **Select Institution:** Allen Community College ▾ **Select Delivery Method:** All Delivery Methods ▾  
**Select Term:** Academic Year ▾ **Select Year:** 2025 ▾ **Select Report Type:** FTE ▾ **Select Output Type:** HTML ▾

### Trend Tables

- Enrollment Summary
- Student Level
- Program Type
- Residency
- Race/Ethnicity
- Age Group
- Gender
- Full-time/Part-time Status
- Student Type
- Entering Students by Location
- Pell Recipients Summary

### Kansas Board of Regents

Enrollment for All Delivery Methods by Full-time Equivalency and Full-time/Part-time Status  
 Allen Community College  
 Academic Years 2020 - 2025

Institution	Student Status	Year						1 Year Chg	5 Year Chg
		2020	2021	2022	2023	2024	2025		
Allen Community College	Full-time	696	690	670	606	474	463	-2.3%	-33.5%
	Part-time	757	708	663	608	564	610	8.2%	-19.4%
	<b>Total</b>	<b>1,453</b>	<b>1,398</b>	<b>1,333</b>	<b>1,214</b>	<b>1,038</b>	<b>1,073</b>	<b>3.4%</b>	<b>-26.2%</b>

Source: KHEDS Academic Year Collection; report produced 10/08/25 at 14.53.03

^ Indicates a cell has been marked for small-cell protection.  
 Due to rounding, FTE numbers may not add up to totals.

### Trend Charts

- Enrollment Summary
- Student Level
- Program Type
- Residency
- Race/Ethnicity
- Age Group
- Gender
- Full-time/Part-time Status
- Student Type
- Entering Students by Location
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## Credentials

### Credentials by Residency

**Select Institution Type:** 
**Select Institution:**

**Select Academic Year:** 
**Select Award Type:** 
**Select Output Type:**

#### Trend Tables

- Credentials Summary
- Award Type
- Program Type
- Residency
- Race/Ethnicity
- Age Group
- Gender

### Kansas Board of Regents

Number of Credentials by Residency  
 Allen Community College  
 Academic Years 2020 - 2025

#### Trend Charts

- Credentials Summary
- Award Type
- Program Type
- Residency
- Race/Ethnicity
- Age Group
- Gender

		Academic Year						1 Year Chg	5 Year Chg
		2020	2021	2022	2023	2024	2025		
Institution	Residency								
Allen Community College	Resident - In-District	43	^	^	^	41	^	-	-
	Resident - Out-District	294	271	224	210	222	222	0.0%	-24.5%
	Resident by Exception - Out-District	^	^	^	^	^	^	-	-
	Nonresident	59	55	64	81	62	59	-4.8%	0.0%
	Unknown	^	^	^	^	^	^	^	^
<b>Total</b>		<b>396</b>	<b>373</b>	<b>319</b>	<b>334</b>	<b>329</b>	<b>337</b>	<b>2.4%</b>	<b>-14.9%</b>

Source: KHEDS Academic Year Collection; report produced 10/08/25 at 14.48.09

^ Indicates a cell has been marked for small-cell protection.

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# BOARD REPORT

OCTOBER 2025

PREPARED BY CHRIS FREELOVE

PRESIDENT LYVIER L LEFFLER, PHD, LMHC

## 01

# PRESIDENT'S REPORT

## President – Dr. Lyvier Leffler

- Meeting/Engagement Dates:
  - September 8<sup>th</sup> – Allen Administration meets with Southern Coffey County USD Administration - @ Washington
  - September 8<sup>th</sup> – Iola Industries Meeting
  - September 11<sup>th</sup> – Allen Administration meets with Iola USD Administration - @ Iola
  - September 12<sup>th</sup> – Allen Administration meets with Yates Center USD Administration - @ Yates Center'
  - September 25<sup>th</sup> – Partnership Meeting with Iola USD
  - September 26<sup>th</sup> – Allen Administration meets with Burlington USD Administration - @ Burlington
  - September 26<sup>th</sup> – Allen Administration meets with Lebo USD Administration @ Lebo
  - September 26<sup>th</sup> – Bowlus Center – Sleeper Family Trust Speaker Series
  - September 29<sup>th</sup> – Management Council – Guest Speaker Lisse Regehr and Camille Lavon from THRIVE
- **Southeast Kansas Mental Health Center was awarded the HRSA Rural Communities Opioid Response–Pathways grant, with Allen Community College named as a network partner.** Year One funding includes a \$5,000 stipend for ACC as a network member and up to \$27,264 in scholarships for 12 high school students to pursue the Mental Health Technician Certificate, totaling \$32,264 in direct support.
- **Emporia State University's Spring 2025** report on community college transfers reflects exceptionally strong outcomes for Allen students. Of the 194 Allen students included, 193 (99.5%) are in good standing, with none on probation and only one student requiring withdrawal.

In terms of academic performance, Allen students are excelling. They posted a mean term GPA of 3.44 and a mean cumulative GPA of 3.47, outperforming both ESU undergraduates (3.25 term / 3.31 cumulative) and the overall community college transfer population (3.37 term / 3.38 cumulative).

These results demonstrate that Allen students are well-prepared for success after transfer and continue to achieve at levels above their peers.

Quality Education in a Caring Atmosphere.

- **Direct Loan 2024–25 Closeout Completed:** The U.S. Department of Education has confirmed that Allen Community College’s cash balance for the Direct Loan 2024–25 award year is at an acceptable level. The college has successfully completed the Program Year Closeout process, which included limiting data processing for the award year, reducing the Current Funding Level, and stopping generation of certain system reports. No further action is required at this time.
- **Pell Grant Closeout:** Allen Community College successfully completed the U.S. Department of Education Pell Grant 2024–25 Award Year closeout process. ED confirmed the College’s cash balance is at an acceptable level and has finalized the program year.
- **Government Shutdown:** Communication was shared with faculty, staff, and students regarding the federal government shutdown. Allen is financially prepared to navigate any temporary disruption in federal funding (e.g., Pell, Perkins) due to long-term planning and healthy reserves, ensuring uninterrupted operations and student support.
- **Gates Layoffs:** Gates Corporation announced the layoff of approximately 80 employees (about 30% of its workforce in Iola, primarily manufacturing). Thrive is coordinating with Kansas Commerce and KansasWORKS to provide Rapid Response services and organize a community job fair in November. Allen will attend and support displaced employees through educational opportunities, workforce training, and degree pathways, ensuring our college plays a central role in helping the community through this transition.

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

- I attended the Kansas Community College Leadership Institute (KCCLI) – version 2.0 at Butler Community College. As a past participant in the KCCLI program, I was able to continue in the program. The program, designed to help community colleges in the state train their next leaders from their current staff, brought together prior completers to participate in training conducted by the Kansas Leadership Institute. While there, I was able to hear from staff at other institutions about how they are handling different situations.
- The Fall Preliminary Report for KBOR was completed a few weeks ago. This snapshot report shows the number of students enrolled in the fall semester after the first several weeks of the semester. The state takes the individual reports from all the state higher education institutions and compiles the data. This compiled information is then shared out to show the current trends of higher education in the state.
- We continued to have multiple Jenzabar One training sessions throughout the month. We had training for the business office, admissions, advising, and others. These training sessions are moving into advanced sessions as we get closer to the go-live date next spring. We also had some training sessions that focused on how to charge and refund different items, such as tuition, fees, and housing

costs. This training is critical to help our staff ensure that the students are charged (and refunded) the correct amounts each time.

- I am continuing to pull together information for reports looking at our high school students and their success rates. These targeted reports will be utilized to ensure that we are doing our best to help our high school students succeed. As the Allen team meets with the school districts in our service area, the data provided in the reports will help ensure that the resources available are meeting the needs of the students.
- I am finalizing the fall collection for IPEDS. This collection includes information on the prior year's enrollment, the number of completions in the prior academic year, and some basic information on the costs that a student attending Allen would have to pay. The data for this report has been gathered with assistance from the Registrar's Office.

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

- October 15 – IPEDS fall collection closes.

### **Director of Advancement –**

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

#### HR Projects:

- Open enrollment closed on September 17<sup>th</sup>. All benefit packets are out to all ACC employees for their October 1 benefit start date.
- We hired Security Officer and Maintenance Tech II position. We are in the interview process for Health Professions Coordinator, Marketing Coordinator (formerly titled Graphic Designer) position, Computer Science, and Agriculture Instructor position. We are reviewing Director of Advancement. We continue to recruit for positions posted on the website.
- Update: The position of Executive Director of Strategic Expansion and Workforce Innovation has been removed from our website. We have created a team (of faculty and staff) to do this data research in conjunction with the high school visits to our service area that are being conducted in lieu of filling this position.
- HR has updated and/or created twenty HR Policies this past month. We are working on a process to allow staff to review and provide feedback on these policy updates (as well as any future policies). We will bring Human Resources policies to the November board meeting for approval.
- Human Resources has been working more on Soft Docs transition. The goal for employee files to be uploaded is the end of 2025.
- Human Resources is in the process of implementing an Applicant Tracking System through J1. This will streamline candidate application process, position request process, posting of positions, applicant tracking, hiring committee reviews, and position hiring within the new J1 system.

## Director of Public Relations & Marketing – Brad Henderson





The Marketing Department is working to remove all references to Diversity, Equity, and Inclusion from the college's website to remain in compliance with State and Federal directives. Two changes were made, following discussion at the President's Cabinet meeting on Sept. 30, 2025. These changes are as follows:

1. Under Strategic Goals and Objectives 2025-2030, "Goal 1: Innovative and Inclusive Academic Programs" has been changed to "Goal 1: Innovative and Relevant Academic Programs" (changed inclusive to relevant).
2. Under Guiding Principles, "Foster diversity within the student body, administration, faculty, and staff," has been changed to, "Foster community within the student body, administration, faculty, and staff" (changed diversity to community).

### Allen Details

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

Analytics from Sept., 2025:

	9/24/2025 Allen Details (Sept. 24, 2025)	058 Total views	3 min Avg time spent	59% Avg completion	10 glanced 30 quick read 18 deep read
	9/17/2025 Allen Details (Sept. 17, 2025)	079 Total views	2 min Avg time spent	52% Avg completion	22 glanced 35 quick read 22 deep read
	9/11/2025 Allen Details (Sept. 10, 2025)	090 Total views	2 min Avg time spent	50% Avg completion	33 glanced 37 quick read 20 deep read
	9/3/2025 Allen Details (Sept. 3, 2025)	091 Total views	2 min Avg time spent	56% Avg completion	20 glanced 43 quick read 28 deep read

### Monthly Media Audit

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

Headline	Source	Date
<a href="#"><u>Arch-rival up next for Red Devils</u></a>	Iola Register	09/02/25
<a href="#"><u>Red Devils perfect at Jimmy Johns Invite</u></a>	Iola Register	09/02/25
<a href="#"><u>Desmarteau reinstated</u></a>	Iola Register	09/02/25
<a href="#"><u>Jenni's X-Cellent adventure</u></a>	Iola Register	09/02/25
<a href="#"><u>Blue Devils sweep Red Devils in opener</u></a>	Iola Register	09/04/25

<u>Gatehouse gets national nod</u>	Iola Register	09/04/25
<u>Iola couple's legacy opens doors for area college students</u>	Iola Register	09/05/25
<u>Panthers Battle Back to Draw Allen County in Conference Opener</u>	Ad Astra Radio	09/08/25
<u>College needs carry hefty price tag</u>	Iola Register	09/10/25
<u>Allen Community College Announces 2025–2026 Student Senate Leadership</u>	Ad Astra Radio	09/10/25
<u>Allen Livestock Judging Team Practices at Kansas State Fair</u>	Ad Astra Radio	09/10/25
<u>Allen looks to rebound against Southeast</u>	Iola Register	09/11/25
<u>Red Devils take first loss</u>	Iola Register	09/11/25
<u>Allen students visit theatrical hot spot — in rural Wisconsin</u>	Iola Register	09/12/25
<u>ACC Named Gugnani Named Grant Administrator and Government Relations Officer</u>	Ad Astra Radio	09/12/25
<u>Gatehouse gets hat trick against S.E.</u>	Iola Register	09/15/25
<u>Red Devils continue losing streak after Southeast defeat</u>	Iola Register	09/15/25
<u>Allen CC shooting team debuts in Sedgwick</u>	Ad Astra Radio	09/18/25
<u>Allen can't escape early KCKCC deficit</u>	Iola Register	09/18/25
<u>KC edges Allen 2-1</u>	Iola Register	09/18/25
<u>Allen splits matches at KCK tourney</u>	Iola Register	09/22/05
<u>Indy Sweep extends ACC Volleyball Sweep</u>	Ad Astra Radio	09/22/25
<u>Allen Volleyball Splits Matches at KCK Tourney</u>	Ad Astra Radio	09/24/25
<u>College to discuss facilities needs</u>	Iola Register	09/24/25
<u>Haefele playing volleyball at Allen County</u>	The Miami County Republic	09/25/25
<u>Allen downs fourth-ranked JCCC</u>	Iola Register	09/25/25
<u>College talks future of aging dorms</u>	Iola Register	09/30/25
<u>Red Devils face rival Panthers Wednesday</u>	Iola Register	09/30/25

## 02

# ACADEMIC AFFAIRS REPORT

Vice President for Academic Affairs – Dr. Kara Wheeler

- Dr. Leffler, Cami, Lauren, and I have been visiting high schools this month to understand their needs and to share data with them on the success of their students in our classes from the previous year. We visited with Lola, Burlington, Lebo/Waverly, and Yates Center with more visits planned in October.
- Worked with our team to continue implementation of Softdocs and J1. Attended Advanced Registration and Advising Trainings for J1 also.
- Working with Pittsburg State and Kelly on articulation agreements between our apprenticeships moving to AAS awards and then to PSU for work towards bachelor's degrees.
- Assisting Kelly, Scott, and Melanie with development of the AAS in Police Science degree that is now state aligned.
- Courserdog implementation is moving forward. IT is working with their team to establish API's.
- Have established a committee to plan/review advancement of the academic initiatives for our service area to do the work of potential expansion in the northern tier and/or locally as needed by businesses. All former Burlingame located employees are on the committee along with Melanie, Sonia, and Kelly.
- Working with the Accreditation Committee to identify our Quality Initiative that is due to HLC. Looking at moving towards a student success initiative with recommendations from Cami and her team. Also discussed a timeline for prepping for next site visit in 2028-29.
- Attended Academic Leadership Conference Oct. 2-4. Got some great ideas on different topics such as teaching effectiveness, difficult conversations, and Generation Alpha's needs that are upcoming for colleges.

#### **KBOR:**

- BAASC, SCOCOA/COCAO meetings began. There is a lot of conversation happening about 90 credit hour degree programs and what that should look like in Kansas. K-State tried to rush some through for approval but did not get very far after concerns were raised by both community colleges and the other universities. K-State is trying to circumvent the governance structure at KBOR by working one-one-one with certain community colleges. They invited some of the VPAA's for a day-long visit to "discuss" items of interest, but KCIA (Kansas Council of Instructional Administrators) unanimously agreed that no one will accept this invitation and we will continue to work with them through SCOCOA.

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

##### *Initiatives and Projects in Progress*

- Erik G.: drop dates
- John L.: Working with the chamber of commerce and local businesses to partner with the theatre and film department for promotion of college productions.
- Tricia S.: We are working to increase our marketing capabilities and sell more tickets through an online ticketing platform and creating an event called Friends

of Allen Theatre & Film to boost community engagement and fundraising on November 15th in conjunction with our production.

- Leslie W.: Classroom remodel
- Anne Marie F.: Continuing with 5-year research with a Sociology colleague at CUNY (we won a grant in the spring to go to conferences and pay students to help with research)
- Jean S.: Rolling out the corequisite courses.

#### *Recent or upcoming events*

- Todd F.: Chemistry course are not part of the upcoming KCOG meetings/reviews.
- John L.: True West by Sam Shepard will be performed at the Allen Theatre November 7, 8, 12, 14 and 15.
- Travis R.: I will be attending the Council to Advance Two-Year Colleges (CATYC) meeting in St. Louis next week and the CB Exchange in November.
- Tricia S.: True West, our fall production in the Allen Theater, November 7-8, 12, and 14-15 at 7:30pm Friends of Allen Theatre & Film November 15th at 5:00pm, Allen Theater Improv Comedy Show December 2nd at 7:30pm
- Leslie W.: Senator tour October 16th, HOSA FIC Oct 28th.
- Anne Marie F.: Was invited and accepted to be on a panel at Brandeis in November 13<sup>th</sup> for Brandeis and other ivy/prestigious institutions students in the Boston area.

#### *Accolades or recognitions*

- Eric G.: Nikki Denny has done a great job as KNEA representative.
- Todd F.: All is good in Chemistry
- John L.: Ryan Bilderback has gone above and beyond to make sure that new staff and faculty feel welcome and know about campus resources and policy.
- Tricia S.: My professional summer work at American Players Theatre, which was voted Best Outdoor Performance in the country by the Newsweek Reader's Choice Poll this summer.
- Leslie W.: I really don't have any right now but I appreciate the great work you did at the first Senate meeting.
- Jean S.: Nicci Denny always has a cheerful disposition which spreads to faculty office in the A complex.

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

- Second 8-week classes begin on October 13<sup>th</sup>. We have several sections of allied health classes beginning and several sections of general education classes beginning.
- We have 4 open faculty searches. Interviews for Agriculture and Computer Science are being scheduled, and Psychology and Allied Health will follow. All positions will be for a January 2026 start date.

- Fall semester observations/evaluations of our full-time faculty and our adjunct faculty have begun. Division chairs will observe/evaluate two adjuncts in their division as part of their division chair responsibilities.
- I will travel to St. Louis October 5<sup>th</sup> – 7<sup>th</sup> to attend the CATYC conference. (Council to Advance Two Year Colleges)
- I will travel to WSU Tech on October 9<sup>th</sup> to attend the annual Deans and Directors meeting.
- The annual KCOG (Kansas Core Outcomes Group) meeting takes place on Friday October 10<sup>th</sup> virtually. Faculty attend this virtual meeting each year to review our system wide transfer courses and approve outcomes for those courses.
- The theatre department is gearing up for their fall production True West which will take place in November.
- The art and graphic design departments are preparing for their annual Family Art night which will take place on Wednesday October 15<sup>th</sup> beginning at 5:30pm in the Allen student center.
- The Livestock Judging Team has been busy over the last month traveling and competing. Colby Troxel won 9<sup>th</sup> high individual in cattle, and Shaun McLaughlin won 4<sup>th</sup> high individual in Stockman Activity at their most recent competition.

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

- Nothing for this month.

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

- Continuing to visit 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. Upcoming meetings include Shawnee Heights, Santa Fe Trail, Crest and scheduling Humboldt.
- Attending several Apply Kansas Days, Career & CTE days and other HS related events with admissions and academics/ activities. Scheduled the following events:
  - Southern Coffey Career Fair on 9/29
  - Humboldt's Career Fair on 10/8.
  - Southern Coffey Apply Kansas Day 10/9
  - Chanute Career Fair on 11/4
- Conducting evaluations for concurrent instructors, I have 16 to complete this fall and will have more in the spring.
- Scheduled to attend the fall Deans and Directors meeting on 10/9-10/10 at Wichita with Kelly Baker and Melanie Wallace.
- Working on putting together the Spring 2026 concurrent schedule.

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

- State of Kansas Apprenticeship Grant Opportunities: Met with several businesses, in conjunction with Thrive Allen County, to discuss the availability of a small business grant for employers with 10 or fewer employees. The available

funding is intended to help each awarded business setup an apprenticeship. Additionally, Sonia and I (with guidance from Kara and Anderson Plumbing) completed and submitted an application for a separate grant that is meant to help us strengthen our apprenticeship program. If awarded we will use these funds for several different areas in apprenticeship, including the facilitation of a plumbing apprenticeship. The grant is up to \$150,000 with a 1:1 match from the institution. The earliest notice of award is scheduled for Wednesday, 10/01/25.

- Ed2go: We are officially live! Per our rep, it could take 6-8 months before we really see traction as it can take a while to get our site to show up regularly in search results.
- Perkins: CLNA Training has begun and our regional co-chairs have had our first meeting. We are in the process of selecting our regional team and will meet again on Thursday, 10/02/25.
- Police Science Program: KBOR has aligned Police Science statewide. I'm working with Scot, Melanie, & Kara to design both a Certificate C and an AAS degree for Allen CC. Our goal is to make this available to students in the FA26 enrollment period.
- Health Professions Coordinator: HR has scheduled interviews for 10/14 and 10/16 – moving closer to filling this position.  
Southeast **KANSASWORKS** has merged with Kansas WorkforceONE, Inc., effective October 1, 2025. As noted by Katie Givens, "The merger will strengthen our workforce system, enhance rural service delivery, and...bring additional resources into our 17-county area."

#### **Library and Tutoring (Virginia):**

- Tutoring is picking up as we get farther into the semester.
- I gave an overview of the library and tutoring services to the adjuncts at their September meeting.
- The library had a very lively game night in September with over 30 participants.

#### **Upcoming Events:**

- October 8<sup>th</sup>: Ribbon Ceremony for Humboldt Community Care Center opening
- October 9-10: Deans and Directors Meeting
- October 10<sup>th</sup>: Kansas Core Outcomes Group Meetings (KCOG)
- October 13<sup>th</sup>: Second 8-week classes begin
- October 15<sup>th</sup>: Family Art Night—Student Center 5:30-7:00
- October 24<sup>th</sup>: Kansas CC Corequisite Symposium at Barton CC
- November 3-6<sup>th</sup>: J1 Registration/Advising End Under Training
- November 7<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> – *True West* – Allen Theatre 7:30pm



- The increase in Headcount at lola is encouraging. We need to continue to build capacity and while also identifying potential students outside of high school recruitment.
- The decrease in online enrollments will require strategy as the competition in this arena continues to increase.
- The more concerning trend is the decrease in enrollments. Even with and increase in Headcount, we still encountered a decrease in Enrollments. This indicates students are taking fewer classes per term. We will be strategizing ways to help students maximize the number of courses taken each semester.

### **Outcomes and Updates:**

- Annual Clery Report posted and distributed.
- Sports Uniform Purchase Rotation is added as an additional document for review.

### **Admissions and Advising:**

- International admissions applications for the spring semester have begun processing.
- Along with the Registrar's Office, we have completed advanced training for Registration and Advising in J-1; building out Advising trees and plans for each of our academic programs.
- Continued J-1 Admissions training and are scheduled for additional dates in October.
- Training and setup in J-1 Communications + mid-October.
- Travel season will start beginning October 6<sup>th</sup>. We are currently scheduled to assist 4 high schools with Apply Kansas events and we are going to attend 17 KACRAO organized College Planning Conferences. Travel for these specific events will go through the month of October. We are also receiving requests and making plans for additional high school visits.
- We are finalizing plans for Transfer Day 11/6 and Jr/Sr Day 11/7.
- Enrollment for the spring semester will begin 11/3.
- Currently, advisors are working on retention efforts by communicating with students who have been issued early alerts through Dropout Detectives. Additionally, all staff are working to move documents from the P drive into Softdocs.

### **Financial Aid**

- Fall First Disbursement was September 26. Federal amounts disbursed:
- Pell = \$764,343
- Loans = \$419,593
- SEOG = \$22,000
- HEA Title IV programs Recertification submitted, in review status.
- FISAP submitted 9-26.
- Audit successfully completed.

- For 25/26, as of 9/29/25 1,937 ISIR's have been received, 1,409 are unduplicated.
- 57 of 60 student employment positions have been hired by supervisors, pay is \$10 per hour, most positions are 10 hours per week.

### **Student Life**

- Duplex 309 will be participating in the annual Higher Education Housing Census.
- Spring 2026 Residence Hall Applications open October 1. This application is for new residential students in Spring 2026.
- \$1 Movie Night (95 participants) and \$1 Dairy Queen (160 participants) our highest turnouts in several years.
- Week-long tag took place the week of September 22<sup>nd</sup>, we had 75 students, faculty, and staff participate (the largest turnout ever).
- Phi Theta Kappa is tabling on campus the week of September 29<sup>th</sup>, recruiting new members and sharing the competitive scholarships the organizations offer.
- Student Senate held a retreat on September 18<sup>th</sup> with seven of the eight elected members. The Student Senate will be meeting October 2<sup>nd</sup> for their first meeting of the year at 5:30 pm in the Stadler Conference Room.
  - Senate currently has five organizations recognized for 2025-2026.
  - Senate has received two applications for recognition.
  - Senate plans to recognize Faculty on October 6<sup>th</sup> in honor of Faculty Appreciation Day, which is Sunday, October 5<sup>th</sup>.
  - Senate is also focusing on mental health the week of October 6<sup>th</sup> with Stretch Away the Stress on October 9<sup>th</sup> at 7 pm in the Stadler Room.
  - Tabling for Voter Registration will take place again on October 6<sup>th</sup> and 7<sup>th</sup>. During September, Student Senate was able to register 10 students!
  - Health & Safety Checks will take place again on October 8<sup>th</sup> and 9<sup>th</sup>.

### **Registrar**

- Had our exit interview with the VA Audit from August had no findings.
- 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 8<sup>th</sup> to opt out. One student has already opted out. 12 students were awarded degrees from the Auto Grad process.
- 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. Still waiting for approval.
- Moving files from the "P" drive to Soft Docs. This will be an ongoing process.
- Attended KACRAO Kansas Association of College Registrars and Admissions Office last week. Main discussions were about fraudulent students, KBOR updates and FERPA.
- Have wrapped J1 Advanced training and will be working on verification of the 3<sup>rd</sup> pass of data.
- Calendar Committee had first meeting to discuss the 2026-2027 calendar.

## Athletics

- Working with community foundation to do another matching funds for the Neil Crane Family Endowment to name the floor.
- Athletics has raised \$30K through an hour-a-thon fundraiser with Adrenaline fundraising and have made over 30k so far. Still have baseball and Shooting sports to complete.
- Athletic did high-five Friday at Lola Elementary schools.
- Athletics has been going to work KC Current games for fundraising.
- Will be working on EADA report to be done by the end of October for Athletics.
- Athletics is working on eligibility for Winter Sports.
- Over 80 athletes participating in the Farm City Day Parade and activities.
- Athletics will be hosting a “midnight madness” Oct. 30<sup>th</sup> in gym,
- Athletes of the month for August were Charlotte Gatehouse women’s soccer, Jehovah Djimtotinine and Saviola Blake for men’s soccer.
- Shooting Sports
  - 4 athletes competed in a tournament in Wichita and did really well for their divisions.
  - Hosted a recruiting event at the range the weekend of September 26<sup>th</sup>.
- Volleyball is currently 14-4 overall and 3-1 in conference. They are in second place in conference and region.
  - Beat #17 NEO at home 3-2
  - Beat #5 Johnson County Community College 3-2
- Women’s Soccer is currently 4-4-1 overall and 1-3-1 in the region.
  - Charlotte Gatehouse was names the KJCCC player of the week and NJCAA player of the week for the week of September 8<sup>th</sup>-14<sup>th</sup>.
  - Doing a kids clinic for Lola Rec on Sundays.
- Men’s Soccer currently 3-3-2 overall and 03-1 in the region.
  - Doing a kids clinic for Lola Rec on Sundays.
- Cheer/Dance
  - Working on routines for national competition.
  - Held an open gym for recruiting for next year.
  - Have a kids clinic coming up on November 15<sup>th</sup> and will be performing at halftime of women’s basketball game.
- Cross Country
  - Will be hosting a home meet on Saturday, Oct. 11<sup>th</sup> at the old Cedarbrook golf course.
- All other sports are practicing and playing off-season games gearing up for their seasons.

### Upcoming Events:

#### October

- 1 Spring 2026 Housing Applications go live
- 1 Women’s Soccer Neosho CC 2p

- 1 Men's Soccer Neosho CC 4p
- 1 Volleyball Highland CC 6p
- 2 Student Senate General Meeting, 5:30 pm Stadler
- 3 Volleyball Seminole CC 3p
- 4 Women's Soccer Johnson County CC 2p
- 4 Men's Soccer Johnson County CC 4p
- 5-8 RMAFAA Conference – Wichita (Rocky Mountain Association of Student Financial Aid Administrators)
- 6 Student Senate Faculty Appreciation Day, all day
- 6 \$1 Dairy Queen Night, 6 – 8 pm
- 6-7 Voter Registration Tables
- 7 J-1 Training – ADM (Nikki)
- 7 Library Game Night
- 9 Student Senate Executive Meeting, 5:30 pm Board Room
- 9 Stretch the Stress Away – Student Senate Yoga, 7 pm Stadler
- 10 High Five Friday—Humboldt Elementary (Cheer & Dance/Softball)
- 11 Cross Country home meet
- 11 Women's Soccer KCKCC 2p
- 11 Men's Soccer KCKCC 4p
- 13 J-1 Training – ADM (Nikki)
- 14 J-1 Training – Comms + (Nikki)
- 14 Men's Soccer Coffeyville CC 2p
- 15 Family Art Night
- 16 Student Senate General Meeting, 5:30 pm Stadler Board Room
- 16 \$1 Movie Night
- 17 High Five Friday—Iola Elementary (Cheer & Dance/W Basketball)
- 20 Rookies Athlete of the month at noon
- 22 Women's Soccer Highland CC 2p
- 22 Volleyball Labette CC 6p (**Sophomore Day**)
- 23 Student Senate Executive Meeting, 5:30 pm Board Room
- 25 Women's Soccer Pratt CC 2p (**Sophomore Day**)
- 25 Men's Soccer Pratt CC 4p (**Sophomore Day**)
- 29 Student Life/PTK Halloween Costume Contest, 12:30 pm Student Center Commons
- 29 Karaoke, 6 – 8 pm Student Center Commons
- 30 Midnight Madness—Basketball Kickoff

### **November**

- 1 Women's Basketball Ottawa JV 2p
- 1 Men's Basketball Friends JV 5p
- 3 J-1 FAM Training Financial Aid/Registrar Training
- 4 J-1 FAM Training Financial Aid/Registrar Training
- 4 Women's Basketball Tabor JV 6p
- 7 High Five Friday—Iola Elementary (Cheer & Dance/Volleyball)

- 14 High Five Friday—Humboldt Elementary (Cheer & Dance/Baseball)
- 14 Women's Basketball Haskell 5p (Rookies Classic)
- 14 Men's Basketball Friends JV 7p (Rookies Classic)
- 15 Women's Basketball Mcpherson JV 5p (Rookies Classic)
- 15 Men's Basketball Kansas Christian JV 7p (Rookies Classic)
- 15 Cheer Clinic for K-5th
- 21 High Five Friday—Iola Elementary (Cheer & Dance/Baseball)

### **Uniform inventory and years bought**

#### **MBB**

Red 22-23

White 24-25

#### **WBB**

Black 23-24

Grey 21-22

#### **SB**

Red 17-18

Black 17-18

Grey

Pinstripe 22-23

White 21-22

#### **MS**

JV Jersey 22-23

Black 16-17

White 17-18

Red 23-24

#### **WS**

Red 17-18

Grey 24-25

Black 18-19

#### **Track/CC**

#### **MEN**

# of Quantity – Jersey Brand – Year Purchased

12 x Nike Red w/ black lettering (2011) – *discontinued*

10 x Nike Black w/ black lettering (2012) – *discontinued*

18 x Nike White w/ red lettering (2012) – *discontinued*

7 x Nike Custom Diablo (2015) – *discontinued*

9 x Brooks USA lettering (2016) – *discontinued*

25 x UA White w/ black lettering (2018)

#### **Baseball**

Red 16-17

Black 17-18

White 25-26

#### **VB**

Grey 23-24

Black 21-22

Red 16-17

White 18-19

#### **Cheer/Dance**

White 22-23 14 F 3M

Red 18-19 12 F 2M

Black 16-17 12 F 0M

25 x UA Gray w/ red lettering (2019)  
 12 x UA Fitted Sprinter Black (2019) – *discontinued*  
 12 x UA Fitted Sprinter Red (2019) – *discontinued*  
 20 x Brooks Red w/ white lettering (2020)  
 20 x Brooks Black w/ pink lettering (2020) – *breast cancer*  
 20 x Brooks Retro Logo (2020)

## WOMEN

### # of Quantity – Jersey Brand – Year Purchased

18 x Nike White fitted w/ red lettering (2014) – *discontinued*  
 12 x UA Gray w/ red lettering (2015) – *discontinued*  
 12 x UA Black w/ black lettering (2015) – *discontinued*  
 12 x UA Fitted Sprinter Black (2019) – *discontinued*  
 12 x UA Fitted Sprinter Red (2019) – *discontinued*  
 20 x Brooks Red w/ white lettering (2020)  
 20 x Brooks Black w/ pink lettering (2020) – *breast cancer*

# 04

## FINANCE AND OPERATIONS REPORT

**Vice President for Finance and Operations – Matthew Gleason**

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

- Initiatives and projects currently in progress:  
 J1 is continuing and validating information as well as advanced training took place this month. We are continuing to make sure the information is correct and will be starting to practice more in the test environment.
- Recent or upcoming events:  
 Disbursement checks went out to roughly 320 students on September 26.
- Accolades or recognitions for team members or departments:  
 We continue to appreciate the teamwork from other departments as we work out any issues with postings and discrepancies to student's accounts. Financial Aid has now transitioned to JFA and disbursement looked different this year, but we were able to team up and make it work.

### **Director of IT – Doug Dunlap**

- Projects currently in progress:

Jenzabar 1 migration Data Validation work  
 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
  - GLBA evaluation
  - Enhancing security based on recommendations from Tandem
  - SoftDocs expansion - building forms, workflows, and onboarding other departments
  - Jenzabar Regional Users Group meeting at Bethel College in North Newton.

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

- Initiatives and projects currently in progress:
- Recent or upcoming events:

We have a Fall Sale and are planning on doing something for black Friday and Christmas.
- Accolades or recognitions for team members or departments:
- My team is great and motivated to accomplish their tasks very well. I am grateful for my team.
- Key statistics and data:

There are two second-8-week classes that start on October 13<sup>th</sup>. I will communicate with students about their ebooks for this class. They will receive an automated email from our program, but I will also email them.

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

- Custodial Maintenance:

Our Custodial Maintenance crew have been tasked with transitioning to a team cleaning process, changing from a zone cleaning process that was 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. We will be transitioning with other changes as we move into the new Maintenance Facilities Building.
- Grounds Maintenance:

Allen's Grounds Maintenance crew is wrapping up the mowing season, they are still working hard on maintaining sports fields keeping them in shape for the fall athletic events with painting the fields and keeping them mowed.

The crew is currently testing an autonomous mower on the softball field. This is a great opportunity to look at options in comparison to staff labor and time allowance for future changes.

Our grounds crew has been helping move into the new Maintenance Facilities Building during rainy days.

- Automotive/Equipment Maintenance:

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

He has also been assisting with the installation of the new vehicle/equipment washing equipment in the new Maintenance Facilities Building.

- Maintenance Techs I & II:

We have filled both Maintenance Tech positions in the department.

We have hired Mathew Kent as our Maintenance Tech-I staff member. Mathew has over 20 years of experience in several fields of work, including construction, facilities maintenance, firefighting/rescue/paramedic experience. Mathew has done an awesome job of filling this position with his ability to interact with staff, faculty and students. Mathew joined us on September 1, 2025, and we are very proud to have Mathew as part of the team!

Shawn Jackson is our newest hired member of the team. He joined us on September 29, 2025, to fill our Maintenance Tech II position. He has several years of experience in HVAC work. He has been working great with our staff, faculty and students. We are proud to have Shawn as part of the team as well! Both Mathew and Shawn have already done great work and are very detailed individuals!

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.

We have taken possession of the new Maintenance Facilities Building and have begun the moving process. This will be a time-consuming move with all the supplies and storage areas that have been utilized in the past that will need to be sorted through. We would like to be operating in the new building before winter break.

We have received several applications for the Administrative Assistant position. We are beginning the process for interviews. We hope to fill the position soon for their assistance with the transition to the new Maintenance Facilities Building. We are beginning the process for the student housing repairs that we have prioritized at the top of our list. We will begin researching options for the stairwell at Herynk Hall and work to follow our way through the planed list best as possible.

Thank you all for your support!

# Institutional Learning Outcomes

Allen  
Assessment

**Travis Robb**

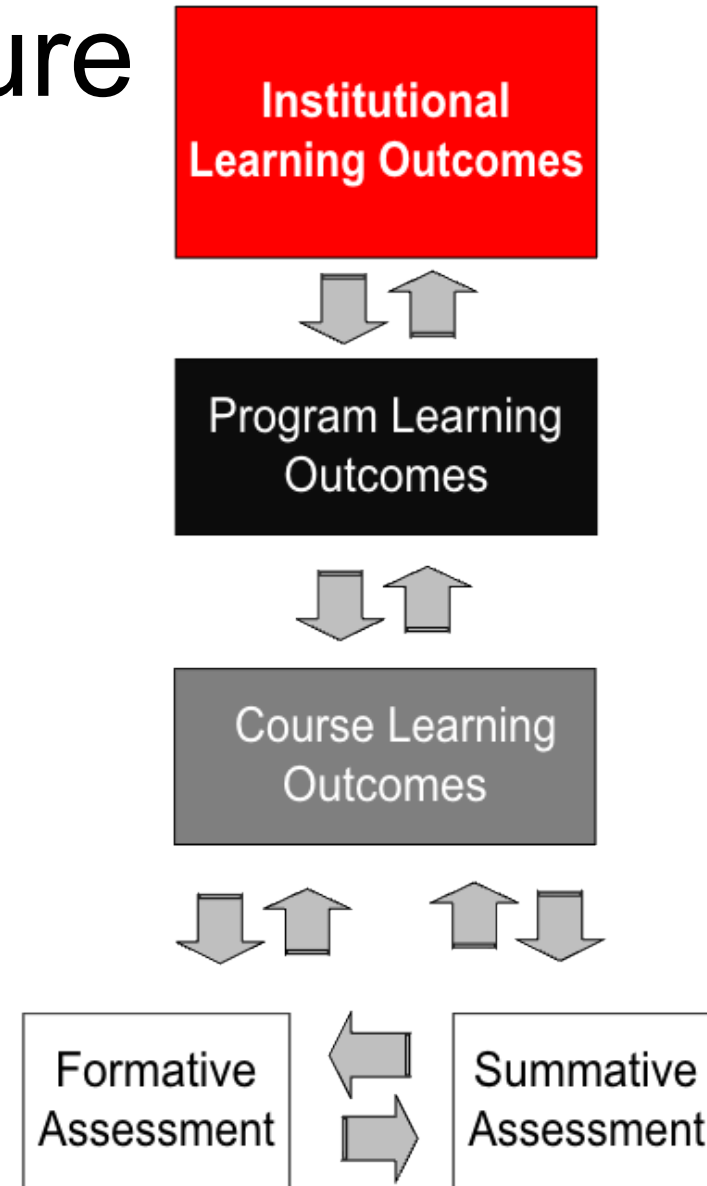
Biology Instructor

Math & Science Division Chair

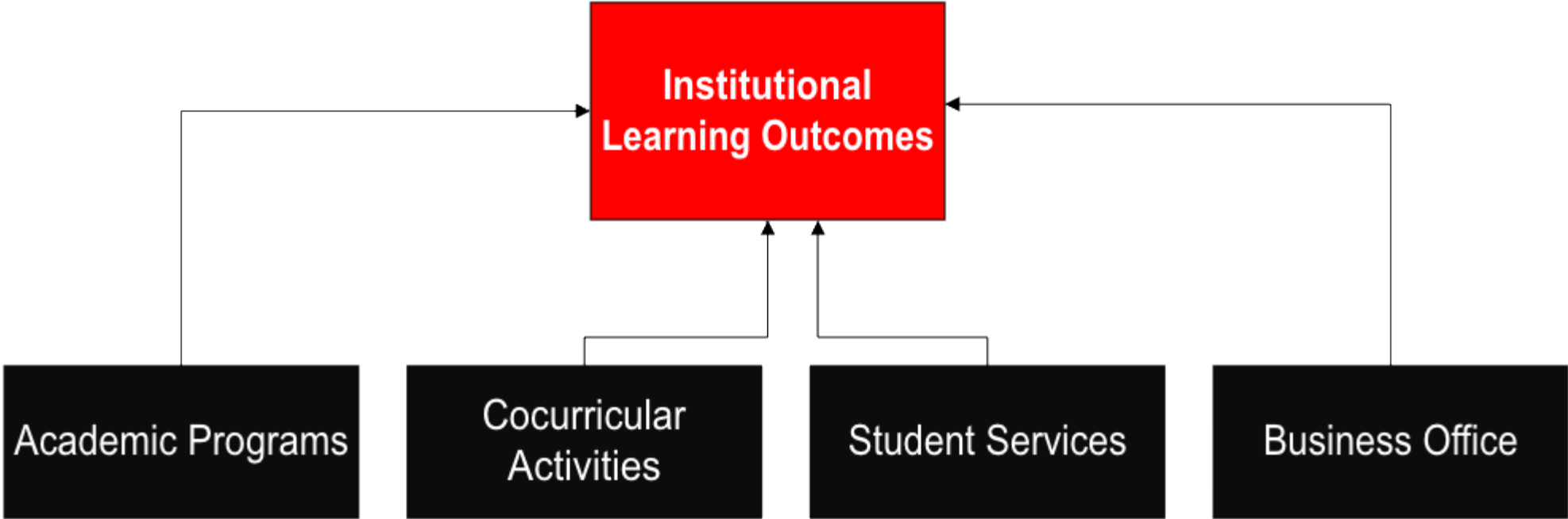
Assessment Coordinator

# Allen Assessment Structure

- **Institutional Learning Outcomes (ILOs)**
  - Umbrellas all activities at the college
- **Program Learning Outcomes (PLOs)**
  - Mastery of learning within academic programs
- **Course Learning Outcomes (CLOs)**
  - Formative Assessment
    - Active feedback from students
  - Summative Assessment
    - Terminal feedback from students



# Allen Assessment Structure



# Institutional Learning Outcomes

- **Qualitative Reasoning**
  - Analyze information and data to make effective decisions
- **Communication**
  - Utilize effective oral, visual, and written communication
- **Information Literacy**
  - Locate, evaluate, and apply information effectively and critically
- **Critical Thinking**
  - Apply problem solving strategies to make decisions
- **Community & Civic Responsibility**
  - Examine cultural differences in communities
  - Participate in civic engagement

## Institutional Learning Outcomes

Allen Community College

### Qualitative Reasoning

Analyze information and data to make effective decisions

### Communication

Utilize effective oral, visual and written communication

### Information Literacy

Locate, evaluate, and apply information effectively critically

### Critical Thinking

Apply problem solving strategies to make decisions

### Community & Civic Responsibility

Examine cultural differences in communities      Participate in civic engagement

# Institutional Learning Outcomes

Allen Community College



## Qualitative Reasoning

Analyze information and data to make effective decisions



## Communication

Utilize effective oral, visual and written communication



## Information Literacy

Locate, evaluate, and apply information effectively



## Critical Thinking

Apply problem solving strategies to make decisions



## Community & Civic Responsibility

Examine cultural differences in communities

Participate in civic engagement

### Article 3

Full-time Professional Employees shall dedicate a minimum of thirty-five (35) hours for college work week responsibilities. The Professional Employees will be classified as Traditional, Hybrid Remote, or Fully Remote Faculty. Classification of the employee will be made based on the application of Article 31. Outside of instructional time (for policy purposes equaling 15 hours per week), full-time instructors shall dedicate a minimum of twenty (20) hours per week to a combination of student time/available presence, service to the college, and professional time. Fifteen (15) hours per week of this time shall be for onsite (on- campus) presence including teaching and preparation work; five (5) of the hours will be designated for Office Hours while the remaining five (5) hours will be utilized for service to the college, professional time. Ten (10) hours per week may be for either onsite (on-campus) presence or presence through appropriate electronic means at a remote location. Professional Employees will have the option to apply for Hybrid Remote or Fully Remote work status if their professional responsibilities allow remote work. "Traditional" employees are expected to have a physical presence on campus at least 4 days a week, but may be required to attend more depending on scheduling and student needs. If a Professional Employee's normal workload includes off-campus classes (day or night), a pro-rata reduction for travel time and classroom time will be made from the number of hours the Professional Employee is required to be on campus. Overload and/or supplemental contacts will increase the number of hours required on campus proportionately.

**Definitions:**

**1) Traditional work:** The performance by a full-time faculty member of job duties at the Iola Campus. These job duties include, but are not limited to, conducting in-person classes, maintaining regular office hours for on-campus student consultations, advising, and other on-campus job duties. Faculty members in this model are expected to be physically present on campus during their contracted work hours as stated in Article 3, unless otherwise approved for remote or hybrid accommodations.

**2) Remote work:** The performance of job duties by full-time faculty from a remote location, outside of Allen's campus or any designated offsite teaching facility.

**3) Hybrid remote work:** The performance by a full-time faculty of job duties at a virtual remote location for part of the employee's regular work assignment, with the remainder of the work being performed in an in-person setting.

**\*Remote work agreement:** An arrangement permitting a faculty member to work remotely pursuant to a defined schedule and the requirements of this Procedure document. A remote work agreement may permit an employee to work remotely more than the number of days allotted to faculty for "temporary remote work."

**Job Categories:**

**1) Traditional Work:** The workplace for job duties is primarily on the Iola Campus. On campus and virtual hours, as described in Article 3, will apply.

a) This type of work will be defined and agreed upon during the hiring process for incoming faculty. Current faculty work under this model unless they have been approved for another job category.

b) Faculty under this arrangement must be able to perform their job duties effectively while working on-site or during their virtual hours and must be responsive to the areas they serve.

**2) Hybrid Remote Work:** A workplace alternative that provides the option of working from a virtual remote location for part of the employee's regular work assignment, with the remainder performed on campus or at another offsite teaching location.

a) A Remote Work Agreement is required, and forms will be distributed and recorded by Human Resources. The schedule for each location (onsite and remote) must be approved by the immediate supervisor. Academic faculty will follow Article 3 regarding working hours.

b) Faculty working remotely under this arrangement must be able to perform their job duties effectively while working on-site or remotely and must be responsive to the areas they serve. Faculty must respond to emails and phone calls at the same level as when working from their office on campus. The college prefers hybrid work to be performed within 200 miles from campus, and preferably in Kansas, Oklahoma, or Missouri. Exceptions can be made when the faculty member can demonstrate the ability to perform their duties effectively, including accessibility to students, responsiveness, and compliance with College technology and security requirements.

c) Faculty may apply for Hybrid Remote Work for their non-instructional and non-student-facing tasks. However, faculty teaching in-person courses must ensure that their work arrangements do not interfere with course delivery.

d) This work agreement must be approved or denied within 5 business days from their direct supervisor.

**3) Full Remote Work:** A workplace alternative where an employee works away from a regularly assigned on-campus work location, for all available work.

a) A Remote Work Agreement is required, and forms will be sent out and recorded by Human Resources. Remote work for all positions that come open will be reviewed by the President's Cabinet and division or program chair before the job is posted for applicants. The college prefers remote work to be performed within 200 miles from campus, and preferably in Kansas, Oklahoma, or Missouri. Exceptions can be made when the faculty member can demonstrate the ability to perform their duties effectively, including accessibility to students, responsiveness, and compliance with College technology and security requirements.

b) Employees working remotely under this arrangement must be able to perform their job duties effectively while working remotely, must be responsive to the areas they serve, and must respond to emails and phone calls during their scheduled office hours.

c) Faculty are eligible to apply for Full Remote Work. Full Remote Work arrangements will be considered in special circumstances and reviewed on a case-by-case basis with the approval of the supervisor. This work agreement must be approved or denied within 5 business days from their direct supervisor.

**4) Temporary Remote Work (45 or fewer workdays):** A temporary remote work arrangement, due to unforeseen circumstances, that allows for up to twenty consecutive and/or 45 total days within a fiscal year. This arrangement can be used for emergency situations, such as quarantine, medical conditions, or other life circumstances. This arrangement can also be used for temporary situations, related to non-teaching work obligations. Verification, when required, shall be consistent with college policy for other forms of leave.

a) No formal remote work agreement is required for this temporary situation.

b) Employees working remotely under this arrangement must be able to perform their job duties effectively while working remotely, must be responsive to the areas they serve, and must respond to emails and phone calls in a timely manner in line with their office hour availability.

c) The details of the arrangement must be documented in writing, which may include e-mail, between the employee, their supervisor, Human Resources, and their supervising Vice President. This work agreement must be approved or denied within 2 business days from their direct supervisor. There are no geographical limitations to the Temporary Remote Work arrangement.

**Guidelines for Remote Work:**

1) All faculty members are eligible to apply for any of the above remote work arrangements. To apply, academic faculty must approach their supervisor with a request to enter into a remote work agreement. With supervisor approval, the employee and their supervisor must complete the remote work agreement and submit it to the reporting Vice President and President for final approval. Human Resources is available to assist departments and employees with questions or concerns. Employees should understand that any work-related injury occurring at a remote work location may necessitate an inspection of the alternative work site designated in the faculty's remote work agreement. If a faculty request for Hybrid or Full Remote Work is denied, the denial must be accompanied by written documentation specifying the job-related reasons for denial. The faculty member has the right to grieve the denial through the negotiated grievance process.

2) The approved remote work agreement will be sent to Human Resources to be filed for the faculty member. Any faculty working remotely on a permanent or temporary basis shall adhere to the following guidelines:

a) The faculty member demonstrates satisfactory performance and attendance;

b) The faculty member does not require close supervision;

c) The faculty member can work independently and successfully in a remote work environment;

d) The faculty member possesses and demonstrates appropriate communication skills;

e) The faculty member uses their Outlook Calendar that is set to be viewable by all college employees and permissions are set to be "Can view titles and locations". Remote days will be marked as such, but employees must be available for meetings on remote days;

f) The faculty member possesses and demonstrates a high degree of knowledge and skill relating to the performance of their essential job functions;

g) The faculty member must ensure the confidentiality and security of all College data accessed from or transported to the remote work location;

h) The faculty member can appropriately manage remote work technology and has a designated space at a remote work location as well as adequate internet;

i) Work completed by the faculty can be monitored with quantifiable tasks, quantity, and quality measures;

j) An excellent level of service (including customer and/or student service) can be maintained through remote work without causing hardship for students, co-workers, or College or departmental operations;

k) The college recognizes the importance of work-life balance and supports a family-friendly approach to remote work. However, remote work is not a substitute for full-time caregiving. Faculty are expected to maintain a professional work environment and ensure that personal responsibilities do not interfere

with their ability to fulfill job duties during designated work hours. Flexible scheduling may be discussed with supervisors to accommodate occasional family needs while maintaining work performance.

l) If a faculty member working under the traditional model is unable to be present on campus due to physical illness or an extenuating circumstance they may (with the approval of their direct supervisor) apply for a temporary remote work status as defined and permitted by this procedure in lieu of taking applicable leave time. The faculty member must be able to fulfill all regular responsibilities of their position without frequent interruptions and must have prior approval from their supervisor. No faculty shall be required to engage in remote work in lieu of utilizing any applicable leave time.

m) Faculty approved for hybrid or remote work will be provided with a computer, necessary phone system software, and access to a printer with sufficient ink and paper as part of the college's budget. The institution will cover the costs of maintaining and replenishing these resources to ensure faculty can perform their job duties effectively. Faculty will be responsible for including these costs in their annual budget request.

3) Newly established Hybrid and Full Remote Work arrangements approved after August 2025 are good for up to one (1) academic year and must be documented in the remote work agreement. Evaluation of the effectiveness of this type of work agreement will be performed by the faculty member's direct supervisor. If agreed upon by the faculty member and direct supervisor, the remote work arrangement is eligible for renewal for a three-year rotation corresponding to the faculty member's standard teaching evaluation as stated in Appendix B. An employee can terminate a Hybrid and Full Remote Work arrangement with 30 working days written notice, and if they choose to terminate their Hybrid or Full Remote Work arrangement, they will revert to the traditional arrangement.

4) Non-Tenured established remote work arrangements are subject to immediate revocation if the employee is determined with evidence to be out of compliance with the guidelines set above and the Remote Work Agreement.

5) Current hybrid and full remote work faculty who were originally hired to teach on the Burlingame campus or a secondary location are eligible to remain hybrid or remote on a permanent basis. They will be evaluated as stated by Appendix B. Faculty grandfathered under this provision shall not be required to report to the Lola Campus. Travel for meetings, professional development, or other obligations shall be scheduled with no less than 30 days' notice and shall not exceed two (2) required visits per semester unless mutually agreed upon.

6) Nothing in this procedure shall preclude an employee from seeking any reasonable accommodation pursuant to the American Disabilities Act (ADA) or leave under the Family and Medical Leave Act (FMLA). An employee requiring accommodation or requiring leave under FMLA should contact Human Resources.

7) Employees, students, and community members who have concerns or run into issues with individuals working remotely should contact the employee first. If they are unable to resolve on their own, then they are encouraged to contact the direct supervisor and/or submit the concern through the College's online complaint system.

ALLEN COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
POLICIES AND PROCEDURES

REMOTE WORK POLICY FOR FACULTY AND STAFF

Allen recognizes the changing nature of the work environment and establishes this policy to provide a framework that addresses both institutional and individual employee needs.

The College recognizes that most of its employees will work on campus to meet the needs of students, faculty, staff, and the campus community. There may, however, be situations where it is advantageous and appropriate for an employee to work remotely. This Policy and its corresponding Procedure addresses the process by which remote work may be approved first, at a departmental level, then by position and documented appropriately with Human Resources using the Remote Work Request & Agreement Form. Immediate supervisors maintain the responsibility for approving occasional remote work for those positions or employees who are not eligible for regular remote work agreements. Not all positions are eligible for remote work agreements. As stated herein, the propriety of remote work agreements for positions will be reviewed based upon the requirements set forth in this Policy, and in consideration of student needs; departmental needs; benefit to the College; and the employee's ability to maintain a high level of service. The College expects that implementation of remote work agreements will enhance the employee's productivity, the quality of an employee's level of service, and the College's ability to serve students and the community. A departmental plan to allow for remote work must be authorized in advance by the President's Council. This Policy shall not supersede any remote work provisions contained in current labor contracts.

If the college authorizes an employee to work remotely or telecommute for a temporary or extended period, it must advance the institution's mission and shall not reduce or impede the quality of instruction or service provided to students, co-workers, and the community.

Working remotely or telecommuting is not a right. It is a discretionary privilege, and if approved, it is subject to conditions on a case-by-case basis that may be amended or revoked. Not all positions will be eligible for working remotely or telecommuting, as some positions by their nature and responsibilities require daily in-person presence and interaction. Denial of an employee's request to work remotely or telecommuting shall follow the appeal process for employees.

Adopted: April 2023

Revised: September 2024

## **Timeline of Faculty Qualifications Requirements:**

- **2015:** HLC updated its policy on faculty qualifications in October 2015, following a revision to its Assumed Practice B. 2. in June 2015. This revision clarified and reinforced the importance of faculty members having the necessary expertise in the subjects they teach.
  - Under Jon Marshall as VPAA, Allen developed its Faculty Qualifications guidance that was still in place as of 2023.
- **2023:** In November 2023, the HLC Board of Trustees adopted significant changes to the faculty qualifications policy. This update offered institutions greater flexibility in setting personalized faculty qualification requirements, particularly for dual enrollment educators. It introduced alternative indicators beyond rigid academic credentials to assess faculty qualifications, including factors like workforce experience, research, and scholarship.
  - Kara (VPAA) worked with Division Chairs and Deans to update Faculty Qualifications Guidance. The draft was shared with all faculty in Fall 2023 for guidance in their specific area of expertise. Beginning in Spring 2024, the new guidance was established and used by Deans for hiring.
  - In November 2023, the Board of Trustees approved a new policy regarding faculty qualifications standards to align with HLC guidance (V-A-1.26).
- **2025:** As of September 1, 2025, the 2024 revisions to HLC's Criteria for Accreditation (CRRT.B.10.010) went into effect. These revisions represent the latest iteration of the standards that determine an institution's accreditation status and address faculty qualifications, which have not changed since the 2023 update.
  - To address the different ways that faculty can now be approved, Kara updated the forms that would go into H.R. folders in summer 2024 (full-time and adjunct faculty) and then in summer 2025 for those working on a plan to become fully qualified. The Deans and H.R. reviewed the forms before final versions were put together for use.
  - Melanie as Dean (and formerly Lisa Wicoff as Dean) are responsible for

### **Attachments:**

- A. HLC Updated guidance
- B. Allen Faculty Qualifications (old version and new version)
- C. Allen forms to be used for faculty qualification

# Institutional Policies and Procedures for Determining Faculty Qualifications: HLC's Criteria for Accreditation and Assumed Practices

## Guidelines for Institutions and Peer Reviewers

### Introduction

These guidelines explain the Criteria for Accreditation and Assumed Practices related to institutional policies and procedures for determining faculty qualifications. The guidelines also provide guidance to HLC-accredited institutions and peer reviewers in evaluating institutional policies and procedures for determining faculty qualifications.

HLC's requirements regarding institutional policies and procedures for determining faculty qualifications apply to all instructors. This includes full-time, part-time, adjunct, dual credit, temporary, non-tenure-track, graduate assistants, and other instructors. The requirements also apply to all other entities to which the institution assigns responsibility of instruction. In this document, the term "faculty" or "instructors" is used to apply to all of these categories.

# Background on HLC's Requirements Regarding Faculty Qualifications

Together, HLC's Criteria for Accreditation and Assumed Practices address HLC's requirements with respect to the policies and procedures that all member institutions must have to achieve and maintain HLC accreditation.

The Assumed Practices state that an institution must establish and maintain policies and procedures for determining that faculty are qualified; and that an institution could consider a variety of factors as part of these policies and procedures.

## Relevant Criteria and Assumed Practices

### Criterion 3. Teaching and Learning for Student Success

[Effective September 1, 2025.]

The institution demonstrates responsibility for the quality of its educational programs, learning environments and support services, and it evaluates their effectiveness in fulfilling its mission. The rigor and quality of each educational program is consistent regardless of modality, location or other differentiating factors.

**Core Component 3.C. Sufficiency of Faculty and Staff.** The institution has the faculty and staff needed for effective, high-quality programs and student services.

This Core Component addresses, in part, a faculty member's ability to understand and convey the essentials of a specific discipline in a collegiate environment. Qualified faculty should be able to engage professionally with colleagues regarding the learning objectives for program graduates, as well as possess the knowledge, skills and dispositions appropriate to the credential awarded. HLC expects that through the curricula and learning contexts that faculty develop, the exercise of intellectual inquiry and the acquisition, application and integration of broad learning and skills are integral to an institution's educational programs. Qualified faculty should also be aware of student learning through the ongoing collection and analysis of appropriate data, because an institution should be able to demonstrate its commitment to educational achievement and

improvement through ongoing assessment of student learning.

### Assumed Practice B. Teaching and Learning: Quality, Resources and Support

[Effective September 1, 2025.]

#### B.2.a. Faculty Roles and Qualifications

The institution establishes and maintains reasonable policies and procedures to determine that faculty are qualified. The factors that an institution considers as part of these policies and procedures could include, but are not limited to: the achievement of academic credentials, progress toward academic credentials, equivalent experience, or some combination thereof. The institution's obligations in this regard extend to all instructors and all other entities to which it assigns the responsibility of instruction. HLC will maintain "Institutional Policies and Procedures for Determining Faculty Qualifications Guidelines" to further explain requirements for reasonable policies and procedures in accordance with this Assumed Practice.

Pursuant to this Assumed Practice, faculty should participate substantially in the establishment of institutional policies and procedures for faculty qualifications.

In order to assist institutions and peer reviewers with understanding and complying with the requirements detailed in the Assumed Practices on this topic, HLC shares the following common understandings:

**Reasonable policies and procedures to determine that faculty are qualified**—Reasonable policies and procedures to determine that faculty are qualified means the policies and procedures to determine that instructors are qualified that are developed and implemented by the institution. These policies and procedures are aligned with the common understandings set forth in these Guidelines. These policies and procedures must be codified, transparent, consistently implemented, and regularly reviewed.

As noted in the Assumed Practice, the reasonable policies and procedures that an institution establishes and maintains to determine that faculty are qualified may include the factors listed in the Assumed Practice (achievement of academic credentials, progress towards credentials, equivalent experience) or other factors established by the institution.

**Achievement of academic credentials**—Achievement of academic credentials means that an instructor possesses an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees. In terminal degree programs, an instructor possesses the same level of degree.

In the context of general education courses, or other non-occupational courses, achievement of academic credentials typically means that an instructor holds a master's degree or higher. Generally, this degree is in the discipline or subfield in which the instructor is teaching. If an instructor holds the degree in a discipline or subfield other than that in which they are teaching, the individual has completed a reasonable amount of coursework in the discipline or subfield in which they teach, as defined by the institution.

**Progress toward academic credentials**—Progress toward academic credentials means demonstrable, current, and consistent progress toward the academic credential(s) deemed relevant by the institution for an instructor to be qualified. It is expected that an instructor who is qualified as a result of progress toward academic credentials will not permanently be qualified on that basis; rather, the instructor will eventually be qualified on another basis. An instructor who is qualified based on progress toward academic credentials has access to and engages with resources that the institution provides to support their teaching. This could include, for example, professional development opportunities or opportunities to collaborate with other qualified faculty members who are not qualified based solely on progress toward academic credentials.

**Equivalent experience**—Equivalent experience means experience that is commensurate with achievement of academic credentials such that it qualifies an instructor for the instruction. This could include through a minimum threshold of experience; research and/or scholarship; recognized achievement; and/or other activities and factors. Equivalent experience may differ by discipline or program. Previous years of classroom instruction does not alone constitute equivalent experience.

**Other Entities**—Other entities means entities other than the institution to which the institution assigns the responsibility of instruction. This could include, for example, contractual partners, consortial partners, dual enrollment partners, or institutional subsidiaries and other related entities.

## HLC's Review of Institutional Policies and Procedures for Determining Faculty Qualifications

In keeping with HLC's commitment to peer review processes, the professional judgment of HLC's peer review teams is central to the evaluation of member institutions. HLC and its peer reviewers understand that there may be circumstances related to institutional policies and procedures for determining faculty qualifications that will need to be explained and justified to the peer review teams charged with assuring the quality and integrity of educational offerings within an institution.

Peer reviewers are charged to evaluate the entire institution and its compliance with HLC requirements. Peer reviewers are not expected to evaluate the individual qualifications of specific faculty members. If systemic non-compliance is identified, the peer review team will seek additional information and, as applicable, recommend HLC follow-up to ensure that the institution meets HLC's requirements.

### Comprehensive Evaluations

Institutions preparing for a comprehensive evaluation must write specifically to Core Component 3.C. This should include evidence that the institution's policies and procedures ensure that faculty are qualified.

Institutions hosting routine comprehensive evaluations, whether on the Standard or Open Pathway, need not write specifically to the Assumed Practices.

As detailed in HLC policy, institutions hosting other evaluations, including some other comprehensive evaluations, may be expected to write to some or all of the Assumed Practices.

Peer reviewers will evaluate the policies and procedures that the institution establishes and maintains to determine that faculty are qualified.

### Other Evaluations

Institutions participating in other evaluations may be required to address HLC requirements related to institutional policies and practices for determining faculty qualifications.

For example, HLC may request information about compliance with HLC requirements, including Assumed Practices, through HLC's complaints process. As part of this process, an institution may be asked to provide documentation regarding ongoing compliance. Should the response be deemed sufficient, HLC will conclude the complaint process with a response letter. Should the outcome of the complaint review be a determination that the institution may not be in compliance with HLC requirements, HLC will follow up with additional peer review as applicable.

## Other Information Regarding HLC Requirements Related to Faculty Qualifications

HLC requirements related to institutional policies and procedures for determining faculty qualifications are in no way a mandate from HLC for an institution to make any personnel decisions.

These requirements apply only to faculty and other instructional personnel. They do not apply to other staff members. Institutions must determine appropriate qualifications for such personnel, as consistent with HLC requirements.

### Questions?

Please contact the institution's HLC staff liaison.



## Allen Community College

### Faculty Qualifications, Disciplines and Subfields

Three reference frameworks

- ❖ National Center for Education Statistics: Classification of Instructional Programs (CIP codes)
- ❖ HLC: “Determining Qualified Faculty: Guidelines for Institutions and Peer Reviewers”
- ❖ Kansas Board of Regents: University catalogs, KHEDS and KTIP data reporting.

Note: Courses counted for graduate credit should be numbered signifying graduate credit. Undergraduate, upper division, courses transcribed as graduate credit (counted as graduate credit in the program) should be counted as graduate credit for the purpose of meeting faculty qualifications.

### General Education Disciplines and Subfields (may include but are not limited to)

In alignment with HLC Criteria for Accreditation and Assumed Practices, *Assumed Practices* B.2.a.

*Qualified faculty are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified....Faculty teaching general education courses, or other non-occupational courses, hold a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.*

### English (CIPs 23 and 16)

- *Master’s degree with 18 graduate credit hours in the discipline or subfield*
  - English Language (23.01)
  - Rhetoric and Composition / Writing Studies (23.13)
  - Creative Writing (23.1301)
  - Professional, Technical, Business, and Scientific Writing (23.1303)
  - Literature (23.14)
  - American Literature (23.1402)
  - English Literature (23.1404)
  - Children’s and Adolescent Literature (23.1405)
  - Composition and Digital Media (23.99)
  - Linguistics (16.0102)
  - Comparative Literature (16.0104).

### Mathematics and Statistics (CIP 27)

- *Master’s degree with 18 graduate credit hours in the discipline or subfield*
  - Mathematics (27.01)
  - Applied Mathematics (27.03)
  - Statistics (27.05)
  - Mathematics and Technology (27.99)
  - Analytical Reasoning (27.99).

### Communication (CIPs 09 and 50)

- *Master’s degree with 18 graduate credit hours in the discipline or subfield*

- Communication and Media Studies (09.01)
- Speech Communication and Rhetoric (09.0101)
- Mass Communication / Media Studies (09.0102)
- Journalism (09.04)
- Radio, Television, and Digital Communication (09.07)
- Public Relations, Advertising, and Applied Communication (09.09)
- Publishing (09.10)
- Drama / Theatre Arts (50.05) (aligned with PSU)
- Film / Video (50.06) (aligned with PSU).

**Social Sciences (CIPs 45, 54 and 05)**

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
  - Social Sciences (45.01)
  - Anthropology (45.02)
  - Archeology (45.03)
  - Criminology (45.04)
  - Economics (45.06)
  - Geography and Cartography (45.07)
  - History (54.01) (aligned with KBOR general education transfer policy)
  - International Relations (45.09)
  - Political Science and Government (45.10)
  - Sociology (45.11)
  - Women's Studies (05.0207)
  - Urban Studies (45.12)
  - Rural Sociology (45.14).

**Behavioral Sciences (CIPs 42, 45 and 05)**

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
  - Psychology (42.01)
  - Clinical, Counseling, and Applied Psychology (42.28)
  - Intellectual and Personality Assessment (42.99)
  - Women's Studies (05.0207).

**Biological and Biomedical Sciences (CIP 26)**

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
  - Biology (26.01)
  - Biochemistry, Biophysics, and Molecular Biology (26.02)
  - Botany / Plant Biology (26.03)
  - Cellular Biology and Anatomical Sciences (26.04)
  - Microbiological Sciences and Immunology (26.05)
  - Zoology / Animal Biology (26.07)
  - Genetics (26.08)
  - Physiology, Pathology, and Related Sciences (26.09)
  - Pharmacology and Toxicology (26.10)
  - Biomathematics, Bioinformatics, and Computational Biology (26.11)
  - Biotechnology (26.12)

- Ecology, Evolution, Systematics, and Population Biology (26.13)
- Molecular Medicine (26.14)
- Neurobiology and Neurosciences (26.15).

### **Physical Sciences (CIP 40)**

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
  - Physical Sciences (40.01)
  - Astronomy and Astrophysics (40.02)
  - Atmospheric Sciences and Meteorology (40.04)
  - Chemistry (40.05)
  - Geological and Earth Sciences (40.06)
  - Physics (40.08)
  - Materials Sciences (40.10).

### **Education (CIP 13)**

- *Master's degree with 18 graduate credit hours in the discipline or subfield.*
  - Education, General (13.01)
  - Curriculum and Instruction (13.03)
  - Educational Administration and Supervision (13.04)
  - Educational / Instructional Media Design (13.05)
  - Educational Assessment, Evaluation, and Research (13.06)
  - Social and Philosophical Foundations of Education (13.09)
  - Special Education and Teaching (13.10)
  - Student Counseling and Personnel Services (13.11)
  - Teacher Education and Professional Development, Specific Levels and Methods (13.12)
  - Teacher Education and Professional Development, Specific Subject Areas (13.13).

### **Philosophy and Religious Studies (CIP 38)**

- *Master's degree with 18 graduate credit hours in the discipline or subfield*
  - Philosophy (38.0101)
  - Logic (38.0102)
  - Ethics (38.0103)
  - Religion / Religious Studies (38.0201).

### **Other Disciplines and Subfields** (may include but are not limited to)

In alignment with HLC Determining Qualified Faculty: Guidelines for Institutions...

*In some cases, such as in practice-oriented disciplines or programs, tested experience in the field may be needed as much as formal educational preparation at the prescribed level in determining what students should know to practice.*

### **Career and Technical Education**

- *Master's degree with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current industry-recognized credential for the career/technical field and/or*
- *Industry experience with a minimum 4000 hours work in the career/technical field.*
  - Agriculture, Agricultural Operations, and Related Sciences (CIP 01)

- Farm / Farm and Ranch Management (01.0104)
- Computer and Information Sciences and Support Services (CIP 11)
  - Web Page, Digital/Multimedia and Information Resources Design (11.0801)
  - Computer Systems Networking and Telecommunications (11.0901)
- Family and Consumer Sciences / Human Sciences (CIP 19)
  - Child Care and Support Services Management (19.0708)
- Homeland Security, Law Enforcement, Firefighting and Related Services (CIP 43)
  - Criminal Justice / Safety Studies (43.0104)
- Construction Trades (CIP 46)
  - Construction Trades (46.01)
- Health Professions and Related Programs (CIP 51)
  - Hospital and Health Care Facilities Administration and Management (51.0702)
  - Pharmacy Technician (51.0805)
  - Substance Abuse / Addiction Counseling (51.1501)
  - Health Aide (51.2601)
- Business, Management, Marketing, and Related Support Services (CIPs 52 and 45)
  - Business Administration and Management (52.0201)
  - Economics (45.06)
  - Marketing / Marketing Management (52.1401).

**Visual and Performing Arts** (practice-oriented, performance-based) (CIP 50)

- *Master's degree with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current arts-recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - Visual and Performing Arts (50.0101)
  - Design and Applied Arts (50.04)
  - Drama / Theatre Arts and Stagecraft (50.05)
  - Film / Video and Photographic Arts (50.06)
  - Fine and Studio Arts (50.07)
  - Music (50.09).

**World Languages – German, French, Spanish, etc.** (CIP 16)

- *Master's degree with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, proficiency) in the discipline or subfield.*
  - Foreign Languages and Literature (16.0101)
  - German Language and Literature (16.0501)
  - French Language and Literature (19.0901)
  - Spanish Language and Literature (16.0905).

**Health and Physical Education / Fitness** (practice-oriented, performance-based) (CIP 31.05)

- *Master's degree with 18 graduate credit hours in the discipline or subfield and/or*
- *Bachelor's degree in a discipline or subfield.*
- *Valid/current athletics-recognized credential in the discipline or subfield and/or*

- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - Health and Physical Education / Fitness (31.0501).

**Basic Skills and Developmental Education (non-transfer) (CIP 32)**

- *Master's degree with 18 graduate credit hours in the discipline or subfield and/or*
- *Bachelor's degree in a discipline or subfield and/or*
- *Valid/current recognized credential (teaching certification) in a discipline or subfield.*
  - Developmental Mathematics (32.0104)
  - Career Exploration (32.0107)
  - Developmental English (32.0108)
  - Second Language Learning (32.0109)
  - Basic Computer Skills (32.0110)
  - Workforce Development and Training (32.0111).

**Student Success (non-transfer) (CIP 32 and 37)**

- *Master's degree with 18 graduate credit hours in the discipline or subfield and/or*
- *Bachelor's degree in a discipline or subfield.*
- *Valid/current recognized credential (teaching certification) in a discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the areas of retention, student success, tutoring, etc.*
  - Career Exploration / Awareness Skills (32.0107)
  - Personal Awareness and Self-Improvement (37.01).

Constructed and updated: July 2015

## Faculty Qualifications

Using the guidelines outlined in HLC's *Institutional Policies and Procedures for Determining Faculty Qualifications: HLC's Criteria for Accreditation and Assumed Practices*, the following faculty qualifications have been set for each Course Code offered at Allen:

### Agriculture

Course code: AGR

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/Industry recognized credential and/or*
- *Industry experience with a minimum 2 years work in the career/technical field.*
  - CIP 01: Agricultural/Animal/Plant/Veterinary Science and Related Fields

### Anthropology

Course code: ANT

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 45.02: Anthropology
  - CIP 45.11: Sociology
  - CIP 45.13: Sociology and Anthropology

### Art

Course code: ART

- *Master's degree with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current arts-recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 50.07: Fine and Studio Arts

### Biology

Course code: BIO

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 26: Biologic and Biomedical Sciences

### Business

Course code: BUS

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/Industry recognized credential and/or*
- *Industry experience with a minimum 2 years work in the career/technical field.*
  - CIP 52: Business, Management, Marketing, and Related Support Services

### Chemistry

Course code: CHE

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 40: Physical Sciences

### **Computer and Information Sciences and Support Services**

Course code: CIS

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/Industry recognized credential and/or*
- *Industry experience with a minimum 2 years work in the career/technical field.*
  - CIP 11: Computer and Information Sciences and Support Services

### **Criminal Justice**

Course code: CJS

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/Industry recognized credential and/or*
- *Industry experience with a minimum 2 years work in the career/technical field.*
  - CIP 43.01: Criminal Justice and Corrections
  - CIP 43.99: Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other.

### **English**

Course code: COL

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 23: English Language and Literature/Letters

### **Communication**

Course code: COM

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 09: Communication, Journalism, and Related Programs

### **Early Childhood Education**

Course code: ECE

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/Industry recognized credential and/or*
- *Industry experience with a minimum 2 years work in the career/technical field.*
  - CIP 19: Family and Consumer Sciences/Human Sciences
  - CIP 13: Education

### **Economics**

Course code: ECO

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 45.06: Economics
  - CIP 52: Business, Management, Marketing, and Related Services

## Education

Course code: EDU

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current arts-recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 13: Education
  - CIP 23.1405: Children's and Adolescent Literature

## Emergency Medical Services

Course Code: EMS

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current industry-recognized credential for the career/technical field and/or*
- *Industry experience with a minimum 2 years work in the career/technical field.*
  - CIP 51: Health Professions and Related Programs
  - CIP 51.0904: Emergency Medical Technology/Technician (EMT Paramedic)

## French

Course code: FRE

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, proficiency) in the discipline or subfield.*
  - CIP 16: Foreign Languages, Literatures, and Linguistics

## Geography

Course code: GEO

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 45: Social Sciences
  - CIP 45.07: Geography and Cartography

## Graphic Design

Course code: GRD

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current industry-recognized credential for the career/technical field and/or*
- *Industry experience with a minimum 2 years work in the career/technical field.*
  - CIP 10.03: Graphic Communications
  - CIP 11.0801: Web Page, Digital/Multimedia and Information Resources Design

## History

Course code: HIS

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 54: History

## Health and Physical Education

Course code: HPE

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current industry-recognized credential for the field.*

- CIP 19: Family and Consumer Sciences/Human Sciences
- CIP 26: Biological and Biomedical Sciences
- CIP 31: Parks, Recreation, Leisure, Fitness, and Kinesiology
- CIP 36: Leisure and Recreational Activities

### **Industry Training**

Course code: IND

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current industry-recognized credential for the career/technical field and/or*
- *Industry experience with a minimum 2 years work in the career/technical field.*
  - CIP 01: Agriculture, Agriculture Operations, and Related Services
  - CIP 14: Engineering
  - CIP 15: Engineering Technologies/Technicians
  - CIP 29: Military Technologies
  - CIP 46: Construction Trades
  - CIP 47: Mechanic and Repair Technologies/Technicians
  - CIP 48: Precision Production

### **Leadership**

Course code: LDR

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 13.04: Educational Administration and Supervision
  - CIP 35: Interpersonal and Social Skills
  - CIP 52: Business, Management, Marketing, and Related Support Services

### **Machining and Manufacturing**

Course code: MCH

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current industry-recognized credential for the career/technical field and/or*
- *Industry experience with a minimum 2 years' work in the career/technical field.*
  - CIP 14: Engineering
  - CIP 15: Engineering Technologies/Technicians
  - CIP 29: Military Technologies
  - CIP 46: Construction Trades
  - CIP 47: Mechanic and Repair Technologies/Technicians
  - CIP 48: Precision Production

### **Mathematics**

Course code: MAT

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 27: Mathematics and Statistics

### **Medical or Healthcare**

Course code: MED or NHA

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current industry-recognized credential for the career/technical field and/or*
- *Industry experience with a minimum 2 years work in the career/technical field.*

- CIP 26: Biological and Biomedical Sciences
- CIP 51: Health Professions and Related Programs
- CIP 51.38: Registered Nursing, Nursing Administration, Nursing Research and Clinical Nursing.

## **Music**

Course code: MUS

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current arts-recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 50.09: Music

## **Pharmacy Tech**

Course code: PHM

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current industry-recognized credential for the career/technical field and/or*
- *Industry experience with a minimum 2 years work in the career/technical field.*
  - CIP 51.20: Pharmacy, Pharmaceutical Sciences, and Administration

## **Philosophy/Religion**

Course code: PHL

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP: 38: Philosophy and Religious Studies
  - CIP: 39: Theology and Religious Vocations

## **Political Science**

Course code: POL

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 45.10: Political Science and Government
  - CIP 54.10: History

## **Physical Science**

Course code: PSC

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 40: Physical Sciences

## **Psychology**

Course code: PSY

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 42: Psychology

## **Sociology**

Course code: SOC

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 45.11: Sociology
  - CIP 45.13: Sociology and Anthropology

## **Spanish**

Course code: SPA

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, proficiency) in the discipline or subfield.*
  - CIP 16: Foreign Languages, Literatures, and Linguistics

## **Student Success**

Course code: SSC

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current recognized credential (teaching certification) in a discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the areas of retention, student success, tutoring, etc.*
  - CIP 32.0107: Career Exploration / Awareness Skills
  - CIP 37.01: Personal Awareness and Self-Improvement

## **Theatre**

Course code: THE

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Valid/current arts-recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 50.05: Drama/Theatre Arts and Stagecraft

## **Women's Studies**

Course code: WGS

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield*
- *Valid/current recognized credential in the discipline or subfield and/or*
- *Tested experience (recognized accomplishment, professional experience, etc.) in the discipline or subfield.*
  - CIP 45.11: Sociology

## **Basic Skills and Developmental Education (non-transfer)**

Course code: ESL, courses numbers below 100

- *Master's degree in or with 18 graduate credit hours in the discipline or subfield and/or*
- *Bachelor's degree in a discipline or subfield and/or*
- *Valid/current recognized credential (teaching certification) in a discipline or subfield.*
  - CIP: 32.0104: Developmental Mathematics
  - CIP 32.0107: Career Exploration
  - CIP 32.0108: Developmental English
  - CIP 32.0109: Second Language Learning
  - CIP 32.0110: Basic Computer Skills
  - CIP 32.0111: Workforce Development and Training

**Faculty Candidate**

ID: \_\_\_\_\_ First and Last Name: \_\_\_\_\_

Discipline Area: \_\_\_\_\_

Degrees/Majors: \_\_\_\_\_

<b>Hiring preference at college based on credentials</b>
___ Master's Degree or higher in the selected academic discipline or related field.
___ Master's Degree or higher in a discipline or subfield <b>other</b> than that in which he or she is teaching, with a minimum of 18 graduate credit hours (grades C or higher) in the selected academic discipline or subfield in which they teach. (List of discipline-specific coursework on page 2).
___ Other Credentials: For Instructors not meeting the preferred credential requirements, the CAO/Dean will evaluate qualifications using information from the HLC's Factors other than Credentials.

**Factors Other Than Credentials to Determine Qualified Faculty**

- |   |  |
|---|--|
| ___ Research and Publications               | ___ Documented teaching excellence in the discipline |
| ___ Professional Licensure or certification | ___ Honors, awards, special recognition              |
| ___ Special Training                        | ___ Other competencies or achievements               |
| ___ Artistic Performance                    |  |
| ___ Related work experience                 |  |

(Explanation for above should be completed on page 3 of this document.)

The faculty candidate has other factors that would provide quality instruction in discipline or subfield and recommend hiring:

\_\_\_ Yes \_\_\_ No

**For Office Use by Dean or VPAA**

Action:

\_\_\_ Employ as Faculty Member

\_\_\_ Do Not Employ

\_\_\_ Employ as Faculty Member with Following Restrictions: \_\_\_\_\_

Explanation, if needed: \_\_\_\_\_

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

Dean or VPAA Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Allen Community College  
Qualified Faculty Documentation Form**

**Other Credential Narrative:** (If the Faculty Credential Category is "OTHER", enter a descriptive narrative of the instructor's credentials. Include degrees earned, graduate level credit hours earned, work experience, training, and/or other information indicating the qualifications of the faculty member to teach the assigned course content.)



## **Kansas Universities Transfer Policies:**

Pittsburg State University: <https://www.pittstate.edu/registrar/transfer-equivalency-guidelines.html>

Kansas State University: <https://www.k-state.edu/admissions/undergrad/manhattan/apply/transfer/tools/transfer-credit-policy.html>

University of Kansas: <https://registrar.ku.edu/determining-transferability>

Emporia State University: <https://www.emporia.edu/academics-majors/academic-affairs/office-registrar/grades/transfer-information-transcript-analyst/transfer-credit-policy/>

Fort Hays State University: <https://www.fhsu.edu/transfer/transfer-credits/#credits>

Wichita State University: <https://www.wichita.edu/services/registrar/transferecredit.php>

Washburn University: <https://www.washburn.edu/admissions/transfer.html>

## 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