



# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## COLLEGE COUNCIL – MINUTES

---

Wednesday, October 27, 2021 @ 1:03 p.m., RBC-AC-20

**Present:** Lenny Favara, David Ferrell, Enrique Barreiro, Matt Malone, Katy Potter, LeAnn Moore, Jacob Kaufman, Doug Vanderhoof, Cathy Brown, Kyle Moody, and Hannah Litwiller (Recorder)

**Absent:** SGA Representative (not assigned)

I. Call to Order

Dr. Favara called the meeting to order at 1:03 pm.

II. Devotion

President Favara shared a short devo, followed by prayer.

III. Acceptance of Minutes

Motion to accept the meeting minutes of October 13, 2021, with some minor grammatical errors after corrections have been submitted. Seconded. No Discussion. Unanimous Consensus.

IV. General Business

A. President's Report

President Favara has sent a series of congressional letters over the last two weeks in regards to Free Community College and the Pell Program. Following the submission of the first letters, President Biden dropped the free Community College proposal out of the budget. President Favara sent a second communication asking Kansas representatives to consider signing a letter written by Rep. John Garamendi (D-CA) to Speaker Pelosi and Majority Leader Schumer. The focus of the Garamendi letter was to remain focused on increasing support of Pell.

The President met with the Board Finance and Audit Committee last week. He informed the committee of the spending policy that requires comparative quotes for purchases over \$10,000. Though this has been common practice, it was not addressed in the spending policy. The Board Finance and Audit committee recognized and acknowledged that certain assets during the state of emergency with COVID-19, were needed purchases without comparative bids. The President then proposed a change to the spending policy to ensure compliance with Board Limitations. *See New Business – Modification of Spending Policy.*

President Favara will be "gone" Sunday – Wednesday (October 31-November 3) for a HLC Peer Review.

V. Old Business

The five-year calendar process is waiting for a few more dates, but will be going to the Registrar, Michele August for review.

VI. New Business

A. Modification of Spending Policy

There was an incongruence between the spending policy in the Policies & Procedures Manual and Presidential Limitations. The proposed modifications to the spending policy would align with the limitations by adding two additional stop points for spending on amounts higher than \$10,000 and \$100,000. This calls for comparative pricing and evidence for justifying vendor choice.

The policy modifications were approved by the Business Affairs Committee and are presented with the power of a second.

The College Council discussed aspects of the policy including annual contracts that are above \$100,000 and emergency spending protocols that may need to occur if time does not allow for comparative analysis. The President will address some of these issues with the Board as part of the Monitoring Report. Other aspects might best be addressed through office procedures.

**The College Council unanimously affirmed the approved modification in the spending policy.**

## VII. Constituent Reports

### A. Faculty Senate

Faculty Senate is working through the Faculty Handbook, Freedom of Speech policy and working through process of the Faculty Senate governance process.

SPOC is working on budgets with CAO and CFO to submit on the November 1<sup>st</sup> deadline.

The President asked about the International Association of Business Accreditation. There is “cash” through the restricted fund to fill out the application. Dr. Barreiro will check on the progress of the application.

Dr. Barreiro announced interest in working toward doing some analysis on our institution’s culture and subculture. What is working and what is NOT working? This would be a next year project.

### B. Student Affairs

Student Affairs Committee is working on the following: finishing post season play policy, revitalizing the code of character to align with the Book of Discipline, and looking at aggregated data from telehealth and mental health online system. Students are not using and the Student Life Office has used any avenues to communicate. [Working on getting the online telehealth/mental health for online students.]

Student Handbook should link to the Freedom of Expression in the Catalog and what a student can do to if they feel like they are being heard.

Progress Review met with over 60 on list. This is pre-SAP meetings, part of the Academic Intervention Plan. *More information in the Academic Affairs Report.*

The President suggested for the Intent to Return Form, to make it more student friendly that services the student instead of the College. That might help students complete and get us more accurate information.

### C. Operational Affairs

As of November 8<sup>th</sup>, non US citizens and immigrants must be fully vaccinated and tested negative before entering the country. If an international student leaves for Christmas break, they must be fully vaccinated by the FDA or WHO approved vaccines in order to return. If an international students chooses to stay in the US, they do not have to be vaccinated.

Admissions:

Still working on data for the Mindstream. With the new CRM we are ahead of two year and three year average, however, deposits are down by six. The ESports tryout had over 106 participants for that spanned two nights. Brandon Terry and Doug Vanderhoof made some scholarship offers.

Admissions has contracted First Point USA for recruiting purposes. So far 2 women’s golf, 2 men’s golf, and 3 men’s VB and 2 women’s BB are in the pipeline.

Facilities:

Annual Great Plains and MidAmerica Conference are requesting housing for 150 this May. Maintenance

is concerned with timing and if there will be enough staff to clean. Doug Vanderhoof will need to verify if the group needs dining services

Roof Claim: Brotherhood has contracted with an engineer who will be on campus, along with Restore Masters to continue the work on roof damage claims.

Internet: Replacing operating system for routers that are going bad.

Greer Lighting: Quote from Johnson Electric. Doug Vanderhoof will look into if there are other companies that do this type of lighting. It might be limited.

D. Business Affairs

As communicated in the last meeting, Veteran's Affairs have a new VA policy that could affect carryover balances for SPE and SAS programs. After confirming with the VA, since the majority of our VA benefit users are online students, the new policy will not allow online and Master's program students to have a carryover balance term to term. On-ground student's carryover balance policy will remain the same: \$3500 carryover balance term to term. This policy keeps the institution in compliance with the VA.

**The College Council affirmed the approved motion from BAC for the new policy.**

Human Resources: Katy Potter asked for a reminder to staff to sign up for a time to meet with the insurance reps on November 11<sup>th</sup> from 9-3pm.

E. Academic Affairs

Like Student Life reported, the Progress Review Committee scheduled meetings along three staff members, the student, coach and advisor. Most students were thankful for the meeting and the Progress Review Committee felt this was a good move for doing it this way.

The CAO is helping faculty with Quadrennials and AO Forms.

The CAO is also working on putting professional licensure on the website. There is a request to Marketing on the consumer section.

The work on state authorization continues since being released from SARA due to low CFI.

F. Athletics

Discussion of student athlete's council brought to the AD's attention that student athletes would like to attend other sporting events. This has been communicated to the coaches.

The women's golf placed 4<sup>th</sup> at Nationals with Kami Wood earning All American and is the first CCK woman's golf player to earn All American from the NCCAA.

There are three Argentinian students interested in golf and coming to CCK in the spring. The Athletic Director will need to meet with the COO and CFO because of outside scholarship point, they will make the decision.

The Athletic Director communicated that a decision will need to be made soon about the possibility of the Indoor Facility.

Mayor's Cup for men's basketball game has been cancelled. The women's basketball game will be held at McPherson College.

G. Administrative Services

The Pumpkin Patch event had 77 attendees and garnered positive feedback. The President asked for feedback from the Council to help determine if this type of morale focused offering is effective or useful.

Social Committee received the dues check and it was almost 50% lower than last year. Staff members are choosing not to donate dues, which cuts the social committees funds down. The Chief of Staff communicated that Chief Officers and Directors will need to address employee needs such as sickness, death in the family, births, etc., because the social committee cannot fund it. The Social Committee will focus on recognizing staff and faculty when they leave the College or at milestone years of service.

Lastly, the Chief of Staff reminded the Council of an email sent out last week about the modifications to all staff meetings in December. All staff meeting will be held on December 1<sup>st</sup> at 1pm. While the meeting will provide an opportunity for business and communication, we will also kick off Christmas at CCK. There will be a President's Christmas Reception on December 17<sup>th</sup>. It will be a come and go event for staff, faculty, donors and Board members.

H. SGA – No Report

I. Institutional Effectiveness

The Office of Institutional Effectiveness is launching the Student Satisfaction Survey, today. Matt Malone shared that the NSSE reports were in. The President requested that a December Council Meeting be dedicated to reviewing the NSSE data.

J. Advancement/Foundation

Dr. David Ferrell requested an Advancement representative to be on the SIS committee. The President recommended that Advancement put 10-15 questions to Doug Vanderhoof to answer. Doug Vanderhoof shared the progress of the committee. Tomorrow there is a SIS demo. Denari is going defunked in about a year. Dr. Ferrell expressed the need to make some decisions and possibly fold into campus software and need a fund raising component.

Wrestling Dedication on October 30 at 11am.

Members of the Advancement/Foundation team will continue traveling. Dr. Ferrell collected \$2500 gifts in unrestricted and 2 possible leads for capital projects from his last visit.

VIII. Presence on Campus

A member of the Council expressed concern that faculty and staff are not showing a presence on campus through attending chapel, athletic games, concerts, etc. The President agreed that the Council should address this issue. He requested it be added for a future agenda item. It was suggested networking with the Human Resources Department at Farmer's Alliance to provide some insight and ideas.

IX. Strategic Planning

President Favara announced to the Council that he is working on a proposal related to the advancement of niche programming and job skills development. The proposal will include the use of badging and micro-credentialing, as well as the possible addition of an Associate program focused on Civic Engagement and Moral Leadership. The goal is to create a series of brainstorming and critique sessions to explore possibilities.

Meeting was adjourned at 2:34 pm.

# Spending Policy

With the recent changes to the presidential limitations by the Board, the proposed spending policy added amounts higher than \$10,000 and \$100,000 into the Policies & Procedures manual. As shown below in the highlighted table.

Amount	Additional Signature Required
Up to \$99.99	Requestor Signature
\$100.00 - \$499.99	Requestor & Supervisor Signature
\$500.00 to \$4,999.99	Requestor & Supervisor Signature
Amounts over \$5,000	Requestor, Supervisor & CFO Signature
Amounts ≥ \$10,000	In addition to the signatures of the Requestor, Supervisor & CFO, the request must be submitted to the Office of the President with evidence of comparative pricing and justification of vendor choice.
Amounts ≥ \$100,000	In addition to the signatures of Requestor, Supervisor & CFO, the request must be submitted to the Office of the President with evidence of comparative pricing and justification of vendor choice, and provide an accounting for stringent methods of ensuring the balance of long-term quality and cost.
As Determined by the Board	Board Approval

*Requests shall not be split to avoid these criteria*