



# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## COLLEGE COUNCIL – MINUTES

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Wednesday, December 8, 2021 @ 1:03 p.m., RBC-AC-20

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

I. Call to Order

The President called the meeting to order at 1:03pm.

II. Devotion & Prayer

President Favara shared a devotional thought about aligning our work with God in order to remain focused on discovery over productivity.

III. Acceptance of Minutes

**Motion to accept the November 10, 2021 as presented. Seconded. No Discussion. Unanimous Consent.**

IV. President's Report

A. COVID-OSHA updates

1. Human Resource Officer, Katy Potter gave an update on the current mandate: a judge has placed an injunction on the mandate. In the meantime, the Katy and the President have created a policy document. The policy will be kept until the College receives further direction from regulatory authorities. The College is not moving forward with any policies at this time.

B. Endowment Reports

1. The President's Office has been working to help the Foundation in its attempt to analyze the endowment and ensure that our records are well informed. Currently, the analysis is focused on ensuring that Great Plains and Denari are correlated. Once an audit of the reports is completed by the President Office, the Business Office will look into Great Plains to see where the discrepancies lie.

C. CFI Calculation for Plane Donations

1. The CFO has done a preliminary analysis of how the work of CCK Holdings affects the CFI. The Office of the President will seek to use that data to create a report.

D. Project X

1. President Favara has revisited the work started back in 2018 in an effort to better define niche programming for CCK. The primary focus is on the development of a minor and the inclusion of badging. The President will be meeting with Gen Ed committee tomorrow to start the discussion and brainstorming.

E. Disbursement Policy

1. The President is working with the Foundation on a disbursement policy for the Foundation Board. The next draft will go to the Finance and Audit Task Force [Board of Trustee

Committee]. They will work through the document before submitting to the Foundation Board.

F. Christmas

1. The President's Office is working on getting Christmas Cards to donors and constituents.
2. The President's Office put out a Christmas Tree Challenge. All staff members and faculty who remain on campus are invited and encouraged to bring in an item that best describes him or her that can be hung on the Christmas tree. On the 16<sup>th</sup>, the Chief of Staff will send out a sheet to allow staff to compete for the most matches. A gift certificate will be awarded. This is another morale boosting initiative.

G. Athletic Survey – going out in January

H. January 15-20<sup>th</sup> AFMEI Meetings in AZ

1. President Favara asked David Ferrell to get a list of donors to visit during his visit with the AFMEI President, including the potential of having a Foundation member also travel through the area at the same time.

V. Old Business/Action Items

A. Chapel Proposal – The College Council presented feedback from the discussions that occurred with their respective committees or constituent groups. After some discussion, the Council agreed to the following action points (to be managed by the Student Affairs Office).

- Clarify the availability of Chapel in relation to COVID. There is some confusion about when and if things have changed. This is to be done through a direct invitation.
- Send email reminders highlighting who is speaking the day or two ahead of time.
- Update TOBY and use it to send reminders.

A specific mandate was not seen as a viable option, at this point. The goal is to review and revisit the issue this summer in preparation for the fall semester. However, it was noted that attendance at programs, such as chapel, should be viewed as an aspect of employment at CCCK. Some job description (e.g. faculty and coaches) already include this *expectation* in their respective job descriptions. Further research is needed to determine how this should be included and communicated with other employees. The Human Resource Officer was asked to help construct language to be considered. It was felt that inclusion of this provision, as an aspect of an annual review, might be better than creating a specific policy.

VI. New Business

A. Recommendation by Business Affairs Committee: COVID Relief Proposal (22-23 SGS Price Discount) [See Handout]

1. The proposal of the COVID Loyalty Opportunity Grant is “a discount of 30% for the July 2022 SGA cohort. It would apply to CCCK SAS and SPE Bachelor Level graduates from March 13, 2020-June 30, 2022.
2. There was discussion about students using 5<sup>th</sup> year eligibility. The Athletic Director will need to confirm NAIA athletics for an extra year of eligibility. There was a request to create a clear FACT SHEET for athletics and academics.
3. SGS students participating in their 5<sup>th</sup> year of eligibility do not count toward the roster numbers used to calculate required roster sizes. However, appropriate adjustments to the budget will be considered, as appropriate and needed.

4. The Student Affairs Committee will need to meet to discuss housing options for residential SGS students.

**Motion to approve the proposal as it stands; with forthcoming details for marketing and housing.  
Seconded. Unanimous Consent.**

## VII. Constituent Reports

*Constituent Reports provide an opportunity for principal liaisons to provide succinct updates that may be of importance to the collective interests of the College community. Specific matters may be discussed or tabled to ensure that there is opportunity for inclusive and transparent dialog designed to enhance the mission, vision, and core values of the institution.*

- A. Student Affairs (Chief Student Engagement Officer)
  1. The Student Affairs Committee is working with Coaches on roster numbers and scholarshiping.
  2. SGA is planning movie nights and refocusing its efforts on student events.
  3. Spiritual Formation Committee met this week to start analyzing three years of data from IR in regards to spiritual development and formation.
  4. A DAC case on Friday may result in a dismissal. Two other students are not returning in spring, but will also be receiving dismissal letters.
  5. Cathy Brown has been working with the Foundation on a Grant Proposal for a possible Mudhole renovation. The proposal is requesting \$10K and would look at supplementing food choices for students not able to attend dinner/lunch.
  6. Intent to Return is currently at 87% returning
  7. Seven students have institutional suspension status (1-2 appealing)
- B. Operational Affairs (Chief Operations Officer)
  1. Campus Planning Committee has been focused on revising the Campus Plan.
  2. Completed 80% of the Greer renovation. Paint is done and working on hanging wall sconces. Looks really nice. Doug Vanderhoof has one proposal from Heartland for \$130K to replace the lighting system (stage lighting). He is waiting for a second company quote, however, after the New Year prices will double. He is looking at moving quickly.
  3. Science Hall 3<sup>rd</sup> floor is being painted and receiving new carpet.
  4. Doug Vanderhoof met with Mayor Brown, members from the city, YMCA, school district and Mac College to discuss needs of the school district. The lease is up with McPherson College for the facility for high school athletics. Some of their needs match up with our needs; it was a broad discussion of the community needs, i.e. Multi use indoor facility, outdoor facility, etc. Doug will continue to entertain discussions with the city.
  5. There is progress on the Student Information System. No system is satisfactory for EVERY department, however, the committee is leaning toward a specific system.
  6. Admissions report: adjustment 16 deposits for fall 2022.
  7. Lizzie Caron had an interview with an Admissions Counselor today, with one other candidate to interview.
- C. Business Affairs (Chief Financial Officer)
  1. Dress code policy has been reviewed and exists as a draft to be considered in 2022.

2. Clarification in regards to the fees: graduation fees for SAS, SPE and SGS are not charged separately. The President urged the CFO to keep an eye on it to avoid losing funds to pay for graduation.
3. The BAC has discussed a Refund Policy for SAS. It didn't make it on the agenda. President Favara requested it be held until next meeting [Old Business] to confirm that SPE and SAS match up.
4. Benefits Committee met last Friday about GA program. There are currently two GA's in Athletics. There is no policy broad based policy about the program. The HR Officer is working on a job description for GA's and gathering data. There needs to be a hiring process in place as well as agreement of where this process will be housed. Other issues: Housing for female GA's.

D. Athletics (Athletic Director)

1. No Report.

E. Administrative Services (Chief of Staff)

1. Vector Solutions December trainings are due at the end of the month.

F. Advancement (Executive Director)

1. Dr. Ferrell gave additional information on Capital Campaigns.

**College Council affirmed the work of the Foundation and the priority focus on the Indoor Facility for the capital campaign, with the dorm closely following.**

2. A new Advancement Officer in the Foundation will be on campus, December 20<sup>th</sup> and starting January 3<sup>rd</sup>.

VIII. Integrated Planning Audit

A. 2022-2023 Budgets Missing

1. 08 – Student Activities
2. 02 – SPE
3. Unrestricted Income – David Ferrell
4. Academic Dean and Registrar
5. Athletic Admin
6. Men's & Women's Wrestling
7. ESports
8. Student Affairs

IX. Oversight Responsibility

A. HLC

1. The President shared that we have now officially received our visit dates for the Comprehensive Review. We are schedule for March of 2024.

X. Adjournment – 2:53PM

## 2022-23 SGS PRICE DISCOUNT PROPOSAL FROM BAC

### COVID RELIEF PROPOSAL

Dr. Enrique Barreiro, Faculty Senate President and Chair of the Graduate Program, shared a proposal with the Business Affairs Committee (BAC) on November 11, 2021 for a one-time SGS grant. The original information provided to Mrs. LeAnn Moore, CFO and Dr. Jacob Kaufman, CAO is attached (see proceeding pages).

The BAC discussed and an amended motion was approved for, **“A 30% discount of tuition for the July 2022 SGS start. The COVID Loyalty Opportunity Grant would apply to Central Christian College of Kansas SAS & SPE Bachelor level graduates from March 13, 2020 – June 30, 2022.”**.

The proposal would be for a one-time discount to our students that start in July 2022. It would bring the overall cost down from \$17,820 to \$12,474 or \$5,940 per semester to \$4,158. For budget purposes, this means that based on the original price (\$5,940) for every student, the College would now need to get 1.43 students at \$4,158 to equal out at the same dollar amount.

There was further discussion taken back to coaches, and the following is what they discussed. This item will be going through the proper channels for official approval, but please note that it was discussed in regards to the proposal on the table. Any objections should be discussed at College Council level to go back to coaches on their Friday, December 10, 2021 meeting.

Athletics should proceed as follows as it relates to the CLOG program.

1. Students do not count towards the roster contract.
2. Coaches do not benefit with any scholarship or other funding from a student.
3. Coaches will be appropriated the necessary operation budget amount to accommodate the number of grad students on the roster.
4. Covenant still applies for on or off campus students.
5. Chapel attendance – up for discussion since this is a Student Life item.

There is also further discussions that will need to take place through the Student Affairs Committee and Business Affairs Committee if proposal approved in regards to possible housing and meal plans of SGS students.



**Dr. Enrique N. Barreiro, Ph.D. MBA, MPM**

Division Chair of Graduates Studies

Director of the Master in Strategic Leadership Program

Faculty Senate President

Chair Disciplinary Affairs Committee

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### **PROPOSAL**

**TO:** MRS. LEANN MOORE (CFO)

**FROM:** DR. ENRIQUE N. BARREIRO

**SUBJECT:** MSSSL: COVID RELIEF PROPOSAL

**DATE:** 11.2.2021

**CC:** PRESIDENT DR. FAVARA, AND DR. JACOB D. KAUFMAN (CAO)

Dear LeAnn Moore (CFO),

The purpose of this correspondence is to provide an opportunity for CCKK to be able to capitalize and encourage student retention during this pandemic period and present the Covid Loyalty Opportunity Program. We have a scheduled time on November 26<sup>th</sup> to discuss this document and explore ways in which we can maximize our return on investment on the resources available and the unique opportunity that we have in our hands. Please keep in mind that while this document is titled proposal the intention is to promote a dialogue that can be fruitful. I would like to get a definite resolution to this proposal ***before the end of the year 2021***. The reason for that request is that if a type of proposal and agreement is acquired we will need to advertise heavily for the new start in July (tentatively).

Background and Reasoning:

1. Currently, the graduate program has 15 students enrolled. Out of those 15 students, 11 are paying customers. This does grant a minimum forecast of 10 students for the start of the first cohort.
2. We forecasted the second cohort to be a minimum of 10 students. Currently, we have 7 students that are ready to start on November 8<sup>th</sup>. This is below what was forecasted considering there are 2 students that are not paying customers.
3. While the institution works on methods to recruit and bring in students we must take the unique opportunity to generate revenue by utilizing the pandemic.

- a. Student-athletes on campus have an extra year of sports eligibility that could be used to retain students while completing the graduate program.
- b. There is a high likelihood that students may opt to not use the year of eligibility due to cost-related issues.
- c. There is a good likelihood that the students may remain at CCKK if the price is right to continue their education and the opportunity to complete a graduate program in 1.5 years.

Items	Price (tuition only)	Give back	Give back	Retain	Room and Board	Total with room and board	Discounted Housing	Total with housing discount	Projection cost of living for student off campus (per year)- rent, water/sewer, meals, gas, and internet.	Tuition and projected off campus cost
current Price (36 cr x \$495 per credit)	\$ 17,820.00	\$ -	0%	100%	\$ 8,000.00	\$ 25,821.00	\$ 500.00	\$ 25,321.00	\$ 4,250.00	\$ 22,070.00
Price at 30% discount	\$ 12,474.00	\$ 5,346.00	30%	70%	\$ 8,000.00	\$ 20,474.00	\$ 500.00	\$ 19,974.00	\$ 4,250.00	\$ 16,724.00
Price at 40% discount	\$ 10,692.00	\$ 7,128.00	40%	60%	\$ 8,000.00	\$ 18,692.00	\$ 500.00	\$ 18,192.00	\$ 4,250.00	\$ 14,942.00

### Figure Narrative

1. The presented figure suggests three paths of tuition cost: 100%, 70%, and 60% retention of revenue.
  - a. The proposed paths do not violate the standard give-back rate of 60%.
2. The figure also expands on the probable total cost for the student for *one year* when taking into account institutional room and board, a housing discount rate, and projection of cost to live off-campus.
  - a. The estimates for off-campus cost were acquired from a sample of 5 students that currently live off-campus (averaged cost).

The proposed investigation provides information to start the discussion. The following should be discussed:

1. The presented proposal should be considered limited in time meaning this should be for SPE and SAS students that want to continue into the graduate program. The intention is not to reduce the cost to external customers.
2. Take the opportunity to maximize SAS and SPE current students.
  - a. Capitalize on the extra year of eligibility for sports (SAS).
  - b. Encourage more online students that are completing their undergraduate degree with us to enroll with the special Covid Loyalty Opportunity Program (SPE).
3. Consider room and board cost
  - a. The figures provided suggest a very competitive market for room and board in some of the rentals in McPherson.

- b. We should consider a type of discount to promote students to be retained on campus to allow more profit generation.
    - i. The institution could consider multi-family type housing to allow graduate students to have a sense of privacy and make the offer more appealing.
- 4. Strategy
  - a. While I do understand that prices may be low and the institution may feel that revenue may be low this approach allow CCKK to retain revenue that could completely disappear after the student completes the undergraduate degree. This approach allows us to retain certain profit shares that can be healthy for the institution.
  - b. We could consider a certain number of “Covid Loyalty Opportunity Grant” slots per year. The prices could be different to allow certain coaches to work with numbers. Again, this is not a permanent approach but rather unique based on opportunity and time. This portion is a strategic thought, not a proposal.

I desire to continue to grow at the School of Graduate Studies. I would like to focus on the persistence aspect of our Core Four. Up to this point, we have not capitalized on this unique opportunity. It is time to take a leap of faith with a strategic sound mind. This is a risk but also a reward. It is my strategic desire to retain students, show institutional commitment, and encourage students through a discount to continue their education here at CCKK.

Thank you for your time.

Dr. Barreiro