



CENTRAL CHRISTIAN COLLEGE OF KANSAS

COLLEGE COUNCIL – MINUTES

Wednesday, March 9, 2022 @ 1:00 p.m., RBC-AC-20

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

Not Present: Lenny Favara

I. Call to Order

- The Chief of Staff called the meeting to order at 1:05 pm.
- The Chief of Staff shared a devotion tying into today's chapel about the Good Samaritan showing two cultures: a culture of fear (of the law) and a culture of love. When we do meetings, in conversations with one another, do we have the perspective of fear or love? Prayer.

II. Accept the Minutes

Motion to accept the February 23, 2022 minutes, with no corrections. Seconded.

Unanimous Consent.

III. President's Report

A. President out of town. No report.

IV. Old Business/Action Items

A. Refund Policy Recommendation [Pending on BAC]

B. SIS Recommendation [Pending]

1. The COO updated the council that Anthology had provided a recommendation of doing payment over four years. The COO and CFO will be meeting to discuss follow up documentation. However, the President has some possible additional information about updates to CAMS.

C. MLK Day [Student Athletics]

1. The Athletic Director met with the Student Athletics Council. After discussion with the students, there was mixed feelings about having team practice on MLK day. It mainly came down to who was in season. Basketball was in support (in season). Soccer was not in support (not in season). Baseball/Softball were on the fence (about to start season). No recommendation was made by the Council.
2. Further discussion between the College Council can be found in the Policies & Procedures Manual section of the minutes.

D. Vulnerability Scan [Operational Affairs]

1. The COO provided information on the fifth Vulnerability scan that the cyber security officer through KICA conducted. There is improvement in vulnerabilities. There are 19 hosts that have vulnerabilities and it's mainly software that needs to be patched, removed or updated. Once update occurs the issues should cease.

E. ERISA Compliance Verification – [Business Affairs]

1. CFO is working with auditors, CapinCrouse.

F. Earned Income Credit – [Business Affairs]

1. CFO is working with auditors, CapinCrouse.

G. SSARPA Grant – [Business Affairs]

1. CFO is working with auditors, CapinCrouse.

V. New Business

A. Go Green – COVID

1. Doug Vanderhoof, COO, communicated that there has not been a COVID case in 6-8 weeks and asked the Council if the campus should move from blue to green. This would lift all restrictions currently in place. There was consensus among the Council with this action.

VI. 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. Operation Affairs (COO)

1. There will be deliveries of shingles for roof repairs. The empty lot behind Parsons will be used as a staging areas for gutters and downspouts. Work will begin next week.
2. Campus Planning team is continuing to discuss the design of the mesh screen on the South campus fence line. It is also dependent on the type of fence itself.
3. IT has run new lines at the softball field. There was a discussion of safety for replacing lines, such as old cables on Science Hall. There was a recommendation to use a hotspot for streaming the games, but to test it first.
4. IT rebuilt the phone server and loaded the backup. Let IT know if any phones are having any issues.
5. IT has worked on rebuilding the scanning server at the cafeteria. Because cards were unable to be charged, IT will have to load payroll deductions to the staff members account. Katy Potter, HR, did not get February lunches out of payroll. February and March lunch benefit will be taken out of March paycheck. She will send an email out to all staff.
6. Admissions: there are currently 15 LOI's with no deposits. Tricia Roots, the Admissions Counselor, is trying a new technique to received deposits by communication that a coach may reallocate funds if a deposit is not made, as well as missing out on Early Bird Grant which is due by April 1st.

B. Business Affairs (CFO)

1. The Business Affairs Committee met this week to further work on a zero based 2022-23 budget. The deficit was \$273K and the committee got it to \$110K. After adjustments to the income, we reached the zero based budget we need to go to the Board. After the President takes a look, the budget will be brought back to the College Council for affirmation. A big thank you to the BAC for their hard work!

C. Student Affairs (CSEO)

1. Student Affairs have been discussing game play during the week and the amount of classes being missed. They continue to work with the President to shift games due to weather. Because of postponements, games have had to be rescheduled for Sunday. There is a policy in place for Sunday play to determine if Sunday play is necessary. Because of some games being conference games, if CCK were to cancel them, we'd receive a penalty and possible exit from the conference. For each Sunday play game, a speaker is brought in to lead a devo for the teams.

D. Athletic Affairs (AD)

1. Women's Wrestling is going to Nationals. The send-off is today at 4pm!
2. Men's Volleyball is tonight at 5:30pm.
3. Men's Basketball Regional game is tonight at 7:45pm.
 - a) *Chris Jones, who attended CCK from 2010-2013, is an assistant coach and his 8 year old son died last week. He may or may not be at the game, however, the Athletics Department will send a sympathy card.*
4. Ticketing System is still in place for the games.
5. Today was Tabor College's memorial service for the three students who passed away in a car wreck.
6. Phillip Hatfield, new Director of Wrestling, is here this week and attending Nationals with the Women's Wrestling team.
7. Next week, Joshua Marachia will be coming to campus.

E. Administrative Services (COS)

1. The Chief of Staff is currently in communication with the President's assistant from Roberts Wesleyan College about a possible professional development with President Deanna Porterfield about Women in Higher Education this summer.

VII. Integrated Planning Matrix

A. Budget Update

1. CFO gave an update during the constituent report.

B. P&P Manual Processes

1. The manual draft went live on Friday, March 4th to the entire staff community for comments and feedback.
 - a) *Recommendation to pull the PTO Policy and refer to the Employee Benefits Committee and refer the Graduate Assistant Policy to the BAC. The Council affirmed this recommendation.*
 - b) *The Hiring Policy was pulled and discussed among the College Council.*

- (1) 8.1 Hiring Section – Clarification was requested on the second short paragraph. It states that the Policies and Procedures Manual supersedes other College policies however, it is intended to support provisions articulated in the Faculty Manual and Athletic Manual.
 - (2) 8.1.4 Interview Process – There was concern about the last sentence of the last paragraph of the sentence that read, “The President may approve an offer of employment to the recommended candidate, request further interviews, or reopen the search.” The concern was with the President’s ability to say “no” without any stated reason, showing little trust in a committees ability to do due diligence. The Council requested the sentence be modified to “The President may approved an offer of employment to the recommended candidate. If the President questions the qualifications and/or character of the candidate, written concerns will be provided the Committee Chair and a request for further interviews or to reopen the search.” It was also determined by the Council to add that the Committee Chair must provide the general rubric used during the interview process to the President prior to the Presidential interview.
 - (3) There was discussion amongst the Council about the different rubrics used between Athletics, Academics and other departments for hiring purposes. It was the consensus that for Human Resources create a general rubric as the foundation and then athletics and faculty departments can have specific rubrics for further evaluation during the interview process.
 - (4) 8.1.5 – Reference Checks – There was discussion about if there should be “pastoral” reference checks. It was consensus of the committee to change it to two professional and one character reference.
 - (5) The Council asked the Chief of Staff to confirm that section 8.1.1 and 8.1.9 is the same as far as the process.
 - (6) The Council did a brief overview of the process within the hiring policy and made a few modifications.
- c) *MLK Day off vs. President’s Day off*
- (1) Comments brought from different departments in regards to the possible change of paid days off – MLK Day and President’s Day.
 - (2) The Council discussed how Martin Luther King Day is a day to stand for injustice and discussed several ideas to get the college campus involved.
 - (3) The Council was unable to come to a resolution before the meeting was adjourned However, this discussion was tabled until the next College Council meeting.

VIII. The Council was adjourned at 3:10PM.

Minutes submitted by Mrs. Hannah Litwiller