



CENTRAL CHRISTIAN COLLEGE OF KANSAS

COLLEGE COUNCIL – MINUTES

Wednesday, March 23, 2022 @ 1:00 p.m., RBC-AC-20

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

Call to Order

- The Chair called the meeting to order at 1:10 pm.
- The Chair shared a devotion and prayer.

Accept the Minutes

Motion to accept the March 9, 2022 minutes, with corrections. Seconded.

Unanimous Consent.

President's Report

President just returned from a Comprehensive Peer Review in St. Louis, which was followed by a few days in Kansas City with his family. He thanked everyone for their work in his absence.

A. Form 5500

- CCCK is required to submit Form 5500 on an annual basis with an independent audit. It was discovered ~~this that the 5500 was filed, but not the independent audit has not happened~~ in about ten years. This form has to do with retirement plans. The Business Office is working on rectifying the situation.

B. Voluntary Compliance Audit

- Based on regulatory requirements with the Department of Defense, the College is participating in an audit process. As such, the President has been watching seminars in order to complete the self-study. The Academic Office is working on implementing any changes. Rose Fitch will be the point person. This self-study is due in November.

C. Audit Update

- The Chair took a moment to recognize the work of the CFO and her team. The auditors had submitted a draft to the CFO and she worked through it, returning the audit to the auditors with questions that they need to work out.
- EZ Audit is due March 31st. The CFO is hoping to have a completed audit by this time. Auto extension of 60 days due to COVID.

D. BASE Grant

- The President's Office submitted a BASE Grant application to the Department of Commerce requesting \$3million for dorm and daycare development. The President also reached out to our local Kansas representative and senator for support. Be in prayer for favor.

E. 5G Marketing

- 36 1. In cooperation with other KICA institutions, CCKK has entered into an agreement that would
37 allow buildings to house a 5G antenna. The institution would receive income from any usage.
- 38 F. Economic Impact Survey
- 39 1. Preliminary work on the EIS has begun. The process will result in a report the College can use
40 with potential donors and grant applications.
- 41 G. Governance Manual
- 42 1. Comments have been received. Once the President responds to the questions on Draft X, then
43 he will reach out to two readers, one of which will be chosenn from a list provided by the
44 Faculty Senate.
- 45 2. After feedback from the readers, we will make the determination of next steps. If reader notes
46 are sustainable, a new draft and series of town halls may need to occur. If not, the ratification
47 process may be accessible as soon as this spring, though the process will need to be defined.
- 48 3. Outside of coaches, students, and faculty, CCKK staff does not have an “official” body to
49 articulate concerns, comments, etc. In authoring the Governance Manual, the President was
50 made aware of a need to provide staff an organized platform through which concerns can be
51 voiced and actions ratified (e.g. electing representatives). The Chair invited members of the
52 Council an opportunity to support or oppose the recognition of staff as an official constituent
53 group, led by the Chief of Staff. No concerns were raisedd. The President is looking to Human
54 Resources for any needed guidance.
- 55 H. Project X
- 56 1. The President asked a member of the faculty to read through the Civic Engagement White
57 Paper and will incorporate feedback into the next draft.
- 58 I. Recognition of New Hires
- 59 1. Chief Academic Officer – Dr. Lara Vanderhoof
- 60 2. Director of Wrestling – Phillip Hatfield
- 61 3. Women’s Soccer Coach – Joshua Macharia
- 62 J. Pause on Athletic Director Hiring
- 63 1. The President is meeting with the All Athletics Council on March 31st.
- 64 K. Higher Learning Commission
- 65 1. April 4th is the HLC Conference. The President is attending virtually, so he might be inviting
66 others to attend sessions with him. He is planning to be off campus.
- 67 L. Questions
- 68 1. The President was asked to share highlights from his recent HLC:
- 69 a) Consistently reminded of the importance of having evidences to support assertions. This is
70 something we do fairly well at CCKK, which points to a positive process as we move through
71 our next cycle.
- 72 b) The institution also uses CAMS, so I gained significant insight into how CAMS might be
73 leveraged.

c) The last two visits left significant impressions in that the faculty and staff were so invested into the work and the mission. In one institution there was significant allegiance, even though faculty and staff were not paid for multiple months. In the other, enrollment declines were making things tough, the commitment of the staff, focused on synergistic interactions, was inspiring. In both cases, it was not the outcome of leadership, but a grassroots reality – held by the community in general. It was inspirational to see.

(1) The President shared that if anyone is interested in becoming a peer reviewer; it would be advantageous, both to the institution and the professional development of the individual.

IV. Old Business/Action Items

A. Refund Policy Recommendation [Pending on BAC]

B. SIS Recommendation [Pending]

C. ERISA Compliance Verification – [Business Affairs]

1. This is combined with the Form 5500 issue. CFO is working with auditors, CapinCrouse.

D. Earned Income Credit – [Business Affairs]

1. Still in review.

E. SSARPA Grant – [Business Affairs]

1. Still in review.

F. Policies & Procedures Manual

1. PTO Policy – [Employee Benefits]

2. GA Policy – [Business Affairs]

3. Hiring Policy

a) The Chair with the Council went through the latest updates to the hiring policy.

(1) In response to questions concerning 8.1.4., the Chair provided multiple examples of language from different institutions about the role of the President's in the hiring process. The intent of the language is not to address distrust of the hiring committee, but to maintain compliance with the expectations of the President related to his or her fiduciary responsibility.

(a) Alternative language was discussed. The President will provide specific language by the next Council Meeting.

(2) There was discussion about section 8.1.2., which refers to the possibility to opt out of job posting in order to recruit or consider a valid candidate (internal or external) prior to posting the position. This has been “practiced” in the past (e.g. Chief Student Engagement Officer, Ministry/Theology Chair, and Chief Academic Officer). Advantages and Disadvantages were discussed, as well as concerns. The Council was comfortable with considering language that sought to recognize qualified internal promotions and recruiting that sought to enhance diversity or the *depth* (i.e. scholastic, experiential, networking, etc.) of a position. However, the Council agreed that the candidate should still be scrutinized through a selection process.

- (3) The Council asked that all language referring to “staff” be changed to “employees” to differentiate between all employees and staff, as a specific subset of employees.

4. MLK Day off

- a) The President shared his original thought process in suggesting that the current day off associated with MLK day be shifted to President’s Day. Discussion continued about setting the intent for MLK Day. The SGA President was present and shared that despite the decision, some students will be in support and some will be opposed.
- b) The Athletic Director requested that he be able to bring to the next All Athletics Council Meeting for feedback. The Council agreed to this request.
- c) The President asked for the SGA President to set up a meeting with representatives of our Black/African American (or otherwise invested) students to discuss perspectives and develop a plan concerning the commemoration of MLK.

~~12~~ V. New Business

A. Core Values Discrepancy

1. The Chair introduced that a discrepancy was found with the Core Values, because they were listed in multiple documents, i.e. the Catalog, Policies and Procedures Manual and the Strategic Plan.
- a) The Chair asked the College Council to read through (it’s available on the College Council webpage) and be prepared to discuss at the next meeting.

~~13~~ VI. Constituent Reports

~~13~~ 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. Academic Affairs (CAO)

1. The Progress Review Committee met. There are 35 students who had “bad” semesters. Between Academics and Student life, they are meeting with these students and making a plan for success. It’s up to the student to engage.
2. AAAC is working on a GPA proposal for transfer students.

B. Faculty Senate (Faculty Senate President)

1. The Faculty Senate approved the Faculty Senate By-laws for the Faculty Handbook.
- a) The President asked to meet with the Faculty Senate President to discuss harmonization of the 10+1 currently drafted in the Governance Manual.

C. Foundation (President for Executive Director)

1. The Executive Director took a point of privilege to introduce Pat McLaughlin from the Timothy Group. He is the founder and is consulting the Foundation on capital campaign.
2. There is an unrestricted estate coming soon to the CCK Foundation.
3. Dr. Dean Kroeker is retiring on June 30th, 2022.
4. The Foundation will be bringing ideas for a capital campaign to the CCK Foundation Board and College Board of Trustees.

152 D. Student Government (SGA President)
153 *The Chair took a moment of personal privilege to address the SGA President and express appreciation for
154 her willingness to attend. It is important to recognize that as we seek to amplify the role of shared
155 governance, the voice, input, and vote of our student body is important. The Chair also reminded all
156 members of the importance of confidentiality.

157 1. The SGA President shared the Spring Fling schedule and other events happening on campus
158 in April.

159 2. SGA is looking to give back to the College at the end of the year through a Senior Gift. Several
160 ideas are being considered. Ideas are also welcome. SGA has emailed the student body
161 requesting ideas.

162 3. The Chair asked how the student body is going. The SGA President relayed that students are
163 very happy about no longer having to pay for laundry. That's been very positive.

164 E. Institutional Research (Institutional Effectiveness Analyst)

165 1. The Institutional Effectiveness Analyst will be relaunching the staff satisfaction survey due to
166 having a link issue. He will wait until after Easter. It will be announced at All Staff Meeting on
167 April 11th.

168 2. The President has requested the Institutional Effectiveness Analyst to do a pay equity study
169 internally using data from KICA. This would create greater transparency about pay.

170 3. The IEA also completed the HLC institutional update.

171 VII. Integrated Planning Matrix

172 A. The Chair asked the Council to think through the Integrated Planning Matrix and if any changes are needed.

173 B. Budget Update

174 1. The CFO has presented the President with a zero based budget. BAC is in the final rounds and
175 will be looking to approve on March 28th, then it will come to College Council, prior to the
176 May Board Meeting.

177 VIII. Adjournment

178 A. The Council was adjourned at 3:10PM.

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180 Minutes recorded and submitted by Mrs. Hannah Litwiller

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