



# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## COLLEGE COUNCIL – MINUTES

Wednesday, April 6, 2022 @ 1:00 p.m., RBC-AC-20

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

Not Present:

I. Call to Order

A. The Chair called the meeting to order at 1:09 pm.

II. Accept the Minutes

**Motion to accept the March 23, 2022 minutes, with corrections. Seconded. The motion was approved through unanimous consent.**

12

III. President's Report

A. The Chair read a letter from an alumni and the evolutionary and transformational impact of CCKC.

B. HLC Conference

1. The President attended the HLC Conference this week and will share notes in the future.

C. Board

1. The Board Report was sent out for March, now focusing on the May BOT meeting.

IV. Old Business/Action Items

A. Refund Policy Recommendation [Pending on BAC]

B. SIS Recommendation [Pending]

C. ERISA Compliance Verification – [Business Affairs]

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

D. Earned Income Credit – [Business Affairs]

1. Still in review.

E. SSARP Grant – [Business Affairs]

1. Submitted and Completed.

F. Policies & Procedures Manual

1. PTO Policy – [Employee Benefits]

2. GA Policy – [Business Affairs]

3. Hiring Policy

- 34 a) Request to add “how” the hiring manager is named in the section 7.2.4 Interview  
35 Process as well as the step by step hiring process outlined in the policy.
- 36 b) Barring any other concerns, the Council accepted the changes to the Hiring Policy.
- 37 4. MLK Day off
- 38 a) SGA had not yet met, the CSEO was trying to find a time to have space to meet.
- 39 b) The Faculty Senate President shared a faculty member opinion that MLK Day  
40 should include abbreviated classes with a special speaker in which students are  
41 required to attend.

42 G. Core Values Discrepancy

- 43 1. The Chair shared with the Council that the Executive Team had reviewed the Core  
44 Values and made some modifications in order to address the incongruences.
- 45 2. Modifications attached.

46 **Motion to recognize these core values as the standing Core Values. Seconded. The motion**  
47 **was approved by unanimous consent.**

48 V. New Business

49 A. Preliminary Budget 2022-23

- 50 1. The BAC provided the Preliminary 2022-2023 Budget. This was approved by the BAC  
51 and therefore come with the power of a second.
- 52 a) The Chair reminded the Council that this is a draft budget that will go to the May  
53 Board Meeting. This does not set the budget. There will be adjustments made  
54 over the summer into August before it is officially finalized by the Board in  
55 October.
- 56 b) It was the job of the Business Affairs Committee and CFO to work through the  
57 budget and provide a zero/positive budget to the Board.
- 58 c) There was discussion about retention. The Committee also looked at the  
59 Admissions Report and the positive net admits and net apps. Though there are  
60 still 17 LOI's.

61 **The Council unanimously approved the Preliminary Budget (2022-23).**

62 It now goes to the President for review before being considered by the  
63 Board.

64 VI. Constituent Reports

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

68 A. Operational Affairs (COO)

69 1. Maintenance

- 70 a) There will be a work week in June. The COO will be coordinating with the  
71 Foundation in order to contact local alumni.

- 72 b) There are international student graduates who have been requesting housing for  
73 families during commencement weekend.
- 74 c) Currently through with Phase 1 for shingling houses and about the start on Phase  
75 2.
- 76 d) There was a pipe backup on Sunday at Gillespie Hall. The issue affected Kids  
77 Kampus, Gillespie and Kline Hall. The piping has been replaced and will hopefully  
78 solve the problem. Looking at an invoice of about \$11,000. The President will  
79 reach out to the CEO of the Butterfield Foundation to help with cost.
- 80 e) There is a beam in Science Hall that needs to be replaced. The COO is working on  
81 getting a quote.
- 82 2. IT
- 83 a) IT has been working at the Wrestling Center to try to figure out why the router is  
84 not connecting.
- 85 b) IT sent out two emails about KnowB4 trainings and phish alert buttons that will  
86 be made available to all.
- 87 c) Staff with Windows 7 on laptops will be upgraded to Windows 11. If this does not  
88 work, the laptop will be put out of production.
- 89 3. Admissions
- 90 a) Caleb Byron's last day is April 8<sup>th</sup>. There are three interviews set up on Friday for  
91 a new Admissions Counselor.
- 92 b) The Director of Marketing position has received three to four interests.
- 93 4. COVID
- 94 a) No changes will be made until after the school year.
- 95 b) The COO is putting together an emergency response crew to create ERP.
- 96 B. Business Affairs (CFO)
- 97 1. IPEDS – Finance portion finished and submitted on 4/5/2022
- 98 2. HEERF Quarterly Report due April 10, 2022
- 99 3. SSARP Grant finished and submitted on 4/5/2022
- 100 4. Audit Update – Auditors need subsequent event items in order to finalize audit. Once  
101 audit is finished then the auditors can also submit the annual Federal Audit  
102 Clearinghouse report and the College can submit the annual EZ-Audit. Both were due  
103 on March 31<sup>st</sup>, but have an automatic 60 day extension because of COVID
- 104 5. There are 58 SAS students that have a balance over \$3,500. Statements were placed  
105 in mailboxes again, advisers were alerted to who couldn't register yet, and advisers  
106 were also given a copy of the student statements to hand out during advisee meetings  
107 to try to push payments.
- 108 C. Student Affairs (CSEO)
- 109 1. Student Affairs Committee have been discussing a dress code policy for students to be  
110 addressed in the student handbook.

- 111 2. Toby Awards are May 1<sup>st</sup> at 7pm. You are invited to attend!
- 112 3. Student Life is in the midst of Housing Lottery. Currently two female RA's short.
- 113 4. The CSEO is currently working on a job description for resident director to replace a
- 114 female RD.
- 115 5. 75 out of 95 new students attended the Registration meeting with the CSEO. It was
- 116 communicated that students above the \$3500 threshold had a hold on their account,
- 117 however, they still need to meet with their advisor! Intent to Return – Advisors were
- 118 asked to inquire if a student was returning during registration day.

119 D. Athletics (AD)

- 120 1. Men's Golf Team played this last week with NCCAA Division 1, OU. It was a cool
- 121 experience for our guys.
- 122 2. Matt Roots has resigned as Sports Information Director. Currently, two coaches have
- 123 stepped up to help, as well as a student is working to get others trained in streaming.
- 124 Coaches have been asked to write their own articles until the SID position is filled.
- 125 3. The CSEO and AD did ask all staff to consider helping out at games this weekend and
- 126 through the end of the semester. We are in desperate need of game day
- 127 administrators, streaming and stats people.
- 128 a) Discussion followed in regards to stipends for staff members helping out at
- 129 games. The Student Affairs Committee needs to bring a proposal to the business
- 130 office.
- 131 4. Joshua Macharia, new women's soccer coach will be on campus again April 7-8<sup>th</sup>. Phillip
- 132 Hatfield, new wrestling coach will be back on campus April 12-13<sup>th</sup>.
- 133 5. The Athletic Director will be gone for NAIA convention Saturday, April 9<sup>th</sup> through
- 134 Wednesday, April 13<sup>th</sup>.

135 E. Administrative Services (COS)

- 136 1. No Report.

137 VII. Integrated Planning Matrix

138 A. KPI 1.01 – Strategic Planning

- 139 1. Skipped due to time.

140 B. Governance Manual Draft

- 141 1. All comments have been addressed. Currently, an HLC reader and a reader
- 142 recommended by the Faculty Senate are reviewing the Governance Manual. They will
- 143 each read and submit comments. If there are minor comments, the ratification process
- 144 will move forward with a vote amongst Administration, Staff, Coaches and Faculty. The
- 145 means of how to do that is yet to be determined.

146 VIII. Adjournment

- 147 A. The Council was adjourned at 2:40PM.

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149 Minutes recorded and submitted by Mrs. Hannah Litwiller