



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, LeAnn Moore, David Ferrell, Doug Vanderhoof, Jacob Kaufman, Kyle Moody, and Hannah Litwiller

Not Present: Lenny Favara

I. Call to Order

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.

Unanimous Consent.

III. President's Report

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

A. HLC Conference

1. The President attended the HLC Conference virtually and will share notes with

B. Board

1. The Board Report has been sent out for March, now focus 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

32 a) Request to add “how” the hiring manager is named in the section 7.2.4 Interview
33 Process as well as the step by step hiring process outlined in the policy.

34 b) Barring any other concerns, the Council accepted the changes to the Hiring Policy.

35 4. MLK Day off

36 a) SGA had not yet met, the CSEO was trying to find a time to have space to meet.

37 b) The Faculty Senate President shared a faculty member opinion that MLK Day
38 should include abbreviated classes with a special speaker in which students are required
39 to attend.

40 c) The Chair informed the Council that a student had reached out with a complaint
41 against an adjunct faculty member who had used racially charged language. The President
42 will be meeting with the student. There was a request to further expand the conversation
43 with SGA to include safety related issues.

44 G. Core Values Discrepancy

45 1. The Chair shared with the Council that the Executive Team had looked over the Core
46 Values and made some suggestions. These suggestions included keeping: Truth, Spiritual
47 Growth, Comprehensive Education, Excellence, Prayer, Community and Integrity, while taking
48 out, Student Centricity, Service and Leadership/Followership.

49 **Motion to recognize these core values as the standing Core Values. Seconded. Barring discussion.**
50 **The motion was approved by unanimous consent.**

51 H. Preliminary Budget 2022-23

52 1. **On motion from the Business Affairs Committee with a power of a second.**

53 2. The Chair reminded the Council that this is a draft budget that will go to the May
54 Board Meeting. This does not set the budget. There will be adjustments made over the
55 summer into August before it is officially finalized by the Board in October.

56 3. It was the job of the Business Affairs Committee and CFO to work through the budget
57 and provide a zero/positive budget to the Board.

58 4. There was discussion about retention. The Committee also looked at the Admissions
59 Report and the positive net admits and net apps. Though there are still 17 LOI’s.

60 **The Council accepted the Preliminary Budget 2022-23 to go to the President’s desk.**

61 V. New Business

62 VI. Constituent Reports

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

66 A. Operational Affairs (COO)

67 Maintenance

68 1. There will be a work week in June. The COO will be coordinating with the Foundation
69 in order to contact local alumni.

70 2. There are international student graduates who have been requesting housing for
71 families during commencement weekend.

- 72 3. Currently through with Phase 1 for shingling houses and about the start on Phase 2.
- 73 4. There was a pipe backup on Sunday at Gillespie Hall. The issue affected Kids Kampus,
- 74 Gillespie and Kline Hall. The piping has been replaced and will hopefully solve the problem.
- 75 Looking at an invoice of about \$11,000. The President will reach out to the CEO of the
- 76 Butterfield Foundation to help with cost.

- 77 5. There is a beam in Science Hall that needs to be replaced. The COO is working on
- 78 getting a quote.

79 IT

- 80 1. IT has been working at the Wrestling Center to try to figure out why the router is not
- 81 connecting.

- 82 2. IT sent out two emails about KnowB4 trainings and phish alert buttons that will be
- 83 made available to all.

- 84 3. Staff with Windows 7 on laptops will be upgraded to Windows 11. If this does not
- 85 work, the laptop will be put out of production.

86 Admissions

- 87 1. Caleb Byron's last day is April 8th. There are three interviews set up on Friday for a
- 88 new Admissions Counselor.

- 89 2. The Director of Marketing position has received three to four interests.

90 COVID

- 91 1. No charges will be made until after the school year.

- 92 2. The COO is putting together an emergency response crew to create a plan and then
- 93 one time per semester, do a practice drill. The COO will look to the CSEO and RD's for insight.

94 B. Business Affairs (CFO)

- 95 1. IPEDS – Finance portion finished and submitted on 4/5/2022

- 96 2. HEERF Quarterly Report due April 10, 2022

- 97 3. SSARP Grant finished and submitted on 4/5/2022

- 98 4. Audit Update – Auditors need subsequent event items in order to finalize audit. Once
- 99 audit is finished then the auditors can also submit the annual Federal Audit Clearinghouse
- 100 report and the College can submit the annual EZ-Audit. Both were due on March 31st, but
- 101 have an automatic 60 day extension because of COVID

- 102 5. There are 58 SAS students that have a balance over \$3,500. Statements were placed
- 103 in mailboxes again, advisers were alerted to who couldn't register yet, and advisers were also
- 104 given a copy of the student statements to hand out during advisee meetings to try to push
- 105 payments.

106 C. Student Affairs (CSEO)

- 107 1. Student Affairs Committee have been discussing a dress code policy for students to
- 108 be addressed in the student handbook.

- 109 2. Toby Awards are May 1st at 7pm. You are invited to attend!

- 110 3. Student Life is in the midst of Housing Lottery. Currently two female RA's short.

- 111 4. The CSEO is currently working on a job description for resident director to replace a
112 female RD.
- 113 5. 75 out of 95 new students attended the Registration meeting with the CSEO. It was
114 communicated that students above the \$3500 threshold had a hold on their account,
115 however, they still need to meet with their advisor! Intent to Return – Advisors were asked
116 to inquire if a student was returning during registration day.
- 117 D. Athletics (AD)
- 118 1. Men’s Golf Team played this last week with NCCAA Division 1, OU. It was a cool
119 experience for our guys.
- 120 2. Matt Roots has resigned as Sports Information Director. Currently, two coaches have
121 stepped up to help, as well as a student is working to get others trained in streaming. Coaches
122 have been asked to write their own articles until the SID position is filled.
- 123 3. The CSEO and AD did ask all staff to consider helping out at games this weekend and
124 through the end of the semester. We are in desperate need of game day administrators,
125 streaming and stats people.
- 126 a) Discussion followed in regards to stipends for staff members helping out at games.
- 127 b) The Student Affairs Committee needs to bring a proposal to the business office.
- 128 4. Joshua Macharia, new women’s soccer coach will be on campus again April 7-8th.
129 Phillip Hatfield, new wrestling coach will be back on campus April 12-13th.
- 130 5. The Athletic Director will be gone for NAIA convention Saturday, April 9th through
131 Wednesday, April 13th.
- 132 E. Administrative Services (COS)
- 133 1. No Report.
- 134 VII. Integrated Planning Matrix
- 135 A. KPI 1.01 – Strategic Planning
- 136 1. Skipped due to time.
- 137 B. Governance Manual Draft
- 138 1. All comments have been addressed. Currently, an HLC reader and a reader
139 recommended by the Faculty Senate have the governance manual. They will each read and
140 submit comments. If there are minor comments, the ratification process will move forward
141 with a vote amongst Administration, Staff, Coaches and Faculty. The means of how to do that
142 is yet to be determined.
- 143 VIII. Adjournment
- 144 A. The Council was adjourned at 2:40PM.
- 145

146 **Minutes recorded and submitted by Mrs. Hannah Litwiller**

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