



# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## COLLEGE COUNCIL – MINUTES

Wednesday, April 13, 2022 @ 1:00 p.m., RBC-AC-20

Present: Lenny, Favara, Natalie Vines, Cathy Brown, Katy Potter, Matt Malone, LeAnn Moore, David Ferrell, Doug Vanderhoof, Jacob Kaufman, Kyle Moody, Steven Smith (Faculty Senate Rep), Enrique Barreiro, and Hannah Gitwiller

I. Call to Order

A. The Chair called the meeting to order at 1:08 pm. Devotion and prayer followed.

II. Approval of Minutes

A. A motion was made to table approval of the meeting minutes from April 6, 2022 until next meeting. Motion seconded. Unanimous consent.

III. President's Report

A. Attended the virtual Higher Learning Conference.

1. There was significant discussion and focus on Diversity and Inclusion – to be expected. However, I was intrigued by this call for improvement, but not necessarily through direct staffing. This is reminiscent of our discussion about campus ministries a number of years ago, related to the fear that having an individual oversee spiritual formation might reduce investment from other members of the campus community. Diversity and Inclusion issues are an all of us issue.

a) Civic Engagement was a significant concern.

B. Met with KICFA – Addressed bond issues and prepared for the next round of RAN Notes.

C. Met with the Timothy Group consultants to review progress in preparation for the Board Meeting.

D. First Lady returned from her tour through Oregon, Idaho, and Washington.

E. Attended the annual meeting with our OPM: Keypath. It was not encouraging. Meeting with a marketing agency later this week to explore other options.

F. Attended a webinar concerning the role of Rural-Serving Institutions.

G. Received word that our BASE Grant request was not approved. Only one approval in McPherson County and it went to a project in Moundridge.

IV. Old Business/Action Items

A. Refund Policy Recommendation [Pending on BAC]

B. SIS Recommendation [Pending]

C. ERISA Compliance Verification – [Business Affairs]

1. HR and CFO has a meeting with NAIA rep and following up on options. Will present to Benefits Committee at next meeting. The group would take all fiduciary responsibility off of the College. Has more options for retirement funds, not only TIAA.

- 36 D. Earned Income Credit – [Business Affairs]
- 37 1. Still in review with auditors.
- 38 E. Policies & Procedures Manual
- 39 1. PTO Policy – [Employee Benefits]
- 40 2. GA Policy – [Business Affairs]
- 41 3. MLK Day
- 42 a) President and SGA President discussed earlier in the week. The President would like
- 43 to sit down with a group of African American students to have the discussion.
- 44 4. Comments & Questions & Updates
- 45 a) Discussion of Shared Governance process and these comments been helpful to the
- 46 process.
- 47 (1) Chair reviewed the comments and actions taken:
- 48 (a) Definition of President and Office of the President added
- 49 (b) Definition of Supervisor added
- 50 (c) Clarification of the Grievance Process if there is a grievance
- 51 against the President. New language added
- 52 (d) Request to clarify position classification for exempt employees.
- 53 Human Resources will look into. New language added – seeking
- 54 insight from HR.
- 55 (e) Clarification of job descriptions and who defines. Human
- 56 Resources and President met in regards to job descriptions.
- 57 Language updated.
- 58 (f) Clarification of performance review and performance
- 59 remuneration Human Resources will review. Language added.
- 60 (g) Clarification on who selects the Hiring Manager. Human
- 61 Resources will review. Language revised
- 62 V. New Business
- 63 A. Master of Science in Human Resource and Organizational Management.
- 64 1. As this is a 10+1 issue, the Chair reminded the committee of their role. Though, in the
- 65 case of a new program, in which the College must seek Commission sanction, it would
- 66 be appropriate for the College Council to both approve and affirm.
- 67 2. The Faculty Senate President answered questions in regards the proposal.
- 68 a) How does this affect SHRM certification?
- 69 b) Does the student body know about graduate programs? The SGA President felt that
- 70 students do know about CCK's graduate programs.
- 71 c) When to start marketing and for what term? The start date of Fall 2022 is to get the
- 72 ball running – operationally it may later.

73 (1) The proposal comes with the power of a second. By unanimous consent  
74 the College Council affirms the decision of the Faculty Senate and  
75 approves the Master of Science in Human Resource and Organizational  
76 Management, with permission to make minor modifications as  
77 necessary.

78 VI. Constituent Reports

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

82 A. Academic Affairs (CAO)

- 83 1. Academic Office is working on the Voluntary Department of Defense compliance audit.  
84 Due April 18<sup>th</sup>.
- 85 2. Graduation and Baccalaureate preparation; combining Baccalaureate and Ivy Cutting  
86 this year.
- 87 3. The Chair requested a registration ratio for retention. Intent to return is showing a  
88 current retention rate of 66%.

89 B. Faculty Senate (CSEO)

- 90 1. Faculty Senate President has submitted a letter for the May Board meeting, addressing  
91 the updated Bylaws.
- 92 2. Faculty Senate has approved the new graduate program.
- 93 3. Freedom of Speech is with the Faculty Senate. If it is approved, it will be included into  
94 the handbook and syllabi.
- 95 4. Faculty Handbook is updated and approved.

96 C. Foundation (Executive Director)

- 97 1. Mailed a packet to a potential donor.
- 98 2. Hosting a Goran Medved next week (Mon-Thurs). He is a graduate of CCKC, 1991-93,  
99 soccer player. Central was a time of reflection for him and he became more focused  
100 on Christ. He is back in his home country of Croatia and translating the Bible, leading  
101 Bible studies. He will be on campus, sharing in chapel on April 20<sup>th</sup>.
- 102 3. Hall of Fame – Alumni Relations and Foundation meeting with Coaches about Hall of  
103 Fame and their attendance, ticket situation and setup/tear down.

104 D. Student Government (SGA President)

- 105 1. Upcoming events open to staff, faculty and families: \$3 Movie Night @ 9pm; 24<sup>th</sup> – Slip  
106 and Slide @ 2pm, 25<sup>th</sup> – smoothies and jazz @ heartbeat (free drink), 27<sup>th</sup> – Blood Drive  
107 in North Gym, Late Night Breakfast on May 1<sup>st</sup> and another \$3 movie night on May 3<sup>rd</sup>.  
108 The Chair requested: Represent goal of every faculty to attend – to make connections.  
109 Coaches – challenge to go.
- 110 2. Senior Gift – finding a way to incorporate a scanner for chapel; for students to track in  
111 CANVAS.

112 3. The CSEO did communicate that Lyndsi Romero, Charlotte Anderson, Reece Warren  
113 (new SGA President), Eryn Turner, International student, and Cathy Brown will be  
114 having a fish bowl meeting. All Students are invited to attend and if they have any  
115 concerns they can go to one of these representative. There are other discussions to  
116 resurrect the Multi-Cultural club. Also, working with caf to do a food festival to  
117 highlight different cultures.

118 E. Institutional Research (Institutional Effectiveness Analyst)

- 119 1. Annual Reports to NCES is complete.
- 120 2. Working on the equity study for faculty and staff based on a three year trend. External  
121 – KICA and internal – those scored close to each other.
- 122 3. KICA Reports coming up.
- 123 4. Staff Satisfaction Surveys going out this week.

124 F. Admissions

- 125 1. Report discussed.
- 126 2. Tricia Roots and Lizzie Caron are traveling to Illinois for a school closure.
- 127 3. Discussion of Music Ministry Team traveling over the summer and the needs for  
128 Admissions.

129 G. Athletics

- 130 1. The Athletic department is in need of coverage on April 15<sup>th</sup> @ 2 pm (Jake Kaufman –  
131 softball), April 21<sup>st</sup> need camera at 3pm and 5pm for softball and April 29<sup>th</sup> at 2pm and  
132 4pm for Softball.
- 133 2. NAIA Conference (AD)
- 134 a) Big emphasis on student mental health and how to address transgender athletes.  
135 Big divide among NAIA schools.
- 136 (1) The Chair reiterated that CCK aligns with the FMC because we are a  
137 denominational college. We will continue to operate with respect and  
138 dignity to any individual seeking to be a steward of heart, mind, soul and  
139 strength. AFMEI has already started talking about it. NCCAA has kept  
140 quiet.
- 141 b) The NAIA has been discussing the possibility of reducing the influence of the FAR  
142 and moving to a Compliance Officer.

143 VII. Integrated Planning Matrix

- 144 A. The Chair reviewed the College's progress thus far, making note that the primary concern is with  
145 the completion of the academic assessments. Some discussion was had with the OIE and CAO to  
146 determine a better way to track progress.

147 VIII. Oversight Responsibility

- 148 A. The Chair reviewed progress on KPI 1.01 & KPI 1.02:
- 149 B. Governance Manual

150 1. No movement. Waiting on readers to return comments.

151 C. HLC Comprehensive Visit – March 3-5, 2024

152 IX. Adjournment

153 The Council was adjourned at 2:59PM.

154

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

156

# April 2022

College Council Dash Board

Recruiting Year	2016	2017	2018	2019	2020	2021	2022	Trend Analysis			Spring 2022	2023+	Grad SP-22		
	04/11/2016	04/10/2017	04/09/2018	04/17/2019	04/08/2020	04/07/2021	04/13/2022	Year Over Year	Two Year Rolling AVG	Three Year Rolling AVG	04/13/2022		04/13/2022		
<b>Total Applications</b>	437	549	369	198	476	431	485	↑ 54	↑ 32	↑ 117	57	136	30		
Application Drops	34	54			114	97	57				34	15	2		
Applications Denied	1	1			0	1	1				1	0	0		
<b>Net Active Applications</b>	211	304	244	123	120	140	175				0	97	19		
<b>Total Admits</b>	191	190	125	75	242	193	252	↑ 59	↑ 35	↑ 82	22	24	9		
Admit Drops	33	43	3		38	51	64				2	0	0		
<b>Net Active Admits</b>	112	95	60	55	118	75	113				0	22	0		
<b>Total Deposits</b>	46	52	62	45	86	67	75	→ 8	→ -2	→ 9	20	2	9		
Deposit Drops	2	8	2		6	11	5				3	0	0		
<b>Net Active Deposits</b>	44	44	60	45	80	56	70	↑ 14	→ 2	→ 10	17	2	9		
<b>Enrolled</b>	134	172	150	92	128	114									
Enrolled - F/Freshmen	97	130	113	63	98	85									
Enrolled - Transfers	33	39	34	25	28	29									
Enrolled - Prior returning	4	3	3	4	2	0									
Percent of Total Enrollment	33%	26%	40%	49%	67%	59%									
<b>Enrollment</b>	127	150	150	145	135	140									
<b>Enrolled-Goal</b>	7	-22	0	53	7										
								<b>Predictive Enrollment</b>							
								% of E	Trends						
								159.2	Deposit	Admit					
								44%	132.2	130					

\* Deposit Trend was most accurate in weeks 1-11, Admit Trend was most accurate in weeks 12- 47, Deposit Trend was most accurate weeks 48-52.

Team	Baseball	MBB	Golf	MS	MW	WBB	WS	Softball	WVB	MVB	WW	Athletic	Esports	Academics	General	Total	Stretch	
Roster Requirement	35	30	14	33	15	25	25	30	15	12	12	246	15	45	60	300	325	
Estimated Intent to Return	29	19	8	16	9	2	20	17	9	4	6	137	3	13	16	153	153	
Deposit Numbers	14	0	6	13	3	4	6	7	8	4	1	66	1	3	4	70	70	
Total	43	19	14	29	12	6	26	24	17	8	7	203	4	16	20	223	223	
Goals	8	-11	0	-4	-3	-19	1	-6	2	-4	-5	-43	-11	-29	-40	-77	-102	
																Total Deposits Needed	147	172

	April 15 (F) BB 12 pm; 3pm SB 2 pm; 4 pm	April 16 (S) BB 12 pm	April 21 (TH) SB - 3 pm; 5 pm	April 26 (T) BB - 6 pm	April 29 (F) BB 2 pm; 5pm SB 2 pm; 4 pm	April 30 (S) BB - 12 pm
Stats	BB - Kyle SB - Rick	BB - Kyle	SB - ???????	BB - ???????	BB - Kyle SB - Doug	BB - Kyle
Camera	BB - Tyler	BB - Tyler	SB - ???????	BB - ???????	BB - Tyler SB - ??????	BB - Tyler
Game Day Admin	BB - ??????? SB - 2 pm????? Rachel 4 pm	BB - Cathy	SB - Cathy	BB - Tony	BB - Cathy SB - Aaron	BB - Dave Farrell
NEEDS for each game	<ul style="list-style-type: none"> <li>• 1 corded Mic BB</li> <li>• Wifi BB</li> <li>• Wifi SB</li> <li>• Camera &amp; Cords BB</li> <li>• Camera &amp; Cords SB</li> <li>• Stats Com &amp; Cords BB</li> <li>• Stats Comp &amp; Cords SB</li> <li>• Mac &amp; Cords for Streaming BB</li> <li>• Mac for Streaming SB</li> </ul>	<ul style="list-style-type: none"> <li>• 1 corded Mic BB</li> <li>• Wifi BB</li> <li>• Camera &amp; Cords BB</li> <li>• Stats Comp &amp; Cords BB</li> <li>• Mac for &amp; Cords Streaming BB</li> </ul>	<ul style="list-style-type: none"> <li>• Wifi SB</li> <li>• Camera &amp; Cords SB</li> <li>• Stats Comp &amp; Cords SB</li> <li>• Mac &amp; Cords for Streaming SB</li> </ul>	<ul style="list-style-type: none"> <li>• 1 corded Mic BB</li> <li>• Wifi BB</li> <li>• Camera &amp; Cords BB</li> <li>• Stats Comp &amp; Cords BB</li> <li>• Mac &amp; Cords for Streaming BB</li> </ul>	<ul style="list-style-type: none"> <li>• 1 corded Mic BB</li> <li>• Wifi BB</li> <li>• Camera &amp; Cords BB</li> <li>• Stats Comp &amp; Cords BB</li> <li>• Mac &amp; Cords for Streaming BB</li> </ul>	<ul style="list-style-type: none"> <li>• 1 corded Mic BB</li> <li>• Wifi BB</li> <li>• Camera &amp; Cords BB</li> <li>• Stats Comp &amp; Cords BB</li> <li>• Mac &amp; Cords for Streaming BB</li> </ul>

As you can see, we are still short helpers. If you can help, let me know and I will add you to the list. I do appreciate you all for stepping up and helping!



# Integrated Planning Matrix by Date

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
Cyclical Overlap	Set Goals	Budget Preparation			Budget Prioritization & Development			Resource Allocation		Audit & Monitoring		
	Assessment & Review – Academic						Assessment & Review - Institutional			Strategic Planning & Development		
	<b>Academic Assessment</b>											
OIE distributes Departmental Summary Reports and Data Book.	█											
Faculty Review Data and Student Learning Outcomes	█											
SWOT Analysis & Setting of Annual Priorities	█											
Faculty present data-informed action plans with KPI's, and implement.	█											
Align Tentative budget with projected enrollment & Proposed Annual Priorities	█	█										
Adjust 1-Year KPI's (Goals)		█										
Set Tuition, GBR, & Enrollment targets for next year		█										
Update 5-Year Budget Projections (CFO-Colleague)		█	█									
Present Tuition & Finalized Budget to Board for Approval		█	█									
OIE provides Assessment Audit to Quadrennial Participants.			█									
Review and Revise SEMP			█									
Quadrennial Participants review audit			█	█	█	█	█					
Develop following year Budget Shell			█	█	█	█	█					
Budget & Strategic Planning Summit – Review Mission, Milestones, and Means			█	█	█	█	█					
Budget planning and development			█	█	█	█	█					
Quadrennial Participants provide program response to Assessment Audit					█	█	█					
Updated Campus Plan submitted to College Council for review					█	█	█					
OIE Submits Assurance Argument Data & Data Dashboard					█	█	█					
Budget proposals due to Budget Committee					█	█	█					
Policy & Procedure Sections Distributed for Review					█	█	█					
OIE issues final Quadrennial Reports to the AAAC for review					█	█	█					
Modifications to Policy & Procedure Submitted to College Council for review					█	█	█					
Budget Committee prepares budget proposal for College Council review					█	█	█					
Ratified modifications sent to Office of the President for affirmation					█	█	█					
AAAC reviews and makes recommendations					█	█	█					
Programs review and incorporate recommendations.					█	█	█					
College Council reviews and revises budget for Presidential review					█	█	█					
Assurance Argument Updates Due					█	█	█					
Tentative Budget is finalized and prepared for Finance Task Force (Board)					█	█	█					
Strategic Planning Review Summit									█			
Tentative Budget provided to the Board for review and approval									█	█		
Monitor and adjust									█	█	█	
Faculty complete and submit annual assessment reports.									█	█	█	
OIE process and records data									█	█	█	
Strategic Planning Retreat									█	█	█	
Launch Audit process									█	█	█	

# KPI 1.01: Strengthen Financial Viability

## MILESTONES

- Obtained a 1.00 (USDE-CFI)
- Approval of School of Graduate Students (SGS) with Master of Science in Strategic Leadership (MSSL) 11-20-20
- New Degree in Health Science Division: Associates of Science in Health Science 11-20-20
- Dual Credit: AA Degree Track for Dual Credit students was created. Ready to sell (11-20-20); Teaching again for Sunrise Christian Academy
- Hired FT Accountant
- In-House collection efforts on old student account balances
- Sale of Kids Kampus and investment of Unrestricted Net Assets

## ROADBLOCKS

- Declining CFI
- Prior period adjustments made to 2019-20 audit
- COVID – Added reports and regulations, additional cash strain on College and students
- Enrollment numbers

# KPI 1.01: STRENGTHEN FINANCIAL VIABILITY

	Action Steps	Measure(s)	Progress
2021-2022	Enrollment: Residential (275); Online (275); DC (75); Master's Program (18)	Census	Onground: 266 Online:253 (August) Dual Credit: 62 SGS:16 (August – 1 Cohort)
	Retention: SAS 62%; SPE 70%; SGS 60%	Census, Databook, and Master Student File	SAS (51%); SPE (); SGS ()
	GBR <62%	Data Book	GBR 63.4%
	Reduce Accounts Payable below \$500,000	Audit	
	Reduce Accounts Receivable below \$3,000,000	Audit	
	Demonstrate Increased Benchmarking [KPMG-CFI +1]	Presidential Report	
	Revise Residential Strategic Enrollment Management Plan (RSEMP)		Completed (09/2021)
	Obtain DOE CFI >1.5	Audit	😊😊😊😊😊😊

# KPI 1.02 Partner with Foundation

## MILESTONES

- Basketball floor project fully funded
- 17 rooms initially named
- Endowment analysis completed
- Dalke Lane/South Entrance funded and construction began
- Greer sound project completed, zoom technology project started
- Wrestling Center funded

## ROADBLOCKS

- Conflicts with city fund raising events i.e. United Way, Holiday Meals, All School's Day
- Obtaining cooperation and support from CCK Staff

## KPI 1.02: PARTNER WITH THE FOUNDATION TO SIGNIFICANTLY STRENGTHEN AND DIVERSIFY RESOURCES, SUPPORTING THE VIABILITY OF THE COLLEGE.

	Action Steps	Measure(s)	Progress
2021-2022	Naming Rights (40)	40 by 6/30/2022	41 by 12/31/21
	Alumni Touchpoints (FB/email, website, virtual)	FB-700; virtual – 50 by 6/30/2022	Data Requested
	Fund and begin construction on north gym	Funded and plans done	In progress
	Goal - \$470K Ures (\$43,000 Business Drive)	Monthly metrics	\$268,603 – 12/31/21 \$37,000 Business Drive
	President Circle Members – 100	100 by 6/30/2022	96 by 12/31/21
	Monitor HB for viability and net income	HB – self sustaining	\$3198 by 12/31/21
	Financially support project requests by CCCK	Support – up to \$20K/yr	Yes
	Maintain HOF	Full/successful event	Planning underway
	Finish all parts of wrestling center	Done by 6/30/21	Two projects remaining
	Launch Quarterly Business Award Program	Initial award – 9/1/2021	2 <sup>nd</sup> quarter awarded
	Fund construction costs of Indoor Facility	Funded and cons. Started	In progress
Relaunch Planned Giving Program	Staff attend training Hire 1 FT new officer by 6/30/2022	Using FMF; others in training	

