



CENTRAL CHRISTIAN COLLEGE OF KANSAS

COLLEGE COUNCIL – AGENDA

Wednesday, September 14, 2022 @ 1:00 p.m., RBC-AC-20

- I. Call to Order
- II. Devotion
- III. Affirm the June 29, 2022 and July 27, 2022 minutes.
- IV. President's Report
 1. Tuition, 5 year projections (CFO Colleague), get finalized budget to Board.
- V. Old Business/Action Items
 - A. Refund Policy Recommendation [Business Affairs Committee] – Pending BAC review.
 - B. SIS Recommendation [SIS Review Committee] – Pending
 - C. Faculty Handbook [Faculty Senate]
 1. Faculty have approved. Need affirmation from College Council.
- VI. New Business
 1. Consider participation in the CCCU CAP Project [OIE]
 2. Discuss placement of positions – both policy and current procedure.
 - a) Associate Athletic Director: All Athletic Council or Staff Council
 - b) Director of Online: Faculty Senate or Staff Council
 3. The Staff Council met on August 16th and has made an official request to the College Council to add the Human Resource Officer as a permanent seat on the Council. This would be in addition to an at-large staff member.
 4. The Staff Council met on August 16th and has made an official request to the College Council that the Military Benefits Officer would be assigned to the Business Affairs Committee on an “as needed basis”.
 5. Governance Manual Ratification Results
 6. Facility Use Policy [Operational Affairs] – Attached
 7. Affirmation of the Committee Assignments – Attached
 8. Affirmation of Updated Strategic Plan – Attached

VII. Constituent Reports (sent electronically)

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.

VIII. Integrated Planning Matrix

1. Update from Office of Institutional Effectiveness of the status of the Data Book
<https://3day2v2a2xwf42nemz246oah-wpengine.netdna-ssl.com/wp-content/uploads/2022/09/Databook-2021-22.pdf>

- IX. Oversight Responsibility
- X. Adjournment

June 29, 2022 & July 27, 2022 Minutes



CENTRAL CHRISTIAN COLLEGE OF KANSAS

COLLEGE COUNCIL – MINUTES

Wednesday, June 29, 2022 @ 1:08 p.m., RBC-AC-20

Present: Lenny Favara, Katy Potter, Matthew Malone, Doug Vanderhoof, LeAnn Moore, Enrique Barreiro, Lara Vanderhoof, David Ferrell, Cathy Brown and Hannah Litwiller

Absent: Kyle Moody

I. Call to Order

- A. The Chair called the meeting to order at 1:08pm.
- B. Welcome to Dr. Lara Vanderhoof, the new Chief Academic Officer.

II. Devotion

- A. The Chair shared some insights from his current reading of Jonah.

III. Approve Minutes.

The Chair asked for any corrections or modifications to the May 11, 2022. Hearing no modifications or objections, the Minutes were approved through unanimous consent.

IV. President's Report

- A. KBOR – Kansas Comprehensive Grant
 1. KBOR decided KICA schools will receive 38% for Kansas Comprehensive Grant instead of 50%. However, there will be a requirement to have matched funds. We received this ruling so late, so we cannot adjust and do not have new funds to match.
 2. President is writing senators/representatives.

V. Old Business/Action Items

- A. Refund Policy Recommendation [Business Affairs Committee] – Pending BAC review.
- B. SIS Recommendation [SIS Review Committee] – Pending
 1. Update: Anthology – reported another scenario that breaks out the SIS student portion from the Finance (payroll/HR) as an implementation. It does reduce the cost, but it still would be \$40K a month over three years for implementation.
 2. Any way to include in the campaign – the SIS issue? Will donors give to this? President would like to discuss with the Executive Director of the Foundation.
- C. ERISA Compliance Verification – [Business Affairs] – Pending on Auditors
 1. Draft Charter possibly for the P&P Manual
- D. Earned Income Credit [Business Affairs – Benefits Committee]
 1. 5500 update: Due to a letter from the Department of Labor, the CFO has engaged an audit for 2019 and 2020 year and then 2021 current year, then will go back to doing old ones. We have a 45 day window.

E. Policies & Procedures Manual

1. GA Policy – [Business Affairs]
 - a) The Business Affairs Committee provided a finalized GA Policy to the College Council. After a few questions and discussion, the policy was affirmed by the College Council to be added to the Policies and Procedures Manual.
2. MLK Day vs. President’s Day Off
 - a) The President provided a response to the decision of the College Council to keep MLK Day as a “Day Off”. His response was received by the College Council, with agreement to intentionally seek program opportunities around MLK Day to engage the campus community on the intent of MLK Day.

VI. New Business

A. BPU Policy

1. CCCK maintains a standing agreement with BPU to assist with the demands for when local electricity becomes too great. This is for cost savings and stewardship. It’s never been stated to employees or in policy.
2. The COO will check BPU’s agreement and see if RD apartments, 4-flex and tri-flex are included. Could this give credence to have asking to not shut down since it’s a living space?
3. The College Council affirmed the policy to be added to the Policies & Procedures Manual.

B. Endorse College Catalog

1. The Chair has asked to table the Catalog until the Faculty Senate can confirm acceptance. Without objection, the endorsement of the Catalog has been tabled.

C. Juneteenth

1. Juneteenth has become a Federal recognized holiday. It is a day of remembrance and celebration, the Chair has requested the Council to recognize it like any other federal holiday that is on a weekend. Discussion followed.
 - a) A motion was made to include recognize Juneteenth in alignment with other federal holidays, allowing employees to commemorate following a weekend date. The motion was seconded. Unanimous Consent. Go to President for approval.

D. Clarifications

1. Meal Options – no changes for 22-23. Call attention to meal options for 23-24 school year within the first few months of school. How can we utilize the cafe and keep open longer during the day?
2. Lifestyle Covenant
 - a) The CSEO and President are looking at the current lifestyle covenant. This comes from FMCUSA and mandates that our hiring policies are in alignment with denominationally held lifestyle expectations.

VII. 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. Student Affairs - CSEO

1. Code of Character
 2. Athletic Handbook – need to review
 3. Working on hiring of full-time Athletic Director and SID
 4. Need to hire a RD (family or spousal situation)
 5. Working on Student Success Coordinator job description
- B. Athletics - CSEO
1. Price increase for game day officials and it may affect budget.
 2. New score board on soccer fields.
 3. President recognized pockets of funds for softball, baseball, soccer, etc., and finish projects for volleyball, basketball and wrestling. We are in the process.
 4. President asked AD to bring coaches together to discuss possible responses to the perceived increase of costs that will be realized this year.
- C. Business Affairs
1. End of year – PLEASE bring invoices or cash to business office.
 2. July 1 doesn't mean NEW cash. Funds are tight through July-August.
 3. July 13th – preaudit remote work, September on campus.
 4. Audit – FA Audit – new title IV finding and need an additional LOC with bank.
 5. Annual RAN Loan – finalized - \$500K
 6. Aware: New update: Dept of Labor – Oct 22 FLSA Salary Minimum – waiting for adjustments for January 1, 2023.
- D. Operational Affairs
1. Admissions
 - a) Enrollment Numbers: Cautiously optimistic – net active deposits are high.
 - b) Incentive idea – hitting the mark – est. 155 new students and 146 returning
 - c) Losing a week for FMYC
 - d) New Admissions Counselor – Hilario Garcia is going at it.
 - e) No serious inquiries for Enrollment Director.
 2. General Operations
 - a) Purchase orders for score boards and scorer tables.
 - (1) Gift from Odermann family for entire cost of scorer table in memory of Ellis Odermann.
 - b) Work Week – 250 Hours
 - c) 2 accepted offers on houses to sell
 - d) Little movement on claims of roofs.
 3. IT
 - a) Windows 10 updates
 - b) Wiring for Kline and Gillespie for security cameras
- E. Administrative Services – Social Committee Policy and Workshop

VIII. Adjournment at 2:36pm



CENTRAL CHRISTIAN COLLEGE OF KANSAS

COLLEGE COUNCIL – MINUTES

Wednesday, July 27, 2022 @ 1:08 p.m., RBC-AC-20

Present: Lenny Favara, Katy Potter, Matthew Malone, LeAnn Moore, Enrique Barreiro, Kyle Moody, Cathy Brown and Hannah Litwiller

Absent: David Ferrell, Doug Vanderhoof, Lara Vanderhoof

I. Call to Order

The Chair called the meeting to order at 1:08pm.

II. Devotion

The Chair shared insights concerning the influence and use of the Wesleyan Quadrilateral, as an aspect of his ongoing character study in 2 Kings.

III. No Minutes to approve.

IV. President's Report

A. Workshop Schedule: In reviewing the draft schedule, the President noted the following and asked for clarification:

1. The shift in the Faculty Training: The draft schedule moved up faculty training days prior to the scheduled kick-off. The President asked for clarification and inquired if the entire schedule needed to be shifted. It was reported that since the report date for faculty pre-dated the kick-off date, those days could be used as faculty focused days, providing greater attention to faculty specific training, without the *interruption* of other topics. This will be assessed.
 - a) There was a suggestion about moving the whole workshop earlier as the staff is focused on registration. The extended workshop is in the middle of registration preparation. Perhaps we can do staff training early, let faculty do theirs, and then a special "Kick-off" together.
2. General Session: The President asked for clarification concerning specific sessions and issues that need to be amplified. Last year we started a shift to intentionally highlight strategic planning as a core aspect of workshop, not as a "one and done" strategy, but more about calling attention to the process and what is in the works, so that people are informed and can more readily engage.

This year we will add a review of results from the Staff Satisfaction Survey. With two years' worth of results, we can now do some comparisons allowing for some discussion and recommendation. Matt (OIE) will lead this session. The goal is to get feedback concerning perceptions, as well as collect ideas on how we might address concerns.

3. Progressive Pizza: The President sought input and understanding related to the individual presentation times. Anything from last year or years before that needs additional focus.

V. Old Business/Action Items

- A. Refund Policy Recommendation [Business Affairs Committee] – Pending BAC review.
- B. SIS Recommendation [SIS Review Committee] – Pending
- C. ERISA Compliance Verification – [Business Affairs] – Pending on Auditors
 - 1. Slowly working through.
- D. Earned Income Credit [Business Affairs – Benefits Committee]
 - 1. With accounting firm.

VI. New Business

- A. Announcement: The Academic Center will now fall under the purview of Academics and the CAO.
- B. Status of Athletic Director Search
 - a) The President shared that Kyle Moody will continue in his role as Athletic Director (pro-rata). Jeremy Nelson will also serve as Associate Athletic Director and oversee Sports Information.
 - b) The AD and Associate AD will report to President for daily operations. However, as it relates to governance, the All Athletic Council will remain under Student Life Affairs.
 - c) Cathy Brown will serve as the Senior Female Leader, making her an ex-officio of the All Athletic Council.
 - (1) The President will send a memo updating the campus body.
- C. Recommendation from BAC and areas required to have FWS positions to guarantee FSW monies are used.
 - a) Add line to P&P Manual – all areas consider how to leverage FWS eligible students.
 - b) Affirmation of policy.**
- D. Ratification of the Governance Manual
 - a) While the current Governance Manual has been adopted by the College Council, the goal of designing the manual was to allow it to go through a ratification process, providing an official process through which each constituent group could demonstrate support.
 - b) The Chair noted that the ratification process would recognize the document as living (organic) document. Modifications are assumed. Ratifying it allows for us to all have an agreed upon process that we support, so when changes are necessary, we trust the system.
 - c) The Chair entertained a discussion concerning different ways we can seek ratification. Suggestions settled down to two possible options universal electronic voting or taking votes in constituent meetings. Matt Malone will work on a possible electronic option, just in case. **The Council did not reach consensus. The President will evaluate both options and move forward.**

E. Civic Engagement

The President provided an update on the Christ, Character, and Community initiative. Over the last year, he had worked on incorporating some of the insights gained from his meeting with the General Education Committee and feedback he received from faculty following the general presentation made in All Staff Meeting. The President stressed that while the development of the Working Paper contains specifics, the actual execution of specifics will largely be the outcome of different groups who will become responsible for the actual implementation. As such, specific points should be interpreted as possible points of consideration.

- a) Phases of the program.
 - (1) Review of Vision/Mission Alignment
 - (2) Focus Chapel/Convocation Program: Moral and Civic Leadership Seminar
 - (3) Repackaging: Mondays – Civic side with speakers and Wednesday – Biblical worship and teaching.
- b) Phase 2 – Fall 2022
 - (1) Develop character based badging program
 - (2) Expand knowledge base concerning rural development and civic engagement
 - (3) Review possible general education alignment – including of MCES
 - (4) Seek Grant Funding
- c) Phase 3 – Spring 2023
 - (1) Develop soft skill badging program
 - (2) Realign junior and senior seminar
 - (3) Consider proposed curricular models
 - (4) Develop marketing
- d) Phase 4 – Summer/Fall 2023
 - (1) Implement Co-Curricular Enhancements (Topeka Encounter, Externships, etc.)
 - (2) Implement Curricular Enhancements
 - (3) Embed Assessment

VII. Constituent Reports – None given.

VIII. Integrated Planning Matrix – no changes. Keep up on matrix.

IX. Strategy Planning

A. Departments are responsible for getting any updates submitted prior to presenting at Workshop.

Pre-capital Campaign Study: The Timothy Group will be assisting the College in its attempt to assess our capacity to initiate a campaign. We will be sending a draft Case Statement to a number of donors. Approximately 50 donors will be interviewed, with the rest completing a survey with the intent of providing feedback on the College and the campaign. The Timothy Group will collect the data, which will provide feedback to the Board. We will include Faculty and Staff in this process, as they are stakeholders in the process.

X. Adjournment at 2:48pm

Old Business

Summary of Changes - Faculty Handbook

Section	Description of Changes
Writing Program	Modifications made to the Writing Program
Library Services	Updates made to the Library Services section
Employment and Faculty Status	Modifications to the Faculty Status definitions and removed emeriti voting privileges.
Academic Freedom	Revision made via SPOC recommendation
Hiring Policy	Modifications made to mirror the Policies and Procedures Manual.
Tuition Assistance Program	Deleted a majority of the policy and stated for details go to CCKC Policy and Procedures Manual
Definitions	Table 2: Seat Time Audit Calculator

For entire Faculty Handbook: <https://www.centralchristian.edu/wp-content/uploads/2022/09/Faculty-Handbook-22-23.pdf>

New Business

FACILITY ACCESS POLICY

1. **General.** To enhance security of its campus and provide for the safety of students, faculty, and staff, Central Christian College of Kansas (CCCK) controls access to all building by limiting the use and function of both access cards and keys issued to all students, faculty, staff, contractors, outside vendors, and invited guests (including conference and camp participants).
2. **Scope.** This policy applies to all employees (faculty and staff), students, invited guests, affiliates, contractors and any other person present on CCCK property with respect to hours of operations and access control of buildings, facilities, and other college-owned or leased property.
3. **Policy.** CCCK manages and controls access to all College buildings and facilities to enhance safety and security, while maintaining compliance with applicable laws, regulations, and associated policies. With few exceptions such as the library and during certain events, College-owned facilities and buildings are not considered open to the public. Access to College buildings and facilities is therefore generally restricted to employees, students, College affiliates, and invited guests.
4. **Definitions**
 - a. Academic Buildings and Facilities – Those locations which have academics (including athletics and extra-curricular activities) as a primary purpose
 - b. Access Control – Control of entry and/or exit to an area by any means (mechanical or electronic)
 - c. Access Control Key – Any official device used to gain entry and/or exit to a controlled space
 - d. Administrative Buildings and Facilities – Those locations which have administrative functions as a primary purpose
 - e. Authorized Signatory – College employee empowered to authorize individual access, key issuance, and building lock/unlock schedules for buildings under his/her control. Each of the following positions is an “Authorized Signatory”:
 - i. Chief Officer
 - ii. President
 - f. Electronic Access Control – Access control using electronic or electromechanical devices to replace or supplement mechanical key access. Electronic access is administered through a computerized card access control system operated and maintained by Information Technology Services (ITS)
 - g. Invited Guests – Individuals present on campus for an express purpose and limited duration.

h. Residential buildings and facilities – Those locations in which students reside

5. **General Facility Access.**

- a. Academic and Administrative Buildings and Facilities. As a general rule, Academic buildings are open Monday through Friday between the hours of 7 AM and 11 PM while Administrative buildings are open Monday through Friday between the hours of 7:00 AM and 6:00 PM. Authorized Signatories may request adjusted hours to meet specific needs of various buildings.
- b. Residence Halls. College residence halls are locked at all times and accessible only by key. Students only have access to their assigned residence with a provided key. Student access to residence halls for which they are not assigned is governed by Residence Life policies.
- c. General access to all CCK buildings and facilities is restricted to employees, students, invited guests, affiliates, and contractors at all times except those buildings where the public is expressly invited and at certain events.

6. **Faculty and Staff Access.** The facilities department manages keys issued to faculty and staff that enable access to academic, administrative, and residential facilities. Faculty and staff are issued keys based on need and with least privileges. Supervisors will submit requests for keys to facilities defining specific access requirements. Individuals requiring additional access must present a memo signed by an Authorized Signatory to facilities detailing the additional access required.

7. **Vendor Access.** Authorized vendors or contractors requiring access to College property should arrange for access through the appropriate department – typically, the department or unit issuing the contract with the vendor. In general, access should be scheduled during normal business hours.

8. **Camp and Conference Participants.** Facilities, with support from Residence Life, issues mechanical key as appropriate. Access cards, if needed, will be requested through ITS and issued. Cards will only be valid for the duration of the camp or conference. Keys and cards must be returned at the conclusion of the camp or conference. Failure to return keys or cards will result in a fee of \$50.

9. **Invited Guests.** Invited Guest will not be issued keys and will only have access to facilities during scheduled open hours.

10. **Mechanical Keys.** Keys will be issued directly to person responsible for its custody and use. This same individual will sign for and acknowledge responsibility for maintaining and securing the key. Master keys are typically only issued to individuals with responsibilities for access to entire buildings. Sub-master keys will be issued to department heads only. Grand and Great Grand Master keys are only issued to select individuals as determined by the President and/or the Chief Operations Officer. Annually, Authorized Signatories or their designees will verify the

existence of all Master, Grand Master and Great Grand Master keys. Any missing key must be reported immediately to Facilities Key Control and the Chief Operations Officer. All keys must be stamped and recorded in the key management system.

- a. **Key Return.** When keys are broken or no longer required, the key holder shall return the key to key control or residence life as appropriate. The Key Control Manager will document the return in the key management system and provide a receipt to the key holder.
 - b. **Key Holder Responsibilities.** All keys to college facilities remain the property of the institution. Individuals with custody of College keys are authorized to use them for access to their work areas. Key holders are responsible for safeguarding keys at all times and for returning keys to the Key Control Manager when they are no longer needed. Key holders are not to share or loan keys to others. Most faculty and staff will have keys only for those building(s) and personal spaces (e.g., offices) in which they work. If additional keys are issued to an employee, the employee may not remove that key from campus. Key holders are also responsible for reporting lost or stolen keys immediately to the Key Control Manager and the Chief Operations Officer. The Authorized Signatory shall investigate the loss and take appropriate action.
11. **Access (Key) Cards.** Access cards are issued by ITS only to those with a demonstrated need. Requests for key cards will be made by supervisors in writing to ITS. As with mechanical keys, key card holders will sign for and acknowledge responsibility for maintain and securing the card. Lost or missing access cards must be reported immediately to ITS.
12. **Student Access Cards and Keys.** All access cards and keys must be returned at the end of each academic year or during the academic year if a student leaves the institution or residential housing.
- a. Students who lose or misplace an issued key or card must comply with the following:
 - i. Lost mechanical keys must be reported immediately to the Resident Director of the student's lodging unit or student life.
 - ii. Lost access cards must be reported immediately to ITS.
 - b. If a lost key is not found and returned within 24 hours, the affected locks may be re-keyed and the student will be charged \$50 for each door that must be re-keyed. If the lost key is residential, roommates will be issued replacement keys at no cost. Student life will coordinate re-keying with the facilities office.
13. **Key Duplication.** Duplication of keys is strictly prohibited.
14. **Key Transfers.** Key or Card transfers from one person to another are prohibited.

15. **Penalties for Policy Violation.** It is a violation of College policy to permit unauthorized individuals to enter into buildings and facilities restricted from general public access by deliberately disengaging, deactivating, or otherwise circumventing locking devices or other security measures intended to control building and facility access. Persons who violate this policy are subject to disciplinary action including loss of access and up to termination in accordance with relevant CCK discipline policy.

DRAFT

COMMITTEE ASSIGNMENTS 2022-2023

A copy of meeting minutes should be submitted to the G: Committee Minutes – 2022-2023 file. Files should be saved as PDF.

Governance Committees:

College Council

*Lenny Favara (President)	Doug Vanderhoof (COO)	LeAnn Moore (CFO)
Cathy Brown (CSEO)	Lara Vanderhoof (CAO)	David Ferrell (Exec Director of Foundation)
Kyle Moody (Athletic Director)	Enrique Barreiro (Faculty Senate President)	(SGA President)
Matt Malone (IEO)	Katy Potter (HR)	Hannah Litwiller (rec secretary)
Lyndsi Romero (At-Large Staff)		

Faculty Senate

* Enrique Barreiro (Faculty Senate President)	Steven Smith (Faculty Senate Vice President)	Lara Vanderhoof (CAO)
Michele August (Registrar)	Bev Kelley (Academic Center Director)	Larry Anderson (Faculty)
Mindi Cromwell (Faculty)	Nate Arida (Faculty)	Brett Janssen (Faculty)
Tricia Pimentel (Faculty)	Mike Craig (Faculty)	Chris Gates (Faculty)
Heath Whitehouse (Faculty)	Michelle Barreiro (Faculty)	PT Faculty are invited

Enrollment Affairs

* Cathy Brown (CSEO)	Zach Fleming (Campus Pastor)	Kyle Moody (Athletic Director)
Jacob Rudolph (Student Success)	Brett Janssen (Faculty Rep)	Caleb Koerperich (Staff Rep)
Tony Romero (Male Sport Coach)	Scott Balbin (Female Sport Coach)	

Operational Affairs

* Doug Vanderhoof (COO)	Kelly Pauls (Facilities Director)	Lizzie Caron (Marketing Director)
Brandon Terry (IT Rep)	Kyle Moody (Coach)	Tricia Pimentel (Faculty Rep)
Diane McClary (Staff Rep)	Alex Wuest (Director of Enrollment)	

Business Affairs

* LeAnn Moore (CFO)	Katy Potter (HR)	Hannah Litwiller (Chief of Staff)
Aaron Hoxie (Coach)	Emily Mendez (Staff Rep)	Michele August (Faculty Rep)
Lyndsi Romero (FA Rep)		

Sub-Committees:

All Athletics Council

* Kyle Moody (AD)	Cathy Brown (CSEO)	(Head Athletic Trainer)
Collin Duckworth (SID)	Aaron Hoxie (Men's Soccer)	Joshua Macharia (Women's Soccer)
Tony Romero (Men's Basketball)	Matt Barreiro (Women's Basketball)	Phillip Hatfield (Wrestling)
Stephen McNett (Baseball)	Scott Balbin (Softball)	Doug Vanderhoof (Esports)
Heath Whitehouse (FAR)	Brandon Terry (Esports)	Assistant Coaches

Staff Social/Retirement Committee [Business Affairs]

* Deanna Favara (First Lady)	Hannah Litwiller (Chief of Staff)	Jacob Rudolph (at-large member)
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Working Committees

Admissions Review Committee [Student Affairs]

* Cathy Brown (CSEO)	Alex Wuest (Director of Enrollment)	Jacob Rudolph (Student Success)
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Disciplinary Affairs Committee [Student Affairs]

* Steven Smith (Chair & Faculty Rep)	Cathy Brown (CSEO)	Elijah Barsness (Resident Director)
Tony Romero (Coach)	(Staff Rep)	

Emergency Response Team [Operational Affairs]

* Doug Vanderhoof (COO)	Lenny Favara (President)	Cathy Brown (CSEO)
Lara Vanderhoof (CAO)	Michele August (Registrar)	Kelly Pauls (Director of Facilities)

Information Processing Committee [Operational Affairs]

* Doug Vanderhoof (COO)	Chris Gates (Faculty Rep)	Caleb Koerperich (Academic Services)
Brandon Terry (IT Rep)	Michele August (Registrar)	Jeremy Nelson (SID)
Student [_____]	Lizzie Caron (Director of Marketing)	Bev Kelley (Academic Center Director)

Internal Review Board: Must have Regionally Accredited – Research Based Terminal Degree (i.e. Ph.D. PSYD, E.D.). Membership can include any faculty, staff or administrators.

* Enrique Barreiro	Larry Anderson	John Trow
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SIS Working Committee [Operational Affairs]

* Michele August (Registrar)	Lyndsi Romero (FA Rep)	Doug Vanderhoof (IT)
Alex Wuest (Admissions Rep)	Charlotte Anderson (Business Office Rep)	Missy Mayse (Student Life Rep)
Chris Gates (Faculty rep)		

Spiritual Development Committee [Student Affairs]

*Cathy Brown	Zach Fleming (Campus Pastor)	Joshua Macharia (Athletic Rep)
Charlotte Anderson (Staff Rep)	Larry Anderson (Faculty Rep)	

Sub-Committees:

Academic Affairs/Assessment Committee Membership: As defined by the Faculty Senate

*Lara Vanderhoof	Mike Craig	Brett Janssen
Michelle Barreiro	Enrique Barreiro	Michele August
Caleb Koerperich (rec secretary)		

General Education Committee Membership: As defined by the Faculty Senate

*Steven Smith	Nate Arida	Mike Craig
Heath Whitehouse		

Strategic Planning & Oversight Committee Membership: As Defined by Faculty Senate

*Mindi Cromwell	Heath Whitehouse	Tricia Pimentel
Nate Arida		

Working Committees

Benefits Committee Membership: As Defined by the Chief Financial Officer

*LeAnn Moore	Missy Mayse (Staff Rep)	Charles Kaufmann (Faculty Rep)
Jacob Kaufman	Katy Potter (HR)	

BG Products Business Lecture Series Membership: As Defined by Faculty Senate

Campus Planning Committee Members: As Defined by the Chief Operations Officer

*Doug Vanderhoof	Brandon Terry	Cathy Brown
Scott Balbin	Bev Kelley	Tricia Pimentel
David Ferrell	Keragin Dix (student rep)	Lizzie Caron
LeAnn Moore	Aaron Hoxie	(student rep)

Chaney Music Symposium Committee Membership: As Defined by Faculty Senate

Chaney Lecture Series Committee Membership: As Defined by Faculty Senate

Fine Arts Committee Membership: As Defined by Faculty Senate

Grievance Review Committee [Business Affairs]: As Called

Departmental Reports

No Reports
Faculty Senate
Athletics

Academics Report - Lara Vanderhoof

Panopto

The use of Panopto has been examined as it pertains to use across the campus including contacting instructors regarding the use and needs for recording and storing of videos. Panopto is significantly increasing their costs. In consultation with Doug Vanderhoof, ITS, Dr. Jacob Kaufmann, Caleb Koerperich and Dr. Lara Vanderhoof it is recommend that CCKK not renew is contract in the upcoming contract. CCKK utilizes zoom, CANVAS has BigBlueButton as well as many other free recording tools which are available to students, faculty, staff, and administrators. The one area needing further attention is the Teacher Education KICA collaboration to ensure a seamless transition.

HLC and Assessment

Departments continue to work on their assessment documents in preparation for HLC. In consultation with Matt Malone the addition of having each academic department to further develop or develop advisory boards will be expected to strengthen the programming and academic offerings as well as strengthening our HLC responses.

Study Abroad and Abroad partnerships

Dr. Vanderhoof is exploring Semester long and May term partnerships in Europe as well as providing training and partnership to gain additional international students to attend CCKK.

Training and Conference Development

Continued exploration with business and corporations as it relates to training and badges. There is a desire for leadership, ethics, and communication training. As noted, earlier this summer the McPherson County Special Education Co-op hosted a 4-day training summit and now are utilizing the campus for regular trainings and meetings. We continue to work together to host trainings and conferences as way to showcase our facilities, services, and course offerings.

Signature Programming

Beginning exploration of signature programming for recruitment.

Lunch and Learns

After the summer start of the Lunch and Learn; we are not preparing for a lunch and learn series on a regular basis open to the faculty and staff. Interested facilitators should contact Lara Vanderhoof. September's focus is: Constitution Day.

September 14, 2022 Business Report -

LeAnn Moore

- Auditors are on site September 6 – 9, 2022. The remainder of the audit work is due to the auditors by October 24, 2022.
- Financial Aid audit is currently in progress as well.
- Preliminary calculations indicate the College will qualify for ERC (Employee Retention Credit) for Q2 2021 and Q3 2021. The Business Office is working with FORVIS accounting firm to proceed.
- The 5500 audits were completed for the 2019 and 2020 years by Coulter & Justus. The Business Office signed engagement letter and is starting the process with Coulter & Justus to complete the 2021 5500 audit.
 - It was determined with the 2019 and 2020 5500 audits that the College is required to have an ERISA Fidelity Bond. The Business Office is working with Brotherhood Mutual to obtain the required bond amount.
 - It was determined with the 2019 and 2020 5500 audits that the College is required to have Non-Discrimination Testing done yearly as part of the audit. The Business Office is working with Deloitte (a partnership through TIAA) to complete the non-discrimination testing.
 - Once the 2021 5500 audit is completed and 5500 report has been submitted by October 2022 deadline, Coulter & Justus will then begin to work through all the prior years to catch up on past audits that were never done.
- The annual FISAP report (Financial Aid awarding including Perkins report due to Department of Ed) is due on September 30, 2022. This report is a joint effort to complete between the Financial Aid Office, Business Office, and DJA.
- The annual KICA Salary & Benefits Survey is due on September 30, 2022. This report is completed by Human Resources.
- The annual CCCU Compensation Survey is due on September 11, 2022. This report is completed by Human Resources.
- Final 2022-23 budget proposal will go for Board approval at their October 7, 2022 meeting. If there are any departments that have had a change in their expenses (i.e. membership costs increased, ref/ump costs increased, etc. since initial proposal was submitted) please turn in an adjustment request to CFO (Chair of BAC). This does not mean that budget will be adjusted, but in order to be considered it would need to be submitted to CFO no later than Friday, September 16, 2022. Final budget proposal must go to the Board on Friday, September 23, 2022.
- BAC has started the process of determining the 2023-24 cost of attendance and scholarship amounts. The goal is to set preliminary figures for 3 years (2023-24, 2024-25, and 2025-26).
- Benefits Committee will be meeting soon to listen to three different 3rd party Administrators of retirement plans. They would handle a lot of the administrative paperwork and regulations that we cannot handle internally and be able to make sure the College is following regulations on retirement plan reporting and audits.
- The first set of FA-22 billing statements will go in student mailboxes by Friday, September 16, 2022.

Foundation Report to the College Council

Central Christian College of KS

September 2022

Prepared by Dr. David Ferrell

1. **Pre-Campaign Study** - The Foundation Office is busy scheduling appointments for our campaign consultants to call prospective donors to inquire information from them about our proposed campaign including opinions and advice on our curriculum, our leadership, our communication, our proposed campaign items and their possible involvement. Our goal is 42-45 appointments from a starting group of 56. At the time of this writing, we are at 35 visits confirmed with five more willing prospective donors needing to be scheduled at some point. We have 11 yet to tell us yes or no to an appointment. This is an important first step in setting ourselves up for a capital campaign. We are reaching out to faculty/staff, significant donors, faithful donors and even alumni on social media encouraging them to complete the survey, which takes about 15 minutes to complete. This data will be compiled by our campaign consultants and presented to the Board of Trustees at their October meeting. It is at that point the Board will decide whether to move forward or not.
2. **\$50,000 Dennis Caldwell** – We are working with an alumnus who believes his experience at Central provided the opportunity for him to make his Ebenezer commitment to follow Jesus Christ in his life. He wants to memorialize that with a \$50,000 estate gift at his passing establishing a second spiritual life speaker series named for his mother Martha Caldwell. His estate may also provide an annually funded scholarship to be given to a nominal student, with no GPA requirement reflecting the type of student he was at Central.
3. **Unrestricted giving** – Unfortunately our unrestricted giving is running behind the same time as last year. However, I just have received word that the second year of a \$10,000 pledge will be coming in later this month or early October. We will soon be ramping up our fall appeal requesting unrestricted dollars. We are working with this same organization for a second \$10,000 gift coming yet this fall.
4. **Alumni Gift** – The Alumni Board has approved the Greer Streaming project as this year's Alumni Project. In the meantime, the Advancement Office has made application to the Chatlos Foundation for a \$15,000 grant for the same project. A preliminary budget of \$17,500 was constructed several months ago, but it did not include labor. Thus, if received, the grant will not cover the entire expense. An updated budget is being constructed. Thus, depending on the updated expense budget, we still will use the streaming project as the alumni project. If, in the case we need an additional item for the alumni project, we will use residence hall washers and dryers as our supplemental project.

5. **Amenities for South Gym** – After a two-year fund-raising project for the newly refurbished south gym including some additional amenities namely a) floor covering, b) new game day chairs, c) new scorer's table, and a new set of scoreboards, this project is coming to a close. The floor covering has been in use for more than a year, the game day chairs just arrived last week and the scorer's table and scoreboards are on order scheduled to arrive in December. Marilyn Odermann, along with her children Jeff and Rochelle, have graciously agreed to pay the entire amount, around \$36,000, for the scorer's table in memory of their late husband and father, Ellis "Oats" Odermann who for decades was the face of Tiger Basketball operating the scoreboard faithfully during home games. The funding for the scoreboards will be partially funded by our local Freddy's group, led by Todd and Mary Ulsaker and Ron and Patty Oborg. Todd's mother attended Central and Patty's mother attended Central. The two mothers are also sisters. The matching scoreboards will arrive in December as well.

6. **Investment Committee** – An Investment Committee, as a subcommittee of the Foundation Board, has been created. Bryan Blankenship, CFO of Asbury Seminary, manages a huge endowment as part of his regular job requirements. Troy Short is a long-time bank manager in South Dakota. Jayne Rarrick is a CPA out of Topeka. All three are alumni and Bryan and Troy are former students of Dr. David Ferrell. Both had parents working at Central and so McPherson was home for them for a number of years. It is ironic that they are both now Ferrell's bosses. They will provide guidance to Ferrell, as the Executive Director, and to the entire Foundation Board in terms of market investments, the choice of fund managers, investment risk strategy and endowment management. Great strides have already been made in our procedures and strategies just from the first two meetings of this group.

College Council Constituent Report

Office of Institutional Effectiveness - Matt Malone

Current External Reports in Progress:

- IPEDS Fall Collection
 - o Completions
 - o 12-Month Enrollment
- Equity in Athletics Survey & Report (Due November 1st)
- NAIA Return On Athletics (Due December 1st)
- KICA Comprehensive Survey (Due December 9th)

Council for Christian Colleges & Universities Collaborative Assessment Project Emphasis 2022/23 – Thriving Campus Assessment

- Includes assessment options for students only (\$750) or campus-wide to include faculty & staff (\$1250). As we currently have an annual internal staff satisfaction survey campaign I would only recommend student participation.
- CAP schedule has the National Survey of Student Engagement scheduled for the spring of 2024.

Census date September 21st (Retention / Persistence Updates will follow)

Quadrennial Reports

- The Division of Health Science has begun the process with Mr. Craig spearheading the effort in collaboration with the Office of Institutional Effectiveness and the Chief Academic Officer.

Advisory Board

- After review of other HLC institutions' academic assessments and conversations with Dr. Vanderhoof, an addition is being included in Academic Annual Reports regarding the use of an Advisory Board for each academic department/division. A number of benefits were identified that prompted this decision including networking opportunities for faculty and students, keeping curriculum current to meet the needs of the workforce, and an increase in diverse perspectives.

Administrative Services Report (9/14/22)

Hannah Litwiller

Staff Council

Staff Council met for the first time on August 16, 2022. This includes all staff that are not administrators, coaches or faculty. During the meeting the following actions were taken:

- Committee Nominations/Approvals
 - College Council – Lyndsi Romero
 - Enrollment Affairs – Caleb Koerperich
 - Operational Affairs – Diane McClary
 - Business Affairs – Emily Mendez
 - Spiritual Development Committee – Charlotte Anderson
 - Social Committee – Jacob Rudolph
- Meeting dates set for the rest of the school year.

Social Committee

Meeting next week to compile a list of events for the Fall to bring as a proposal to the President; i.e. Pumpkin Patch, Family Pizza Night @ a game, etc.

Social Committee has created an internal mission statement and policy. The mission of the Social Committee is to honor, bless and connect the faculty and staff of Central Christian College.

Please note one major change in regards to farewell receptions:

- If an employee leaves during the school year, the social committee will coordinate with the department/chief officer about a farewell reception, BUT the department will pay for the food/supplies, etc.
- A farewell reception and funds will not be given to employees who have worked less than one year at CCCK, though exceptions can be made.

Vector Solutions

In September, staff should expect to start having a vector solutions training scheduled, as needed. Staff members who did not attend the workshop FERPA or Title IX sessions, will be assigned the virtual training via Vector Solutions.

Women in Leadership Luncheon Feedback

There was a very positive response from the female staff members who attended the women in leadership luncheon in which President Porterfield from Roberts Wesleyan College shared her experience as a working woman in higher education.

STUDENT GOVERNMENT ASSOCIATION INFROMATION REPORT

August-September By- Student Body President Reece Warren

PAST

1. Student Leaders Training

Everyone arrived a month early
Received training (spiritual, student, and people)
Planning Events
Getting to know other school leaders better

2. Move-in Week

Helped with decorating, set up, and clean up of move in stations
Had an SGA table to promote Student government (give student information)

3. Turning Tiger Week Events

- Instagram Scavenger Hunt
- Turning Tiger/ Block Party
- Slip N Slide
- Tailgate Halftime Games
- Bowling
- Hopps Snow Cones
- Luau- Sand Volleyball

(Goal is to make the students feel welcome and meet new people)

UPCOMING

1. Events

September

- Mon @ 9 – Praise
- Spike ball intramural
- Mon @ 9- Karaoke
- All School Picnic
- Sand volleyball Intramural

2. All School Picnic

Planning the student competition/events for the morning

Speak with the Caf about lunch plans- Brown bag sandwiches

Get staff/ Faculty more involved- email for help in specific events

3. Working on

Feedback system

Taking to involved parties to get feedback about school and events

Create and anonymous online form

Have SGA Members go speak with

- Staff/ Faculty
- Students
- Parents

Advertising school events

Committee Overview Reports

September 08, 2022

Student Affairs Committee: Cathy Brown

The Student Affairs Committee is discussing ways the institution can support retention efforts, especially for freshmen students. The committee also discussed the outcome from AAAC on the GPA issue for transfers or students who take courses from other institutions and transfer the grades into Central.

Spiritual Development Committee

The first meeting will be September 15 @ 11AM

Operations

Doug Vanderhoof

Admissions

New Admissions Director is on the ground and getting spun up. He is in the process of reviewing the SEMP and making appropriate adjustments based on national/regional data and best practice. We will not be doing a complete re-write of the SEMP at this time. We have several individuals interested in our vacant admissions counselor position and he's reaching out to those for initial pre-interview assessments. He's also taking account the need for us to rapidly take on more responsibility for SPE recruiting.

We have transitioned to fully recruiting for FA-23 and as of 9/7/22, we have 30 Net Active Admits with 4 Net Active Deposits. We will continue to push this out on a weekly basis.

Facilities

The houses at 1111 S Chestnut and 1349 S Chestnut have sold. The tenants in 1115 S Chestnut have vacated and we are in the process of evaluating any repairs we need to do prior to placing it on the market. Over the summer, we re-keyed dorms and the outer doors of Pyle as we continue to re-vamp our key control system to better secure our campus. This year, we hope to complete re-keying the remainder of campus, budget permitting.

The Operations Committee submits to the council a recommended Facility Access Policy. In general, this policy serves to improve campus security by codifying the openness of campus and who may have access to our resources and when. As such, keys, whether mechanical or electronic, are limited to certain specified individuals. Individuals without keys are limited certain locations and only during open hours as published.

ITS

ITS completed upgrading computers to Windows 10 over the summer months and added the PhishER button to Outlook. There are still likely some computers that do not have the button, if that's the case, contact ITS for installation. We've recently added 5 additional security cameras in Kline, Gillespie, and Pyle. Although the cameras are active, we still have some fine-tuning to do. 3 additional cameras are on back-order and will be installed once delivered.

We've begun the process on employing multi-factor authentication (MFC) to improve our network security. This can be seen most currently with Office 365. It can be bypassed at this time but will be enforced at a future date. We will provide multiple means for alternate authentication but will recommend an authenticator app such as Microsoft Authenticator. More to follow when we're prepared to deploy campus-wide.

Other

The Emergency Response Planning Team took a brief hiatus during August but will resume planning this month.