



# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## COLLEGE COUNCIL – MINUTES

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Wednesday, September 14, 2022 @ 12:00 p.m., RBC-AC-20

**Present: Lenny Favara, Katy Potter, Matthew Malone, LeAnn Moore, Enrique Barreiro, Kyle Moody, Cathy Brown, Doug Vanderhoof, Lara Vanderhoof, Lyndsi Romero, Reece Warren, David Ferrell (zoom) and Hannah**

**Litwiler**

I. Call to Order

II. Devotion

- A. The President shared from 2 Kings (The Widow and the return of her land) exhorting the Council that we have a choice to focus on the effects of the famine or rejoice in the restoration of the land.

III. Affirm the June 29, 2022 and July 27, 2022 minutes.

- A. The Chair asked if there were any corrections to the minutes before they are considered for approval.

1. Corrections entertained and recorded.

- B. Dr. Barreiro motioned to approve the minutes as corrected. The motion was seconded. By unanimous consent the June 29, 2022 and July 27, 2022 minutes were approved.**

IV. President's Report

1. Welcome new members of College Council.

a) *Reece Warren – New SGA President*

b) *Lyndsi Romero – At Large Staff Member*

2. The Chair reminded all members of the confidential nature of discussion that occur in these meetings, which is balanced by our responsibility to also represent back to our constituent groups concerning decisions made.

V. Old Business/Action Items

- A. Refund Policy Recommendation [Business Affairs Committee] – Pending BAC review.

- 1) The CFO requested the refund policy be removed from Old Business. The Business Affairs Committee will reconsider and resubmit.

- B. SIS Recommendation [SIS Review Committee] – Pending Presidential Action

- C. Faculty Handbook [Faculty Senate]

- 1. By unanimous consent, the College Council affirmed the changes to the Faculty Handbook.**

VI. New Business

- A. CCCU CAP Project [ALO]

1. The Accreditation Liaison Officer inquired of the Council, in light of the development of the Assurance Argument whether the College should participate in the CCCU Assessment Project or maintain its biennial participation in NSSE

a) *After some conversation, the Council suggested that the College continue its Biennial participation in NSSE, which will aid in the development of the Assurance Argument. At the same time, the Council also recommended using the Thriving Quotient instrument with the Faculty and Staff to provide for external comparative data.*

- B. Clarification of Constituent Group Placement.

1. The Governance Manual states that non-coaching staff are included in the Staff Constituent

group. However, there was some confusion at the beginning of this year as to where Sports Information Director/Associate Athletic Director, AD, and Athletic Trainer would be counted as voting member.

a) *It was consensus of the College Council that the SID/Associate Director and the Athletic Trainer would both be included in the Staff Council.*

(1) The caveat would be if a position also is a coach, and chooses to vote as a member of that (coaching) constituent group. In that case, the individual forfeits his or her voice and vote as a member of any other constituent group.

(a) *The Athletic Director is currently a coach and votes as a member of the coaching constituent group (Coaches Council). Therefore, does not have a voice or vote in the staff constituent group (staff Council)*

2. There was discussion about the current Director of the School of Professional Education position, who attended a Staff Council meeting. According to Article II, Section 2.01. (a) of the Faculty Manual, "The voting members of the Faculty Senate shall consist of (1) all full-time faculty members; (2) part-time faculty members with an instructional load greater than (6 credits); (3) Staff who hold faculty status in recognition of their position (i.e. Briner Academic Center Director, Registrar, Briner Academic Center Coordinator: Student Success)." Recognizing that the Director is not a Chief Officer, but a Director like the Registrar and Librarian, it is assumed that the Director of the School of Professional Education is a voting member of the Faculty Senate. However, the College Council would like to defer to the Faculty Senate before making any ruling.

a) *By unanimous consent, the College Council referred this issue to the Faculty Senate for feedback, before taking action.*

3. The Staff Council recommended (by motion, second, and vote) that the Human Resource Officer be given a permanent seat on the Council.

a) *The Human Resource Officer was asked to exit the meeting during discussion of this request from Staff Council.*

b) *Matt Malone made a motion to affirm the recommendation of the Staff Council, affording a seat to the Human Resource Officer. Seconded. Discussion. Through unanimous consent the motion was affirmed.*

4. The Staff Council recommended (by motion, second, and vote) to afford the Military Benefits Officer a seat on the Business Affairs Committee, on an "as needed basis".

a) *After some discussion, the College Council referred this request to the Business Affairs Committee consideration. No further action.*

C. Governance Manual Ratification Results [College Council]

1. Coaches Council and Student Government have not submitted ratification results.
2. Staff Council, Chief Officers, and Faculty Senate have called a vote. Results will be shared after all groups have voted.

D. Facility Use Policy [Operational Affairs]

1. The COO withdrew the request. The Operational Affairs Committee has not fully reviewed.

E. Affirmation of the Committee Assignments

1. Discussion of the current committee assignments.
2. Removal of Scott Balbin from the Student Affairs Committee due to meeting schedule conflict. Position is open.

a) *Clarification was sought by the AD if the Female Sport Coach had to be only a Female Coach or if the position could be filled by a Coach who coaches both a male team and a female team.*

- (1) The Council recommended that a Coach who had responsibility of both a male and female team could fulfill the role, as long as the individual understood that his primary role on the committee was to represent female sports.

b) *The College Council affirmed the committee assignments as presented with corrections.*

- (1) The Executive Director of the Foundation sought to recognize the Hall of Fame Committee within the Governance Structure. The President suggested that the two of them meet first before entertaining an action by the Council.

3. Affirmation of Strategic plan

a) *Modifications to the Strategic Plan were made based on feedback and suggestions from and following the All Staff Workshop*

- (1) The SWOT Analysis was updated
- (2) KPI 1.03 was modified
- (3) Minor adjustments on goals and outcomes

(a) *By unanimous consent College Council affirmed the Strategic Plan.*

VII. Integrated Planning Matrix

A. Data Book: The preliminary copy of the 2021-2022 Data book is available online. <https://3day2v2a2xwf42nemz246oah-wpengine.netdna-ssl.com/wp-content/uploads/2022/09/Databook-2021-22.pdf>

B. Budget: Due to the Employee Retention Credit, CARES Act funding, etc., the CFO did not need to make adjustments to the budget. The President cannot give a deficit budget to the Board. There were no major changes to the budget, only positive changes, i.e. mismatch between athletic handbook's uniform replacement policy and amount in budget (now fully funded).

1. **The Council approved the Budget, which will now go to the President and Board for final consideration.**

VIII. Oversight Responsibility

IX. Q&A

A. The President inquired about possible concerns that the faculty may have concerning athletic attendance

in class. Dr. Barreiro articulated that there were some concerns. There was some discussion, with the President committing to follow-up with those concerns. The President did caution all staff to be careful about making assumptions about other groups. All units are invested in this mission.

B. What is the Policy in respect to teams qualifying for post-season?

1. The Policy is in the Athletic Handbook. The President asked that the AD ensure that all coaches are aware of the policy.

a) *Congratulations to Golf! The men's team won NCCAA regionals!*

C. Where are we at with Tuition?

1. The CFO will be presenting to the Board. There was discussion of CCKK tuition rates in relation to other KICA institutions, inflation concerns, and ROI concerns. More than likely, won't raise overall price by more than 5%. The BAC needs to meet.

D. What's up with the Pre Capital Campaign

1. The Executive Director of the Foundation shared about the current case study for pre-campaign. The Timothy Group consultants have been meeting with potential donors.

a) *Data will be gathered by the consultants and present to Board in October.*

E. The Foundation Director shared a brief update concerning the work of the Advancement Office.

X. Adjournment@ 1:45pm

## Constituent Reports

Constituent Reports [provided electronically prior to meeting]

*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.*

# Constituent Reports

# Academics Report

## 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 recommended that CCKK not renew its 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

- 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 3<sup>rd</sup> 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

### Current External Reports in Progress:

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

### 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 21<sup>st</sup> (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)

## 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 CCK, 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.

No Reports  
Faculty Senate  
Operational Affairs  
Athletics