



CENTRAL CHRISTIAN COLLEGE OF KANSAS

COLLEGE COUNCIL – MINUTES

Wednesday, November 9, 2022 @ 12:00 p.m., RBC-AC-20

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

Not Present: Reece Warren

I. Call to Order

II. Devotion & Prayer

The Chair invited members to share from their own personal devotions. Kyle Moody, the AD shared some insights from a devotion he shared with the coaches, from Galatians 6:9-10. The challenge is to recognize that weariness will occur, but the opportunity to share the Gospel remains the same. Our invitation is to maintain commitment to the Great Commission, even when our weariness might tell us otherwise.

III. Consent Agenda

A. The October 12, 2022 minutes, as corrected, were approved by Unanimous Consent.

B. Constituent Reports were received by Unanimous Consent.

IV. Tabled Items

A. SIS Recommendation [SIS Review Committee] – Pending – continue to be tabled.

V. Old Business/Action Items

A. Military Benefits Officer seat on Business Affairs on an “as needed basis” – Pending [BAC]

1. By Unanimous Consent, the Council removed this item from the agenda, recognizing that any further action will come to the Council by recommendation of the Business Affairs Committee.

VI. New Business

A. No New Business.

VII. President’s Report

A. Governance Actions

1. Affirmed: Approval of the Facility Use Policy

B. KeyPath

1. In response to ongoing concerns with KeypathEDU, the President entered into negotiations in order to determine if there was any chance of unwinding the contract. KeypathEDU submitted a proposal. This proposal has been submitted to the Board. The President is now seeking final endorsement from the Council.

2. Based on the proposal, the January 2023 incoming class would be the last class with Keypath. During the transitional period, all assets (webpages, name buys, advertising contracts) would come to the College. KeypathEDU will continue to provide limited consulting support through June 2023.
3. One of the options is to execute a complete buyout of \$800K by December 31, 2022. CCKK would retain all rights, no further billing. By doing this, we could save approximately \$2.5M.
4. The Chair opened the floor for discussion?
 - a) **How will we handle recruiting?**
 - (1) Online Recruitment would fall under the authority of the Director of Enrollment. This is a known quantity in that the current Director of Enrollment was hired with the expectation of overseeing the expansion of SPE recruiting. Aspects have been included in the updated SEMP.
 - (a) Recognizing that this transition might be forthcoming, there is already an internal commitment to hire at least two recruiters. One focused on Criminal Justice, the other would serve as a generalist.
 - b) **Are we prepared to handle marketing?**
 - (1) Tricky question. No would be the quick answer. However, KeypathEDU is also struggling with this question. We (the College) have entertained two proposals from third-party agencies to cover this aspect. As for the CJ Program, marketing would be addressed through the recruiter. The reality is that though we might not be under a profit share agreement, the lion share of any income will be reinvested into marketing.
 - c) **What is the liability?**
 - (1) KeypathEDU is not currently filling classes. However, there is no guarantee we can do better. In fact there is a real risk we will do worse. All KICA institutions have experienced decreases in their online program. Under KeypathEDU we have very little insight and no real control over marketing, outside of quarterly reports. With in-house control, we may be able to manage marketing more effectively than we have with Keypath. That doesn't resolve the issue if it will be effective, though not sure if it will be less effective. There is very real risk.
 - d) **What tangible plans are in place?**
 - (1) With the transition, we will need to manage Student Success, Marketing and Recruiting. We already manage curriculum.
 - (2) We would begin rerouting the website to our admissions pipeline; train a student advocacy person to connect with students, hire recruiting staff, and contract with a marketing agency. We have the remainder of this year to work with KeypathEDU to become familiar and assume responsibilities

related to the management of the program.

- e) **How will this look like with the HLC?**
 - (1) HLC has an uneasy perspective of OPM's, especially if it seems that the "tail is wagging the dog". On one hand, recognizing that the contract is resulting in decreasing enrollment, the fact that we are taking action could be seen as positive. However, the "proof is in the pudding". If we cannot create stability, it may not matter.
- f) **What is the timeline?**
 - (1) CCKK would need to start a recruiting cycle prior to January start for February start.
- g) **How many new hires?**
 - (1) The primary hires are recruiters, which could be remote work.

There were no objections from the College Council.

C. Chamber of Commerce Funding

- a) The College was allotted approximately \$192K from the Department of Commerce for a project that aligns with economic development. However, in order to obtain the funds we must raise \$500K (1:3 match). The President and Chief Officers have brainstormed about what types of projects might be feasible given the parameters. No decision yet, but we are discussing options.

D. Pre-Campaign Study

- a) Phase II Report went to Board. The Board will meet and make a decision if we will start the campaign. The silent phase could begin as early as December.
- b) **What are we possibly raising funds for?**
 - (1) The *buckets* included in the study were based on broad based input from campus, which were whittled down to just a few viable options. The study helped us know what the donors are interested in supporting. The most popular item was dorms. However, those with the greatest capacity to give were primarily interested in the development of a health related program. If we move forward with the campaign, we will work with the consultants to define specifics.

E. Legislative Focus

- a) The President is sending communications to Kansas legislators on a monthly basis. These communications will target specific issues relative to state support

VIII. Integrated Planning Matrix

- A. November – Quadrennial participants review audit – Matt is working with the groups.
- B. November – Budget & Strategic Planning Summit – Review Mission, Milestones, and Means
 - a) The Business Office is providing monthly budget updates.

- b) The budget process has been initiated, with initial budget drafts due by Thanksgiving.
- c) Going forward, the Business Office may want to address the calendar and perhaps moving the budget summit to October?

IX. Assurance Argument - Oversight Responsibility

- A. Criteria 1 & 2 have received initial evaluation and are under review of the OIE. Work on Criteria 3 has begun. The goal is to initiate the first public reading on November 21st. This will be done through random assignment.

X. Around the Room

A. Student Life

1. The *Grapevine* indicates that the faculty believe there is an expected mass exodus of students. This information conflicts with the data on file with the Office of Student Development. Members were encouraged to remind all staff of the importance of reporting possible attrition to the Student Development Office. It is right to know information and is important if we are to try and assist in retention efforts.
2. Members discussed the calendar. There seems to have been some concern by the coaches, who were told that changes had been made to the calendar. However, no changes were considered by the Council. Members were challenged to ensure that groups do not become unduly burdened with concern when there is no official action. Members should represent the process.
3. Concerns have been raised about the governance structure and how concerns are unheard or overturned. Members discussed the concern and attempted to identify the issues related to the concern. It was discovered that these comments were related to a specific constituency group. The members were unable to determine any specific issue that has ever been brought forward or a decision that was overturned. The related Committee Chair was encouraged to direct concerns to the appropriate officer.
4. Students have expressed that faculty and staff do not listen or understand where the student body is coming from. The Chair of the Committee was directed to remind Student Council that they have the right to bring specific concerns or proposals forward.

B. Business Affairs

1. There are a significant amount of students that do not have payment plans set up or are over the \$3,000 due limit. The Business Office is working on getting out statements. The CFO will follow up with the Bursar about why these students did not have payment plans set up.
2. The CFO queried members to determine if the monthly expense reports have been helpful. Members expressed their support and appreciation.

C. Staff Council – No report.

D. Institutional Effectiveness

1. The Athletic Environmental Survey has been delivered to the student body. There have been 155 responses.
2. The Thriving Campus Survey is now live and closes November 16.

E. HR

1. November 10 is Benefits Day. There are a number of staff members who did not sign up. The HR officer will relay those names to the appropriate supervisors.

2. The HR Officer is working on a New Title IX Policy with Husch Blackwell. Is there any policies besides what is already in P&P and Faculty Handbook? The Council gave feedback on where more might be available as well as the Title IX handbook that the previous coordinator was working on.
3. There has been concern about staff members who are entering offices with lights off or closed blinds. Though there is not a current policy, the HR Officer is looking into it. Any policy would come through HR to Business Affairs.

F. Foundation

1. The Executive Director announced that the Chatlos Foundation awarded \$10K to the Greer streaming project (alumni project). Alumni Board has raised \$10K as well. The goal is to get set up in spring.

G. Administrative Services – No Report

H. Operations

1. The COO shared that travel season is about done for the Admissions Counselors. There have been lots of leads and lots of traction for inquiries. The Director of Enrollment will be blocking off 3-6pm on certain days to be on phone for “dials”.
2. Open House next week for SGS. Emails went out to juniors and seniors to invite attendance.

I. Faculty Senate – No Report.

J. Academics

1. The Progress Review Committee met with 43 students with academic concerns and 11 haven't followed up to sign off on their plans.

Point of Privilege: Dr. Ferrell shared how much he appreciates the College Council and the President's move to the governance structure.

XI. Adjournment

Constituent Reports

No reports from:

**Athletics
Operations**

Academics report for College Council

Prepared by Caleb Koerperich

OPEN POSITIONS

A search for Assistant Registrar and Psychology Instructor continues. We have had a few applicants for each that have not worked out so far. Please pass along information about the openings to anyone you think may be qualified.

GRADUATION

Graduation planning is underway. We will have a finalized schedule in December. This will be sent to graduates and their parents, so no more changes in schedule will happen after December.

MIDTERMS

The Progress Review Committee met with nearly fifty students who were flagged for low performance at midterm. These meetings encouraged students by having their coach and advisor present, and a specific success plan was created for each student.

EXCUSED ABSENCES

The Academic Office requires sponsors of activities to provide at least three business days' notice if students will be absent during class time. This goes for all activities – sports games, class field trips, community events, etc. Please send the following information to the Academic Office (Caleb Koerperich) at least three business days in advance of the event: (1) name of event; (2) date of event; (3) time of dismissal and time of return; (4) list of all students in attendance.

Example

Event: High School College Fair

Date: November 5

Dismiss: 11:00am

Return: 4:00pm

Students:

1. Last, First
2. Last, First
3. Last, First

GRADUATE PROGRAM OPEN HOUSES

The School of Graduate Studies will be hosting two upcoming open house events in order to recruit graduate students.

November 15 – 7:00pm – On campus

December 6 – 7:00pm – Virtual

Administrative Services Report

Prepared by Hannah Litwiller

STAFF COUNCIL

Staff Council met on October 28, 2022. No official business actions were taken.

Staff members were given time to share the “good, bad, & ugly”. A time was given for prayer requests and the Chief of Staff ended the meeting with prayer.

SOCIAL COMMITTEE/MORALE BUILDERS

The Social Committee hosted the second annual pumpkin patch event. Over 71 individuals attended (employees and their families). We rented a campfire site and roasted hot dogs and s’mores. This is becoming one of the favorite Central family events that we provide. One family shared that with how busy they are, there isn’t very many times ALL of them are together, so it was a very special time. We had 71 people attend.

The Social Committee hosted a Nacho Bar for CCKK and family on November 3rd with the ability to attend the volleyball game that night at 6pm. We served over 40 staff/family members and were thanked by several staff members for hosting this event.

The President’s Office is in conversation with Heartbeat Coffee and Hurts Donuts to provide hot drinks and donuts one cool morning sometime this month or next.

The Social Committee has already started planning the President’s Christmas Reception that will be December 16th.

VECTOR SOLUTIONS

In October, the first round of Vector Solutions Trainings were opened. Though all trainings are available to be completed at any time, the Common Illness Prevention training is due November 30.

November 9, 2022

Business Report

prepared by LeAnn Moore - CFO

- Auditors are currently working through all the workpaper and documents supplied to them by the College. We will hopefully be able to wrap up the financial audit in the next couple weeks and then they will shift over to the financial aid audit.
- Coulter & Justus completed the 2021 audit and the College filed the 5500 report by the October 14th deadline. Coulter & Justus is now working their way backward through the past years, starting with 2018.
- The annual FISAP report was submitted to the Department of Ed on September 30, 2022.
- The annual KICA Salary & Benefits Survey was completed by the September 30, 2022 deadline by Human Resources.
- The annual CCCU Compensation Survey was completed by the September 11, 2022 deadline by Human Resources.
- Final 2022-23 budget proposal was approved by the Board of Trustees at their October 7, 2022 fall meeting. Budget numbers were distributed to VP's for further distribution, so if you have not seen your budget number(s) yet for the current year, please see the VP over your area.
- Budget process has already begun for the 2023-24 budget year. Please submit your final proposals by Thanksgiving break. If you need historical information, please speak with the CFO.
- The CFO is trying a new process this year for keeping departments up to date on expenses. Once a week (this might change to every other week depending on time constraints) VP's/Directors will be emailed a document that shows the current year budget figures, and current expenses. The CFO is working on expanding these to include Restricted Accounts as well. Please keep in mind that Restricted Account carryforward balances are not finalized until audit are completed by the auditors. Also, credit card expenses can lag up to 6 weeks, deposits/gift contributions can lag up to 4 weeks, and the reports only include invoices/expense reports that have been turned in to the Business Office with proper signatures. If the Business Office has not received an invoice from a company or department, then the expense will not show on the report.
- Reminder that all invoices submitted to the Business Office need to have proper signatures as follows:
 - < \$100 Requestor
 - \$100 - \$4,999 Requestor & Supervisor
 - \$5,000 - \$9,999 Requestor, Supervisor, & CFO
 - > \$10,000 Requestor, Supervisor, CFO, and President (must submit evidence of comparative pricing and justification of vendor choice with payment request)
 - For Athletics, the only people that can sign off as Supervisors is Kyle Moody, and President Favara.
 - As Supervisors, please look at budget reports before signing off with approval to make sure funds are available for the purchase.
- Billing statements have continued to go out on a monthly basis to student mailboxes and also sent home. Holds have been placed on those student accounts that currently have a balance.
- Benefits Committee met and listened to two different proposals from 3rd party Administrators for our 403(b) retirement plan. A recommendation will be forthcoming at the next College

Council meeting in December. No major changes will take place with employee retirement plans. The only difference is the Business Office will have a 3rd Party Administer that will help with all the paperwork and regulations/requirements of retirement plans.

- Thanks to some restricted funds and COVID funds, new carpet is being purchased for Stoll Hall.
- Two non-contiguous houses sold early this fiscal year, with one more pending contract. Proceeds were used to purchase 1301 S. Walnut (contiguous property) and remainder of proceeds will be sent to Free Methodist Foundation to pay toward our underwater Endowment fund.
- Susan Olsen will be starting on Wednesday, November 9, 2022 as the Student Finance Clerk.

CREATIVE DINING SERVICES®

Complete Hospitality Management

September 2022

Kim Knopp
Central Christian College of Kansas

Dear LeAnn,

Profit & Loss Review Letter for September 2022

Key Drivers for this month include:

Rising food and supply costs
Food outages resulting in ordering higher priced substitute
Food Waste

Food Costs

- Total Food for the month of September 2022 \$43,920 compared to last year \$36,668
- Current month total food \$43,920 vs budget \$29,932 over \$13,988
- Current YTD \$69,734 vs Budget YTD \$52,382 over \$17,352
- Last YTD \$62,535

Labor Costs

- Total labor for the month of September 2022 \$35,138 compared to last year \$35,386
- Current month total labor costs \$35,138 vs Budget \$32,942 over \$2,196
- Current YTD \$70,778 vs Budget YTD \$71,992 under \$1,214
- Last YTD \$61,190

General Expenses

- Total General Expenses for the month of September \$6,959 compared to last year \$4,593
- Current month total general expenses \$6,959 vs Budget \$5,411 over \$1,548
- Current YTD \$16,603 vs Budget YTD \$12,503 over \$4,100
- Last YTD \$21,664

Total Expenses

- Current Month of September \$89,475 vs Budget \$71,744 over \$17,731
- Current YTD \$167,490 vs Budget YTD \$147,253 over \$20,237

Going forward

- Changing menu options offering lower cost entrees (reducing protein portion size)
- Stressing to students to come back for seconds instead of taking 2 entrees
- Thanksgiving Dinner
- Christmas Dinner
- Late Night Breakfast

Best Regards,
Kim Knopp
Food Service Director



Enrique N. Barreiro, Ph.D., MBA, MPM
Faculty Senate President
Central Christian College of Kansas

To: College Council

10.27.2022

Re: Report

Thanks for the opportunity. Here the Senate report:

- Approved: Dean of Online Education membership
- Approved: Academy of Achievers Nominations
- Approved: List of graduates (SPE, SAS and SGS)

Thank you for the opportunity. Please reach out if you have any questions.

Sincerely,

A handwritten signature in blue ink, consisting of a large, stylized loop and a long, sweeping tail that extends to the right.

Dr. Enrique N. Barreiro

Foundation Report to the College Council

Prepared by Dr. David Ferrell

PRE-CAMPAIGN STUDY – the 110 page report from The Timothy Group (TTG) arrived last week. Of the total length, about 27 pages is narrative and the rest is data. Both President Favara and David had the opportunity to correct the content (misspellings, other errors, etc.). The next step is for the Board of Trustees to review and make a decision to complete a campaign or not. If yes to a campaign, in consultation with the College, they will determine the content of the campaign.

UNRESTRICTED GIVING – The third gift of \$10,000 came from Adelfi last week. Thanks are due to Liz Caron for assistance in including this company in some of our marketing. We are running slightly ahead of last year same time in unrestricted giving. The fall appeal letter is in the process of completion asking for unrestricted dollars and is scheduled to go out right after Thanksgiving. An unrestricted estate gift will be arriving this fall.

FOUNDATION BOARD – The Investment Committee, as a subcommittee of the Foundation Board, proposed changes to the Investment Policy Statement (IPS) at the fall meeting. These changes will allow the Free Methodist Foundation (FMF), fund manager of some of our endowment investments, to pursue strategies the former IPS would not allow. The President of Guide Stream (a part of the FMF) gave a demonstration to the Board. The Foundation Board approved the new strategies for the endowment funds held by the FMF.

FALL TRAVEL – Joe and Kyle have been visiting alumni and friends in various locations in Kansas including Kansas City, Wichita, Salina, Reno County, etc. in preparation for capital campaign travel. David visited several alumni in the Colorado Springs area last week and is planning a trip to Oklahoma City next week. Kyle is also seeing alumni in Oklahoma. All three, plus the president and Dea, are visiting McPherson area alumni prior to Christmas. They have been warmly received.

PRESIDENT'S CIRCLE – A renewed effort is being designed by the Advancement Office to increase unrestricted giving through our President's Circle structure by developing additional giving "societies" designed to target various giving groups, unrestricted and restricted, and both current donors and new donors. Other colleges giving programs were studied to determine best practices. The June 2022 advancement retreat provided opportunity for extensive discussion that is leading to a written proposal.

ALUMNI BOARD – As the alumni director, Adriane is working with Bill Young, the Alumni Board President to accomplish the following: a) define board member terms, b) renewed effort in securing applications for the Young Alumni Award, and c) reorganizing the alumni board project process. The current project includes streaming capabilities in Greer Auditorium. In addition to raising funds on Giving Tuesday for the project, an application has been made to the Chatlos Foundation for assistance with this project. We are expecting to hear any day as to the status of this application.

Human Resources Report

Prepared by Katy Potter

HUMAN RESOURCES

Pathway will be here on November 10th to help employees enroll in 2023 benefits. Anyone who is ¾ time or more is eligible for health, dental, vision, life, disability, cancer, and FSAs. Each eligible employee is highly encouraged to sign up for a time slot using this link: [School Enrollment: Central Christian College Benefit Enrollment \(signupgenius.com\)](https://www.signupgenius.com). Even if someone doesn't want any benefits they must still meet with Pathway and opt out.

The benefits form also asks about our 403(b) plan, which is for retirement. Unless someone is a student, everyone is eligible to contribute to retirement (this means full-time, three quarter time, half time, or less are all eligible). The College offers a 2% match for employees that contribute at least 4% of their pay. Employees are eligible for that match after they work at least 83 1/3 hours per month over 12 consecutive months. See Human Resources for more information.

2021, 2020, and 2019 5500 audits are completed. 2018 will start soon. We will go all the way back to 2012 (I think). Non-discrimination testing is currently in process for 2019-2021 for our retirement program. The plan is to go back the same amount of years as the audits.

The benefits committee is close to recommending a TPA (third party advisor) for our retirement program to handle some of our fiduciary responsibilities such as audits, testing, and compliance. Getting a TPA will also allow us to have some better and different funds to invest in.

PAYROLL

Upcoming holidays: November 24-25, Dec 23-30

Hourly employees should write in holiday on those dates on time cards.

If you wish to take extra days off please get the time off forms turned in to your supervisor as soon as possible.

The cut off for December payroll is the 16th and the last day of finals is the 15th. Please make sure all students get time cards turned in prior to leaving campus for Christmas break.

TITLE IX

Husch Blackwell and I are currently in the process of updating our Title IX policy. Once that has been completed, they will provide specialized training for employees that are involved in the Title IX process and assist us with rolling out some general information for students and employees.

College Council Constituent Report

Office of Institutional Effectiveness
prepared by Matt Malone

Current External Reports in Progress:

- NAIA Return On Athletics (Due December 1st)
- National Postsecondary Student Aid Study

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

- Student assessment underway
- Faculty / Staff Scheduled for Spring 2023

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.
- The Operational Quadrennial Audit of Athletics is underway

Assurance Argument

- Evidences for the HLC Assurance Argument are being compiled

Attrition Analysis

- The OIE is working to complete an attrition analysis in order to hopefully implement an early alert identification system to highlight students who may be high risk as it pertains to retention.

Student Affairs Report

Prepared by Cathy Brown - CSEO

POST SEASON PLAY

The committee recommends that an addition to the requirements be that all teams participating in post-season play be required to have a drug test at least 2-weeks prior (when applicable) to leaving.

COMPENSATION PROPOSAL

The Director of Campus Life has requested that Student Government members receive free room as their compensation. The Student Affairs Committee has decided that more information needs to be gathered on compensation not only for Student Government but for Resident Directors as well. The Committee will re-visit this issue at our next meeting.