



# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## COLLEGE COUNCIL – AGENDA

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

- I. Call to Order
- II. Devotion & Prayer
- III. Consent Agenda
  - A. Approve the November 9, 2022 minutes as corrected.
  - B. Receive Constituent Reports
- IV. Tabled Items
  - A. SIS Recommendation [SIS Review Committee] – Pending
- V. Old Business/Action Items
- VI. New Business
  - A. Window & Door Policy [BAC]
  - B. Post Season Play Drug Testing Proposal [Student Affairs]
  - C. Tuition Proposal [BAC]
  - D. Increase of Lost Key Fees [Operations]
- VII. President's Report
  - A. Governance Actions
  - B. KeyPath Update
  - C. Chamber of Commerce Funding Update
  - D. Pre-Campaign Study Update
- VIII. Integrated Planning Matrix
  - A. December – Budget Progress Update
  - B. December – Campus Plan submitted to College Council
  - C. December – Quadrennial updates
- IX. Assurance Argument - Oversight Responsibility
  - A. Upcoming read through – December 19
- X. Around the Room
- XI. Adjournment

# **Constituent Reports**

**No Reports from:**

**Athletics**

**Institutional Effectiveness**

**Operations**

**Student Affairs**

**SGA**

# Academics Report

Prepared by Lara Vanderhoof

## HCC COLLABORATION

Alex Wuest and Dr. Vanderhoof met with Hutchinson Community College to establish a recruiting plan. The next step will be to connect select faculty members from both institutions to better equip HCC faculty with CCK's majors. In addition, we have established a pathway for dedicated space for CCK recruitment and engagement. The top areas of interest are business and psychology as well as E-Sports.

## CENTRAL'S CANDY CANE LANE

The initiative was created and facilitated by the Student Success team. The purpose was to provide dedicated community space that fosters brain breaks in conjunction to study support in preparation for finals week. Each evening the life-size board game was open from 7-10pm and students played the game by the dice roll and moving around the board game to answer questions and completing activities to introduce and re-enforce healthy self-care. Each evening an additional special event took place for students to corporately engage in a brain break activity from an indoor snowball frustration release game, Kahoot, Dog Therapy, and Yoga. The Briner Academic Center is pleased by the response and engagement and plans to host additional special brain breaks throughout the Spring semester.

## KEYPATH

Continued meetings, planning, training, and interviews are underway as we prepare for the KeyPath transition.

## HIRING

Open positions under academics: English instructor, Psychology instructor, and SPE Student Success.

## SPAIN UPDATE

The trip to Spain conducted by Dr. Vanderhoof was profitable as relationships were developed and opportunities for semester abroad internships/practicum experiences were examined. Spain has an initiative that is beginning in 2023 which opens the doors for these internships experiences to happen with relative ease. Students will be placed with host families connected to the Free Methodist Church in Madrid, placed with an appropriate business/organization aligned with the students major and in addition serve in the church's afterschool program through tutoring and mentoring.

# Administrative Services Report

Prepared by Hannah Litwiller (12/14/2022)

## STAFF COUNCIL

Next meeting is in February of 2023.

## SOCIAL COMMITTEE/MORALE BUILDERS

The Social Committee/President's Office provided treats for the All Staff Meeting/HLC Assurance Argument reading on November 21<sup>st</sup>, as well as the "Deck the Halls" event on November 23<sup>rd</sup>.

Current planning for President's Christmas Reception is in full force. All Staff, President's Circle, and Board members have been invited.

## VECTOR SOLUTIONS

A reminder to complete the overdue Common Illness Training has gone out. The next training is due December 31<sup>st</sup> and it is a Health Emergencies Overview.

There are 44 outstanding past due Vector Solution Trainings. This may include FERPA, Title IX as well as the Common Illness trainings.

## EMPLOYEE BENEVOLENCE FUND

A staff member submitted an application to be considered to receive funds from the Employee Benevolence Fund. This fund is funded by donation only and is a restricted account. A committee met, which consisted of Advancement/Foundation staff and members of the Social Committee.

A reminder to all staff that this fund is available, as long as funded and more information can be found in the Policies & Procedures Manual. The application is on the staff resource page.

December 14, 2022  
Prepared by LeAnn Moore  
Business Report

- Budget process is underway for the 2023-24 budget year. Please submit your final proposals by Christmas break. If you need historical information, please speak with the CFO.
- As of now, scholarships will stay the same as the current year (2022-23) for the 2023-24 school year. Changes may come once Cost of Attendance for 2023-24 is approved and as BAC works through the 2023-24 budget process.
- BAC met December 5, 2022 to decide on 2023-24 Cost of Attendance proposal. Proposal being presented to College Council for vote.
- Business Office is working with FORVIS (BKD) for the Employee Retention Credit.
- Accounts Payable was under \$200,000 at 11/30/2022.
- Keypath buyout has been signed off on with a one-time payment being made by 12/31/2022. The CFO and President are still working through the options for payment (loans, reserve funds, etc.)
- As of 12/7/2022, the Business Office and Student Finance Office (through partnership with other offices, coaches, and staff) are working through a list of 40 students that still have balances over \$3,000. Students must have their balances down to \$3,000 or less by December 16, 2022 or they may be asked to pack up and leave at Christmas break.
- We had 122 PELL eligible students who qualified for a one-time federal SSARP grant, which gave them a stipend check of \$805. A handful of students signed over the checks to be directly applied to their student account balances.



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

To: College Council

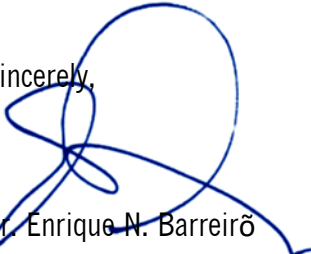
12.14.2022

Re: Report

Thanks for the opportunity. Here is the Faculty Senate report:

- Approved: General Education Committee asked to add the Director of SPE and Student Success Specialist to the committee.
- Approved: Add Student Success Specialist as a non-voting member and add Director of SPE as a voting member to update by-laws in article 2 section 2.01 A and B.

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

Sincerely,  
  
Dr. Enrique N. Barreiro

# Foundation/Advancement Report

Prepared by Dr. David Ferrell

## CAPITAL CAMPAIGN UPDATE

Board of Trustees approved a capital campaign of about \$3.5M. The content of the campaign is being decided. The different “buckets” being considered include the standard annual fund and endowment and then some combination of a) dining hall upgrade, b) residence hall, and c) health science (and other sciences) program enhancement. No final decision has been made and nothing is ruled out including other projects not listed above.

## UNRESTRICTED GIVING

The fall appeal letter has been mailed this past week asking for unrestricted dollars to about 4400 alumni and friends and responses are beginning to come in. Of those receiving the appeal letter, most are considered donors, either recently or in the past. A smaller percentage are alumni that have no record of giving to Central. When comparing to November of last year, we are now running behind in unrestricted giving by about \$16,000. Last year’s fall appeal letter brought in nearly \$35,000 so it would be nice to come in above that amount for this year’s appeal. An unrestricted estate gift will be arriving this fall which will represent a final payout. Also, the Advancement office was recently informed of a second (smaller) estate gift coming before the end of the calendar year.

## FOUNDATION BOARD

The Foundation board met December 2 in a special meeting to discuss a new MOU updating the relationship between the Foundation and the College. The College’s Board of Trustees (BOT) initiated the change and the Foundation Board ratified the proposed changes.

## FALL TRAVEL

The advancement staff continue to have fruitful personal visits with area alumni and friends of the College. As reported last month, alumni in various locations such as Kansas City, Wichita, Salina, Reno County, Colorado Springs, Oklahoma City and McPherson. Dea, our First Lady, spent a week in the Pacific Northwest visiting about two dozen alumni and friends giving them an update as to the happenings at Central. For the latter part of November and December, we are concentrating on visiting supporters in McPherson including Lenny and Dea calling on local supporters with news from Central and bringing Christmas greetings. Our Advancement staff have been warmly received. We are expecting some synergies to happen.

## PRESIDENT’S CIRCLE

We are inching closer and closer to redesigning our President’s Circle structure to enhance unrestricted and total giving. We are developing additional giving “societies” designed to target various giving groups, unrestricted and restricted, and both current donors and new donors. We are in our fourth or fifth draft, which includes feedback from President Favara. We are still strategizing on the best way to distribute and use this new approach.

## ALUMNI BOARD

Giving Tuesday was a huge success. The alumni board chose the Greer Streaming Project as their emphasis. Along with a \$10,000 grant from the Chatlos Foundation we raised another \$16,000 including several gifts of \$1000 or more. Based on a minimum budget of \$20,000, the additional funds raised will provide funds for cost overruns, additional equipment and unanticipated costs.

# Human Resources Report

Prepared by Katy Potter

## PAYROLL

Remind and work with you students workers to make sure they get ALL time cards turned in to the Business Office prior to leaving for Christmas break. I don't care if they are from August; I want them. They need to go on December's payroll so they end up on the 2022 tax year. Also, encourage students to talk to me if they are not returning or won't be here on December 31<sup>st</sup> to get their paychecks. I've been campaigning them to get direct deposit set up but I haven't gotten many forms back.

We are "closed" from December 23<sup>rd</sup>-January 1<sup>st</sup> and will resume normal operations Monday, January 2<sup>nd</sup>. Work with your supervisor if you are needed to work during that closed period. Employees who fill out time cards should fill that week out prior to leaving.

## HUMAN RESOURCES

Benefits Committee is still in discussions regarding a TPA for our retirement program. I am currently working on the following:

- Retirement audit for 2018 and older years
- Non-discrimination testing for retirement plan for years 2019-2021
- Employee retention credit info

We are "this close" to having the following positions filled:

Assistant Registrar  
English Instructor

We are in the interview stage for the following positions:

SPE Student Success

## TITLE IX

Updated Title IX policy is almost ready to be uploaded to the website. Then additional training by Husch Blackwell will happen for all Title IX involved employees as well as a committee being formed and a one page informational flyer to be posted EVERYWHERE.