



CENTRAL CHRISTIAN COLLEGE OF KANSAS

COLLEGE COUNCIL – AGENDA

Wednesday, February 8, 2023 @ 12:00 p.m., RBC-AC-20

- I. Call to Order
- II. Devotion & Prayer
- III. Consent Agenda
 - A. Approve the January 11, 2023 minutes as corrected.
 - B. Receive Constituent Reports
- IV. Tabled Items
 - A. SIS Recommendation [SIS Review Committee] – Pending
- V. Old Business/Action Items
 - A. Window & Door Policy [President/HR] - Pending
 - B. Post Season Play Drug Testing Proposal [Student Affairs] - Pending
 - C. General Drug Test Policy [Student Affairs] - Pending
 - D. Tuition Proposal [President/CFO] - Pending
 - E. Increase of Lost Key Fees [President/COO] – Pending
 - F. Work Week [COO] – Pending
- VI. New Business
 - A. Lifestyle Covenant
 - B. Long Range Planning Calendar
- VII. President’s Report
 - A. Governance Actions
 1. Increase in SPE Tuition
- VIII. Integrated Planning Matrix
- IX. Assurance Argument - Oversight Responsibility
 - A. Total Read through – March 6
 - B. Policies & Procedures Manual – get corrections to Hannah by February 15th.
 - C. Governance Structure
- X. Around the Room
- XI. Adjournment

Constituent Reports

No Reports from:

Academics

Athletics

Institutional Effectiveness

Operations

Student Affairs

SGA

Administrative Services

Presented by Hannah Litwiller

Social Committee/Morale Boosters

The Social Committee sent one gift card to an employee and sent flowers to another. A reminder that if the President's Office is not communicated with by staff when a staff member has a life circumstance, we cannot offer support or prayer, because we do not know.

Upcoming events:

- Staff Bingo!
- Carrie Robinson Retirement Party – February 17th at 11am
- World Compliment Day – March 1st
 - Compliment cards will be made available to all staff to interact with this day.

Vector Solutions

Several reminder emails have gone out to those who have overdue assignments. The next training is due February 28th and it is about Stress Management.

I have notified HR of those who have not completed FERPA or Title IX trainings.

There are 38 outstanding past due Vector Solution Trainings for full time staff and adjunct faculty.

Staff Council

Next meeting is February 21st. They were asked to review the Lifestyle Covenant as provided to the College Council. So far, only one response and there was a question about raffles and its connection to gambling.

Business Office

Prepared by LeAnn Moore, CFO

Business Affairs

Met on January 31, 2023 to discuss Campus Lifestyle Covenant and SGS tuition and scholarships. No major feedback on Campus Lifestyle Covenant except that it was too wordy and needs simplified, front page does not line up entirely with following pages, and hard to understand. SGS tuition and scholarships was tabled until the February 2023 meeting so more data could be gathered. Next BAC meeting will be February 16, 2023 and will focus on 2023-24 budget and SGS tuition and scholarships. Please let LeAnn Moore, Chair, know if you have any topics you need BAC to discuss.

Benefits Committee

Has not met in December or January, but is still working through deciding on a recommendation for a third party administrator to oversee the College's retirement plan.

Business Office

December 2022 financials are completed and posted with February 8, 2023 College Council materials. Updated expense and restricted reports were distributed the week of February 6th. December 31, 2022 Accounts Payable (open invoices) ended at \$45,254. December 31, 2022 Accounts Receivable (student accounts) ended at \$3,777,262. Of this balance, the total SAS (on-ground) remaining balance for FA-22 enrolled students was \$409,609.73 (made up of 145 students). Students are allowed to carry over up to \$3,000 into the SP-23 semester. Of this balance, the total SPE & SGS (on-line) remaining balance for FA-22 (A,B,C, & D term) enrolled students was \$229,616.85 (made up of 85 students). Students in online programs are not allowed to carry over any balance into their next term; however, none of these students have started their next term yet until January 2023 (A term), February 2023 (B term), April 2023 (C term), and May 2023 (D term). December ended with a positive net income of \$259,756 (December operating revenue minus operating expenses).

The following deadlines for the Business Office are coming up:

- Electronic Filing of 1098-T's (February 28, 2023)
- Annual KICA Financial Benchmark Survey (March 3, 2023)
- Annual HEERF Report (March 24, 2023)
- Annual EZ Audit (March 31, 2023)
- Annual Financial IPEDS Report (April 5, 2023)
- Annual RAN Loan Application (April 2023)
- Annual 990 Tax Returns (May 15, 2023)



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

To: College Council

1.24.2023

Re: Report

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

- By petition of the FAR, faculty members have obtained a head coach assignment to pray for them.
- Faculty will be reaching out to start a conversation between athletic affairs and faculty affairs.
This is an informal discussion to see how both divisions can come together.
- Faculty has provided insight on the Campus Lifestyle Covenant document.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Dr. Enrique N. Barreiro".

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 different “buckets” are a) dining hall renovation, b) residence expansion, c) rehabilitative & mental health program expansion, d) outdoor fitness park, e) civic engagement curricular development, f) annual fund and scholarships. The first “asks” as part of the silent phase are being made.

Travel to Washington

Dea Favara, myself and my wife Linda, went to Everett, WA for a funeral of an alumnus of Central. Don Anderson grew up in McPherson and on the campus of Central as his father, Dr. Russell Anderson, was the academic dean during his youth. Don attended Central and went on to be an engineer in the space industry. He also served on the Board of Trustees for a number of years. He created a Charitable Remainder Unitrust that includes rental property in the states of Washington and Arizona. Part of it will be restricted in a way that honors his father. More details will follow later. While there, Dea, Linda and myself hosted a Central gathering Sunday night with good turnout. David and Dea also visited with individuals while there.

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.

Becker Family Trust

In the fall of 2021, we were notified that Central was part of the Becker Family Trust. The husband was a Wessington Springs grad and his wife was a Central grad. In June of 2022, the College received an initial payment of \$264,350 unrestricted. In December, we received an additional \$102,000 from the trust. We are anticipating another approximately \$30,000 in their final distribution to be received later this spring. We are thankful for the Becker family for leaving these funds to Central!

Don Rounds

Don Rounds passed away recently. I had been in regular touch with Don over the years and he had informed me of a particular annuity he was leaving Central to be added to the Don and Joyce Rounds Student Scholarship Endowment. Just over \$35,000 came recently to add to this particular scholarship fund. We are thankful for Don’s generosity and his desire to continue to support the mission of Central Christian.

Delores Dickerson Fitzgerald

Delores passed away several months ago. Delores is part of the Dickerson clan from Oklahoma that has had such strong ties with Central. Delores included Central in her estate and just this month we received an initial estate distribution of \$50,000 unrestricted. Delores’ daughter, Melanie Darniele, has indicated that a final distribution will be coming later this spring. Again, we are so thankful for an alumnus who remembered Central in their estate planning. Some minor mineral rights are also included.

FY 2023 Unrestricted giving

We are significantly running ahead through December on total unrestricted giving. December 2022 shows \$400,913 has been received with \$257,628 received as of the end of December 2021. Of course the two major unrestricted estate gifts is the reason for the significant increase. Without these two gifts, we would be running about \$248,913 in unrestricted somewhat on par with last year and within striking distance of where we would need to be to reach an unrestricted goal of \$503,000.

Overall Giving

Overall giving in FY 2023 is running slightly behind last year same time by about \$46,000. Last year through December 2021, the College had received a \$50,000 restricted academic gift plus a \$44,000 endowment gift with no similar gifts this year through December 2022. However, Don Rounds' endowment gift will be included in the January metric report.

Appeal Metric Report

This report measures our twice annual June and December direct mail appeals. The report also tracks our Business Drive appeals and, as of this report, our Giving Tuesday data. We have four full years of longitudinal data.

The December 2022 appeal letter has had some good response, although, not at the same amount as December 2021 or 2020. However, it should be noted, additional financial support continues to climb associated with this appeal as people continue to give through the coming weeks and months adding to the \$22,000 amount. We sent the appeal to 4,400 constituents, of which 1,750 were non-donors primarily from the graduation years of 1990 to 2010. Anticipating picking up some new donors through this letter, only one new donor has been secured as of December. The percentage giving dropped as well since our mailing went to quite a few more alumni. The Business Drive efforts, led by Joe Johnston, continues to increase. The amount received during the 2021-22 year was just over \$48,000 up from \$39,770 in 2018-19. We have been seeing an increase of about \$3000 per year. Joe has met with his planning group (bankers) already so plans are well on their way for the 2022-23 business drive.

We have added our Giving Tuesday metrics as well. Our dollar amounts associated with Giving Tuesday have seen a major increase over the past three years. Our project included funding for the ability to livestream events, including chapel, in Greer Auditorium. For 2022, our totals include a \$10,000 grant from the Chatlos Foundation who regularly support Christian organizations. We thank Kyle Spencer for his grant writing skills in obtaining these funds. Note that the Giving Tuesday appeal appears to be attracting new donors better than the standard appeal letters. Obviously, these new donors like the idea of supporting a specific goal or project. We have seen a steady increase in new donors participating in our GT projects.

Heartbeat Coffee Shop

Mary Whitehouse, operations manager and Tara Kemp, business manager, continue to meet with me monthly regarding strategies to compete with a local coffee chain, Scooters, and now with a national chain, Starbucks, as they are soon to join the coffee offerings in McPherson from their location on the interstate. It is yet to be seen if we can continue to compete in the local coffee market. We do continue to have good support from the community, but it is yet to be seen if it will be enough to turn a high enough profit to stay in business. Our finances have continued to improve from July 2022, but not at the rate we had hoped.

Sales Force

The Advancement office will be moving away from Denari since it is not as robust as we need. Several months ago, it was suggested that Advancement use *Sales Force*, which is currently used by Admissions. We are finding that several prominent colleges and organizations use Sales Force. We have met with the sales and engineer people multiple times and plans are in the works to actually make the transition by summer of 2023.

HR Read Ahead

Presented by Katy Potter

Payroll

W2s have been distributed or mailed anywhere from January 20th-27th. See Katy if you haven't received yours yet.

Human Resources

I am currently working on the following:

- Retirement audit for 2018 and older years
- Non-discrimination testing for retirement plan for years 2019-2022
- Preparing for an internal I-9 audit
- Reviewing the HR sections for the 2023-2024 Policy & Procedures Manual

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.

Governance Structure

GOVERNANCE ORGANIZATIONAL CHART

