



# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## COLLEGE COUNCIL – MINUTES

Wednesday, September 13, 2023 @ 1:00 p.m., RBC-AC-20

**Present:** Lenny Favara, Cathy Brown, LeAnn Moore, Lara Vanderhoof, Doug Vanderhoof, Mindi Cromwell, Kyle Moody, Lyndsi Romero, David Ferrell, Kami Wood (SGA), and Hannah Litwiller (zoom).

**Guest:** Adriane Carr

**Not Present:** Matt Malone and Katy Potter

- I. Call to Order
- II. Devotion & Prayer
- III. Point of Privilege: Homecoming
  - A. The Chair invited the Alumni Director to share with the College Council about Homecoming (October 6-7). The schedule is available online and the Alumni Director encouraged staff to pre-register. Please represent information back to constituencies.
  - B. The Chair invited the COO to bring an update to the Network outage experienced today.
- IV. Consent Agenda
  - A. The Consent Agenda (July 12, 2023 Minutes and Reports) was approved by unanimous consent.
- V. Old Business
  - A. Post Season Play Drug Testing Policy [Student Affairs] – Pending
    - a) No update.
- VI. New Business
  - A. The Chair and CFO provided a budget briefing of the aligned budget. By Presidential Limitation, the President is required to present a balanced budget to the Board. Enrollment numbers have necessitated that the Business Office utilize the lower of the three projected budgets, with some additional budgetary reductions included.
    - a) For some time, the Operational Budget (Fund 01) has operated at a deficit. In the past, Fund 01 & 02 (Operations & Online) have helped to offset each other. However, as we look to recover from online losses realized through our former OPM, Fund 02 is not able to support the deficit in Fund 01.
    - b) The proposed budget includes guardrails that if maintained, could significantly decrease the deficit in Fund 01.
    - c) Due to technology issues, the Chair was unable to distribute the copies of the budget to the Council. The President's Office will distribute to the Council with a request of affirmation.
  - B. The Chair reviewed the results of Strategic Planning/SWOT sessions from the All Staff Workshop. This provided meaningful insight and enabled the President's Office to update the Strategic Plan for the upcoming Board meeting.
    - a) The President is leaving on Thursday to travel to meet with a Board consultant to work through the Strategic Plan. An updated Strategic Plan will be sent out to the Council for affirmation. If the Strategic Plan that is presented to the Board is not affirmed by the Council, the President's Office will provide a caveat that it was not yet vetted through College Council.
  - C. The CFO provided an update on Tuition and Scholarships with a recommendation of an overall 4% increase, no less than 3%. With low enrollment and possible 3% increase of COLA, a 4% overall tuition (R&B) increase wouldn't cover deficit in budget.

- a) President discussed possibility with adding an Athletic Fee, which is common practice, having Tiered Athletics, and rebuilding online.
- b) President also reiterated that setting tuition does fall on the desk of the President. Business Affairs Committee does process topics such as tuition and finances.
- c) Open to feedback before presenting to the Board.
- D. The College Council reviewed modifications to Integrated Planning Matrix in regards to adding tuition targets to the budgeting cycle. BAC will project two years out in order to get on track.

#### VII. President's Report

- A. Governance Actions
 

The President affirms the action of the College Council to refer the recommendation from the SIS Search Committee and request to the Office of the President to take action by adding the need from an SIS to the Strategic Plan. The President provided a response to the College Council in which the SIS issues has been included in the Strategic Plan with the note to "create a plan to address SIS replacement".

  - a) A meeting with Thesis has presented an opportunity for a "cost-effective" alternative. The working team, associated with the SIS recommendation will need to vet the option.
- B. Board Meeting
  - a) The Chair reminded the College Council that Affairs Committee Reports are due by September 20, 2023 and need to be sent to the Chief of Staff.
- C. The President signaled a future announcement concerning the establishment of some Task Forces.
  - a) This week, the President will be meeting with a Board representative to discuss aspects of the Strategic Plan. An outcome of that time will be an announcement of four to six task forces focused on specific topics and representing the campus communities. These task forces will most likely be announced after October Board Meeting.
- D. The President has submitted the UBI (Unrelated Business Income) Policy to the Business Affairs Committee. Due to different departments raising funds, this policy will identify the purpose and process for raising funds and if raises will need to be paid of those funds.

#### VIII. Integrated Planning Matrix

- a) August
  - a) *OIE distributes Departmental Summary Reports and Data Book*
  - b) *Faculty Review Data and Student Learning Outcomes*
  - c) *Faculty present data-informed action plans with KPI's and implement.*  
Faculty needs to review. The Institutional Effectiveness Analyst was pulling data from end of year, but long-term data will need distributed to faculty to set goals for the year.
  - d) *Strat Plan: SWOT Analysis & Setting of Annual Priorities (on track)*
  - e) *Budget: Align tentative budget with projected enrollment & proposed annual priorities (on track)*
- b) September
  - a) *Strat Plan: Adjust 1 year KPI's Goals (on track)*
  - b) *Budget: Set tuition, GBR & enrollment targets for next year (on track)*
  - c) *Budget: Update 5 year budget projections (CFO-Colleague) (will happen once audit is finished) Does this need to move?*
  - d) *Budget: Present Tuition & Finalized Budget to Board for approval (on track)*

#### IX. Assurance Argument - Oversight Responsibility

- A. We received word a Monitoring Report Due was due in November, related to the last Focused Visit. The President is working with the Liaison to get that embedded into the Comprehensive Review.
  - B. Comprehensive Argument is due end of January with the visit on March 4<sup>th</sup> and 5<sup>th</sup>, 2024. The Board will review the current draft of the report, with the campus community trying to complete two more reviews before the due date.
- X. Announcements & Inquiries
- A. Business Office: Remote Audit is taking place October 2<sup>nd</sup>.
  - B. The CAO reminded folks of the PD happening this afternoon
- XI. Adjournment