

Administrative Services

Presented by Hannah Litwiller

Social Committee/Morale Boosters

Staff Bingo: Sent cards out Monday, February 12th and launching BINGO on February 14th. This is a favorite among the staff! Keep up the commrodary and inner office competition.

President's Recognition Reception: Scheduled for Wednesday, May 8th.

May Day Event: May 10th

Vector Solutions

There are a handful of employees that have not completed their Vector Solutions trainings, specifically FERPA and Title IX. The Human Resource department had to get involved in reaching out to employees. Due to these employees not doing their trainings, W-2's were held by HR until employees completed their trainings. Unfortunately, some of these individuals are still not doing their trainings.

Due to this issue, especially with new hires, the Chief of Staff will now require all new hires to complete FERPA and Title IX trainings as part of their onboarding.

There has been confusion among staff members the difference between Vector Solutions, which is overseen by the Office of the President and the KnowB4 Trainings that are solely Cyber Security related that are overseen by the IT department. When emails are sent out to supervisors about KnowB4 trainings, please make sure your employees are aware that there is a difference. We've had both training platforms for years and it's causing staff confusion.

Staff Council

Staff Council will be meeting on Friday, February 23rd at 10am.

This meeting will include committee reports and a summary of College Council work. However, the majority will cover what staff needs to know about upcoming HLC campus visit.

President's Office

The President's Office will be focused on the upcoming HLC campus visit (March 4-5) and then focus will switch to the Board meeting in May. President will be traveling more in the spring.

Business Office

Prepared by LeAnn Moore, CFO

Business Affairs

BAC did not meet in January.

Benefits Committee

Benefits Committee did not meet in January.

Business Office

December 31, 2023 Accounts Payable (open invoices) ended at \$246,282.34. Preliminary January 31, 2024 Accounts Payable ended at \$233,279. It is imperative moving forward, that people turn in invoices in a timely manner so payments can be budgeted for accordingly.

December 31, 2023 Accounts Receivable (student accounts) ended at \$3,738,617.68.

Preliminary January 31, 2024 Accounts Receivable ended at \$4,561,244.74.

- Of this balance, the total SAS (on-ground) balances for current SP-24 students was \$1,050,847.47 (made up of 186 students). SAS students are allowed to carry forward a balance of up to \$3,000 from a prior semester.
- Of this balance, the total SPE & SGS (on-line) remaining balance for SP-24 (A term) and FA-23 (B, C, & D term) enrolled students was \$172,034.00 (made up of 54 students). Students in online programs are not allowed to carry over any balance into their next term.
- Of this balance, \$3,338,363.27 is old accounts that are either in collections or Phil Nelson is working on collecting with in-house efforts.

December 31, 2023 ended with a net surplus of \$181,149.32 (monthly operating revenue minus monthly operating expenses). Preliminary January 31, 2024 ended with a net surplus of \$542,409.84. While the College still has reserve funds, currently the cash flow projections for the fiscal year include 5 out of the remaining 5 months showing a net deficit. It would be in the best interest of the College, for everyone to be frugal with their budgets this fiscal year.

Inflation, interest rates, and annual/monthly expenses have continued to rise for many of our departments/areas. The CFO is requesting that when January expense reports are distributed, that each area look over and project what will be spent each month for the remaining 5 months in order to help watch cash flow.

First round of billing statements for SP-24 semester will go out on 2/9/2024.

Next round of restricted and operating expenses for 2023-24 fiscal year will go out to employees for their specified areas no later than 2/9/2024 (data through 1/31/2024). And then another round will go out by 2/16/2024 (data through 2/9/2024). Reminder that restricted balances could change depending on final 2022-23 carryover balances after audit completed.

The following deadlines for the Business Office are coming up or just wrapped up:

- 2022-23 Audit is in final review stages by Capin Crouse and drafts are projected to arrive around February 23, 2024.
- Distribution of W-2's, 1098-T's, 1099's, 1095-C's to employees, students, and vendors (January 31, 2024) – All tax forms were mailed out by January 31, 2024.
- Electronic filing of W-3 with government (January 31, 2024) – Completed
- Electronic filing of 1098-T's with government (February 28, 2024) – Due March 31, 2024. The College had to set up a new account with the government due to requirement changes and we are awaiting the formal approval by the government before we can file forms.
- Electronic filing of 1099's with government (March 31, 2024) – Completed
- Electronic filing of 1094-C's with government (March 31, 2024) – Completed
- Annual KICA Financial Benchmark Survey (March 1, 2024) – Not started
- Annual EZ-Audit (March 31, 2024) – Not started; Final 2022-23 audit is needed to complete this report.
- Annual Finance IPEDS (April 3, 2024) – Not started
- Annual 990's (November 15, 2023) – Filed extension; Extension approved and new deadline is May 15, 2024. First step of tax organizer due to Capin Crouse by February 29, 2024.

Foundation/Advancement Report to the College Council
Central Christian College of KS
February 2024

Prepared by Dr. David Ferrell

1. **Capital Campaign Goals** – We are officially in the public phase of the campaign.
Reminder - The different projects are a) dining hall renovation (\$800,000), b) residence hall expansion (\$1,900,000), c) rehabilitative & mental health program expansion (\$100,000), d) outdoor fitness park (\$200,000), e) annual fund and scholarships (\$1,500,000 over three years). The three year total for the four projects is \$3,000,000. Adding the annual fund three year total is \$1,500,000 for a grand total of \$4,500,000.
2. **Capital Campaign Current Numbers** - A total of \$2,734,507 (as of Thursday, February 8) has been confirmed as officially pledged toward the campaign. An additional \$339,975 has been officially asked, but not confirmed. On top of this another \$173,000 was reported on a fall 2022 survey completed by potential donors who indicated an estimate of the amount they could help us on the campaign. In addition to this, efforts will soon kick into high gear to approach area and other appropriate foundations for gifts toward the campaign. Plans are well under way for the cafeteria remodel.
3. **Specific numbers** of note are: *Residence Hall* - \$795,150 has been pledged; *Fitness Court* - \$175,060 has been pledged; with the weather improving more people will be using the facility; *Curriculum* - \$16,320 has been pledged; *Dining Hall* – \$404,535 has been pledged; *Where Needed Most* - \$1,040,878 has been pledged that gives the College flexibility to where it can be applied; and *Annual Fund* - \$195,644 has been pledged. *Other* - Donors have also had their own projects which some of these have been included for a total of \$106,920. This equals the \$2,734,507 list above in number 2. If counting just the four “projects” of \$3,000,000, \$2,431,943 has been raised or 81 percent.
4. **Appointments Made** - Thus far, 158 individual appointments have been conducted by President Favara, Joe Johnston or Dr. David Ferrell (and a couple of other people) with either an individual or a couple. David Ferrell is in OK City/Tulsa this next February 12-15. These contacts will be asked for annual fund support.
5. **Advancement Move** – We have moved to campus and we are enjoying the synergies that are created by having us close to people. We are on the first floor of Science Hall across from the business office.
6. **Software** – We are in the process of moving from Denari to Bloomerang, a more powerful fund-raising software. It will take us about six months to make the move.
7. **Business Drive** – Joe has been organizing the 2024 version of the Central Business Drive. The Advanced Phase is close to being completed where about 80 percent of the total is raised.
8. **Adriane Carr** – Adriane is still recovering from her fall in November. Unfortunately, the medical staff did not uncover an initial fracturing of her ribs. Just recently she learned that her rotator cuff was torn and will need surgery on her shoulder. She is working from home on various alumni projects including Homecoming.
9. **Volunteer Luncheon** – we are planning a volunteer luncheon on March, 15.

College Council Constituent Report

Office of Institutional Effectiveness

IPEDS

- Winter Collection Closed
 - o Financial Aid
 - o Graduation Rates
 - o Graduation Rates 200
 - o Outcome Measures
- Spring Collection Open
 - o Fall Enrollment
 - o Finance
 - o Academic Libraries
 - o Human Resources

HLC Assurance Argument

- Argument is complete and Locked
- Awaiting word from visit team regarding groups and needs for visit
- Visit prep underway, keep campus beautiful and keep an eye out for areas of need.

Spring 24 Census Completed

- SAS: 256
- SPE: 127
- SGS: 11
- Dual Credit: 48

2023-24 Academic Assessments

- Student Satisfaction Inventory – Completed, working with RNL
- Priority Survey for Online Learners – Plan is to administer this spring

HR Read Ahead
prepared by Katy Potter

Payroll

- February is a four week payroll period
- STILL have FWS money available to use for student workers so if anyone wants help let Lyndsi or Katy know
- Next upcoming paid day off: March 29th

Human Resources

I am currently working on the following:

- Independent retirement audits for 2015-2013 together
- ROTH retirement option now open; revising form now to offer to employees
- Researching HRIS that includes a time clock
- Switching background check company
- Partnering with Pentegra to review our retirement plan document (hasn't been done since at least 2018)

Done:

- 2023 W-2s
- 2024 benefits
- 1095C's for taxes were mailed out within the last few days for employees that were health insurance eligible; keep with tax information
- 2023 non-discrimination retirement testing

January 2024

STUDENT LIFE REPORT

RESIDENT LIFE

- Resident Life Events for dorms
- Super Bowl Event in Café
- Worship Night at *30 on Feb 19

STUDENT GOVERNMENT

- Intermural Tournament

STUDENT LIFE

- Fridays in the Student Life Office, we will have a movie playing and invite all students and staff to stop by, say hi, and grab some popcorn.
- Disciplinary Affairs Committee (DAC) met on a couple of students involving institutional drug/alcohol violations, chapel violations
- Resident Life Council (RLC) met on a couple of student for various incident reports

STUDENT AFFAIRS

- Met to discuss policy for student workers, with specifics for international students.

CAMPUS MINISTRY

- Faculty or staff Bible studies happening three different nights each week!
- Student-led (and organized) prayer and intersession happening nightly
- A wing of college students is partnering w/ MacFREE in their Tri-dinner event
- Working with community churches for “adopt a college student” program
- Zach and Admissions visited a local church and shared about opportunities to be a student at CCKK

STUDENT GOVERNMENT ASSOCIATION INFROMATION REPORT

February By- Student Body President Eli Campbell

Presented by SGA Team Member

PAST

1. Superbowl Party

Suggestions/Feedback

- Enjoyed the variety of food options.
- Students liked the free mudhole item.
- Many students were involved throughout

2. Athletic Spotlight

- SGA is looking to support the sports teams at the college.
(Incentive to get more students to the games)

UPCOMING

1. Indoor Soccer Intramural

- Signups Wednesday Feb 14
 - Draft night in cafeteria
 - 3 weeklong leagues
- (Opportunity to get more students involved in their community)

2. Spring Fling- March 25-29

Events

- Worship Night
- Intramurals
- Donuts during chapel
- School wide Karaoke

3. Student Option

- Prayer nights
- Smoothies and Jazz
- Western Night
- Qr codes posted (Opportunity to get feedback and ideas from students)

(Offering more opportunities to become closer to one another and provide community)

4. CCKK Spotlight

- Spring Play