

# Administrative Services

## Presented by Hannah Litwiller

### **Social Committee/Morale Boosters**

Staff Bingo: Congrats to the four winners: Missy Mayse, Melissa Kent, Cheyenne Marshall and Julie Holloway!

10 Minute Massages: Back by popular demand, Maggie Chaney will be on campus April 19th.

President's Recognition Reception: Wednesday, May 8th - invitations are out.

May Day Event: Friday, May 10th - invitations are out.

### **Vector Solutions**

Vector Solutions oversight will transfer to Human Resources.

### **Staff Council**

Staff council will meet in May to vote for Staff Representation.

### **President's Office**

The President's Office will now shift focus to the May Board Meeting.

Chief of Staff is writing policy for BAC to consider for Social Committee and a change to how we process funds, events, and staff morale/recognitions.

Chief of Staff is writing a manual for role for the new Executive Assistant to the President.

# Business Office

Prepared by LeAnn Moore, CFO

## Business Affairs

BAC did not meet in March, but met on April 4, 2024. Topics included 2024-25 budget proposal, G.A. policy, Athletic Fee, FAFSA update, and Mariner (retirement) update.

## Benefits Committee

Benefits Committee did not meet in March.

## Business Office

February 29, 2024 Accounts Payable (open invoices) ended at \$105,690.35. Preliminary March 31, 2024 Accounts Payable ended at \$118,916.37.

February 29, 2024 Accounts Receivable (student accounts) ended at \$3,738,617.68. Preliminary March 31, 2024 Accounts Receivable ended at \$4,561,244.74.

- Of the February balance, the total SAS (on-ground) balances for current SP-24 students was \$832,811.55 (made up of 164 students). SAS students are allowed to carry forward a balance of up to \$3,000 from a prior semester.
- Of the February balance, the total SPE & SGS (on-line) remaining balance for SP-24 (A & B term) and FA-23 (C & D term) enrolled students was \$152,816.66 (made up of 58 students). Students in online programs are not allowed to carry over any balance into their next term.
- Of the February balance, \$2,752,989.47 are old accounts that are either in collections or Phil Nelson is working on collecting with in-house efforts.

February 29, 2024 ended with a net deficit of \$530,239.22 (monthly operating revenue minus monthly operating expenses). Preliminary March 31, 2024 ended with a net deficit of \$360,422.87. While the College still has reserve funds, currently the cash flow projections for the fiscal year include 3 out of the remaining 3 months showing a net deficit.

Next round of billing statements for SP-24 semester will go out by 4/12/2024.

Next round of restricted and operating expenses for 2023-24 fiscal year will go out to employees for their specified areas by 4/10/2024 (data through 4/2/2024). And then another round will go out by 4/19/2024 (data through 4/16/2024).

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

- 2022-23 Audit was finalized on March 8, 2024.
- Electronic filing of 1098-T's with government (March 31, 2024) – Completed
- 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) – Completed
- Annual EZ-Audit (March 31, 2024) – Completed
- Annual Finance IPEDS (April 3, 2024) – Completed
- Annual 990's (May 15, 2024) – In Process

# Faculty Senate Report

---

*Rev. Dr. Mindi Grieser Cromwell*

---

## *Faculty Senate meeting – April 2, 2024 Highlights*

- Voted and approved Exercise Science to return from a program to a department
- Voted and approved the Thanksgiving break 2024 to return to 3 days off instead of a week
- Voted and approved committee assignments for 2024-2025
- A request was made by a member that Faculty Senate review and align with Board of Regents schedule and reevaluate Spring Break 2024-2025 and future (and possibly propose alignment of academic calendar to Board of Regents for a five year calendar).

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

Prepared by Dr. David Ferrell

Foundation/Advancement

1. **Capital Campaign Goals** – 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 \$2,781,257 (as of Thursday, March 4) has been confirmed as officially pledged toward the campaign. An additional \$430,625 has been officially asked, but not confirmed. On top of this, another \$121,000 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* - \$1,079,328 has been pledged that gives the College flexibility to where it can be applied; and *Annual Fund* - \$202,944 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 \$2,781,257 list above in number 2. If counting just the four “projects” of \$3,000,000, \$2,471,393 has been raised or 82 percent.
4. **Appointments Made** - Thus far, 191 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 just finished a successful trip to Dallas, TX.
5. **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. The transition is projected for May 4.
6. **Business Drive** – Joe has conducted the 2024 version of the Central Business Drive. The Advanced Phase has been completed and about 91 percent of the total is raised. Joe is making several calls to those missed on the day of the drive.
7. **Adriane Carr** – Adriane is back in the office and going strong after taking a serious fall.
8. **Volunteer Luncheon** – successful volunteer luncheon honoring our volunteers both staff and non-staff.

Admissions on-line/on-ground

- A. **Admissions Numbers** – top of the funnel (apps/admits) have been strong all year. Finally, the deposit numbers are running ahead (by 10 on last week’s report) over last year. Area colleges are reporting

lower deposit numbers this year compared to last year due to the FAFSA uncertainty. We will be pulling in ISIR's this week as the CAMS update has finally been successful.

- B. **Element 451** – transitioning to a new CRM for admissions which will allow more efficiency and effectiveness in developing our own recruiting materials, maintain our data base and communication procedures.
- C. **Referral Program** – re-implementing a comprehensive referral program including current students, prospective students, alumni, board, faculty/staff, etc.
- D. **Encoura** – testing the waters with Encoura (formerly NRCCUA) for online lead generation. Transitioning from Clark which has not lived up to their contract claims. Used extensive data compiled by David Irving to make informed decisions.
- E. **Esports/Cross Country/Men's VB** – hired or in the process of hiring new coaches to bring in students interested in these areas. So far, one deposit for esports, waiting on our first deposit for cross country and several men's VB players if we can find a good fit coach.
- F. **Cyber Security/Data Analytics** – starting new programs in these areas. Communication and recruiting is ramping up.
- G. **Preview Days** – scheduled a preview day for Saturday, April 6. So far 26 have registered to attend.