



CENTRAL CHRISTIAN COLLEGE OF KANSAS

COLLEGE COUNCIL – MINUTES

Wednesday, January 22, 2025 @ 1:00 p.m., RBC-AC-20

Present: Lara Vanderhoof, Doug Vanderhoof, Cathy Brown, Mindi Cromwell, Katy Clemens, President Favara, Dave Ferrell, Kyle Moody, Kerry McHugh, LeAnn Moore

Not Present: Lyndsi Romero

- I. Call to Order: The Chair called the meeting to order at 1:03 PM in the Archer Center.
- II. Prayer: The Chair sought prayer and praise requests and Kyle Moody to led out in prayer
 - A. Marvin Sellberg and his failing health
 - B. New commitments at chapel
 - C. Praise for the good news that the Mabee Foundation \$400,000 challenge grant was awarded.
- III. Consent Agenda
 - A. Without correction or objection, the Council approved the December 18, 2024 minutes and receive the Constituent Reports
- IV. Old Business
 - A. GA Program Language Updated [Business Affairs]: Referred to the All Athletics Council.
 - a) *Nothing to report, but Kyle had some further questions.*
 - B. **Exam Schedule Modification:** Faulty Senate voted to adjust the finals week schedule to move from a 3-day exam schedule to a 4-day schedule, by removing Reading Day and adding it to the current three-day schedule. This action is only intended to affect the SP-25 Finals Schedule. Future action is needed to affect future exam schedules. The Chair sought to input from members of the Council regarding any interactions with student groups.
 1. Cathy shared that the constituents were split in her conversations. Kyle said that in his meeting with the Council of Student Athletes that they were unanimously in favor of keeping Reading Day and would be disappointed if it were to be removed
 2. Kyle motioned to vote to refer back to the Faculty Senate with the recommendation to keep Reading Day per the requests of the students. The motion was seconded.
 - a) *Discussion commenced:*
 - (1) There was clarification that this is being determined for Spring of 2024 ONLY.
 - (2) Katy asked for confirmation of whether or not practices were scheduled during reading day to try to gauge how much time the students have to work with that Monday.
 - (3) Choosing to keep Reading day might result in some students have finals clear until 10:00 PM. There were specific concerns related to students that need accommodations. Since the College has a high number of these students, we need to make sure to prioritize their care. There is concern that the students

that are highly in favor of keeping Reading Day are not aware of the overall effects for students that need accommodations.

- (4) Concern was raised that the students won't feel their voices are heard in that the vote to keep reading was not only unanimous, but that the students expressed that they need a reset day before finals, and that some teachers make themselves available in ways that they would not be over the weekend. Dave voiced similar concerns, that we want to keep up student moral and honor their wishes.

(a) Motion failed (1 Yea; 6 Nays)

- b) The Chair asked the Faculty Senate President and the CAO to represent the Council's concerns and attempt to consider ways that the Faculty can retain all or part of Monday, but to prioritize exam scheduling first.*
- c) The Chair emphasized the importance of having student representation at all levels of governance..*

V. New Business

- A. **Policy & Procedures Update – “Conflict of Role, Boundaries, and Professional Conduct”:** In light of recent allegations and in response to ongoing consultation with legal and law enforcement personnel, the Office of the President reviewed standing policy, and determined that modifications were warranted. The attached policy expanded the current policy on Boundaries and Amorous Relationships, providing expanded discussion concerning boundaries and expectations.
1. Katy mentioned that title IX wasn't mentioned till the end of the policy and maybe needs an additional reference.
 2. Faculty Manual needs to be reviewed to see how it references these topics. Lara brought up policies surrounding communication structures

VI. CFO Report

- A. December 31, 2024 Accounts Payable (open invoices) ended at \$351,112.46. As of January 22, 2025, Accounts Payable is sitting at \$549,016.30 (\$243,662.83 Current, \$105,231.49 31 – 60 Days, \$103,935.78 61 – 90 Days, and \$96,186.20 91 and Over Days).
- B. December 31, 2024 Accounts Receivable (student accounts) ended at \$914,604.99. As of January 22, 2025, Accounts Receivable is sitting at \$2,158,907.96. The increase from December to January is due to new semesters/terms starting up again for online and on-ground sessions.
- Of the December 31, 2024 balance, the total SAS (on-ground) balances for current FA-24 students was \$373,355.10 (made up of 221 students). SAS students are allowed to carry forward a balance of up to \$2,000 from a prior semester.
 - Of the December 31, 2024 balance, the total SPE & SGS (on-line) remaining balance for FA-24 (A, B, C & D term) students was \$240,630.00 (made up of 74 students). Students in online programs are not allowed to carry over any balance into their next term.
 - Of the December 31, 2024 balance, \$300,619.89 are old accounts that are either in collections or Phil Nelson is working on collecting with in-house efforts.
- C. December 31, 2024 ended with a net deficit of \$314,692.44 (monthly operating revenue minus monthly operating expenses). As of January 17, 2025, the College is sitting at a net surplus of \$19,163.81.
- D. First round of billing statements for SP-25 semesters will go out by February 7, 2025.
- E. The following deadlines for the Business Office are coming up or just wrapped up:
- FY24 Audit – In Process
 - W-2, 1098-T, and 1099 Tax forms distributed (January 31, 2025 deadline) – In Process
 - W-2 and 100 Tax forms filed with government (January 31, 2025 deadline) – In Process

- 1098-T Tax forms filed with government (February 28, 2025 deadline) – In Process
- KICA Financial Benchmarks Survey (February 28, 2025 deadline) – Not Started Yet

VII. Campus Updates

A. Foundation

1. Update to the Foundation Report: Currently, we are at \$1.8 million or 90% percent of \$2M. The submitted report says 70%, but since submitting, the Mabee Foundation has come through with their \$400,000 challenge.
2. The December Heartbeat financials are showing a net income of \$3,617 for December and a six-month net income of \$6,214. This represents a six-month turn-around of \$10,707 compared to December of 2023. As of December 31, our cash position has improved to \$8,649 compared to \$1,144, another significant turnaround.

B. Enrollment

1. While Census Day is not until tomorrow, according to the Student Life Office, we have seen 12 FT students enroll and 1 PT students – for the Spring Semester.
2. So far in January, we have 6 DAC cases and 2 RLC cases.
3. Six new commitments to Christ made just this morning in Chapel.

VIII. Additional Topics

IX. Integrated Planning Matrix

A. Budget Preparation

1. As announced at the All Staff meeting, the Board is requesting that a preliminary budget is submitted to them in March. This is speeding up the budget process some, in that we will have less time to consider lingering requests or delayed submissions. Just to remind members, the CFO seeks input through the formal channels of our governance process (i.e. committees, budget requests, and Business Affairs), but is ultimately charged with producing the budget. In a timely manner.

B. Quadrennial Updates

1. Due to a combination of the Higher Learning Commission modifying the criteria, the confusion surrounding the recent move away from divisions toward departments, and the lack of oversight and understanding of the process, there is a need to hit a reset. This pause allows us to reorganize, ensuring future compliance and a streamlined, effective approach to Quadrennial Reporting. To address this, President Favara will collaborate with Dr. Vanderhoof to redefine the process.

C. Preparing for Policy Review

1. Kerry McHugh (Office of the President) summarized the availability of segments and made them available to the staff on ONE DRIVE for collaboration and edits. We will also be initiating this with the Governance Manual.

D. Academic Calendar: The President's office asked for blackout dates

E. The President requested that the minutes show that there is an agreement being reviewed from Jerusalem University.

F. Announcements:

1. Doug is planning a meeting to discuss Thesis matters in preparation for meeting with Jen Byer.
2. Moody: Berean and Elyria will be using our facilities on January 31st, expect more population on campus that day.
3. Moody: Feb. 5 is the next collegiate cup game

X. Adjournment

Conflict of Role, Boundaries, and Professional Conduct

Central Christian College of Kansas is committed to fostering a professional and respectful environment that supports the educational, spiritual, and personal growth of its students. Employees are entrusted with a role that prioritizes the well-being, development, and trust of students.

The College expects its employees to adhere to the highest standards of professional and personal conduct and to operate above reproach while performing duties for the College. Employees have the opportunity to help create a positive educational environment built, in part, on trust, mutual respect and ethical behavior. All employees must avoid the appearance, perception and actuality of abuses of power and conflicts of interest.

Faculty members, administrators, coaches, and other staff [including GA's] have important, multifaceted and influential roles with students. They serve as intellectual guides, role models, supervisors, mentors, educators, and advisors for our students. Because the integrity of these relationships the College expects these individuals to conduct themselves in a manner that does not potentially interfere with those relationships.

To uphold these principles, this policy outlines expectations regarding employee behavior, particularly in areas not explicitly addressed by other policies, to ensure clarity, consistency, and accountability. This policy applies to all employees of Central Christian College, including faculty, staff, and coaches, in their professional and personal interactions with students.

Prohibited Conduct

The College expects employees to maintain professional boundaries and avoid behaviors that could be perceived as conflicting with their role, compromising the College's mission, or eroding trust within the campus community. Employees shall not engage in non-school-related communications with students via personal devices (e.g., texting, social media messaging, or other digital platforms), except in limited circumstances where:

- The communication is directly related to a College-sponsored event, team activity, or an emergency.
- Prior approval has been obtained from a supervisor.

Employees are prohibited from engaging in any behavior that could be interpreted as grooming, favoritism, or an inappropriate personal relationship with a student. This includes excessive or preferential treatment outside the scope of their professional responsibilities.

Employees must avoid dual relationships that could create conflicts of interest or the appearance of impropriety. Examples include engaging in personal, financial, or other close relationships with students outside of their institutional role.

Employees should exercise discretion when interacting with students on social media platforms. Professional boundaries must always be observed, and personal social media accounts should not be used to connect with students for non-institutional purposes.

Employees must refrain from actions or communications that could **reasonably** be perceived as intrusive, coercive, or overly familiar. This includes unnecessary physical contact, inappropriate comments, or any behavior that may undermine a student's sense of safety or respect.

When considering appropriate communication and interactions with students, the College expects the following:

- **Transparency:** When communicating with students, employees should use official College communication channels (e.g., College email, College-managed platforms).
- **Documentation:** Employees are encouraged to document significant interactions with students that go beyond routine conversations, especially when involving sensitive matters.
- **Accountability:** Employees should notify their supervisor or department head when interactions outside normal boundaries are necessary (e.g., providing support during a crisis).

Amorous Relationships – Abuse of Power

This policy sets forth the expectations for amorous relationships between employees and students, and between employees and other employees.

For purposes of this policy, “amorous” means showing, expressing, or relating to sexual or intimate interest, irrespective of whether such conduct is welcome – excluding marital relationships.

Amorous relationships present inherent risks that may or may not be visible to the participating individuals. Power dynamics can create distortions in the participants’ evaluation of the relationship and can contribute to perceived, actual or assumed conflicts of interest or abuses of power. Further, the inherent power differential could lead to a lack of effective consent.

- **Conflict of Interest:** Conflicts of interest, or the appearance of conflicts of interest, which may arise in connection with amorous relationships.
- **Power Differential:** An amorous relationship involving a power differential creates the potential for serious consequences. Examples of power differentials include but are not limited to: a faculty member who will be grading a student’s performance, an athletic coach who determines playing time and scholarships, a residence hall director who may assess fines or other penalties against a resident student, or an administrator who has access to student records. These power differentials are serious threats to the values and environment we seek to provide. Individuals considering such relationships must be aware that:
 - the reason for entering the relationship may be an element of the power differential;
 - if a charge of sexual harassment is alleged, it will be exceedingly difficult to defend against the charge on grounds of mutual consent; and
 - the individual with power in the relationship will likely bear the burden of accountability.

Even where negative consequences to the participants do not result, such relationships create an environment charged with potential or perceived conflicts of interest and possible leverage of the power differential to maintain or promote the relationship. Amorous relationships that individuals may view as consensual may still raise questions of inequity, as well as of an exploitative abuse of trust and power.

Employees and Students

Employees are prohibited from engaging in amorous relationships with a student. This prohibition does not apply to an employee and student that are in a marital union. However, any employee who is a spouse of a student; or who became involved in an amorous relationship prior to enrollment or employment, is prohibited from evaluating the academic performance of that student or otherwise exercising authority, supervision or influence over that student. In order to enforce this provision a staff member involved in such a relationship shall disclose the existence of the relationship to the Office of Human Resources.

If an employee fails to meet the requirements for disclosing a relationship with a student, or fails to cooperate in the actions described above, such a failure constitutes a violation of this policy and may result in disciplinary action, up to and including termination.

Employees and Employees

The College recognizes there may be situations where amorous relationships – including marital unions – may exist between College employees. The College does not prohibit these relationships, but does prohibit the perceived, assumed or actual preferential treatment potentially present and inherent with relationships of this nature in the workplace. For this reason, no employees who are in an amorous relationship may participate in or assert any influence over – directly or indirectly – the terms or conditions of the other’s employment at the College. Terms and conditions of employment include, but are not limited to supervision, performance reviews, working conditions, job duties, compensation, benefits, promotions, awards, and discipline.

The existence of such a relationship must be disclosed by the employee in the position of greater authority. Disclosure should occur through the Office of Human Resources, which may alert other offices as appropriate.

With respect to graduate students, employees are prohibited from pursuing or engaging in an amorous relationship with a graduate student under that individual's authority.

Enforcement

Any employee or student who suspects a violation of this policy should report their concerns to the Office of Human Resources, the Title IX Coordinator, or their immediate supervisor. Reports may also be submitted anonymously through the College's designated reporting channels.

Central Christian College of Kansas shall promptly investigate any potential or reported violation of this policy and deal with the situation on a case-by-case basis. Violations of this policy may result in disciplinary action, up to and including termination of employment, depending on the severity and circumstances of the conduct.

Retaliation against persons who report concerns about potential violations of this policy is prohibited.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.