

Business Affairs Committee

May 7, 2024

Present: LeAnn Moore, Scott Balbin, Lyndsi Romero, Katy Potter, Melissa Kent, Alex Wuest, and Hannah Litwiller

The Chair, LeAnn Moore, called the meeting to order at 10:04am and Alex Wuest led in prayer.

Approve Minutes

Scott Balbin made a motion to approve the minutes from April 4, 2024. Seconded. Unanimous consent to approve the minutes.

Around the Room

Financial Aid

- Wrapping up last minute 2023-24 paperwork. Recertification is almost done and hopefully starting packaging for the 2024-25 year soon.

HR

- Will need to send out May PTO balances.
- Pentegra, which is a 3rd party administrator for the College's retirement plan (takes most of the fiduciary responsibilities off of CCCK), started this month. Not a huge cost to the College for these services.
- No updates on human resource or payroll system.
- New Fair Labor Standard Act thresholds have come out and it will affect 23 employees. Most of these 23 exempt employees will be shifted to hourly non-exempt and have to fill out time cards. HR will touch base with these individuals one on one.

President's Office

- Board Meeting seemed to go well. There were two new Board members and two stepping down. All very positive.
- No one has been hired for the Executive Assistant position yet, but several conversations are taking place.
- Social Committee policy will be presented in this meeting.

Admissions

- Encoura initiatives kicked off two weeks ago. It's a little slow going to start. Dave Irving has had several good conversations with direct web leads. However unsure if this came from Encoura, Clark or just by clicking on our website. Clark hosts its own landing page for the College. Best practice is having people go directly to the College's website.
- Enrollment Update: May SPE start is looking better. SAS is historically high application/admitted and pacing ahead per athletics. Thank you to coaches! Looking good, but it's the conversion and keeping deposit students happy.
- Cross Country: 2 men signed, estimate 5 guys and 2 girls.
- SGS: no new leads
- 2025-26 Tuition Reset Proposal: Research with Dr. Ferrell, Alex, Kyle and Lyndsi. Hard deadline June 1, 2024 to either pursue or stop.
- Continuing students (6 months) eligible for 10% discount for SGS program (see Continuing Tiger scholarship section)

Faculty

- Faculty Senate is working on getting more students in the new concentrations: Cyber Security and Data Analytics. Business Department went to the local high school and collected information cards from students. As well as having contact with students from an IT class.
- Working on 4+1 HR degree for undergraduate and graduate degree, which is still in the preliminary stages with the Faculty. It has not gone to Higher Learning Commission for approval yet.
- Looking at approval through the Chief Academic Officer for 2 students to go to nationals through FBLA.

Athletics

- Athletic Fee (discussed in later section)
- Scott Balbin worked with Kyle Moody on proposal adjustments to Athletic budget.

Budget

The CFO gave a copy of the budget to BAC that was approved by the Board. The Board approved the minimum budget to be used through October until final budget is approved. There is no deficit as originally proposed to BAC, due to no negative budget can be presented to the Board. Currently at a \$93K surplus. The Optimal budget column was set to current 2023-24 year budget numbers. The Minimum budget column is a 20% decrease from the current 2023-24 year budget numbers. The Stretch budget column is exactly what each department originally submitted for their budget proposal.

There was discussion of room and board for students and income associated.

Athletic Fee

A \$400 per year athletic fee has been built into the budget. It was decided that this fee will go toward underwriting the Athletic Department budget. A second Athletic Trainer position was approved with the addition of an athletic fee and the job has already been posted.

Continuing Tiger Scholarship

The CFO updated BAC on the Continuing Tiger Scholarship that has been put into place:

Starting with all Spring 2024 graduating classes, this scholarship will be available to any SAS and SPE student who graduates after January 1, 2024. This scholarship is offered to graduates for one year. If the student does not enroll within that one year timeframe following their graduation, then the scholarship is no longer available to the student.

The continuing tiger scholarship is a 10% discount on tuition for the duration of their program. At the current tuition rate the discount is \$594 per term that will be applied to the students account as a scholarship. If a student withdraws from the SGS program, the student forfeits their scholarship for future terms.

This scholarship is not available to students who are re-entering the program.

Course and Student Fees

CFO provided a course fee list that had been provided by the faculty. CFO did a breakdown of total fees per course.

The committee questioned what the current \$1,000 fee covers? Parents and students want to know what the fee is for. The question was brought forward of not adding course fees, but only adding a \$100 on to the general fee to make it \$1,100? Discussion of art fees, lab fees, and education fees.

The discussion was tabled until the next meeting so the CFO can bring back data on what course expenses there were this year and if the current \$1,000 student fee covered the included expenses and lost income compared to prior years (i.e. printing costs, laundry, parking permit, graduation fee, course fees).

Social Committee Proposal

The Chief of Staff shared background on the Social Committee proposal based on IRS regulations and recommendations from the Business Office. Parts of the proposal were proposed to be added to the Policy & Procedures Manual.

FAREWELLS/RETIREMENT POLICY

Whenever an employee leaves the institution for reasons other than retirement, it may be appropriate for a farewell event to be planned by the respective department or office. Since such events are generally not campus wide, the sponsoring department may utilize institutional funds with the following guidelines:

- 1-2 years - \$25 limit
- 3-5 years - \$50 limit
- 6-10 years - \$100 limit
- 11+ years - \$150 limit

This amount would cover treats and a gift (no gift cards or money – these are taxable to the employee and would have to be submitted to Payroll). This restricted budget line is overseen by the Social Committee and sponsoring departments must request funds to underwrite a farewell event.

Employees must complete a pre-expense form prior to purchase and will not exceed the budget amounts listed above.

In the event a long term employee (20+ years) leaves for reasons other than retirement, the respective of the President's Chief Officer or the Office of the President will determine and schedule an appropriate recognition.

Those indicating that they are leaving in May into the summer will be recognized at the end of the semester.

All full-time faculty and staff retirees of Central Christian College of Kansas will be honored annually during a recognition event. Each retiree with 20+ years of service will receive an appreciation gift to be determined by the Social Committee.

FLOWER POLICY

The College sends flowers on behalf of the college for the following:

- Death in employee's immediate family. Immediate family is defined as spouse, child, parent, sibling or in-law.
- Death of former President or spouse, trustee/trustee immediate family, or significant donors to the College.
- Employee hospital stay (the employee's chief officer is responsible for requesting flowers to be sent)

To avoid duplication of orders, all flowers sent on behalf of the college will be ordered through the President's Office. Flowers for staff members are covered by the President's Budget. Flowers for Board members (past or present) and major donors will be covered by the Foundation. Please notify the President's assistant for all ordering (provide name, address and date needed).

Katy Potter motioned to send the Farewell/Retirement Policy and Flower Policy to the College Council to be considered as additions to the Policy and Procedure Manual. Seconded. The motion was approved by unanimous consent.

Graduate Assistant Program

Coach Balbin asked for continued discussion of the request for the GA program to allow GA's to play in the sport that they are providing GA services to.

Discussion continued amongst the committee.

Hannah Litwiller made a motion to approve with the caveat that the Supervisor will submit a written plan to GA and HR Officer that would show breakdown of duties between GA time and Student Athlete time, and then the Supervisor, GA, and HR Officer will sign off on the agreement. The HR Officer will submit a change of the GA policy that addresses this motion to the College Council. Seconded. Approved by 5 yay's and 1 not present.

Meeting was adjourned by CFO at 12:00pm. Meeting Minutes by Hannah Litwiller.