

SUMMIT CHRISTIAN COLLEGE

Board of Trustees Meeting January 20, 2018

PRESENT: Angie Arnold, Larry Berlin, Rick Derr, Academic Dean Scott Gribble, Andy Gudahl, Jeff Holloway, Brad Korrell, President Dave Parrish, Chuck Schmidt, Lola Weinreis, Jim Wetzel

Absent: Roger Curry, Lyle Hinebauch, Jonathan Seng

Jeff Holloway opened with prayer. Meeting was brought to order by President, Jeff Holloway.

Minutes of the past meeting on September 9, 2017, were presented for approval with motion by Chuck and 2nd by Rick; accepted as written.

PERSONNEL COMMITTEE

Three board members' terms expired this month: Lyle Hinebauch, Chuck Schmidt and Jonathan Seng. Lyle agreed to serve until May and will continue work with Alumni Committee. Chuck and Jonathan will continue to serve. Andy moved to reinstate these three members, Rick 2nd; all approved.

The committee presented Roger Curry for approval as a board member. All board members received a copy of Roger's Curriculum Vitae and Bio prior to the meeting. Roger currently works as a dentist in Omaha and is very active with various community service organizations in Omaha. He is from Gering originally and while attending junior college in Scottsbluff, he attended classes at Platte Valley. Lola moved to approve Roger, 2nd by Chuck; all approved. The Personnel Committee assigned Roger to the Development and Education Committees.

In accordance with Recommendation #4 from ABHE, the Personnel Committee presented to the board an addition to the bylaws in Chapter 2 "Membership Regulations" under Article 3 "Selection." We have followed a matrix in the recent past of a division of 1/3 professional, 1/3 business(wo)men and 1/3 ministers. An official matrix and a list of competency based characteristics were provided to the board:

Trustee Matrix:

The board shall recruit members with a variety of experiences, backgrounds and skill sets, identifying men and women who are diverse with respect to race, ethnicity, culture and age, who are devoted disciples of Jesus Christ. Special efforts will be made to assure that a balance is maintained on the Trustee roster between individuals with reputable ministry leadership experience, and individuals with reputable professional and business leadership backgrounds who have the kind of training and experience that will add value to the board as the board gives special attention to the future needs of the college. As part of its effort to maintain balance between the variety of demographic measures listed, the board will pay special attention to the leadership qualities that are needed to enable the board to truly govern with excellence as it seeks to achieve future goals.

The characteristics sought in new board members for Summit Christian College shall be focused on helping the board do its job, not on helping the administration with theirs. Thus, the following is a list of competencies that the board shall seriously consider when interviewing potential members.

New trustees should be:

- *Visionary*
- *Able to think conceptually*
- *Able to grasp the big picture*
- *Committed to inclusive and fair process*
- *Respectful of the authority of others*

- *Accepting of a role that carries no individual authority*
- *Able to participate assertively in group process*
- *Able to accept and not undermine a group decision*
- *Willing to delegate and allow others to make decisions*
- *Available to participate fully in preparation and in actual board work*

Jim moved to accept this matrix and list of characteristics; Brad 2nd ; approved. These items will be added to the Trustee Handbook.

The committee informed the board that a possible candidate for board consideration is Terry Leathermon, Associate Minister/Worship at Clifton Christian Church in Clifton, Colorado and an alumni of the school. Dave has had conversations with Terry and is awaiting a final answer from Terry of his willingness to serve. Dave will follow up with Terry before the February ABHE meeting. The committee also agreed to make initial contact with David Troutman, senior pastor at Northglenn Christian Church in Northglenn, Colorado and Mike Andrews, Student Pastor at Westway Christian Church in Scottsbluff to gauge their interest in serving. Andy Gudahl also mentioned Jim McKean, retired and living in Arapahoe, Colorado, as a possible member. Andy will contact Jim.

With the ABHE visit in October we as a board were functioning with 11 members which is below our Articles of Incorporation of "no less than 12." After discussion with the Personnel Committee and Executive Committee, the Personnel Committee made the recommendation that we as a board make an effort to be above the minimum of 12 by 2 every January, beginning in January 2019. We as a board need to be aggressive in recommending members for the board.

FINANCE COMMITTEE

The committee recommended to the board that the present policy for reimbursements for full time faculty continuing education be expanded to include the cost of tuition for individual courses, not just courses as part of a degree.

Faculty may receive reimbursement for an individual graduate level course not associated with an additional degree under the following conditions:

1. *Courses must be in the area of the faculty member's current teaching assignment or in an area in which SCC desires the professor begin teaching.*
2. *The course must be taken for credit from an accredited school.*
3. *SCC will only reimburse faculty members for courses in which he/she has received a course grade of B (3.0) or higher.*
4. *Upon completion of the course and documentation of the final course grade, the faculty member is eligible to request reimbursement for tuition, fees, books, travel, and housing associated with the course.*
5. *The total annual reimbursement shall not 6% of the faculty member's current annual.*

After discussion, it was agreed that a statement should be added that this reimbursement would only happen with administrative approval and budget approval. Rick moved that the policy be accepted with the additional statement for administrative and budget approval, Andy 2nd; approved.

The committee presented to the board the job description and proposal for the Financial Controller Position, as recommended by ABHE after their visit and the review of the colleges audits. Marcia Mehring has agreed to fill the position on a temporary basis and assisted in the creation of the job description and proposal. The position would be approximately 10 hours per month at \$20/ hour. This person would be another set of eyes for the financial department of the school. ABHE also recommended that we have a Director of Operations but since we do not have funds to pay for that position, a Financial Controller would aid in satisfying their recommendation. This person's wage would decrease the need for additional accounting costs and streamline the auditing process in the future. Chuck moved to approve the position and job description as presented, Lola

2nd; approved.

The committee presented to the board suggested changes to the qualifications and organizational relationship for a Library Consultant, a position that is already in the handbook. According to the recommendation from ABHE, this person needs to have adjunct faculty status as well as an MLS degree and theological background experience. The current person in this position is a volunteer. They have not been fulfilling all responsibilities that the position would carry and is not interested in fulfilling those responsibilities. Dave has contacted librarians at Dallas Christian College and Florida Christian College, but they are not able to assist us at this time. He will continue to contact other sister schools. As a contractor, this position would be under the umbrella of the personnel handbook. Lola moved to make the changes as recommended, Jim 2nd; approved.

After discussion, the motion was made by Chuck to approve possible future spending for Scott to pursue a library consultant, Lola 2nd; approved.

EDUCATION COMMITTEE

The committee presented a Copyright Policy, as recommended by ABHE. This policy was not previously in place. This policy will go in the personnel handbook, student handbook, be posted in the computer lab and other places as deemed necessary. Jim moved to accept this policy as written, Larry 2nd; approved.

The committee also presented a change to the Core Value statement on “Student Personal Development,” as recommended by ABHE. Andy moved to change the statement to read: We believe that Biblical higher education should stimulate mental and spiritual development that results in Christian maturity, Chuck 2nd; approved.

The committee presented an update on the Logos Library for students. We have not yet received an exact price from Logos for the library that we could make available to students. There is a minimum library and Logos is working with ABHE to create a library for those going into ministry. Outright, the least expensive library is \$325 and the more expensive is \$750. The more expensive library is the one that the school would recommend for students. There may be an option of buying a block of licenses (not sure of the minimum number), that would be sold to students. If a program is not completed or paid off by the student, the license would come back to the school and could be reissued. The question was raised if this could be a money making step for the college? The probability would be that we could recover the initial investment for the licenses and then use the proceeds to purchase additional licenses. Scott will be meeting with Logos in February while at the ABHE meeting to discuss. The question was also raised if we could possibly partner with another school that has met the minimum number of license purchases? Currently, ABHE is working with Logos to purchase 500 licenses for ABHE schools and no other details have been given. While these details are being finalized, the committee recommended that beginning in the fall 2018 semester, all degree and certificate seeking students purchase a Logos library. Angie so moved, Rick 2nd; approved.

The committee provided a file titled “Curricular Objectives-Course Mapping.” This was prepared to answer ABHE recommendation #1. Many course titles had to be changed to meet standards. The hope is that with accreditation other schools will be more accepting of courses taken at Summit when former students are seeking additional education. Larry moved that this mapping be approved and will be adopted into the Personnel Handbook and Academic Catalog; Jim 2nd; approved. All faculty, including adjuncts will follow this mapping.

The committee offered an update on the Bridge program. ABHE requires that every course has to be taught by a faculty member with documented expertise (master’s degree with at least 15 hours) in the area that they are teaching. So, the Bridge technology may be used to utilize needed faculty.

STUDENT LIFE COMMITTEE

There are 3 girls and 6 boys in the dorms and things going well. The majority of time was spent discussing the mentoring program which is also going well.

EXECUTIVE COMMITTEE

The committee reviewed Dave's report and discussed the planned approach to addressing Title IX requirements when that time comes. There is nothing specific that needs to be done at this time.

DEVELOPMENT COMMITTEE

The Development Committee met with Emilie Yates, Director of Recruitment and presented her report to the board. There is currently 1 student that has been accepted for Fall 2018 and 7-8 possibilities. Follow up from the recruitment department to prospects has improved. Scott will sit down with Emilie in late April to determine possible numbers to include in the upcoming budget, also considering students who will be returning. Total student count for 1st semester was 39 and 2nd semester is 27. The majority of the decrease were students who were taking one or two classes in the fall and not taking any this semester. Credit hours for 1st semester were 345 and 275 this 2nd semester. Income is down \$25,000 just from students.

Emilie is traveling for the school many weekends and did provide a proposed travel schedule. Dave and Emilie are visiting Wichita next weekend to visit with a couple churches and she will be traveling to the western slope in March for World Missions Conference. Missi currently has 20 churches scheduled for Love month and beyond. All professors have been asked to give of their time to visit churches.

When discussing recruitment, it was pointed out that history seems to show that students vary according to age of the recruiter; an older recruiter means older students and younger recruiter brings in younger students. Emilie's report did indicate that her team is broadening the term 'ministry-minded' to include faithful disciples of Christ who are open to being more equipped for Christian service. This broadens the recruitment pool.

The Development Committee has met as schedules have allowed since the last board meeting. There has been some talk of bringing back the Ascend the Summit Challenge as a reworked program to get more buy in and responsibility from churches.

FINANCIAL STATE OF THE COLLEGE

Jeff brought to the board's attention the \$84,072.96 deficit in income as of December 31. Available reserves of \$25,000 from Wide Horizons, Intermountain gift of \$26,000, \$5,500 memorial gift and Wide Horizons generated income of \$14,000 has been depleted. At the beginning of the year there were \$127,000 in cash assets and at the end of the year cash assets were at \$34,000. The biggest expenses in the fall were the audit and the ABHE site team visit. Scott and Dave are expecting to receive a catch up in pay this next pay day.

The question was raised if tuition needs to be increased as a source of income? Scott's response was at this time no. Currently 10% of Praise Banquet and Golf have been held back for scholarships, but they are looking to pull back some of the scholarships. We have been at this tuition rate for 2 years. To raise tuition, it would need to be in the budget for next year, to be approved in May. Additional students are needed and we need more donors and current donors to give more. It will be difficult to create a budget based on current numbers. Each full time student generates about \$8,000 in revenue (before scholarships or tuition write off). Accreditation continues to take more funds. Scott pointed out that we can't ask our students to pay more for tuition and not offer extras that many schools can offer.

Jim stressed that prayer for finances, recruitment and direction has to be a priority for the trustees on a daily basis and not allow accreditation to become the priority and everyone was in agreement. Dave shared that the 2nd issue of 'Journey,' the college newsletter, will be going out in February with an emphasis on prayer. Chuck offered to head up a monthly prayer time over the phone the first Wednesday of the month at 8:30 pm Mountain Time, beginning in February. We had gathered in this way a few times during the Wide Horizons campaign and everyone was in agreement that it would be good to start gathering together for prayer on a monthly basis.

The question was raised if something needs to happen now for our finances. Tuition income and donor gifts from Love month and church visits should bring in some needed income. Scott shared current tuition fees of

Standard: \$195 per credit hour; Spiritual and Professional Development: \$295 per course for students enrolled in a single course and Audit: \$97.50 (Alumni Audit Rate \$100 per course). The promotion of bridge and alumni courses did not happen for this semester with all the time that was spent on preparing the response to ABHE. Rick asked if we could go to other colleges and make a comparison of tuition fees. Scott said he does have comparison data from WNCC, Boise, Nebraska and Ozark. The question was raised how a budget could be based on current income? Can we predict a big jump in giving or a big jump in enrollment? Scott was asked if a slight increase in tuition could be worked up in preparation for the upcoming budget. Scott did share that last year out of 42 students, 18 students at 12 hours or more received Pell grants that amounted to \$57,000. Some received 100% and some just a few hundred dollars. Students would be impacted by a raise in tuition. The senior scholarship has been used as a recruiting tool but a large freshman class is needed to keep paying the way for the senior scholarship. The question was also raised what is anticipated for graduation? There will be one student with a Bachelor's degree, who completed the course work in December but has moved to Hawaii and is not planning to be here for graduation and 5 Associate degrees will be conferred.

ALUMNI COMMITTEE

Lola shared that the Alumni Committee has been collecting information from other colleges with alumni associations and will continue to work towards creating an active Alumni Association for Summit, a possible group of supporters and donors that is not being tapped at this time.

EVALUATIONS

The Personnel Committee shared results of the most recent evaluations. Included were the President's Evaluation by Employees and Trustees as well as the Board Evaluation and the Board Self Evaluation and comments. The committee also reviewed an annual performance review that Dave completed. The committee met with Dave to discuss his Performance Review and the evaluation by the employees and trustees. Many of the lower numbers that are indicated on Dave's evaluation by employees were discussed but noted that there were several instances of N/A. When those were removed from the evaluation results, all final numbers were at 3 or above. The Committee also shared a book with the board members, "The Sacred Work of Trusteeship at a Christian College: Lessons from Colleagues," a valuable resource regarding service on the Board of Trustees at Summit Christian College.

MISCELLANEOUS

Rick Derr shared that Enterprise is currently offering vehicles for \$40/day (includes insurance) if the college is needing vehicles for any travels. Also, there is a new baseball team in Scottsbluff doing a fundraiser that if you sell tickets for \$7 they will give the organization half of that amount, if anyone is interested.

The meeting was ended with the group praying together.

The next Board meeting was scheduled for Friday, May 11 (the day of commencement and the day before the Summit to Summit).

Respectfully submitted,

Angie Arnold
Secretary
Summit Christian College Board of Trustees