

# SUMMIT CHRISTIAN COLLEGE

## Board of Trustees Meeting January 19, 2019

PRESENT: Angie Arnold, Larry Berlin, Rick Derr, Director of Operations Scott Gribble, Del Hamon, Jeff Holloway, Brad Korell, President Dave Parrish, Academic Dean Aaron Prohs, Chuck Schmidt, Lola Weinreis and Jim Wetzel

ABSENT: Roger Curry, Andy Gudahl, Lyle Hinebauch, Jonathan Seng and David Troutman

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

Minutes of the past meeting on September 8, 2018, were presented for approval with motion by Rick and 2<sup>nd</sup> by Chuck; accepted as written.

### PERSONNEL COMMITTEE

Three board members' terms expired this month: Angie Arnold, Larry Berlin, and Andy Gudahl. Angie will continue to serve at this time, Larry will make a decision at the conclusion of today's meeting and Andy would like to continue to serve. He continues to have physical struggles with back pain and does continue to minister in Cheyenne Wells so the combination of distance and travel make it difficult to be here. Jim moved to reinstate these three members with 2<sup>nd</sup> by Lola; all approved.

The committee presented Del Hamon, pastor at Lyman Christian Church, for approval as a board member. Everyone should have received a copy of his bio and information before the September meeting. He also joined us for lunch last meeting. He has a history with the school and is excited to be back in the area and working with Summit. Larry moved to approve Del, 2<sup>nd</sup> by Jim; all approved. The Personnel Committee assigned Del to the Development and Alumni Committee.

The 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 employees and trustees, discussed some of the lower ratings and determined no causes for concern. This process was encouraged by ABHE and we believe that is a good measure for the board as a whole and everyone is encouraged to complete the evaluation each year. There is always space for comments and that is encouraged as well. The board was reminded that committee assignments are made by the Personnel Committee but everyone is encouraged to serve where they feel they can be of the most help, so do not hesitate to contact the Personnel Committee to change committees.

### FINANCE COMMITTEE

Rick and Scott reported for the Finance Committee. The audit, performed by Dana F. Cole & Company, reported November 15, 2018, was presented for approval. Note was made that the college was short on funds at the end of the fiscal year and not all internal controls are in place as suggested, though many safeguards have been improved. Personnel are not in place to accommodate all aspects of separation of duties. As defined by GAAP (Generally Accepted Accounting Principles) and GAGAP (Generally Accepted Governmental Accounting Principles). The warning seemed severe, but the auditor, Kevin Sylvester, assured Scott that the wording is necessary and the company is aware of the struggles we as a college have meeting this particular condition of segregation of duties. When one person handles incoming and outgoing funds the concern for fraudulent activity exists. Scott did meet with Dana Weber and he will be coming in quarterly to do quarterly reconciliation and evaluation of financial reports. When only one person is handling incoming and outgoing the concern will be there. Rick moved to accept the audit, with 2<sup>nd</sup> by Chuck; audit approved.

The question was raised about the current financial picture. Since the beginning of the fiscal year, things have improved. Scott shared that there is every confidence that we can go before ABHE in February 'in the black.' Revenue is up \$41,000 and net income is up \$53,000. Praise Banquet grossed \$20,000 more than budget

and end of year giving was \$11,000 more than budget. The audit gift of \$13,000 was not in the budget. Bayfield Christian Church made a one-time gift of \$85,000. Even though Development has exceeded in many areas, we will go through excess funds before the next fund raiser. The point was made that we cannot function on fundraisers alone and increased funds of approximately \$20,000 per month has to come in to cover the shortfall. Burlington Northern has agreed to come on as a sponsor for the Summit to Summit; not sure of the amount but the amount of \$10,000 has been suggested. Promotion of the golf tournament has started early as has promotion of the Summit to Summit to attempt to generate as much as interest as possible.

Scott presented the salary proposal for the next school year to be included on the next budget, beginning July 1. The proposal reflects a 2% increase for hourly staff, a 1% increase for salaried employees and 0% increase for administration. There is a net increase of \$7,000. Jim moved to accept this salary proposal with 2<sup>nd</sup> by Rick; approved to be included in the upcoming budget.

Scott presented a proposed small tuition increase for the 2019-20 year. If accreditation is received, another increase of 5 to 10 percent would be proposed for the following year. This tuition increase can help offset the salary increase. Lola moved to accept this proposed tuition increased with 2<sup>nd</sup> by Larry; tuition increase approved.

## EDUCATION COMMITTEE

Aaron shared that the total head count for this semester is 29; two are audit students; 15 part time and 14 full time. Currently, seven classes are being taught by adjunct instructors. The arrangement with the Librarians from York College, in York, Nebraska, has been going well. They have zoomed into some recent staff meetings and offered some training on the online library that Summit subscribes to. They have also been having regular monthly meetings with the SCC librarians. The encouragement from ABHE for increased rigor in the classroom as well as student assessment has been a positive move for the faculty and is producing results in the classroom.

Aaron presented the proposal to hire another full-time professor, as outlined in his report. The question was raised if they have anyone in mind; no not at this time. Discussion would be held with current faculty and staff to determine where the need is greatest. Samantha was not replaced and Dale is no longer teaching. School activities and day to day duties have been spread to those that remain. The number of meetings has increased as has the workload even though staff has decreased. As people take on more and more responsibilities, morale goes down. Aaron stressed that having faculty on site versus adjuncts assists with learning for the students as well as helping ease the workload for current faculty. Scott did say that initial discussion has been to look for a candidate with a Master of Divinity degree that could teach in any ministry area (Bible, preaching or leadership). The present faculty have Master of Arts in Biblical Studies and are limited in the classes they can teach. Someone with an MDiv. Degree could assume some adjunct classes which in turn could have an impact on the budget. There is the possibility of finding someone with an accounting background which could assume some of the Director of Operation duties, allowing Scott to work in other areas, including teaching. Jeff shared that as a board we don't need to micromanage, but do know that being able to fit an additional full time professor into our budget will be the difficulty. The board agreed to give Aaron the go ahead to define what options to look for in an additional full-time professor that would come on in the Fall of 2019, knowing a decision will not be made until budget is approved.

## STUDENT LIFE COMMITTEE

Lola reviewed the Dean of Student's Report and shared currently there are two girls plus RA and 4 males plus RA in the dorm. The student leadership council is going well with many activities planned for the students. Plans are underway for a trip to the Ark Encounter in Kentucky this coming April; \$1500 was raised at a recent fundraiser for this trip. The alarm system is still not up and working but half of the amount has been raised and another grant is being written to continue to raise those funds. Missi had no other concerns to share.

## ALUMNI COMMITTEE

Lola shared that the committee discussed the possibility of looking forward to 2021, the 70<sup>th</sup> year for Summit Christian College, as a good time for an all school reunion and the board would be asked to support such a reunion.

The committee said they are looking for someone that could be a liaison between the school and alumni. If anyone has any suggestions for such a person, contact any member of the Alumni Committee or the staff at the school. The board agreed that alumni could be a resource for incoming students and finances. The committee suggested that when feasible, alumni be asked to be involved with devotions, chapel speakers and any other activities at the school, to encourage more alumni involvement.

#### EXECUTIVE COMMITTEE

The executive committee met with Dave and reviewed his report. He shared the decision has been made to move ahead with accreditation. Dave, Scott and Aaron have made arrangements to attend the ABHE conference in Florida in February to go before the committee. Dr. Kroll does feel that initial accreditation is possible and has provided a letter detailing what information needs to be presented to the commission. Our biggest concern is that the finance ratio is not where it needs to be. There is evidence of an increase in trends and that will be presented to the commission. We are going in with a strong report for the past months. On the development side, we need a good financial month this month. If anyone has any contacts for potential donors, share those with Dave. Chuck was able to make contact for a grant for students from western Kansas if they meet academic conditions. We can voluntarily pull out from accreditation and come back in 2 years. Jeff expressed the need to move ahead now and the board agreed. If the answer to accreditation is no, there will be financial implications for students and financial aid.

#### DEVELOPMENT COMMITTEE

Chuck reported for the development committee. Emily, recruiter, reported that Luke will be stepping down as an assistant in the recruiting department at the end of the school year. She would like to bring someone on to replace him. She has increased her numbers for potential students in the fall to 7 with an additional 8 prospects. Professors are going out for Love month this month, February and March. Besides preaching, they are being encouraged to talk about the school, recruitment and fundraising for the school. Dave shared that 'talking points' would be shared with all those representing the college. 25 engagements have been confirmed. Besides receiving a special offering, bulletin inserts have been forwarded to the churches to encourage one time as well as ongoing giving. Chuck did encourage all board members to have a 1-2 minute 'elevator' talk prepared to pitch Summit Christian College to individuals and groups you have opportunity to talk to.

Chuck and Dave met with Terry Munday, Development Officer for Indiana Wesleyan, on their way to the International Conference on Missions. Terry is semi-retired and gives of himself and his time to small colleges to assist with fund raising and direction schools. He also shared that he may be able to have his recruitment director also come and offer assistance to our recruiting department. The plan is for him to visit the college in early March.

#### MISCELLANEOUS BUSINESS

Jeff asked if there were any additional concerns or requests that have not already been brought before the board. Lola shared that the monthly prayer calls that Chuck had organized in the past were very helpful and beneficial to the board. They were stopped when participation decreased. Chuck explained that he would generate a conference call, where others would call in and join. Prayer points were shared and prayed over by the group. Chuck agreed to oversee and begin the calls again and everyone was encouraged to participate if at all possible. The call will take place the first Tuesday of every month at 8 pm, Mountain Time. A prayer point email and reminder will go out from Missi on the Monday before.

Larry did agree to continue to serve as a board member.

The next Board meeting was scheduled for Friday, May 10, 2019. Graduation is scheduled for that evening and the Summit to Summit is the following day on Saturday, May 11, 2019.

Chuck closed with prayer.

Respectfully submitted,  
Angie Arnold, Secretary  
Summit Christian College Board of Trustees