

SUMMIT CHRISTIAN COLLEGE

Board of Trustees Meeting

September 12, 2020

PRESENT: Angie Arnold, Larry Berlin, Rick Derr, Academic Dean/Director of Operations Scott Gribble, Andy Gudahl, Del Hamon, Jeff Holloway, Jim Kittell, President Dave Parrish, Jonathan Seng, Chuck Schmidt, David Troutman and Wing Wong

ABSENT: Roger Curry

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

Jeff introduced and welcomed our two newest members: Jim Kittell (from Wheatland, Wyoming) and Wing Wong (from Manchester, New Hampshire).

Minutes of the past meeting on May 7, 2020, were presented for approval with motion by Larry and 2nd by Chuck; accepted as written.

PERSONNEL COMMITTEE:

A copy of the Conflicts of Interest Policy was distributed to each member in attendance and each member was asked to sign and date the signature page and give to Angie. The copies will be provided to Missi and stored in the board member file at the school. The Policy is reviewed annually. Those not in attendance will be contacted to get their signature page.

Each member was also provided with a copy of the ABHE Tenets of Faith. These Tenets of Faith have to be affirmed annually. Nothing has changed from previous years. Chuck so moved with 2nd from Andy. The ABHE Tenets of Faith were affirmed.

Board of Trustee members whose terms expire in January 2021 include Roger Curry, Chuck Schmidt and Jonathen Seng. Chuck & Jonathan agreed to serve another term. Angie will communicate with Roger to find out if he would agree to serve another term. Dave let the board know what a big help Roger has been working with the eastern Nebraska churches upon the closing of Nebraska Christian College.

Additional names that will be contacted for possible service on the board include: Scott Marsh, elder at Westway CC and husband of Jill Marsh (Summit CC bookkeeper); and Arron Chambers, pastor at Journey Christian Church in Greeley, Colorado. Jeff also mentioned that Willie Coop has returned to the area and sometime in the future would consider serving on the board.

Angie distributed to all board members present a copy of the Board Evaluation, Self-Evaluation and President Evaluation, to be completed and returned to her no later than December 7, 2020. The suggestion was made to complete and return the evaluation today before leaving the meeting. Those not in attendance will be forwarded a copy of the evaluation packet. Employees will be asked to evaluate the President as well and Dave will be asked to complete a self-evaluation. Results will be presented at the January meeting.

FINANCE COMMITTEE

Prior to the meeting, a copy of a draft of the 2019/20 Audit was provided to the board. Scott noted that there are no big issues noted on the audit other than the continued need for segregation of duties which has been improved but continues to be a recommendation. As a board we need to approve the audit. Rick so moved with a 2nd from Del; audit approved. Scott will communicate any major changes of the final audit to the board.

Scott shared with the board that the \$395,000 HEERF (Higher Education Emergency Relief Fund) grant received does not relieve the budget. The demand for continuing to raise funds is still there. Those funds received have afforded us the opportunity to make some improvements now that would have been done sometime in the future. A new server is in process and plans are that it will be installed and ready next week.

Finances and the checkbook are looking good, but we cannot let our guard down; many of the funds are earmarked and the cushion will not last long. Funds coming in are falling about \$20,000/month short. Dave stressed that the focus needs to be on predictable income, not the unpredictable.

EXECUTIVE COMMITTEE

Dave shared with the Committee that with the shut-down of Nebraska Christian College, opportunities have opened up for Summit Christian College. Dave said the focus needs to be on the churches in eastern Nebraska who have lost NCC. There is a meeting on September 23 in Omaha with Christian leaders from eastern Nebraska. Roger Curry is working with David Haynes (former professor at NCC) to invite key church leaders to this meeting. The meeting will be a presentation of what the college can offer in classes, the Bridge program and personnel as well as a request for church support. This meeting will also determine for David Haynes (former NCC professor) if there will be a viable opportunity to work with us as a Distance Education Development Coordinator. The board is encouraged to keep that date in prayer.

Dave did share that out of our 20 new students, 10 are from Eastern Nebraska, including 1 student from Nebraska Christian College.

Dave provided a draft to the committee of the annual report to ABHE about our financial recovery plan from last year. We have low student numbers but are above the 30% total income needed from students. We definitely need more students, but it is an improvement over last year.

As noted in Scott's report and Dave's report there is still a need to recruit another professor as well as a Director of Operations to relieve Scott. Currently, the need is being kept in house and Dave and Scott are networking with other colleges and businesses for possible candidates. There will also be a need as Dave Robinson begins to step away from his teaching role at Summit.

Dave shared with the Board that he recently participated online in the orientation of new students at the college in Shillong, India, and he looks forward to a continued relationship with the school there and Summit.

STUDENT LIFE COMMITTEE:

Megan Hanson is serving as a dorm parent this year and is living in the guest room. There are 9 men and 5 women in the dorms, with each student having a room to themselves. So far, things are going well and we have a great group of students.

DEVELOPMENT COMMITTEE

Chuck shared that in the area of recruitment we are moving in a positive direction and want to continue that trajectory. Scott and Dave have done a fantastic job navigating the new normal of Summit Christian College. Dylan Harvey has helped revise and improve many of the admissions publications and is continuing to update them. Emilie is continuing to work with Mail Chimp and Christian Connector to keep in contact and subsequent follow up with potential students. Thanks to Brent Holliday and Smith Media Group we have been able to advertise in the Lincoln/Omaha area and we have received responses from that advertising. Emilie is attempting to streamline the admission process to make it easier and more user friendly for the students.

Chuck pointed out that this semester we sold almost 100 credit hours more than last year, even with the students spread across full time and part time. With free tuition, we picked up some students. The concern was raised that if that free tuition stops, do the students step away. Chuck stressed that a connection needs to be made with these students, so that they will continue with their classes.

Dave shared that Jason Hanselman (former President of Summit Christian College and current Director of Development of Deaf Missions) was recently contacted to gauge his interest in serving on the board. He declined to serve on the board, but offered his services as a consultant for fundraising and the development process at Summit Christian College. He would offer his consultation process to the college for free and we would be responsible for his expenses for travel. He knows the community and the school well and could be a great asset for the school. Dave believes that Jason's approach and experience could be a great boost to the

college. He will contact Jason regarding his proposal and what the financial impact to the budget would be.

Wing questioned if the large donations that we recently received happen annually. One of the donations occurred due to a death, so that can only happen once. Another was due to the sale of some property and another an unexpected gift. Some donors do give monthly, but others give large donations periodically.

Chuck reminded everyone that our best Development resource is prayer. As a board, we plan to continue to meet weekly for prayer by Zoom. Wing shared his appreciation for the board gathering weekly in prayer. The plan is that the Zoom reminder will go out on Monday, Dave will send out bullet points and many times Chuck will add to those bullet points. Rick suggested that after the weekly prayer time a report goes out with an update of the prayer time, especially for those who are unable to join.

EDUCATION COMMITTEE

Scott shared that Aaron Prohs has taken over the role of Title IX Coordinator that Dave Robinson previously held. In order to be compliant with Federal mandates there will have to be some updates to the personnel and student handbooks between this meeting and January. These changes relate to updating our grievance and sexual harassment policies. Scott asked the board to give authorization to the administration to make the necessary changes without board approval, reminding the board that this pre-approval would only apply to any changes needed to comply with the federally mandated changes. Jonathan moved with 2nd from Wing to authorize the administration to make necessary changes to handbooks without board approval in order to continue with Title IV (Pell Grants); approved.

Scott reiterated to the board the personnel changes that need to happen for himself and Dave Robinson in the near future.

ALUMNI COMMITTEE

The Alumni Committee has not met recently, but Del Hamon will have a discussion with Andi Grant regarding the status of the Summit Christian College Alumni Association and how the Alumni Committee can be of assistance.

MISCELLANEOUS BUSINESS:

Jonathan thanked Scott and Dave for all their work over the past months in the midst of the COVID issues, allowing Summit to continue through the end of last semester and now beginning a new semester.

The next Board meeting is scheduled for Friday, January 22, 2021, at the school.

Everyone was reminded of the Praise Banquet is at 6 pm tonight.

Chuck closed the meeting with prayer.

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