

SUMMIT CHRISTIAN COLLEGE

Board of Trustees Meeting September 13, 2014

Present: Jeff Holloway, Academic Dean Scott Gribble, June McQueen, Rick Derr, Lyle Hinebauch, John Steele, Angie Arnold, Jonathan Seng, Willie Coop, Larry Berlin and President Dave Parrish

Meeting brought to order by Jeff Holloway who also opened with prayer.

Absent: Merle Powell, LaRita Van Boskirk, Wes Gudahl and Andy Gudahl

Minutes of the past meeting on May 9, 2014, were approved with motion (Willie) and 2nd (Jonathan) to accept as written and unanimously passed.

With the recent resignation of Herb Rainey from the Board, it was necessary to appoint a new secretary for the Board of Trustees. Angie Arnold agreed to serve as secretary.

All members present submitted signed Conflict of Interest Statements well as signed Statement of Faith forms. Both documents are required to be current in each board member's file so have to be completed annually.

Committee Reports

Personnel

- Angie, Jonathan, Willie and Dave Parrish were present.
- Drafts of Committee job descriptions were distributed to committee by Dave: Executive, Executive Strategic Planning, Finance, Education, Development and Personnel. Copies of those descriptions were distributed to the board. It was suggested that time be set aside during the full board meeting to review. It was determined that committee members take the job descriptions and review before the next meeting and make any necessary changes or updates to the respective job descriptions as they apply to the committee that the members are serving on.
- Board members were reminded to submit a short Biography to Jackie for their file at the college at their earliest convenience. This is an ABHE requirement. Trustees who have a bio on file include: Jonathan Seng, Willie Coop, Angie Arnold, Jonathan Steele and LaRita Van Boskirk.
- The committee is evaluating the Board Self Evaluation process and the evaluation of the President. Contact has been made with other Christian colleges and universities regarding their process. The committee will rework the self evaluation form and then they will be forwarded to each board member before the January meeting. Each member will be requested to complete the form and bring it to the January meeting.
- The evaluation of the President is also being reworked.
- Before the January meeting, board members whose terms expire in January 2015, Wes Gudahl and Lyle Hinebauch, will be contacted to see if they are interested in continuing on the board.
- Potential trustee nominees Robert Woolfolk from Agape Christian Church in Denver and Chuck Schmidt from Cheyenne both have trustee manuals and are interested in coming on the board. Information about each candidate was shared and after discussion, it was motioned (Larry) and seconded (Jonathan) that they be invited to join the Board and will begin their term with the January meeting. The motion unanimously passed.
- Other names that were suggested for future board members included: Stewart Rusch (Rusch Construction in Scottsbluff, Nebraska), Kris Mickey (County Court Judge from Scottsbluff, Nebraska) and Craig Rouse.

Finance

- Rick, Angie and Scott Gribble met with Sonya Whaley.
- A draft of the audit was received by Sonya today so there was no time to review before meeting.

- Went through the revised budget that Sonya prepared after student registration. The bottom line is that the school is run very budget-minded with the majority of expenses in wages. The need is for more students to increase the tuition income. More students would also increase giving of supporting churches and individuals.
- Individual and church donations are not on track. There has been a decrease of \$114,000 to \$103,000 for individuals and \$139,000 to \$133,000 for churches. The budget for fundraising was \$167,000 in the year 13-14 and \$185,000 for the year 14-15. People are giving to large events but dropping off on monthly giving. Scott shared total giving comparisons for individuals and churches as well as traditional student income comparisons for the current year and past couple years, both showing a decrease.
- A discussion ensued regarding student recruitment, projection of students and those that are indicating interest. Those projected numbers are what is used to set up the budget. Questions were raised about the fact that student projection for at least the past four years has been 20 students but has not been reached and is the right person in the recruiter position. Scott shared that a committee is in place that is working on re-evaluating that projection process and that John is scheduled to go to ABHE in Florida for recruiter training. Scott said he would forward to all board members the recruitment plan for the trustees to review and see what goals are in place for recruiting. Progress and reports of this plan will go back to Dave. The question was raised if there is a database of students that were considering coming but did not and what was the reason. There is not but with the recruitment plan in place there will be for the future. The concern and question was raised that John had indicated at a Development Committee meeting over a year ago that he did not want to do this job forever.

Indicators of a good recruiter include: someone good at developing relationships with students and parents, a person able to relate to potential students, someone taking time to have face to face meetings with students and parents. It is a position where time, effort and energy must be expended. Past recruiters have been a variety of people and the high for new students has been 16 students. The smallest schools have a one person department. The recruiter position is the highest turnover position at colleges. One difficulty that many colleges, including Summit, face is that degree options are limited here in comparison to other schools who offer more degrees.

On review of the budget, \$60,000 is the total for expenses in recruiting and the return this fall was 12 students. Questions raised included: Is John looking for help; Is his time being utilized for recruitment; Is it possible to utilize students to assist with recruiting.

Scott stressed that recruiting has changed over the years and is a huge concern for the school. June encouraged everyone to commit this concern to prayer and to write a note of encouragement to John to thank him for his work. The board is encouraged to help John with names of potential students. The board is also encouraged to assist with recruiting by stressing the positives of the school including quality education at an affordable price.

Development & Executive

- Jeff, Larry, Andy, John, Lyle and Dave Parrish were in attendance.
- The new brochure targeting Northern Colorado churches was shared.
- Dave shared that the college does have a Mission Statement: Summit Christian College, an institution of higher learning, educates people for Christian leadership. Concern was shared that the word servant should be included in the current mission statement. Discussion was shared that Christ's concept of Christian leadership encompasses the call of servanthood. Teaching Christian leadership within kingdom work can include teachers and small group leaders to ministers in the local church.
- He has been working on a Vision Statement that can be used to engage people effectively as well as building on and clarifying the mission statement. The proposed Vision Statement is: An ongoing, ever-increasing stream of well prepared, well-educated Christian leaders in pursuit of the high call of Christian service wherever our Lord may lead. The motion was made (Lyle) and seconded (Willie) to accept the vision statement. After discussion, the motion unanimously passed to accept the Vision Statement.

Student Life

- Willie, June, Dave Robinson
- There are 20 students in the dorm. There are two RA's in the boys dorm this year. Robert White has been offered a part-time position in Holyoke after a summer internship so he is the RA Monday thru Thursday and Ryan Yates is the RA Friday thru Monday. It is working well so far.
- Fines have been instituted in the dorms for dirty dishes and video games and the students have had positive responses.
- No food service is offered this year. Some students miss it. They have been looking into possible vending machines or a food truck to offer some choices for the students.
- A basketball court was recently installed outside and has been a good thing for all the students.
- Prayer needs shared included that there be more fellowship and camaraderie between students. The Dean of Students requested prayer that issues can be handled with wisdom and grace.

Education

- Jeff, Larry, Scott Gribble
- Scott's report was reviewed.
- The college is in the process of applying to become a participant in the Federal Student Aid program. It is about a 6-month long process, so it will not be available for the Spring semester but should be in place for Fall semester 2015.
- Deanna Floe, the new hire for choir director, is doing a great job in her position. She will be assisted in setting up choir tour since she is not familiar with supporting churches. She attends The Rock church in Scottsbluff.

New Business

- Jonathan suggested that appreciation be expressed to Herb Rainey for his service on the Board of Trustees and his work as secretary. Everyone unanimously agreed. Angie and Jeff will compose a letter that will be put on letterhead and forwarded to Herb.
- Dave shared that students attending the Praise Banquet tonight were given the assignment to introduce themselves to attendees at the dinner and he encouraged the board members to do the same.
- All board members were also encouraged to meet the new part-time maintenance supervisor, Paul Ojeda, who will be present at the banquet tonight.
- The next meeting of the Board of Trustees will be Saturday, January 17 at 10 am.
- The meeting was closed with prayer by Lyle Hinebauch.

Respectfully submitted,

Angie Arnold

Secretary

Summit Christian College Board of Trustees