

SUMMIT CHRISTIAN COLLEGE

Board of Trustees Meeting

May 10, 2019

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

ABSENT: Roger Curry, Jonathan Seng and Jim Wetzel

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

Minutes of the past meeting on January 19, 2019, were presented for approval with motion by Rick and 2nd by Brad; accepted as written.

PERSONNEL COMMITTEE

The Personnel Committee discussed potential board members and though they did not have any names to share with the board at this time, they will pass some prospective names to Dave Parrish before bringing names to the board. Members whose terms expire in January 2020 include Rick, Brad, Jeff and Lola. They will be contacted before the September meeting to inquire about their plans to continue serving on the board.

The committee is recommending that each board member have a copy of the book, "Lessons from the Nonprofit Boardroom," by Dan Busby and John Pearson. Our goal would be to review the lessons in the book at upcoming board meetings and possibly at an upcoming retreat. The Personnel Committee will plan to get a copy of the book for each board member.

The committee did discuss having a retreat at the January meeting, January 17-18, 2020. Everyone was encouraged to put the date on their calendar. Spouses would be invited as well. A possible schedule would be similar to the retreat in January 2017, with a Friday evening dinner, a possible special speaker or session Friday evening and Saturday morning, lunch and a board meeting Saturday afternoon. There would be no committee meetings. Rick agreed to investigate some possible venues and costs and will share what info he finds at our monthly prayer meeting in June.

Jeff did encourage all board members to be thinking of possible board members and share those names with the Personnel Committee for consideration.

FINANCE COMMITTEE

Scott presented the proposed budget for the 2019-20 fiscal year. The proposed budget is adding a 20 hour/week person for recruitment and an additional faculty member for half of the year beginning in January. Last year's budget was \$754,008 and this year's \$791,091.98. The \$35,000 difference is the full-time professor and the part-time recruiter position. Aaron reiterated that we will be looking for a specific area of hire, someone with a Master of Divinity of Degree that could teach in more than one discipline and possibly serve in another capacity as well. The question was raised if there are there people out there looking for positions as a professor? Not sure if there are or not though some colleges have had layoffs but many of those may have already taken ministry positions. There is not currently a specific person being considered for the position. Scott did point out that the long-term liability line item was entered twice in the budget. He will make the correction and send out a corrected budget. The above numbers do reflect the correct proposed budget amount.

Rick did share that the Finance Committee discussed the fact that we have a lot of scholarships that don't equal a lot of money so they are being re-evaluated. Less than half of our students are on Pell Grants, because they don't qualify. Currently children of pastors can attend at ½ rate and children of employees can attend at no cost. The Development Committee can work with the Finance Committee to evaluate current scholarships. The in-house Finance Committee that reviews the financial strength of the college will be

meeting in August and can plan to discuss what is affordable and what scholarships can be offered. The question was raised if we wanted to increase tuition, how soon could that increase happen? The proposal was made and passed in January to raise tuition 2% for this fall and the Bridge tuition was raised 2 ½%. Dorm cost was raised slightly for the fall. The proposal also included making an additional tuition increase if accreditation was received for the 2020-21 year. If the decision was made to make an additional increase in tuition it could not happen for the fall (since catalogs are in place and incoming students are already planning on the current tuition), but could happen in January 2020. There will not be an additional tuition increase at this time, but the in-house Finance Committee will evaluate the issue at their August meeting and provide a recommendation for our September meeting.

The question was asked what the healthy ratio for student income to budget is? We strive for 30%, but most ABHE schools are 40%.

Discussion continued that if we approve the budget for an additional faculty member and a person is recruited to be here, but the funds are not here, what do we do with a potential faculty member? Dave shared that if the budget is approved, as donors are approached, this specific need could be shared. The spring schedule has to be prepared by mid-November, so a person would have to be in place by at least October. The board was reminded that some of our current professors and staff are aging as well as wearing many hats, so the need for an additional faculty member is great.

Scott shared that the proposed budget reflects a total of 656 hours. As a board and staff, we all know the secret to growing the school is more students. A selling point for the school is the fact that we are affordable. Scott said the average number of credits per student is 12 and the question was raised why they average was not higher than 12? Aaron said the catalog is set up for 15-16 hours but many students express that instead of getting a degree in 4 years they extend their time to 5 or 6 years.

Rick suggested approving the budget now and re-evaluate the financial status in September. Andy so moved with 2nd by Lyle; proposed 2019-20 budget passed. Scott will correct the budget numbers and email a copy to the board next week.

EDUCATION COMMITTEE

Aaron presented a List of Candidates for graduation for board approval: Associate of Arts: McKenna Bridges; Bachelor of Science: Tristan Bridges, Morgan Schmidt and Domingo Rey-Torres. All aforementioned students have financially and academically completed all obligations. Larry made a motion to approve the candidates as presented, 2nd by Rick; all approved.

Aaron had shared with the board a copy of a possible agreement between Summit and Tel Library for online courses, specifically 'Intro to Communications' and 'Language & Composition.' Aaron was given permission to pursue such an agreement with Tel.

STUDENT LIFE COMMITTEE

There have been no disciplinary issues with the students. The Student Leadership Council that was instituted last year is working well. The RA's for the next school year will be Megan Hanson and Luke Muller.

The new alarm system is installed and operational.

ALUMNI COMMITTEE

Lyle shared that there have been some ongoing Alumni gatherings recently while planning for the Summit to Summit. Summit Christian College mugs were purchased and are being offered to alumni with payment of dues. \$500 was raised last evening at the Celebration of Accreditation event. The alumni would like to continue to raise funds to offer significant scholarships to students. There has been discussion about having a fall alumni event in conjunction with Fall Fling. In year's past, there has been an alumni dinner before graduation but that was not held this year due to the Celebration of Accreditation event that was held the day before graduation.

Discussion ensued about the process of awarding of the Alumni scholarships. Scott shared that we have to provide evidence that we are following the rules from Department of Education for dispersing Pell Grants. The college is currently on 3-year probation because of our financial strength, though earlier we missed an audit that was due and were put on probation. As part of the probation, we are required to pay students beforehand from funds that have been received by the college. Also, a letter of credit has to be on file with Department of Education.

EXECUTIVE COMMITTEE

Dave shared info about two ways that the recruiting department is working to enhance recruiting and the process. "Christians Connect" (\$300 per year) involves high school students who have indicated an interest in a career in Christian service through a survey. There have been a few inquiries already received. The Star Herald is boosting the college's online presence in social media by making use of their premier status with targeting ads in the Grand Junction area. This is a 3-month trial funded by Brent Holliday Family Foundation (approximately \$600/month). We will be able to see results including tracking to help fine tune our efforts and it will be re-evaluated after the 3 months. We are not guaranteed a specific number of hits.

Dave was questioned if plans were still in place to have Terry Munday (a consultant to Christian non-profits) come to assist in some Development aspects for the school. This spring, his time that he could be here was limited; our goal is to get him here for a longer period of time to use his time wisely. We are looking for him to assess our programs and give us some insight for improvement in the areas of development and recruitment.

Dave shared that opportunities are opening up overseas for our students and to bring in students from overseas on campus as well as through Summit Bridge. Brett Miller in Swaziland is interested in taking advantage of Summit Bridge for his students. Lamsing, from India, has visited here and now Dave will travel to India in July to visit the college in Shilong, India, funded by Abstar Diengdah. Lyle shared that Central supports a mission in India and he questioned about networking these two missions in that area. Chuck shared his connection with India at Lakeview Bible College and that he had a conversation with Lamsing about those connections.

Aaron and Scott were questioned whether distance for Summit Bridge is an issue. Scott said no, but speed can be an issue, thus there could be a delay.

DEVELOPMENT COMMITTEE

Emily shared with the committee that there are positives over last year's recruiting and the year 2020-21 is looking even better. She has been better able to target students who are ministry minded. She is doing a lot of work with juniors who are looking forward to their college choice and continues to keep the conversation going through their senior year. Luke has been a real help to her as an assistant. The concern was raised that Emily may be looking to start a family so then the recruitment department would be hindered. There is a difficulty in having students in the assistant position because they will be moving on when their time at the school is completed. The positive of having students in the position is that they have a compelling story to share about their reason for being here at the school and drawing others here. The greatest need is for someone that could be available to travel and meet face to face and make personal contact with recruits. Currently in the recruiting department, besides Emily, there is 1 student (15 hrs/week) and Margie works in recruiting 50% of her non-financial aid work. The new budget allows for an additional part-time person at 20 hrs/week, though it may be difficult to find a person that could travel and only work 20 hours/week. That would come to 85-90 hours per week for recruitment. The part-time salaries total is \$23,000. There is the hope to have Terry Munday evaluate our recruitment department soon and offer suggestions. Currently, in the area of recruiting, professors and staff draw in older students and our current recruiting staff draws in younger students. A lot of our sister schools are also struggling with recruitment.

Plans for the upcoming Golf Tournament are continuing.

Intermountain Bible College funds are still possibly coming and we are not sure if they will give us restrictions on how those funds can be used.

MISCELLANEOUS BUSINESS

Scott presented the proposed Personnel Handbook changes, as outlined in his report. The changes reflect what the current practice is. Under Summer Ministry Activities, the update will read:

When summer work and vacation schedules allow, faculty and teaching administrators may seek out, or even be requested by SCC to participate in, ministry opportunities in June and July such as Christian camps, CIY, and short-term mission trips. When involved in such activities as a representative of SCC, the activity will be treated as a work assignment and not vacation. However, such summer ministry activities cannot prevent the employee from completing all SCC responsibilities associated with his or her position.

Under Weekend Assignments, the update will read:

In addition to the responsibilities included in the job descriptions, full-time faculty and teaching administrators are to be available for weekend promotional and preaching assignments. When making assignments, the College will be sensitive to employees' normal workload, SCC travel schedule, and ministry and family obligations.

Lola moved to accept these changes to the Personnel Handbook; 2nd by Chuck; approved.

As a follow-up to the previous discussion concerning scholarships, Scott was asked to provide a document for the next board meeting that covers the scholarships and waivers (criteria, who gets what and the amounts) and include a picture of what could be discontinued. Currently, the senior scholarship is in place and needs to continue for the next couple years until those who were underclassmen when the scholarship was initiated have graduated. Again, Scott shared that the in-house Finance Committee will add the scholarship discussion to their August agenda.

Chuck reminded everyone to mark their calendars for the monthly prayer time with the board every first Tuesday of the month at 8 pm MST. Watch for an email that will include a list of prayer needs as well as the phone number and meeting ID.

The next Board meeting was scheduled for Saturday, September 7, 2019, the same day as the Praise Banquet.

Chuck closed with prayer.

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