

Wilson Pacific University
Board of Trustees Meeting
January 29, 2015

1. **Welcome and Prayer** – Chair Barry Sutton called the meeting to order at 10:20am. He welcomed everyone and began with prayer.
2. **Roll Call** – Jennifer Butts called the roll. Trustees present included Chad Adair, Ryan Babineau, Theresa Blash (online), James Corbitt, Marty Heede, Judy King, Ellen Mayo, Jennifer Rosinko (online), Barry Sutton, Rick Treece, Nathaniel Urshan, Nathaniel Wilson, Curtis Young, and Myles Young. Non-trustee committee members included Johnny King. Staff included Paul Baumeister and Jennifer Butts. Rick Mayo was a guest. Vonde McClure and DeVon Mills were absent.
3. **Approval of Minutes** – Rick Treece made a motion to waive the reading and approve the minutes from the Board meeting on Sept. 24, 2014. Nathaniel Urshan seconded it. The motion passed unanimously.
4. **Reports**
 - a. **Chairman’s Report**
 - i. Key Performance Indicators – Barry Sutton shared some performance data with the trustees including overall enrollment, enrollment in specific programs, numbers of graduates since 2011, total number of faculty, and number of faculty presently working on their doctorate degrees.
 - ii. Strategic Plan – Barry Sutton reviewed the strategic planning cycle. A key focus of the Board is to review the status and to develop or monitor action plans as needed to ensure the successful implementation of the priorities and initiatives in the current 2013-2018 Strategic Plan. In the 2017-2018 academic year, a new 5-year plan for 2019-2024 will be developed.
 - b. **President’s Report**
 - i. Annual Planning Conference – Nathaniel Wilson provided an overview of the Annual Planning Conference, which was held Sept. 23-24, 2014. Participants included members of the Board of Trustees, members of the Foundation Board of Directors, faculty, administration, staff, and students. All attendees participated in discussions about the University’s mission and Strategic Plan. The Board of Trustees and its committees held meetings. The faculty reviewed a draft of the Faculty Handbook, had a workshop on learning outcomes, and held departmental sessions to discuss and edit program learning outcomes.

- ii. Challenge Week Conference – Challenge Week was held Sept. 24-26, 2014. The theme was “the art of worship.” It included plenary sessions and break-out sessions. On Wednesday evening, a gala was held, and A.O. Holmes was inducted into the Hall of Faith. On Thursday evening was a baccalaureate graduation service, and on Friday evening was a benefit concert for the non-profit organization Helping Children of the World.
- iii. Personnel Changes – Steven Jones left the role of Academic Coach to evangelize full-time. His position was filled by Lily Davis who has approx. 10 years of experience providing support services to students at Point Loma Nazarene University.
- iv. Alumni Association – Nathaniel Wilson announced that Steven Jones will be the new president of the Alumni Association, and he thanked Kelly Nix for his previous service as president. Dr. Wilson shared some of the ideas WPU/AST is planning in order to energize the Alumni Association.
- v. Hope Corps – Dr. Wilson provided an update on the Hope Corps program. He explained how the Hope Corps program, and WPU/AST’s involvement in it through the Apostolic Foundations Certificate, is contributing to the public good. In addition, this program offers an untapped potential for the growth of the school, and marketing efforts are being geared toward assisting graduates with transitioning to a degree program.

c. Staff Reports

- i. Educational Policy Updates – Jennifer Butts provided an update on educational policy issues relating to the Bureau for Private Post-Secondary Education, the State Authorization Reciprocity Agreement (SARA), and the Secondary Institution Rating System.
- ii. WSCUC Accreditation – Jennifer Butts gave a report on the current status of WPU’s pursuit of accreditation.

5. New Business

a. Governance Committee

- i. Approval of Minutes – Rick Treece made a motion to waive the reading and approve the minutes from the Governance Committee meeting held on Sept. 24, 2014, and Nathaniel Urshan seconded it. The motion passed unanimously.
- ii. Committee Functions and Responsibilities – Curtis Young reviewed a chart summarizing the functions and responsibilities of the Governance Committee.
- iii. WPU Mission Statement – Jennifer Butts provided a handout showing the alignment of WPU’s mission statement to its core values and to the potential Institutional Learning Outcomes (ILOs). The Board members

discussed the mission and values and approved some minor edits to improve the alignment.

- iv. Governance Model – Jennifer Butts provided a PowerPoint presentation about university governance. A follow-up discussion will be held at the next Board meeting.
- v. Staffing Plan – Nathaniel Wilson explained the new staff positions that WPU will be filling prior to independence from HIU in order to assume the roles that HIU is presently providing through shared services. Examples include registrar, student accounts, financial aid, librarian, and CFO. Staff is working on developing a hiring timeline and coordinating training with HIU. Marty Heede made a motion to grant permission to the administration to select staff for hiring and determine their hiring date. The motion was seconded by Ryan Babineau and passed unanimously.

b. Academic Committee

- i. Approval of Minutes – At this point in the meeting, no members of the Academic Committee were present, so the minutes were not reviewed or approved.
- ii. Committee Functions and Responsibilities – In the absence of Chair Jennifer Rosinko, Barry Sutton reviewed a chart summarizing the functions and responsibilities of the Academic Committee.
- iii. Academic Overview – Jennifer Butts provided a report of academic updates. She gave an overview of the course schedules. She also explained changes Hope International has made in the past year that has affected WPU/AST's enrollment and finances: increasing tuition again (so some students with Pell Grants and students loans will still not have enough funds to cover tuition in the fall semester), moving from nine undergraduate sessions per year to five (which requires doubling-up), and changing directed independent study courses from "on demand" to a rotating schedule (which loses flexibility for scheduling). The Board members expressed their concern regarding these changes and the impact on students.
- iv. Strategic Plan – Priority One – This was tabled until the next meeting.
- v. Strategic Plan – Priority Two – This was tabled until the next meeting.
- vi. Strategic Plan – Priority Three – This was tabled until the next meeting.

c. Finance Committee

- i. Approval of Minutes – Ryan Babineau made a motion to waive the reading and approve the minutes from the Finance Committee meeting held on Sept. 24, 2014, and Myles Young seconded it. The motion passed unanimously.

- ii. Committee Functions and Responsibilities – In the absence of Chair DeVon Mills, Barry Sutton reviewed a chart summarizing the functions and responsibilities of the Finance Committee.
- iii. Lease of AST Office Space – Paul Baumeister provided an update about the lease of AST’s office space since the building will have new ownership.
- iv. Tuition and Fees – Jennifer Butts provided a chart showing the rise in tuition rates and the increase in the cost of degree programs from 2009-2015. Board members expressed their desire to lower tuition to a more affordable rate for students. Staff will do further research and develop a Finance Plan.
- v. Budgets – Paul Baumeister presented the completed budget for 2013-2014, the present budget for 2014-2015, and the projected budget for 2015-2016.
- vi. Continuing Pentecost Campaign – Barry Sutton introduced the “Continuing Pentecost” capital campaign for WPU, which will help to diversify revenue sources for the school. A nation-wide offering will be taken on June 21, 2015.
- vii. Strategic Plan – Priority Four – This was tabled until the next meeting.

d. Audit Committee

- i. Approval of Minutes – Rick Treece made a motion to waive the reading and approve the minutes from the Audit Committee meeting on Sept. 24, 2014, and Myles Young seconded it. The motion passed unanimously.
- ii. Committee Functions and Responsibilities – At the committee meeting in September, the group agreed that the functions and responsibilities mentioned in the Board of Trustees Handbook were vague. Chair Chad Adair and staff did some research to study the models of other boards, and a handout was provided with suggested new verbiage to clarify the role of the Audit Committee. Myles Young made a motion to accept the new verbiage. Curtis Young seconded the motion, and it was approved unanimously.

e. Board Discussion

- i. Academic Committee Name – Staff made the recommendation to the Board that the name of the Academic Committee be changed to the Academic and Student Affairs Committee. This change reflects the Board’s need to provide oversight of the Student Affairs division of the University. Marty Heede made a motion to approve the change. Ryan Babineau seconded the motion, and it was approved unanimously.
- ii. Key Performance Indicators – Staff is developing a “dashboard” of key performance indicators that will be updated regularly to assist the Board

with monitoring the health of the University. A proposed list of indicators was provided as a draft to the Board. Chad Adair made a motion to accept the list of key performance indicators. Ryan Babineau seconded the motion, and it was approved unanimously.

- iii. Challenge Week, Graduation, and Hall of Faith – This was tabled until the next meeting.

6. **Adjourn** – The meeting adjourned at 3:35pm.