

Wilson Pacific University
Board of Trustees Meeting
July 20, 2015

1. **Welcome and Prayer** – Chair Barry Sutton called the meeting to order at 12:10pm. He welcomed everyone and began with prayer.
2. **Roll Call** – DeVon Mills called the roll. Trustees present either in-person or via webinar included Chad Adair, Theresa Blash, James Corbitt, Marty Heede, Judy King, Ellen Mayo, Jennifer Rosinko, Rick Treece, Nathaniel Wilson, Myles Young, and Curtis Young. Staff included Paul Baumeister and Jennifer Butts. Ryan Babineau, Vonde McClure, DeVon Mills, and Nathaniel Urshan were absent. Chair Barry Sutton was stuck at an airport and unable to participate via webinar.
3. **Approval of Minutes** – Marty Heede made a motion to approve the minutes from the Board meeting on April 29. Myles Young seconded the motion and the motion passed unanimously.
4. **Reports**
 - a. **Chairman’s Report**
 - i. Continuing Pentecost Campaign – Chair Barry Sutton was unable to attend so Nathaniel Wilson provided the report. The Continuing Pentecost campaign, which was schedule for June 21, 2015, raised more than \$50,000 from churches around the country in support of WPU.
 - ii. Administrative Paperwork – Nathaniel Wilson reminded the trustees to submit two documents that need to be updated annually: the Annual Affirmation of Service and the Conflict of Interest Statement. In addition, the staff has emailed each trustee asking for updated biographical information for the board profile. Trustees were asked to submit any updates right away.
 - b. **President’s Report**
 - i. Alumni Association – The new president of the Alumni Association, Steven Jones, has been promoting AST as he travels evangelizing.
 - ii. Annual Planning Conference –The Annual Planning Conference will be held at the AST office in Elk Grove on Sept. 24-25, 2015. This will be only two weeks prior to the site visit by WSCUC. Trustees are encouraged to participate in both events, but their presence is especially encouraged for the planning conference and then they can participate in the site visit via webinar or Skype. The board will have combined sessions with the faculty and students, and a meeting of just the trustees. Topics will cover the school policies, new degrees, strategic action

plans, and handbooks. In addition, a consultant will conduct a 3-hour board training.

- iii. Staffing Updates – Nathaniel Wilson provided an update regarding staff. An accountant with many years of experience with large clients (e.g., cities) has been selected as WPU’s chief financial officer. Presently he is volunteering his time to WPU. The new CFO, financial aid officer, and student accounts officer will be traveling to HIU in early September for several days of training.

c. Staff Reports

i. Division of Business and Finance

1. Enrollment Management Unit – Nathaniel Wilson announced that the enrollment management unit will be the first WPU administrative to conduct an outcomes assessment. This unit has been chosen because it has been active for several years, and enrollment has been suffering, so this provides an opportunity to identify the unit’s strengths and weaknesses and utilize the results to improve the unit’s effectiveness.
2. Budget 2014-2015 Comparison – HIU has provided a copy of the 2014-2015 budget to Paul Baumeister and said that AST is more than \$140,000 over budget for the year, which will deplete the savings account. However, Paul found a number of areas in which AST’s tuition review wasn’t calculated correctly. Paul estimates that when the numbers are corrected by HIU, they will agree that the amount of balance owing is approx. \$40,000, which is still a lot. There are several contributing factors. One is the declining enrollment of undergraduate degree-seeking students. Another factor is that students are taking fewer units because of the increased tuition and the preference to not double-up courses.

ii. Division of Academic Affairs

1. Academic Assembly –

- a. Election for Chair – Jennifer Butts mentioned that the Academic Assembly was approved by the Board of Trustees in April and then voted on by the faculty in May. The first meeting of the assembly will be held on July 23, 2015. The assembly voted for a chair, and Stephen Allard won the election.
- b. Executive Committee – Stephen Allard led the first meeting of the executive committee two weeks ago and was joined by the lead professors.
- c. Professional Development – The faculty members are being asked to complete and submit a professional development summary for last year and a plan for the coming year. WPU is supporting the faculty in their professional development requirements by offering four free trainings per year. The

trainings will be led by faculty who volunteer to join the Faculty Learning Community and teach research-based strategies and ideas to the rest of the faculty in the areas of teaching and learning, research and scholarship, and personal growth.

- d. New Faculty Orientation – The staff is developing a new faculty orientation that all existing instructors will have to complete as well as all new instructors.

2. Academic Departments

- a. Lead Professors – The administration has selected five people to be the lead professors of the five degree programs: Chad Adair (interim lead professor for business administration), Dean Anderson (undergraduate ministry), Dan Blash (human development), Johnny King (graduate ministry), and Karissa King (arts & sciences).
- b. Arts & Sciences and Ministry – Jennifer Butts provided an update regarding departmental activities. Karissa King and Dean Anderson have been holding professional development consultations with faculty to assist them with developing their professional development plans for the next year. The summary of last year's activities and the plans for the coming year are due in August. Also, the Educational Effectiveness Committees (EECs) of both departments are revising and finalizing the program learning outcomes and developing an annual outcomes assessment plan.
- c. Business and Human Development – Jennifer Butts reported that the business advisory committee had finalized the department mission and goals, program goals and program learning outcomes, course titles and descriptions, course sequence and mapping. The committee members are currently finishing sample syllabi. The human development advisory committee is engaging in the same developmental activities.

iii. Division of Student Affairs

1. Apostolic Foundations Certificate / Hope Corps – More than 200 students completed the AFC certificate program this year. Approx. 175 have or will be attending one of the Hope Corps Intensive Training Week camps in Roatan or New York. Dean Anderson attended a training and Tiffaney Bland attended a training to try to recruit students to transition to a degree program.
2. Online Learning Readiness Survey – Paul Baumeister introduced the survey and explained that it will be utilized as another tool during the

enrollment process to have students self-assess their preparedness for online learning and for the coach to identify areas in which the students may need more support.

3. New Student Orientation -- Paul explained the content of the orientation. It will be launched with the new students in August.
4. WPU Library – Paul provided an overview of the library services that will be available when WPU becomes independent from HIU. He talked about the resources and the librarian, who is very experienced and used to be the librarian for Urshan Graduate Theology Seminary.

5. **New Business and Action Items**

- a. Upcoming Activities – Nathaniel Wilson reviewed upcoming important dates for the trustees.
- b. WPU Meeting and Event Schedule – The committee reviewed the dates of important events that will be held during the 2015-2016.
- c. WSCUC Institutional Report – The board will be given a second opportunity to review the report and provide feedback. The final draft is due to WSCUC by July 29.
- d. Institutional Research – Jill Lewis developed reports for the meeting, and Jennifer Butts reviewed them with the trustees. The reports provided student demographics and also dashboard indicators. In addition, Jill has coordinated with other staff to select a group of five schools as a benchmarking peer group.
- e. WSCUC Independent Governing Board Policy – Jennifer reminded the trustees that the policy is located in the Board of Trustees Handbook. Trustees should be familiar with prior to the WSCUC site visit in October.
- f. Property for WPU/AST – Nathaniel Wilson explained that the building in which AST's offices are located is being bought by a person who would prefer to utilize the office spaces for his employees. Dr. Wilson was granted permission to begin researching options for another suitable office.
- g. Institutional Learning Outcomes – Jennifer Butts presented the newly drafted institutional learning outcomes and graphically showed how they relate directly to the mission and core values. After some questions and discussion, the ILOs were approved unanimously.
- h. Community Engagement Center – Paul Baumeister introduced the concept of the Community Engagement Center to the trustees.
- i. Outstanding Teaching Awards – Jennifer Butts mentioned the suggestion of providing awards to instructors each year as incentives. The board voted unanimously to approve the awards, and the executive committee of the Academic Assembly will develop all of the parameters of the awards.

- j. Budget Planning Process – The Board of Trustees needs to be involved in budget planning each year. Paul Baumeister explained the process to the trustees so they will understand the process and be prepared to engage in it.
 - k. Strategic Plan – This item will be tabled until the meeting in September.
 - l. WPU Policies – The discussion and approval of these policies was tabled until September.
6. **Adjourn** – Marty Heede a motion to adjourn the meeting. The motion was seconded by Nathaniel Wilson. The meeting adjourned at 2:22pm.