

Wilson Pacific University
Board of Trustees Meeting
April 12, 2016

1. **Welcome and Prayer** – Chair Barry Sutton called the meeting to order at 10:05am. He welcomed everyone and began with prayer.
2. **Roll Call** – Jennifer Butts called the roll. Trustees present included Chad Adair, Ryan Babineau, James Corbitt, Marty Heede, Judy King, Ellen Mayo, Barry Sutton, Rick Treece, Nathaniel Wilson, Curtis Young, and Myles Young. Theresa Blash, Vonde McClure, DeVon Mills, Jennifer Rosinko, and Nathaniel Urshan were absent.
3. **Approval of Minutes** – A copy of the minutes from the previous meetings September 25, 2015 and January 29, 2016 were provided. Myles Young made a motion to waive the reading of the minutes and approve them. Marty Heede seconded the motion, and it passed unanimously.
4. **Reports**
 - a. **President's Report**
 - i. Rental agreement: Nathaniel Wilson explained that AST/WPU will continue to stay in its current location due to a favorable rental agreement having been negotiated with the new owner of the building.
 - ii. Staffing update: There are two updates. First, Anna Ballinger was hired in February in a part-time capacity gradually increasing to a full-time employee. She is doing three roles: student accounts, student services, and business and office manager. When AST/WPU becomes independent from HIU, Anna will become the financial aid officer in place of student accounts. She may retain her other roles depending on her total workload as the financial aid officer. Second, Ed Eldridge is assisting part-time as a data specialist in the office of institutional research. Third, the university will contract with Mike Wilbourn for human resource services.
 - iii. Annual Planning Conference / Challenge Week: Nathaniel Wilson shared that Challenge Week will be held Sept. 21-23, 2016. It will begin on Wednesday afternoon. The first two days will consist of the Annual Planning Conference attended by stakeholders in the school. On Friday, there will be a day-long seminar with special speakers tentatively on the topic of holiness in a post-

apostolic world. For evening activities, the annual gala will be held Thursday evening and the graduation service will be held on Friday evening.

b. Staff Reports

- i. Academic Affairs: Jennifer Butts shared an overview of academic affairs activities and provided a detailed written report.
- ii. Student Affairs: Jennifer Butts reported on behalf of Paul Baumeister. In the area of student life, staff is working on the establishment of an Associated Student Body. For enrollment management, new student admissions in the past three sessions have exceeded the corresponding numbers from the previous year. This has met HIU's criteria in order to continue the relationship through May of 2017. In the area of student services, Sis. Anna Ballinger is coordinating the development of a new student orientation, which will launch for the June 2016 session. In addition, she is working with staff to develop other services.
- iii. Business and Finance:
 1. As the new Business & Office Manager, Anna Ballinger is assisting with the administrative development of several AES units (mission statements, job descriptions, and handbooks).
 2. In the area of finance, there are several updates. First, HIU is doing another tuition increase in order to make the tuition rate flat for all programs (\$450/unit). This will have little effect on the BSCM and MA degrees, but it has substantially raised the cost of the AA degree (now \$27,000 plus other expenses). This may impede the university's recruitment efforts. Dr. Wilson mentioned the possibility of reducing tuition when AST/WPU becomes independent. Ellen Mayo raised a question about the tuition decreases and overall fiscal stability, and Dr. Wilson assured her that no adjustments in tuition will be made until a thorough analysis has been conducted by the Finance Director. Second, Anna and Craig will attend a federal financial aid training in September to ensure AST/WPU will be qualified to offer financial aid when Candidacy is attained. Third, departments of the school are engaging in the budgeting process for the 2016-17 year even though the budget is still subsumed under HIU's budget. This will provide practice and develop experience for next year.
 3. Craig Goodman, the Finance Director, reported HIU approved a deficit budget for AST for the 2015-16 year. Due to correcting HIU's miscalculations, as of February, the deficit had been reduced to approx. \$70,000. Through cuts and cost-saving measures, the staff has worked

to reduce the deficit even further with the intention that it will be in the black. The final results won't be known until the summer. The 2016-17 budget is in development and will be a balanced budget. Further details will be shared at the April meeting. Presently, AST pays 30% overhead and the salary of a full-time financial aid staff person at HIU. This is approx. \$400,000 per year.

4. In the area of institutional advancement, the Continuing Pentecost campaign is scheduled for Father's Day (June 19, 2016). The ideal would be to secure pledges in the amount of \$500,000 per year for the next five years, but it will be satisfactory to at least achieve \$100-200K in this second year of the campaign. Barry Sutton mentioned that prospective donors may want more reassurances about WPU's future, and one way to do that would be to let them submit a letter of intent to give a donation pending the attainment of Candidacy. There was some discussion but a specific decision was not made. Barry Sutton also mentioned the possibility of WPU developing a missiology department, and then the WPU Global Missions Council would support it. The suggestion of a missiology department was favorably received, but it will have to be a goal after the human development and business degree programs have launched. Another aspect of institutional advancement is the alumni. Steven Jones, the president of the Alumni Association, is working to develop membership guidelines and incentives to keep alumni connected with the university and involved. Also, AST/WPU is beginning to utilize its trustees, faculty, and alumni to represent the university and support recruitment at events and conferences.

5. **New Business and Action Items**

- a. Relationship with HIU: Nathaniel Wilson reported that he met with Dr. Derry, the president of HIU, on February 22. Dr. Derry offered for AST/WPU to remain a part of HIU but AST/WPU would have to discontinue efforts to attain accreditation and would not have any autonomy in regards to finances, curriculum, or staffing. Dr. Wilson consulted with members of the Board of Trustees and with staff, and then declined Dr. Derry's offer. The staff is currently preparing for the transition to independence from HIU as of May 31, 2017.
- b. Accreditation:
 - i. CA Bureau for Private Postsecondary Education: Nathaniel Wilson explained that all schools in California have to be approved by the BPPE in order to

operate. WPU originally submitted paperwork in the fall of 2012. BPPE requested more information, which was submitted. When the BPPE requested additional documentation a second time, WPU hired a consultant to assist with the paperwork. WPU was contacted in the summer of 2015 and notified that a new law required unaccredited schools to be limited to 2 degree programs until they attain accreditation. Dr. Wilson and the staff decided to forego the AA and keep the BS in Christian Ministry and the MA (expecting that AST/WPU would be with HIU until accreditation so this would be a moot point). A revised catalog was submitted in July of 2015 and no further response has been received until yesterday. The BPPE sent a letter requesting more information due to a new division that has been established and has reviewed the documentation. Staff will begin working on the requested documents, but a meeting with BPPE staff may be secured as well. State approval is required to attain Initial Accreditation, but due to the very slow and delayed process, WSCUC will allow schools to earn Candidacy without having state approval. If AST/WPU attains Candidacy this year and separates from HIU as of May 31, 2017, then state approval will need to be secured beforehand.

- ii. Feedback from consultants: A document with updates regarding progress that AST/WPU has made since August of last year was sent to the to mock reviewers who visited and evaluated the school last year. Both were very complimentary about the progress that has been accomplished, and it is their opinion that AST/WPU is on the right track to attain Candidacy. When asked if AST/WPU should embark on the development of a new strategic plan in order to effectively position itself for the future and clearly align planning, budgeting, and assessment, Elizabeth Griego strongly recommended it.

c. Strategic Plan

- i. Action Plan Overview: Jennifer Butts provided an overview of the current 2013-2018 Strategic Plan.
- ii. Next Strategic Plan: Nathaniel Wilson led a discussion about whether or not to keep the existing five-year plan (with two years remaining) and adjust the action plans or to go through a strategic planning cycle this coming year and implement a new 5-year plan as of July 2017. If AST/WPU keeps the existing plan, the strategic planning process will occur in the 2017-2018 year. Benefits of initiating a new plan include: it will be timed to prepare WPU for the major transition and beyond, provide an opportunity for widespread involvement by various stakeholders in planning, and provide an opportunity to develop an integrated plan so all units of the school are working in coordination toward

the same priorities – projections, action plans, budgeting, assessment, etc. Nathaniel Wilson made a motion to create a new 5-year Strategic Plan; Curtis Young seconded the motion. It passed unanimously.

d. Evaluations

- i. President Evaluation: The evaluation has been drafted and is being reviewed by the data specialist to ensure that useful data can be gleaned from the evaluation. The president's evaluation is primarily based on the effectiveness with which he has led the university to meet its mission and its strategic objectives. At the conclusion of the current year, a progress report will be prepared and shared with the board, and then the president's evaluation will occur after that.
- ii. Board Self-evaluation: Following the president's evaluation, the Board of Trustees will conduct a self-evaluation. The evaluation form is in the Board of Trustees Handbook. It is being reviewed by the data specialist to ensure that useful data can be gleaned from it.

6. **Adjourn** – Rick Treece mad a motion to adjourn the meeting; the motion was seconded by Curtis Young. The meeting adjourned at 11:57am.