



**MINUTES OF A MEETING
OF THE BOARD OF DIRECTORS OF
CHAMPION CHRISTIAN COLLEGE, INC.**

On February 4, 2017 at 8:00 a.m. the Board of Directors (the “Board”) of Champion Christian College, Inc. (the “Corporation”) convened.

Directors Present:

Dr. Eric Capaci
Ralph C. Ohm
David Chittum
Brad Moody
Neil Clem
Richard McGrew

Also Present Were:

Lauren Hoffman- For the Purpose of Taking the Minutes
Brad Phillips- Spoke about Future Girls’ Basketball Team
Susan Wilkins –Spoke about doing continuing educational classes at Champion and in the community
Marcia Thomas-Accepted offer to become the Director of Advancement

Directors Absent:

Dr. Fred Lyles
Tony Liuzzo- Resigned as of 2/4/2017
Dr. David Gibbs- Resigned as of 2/4/2017

1. Quorum

It was confirmed that notes of the meeting had been given to all the directors of the Board of Directors of the Corporation.

2. Call to Order and Prayer

- a. Chairman of the Board, Ralph C. Ohm called the meeting to order at 8:00 a.m. at 600 Garland Avenue, Hot Springs, Arkansas. Lauren Hoffman recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.
- b. President of the Corporation, Dr. Eric Capaci, opened up the meeting with a word of prayer.

3. Approval of minutes from Previous Board Meeting



Upon a motion duly made by Richard McGrew, seconded by Neil Clem and carried with no opposition, the minutes from the last meeting were accepted.

4. President's Report –Dr. Capaci

**President of the Corporation, Dr. Eric Capaci, welcomed the Board and thanked everyone for being there. **

I. Accreditation Update

A. Dr. Middleton from TRACS

1. Everything for the Application Process has been submitted to Dr. Middleton except for the audit. Dr. Middleton sits on the administration and consultation TRACS board.

2. It was noted that Dr. Middleton and Dr. Permimiec help out colleges. Chairman Ohm would like to hire Dr. Middleton as a consultant. This would bring Champion credibility. It was noted that we would hire her "project by project".

3. Dr. Brad Moody inserted that it would be good to have Dr. Middleton review the self-study by March. She could help Champion as they seek an international accreditation.

4. Upon a motion duly made by Richard McGrew, seconded by David Chittum and carried with no opposition, it was accepted that Dr. Middleton would be hired.

B. Update on financial audits for 2 years

1. It was inserted by Dr. Capaci that Champion has made progress on the financial audits. Dorothy has helped us with this.

2. The Deadline for the audits is between March 3-5 2017

C. Anticipation of application status

1. Dr. Brad Moody commented that the application study needs to be completed by March.

2. This status will help Champion to qualify to offer financial assistance to students.



D. Self-Study for Candidacy

1. It was noted that not only would obtaining this candidacy give Champion all the benefits of accreditation, but would also allow Champion to accept scholarships from different places and therefore open up the door for more students to come to the college.
2. Dr. Capaci gave an illustration about Winter Jam allowing Grand Canyon University to play a couple of promotional videos, pass out college brochures, and send home information about the college to people who come to Winter Jam. This caused the word to quickly spread about Grand Canyon University, and now they have a college of about 20,000 students. He shared that for us to have two promotional 60-second videos play at Winter Jam would cost round \$3700.
3. It was noted to make it our goal to have two videos for Champion play at Winter Jam next year.
4. It was noted that Dr. Francis Grubbs did a lot towards this self-study for candidacy and now Brad Moody can continue on with this process.

E. Goal for accreditation achievement

1. It was noted that the goal is to become accredited by the Fall of 2017.
2. Dr. Brad Moody inserted that Champion would work towards providing financial aid by the Spring of 2018.

F. Statement that can be used when specifically asked about our accreditation status:

“Thank you for your interest in Champion Christian College. Champion Christian is not presently an accredited institution. Since it is our vision to provide the highest possible Christian educational setting for our students, our Board directed the College to become accredited by a regional agency recognized by both the U.S. Department of Education and the Council for Higher Education Accreditation. We anticipate submitting our official application in April to launch the accrediting procedure. The process of satisfying the candidate eligibility requirements are to be completed in October of this year.”

*It is noted that Chairman Ohm made one correction to this statement: added the word “scheduled” before the word “to”.

II. Fundraising Update

A. Faith Foundation

1. It was noted by Dr. Capaci that we finished strong in 2016.



2. It was noted that anything that is not tuition will go into the Faith Foundation.
3. Dr. Capaci was able to visit Harding University and the Vice President was very helpful.

B. Marcia Thomas

1. The Board discussed bringing Marcia Thomas on to work at Champion. Her salary would be \$2,000 a month.
2. It was noted that Richard and Debbie McGrew agreed to pay her first month's salary.
3. The Board talked about giving her flexibility as far as her work schedule goes. Maybe she wouldn't have a set, rigid schedule but accomplish the work she needs to do at different times.
4. It was noted that Marcia Thomas is interested and has agreed this position.
5. It was noted that, among other things, her duties would include: Use the new accounting software for college related tasks, organize and follow-up on the cards of people who commit to paying \$10 a month towards Champion, and have a lunch with the President and 5-10 other business workers to contact with other people. (Dr. Capaci made a reference to "friend-raising" and the fact that it often takes time to relate to people)
6. It was noted that Dorothy will be volunteering at Champion, so her, Marcia, and Carolann Capaci could work together.
7. It was noted that Marcia has a lot of business connections and past experience in the bank industry.
8. Dr. Capaci would be Marcia's direct supervisor.
9. Upon a motion duly made by Richard McGrew, seconded by Neil Clem and carried with it no opposition, it was decided to hire Marcia for \$2,000 a month.

C. Magic Springs and International Students

1. It was noted by Dr. Capaci that nothing much has changed. This coming summer there could potentially have as low as 60-70 foreign exchange students and as many as 125 students.
2. It was noted that the revenue brought in from the international students last summer paid for the staff's salary throughout the summer.
3. Chairman Ohm mentioned that a third account should be opened for the money made from the international students to go into for the purpose of bookkeeping.

D. Champion's Suites on the 3rd Floor



1. Dr. Capaci commented that Champion is making about \$1,200 a month from the suites.
2. It was noted that out of the \$1,200, \$100 a week goes towards paying someone to clean the rooms on the third floor.

E. "Champion NOW"- 1,000 giving \$10

1. It was noted that the goal of 1,000 people giving \$10 a month should be reached by the end of the Spring Semester of 2017.
2. Dr. Capaci would like a college letter made every month that could be viewed online. As part of that letter, he would like to give people the option to be able to pay their support to Champion online.
3. Chairman Ohm recommended sending some of the Board Members into different churches around our town to spread the word about Champion
4. Richard McGrew mentioned board members also representing Champion in the rotary club (beginning next year)

III. CCC Recruitment Progress

A. Dr. Capaci mentioned that as a college the payroll needs to be kept down so that we are causing a lot of extra expenses.

B. It was noted that Tiffany Carney is doing a great job at recruitment!

C. Champion for a Weekend

D. Brad Phillips and Karen Wilmath

1. It is noted that Brad Phillips has come to Champion to recruit lady basketball players. He has been here since October and has already recruited a couple of players: Crystal Zapata, Abby Meredith, and Desirae Elder
2. His plan is to have 12-15 players on the team, but possibly more.
3. Karen Wilmath played D1 Volleyball and is going to start recruiting for a ladies volleyball team.

E. New Students this Spring Semester

1. It is noted that six new students came to Champion in the Spring semester of 2017.
2. Goal for the Fall Semester of 2017 is to have a total of 70 students.



Michael Higglebothen would be a great recruiter for Champion. He currently coaches a homeschool basketball group from Saline County.

5. Report from Executive Vice President- Dr. Brad Moody

I. Progress of continuing education classes

- A. It was noted that we are going to begin these “continuing education classes” that will be led by Susan Wilkins. She is going to raise her own funds in order to be able to do these classes.
- B. The goal is to have a full schedule of the continuing education classes that will be offered by March.
- C. The first one of these classes will be a Saturday CPR class. (Other potential classes to offer: ACT class, iPhone Class)
- D. Susan will not be teaching these classes, but she will setting up the instructor for it.
- E. It was noted by Dr. Brad Moody that the way that Susan Wilkins will be paid is as follows: There will be a certain profit that each class offered will bring in. From that amount, Champion will make half of the total profit, and Susan will be able to keep the rest of the income (aside from the costs of supplies needed, ect.)

Dr. Capaci passed out Central Baptist College Budget

II. Budget for TRACS self-study and upcoming TRACS fee

- A. Dr. Brad Moody brought our a proposed budget for everyone to look at.
- B. It is noted that Chairman Ohm mentioned the \$26,900 is the amount needed for Champion to reach Candidacy status; however, actually becoming accredited will cost more.
- C. It was noted that the benefits of accreditation would far outweigh the small amounts of money we are investing into the college now.
- D. Dr. Brad Moody created a timeline of different tasks that need to be accomplished by certain dates in order to reach the goal of becoming accredited by October 2017. Each task that has needed to be accomplished



up unto this point has been done.

- E. It is noted that Maggie Pickering is rewriting the Student Handbook.
- F. It is noted that we need to file the application by March 1. Two items are still needed before we can file for the application.

II. CCC TRACS self-study team

- A. It is noted that Dr. Brad Moody will be \$2,000 a month. He will receive a salary check of \$1800 and then \$200 a month will be put into a discretionary fund that he can use for needed items, such as: business cards, an online database for the library, ect.
*Upon a motion duly made by Richard McGrew, seconded by David Chittum and carried with no opposition, it was accepted that Dr. Brad Moody will receive a salary check of \$1800 a month and a \$200 check a month for his discretionary fund.
- B. It was noted that Dr. Brad Moody recommended that we continue to keep a relationship with CBC. Champion will offer 5 CBC classes this semester. The advantage to offering these classes are that they are accredited and transferable.
- C. Goal: To have Phil Clay come back to Champion and teach History
- D. It was noted that each class needs to have more than one student in it.
- E. Chairman Ohm mentioned the goal of eventually moving away from offering CBC classes, and for Champion to offer night classes.
- F. As of right now, Champion Christian College teachers are paid \$1800 a class for adjunct courses whereas Central Baptist College teachers are paid \$1500 a class for adjunct courses. (Look at and evaluate how much the CBC and CCC teachers are being paid)

6. Monthly Financial Report

** Dr. Capaci passed out copies of Champion Christian College budget to everyone**

- A. Richard McGrew reviewed the budget with the Board.



B. It is noted that Richard McGrew asked about Greg Collins salary and Dr. Capaci explained that his salary comes out of payroll and not the “Food Salary” Section of the budget.

C. Chairman Ohm questioned why the bank charged us, but question was resolved when Dr. Capaci mentioned that cost may have been due to ordering checks.

D. Due to someone giving Champion a \$50,000 gift, we finished 2016 strong financially!

E. It is noted that Chairman Ohm raised the money that Champion paid to CBC. Their account is paid up.

F. Richard McGrew made a comment about the fact that by Marcia Thomas coming on as part of the staff at Champion, this should help out the college financially.

G. It is noted that Richard McGrew mentioned that Champion will get about \$15,000 of receivables.

H. Chairman Ohm confirmed that year to date, Champion has spent \$262,198.14; however, we have raised \$314,634.52 so we have basically broke even.

I. Dr. Capaci mentioned that \$2,000 a month needs to be added into the budget under “Food Services” to represent the expenses of the college kitchen.

1. Dr. Capaci noted that Nathan would put \$500 a week on a card for Greg Collins to spend on food for the kitchen. In January, Greg Collins used the card and turned in all of his receipts.

2. Now, a different card was made for Greg Collins to use and \$400 a week is put on it.

J. It is noted that Judge Ohms mentioned that Dorothy is willing to volunteer for like 20 hours a week at Champion. Her and Carolann Capaci could work together.

K. Brad Phillips needs to create a budget for basketball expenses.

L. Richard McGrew commented that there are still some changes that need to be made to the budget, and David Chittum commented that a budget constantly needs to be tweaked in order to make sure money is going into the correct departments.

* Upon a motion duly made by David Chittum, seconded by Richard McGrew and carried with no opposition, it was accepted that the financial report was adopted.

7. 10 A.M. Guests



- I. Brad Phillips
 - A. Credentials- He has been coaching and teaching for 12 years
 - B. He has already done a great job at recruiting ladies for basketball team beginning in the Fall of 2017. He has started a Facebook Page and a Twitter Account. He has also went to a lot of schools around Arkansas, Texas, and Oklahoma trying to recruit more players for the basketball team.
 - C. It is noted that Brad Phillips already has 15 games lined up.
 - D. He is selling basketball t-shirts to raise money for the team. He profits \$6 from each shirt that he sells.
 - E. Chairman Ohm inserted that a budget needs to be set up for Brad.
 - F. It is noted that Brad Phillips should connect with Micah May and Michael in order to reach home school groups and other Christian schools.

- II. Susan Wilkins
 - A. Credentials- She is a retired teacher and taught for over 20 years. Her and her husband own the five star theatre downtown. She has her Bachelor of Science Degree from Magnolia and is currently working on earning her masters degree.
 - B. She is passionate about doing these continuing education classes. The classes will first be offered as introductory courses open to the community and anyone interested in learning. However, the goal is for the classes to move from the introductory level to intermediate and advanced levels, and eventually be offered at Champion for credit once the college becomes accredited.
 - C. She believes this is a great way to open up a plethora of learning opportunities and a way to serve others in our community.

8. Introduction of Director of Advancement Marcia Thomas- Dr. Eric Capaci

Chairman Ohm recommended a short break at 10:30 a.m. Susan Wilkins exited. Meeting was resumed at 10:50 a.m.

9. Discussion of Purchase of Dr. Grubbs House on Rector St.- Chairman Ralph Ohm

- A. It is noted that Dr. Grubbs has agreed to sell Champion his house for \$52,224.
- B. Chairman Ohm recommended that Neil Clem or himself finance the house, and then sale it back to the college.
- C. It is noted that Richard McGrew said he would manage the house, but he would not like to finance it.
- D. It is noted that taking the cost of the house: \$52,224 and doing a 10 year lease, would mean that it would need to be rented for somewhere between \$600-\$700 a year.
- E. Neil Clem, Dr. Capaci, and Chairman Ohm will come up with a financial scheme



together.

- F. A motion to buy Dr. Grubbs house for around 52, 224 purchased by either Chairman Ohm or Neil Clem and then sold back to the college was accepted by David Chittum and secondly by Neil Clem. The motion carried unanimously based off of whatever the principal balance is.
- G. A motion to allow a financial scheme was motioned by Richard McGrew and David Chittum. This motion was carried unanimously.
- H. A motion to allow Richard McGrew to be the property manager over this house was accepted by Neil Clem and David Chittum. Motion carried unanimously.

10. Other Business

- A. It is noted that Dr. Capaci mentioned getting offers from an advertisement about having a character map made of Hot Springs. The Board agreed upon declining the offer for the map. It would be extra money that does not need to be spent at the moment.
- B. Chairman Ohm inserted that Dr. Francis Grubbs and his wife, Peggy, should be invited to college graduation and honored with an award. The Board agreed upon this.
- C. Chairman Ohm also inserted that Jim Maxim and his wife should be invited to the college graduation and honored with an award as well.
- D. It is noted that Chairman Ohm said that we could use TRACS for 2 years audit.
- E. Dr. Capaci commented that the accrediting process is more streamline now.
- F. Chairman Ohm mentioned paying off the \$92,000 that is owed in three equal payments on March 1, April 1, and May 1. The Board agreed this would be fine and Chairman Ohm said he would raise this money.
- G. It is noted that Richard McGrew asked the question of whether it is required of Board members to attend things such as: the college graduation and college chapels. Dr. Capaci answered his question by saying that the presence of the Board members at different college activities would be good. Although there are no bi-laws about board members attending, it is strongly encouraged that they do.
- H. It was discussed by the board that Tony Liuzzo and Dr. David Grubbs resign from the Board of Directors. A motion was made by Richard McGrew and secondly by David Chittum. The motion carried unanimously.
- I. It is noted that changes made by the board members or when approval of an issue is needed, those things can be made through email. (ex. Redesigning of degrees)
- J. The board of directors of Champion Christian College has approved the following names to be signers on all Champion Christian College accounts and documents: 1. Eric Capaci 2. Ralph Ohm 3. Brad Moody
- K. Date of next board meeting: May 6th at 8:00 A.M.

11. Adjournment

Motion to adjourn was made by Chairman Ohm at 11:18.



Respectfully Submitted,

Lauren Hoffman

Signed: _____
Eric Capaci, President