

MIDWESTERN BAPTIST THEOLOGICAL SEMINARY
BOARD OF TRUSTEES MEETING

OCTOBER 18-19, 2004

BUSINESS AFFAIRS, PERSONNEL SERVICES
INFORMATION TECHNOLOGY & CAMPUS OPERATIONS

Section A:	Business Affairs	Pages 1- 7
Section B:	Personnel Office	Pages 1- 2
Section C:	Information Technology Services	Pages 1 - 4
Section D:	Campus Operations	Pages 1 – 3

Midwestern Baptist Theological Seminary
Board of Trustee Meeting
October 18-19, 2004

Agenda Item # 1
Audit Report

The audit report for FY 2004 is at the Audit Tab of the Book of Reports. The audit committee will meet in executive session on Sunday evening, October 17, 2004 to discuss the audit report and the management letter. John Parrish of Keller & Owens will be available at both the executive session and the board meeting to answer questions about the audit report.

It is recommended that the board approve and accept Keller & Owens Audit Report and Management Letter.

Midwestern Baptist Theological Seminary
Board of Trustee Meeting
October 18-19, 2004

Agenda Item #2
Recommendation, Housing Allowance Motion

The IRS requires that the Board annually approve the housing allowance requested by employees who are ordained ministers. A list of names and requested amounts will be furnished to the Business Affairs Committee during the committee meeting. Other trustees not present at the committee meeting who ask may receive a copy of the list. Employees are permitted to state the amount requested for 2005.

It is recommended that the board approve the housing allowance designations and revisions for each faculty member, as contained in the memo submitted to the Business Affairs Committee, for the calendar year 2005.

Midwestern Baptist Theological Seminary
Board of Trustee Meeting
October 18-19, 2004

Agenda Item #3
Tuition Remission

At the request of the President all full time faculty and career full time staff immediate family members be allowed to enroll in classes at MBTS tuition free for the year 2004-2005. He has recommended this be a permanent benefit from now on.

Midwestern Baptist Theological Seminary
Board of Trustee Meeting
October 18-19, 2004

Agenda Item #4
Non SBC Tuition Rate

The seminary recommends a reduced tuition rate for Non SBC Baptist students. The recommended tuition would be \$160 per credit hour.

Midwestern Baptist Theological Seminary
Board of Trustee Meeting
October 18-19, 2004

Agenda Item
SBC Rate for South Canyon

The Executive Committee passed a motion to “charge South Canyon Baptist Church, SBC rates, given their intention to become aligned with SBC, through Spring Semester of 2005 for one year pending research of SBC restrictions.

Midwestern Baptist Theological Seminary
Board of Trustee Meeting
October 18-19, 2004

Agenda Item #5
Business Affairs Report

The Business Affairs division is responsible for the departments of Finance, Personnel, and Institutional Advancement. Dr. Ravi is the vice president for Business Services/Institutional Advancement.

Financial Services Department – Gail Phippen, Director

Gail Phippen has been serving as the Director of Financial Services since November 2001. Trina Cox is our Accounts Payable Clerk and Tabitha Redmond serves as our Accounts Receivable Clerk. All three ladies are the spouses of MBTS students. We are very proud of all of our staff for the dedication they show not only to MBTS but also to our Lord and Savior Jesus Christ.

Report of Investments

The following is a summary report on seminary investments. A breakdown by investment is available for trustee review. This report reflects SBF and OK investment balances as of July 31, 2004.

Description	SBF	OKF	Total
# of Investments	63	14	77
Book Value	\$1,952,706	\$1,039,151	\$2,991,857
Market Value	\$2,505,317	\$1,022,685	\$3,528,002
Change in Market Value from March 2004 Report			+\$ 17,157
Withdrawals			-\$113,897
Market Volatility			-\$ 96,740

We have added one new scholarship account at the SBF this year. A donor who wished to remain anonymous created "The Returning Journeyman Scholarship." The original gift amount for this scholarship was \$12,000. This scholarship will be used to help fund tuition for any journeymen returning from service with the International Mission Board. We have two new scholarships at the Baptist Foundation of Oklahoma, "The Charles Austin Coker Endowment Fund" and "The Gladys & Hubert Raborn Scholarship." Both of these accounts are in trust at the foundation and distributions are made to the seminary according to the details of the trust.

Midwestern Baptist Theological Seminary
Board of Trustee Meeting
October 18-19, 2004

Goals and Objectives

The goal and objectives of the business office are to reduce expenditures campus wide to better meet the available income limits. The business office is encouraging each department to carefully consider all expenditures and we are dedicated to developing an atmosphere of strong, Biblical stewardship of the Lord's money. The business office is available to all departments to investigate any options they feel will help reduce expenditures within their individual departments.

Credit Cards

As of August 1, 2004, the business office no longer accepts debit or credit cards for payments from students. We believe this will not only help our students in Biblical stewardship as well as allowing them to enter ministry free from the burden of debt. This change will also save the seminary approximately \$11,000 in fees this fiscal year.

Mail Room

The position of mail room clerk was terminated during the previous fiscal year. The duties and responsibilities of this position were taken on by the accounts receivable and accounts payable clerks in the business office. A salary increase was given to both these employees to compensate for the increase in work load but this change saved the seminary \$8,000 per year. We truly appreciate the flexibility and commitment of our personnel to make this savings possible. The seminary also purchased new equipment for the mail room to meet the new requirements of the United States Postal Service. The decision to purchase rather than lease this equipment will provide the seminary with about \$3,400 per year.

Other Savings

There was an increase in student housing costs of 3% for the current fiscal year and tuition was increased by \$10 per credit hour which will increase income for the seminary. The business office also made a change from bottled water delivery to filtered water which has resulted in a savings of \$100 per month. The business office is bringing all mailings in house to cut costs and is reviewing all mailings and printings for costs savings.

Midwestern Baptist Theological Seminary
Board of Trustee Meeting
October 18-19, 2004

Fraud and Abuse Policy

As a result of a recommendation from our auditors, the seminary is in the process of writing and establishing a fraud and abuse policy. This policy will help in monitoring internal accounting controls, conflict of interest and will enable us to meet new accounting guidelines.

General Endowment Loan Status

As of August 31, 2004, the seminary has repaid \$126,000 of the funds withdrawn from the General Endowment Fund for the purchase of the Farmland Building and another \$25,000 was paid in September. The balance due remains as follows:

Original Loan Amount:	\$1,109,410
Income and Earnings	- 332,049
Repayments	- 126,000
Repayment	<u>- 25,000</u>
Balance Due:	\$ 626,361

**MIDWESTERN BAPTIST THEOLOGICAL SEMINARY
BOARD OF TRUSTEES MEETING**

Personnel Services Department – Rene’e Walker, Director

Rene’e Walker is the Director of Personnel Services. Rene’e is licensed Property and Casualty insurance agent with several years experience in handling insurance claims in the health industry. As a Personnel Services Director Rene’e is responsible for Human Resources, Payroll, Benefits and the Receptionist Area.

New Employees:

James Anderson - Dean of Midwestern Baptist College, SBC
Matthew Beyer – Library Assistant
Brett Bartlett – Grounds Supervisor
Matthew Fox - PC Technician
Charlotte Frei – Vivion Farm home Hostess
Robin Hadaway - Associate Professor of Missions
Robert Hand – AV Technician
Julie Harrison – Nehemiah Secretary
Leah Holdsworth – Administrative Assistant to the President
Joey Inda – Grounds
Sharon Inda – Guest Services
LaTeesha Jackson – Registration Assistant
Corliss Kallin – Doctoral/Extensions Secretary
Matthew Mangels – Lead Network Administrator
Joshua Marshall – Custodian
Kristy Marshall – Library Assistant
Cory Miller - Director of Communications
Tara Milligan – Office Assistant

Richard Neeley – Maintenance
Rhonda Nichols – Faculty Secretary
Hans Petersen – Admissions Counselor
N.S.R.K. Ravi- Vice President of Business Affairs
Sandra Smith – Executive Assistant to Academic Dean
Sara Smolen - Receptionist
Howard Tryon – Acquisitions Librarian

This fiscal year (2004-2005) some employees were reclassified. This change was implemented due to tight budget restraints and as a means for additional savings to the seminary with approval by the Board of Trustees.

Personnel Handbook:

The personnel department with the advice of Administration began revising and updating the Personnel Handbook to better serve and meet the needs of the MBTS family.

Insurance:

After researching several health insurance companies, MBTS retained Coventry Healthcare of Kansas and Principal as our health and dental insurance carriers. There was an increase in premium of 13.3%, however the carriers remain best suited to meet the needs of MBTS.

The personnel director assisted with the change of a new and more efficient Worker's Compensation clinic. The new facility has several locations throughout the metropolitan area and serves as a more professional and helpful clinic for injured employees to be treated.

Goal: Handbook:

To revise the personnel handbook with careful consideration and Godly wisdom in making changes to serve Administration, Faculty and Staff.

Midwestern Baptist Theological Seminary
Book of Reports
Fall 2004

Information Technology Services

Key Staff Changes

This year, I.T. Services sustained the loss of two full-time I.T. employees. In March 2004 the department saw the departure of Jim Perry, Lead Network Administrator. In August, the department director, Scott Flippin, resigned. Both left for positions elsewhere, creating a need for re-staffing the I.T. office.

In May 2004, the I.T. department hired student Matt Fox as part-time P.C. Technician and general helpdesk troubleshooter. Fox has previous experience in fast turn-around PC tech service and has proved an asset through his efficiency and broad knowledge.

Matt Mangels joined the I.T. staff as full-time Lead Network Administrator in July of 2004. Matt is a fully qualified recent graduate, holding a Bachelor's Degree in Computer Science and is well on his way toward becoming a Microsoft Certified Solutions Engineer. He has already demonstrated invaluable expertise in building toward key enhancements in the areas of wireless technology, data back up, Active Directory administration and firewall security.

As of August 27, 2004, Tom Purkaple assumed the role of Director of I.T. He has previously served as Director of Internet Technology and technology coordinator for the CASE program. As Director, Purkaple, will continue his focus on Web Site development and Distance Learning Technology, but will also be entrusted with the responsibilities of managing the overall I.T. department, such as budget, staff management, and project planning.

Also at the end of August, I.T. Services contracted with alumnus and former seminary employee, Steve Root, for CAMS related consultant services. Root is an experienced consultant with this software package that manages a broad portion of the seminary's academic and financial data. He has served as CAMS consultant at a number of academic institutions since leaving MBTS where he was first acquainted with the software. He has now returned to put his skills to use for improving the efficiency, functionality and level of staff training for all of the Seminary's CAMS operations.

Network Extension to North Campus

Phase I of the network development plans for the North Campus will, Lord willing, be completed by early to mid-October. The I.T. department is playing an important role in overseeing the work of communications contractors and is coordinating the acquisition of

hardware components from vendors to produce functional high speed data and Voice over I.P. connection for the first grouping of offices to be relocated to the Koehn-Myers Center for World Evangelism. The project includes trenching and boring a path for fiber optic cable and conduit to be extended from the Music Annex to the new facility. In addition, a networking switch will be installed in a strategic to facilitate coverage for the phase I offices as well as to provide for future connections to locations throughout the building. Additionally, Cat. 5 cable drops will be installed from the switch cabinet through appropriate duct work to jacks in each of the thirty-five locations in this initial stage of the project.

The use of fiber optic cable and its accompanying hardware in each of the switches allows us to have a very reliable, high speed gigabit Ethernet connection to the North Campus that will be sufficient for supporting all of the data needs and I.P. phone connections for a long time to come. Thanks to the implementation of this technology, the north campus computing and telecommunications resources have meshed seamlessly and homogenously with the existing network structure.

Voice Over I.P. System for North Campus

I.T. Services oversing the purchase and installation of new IP phone hardware for use in the North Campus property. The new phone system offers numerous advantages over the older technology digital phones in use on the south campus, including enhanced functionality for voice mail and direct connectivity with the network for e-mail based message delivery. As well, the phones have extended directory capabilities and fully support software upgrades that produce excellent flexibility and expandability for future applications. Also the phones require less outside help for reconfiguration and troubleshooting since they are connected through uniform IP networking. The new IP phone system connects cleanly with the existing Panasonic digital phone system and will readily allow for gradual or total replacement of digital phones in the southern buildings when approved.

Installation of Remaining Faculty Laptops

Fifteen new laptop computers were leased from Hewlett Packard in June in order to supply all full-time faculty who were still using outdated hardware, with laptops that satisfy current technology standards. The old laptops replaced by the new set were not capable of receiving upcoming necessary operating system patches and upgrades. In this batch (44 computers were leased in January), old CRT monitors were replaced by LCD flat panel screens that provide reduced eye strain, radiation and desktop space consumption. Like the previous laptops, these are all equipped for wireless networking and have excellent multimedia capabilities to equip faculty members with high-end classroom presentation capabilities.

CAMS Improvements

Steve Root, CAMS Consultant, is under contract with MBTS to provide an average of 40 hours per month of report generation, productivity enhancements and training for CAMS usage. He has taken a survey of campus CAMS users to determine key needs and goals for each department in its use of CAMS. As a result of this action he has built a prioritized list of projects to assist MBTS staff in utilizing CAMS more proficiently and productively. MBTS currently has a number of users who have received only minimal, informal prior training in the use of this software. As the CAMS consultant trains on both the individual and group levels, users will begin to reduce both the workload and the frustration of accomplishing tasks that they once had to perform manually without automation. The consultant is also building new components of CAMS that will simplify the process of generating a variety of reports, and he will enable users to tap functions of CAMS for their department's needs that they were previously unaware of all together. The consultant will also work to insure improved integrity of information currently stored in CAMS databases.

Complete Web Site Overhaul

In conjunction with the Director of Communications, I.T. Services has begun work on a completely redesigned Internet Web site for the Seminary. The new site will implement a look and layout provided by a contracted design specialist and will be tailor-made to highlight and deliver content from all MBTS departments in a user-friendly and visually appealing way. Among the numerous technological improvements that are currently underway are: 1) a guided step-by-step flow for new and prospective students to become acquainted with our seminary, to apply and to register for courses; 2) an enhanced keyword/search utility; 3) Web based e-mail subscription management for broadcast messages; 4) increased interactive communication for alumni; 5) a number of new, easily updated dynamic components such as calendar items and news headlines.

Academic Printing Volume Reduction

For the first semester, MBTS has encouraged all on-campus faculty to direct students to our Web site in order to view or print course syllabi for themselves. This has dramatically reduced printer and copier usage in the faculty building, saving MBTS significant printer lease overage charges that typically accrue during the start of each semester. The process has also motivated more students to login to the MBTS Academic Web portal, which offers a number of features that can potentially supplement their classroom learning experiences. All full-time instructors now have accounts that allow them to post course documents, activate topical asynchronous web-board based discussions, send e-mail to the class roster, schedule classroom chat sessions and publish course announcements to students through the academic portal. Currently, the most frequently used of these capabilities is the posting of documents. The use of Web-based course documents that are downloaded and printed by individual students also saves the seminary copying and

printing costs for classroom handouts and provides students with the added convenience of holding digital copies of the documents as well as hard copies.

Printing Cost Distribution

Starting with this fiscal year the I.T. budget is no longer covering all costs for campus printing needs. Costs are now being divided up and budgeted by individual departments in proportion to their usage of the campus printers and photocopiers. This is a key step in achieving greater accountability and cost/value assessments for seminary printing. In the past these expenses have been paid blindly by I.T. Services, which has prevented the flow of information to individual departments that could open new doors to better fiscal management and cost saving measures. As departments evaluate their printing costs on an individual basis, they will better be able to identify potential problem areas and resolve them.

Wireless Networking for Students (Pending Approval)

I.T. Services is now prepared to rollout wireless Internet access to students with appropriately equipped laptop computers through access ports in the student center and in the library. This is a service very valuable to students in assisting their research and communications capabilities while on campus. Students accessing the Internet through these wireless connections will not have any access to any of MBTS's file servers or any ability to compromise her network security, but their Internet access will be filtered through the Internet content blocker to largely restrict them from accessing Internet content that is inconsistent with our Seminary's principles. I.T. Services makes this service available to students for only the one-time minimal cost of wireless ports. the total cost for implementing this wireless technology is less than \$150.

Campus Operations Department - Dennis Roth, Director

Current Staff

The current staff consists of the Director, one full-time administrative assistant, two full-time maintenance supervisors, two full-time custodians, including one for Covenant Ministries, six part-time grounds and maintenance personnel, and eight part-time custodians. The Clay County Sheriffs Department continues to provide Security for the seminary.

Campus Operations Activities

- **Volunteers.** This past summer we had a total of six volunteer groups from Mississippi and West Virginia. We have collaborated with Ken Rhodes, Mississippi Mobilization Director for the Mississippi Baptist Association, who sent five groups of volunteers over the past four months. We are very pleased with the quantity and quality of their work. Some of the tasks performed were: painting the inside of four apartments, painting the outside of two apartment buildings, painting the barns at the Vivion Farm House, replacing a door and jam on the Library building, new siding the East side of the Student Development Annex, painted and installed new siding on the Music building, and performed several other small tasks around campus. We also gave the college-aged groups evangelism training during the evening and took time out of the workday to go downtown sharing Christ with the inner city people. One young lady has never shared her faith with anyone, but the very first day she had the opportunity to lead someone to Christ. These groups are very beneficial not only to Midwestern, but to the volunteers themselves as well.
- **New Campus Road.** Through the generosity from many different people, we now have a new road to connect our two campuses. Ken Rhodes sent a road building contractor and Murphy Tractor Company in Kansas City donated the use of a bulldozer and a road grader in order to accomplish the road-building project. We have a very good base built that will provide a firm foundation for future asphalt or chip-seal.
- **Blue Valley Laboratories.** We have contracted with a water quality-testing firm to conduct monthly testing of our HVAC water. Previously this was done in-house and the treatment chemicals purchased from a local dealer. We now have the expertise of a trained technician testing our water, as well as saving \$400- \$500 annually on the treatment chemicals.
- **Trash Service.** This spring we changed our trash service for two reasons: to decrease heavy truck traffic on our asphalt, and to decrease total cost. We accomplished this by installing a 32-yard compactor and forty 90 gallon carts

for the individual apartments. Campus Operations employees pick up the carts and take them to the compactor twice weekly. This has accomplished both of our goals by never having a truck drive through the housing area and only once monthly to pick up the compactor trash, and saving MBTS \$250-\$350 per month on our total trash service.

- **Recycling.** This spring we started a campus Recycling Program with Abitibi Recycling. We placed recycling bins in every office on campus to collect all recyclable paper. We collect no money from the recycled paper, nor does it cost us anything. However, in addition to good stewardship, this program reduces our trash costs.
- **Custodial Supplies.** In order to reduce costs, we recently changed suppliers of custodial supplies. These items include everything from paper hand towels to floor wax. We now purchase these items from the same company we get all of our office supplies, which in turn reduces cost due to quantity discounts. As a part of their service, they provide safety and product training for our employees. As many of our employees are students, we have a great amount of turnover and regular training is important.
- **Chapel Painting.** Due to a generous donation of funds from the Second Baptist Church of Springfield, Missouri, we now have a fresh coat of paint in the Chapel. The paint was much needed and it has helped the appearances dramatically.
- **Lawn Mower.** Campus Operations recently purchased a slightly used pull-behind lawn mower to go behind one of our existing lawn mowers. The goal was to increase efficiency by boosting the productivity of a single employee in mowing 75% more in the same amount of time. This has turned out to be a very beneficial purchase.
- **Deer Population.** Over the past few years, the number of deer-car accidents has increased dramatically on the streets surrounding campus. The Missouri Department of Conservation came to us suggesting we begin to reduce the growth of the deer herd living in the wooded areas of campus. In order to do this, we have worked with the MDC to host a Managed Deer Hunt for faculty, staff, and students only. This fall we will be harvesting four deer, which will not reduce the total population over time, but only keep the herd from increasing in size.
- **Crime.** We have been blessed over the past few years with no reported crimes on campus. Unfortunately, we must report two over the past three months. We had a burglary on June 27, 2004 in which MBTS lost \$350 worth of equipment and students lost several thousand dollars worth of computers and sports equipment. The suspect has been identified and a warrant has been issued for his arrest. He is currently in a drug rehabilitation center. The

second crime was two intoxicated individuals who drove their vehicle onto campus to avoid arrest. Our security officer apprehended them and they have subsequently been charged with second degree trespassing. Current MBTS policies and procedures were effective in guiding the timely and appropriate actions taken by all responsible parties.

- **Exterior Walls.** Over time, the exterior rock walls on the Main Campus buildings begin to look dirty from air-borne dirt, mold, and pollution. This summer, we pressure washed nearly all of the buildings to rid the walls of this build up. This improved the appearance of the walls a great deal.
- **Vivion Farm Home.** Due to the generosity of volunteers from Georgia, we now have a new kitchen floor in the Vivion Farm Home. The Volunteers spent three day installing Armstrong faux hardwood flooring. The existing vinyl flooring was worn and coming up at the seams. Again, this work improved the appearance dramatically.