

**MORRISON CHRISTIAN ASSOCIATION  
MORRISON ACADEMY  
BOARD OF TRUSTEES**

**MINUTES**

November 15, 2005  
Taipei

**Trustees present:**

Rod Williamson  
Mark McCrary  
George McFall  
Don Bettinger  
Laura Spinella  
Donna Grandi  
Barry Owen

**Associate Trustees present:**

Alicia Edwards  
Leslie Powell  
Amy Gibson  
Nan Herring Scott (by video conference)

**Others present:**

Tim McGill  
Michele Law  
Jeff Shepherd  
Bruce Moore

**Last Action:**

**05-38**

Mark McCrary led devotions sharing from Colossians 3:12-17. We are God's chosen and beloved people and are called to a life of compassion, kindness, humility, gentleness and patience. We are called to live in unity, to experience an overflowing peace, and to demonstrate thankfulness. Mark invited each trustee to share something for which (s)he is thankful. And whatever you do in word or deed, do it all in the name of the Lord Jesus Christ, giving thanks to God the Father through him. A time of prayer followed the sharing of prayer requests.

**APPROVAL OF AGENDA  
05-39**

**MOTION PREVAILED**, to approve the agenda.

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**APPROVAL OF BOARD MINUTES  
05-40**

**MOTION PREVAILED**, to approve the minutes of September 27, 2005.

**APPROVAL OF EXECUTIVE  
COMMITTEE MINUTES  
05-41**

**MOTION PREVAILED**, to approve the executive committee minutes of November 1, 2005, replacing "Laura Spinella" with "George McFall."

**Administrative Reports**

Gerry Chambers reported that Bethany grades 5-6 visited a Chinese school along the river for cultural exchange. Soon 25 students from that school will be visiting Bethany as well. The grade 9 visit to MAK in early November went well. Staff morale is higher this year due to building upgrades (new paint, cafeteria and staff room update), and the addition of new teachers who demonstrate great attitude and work ethic. The school staff is divided into teams, which meet regularly, and this has been positive.

Michele Law reported that year-to-date expenses are below budgeted expenses, and year-to-date revenue exceeds budgeted revenue. Administrative expenses for this period were higher; the expenses are all related to personnel costs. Instructional expenses in Chia Yi are higher, due to increased library expenses. System instructional expenses are higher, because of the purchase of new language arts text books. Operational expenses are high this year because of the record number of new households that were set up this fall.

The meeting with the Taipei city government regarding Bethany's facility needs went well. The next meeting will occur in early December.

Merryland kindergarten is considering lease or purchase of the Taichung property after December 2007, when the current lease expires. Grace International church has submitted a proposal for leasing the baseball field.

A new real estate agent has been contracted for the old MAK campus. There have been some inquiries, but no offer has been made yet.

The proposed schedule for 2006-07 contains the following board meeting dates:

August 29, 2006, Kaohsiung  
October 6-7, 2006, Taichung  
November 14, 2006, Taipei  
January 16, 2007, Kaohsiung  
March 13, 2007, Taichung  
May 22, 2007, Taipei

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Tim McGill distributed the newly developed “Pandemic Crisis Response Plan”. The occurrence of this type of crisis would not necessitate a complete school closing, but only a temporary facility closing. Current staff should be able to continue to educate our students by using web-based technology. Curriculum planners are starting to prepare now for this possibility.

**EARCOS Report**

Rod Williamson, Tim McGill and Donna Grandi shared some insights gleaned from this year's conference.

**System Planning Committee**

Mark McCrary reported on the progress of the Bethany property committee and on some of the committee's recent discussions.

**Finance Committee report**

At Donna Grandi's request, Bruce Moore shared about how Morrison funded building projects in the past, and addressed perceived obstacles to beginning a capital campaign. Based on the feasibility study conducted in the spring, the Finance Committee supports the authorization of a capital campaign.

**APPROVAL OF  
CAPITAL CAMPAIGN  
05-42**

**MOTION PREVAILED**, to authorize a three-year capital campaign for the Taichung site plan, with primary focus on the library facility. This capital campaign may also include an endowment for the library's ongoing operations and an on-campus cafeteria. Revenue and cost of the campaign are to be reported at least annually to the Board. Costs of the campaign are not to exceed 12% of the campaign target.

Donna Grandi led a discussion of the issues surrounding Policy 4253.

**Leadership Development Committee**

Mark McCrary reported that the following assignments have been made for planning the annual dinners:

Staff appreciation dinner:

MAK, May 10 - Barry Owen/Chair, Donna Grandi, Amy Gibson  
Taichung, May 19 - Laura Spinella/Chair, Don Bettinger  
Taipei, May 23 - Alicia Edwards/Chair, Mark McCrary, Ron West

Senior Dinner:

Leslie Powell/Chair, George McFall

**APPROVAL OF MAK PRINCIPAL  
05-43**

**MOTION PREVAILED**, to invite Gabriel Choi to be the Principal of the Kaohsiung Campus.

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The timing of the leadership transition (from Bob Walter to Gabriel Choi) at the Kaohsiung Campus, and the length of the contract, is to be left up to the Superintendent. The length of the contract could be between two and four years. It is anticipated that Gabriel would move into full administrative responsibility some time between August 2006 and August 2007.

In keeping with the committee's goal of reviewing MCA's effectiveness in accomplishing its mission statement, the committee has created a survey to solicit the viewpoint of Taiwan's missionaries. The survey will be available on the internet.

**Policy Committee**

**APPROVAL OF TAIPEI PROPERTY MANAGER JOB DESCRIPTION 05-44**      **MOTION PREVAILED**, to approve the new job description for PROJECT MANAGER.

The following policies were presented as first readings:

Policy #1350 SYSTEM PLANNING COMMITTEE

Policy #5250 CLASS/COURSE SIZE LIMITATIONS

Policy #5400 STANDARDS OF CONDUCT (New Policy in School Section)

~~Policy #5430 SUBSTANCE ABUSE (Policy in School Section to be deleted)~~

~~Policy #5440 POSSESSION OF DANGEROUS ITEMS (Policy in School Section to be deleted)~~

Policy #5430 SUBSTANCE ABUSE Policy #5440 POSSESSION OF DANGEROUS ITEMS

Policy #3020 CHRISTIAN BEHAVIOR AND PROFESSIONAL ETHICS (Staff section)

Policy #6440 STANDARDS OF CONDUCT (Boarding Division Section)

**Trustee meeting evaluation:**

Nan Scott participation in this meeting by video conference was a welcomed addition.

The meeting was closed at 3:20 P.M. Trustees enjoyed meeting the new teachers at lunch.

Respectfully submitted,

Laura Spinella  
Board Secretary

## **APPROVED JOB DESCRIPTION**

### **PROJECT MANAGER**

**Responsible To:** Director of Operations

**Goal:** Manage property and government relations with regards to a specific project.

#### **Duties:**

1. Seek, by personal example and precept, to inspire students and staff in Christian faith and living.
2. Lobby government officials regarding property and legal issues related to the project.
3. Explore all aspects of the project in cooperation with parents, vendors, agencies, and organizations.
4. Duties as assigned by the Director of Operations.

#### **Qualifications:**

1. Proficient English and Chinese speaking, reading, and writing ability.
2. Demonstrated skills in project management.
3. Working knowledge of computer data base management and Chinese word processing.
4. Skills in interpersonal relations.
5. Demonstrated Christian beliefs, and high standards of personal and professional integrity and honesty.
6. Signed Morrison Academy Statement of Faith.
7. Prefer college graduate in a business or related field.
8. Prefer previous experience with Morrison.

#### **Work Requirements:**

1. As established by the Director of Operations and the Superintendent.
2. Work on national holidays may be required.

#### **Salary Range:**

See current *Morrison Academy* Chinese Manager Salary Schedule.