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The Board of Trustees is the governing body of the institution. It is the legal policy-making body and shall be responsible for ensuring that the financial resources of the institution are adequate to provide a sound educational program and to carry out the Mission of the institution.

The Board recognizes the distinction between its policy-making role and the responsibility of the administration and faculty to determine the day-to-day operations of the institution.

The presiding officers and majority of voting members of the Board must be free of contractual employment or personal or familial interest in the institution. Board members shall also be free from undue influence from political religious or other external bodies and shall protect the institution from such influence.

In its governance responsibility the Board shall make it policy to periodically review and approve revisions of the following documents:

- Mission, Vision, Core Values Statement
- The Annual Budget
- The Annual Audit
- The University Catalog
- The Faculty Manual
- The Staff Manual
- The Student Handbook
- SACS Compliance Documents
- The Quality Enhancement Plan
- The Strategic Plan
- Institutional Goals & Outcomes Statement

The Board will request each of these documents be presented in advance of the meeting where one or more of them may be scheduled for revision and/or approval. The Board will give its approval of each of the documents in one of the following ways: By vote of the full Board; vote of the Executive Committee of the Board; or vote of one the Board Standing Committees. If one of the groups other than the full Board is asked to review and recommend approval of a document, the full Board shall ratify that decision at its next regularly scheduled meeting. The Chairman of the Board shall have the discretion as to which of the Board groups should review any document prior to full Board approval.

The President is responsible to achieve the policies as established by the Board and to maintain compliance for himself and any of the University’s employees.

Consequently, the President as Chief Executive Officer is responsible to supervise and control all of the business affairs of the institution including the employment of a sufficient faculty and staff for the operation of the University. The Board can prescribe such additional duties as it determines and expressly states by policy.

While the Board is responsible for establishing policy, the CEO is authorized to establish further policies, make decisions, take actions and develop activities as long as they do not
violate any reasonable interpretation of the Articles of Incorporation, the Bylaws, or Board policies, and do not substantially alter the character or mission of the University. All actions by the President, therefore, that reasonably relate to the policies established by the Board and do not violate a reasonable interpretation of the Board’s operational policies, are deemed approved by the Board.

All employees of the University report to the President, not to the Board, and the President reports to the Board as a whole, not to any individual Trustee.

The Board may adopt, revise or appeal policy statements at any of its regularly scheduled meetings or called business meetings.

Policy changes may be suggested by the Administration, any Trustee or Committee of the Board. Proposed policy changes should be sent to the President and Chair of the Board and through them to the Committee on Trusteeship. The Committee on Trusteeship is the group responsible for the evaluation of prospective policy changes or additions and for the recommendation of changes to the Executive Committee and full Board for approval.

Reviewed / Revisions Approved by the Board of Trustees 6/8/10
Reviewed/Approved by the Board of Trustees May 2008
The President’s Cabinet will serve as the Budget Committee. The Vice President of Business and Finance will furnish each member of the committee with a calendar showing the dates that each phase of the budget process is to be completed.

The Vice President and Chief Academic Officer will present the Budget Committee with the overall academic program projections for the anticipated academic calendar, including faculty, facilities, programs, support for growth in areas of academic programs, the QEP, and anticipated needs in technology and supplies.

The Vice President for Business and Finance will build a model for budgeting which includes: new and revised educational programming, past three years of budget trends, various budget assumptions which include: tuition increases, housing increases, potential financial FTE, prospects of federal and state support for students (FRAG, Pell, etc.) expense potential and tuition discount rates.

After reviewing with the President, the Vice President for Advancement will furnish the Vice President of Business and Finance the anticipated gift revenue by the churches, individuals, corporations, foundations, and all others.

The Vice President for Enrollment Management and Marketing will review with the President the anticipated enrollment of new students for the budget year.

The Dean of Students will review the anticipated retention of students with the President for the budget year.

The Business Office will furnish each administrator a report which includes the past four years of actual expenditures and the past two years budgeted amounts. These reports will be in detail by account number and will include a column to write in their amounts for the new budget year.

Each administrator will discuss his or her needs and desired budget with the President for temporary approval.

After the President has approved the administrator’s preliminary budget, the administrator will forward it to the Vice President of Business and Finance to consolidate it with the other spending unit budgets.

After the total budget is completed the Vice President of Business and Finance will review it with the President. The budget will then be reviewed by the Budget Committee. The Budget Committee will make the necessary recommendations and adjustments to finalize the budget and approve it.

The President will present the budget to the Executive Committee of the Board of Trustees for their review and final approval given by the full Board.
We, as board members and employees, dedicate ourselves to carrying out the Mission of this institution. We will do the following:

1. Recognize that the chief function of the institution at all times is to serve the best interests of our constituency.

2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.

3. Respect the structure and responsibilities of the Board, provide the Board with facts and as a basis for making policy decisions, and uphold and implement policies adopted by the Board.

4. Conduct our institutional and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.

5. Exercise whatever discretionary authority we have under the law to carry out the Mission of the institution.

6. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization’s mission.

7. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.

8. Avoid any interest or activity that is in conflict with the conduct of our official duties.

9. Respect and protect privileged information to which we have access in the course of our official duties.

10. Strive for personal and professional excellence and encourage the professional developments of others.

11. Demonstrate our respect for and commitment to the Christian Mission of Warner University by living our lives according to the precepts and ideals of scripture.

Reviewed/Approved by the Board of Trustees May 2008
It is the policy of the institution that board members and employees may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the institution to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the institution has authorized disclosure. Board members and employees shall use confidential information solely for the purpose of performing services as a board member or employee for the institution. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information which includes any matter discussed in any meeting of the Executive Committee or full board or issues specifically requested by the Chairman of the Board or President to be held in confidence. Conversations in public places, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members and employees should be sensitive to risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a board member’s term in office or upon the termination of an employee’s employment, he or she shall return, at the request of the institution, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.

Reviewed/Approved by the Board of Trustees May 2008
1. **Scope** – The following statement of policy applies to each member of the Board and to all officers of Warner University. Further, it is intended to serve for the guidance of all persons employed by the institution, regardless of position.

2. **Fiduciary Responsibility** – Members of the Board, officers, and staff serve a public interest role and thus have a clear obligation to conduct all affairs of the institution in a manner consistent with this concept. All decisions of the Board and officers of administration of Warner University are to be made solely on the basis of a desire to promote the best interests of the institution and the public good.

3. **Disclosure** – The policy of the Board of Warner University requires that in the event the Board or officers must consider any transaction for the institution which also involves (1) a member of the Board or any officer of the institution or a member of his or her family (which shall be a spouse, parent, sibling, child, or the spouse of any such person, or (2) an organization with which a member of the Board or any officer of the institution is affiliated, such trustee or officer, at the first knowledge of the transaction and the interest or involvement, shall disclose transaction and the interest or involvement, shall disclose fully the precise nature of the interest or involvement.

Disclosure is further required of Board members and officers of the institution concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest involving the institution. This disclosure shall be continuously reported and kept current, as set forth below. For the purpose of this policy, affiliation is understood to prevail if the trustee or officers, or a member of the family:

- a. is an officer, director, trustee, partner, employee, or agent of such organization, or
- b. is either the actual or beneficial owner of more than five percent of the voting stock or controlling interest of such an organization, or
- c. has any other direct or indirect dealings with such organization from which he or she knowingly is materially benefited (for example, through receipt directly or indirectly of cash or other property in excess of $250 a year – including dividends or interest.

All disclosures required under this policy must be directed in writing to the secretary of the Board or to the College president who, together with the Executive Committee of the Board of Trustees, shall be responsible for the administration of this policy. Matters under this policy concerning trustees shall be reported initially to the Chairman of the Board for appropriate action; those concerning staff will be referred initially to the President. Information disclosed to the Secretary or President shall be held in confidence except when, and only to the extent that, the best interest of the institution would be served by disclosing the information.
4. **Restraint on Participation** – Trustees or officers who have declared or been found to have conflict of interest in any matter before the administration or the Board shall refrain from participating in consideration of the proposed transaction, unless for special reasons the Board or administration requests information or interpretation from the person or persons involved. The person or persons involved should not vote on such matters and, if the vote is taken in executive session or upon request by the body voting, should not be present at the time of vote.

Any Board member who is uncertain about possible conflict of interest in any matter may request the Executive committee to determine whether a possible conflict prevails; such committee shall resolve the questions by majority vote. When possible, the question of potential conflict should be referred to counsel for an opinion prior to such committee’s vote.

*Reviewed/Approved by the Board of Trustees May 2008*
*Reviewed/Approved by the Board of Trustees March 2000*
This policy highlights some of the key elements in donor recognition.

**Donor Intent** – Donors’ wishes will be considered to the extent possible, as long as their intended use of funds is in keeping with the purpose of the institution and with the policies and priorities of the college as expressed in the corporate plan. The institution will not accept a gift for which it is incapable of honoring donor intent.

**Acknowledgement** – All gifts, regardless of value, form, or stipulations, shall be acknowledged by the institution in the form of a written substantiation, including a gift receipt.

**Recognition** – Formal recognition of donors includes methods that convey appreciation to the donor and provide opportunities for public acknowledgment.

**Public Notice** – The Institution will respect a donor’s wish to remain anonymous.

**Confidentiality** – The Advancement Office shall maintain confidentiality concerning all correspondence regarding contributions, gift records, prospect cards, and other data on donors, and will ensure that this donor information is used on a need-to-know-basis only for the support of fund development for the institution.

Reviewed/Approved by the Board of Trustees May 2008
The institution shall not discriminate because of race, color, age, sex, disability, national origin or ancestry. This covers all areas of employment, recruitment, advertising, hiring, promotion, demotion, lateral reassignment, transfer, layoff, discharge, rates of pay or other compensation, training, or any other benefits. Employment will be solely on the basis of merit and qualification.

The institution shall comply with the Americans with Disabilities Act of 1990 and shall not knowingly discriminate against qualified individuals with disabilities. The institution will consider modifying schedules and other adjustments to reasonably accommodate such employees.

Any complaint regarding discrimination shall be handled through the Equal Employment Opportunity Commission officer (the chief executive or designee) of the institution and in consultation with the personnel committee when appropriate. The complainant should contact the EEOC officer (the chief executive or, if the complaint is against the chief executive, the board chair of the personnel committee), who shall provide information and assistance on filing and pursuing the complaint.

 Reviewed/Approved by the Board of Trustees May 2008
Whenever possible, board members are expected to bear all travel-related costs associated with attending board meetings, committee meetings, or discharging any other governance responsibilities assigned by the board chair. When a board member is unable to bear such costs, in whole or in part, appropriate receipts should be submitted to the chief executive of the institution for reimbursement by the institution.

Reviewed/Approved by the Board of Trustees May 2008
All elements of the faculty/staff policies in the staff manual remain in effect except for the following:

1. Academically awarded government or state money such as Bright Futures, Chappie James, and Florida Academic Gold Seal and Merit, will be excluded from the faculty/staff grant. These funds can be applied towards books, fees, room or board. Beginning with the 1998-99 school year (retroactive from the date of this policy change).

2. The Faculty/Staff Grant will pay the difference after the FRAG and any need-based government or state grants are applied.

3. All employees benefiting from the Faculty/Staff Grant are required to apply for FRAG and to fill out the FASFA. The Financial Aid Director can review financial information and determine that an employee would not qualify for any assistance and waive the FASFA application.

4. The Faculty/Staff Grant will cover full tuition (less those funds listed in #2) and half of the room cost in order to encourage the children of Faculty/Staff to live on campus beginning with the 1999-2000 school year. This is a privilege and not redeemable for cash or exchangeable for other privileges.

5. The Faculty/Staff Grant does not cover meals, books, fees or the remaining half of the room cost. These expenses might be paid with church scholarships, (because the Faculty/Staff Grant covers full-tuition, any matching of church funds would be an over-award of tuition and will not be applied in the case of the Faculty/Staff Grant), outside scholarships such as Rotary, Kiwanis, Women of the Church of God, those mentioned in #1, Work Study pay or through payroll deduction.

6. When receiving the Faculty/Staff Grant, no other institutional funds will be used.

7. All Faculty/Staff Grant policies will be reviewed annually and are subject to change according to funds available and program changes by the government.

Reviewed/Approved by the Board of Trustees May 2008
Reviewed/Approved by the Board of Trustees March 2000
This policy establishes general guidelines for financial controls and clarifies what requires board approval.

1. Authorization for signatures necessary on contracts, checks, and orders for payment, receipt or deposit or withdrawal of money, and access to securities of the institution shall be provided by resolution of the board.

2. Any individual authorized to purchase goods and/or services for the organization shall follow the procedures set forth in these policies and the Internal Control Procedures Manual.

3. The Executive Committee shall be responsible for reviewing and recommending an annual operating and a capital budget to the board for approval.

4. The board shall be responsible for adopting the annual operating and capital budgets.

5. No expense shall be incurred in excess of the total budgetary appropriations without prior approval of the board.

Reviewed/Approved by the Board of Trustees May 2008
Board members are expected to give an annual monetary gift to the institution and are asked to make the institution a priority in their personal giving. Board members are expected to be involved in fundraising by using their personal and business connections when appropriate, by soliciting funds when appropriate, by serving on fundraising committees, and by attending fundraising events.

Reviewed/Approved by the Board of Trustees May 2008
Introduction

In order to protect the interests of Warner University and the persons and other entities who support its programs, these policies are designed to assure that all gifts to, or for the use of, Warner University are structured to provide maximum benefits to both parties.

This document will focus on both current and deferred gifts, with special emphasis on various types of deferred gifts and gifts of non-cash property.

The goal is to encourage funding of Warner University without encumbering the organization with gifts which may prove to generate more cost than benefit, or which are restricted in a manner which is not in keeping with the goals of Warner University.

To optimize funding from individuals and other entities, Warner University must be capable of responding quickly, and in the affirmative where possible, to all gifts offered by prospective donors. It is understood that except where stated otherwise, these policies are intended as guidelines, and that flexibility must be maintained since some gift situations can be complex, and decisions only made after careful consideration of a number of interrelated factors. Therefore, these policies will, in some instances, require that the merits of a particular gift be considered by a gift acceptance committee and a final decision made only by that body.

A gift acceptance committee is appointed to assist in the interpretation and execution of these guidelines. The committee shall consist of the following:

The President and Vice Presidents of Business and Advancement. In the event of the need for consultation, the Business and Finance Committee of the university shall be contacted.

I. Outright Gifts

A. Cash

1. Gifts in the form of cash and checks shall be accepted regardless of the amount unless, as in the case of all gifts, there is a question as to whether the donor has sufficient title to the assets or is mentally competent to legally transfer the funds as a gift to Warner University.

2. All checks must be made payable to Warner University or the Church of God World Service and shall in no event be made payable to an employee, volunteer, or any other agent for the credit of Warner University.

B. Publicly Traded Securities

1. Securities which are traded on the New York or American Stock Exchanges, or other readily marketable securities, shall be accepted by Warner University. It may be anticipated that such securities will be immediately sold by Warner University. In no event shall an employee or volunteer working on behalf of the University commit to a donor that a
particular security will be held by Warner University unless authorized to do so by an officer of Warner University.

C. Closely Held Securities

1. Non-publicly traded securities may only be accepted after approval of the gift acceptance committee.

2. Such securities may be subsequently disposed of only with the approval of the gift acceptance committee.

3. No commitments shall be made for the repurchase of such securities by Warner University prior to completion of a gift of securities.

D. Real Property

1. No gift of real estate shall be accepted without prior approval of the gift acceptance committee of Warner University.

2. No gift of real estate shall be accepted without first receiving a qualified appraisal by a party chosen by Warner University who shall have no business or other relationship to the donor.

3. In general, real estate located within the United States of America will be accepted, unless the gift acceptance committee shall determine that the property is not suitable for acceptance as a gift.

4. In general, real estate located outside the United States of America will not be accepted as a gift unless its value appears to be in excess of $50,000 and there is reason to believe it is highly marketable. The gift acceptance committee may make exceptions to this policy if conditions warrant.

5. An acceptable deed and necessary documentation should be received by the gift acceptance committee. The cost of obtaining necessary documents and fees associated with environmental studies, property taxes, maintenance, management and insurance appraisals, title reports and legal fees should be borne by the donor.

6. Real estate shall not be accepted to fund a charitable gift annuity without seeking an opinion as to the permissibility of this action under the laws of the state or states involved and approval by the gift acceptance committee.

7. Special attention shall be given to the receipt of real estate encumbered by a mortgage, as the ownership of such property may give rise to unrelated business income for Warner University, and disqualification of certain split interest gifts unless handled in a proper manner.

E. Tangible Personal Property
1. Jewelry, artwork, collections, and other personal property shall not be accepted unless the employee, agent, or volunteer working on behalf of Warner University shall have reason to believe the property has a value in excess of $5,000. Such property can only be accepted by the gift acceptance committee or such other person or persons authorized to do so by the gift acceptance committee.

2. No personal property shall be accepted by Warner University unless there is reason to believe the property can be quickly disposed of. No personal property shall be accepted that obligates Warner University to ownership of it in perpetuity. No perishable property or property which will require special facilities or security to properly safeguard will be accepted without prior approval of the gift acceptance committee.

3. Notwithstanding the foregoing, if there is reason to believe personal property has a value of $5,000 or more, it may only be accepted after receipt and review by the gift acceptance committee or those empowered to act on its behalf, of an appraisal qualified under terms of the internal revenue code governing gifts of property of this type.

4. Only the gift acceptance committee or persons authorized by the gift acceptance committee to do so may represent to a donor that property will or will not be held by Warner University for a specific period of time or for purposes related to specific period of time or for purposes related to its tax-exempt status. Donors should be notified at the time of receipt of a gift that Warner University will, as a matter of corporate policy, cooperate fully in all matters related to IRS investigations of non-cash charitable gifts.

F. Other Property

1. Other property of any description including mortgages, notes, copyrights, royalties, easements, whether real or personal, shall only be accepted by action of the gift acceptance committee or persons duly acting on its behalf.

2. Appropriate inquiry shall be made and special consideration shall be given to the nature of any gift property and whether it is in keeping with the mission of Warner University prior to the acceptance of any property by Warner University.

II. Deferred Gifts

A. Bequests

1. Gifts through wills (bequests) shall be actively encouraged by Warner University.

2. In the event of inquiry by a prospective legator, representations as to the future acceptability of property proposed to be left to Warner University in a will or through any other deferred gift arrangement shall only be made in
accordance with the terms of provisions of paragraphs I (A-F) of this document.

3. Gifts from the estates of deceased donors consisting of property which is not acceptable shall be rejected only by action of the gift acceptance committee. The legal counsel of Warner University shall expeditiously communicate the decision of the gift acceptance committee to the legal representatives of the estate. If there is any indication that the representatives of the estate or any family member of the deceased is dissatisfied with the decision of the gift acceptance committee, this fact shall be communicated to the gift acceptance committee or to the appropriate member of the development staff as quickly as possible.

4. Attempts shall be made to discover bequest expectancies wherever possible in order to reveal situations which might lead to unpleasant donor relations in the future. Where possible, intended bequests of property other than cash or marketable securities should be brought to the attention of the gift acceptance committee and every attempt be made to encourage the donor involved to conform his or her plans to Warner University policy.

B. Charitable Remainder Trusts

1. In general, Warner University will not serve as sole trustee of a charitable remainder trust for the benefit of the institution. This policy may only be waived by a written resolution of the gift acceptance committee which is subsequently approved by the finance committee of the board of trustees of Warner University.

2. The gift acceptance committee of Warner University will identify a number of corporate fiduciaries nationwide in which it has confidence. Only with the approval of the gift acceptance committee may any corporate fiduciary be recommended to a donor.

3. The fees for management of a charitable remainder trust will only be paid by Warner University upon approval of the gift acceptance committee.

4. The gift acceptance committee and other employees and volunteers acting on behalf of Warner University should become familiar with the types of property generally accepted by corporate fiduciary as suitable contributions to charitable remainder trusts and employees or others acting on behalf of Warner University shall not encourage donors to make gifts of any property to charitable remainder trusts which are not in keeping with such guidelines.

5. No representations shall be made by any employee or other persons acting on behalf of Warner University as to the manner in which charitable remainder trust assets will be managed or invested by a corporate fiduciary who may be recommended by Warner University without the prior approval of such representation by the fiduciary.
6. Charitable remainder trusts and all other deferred gifts shall be encouraged as a method of making gifts to Warner University while retaining income which may be needed by the donor or other persons chosen by the donor for any number of personal purposes. Such trusts shall not be marketed as tax avoidance devices or as investment vehicles, as it is understood such activity may violate federal and/or state securities regulations.

7. No Charitable Remainder Trust for which Warner University serves as co-trustee shall be encouraged which names as income beneficiaries individuals under 60 years of age or which names more than two income beneficiaries. No charitable remainder trust shall be encouraged where it is determined that the net present value of the remainder interest in the trust is less than $25,000 or 10% of value of the funds transferred to the trust, as it is felt that it is generally unwise to encourage donors of a young age to make such gifts, as this may have a detrimental impact on future current giving. The minimum amount required to establish a Charitable Remainder Trust for which Warner University serves as co-trustee is $100,000.

C. Charitable Gift Annuities

1. No Gift Annuity shall be accepted which names an income beneficiary under 60 years of age without prior approval of the gift acceptance committee.

2. There shall not be more than two income beneficiaries for each Gift Annuity.

3. The minimum initial contribution for a Gift annuity shall be $1,000.

4. The minimum contribution for an additional Gift Annuity by an individual who has previously entered into a Gift Annuity agreement shall be $1,000.

D. Life Estate Gifts

1. Donors shall generally not be encouraged to make gifts of real property to Warner University under which they maintain a life interest in the property.

2. This policy is based on the fact that such transfers are often not in the best interest of the donor involved, and there is potential for negative publicity for Warner University should a donor have a need to sell the property to generate funds, only to find that a relatively small portion of the proceeds would be available to the donor as owner of the life estate.

3. Such gifts may be accepted by approval of the gift acceptance committee in situations where the asset involved appears to be a minor portion of the
donor’s wealth, and the committee is satisfied that there has been full disclosure to the donor of the possible future ramifications of the transaction.

E. Gifts of Life Insurance

1. Warner University will encourage donors to name Warner University to receive all or a portion of the benefits of life insurance policies which they have purchased on their lives.

2. Warner University will not, however, as a matter of course agree to accept gifts from donors for the purpose of purchasing life insurance on the donor’s life. Exceptions to this policy will be made only after researching relevant state law as to assure that Warner University has an insurable interest under applicable state law.

3. No insurance products may be endorsed for use in funding gifts to Warner University without board approval.

4. In no event shall lists of Warner University donors be furnished to anyone for the purpose of marketing life insurance for the benefit of donors and/or Warner University. This policy is based on the fact that this practice represents a potential conflict of interest, may cause donor relation problems, and may subject Warner University to state insurance regulation should the activity be construed as involvement in the marketing of life insurance.

III. Payment of Fees Related to Gifts to Warner University

A. Finder’s Fees or Commissions

1. In general, Warner University will pay no fee to any person as consideration for directing a gift to Warner University. It is understood that such fees may or may not be legal and that in the case of irrevocable deferred gifts which involve management of assets, the payment of such fee may subject Warner University and its management and board of directors to federal and state security regulation.

2. In no event whatsoever will a commission or finder’s fee of any type be paid to any party in connection with the completion of a gift to Warner University without prior written approval of the gift acceptance committee and subsequence written notification to the donor involved of the amount and recipients of any such fee.

B. Professional Fees

1. Warner University will pay reasonable fees for professional services rendered in connection with the completion of a gift to Warner University. Such fees will be paid only with prior written approval of the gift acceptance committee.
2. Such fees will be paid only following discussion with and approval by the donor.

3. Fees shall be reasonable, and directly related to the completion of a gift. They shall be limited to appraisal fees by persons who are competent and qualified to appraise the property involved and who have no conflict of interest, legal fees for the preparation of documents, accounting fees incident to the transaction, and fees of “fee for service” financial planners. In the case of financial planners, such persons must aver in writing that they are not compensated for the fees for services rendered and that they are not compensated for the sale of products to clients. This distinction is vital in avoiding the payment of commissions which could be construed as triggering securities regulation.

4. In the case of legal, accounting and other professional fees, an attempt shall be made by the gift acceptance committee to ascertain the reasonableness of these fees prior to payment. An hourly breakdown of the time should be requested. In cases which appear excessive, the summary of fees shall be submitted to Warner University’s corporate counsel for review and approval prior to payment.

5. In cases where the persons receiving fees were initially employed by the donor and Warner University is asked to pay the fees involved, the donor shall be notified that the payment of such fees may result in taxable income to the donor in the amount of the fees paid.

6. In situations where advisors retained by Warner University prepare documents or render advice in any form to Warner University and/or a donor to Warner University, it shall be disclosed to the donor that the professional involved is in the employment of Warner University and is not acting on behalf of the donor and that any documents or other advice rendered in the course of the relationship between Warner University and the donor should be reviewed by counsel for the donor prior to completion of the gift.

IV. Restrictions

A. Restrictions on Use and Investment of Gifts

1. No restrictions on how gifts may be used by Warner University will be honored without prior approval of the gift acceptance committee in the case of current gifts or subsequent approval by the gift acceptance committee in the case of gifts received by will or other gift which is effective at death which has not been previously approved by the gift acceptance committee.

A permanent endowment for approved purposes may be established with a minimum gift of $10,000.
Honorary Degree Policy
Warner University

Purpose
Warner University recognizes the Honorary Degree as a special distinction. The Degree should be awarded only with great care. It is to be understood that the Honorary Degree recognizes one’s role and accomplishments in life and is not to be thought of as an academic degree which is earned through formal study.

Qualifications
Persons receiving the Honorary Degree from Warner University should be:
1. Recognized as a leader in their area of life;
2. Respected and deemed worthy of the honor;
3. One who reflects honor upon Warner University and its purpose;
4. One who has exerted a strong influence in Christian Higher Education or some other significant area of the Kingdom of God.
5. One who has performed important humanitarian, spiritual, or administrative services for the betterment of mankind.
6. One who has made or has the potential to make a significant contribution to the well-being of Warner University.

Procedure
Nominations may come from any member of the Board of Trustees, the administration, the faculty, the alumni and/or friends of Warner University. Such nominations should include a brief description of the qualifications for which the individual is being nominated.

Nominations must be in the hands of the committee no later than October 1 of each year to be considered for honor in May the following year. (Once bi-yearly commencements are implemented, this process will still be appropriate. However, there is no requirement implied here that Honorary Doctorates must be awarded at both and/or either of the commencements.)

1. Persons desiring to nominate individuals for an Honorary Degree from Warner University should contact the Committee on Student Services of the Board of Trustees which shall act as the screening committee. The screening committee (Student Services Committee) will then process the nominations prior to further action.

2. The screening committee will then send any recommended names of nominees to the faculty for vote prior to the next meeting of the Trustees.

3. The recommended name(s), if approved by the faculty, are then presented to the Executive Committee of the Board of Trustees, who may then present the name(s) to the entire Board for action during their next meeting for the following year’s January and/or May commencements.
4. The President and Board of Trustees, under special circumstances, reserve the right to consider and act on nominations for honorary degrees outside the faculty process. In such a rare case, the faculty will be informed of the recommendation, and its rare circumstances, as soon as possible prior to the next faculty meeting.

**Commencement Speakers**

It should be understood that Commencement Speakers are under the oversight of the office of the President. In an effort to schedule the most appropriate speakers, the President may be working years ahead of the Honorary Degree process in arranging for such persons to be on campus. Not all Commencement Speakers will be nominees, nor should they be. However, on occasion, it may be in the best interests of all concerned for the nomination of an Honorary Degree to be addressed a year or more ahead of the intended date of presentation in order to schedule said person for award and/or as Commencement Speaker.

**Conferring Honorary Degrees**

It should be strongly considered that the conferring of an Honorary Degree will not take place at a time or location other than at Commencement ceremonies at Warner University, except under the rarest of circumstances.

It is in the best interests of the University not to nominate presently serving Board members, faculty, staff, administrators, etc., but rather to reserve such honor until retirement or movement from said position, except in very unusual circumstances.

*Reviewed/Approved by the Board of Trustees May 2008*
*Reviewed/Approved by the Board of Trustees March 2000*
It shall be the policy of the Board to ensure the following periodic evaluation:

1. The Board shall conduct a review every two years of the Institutional Mission and Vision Statement. The review, initiated by the President, shall begin with an evaluation by a variety of stakeholder groups (students, alums, faculty, staff, etc.) and any suggestions or changes shall be presented to the President’s Cabinet for review and sent by the President to the Executive Committee and full Board for final approval.

2. The Board, through its Executive Committee, shall conduct a periodic review of the President. Procedures for the review and evaluation instrument will be agreed upon by the President and Executive Committee. The Executive Committee will present a summary of the evaluation to the full Board.

3. The Board will expect annual evaluations of all administrators conducted through the office of the President.

4. The Board will expect annual evaluations of all staff conducted by the Director of Human Resources.

5. The Board will expect annual evaluations of all faculty conducted by the Vice President for Academics.

6. The Board will expect other evaluations such as student assessment outcomes, administrative services, student support services, etc. to be conducted by those persons designated by the President or Vice President for Academics and in compliance with all criteria of the Southern Association of Colleges and Schools (SACS).

7. The Board will conduct evaluations of institutional finance through the annual audit, management letter, benchmark studies of peer institutions, and quarterly financial reports from administrators. The firm conducting the audit will make a presentation of their findings at the October Board meetings.

8. The Board will, through its Committee on Trusteeship, conduct a self-appraisal every two years to identify areas and actions for improvements.

Reviewed/Approved by the Board of Trustees May 2008
The following shall be the guidelines for investing all college funds whether they be in the Endowment Fund, or any other general college fund.

A. Responsibilities

1. The ultimate responsibility for the proper supervision of the college’s investment portfolio shall rest with the Board of Trustees.

2. Subject to supervision by the Board, the President of the College and the Vice President of Business and Finance will be responsible for implementing the Investment Policy.

3. Portfolio transactions shall be reviewed and ratified by the Finance Committee. The Committee shall also review the performance and condition of the investment portfolio, including market appreciation or depreciation, average maturity, yield and liquidity position.

4. If an asset is sold the proceeds must remain in the designated college fund which held the asset.

5. The assets in the Endowment Fund cannot be used for any reason other than the original intention of the donor unless permission is obtained from said donor.

B. General Investment Objectives

1. To provide safety of principal and interest through the investment in securities that meet prudent standards.

2. To provide maximum income consistent with anticipated liquidity requirements.

3. To obtain adequate collateral to secure monies invested.

C. Securities Safekeeping

1. Securities will be held in safekeeping in the trust department of Citizens Bank located in Lake Wales, Florida.

Reviewed/Approved by the Board of Trustees May 2008
General Policy – Sexual harassment committed by any faculty, staff and/or student against any member of the aforementioned groups is prohibited at the institution. It is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972.

Definition – Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education.

B. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual.

C. Such conduct has the purposes or effect of interfering with an individual’s academic or work performance, or creating an intimidating, hostile, or offensive working or educational environment.

Unacceptable Behaviors – Sexual harassment undermines the integrity of the workplace, research, learning and teaching environments. It is unsolicited, non-reciprocal behavior which includes:

A. Graffiti
B. Verbal abuse
C. Rape
D. Leering or ogling
E. Physical assault
F. Sexist remarks regarding the victim’s clothing or body and general sexist jokes, comments, or pictures
G. Patting, pinching or brushing up against the victim’s body
H. Suggestions/demands for sexual favors in return for grades, hiring, promotion or tenure
I. Derogatory gender-based humor

Grievance Procedure – any student or employee who believes she/he has been the subject of sexual harassment or intimidation is encouraged to consult unofficially with the appropriate campus representative to gain knowledge and understanding of both the Warner University Sexual Harassment Policy as well as available options and resources.

A. Students are encouraged to consult with the Dean of Students.

B. Faculty are encouraged to consult with the Academic Dean.

C. Non-Academic Personnel are encouraged to consult with the Vice President of business and Finance.
D. Administrators are encouraged to consult with the President of the college.

E. Accusations against the President of the institution will be handled by the Board of Trustees.

F. All issues/information evaluated during and after information and formal review of sexual harassment incidents/complaints will be held strictly confidential. Breach of confidentiality by the campus representative; the grievance panel or the administration is a serious offense and subject to appropriate sanctions at the discretion of the President.

G. Complaints may be pursued informally through consultation with a campus representative or a member of the Sexual Harassment Grievance Panel. When informally pursued, no written complaints are required although the alleged harasser will receive written notification of a review in progress.

H. During the initial meeting, the campus representative will make a preliminary judgment as to whether sexual harassment may have occurred. Based on that judgment, the campus officer will take one of the following actions:

1. If the person wants to proceed with the complaint, the campus officer will explain the process.

2. If the person does not want to proceed with the complaint, the campus officer will make a record of the complaint and take such action as necessary to protect the interest of the institution.

3. Advise the person, that based on a preliminary judgment, sexual harassment has not occurred and encourage the person to contact one of the other officers if he/she disputes the judgment.

4. Refer the complaint to a trained sexual harassment grievance panel.

5. If the complaint alleges a violent assault or other activity of a criminal nature, the complaint shall be immediately referred to the appropriate law enforcement agency.

I. Faculty and staff will have up to sixty (60) days following an incident to file a complaint. Students’ complaints must be submitted within ten (10) months of the incident. In special circumstances time limits may be waived with the mutual agreement of campus representatives. The institution will accept, review, and respond appropriately to all sexual harassment complaints from former employees and students submitted within sixty (60) calendar days of their termination.
J. If a person decides to file a sexual harassment complaint every effort should be made to resolve a complaint within thirty (30) days of receipt of the complaint using an informal process. The following procedure shall be adhered to:

1. The appropriate campus representative will conduct an investigation. The objective of the investigation will be to provide appropriate relief to the aggrieved party, notify the alleged harasser of the complaint, and resolve the complaint to the mutual satisfaction of both parties.

2. Where a resolution is reached, a dated copy of the terms of the resolution indicating the nature of the complaint and the names of the parties shall be recorded and kept in the office of the appropriate campus representative in a special sexual harassment file, and a copy should be filed with Sexual Harassment Grievance Panel.

3. The record shall be kept for a period of three (3) years, at which time it will be destroyed, provided there are no recurring incidents.

4. At the conclusion of the informal procedure the representative(s) must report the results of the findings to the Sexual Harassment Panel chairperson who shall decide if the grievance has been resolved or merits further investigation.

K. If the informal proceedings are deemed inappropriate by either party, or if the matter is not resolved, the aggrieved party may initiate the formal grievance procedure. In extraordinary circumstances, when the continued working or academic relationship between the aggrieved party and the accused creates an impossible working/academic environment, a temporary transfer or reassignment of duties will be considered. If the aggrieved party decides to proceed with a formal grievance:

1. A written and signed complaint of sexual harassment must be submitted to the appropriate campus representative officer by the aggrieved party within ten (10) working days after the informal resolution has failed or within sixty (60) calendar days of the incident cited as sexual harassment. (Student complaints must be submitted within ten (10) months of the incident.) The complaint shall state, clearly and concisely, the facts which are the grounds for the proceeding, and the relief sought.

2. Upon receipt of the written complaint, the appropriate campus representative will within fifteen (15) days, contact the person who allegedly engaged in the sexual harassment, and inform him or her of the basis of the complaint and give them the opportunity to respond. That person will have five (5) days to respond to the complaint. The answer shall contain full, direct, and specific responses to each claim in the complaint.

3. Within fifteen (15) days of the aforementioned deadline, the appropriate campus representative will convene the Sexual Harassment Grievance Panel, regardless of whether a response has been received from the accused.
L. The Sexual Harassment Grievance Panel – Comprised of four to six individuals. They will be trained in sexual harassment investigations. There will be equal representative of male and female members on the panel.

1. All members of the grievance panel will treat the information that is disclosed to them in their capacity as panel members, as confidential to the extent permitted by law, although records of the panel may be made available for confidential review by the responsible committee or administrator in any resulting disciplinary or complaint procedure arising out of the same incident.

2. The panel will hear and consider testimony and other relevant reliable evidence, to make findings of fact, to determine whether the college policy on sexual harassment has been violated, and if so, to recommend appropriate relief and disciplinary action(s). If requested, the campus representative will act as advisor on questions of policy. A copy each Grievance Panel decision will be made and retained by the appropriate campus representative. (The copy will be kept in a secure file in the representative’s office.) The composition of each Grievance Panel will be the Sexual Harassment Panel, as well as, at least one member of the Panel shall be drawn from each party’s constituency. Each party will have the right to two (2) pre-emptive challenges and can challenge anyone for cause. (In the case of employee complaints, students would not be asked to serve on the Grievance Panel.)

3. If the Grievance Panel determines that sexual harassment has occurred, it will recommend appropriate disciplinary action(s). The disciplinary action will reflect the severity of the incident and any past sexual harassment offenses. Possible action shall include, but not be limited to, written warning placed in the personnel file, reassignment of duties, suspension without pay, demotion, removal from a portion of assigned duties, appropriate professional counseling, and dismissal. If there is a decision against a faculty member regarded as warranting dismissal, charges of moral delinquency of a grave order must be made and the dismissal procedure outlined in the faculty handbook followed.

M. Senior Administration Decision – Within five (5) days following the conclusion of its investigation, the Grievance Panel shall forward its decision and recommendation for action or sanction to the President or appropriate senior administrator. The written decision will include findings of facts and recommendations for relief and disciplinary action. Within five (5) working days, the President will review the Grievance Panel’s decision and determine what sanction to impose on the employee found guilty of sexual harassment. The decision will be communicated in writing to the accuser, accused and the campus representative. The campus representative will be responsible for implementing both the sanction and relief within fifteen (15) days, unless an appeal is requested within that period. A copy of the Grievance Panel’s decision and disciplinary action, if any, will be placed in the employee’s official personnel file, or in a student file. A copy will also be sent to the colleges Sexual Harassment Chairperson.
1. Appeal – Either party may appeal the Grievance Panel’s decision by submitting a written petition to the President. Request for an appeal must be made to the President within fifteen (15) days after the appealing party receives a copy of the Grievance Panel’s decision. The President will select a five (5) member campus Appeals Board to hear the appeal. Appointments to the Board will be made with consideration to relevant experience, knowledge of affirmative action, and sensitivity to the issue of sexual harassment. Each party will have the right to two (2) challenges.

2. The campus Appeals Board will meet within thirty (30) days from the date of the request. The written ruling of the Appeals Board shall constitute the final decision. Beyond that point, both parties may seek remedies outside the institution.

N. Special Appeals Board – In the event that an employee believes that his/her appeal would not be fairly adjudicated at the campus level, he/she may request that the appeal be heard by a special appeals Board. Requests for a Board appeal must be submitted in writing to the President’s Counsel. The petition must state the specific reasons why a campus hearing would not be fairly adjudicated, i.e., conflict of interest. The Special Appeals Board will review the request and record of the case. The President may accept the appeal if it reasonably appears that the complaint would not be fairly adjudicated on the campus. In all other cases the petition would be denied and sent back to the campus. In the course of the review the President’s Counsel may consult with the colleges Chairperson of the Sexual Harassment Panel.

1. Student appeals will not be heard at the Special Appeals Board level unless the complaint is against or by a principal administrator.

2. The five (5) member Special Appeals Board will be selected by the college’s Presidents Counsel. The Special Appeals Board is to be chosen from non-partisan community persons, who have training and/or experience with Sexual Harassment investigation. If the President is accused the Board of Trustees will appoint the Special Appeals Board. Each party will have the right to two (2) pre-emptory challenges.

O. Allegations Against a Trustee – In the event an allegation of sexual harassment is made against an institutional trustee, the following procedure shall be followed:

1. If the complaint alleges a violent assault or other activity of a criminal nature, the complaint shall be immediately referred to the appropriate law enforcement agency.

2. The Chairperson of the Board of Trustees shall appoint a committee of three trustees to investigate the allegations and to recommend any action or discipline to be taken. This discipline can include removal from the Board. Any action recommended shall be approved by a majority vote of the trustees present at the next meeting of the trustees.
Individual Rights – Any and all victims have the right to file a charge of discrimination based on sexual harassment with the appropriate local, state, or federal agency.

Reviewed/Approved by the Board of Trustees May 2008
Warner University adopts the following as its policy on the ownership of intellectual property created, advanced or refined at the institution:

1. TRADITIONAL/INDIVIDUAL/AESTHETIC PRODUCT – This is a reference to those properties created by a person for the purpose of professional advancement or scholarship. Examples of this are journal articles, research papers, reports, books, plays, software, and works of art. Such products are protected by the traditional federal copyright laws. Unless contained in one of the exceptions below, such properties belong to its creator. The exceptions to this are:

   A. SPONSORED RESEARCH: If the institution supports the research or preparation of any intellectual property through funding or any other means of support, the institution shall have a right to demand an agreement between the creator and the institution which determines ownership of the product. This agreement shall be consummated prior to the support being provided. The terms of the agreement shall determine ownership of the product. In the event no written agreement exists, the property shall be owned exclusively by the creator.

   B. PRODUCT OF JOB DESCRIPTION: When intellectual property is created by faculty, staff, or students of the institution and the creation is a part of the normal paid employment responsibilities, or done as a project for the benefit of the operations of the institution, the property is owned by the institution, unless the parties have entered into an agreement stating otherwise. Examples of this are as follows: a staff member creates a software program to be used by the institution as a part of his job responsibilities; a student marketing class creates a marketing program to be used by the institution; a faculty member, as a part of a faculty committee assignment, creates a crisis intervention protocol for use by the institution.

   C. COMMISSIONED WORK: If the institution hires a student, staff member, or faculty member to specifically create and deliver an intellectual property to the institution for use by the institution, then that property is exclusively owned by the institution unless the parties have entered into a written agreement stating otherwise.

2. METHOD OF ADOPTION: This policy shall become effective upon its adoption by the Board of Trustees of the institution and only this board shall have the authority to change or amend the policy.

Reviewed/Approved by the Board of Trustees October 28, 2008
HIRING POLICY
WARNER UNIVERSITY

Within the context and framework of the published mission of Warner University, we continue to seek to employ the best-qualified personnel in all areas of the university. This philosophy serves as the basic guideline for all hiring practices. Initial employment, employee compensation, training/development and subsequent promotion opportunities are extended to all persons regardless of race, color, national and ethnic origin, sex, age, or handicap.

General Recruitment and Hiring Procedures
Warner University will engage in an open recruitment process for filling new positions and locating replacement personnel. Our recruitment and hiring practices will advance our goal of building a work force of persons committed to the mission of the institution.

To facilitate the efficient recruitment of candidates, the following guidelines should be followed:

1. Approval for new positions must be completed through the President’s Office prior to the search.
2. A written notice (posting) of the position will be posted on the Human Resources website and/or by campus email.
3. Appropriate outside advertising, if necessary, will be coordinated by the Human Resource Office.
4. Reference and background checks will be conducted on final candidates whom are being considered for a position with the institution.
5. The oral offer of employment by the hiring department should be followed up by a written confirmation. The offer is not official until it is given in writing.
6. Rejected candidates will be promptly contacted and the communication process should be coordinated with the Human Resource Office.
7. The hiring supervisor will complete a Contract, Letter of Employment, or Pay Authorization Form to authorize placing the new employee on the payroll system. The form needs to be sent to the Human Resource Office.
8. Hiring supervisors will complete a performance appraisal for the new staff member within the first 30-90 days of employment. Early detection of performance problems is very important.

Internal Candidates
Human Resources will provide appropriate information concerning job openings to employees wishing to pursue other positions. This information exchange between HR and a current employee is kept confidential.

Internal candidates must inform their supervisor of their interest in an opening at the time they are selected for an interview.

If selected for the position, the current department head of the internal candidate and the future department head must develop an effective transition plan keeping in mind the needs of both operations. The plan should be reasonable and mutually agreed upon.

Confidential Background Check
It is the policy of Warner University to conduct a background check before making an offer of employment. This includes, but may not be limited to, checking criminal convictions, felony charges, state and national sex offender lists, and terrorist watch list.
In the event a particular position involves access to large sums of money, a credit check will also be required. The background check information will be ordered and reviewed by only one person designated at the institution. The designee will share this information with the hiring supervisor only when it is relevant to the job performance. All candidates will be informed of their right to review the check for accuracy. If the background check uncovers information that is potentially disqualifying, the candidate will be informed and given the opportunity to respond. Results of this check will remain confidential unless essential for the institution’s legal defense in a lawsuit involving the candidate.

Reviewed/Approved by the Board of Trustees October 28, 2008
ACADEMIC PROGRAM APPROVAL
AND REVIEW POLICY
WARNER UNIVERSITY

The Warner University Board of Trustees is the policy-making body for the institution and takes seriously its responsibility to ensure financial and human resources for providing an excellent educational program for our students.

While the Board invests the President with the authority, with the assistance of the Vice President and Academic Dean and faculty to initiate and develop plans for the educational program of the university (Bylaws, Article II University Personnel, Section I – Officers), the Trustees take seriously their responsibility to approve and periodically review all academic programs offered by the institution.

It shall be the policy of the Warner University Board of Trustees to give approval of every educational program for which academic credit is awarded. It shall further be policy that every educational program of the institution shall be reviewed and approval renewed by the Board of Trustees once every three years according to the academic administrative structure: The School of Business, School of Ministry, Arts and Science, and School of Education. (To initiate this policy, the Board will request a review of the academic programs in the School of Business in the fall 2010 meeting. The other schools will follow in subsequent years.) It shall also be the policy for the Board to review the general education program every two years.

The Board will expect a report from the President, in consultation with the Vice President and Dean of the School and faculty which shall include, but not be limited to:

1. Enrollment trends in each major.
2. Evidence of educational planning preceding budget allocations.
3. Review of faculty credentials.
4. Review of academic programs (campus and Distance Education programs) and institutional mission.
5. Review of academic support services.
6. Review of technological support of programs.
8. Review of School’s involvement in QEP.
9. Review administration’s handling of student complaints.
11. Review of facility and learning resource needs.
12. Review of School’s ability to manage finances.
13. Review of Faculty Development Plans and/or Accomplishments.

The Committee on Student Services of the Board of Trustees shall take responsibility for conducting this review in cooperation with the Vice President and Academic Dean. They shall determine the specific protocol by which to conduct the program review. They shall report to the full Board on their findings and request any action for consideration including program approval, renewal or discontinuation.
The policy of the Board of Trustees shall be to maintain freedom and autonomy in pursuit of its governance responsibilities, from all undue influence from political, religious, or other external bodies.

In order to protect the institution from such undue influence, the Board will take the following steps:

1. The Board intends to have a strong and effective relationship with our communicant church, The Church of God, Anderson, Indiana.

2. The Board will engage in a relationship with the church via the Covenant Agreement, established by both Church of God Ministries, Inc. and Warner University.

3. The intent of the Covenant Agreement will be to cooperate fully in the Mission of the church, particularly the educational mission and be generally supportive of the overall work of the church.

4. The Covenant Agreement will define the scope of cooperation, but will never legally obligate in any fashion either Church of God Ministries to Warner University or Warner University to Church of God Ministries.

5. The University will continue to be a self-perpetuating Board but in its collegial relationship to the church will present its Trustees for ratification to the General Assembly of the Church of God at its annual meeting as Trustee terms expire.

6. The University reserves the right to periodically review and approve the Covenant Agreement.

7. The Board affirms by approval of this policy, it alone serves as the legal authority of Warner University.

8. The Board will not engage the institution in activities that could be construed as supportive of one political party or of any individual political candidate.

9. As part of the Boards periodic review of the governance responsibility it will seek to identify any process or involvement that could be construed as participation of any external body to influence the governance of the institution unduly. From any such activity the policy of the Board will be to cease and desist.

10. The Warner University bylaws and Board Policies will serve as the primary legal documents of the governance responsibility. No other documents of religious affiliation or external bodies will ever take precedence over the Bylaws or Board Policies.
AND AUTHORITY OF FACULTY IN ACADEMIC GOVERNANCE POLICY

The expectation of the Board is that the President gives direction and oversight to the educational program in cooperation with the Chief Academic Officer (Bylaws, Article II, Section 1). The Board also recognizes that the faculty of the institution has the primary responsibility and authority over content, quality and effectiveness of the curriculum of the university. This responsibility includes the development, assessment and ongoing improvement of the curriculum.

It shall be the policy of the Board to entrust the faculty with the following specific responsibilities and expectations for curriculum development and control, which includes:

1. The faculty should take care to ensure all academic programs are consistent with the institutional mission, vision and values statements.

2. The faculty should establish a protocol by which ideas for curriculum program development can be researched and presented to faculty committees for review prior to approval.

3. The entire faculty has the right of approval for new academic programs or changes in curriculum.

4. The proposal for new curriculum or academic programs should be processed with the Board of Trustee Committee on Student Services.

5. Any new curriculum or academic program requires the approval of the administration through the office of the President.

6. Any new curriculum or academic programs requires final approval of the Board of Trustees.

7. The policy of the Board of Trustees shall be to limit its involvement in academic governance to policy making and expect the administration and faculty to implement the policy on a day-to-day basis without interference.

8. The faculty, in cooperation with the Chief Academic Officer, shall organize the academic administration in terms of: University schools, faculty and faculty committee structure, oversight of the Library and Academic Skills Center.

9. The faculty has general responsibilities for the establishment and assessment of student learning outcomes and the development of the Quality Enhancement Plan, in cooperation with the administration.

10. The faculty shall participate in the development of faculty personnel policies, including, but not limited to: faculty contracts and terms of employment, faculty evaluations, faculty workload, professional competencies, faculty compensation and benefits and professional growth plans.

11. The responsibility of faculty shall be to determine institutional graduation requirements.
12. The faculty shall pursue its educational work through the structure of the Academic Council as per the Bylaws.

13. The details of the implementation of the faculty role in academic governance should be spelled out in the Faculty Manual.

14. The Faculty Manual shall be periodically reviewed and approved by the Board of Trustees.

Reviewed/Approved by the Board of Trustees 6/18/10