

# NORTHPOINT CHRISTIAN COLLEGE

## 2022/2023 ORGANIZATIONAL CHART

### BOARD OF TRUSTEES:

Board Chair: Rob Wells

Trustee: Gordon Arthur

Trustee: Rev. Jeff Hlavin

Trustee: Dr. Lori O'Dea

Trustee: Rev. Trent Roberts

Trustee: Rev. Doug Tuttle

Trustee: Nomination Pending

- Oversee general, academic, and financial policies and processes
- Protect the welfare of the institution and its compliance with its mission
- Set compensation for and assess employees
- Assure institutional planning

### PRESIDENT | CHIEF EXECUTIVE OFFICER

Trent Roberts, M.R.E.

- Provide the Board of Trustees with accurate information to fulfill their responsibilities
- Hiring, evaluation, and firing of personnel
- Serve on the Board of Trustees
- Supervise all business and academic affairs of the College
- Serve as the relevant community face of the College
- Prepare, in cooperation with the board, enact, and review the annual budget
- Utilize annual planning documents to effectively manage the health of the College

### ACADEMIC DEAN | CHIEF ACADEMIC OFFICER:

Dr. Brian Lidbeck

- Oversee implementation and assessment of institutional and program outcomes and objectives
- Recruit, in cooperation with the President, hire, and train faculty
- Assess faculty and program outcomes
- Manage the relationship with various academically interested parties, i.e. accreditors, Departments of Education, etc.

### WORSHIP PROGRAM COORDINATOR:

Brian Miller, MA

- Develop and assess the program and its success relative to the institutional and program outcomes and objectives
- Recruitment and marketing of the program
- Maintain a culture in the program consistent with the institutional objectives.

### CAMPUS PASTOR:

Erin Colago, MA

- Oversee annual chapel theme development, speaker acquisition and communication
- Oversee Life Group leader training and implementation of Life Groups
- Oversee emotional support and personal development resource access for students, including EQ-I annual assessment and follow up

- Oversee, train, and resource Academic Counselors for all students

#### REGISTRAR & FINANCE COORDINATOR

Jamie Carter, MA

- Responsible for management and training of the College LMS
- Responsible for transcript review, scheduling, and degree planning for students
- Assists the main campus with collection of funds for tuition and fees
- Duties as assigned by the CAO toward the fulfillment of his/her responsibilities
- Human resources, annual budget planning and oversight, and annual audit oversight

#### EXECUTIVE ASSISTANT & HOSPITALITY COORDINATOR:

Sarah Gant

- Duties as assigned by the CEO and CAO toward the fulfillment of his/her responsibilities
- Facilitate an effective information management system
- Facilitate meeting agendas, minutes, and action items.
- Manage College events, travel, and hospitality
- Assist the President with donor support and communication
- Assist the President with monthly Board of Trustee communication and regular meetings
- Function as a liaison for Grand Rapids First facilities and resource usage

#### DIRECTOR OF MARKETING AND RECRUITING:

Fred Betcher III

- Maintenance of the College website
- Production of all print materials relevant to the success of the College
- Work together with the Recruitment Coordinator to develop effective media strategy for recruitment of students
- Manage technology needs of the College
- Develop and implement an annual recruitment strategy consistent with the mission and culture of the College
- Oversee the development of mission-appropriate marketing materials, web presence, etc.

#### RECRUITING COORDINATOR:

Levi Elarton

- Effectively communicate the academic and cultural story of the College to mission-appropriate individuals and communities of potential students
- Accurately help potential students understand whether the College is a fit for them
- Empower student volunteers to recruit effectively

#### STUDENT ADMISSIONS REPRESENTATIVE:

Abigail Krohn

- Implement systems of admission consistent with the institutional objectives and culture
- Facilitate timely communication and processes with incoming students and applicants
- Manage the hospitality component of the application and admissions process

