



**AFRICAN METHODIST EPISCOPAL ZION UNIVERSITY
VINCENT TOWN, PO RIVER, BOMI COUNTY
LIBERIA**

**The President's Report
For the Period
July 1, 2018 – June 30, 2019**

To the

**Connectional Council of The
African Methodist Episcopal Zion Church**

Convening at

**Rosen Shingle Creek Hotel
Orlando, Florida, USA.**

July 10 to 14, 2019

Submitted by

**Hon. Peter Z. N. Kamei
Chairman, Interim Management Committee**

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XII. GREETINGS

With the permission of the Right Reverend Dr. Hilliard K. D. Dogbe, Presiding Bishop of the Western West Africa Episcopal District and Dr. A. Nadu Cooper, Chairperson of the Board of Trustees of the African Methodist Episcopal Zion University, I bring you greetings on behalf of the Officers and Members of the Board of Trustees, Administration, Staff, and the more than 2000 Students of the African Methodist Episcopal Zion University. Greetings to the Board of Bishops, General Officers and distinguished Members of the Council and all Zionites in the Matchless Name of our risen Lord and Savior, Jesus Christ.

I take this opportunity to express thanks and appreciation to the African Methodist Episcopal Zion Church for its continued support to the University through its annual subsidy which has been used to support the mission of the institution.

XIII. EXECUTIVE SUMMARY

The period January 1 to June 30, 2018 was reported in details in earlier reports presented by our predecessor. This Report therefore focuses on the period July 1, 2018 to June 30, 2019. The Report covers summaries of the University's activities and priorities, and provides status updates on key administrative and academic issues. All activities, priorities and updates in this Report were implemented with the desire to accomplish the Mission of the University and the wider Mission and Vision of the AME Zion Church in Liberia.

The African Methodist Episcopal Zion University (AMEZU) operates as a fully-fledged Institution of Higher Education and is a founding member of the Association of Liberian Universities. It is accredited by the National Commission on Higher Education.

The University is owned and operated by the African Methodist Episcopal Zion Church. It has nine (9) colleges, namely:

1. Wilfred E. Clark College of Law Enforcement and Criminal Justice Administration
2. Andrew Cartwright College of Business and Public Administration
3. Rueben L. Speaks College of Liberal Arts
4. Bishop Warren M. Brown College of Divinity

5. Alicia Smith Lartey College of Education
6. Cecil Bishop College of Science and Technology
7. Alfred E. White College of Health and Allied Sciences
8. College of Agriculture and Argo-Business
9. College of General Studies awarding degrees in Continuing Education.

During the 2018/2019 academic year, the administration of the University has been run by an interim arrangement after the departure of former President, Dr. Charles Wesley D. Ford, Jr. in July, 2018. The Interim Management Committee (IMC) was constituted in July 2018 and immediately commenced official activities. The decision to constitute the IMC was taken in order to ensure continuity in the governance of the University after the departure of Dr. Ford and was appointed with the approval of the Presiding Bishop with a tenure of 12 months. During the interim period, and in keeping with the Constitution & By-Laws of the University, the Chairperson of the IMC was mandated to act as the Chief Executive Officer, subject to the authority of the Board of Trustees. The IMC has since been working as a Unit and has been responsible for the administration of the University.

Those who were appointed and have been serving on the IMC include:

Name	Title on IMC	Title at the AMEZU
Honorable Peter Z. N. Kamei	Chairman	Chairman, Academic Affairs Committee, Board of Trustees
Dr. Benjamin D. Lartey	Co-Chairman	Chairman, Ways, Means and Finance Committee, Board of Trustees
Mr. Kofa Kloh	Member	Vice President for Administration
Rev. Dr. Martin F. Richards	Member	Vice President for Academic Affairs
Dr. Alfred A. Kulah	Member	Vice President for Planning, Research and Institutional Advancement
Mr. Felix Dordor	Member	Dean of the Liberal Arts College
Rev. Beatrice Washington	Member	Dean of Admissions, Records and Registration

Key among the responsibilities and functions of the IMC are:

1. Restructuring of the Finance and Admission Departments, including development of an effective Strategy to enhance the financial accountability of the University;
2. Completion of a Strategic Plan for the University;
3. Implementation of outstanding items identified by the Board of Trustees for action by the former administration;
4. Constitution of a Search Committee to be approved by the Board in consultation with the Presiding Bishop and fully advertise for the selection, recruitment, and appointment of the next President of the University.

Tremendous progress has been made in most of the responsibilities mandated to the IMC. Additionally, the IMC undertook essential tasks and addressed emerging issues during the last 12 months with the support of the Board of Trustees.

XIV. Updates on the mandates given to the Interim Management Committee (IMC)

Amidst mounting challenges, the University has made significant progress during the period under review in the key components of the mandate given to the IMC upon its inception, as well other essential management activities.

1. Restructuring of the Finance and Admission Departments

In order to upgrade and restructure the financial, registration, and admissions systems of the University, we have completed the design, customization and installation of the QuickBooks software, as well as the training of seven (7) staff of the Finance department in the use of same.

WEBSITE

The University is proud to announce and present its website: www.amezion.edu.lr

Full automation of both offices of Admissions, Registration & Records, and that of the finance are in progress. As of the new school year 2019/2020 which starts in October 2019, all payment of fees by students and sponsors will be by on-line banking.

2. Strategic Plan for the University

The IMC realizes that the process of strategic planning can be very involving and is best done by those not attached to the running of the Institution. However, there was a need to have a focal person from within the University to coordinate and provide the necessary guidance. The Vice President for Planning, Research and Institutional Advancement is continuing to serve as the focal person for this process. We are in search of an external facilitator to lead the exercises and produce a Five-Year Strategic Plan for the University.

3. Implement outstanding items identified by the Board for action by the outgoing administration

The IMC made huge efforts to institute reforms within the University. The following is a brief summary of the major achievements over the past 12 months.

Accomplishments

1. A Policy Review was instituted by the IMC, with the following accomplishments:
 - Defined and reduced the course load for the Vice Presidents, Deans, and Chairpersons to enable those in management positions to play increasing supervisory roles.
 - Re-defined conditions of engagement including period of employment, benefits, insurance, annual leaves/vacations, sick leave, leave of absence, time allocated for bereavement, etc. A Human Resource Director was recruited during this process.
 - Readjusted the working hours for full time staff. The official working hours in Liberia is from 8:00a.m to 5:00pm, with one-hour break for lunch. There can be flexibility depending on the nature of services. However, there have been continuous lapses in the adherence to the University's stipulated working hours over the years. The newly hired HR Director is enforcing regulations in line with our mandate.
 - Commenced work to regularize the issue of full-time employees who have employment (moonlighting) engagements outside of the University, especially during official working hours. A regulation has been approved and is gradually being enforced.
 - Established the minimum criteria for the number of courses that an instructor is required to teach

2. Accreditation. Following a thorough review process, the National Commission on Higher Education was pleased to renew the accreditation of the AME Zion University for five (5) years maintaining its full University Status.

3. *Search for the Next President of the University -*

With the extension of the mandate of the IMC, and in the wake of the pressing challenges of the University, the Presiding Bishop in consultation with the Board of Trustee advised that the search for a new President takes place in the next academic year.

ADDITIONAL ACHIEVEMENTS/UPDATES FOR 2018/2019 YEAR

In addition to the key responsibilities mandated to the IMC at its inception, the Committee accomplished the following milestones in the regular programs of the University during the 12 months period of its administration:

1. Human Resource Office

An HR professional was hired as the Human Resource Manager to manage the Human Resource Office. Two of the immediate priorities of this office were to conduct a personnel audit and complete the revision of the University's Personnel Policy Document. A draft of the HR Handbook has been circulated to members of the IMC for review and comments. The IMC will shortly schedule a review session to act on the draft document.

Technical support in updating of the Personnel Handbook of the University:

1. Reduction in total teaching hours of senior level administrative personnel to ensure better execution of administrative duties.
2. Drafting of the administrative withdrawal policy (leave of absence). Provision of clarity in Handbook between instructional and administrative workloads of the deans and the chairpersons of various departments of the university

As part of the administrative measure taken by the IMC on November 29th 2018, the HR has assigned attendance books to all sections of the University. Employees are required to sign in

and out at all times. Prior to the assignment of books, Administration conducted an awareness workshop for the staff.

2. Enrollment

A total of 2,512 students pre-registered for the 2018/2019 academic year. However, the University currently maintains a total enrolment of 2,400 students at all campuses combined (Benson Street, Po River, Wells-Hairston and Unification Town). This total enrolment includes regular students and students from the College of General Studies.

3. STUDENT LIFE

Under the Chairmanship of the Dean of Student Affairs, the IMC has received copies of a draft student handbook for the University which is under revision

The Modalities for printing the Student Handbook are on course. It can be recalled that the latest version of the Student Handbook was printed in 2011. An update of the Handbook is quite necessary at this time.

A new leadership of the Student Union was elected and inducted into office during the school year. The election was considered free, fair and peaceful. Mr. Chester M. Dennis won as the new President of the Student Union Government (SUG).

4. COMMENCEMENT 2018/2019

The 28th Commencement Convocation has been postponed from June 25, 2019 to August 13, 2019. 357 students are expected to graduate from the Colleges of Business, Liberal Arts, Criminal Justice, Education and Divinity.

5. INSTITUTIONAL ADVANCEMENT

As part of the reform, transformation and strategic direction for the university, our commitment to plan and establish a Graduate School at the AME Zion University is relentless. Consequently, the department compiled and integrated the submission of the 5 sub-committees of the Organizing Committee of the graduate program, which included:

- The structure of school
- Content of proposed graduate program
- Tuition and fee structure

- Support staff
- Faculty and administration
- Annual budget

Additionally, a research was mounted for the future location of the Graduate School, which is currently under negotiation by IMC'S Administration. Finalization of the graduate program documents has been completed and will be submitted to the Faculty Senate and later to the Board of Trustees:

The University has received permission from the Commission on Higher Education to pursue the establishment of a Graduate Program.

The department is currently working with the Dean of Admission, Record and Registration to produce a fact book on the student body, and faculty of the University by November 2019

XV. QUICK IMPACT PROGRAM

The University has an ambitious relocation plan for the Po River Campus which comprise 100 acres of land. During the period it has continued to be a major pre- occupation of the Administration. The lack of adequate facilities for Administrative staff and insufficient classrooms and other facilities are pressing issues. A Quick Impact Project to alleviate the pressing need for additional classrooms commenced on January 11, 2019, with a Ground breaking program. The Board of Trustees, the Church, the Director General of Higher Education of Liberia and others, participated.

The Construction of a 3 buildings complex comprising 20 Class rooms, 21 rest rooms, 3 offices, 2 laboratories and storage at a cost of US\$350,688.00(Three hundred fifty thousand, six hundred eighty-eight United States dollars) is underway.

With proper available funding, it is anticipated that the total project would be completed within 10-12Months.

We wish to appeal to the Connectional Church to assist us with the amount of US\$350,000.00 to complete, equip and furnish the facility.

With a current Student populace of 2400 the new facility will allow us to double the current enrolment. This will increase our revenue tremendously.

The AME Zion University is Zion's Pride in Africa!

GRADUATION HALL

The Graduation Hall (150ft long x 70ft wide) which started during the previous Administration has been completed at the Po River Campus. The spacious open hall has a capacity to seat up to three thousand persons. In addition to the main hall, there is a pavilion for the seating of guests and officiating participants at graduation and other Programs.

XVI. FACULTY

The University has a total of 264 Instructional Staff.

XVII. External Relations

COLLABORATION WITH THE GOVERNMENT OF LIBERIA

The AME Zion University is collaborating with other universities and tertiary institutions to form a research and educational network in Liberia. Several meetings leading to the signing of MOU to finalize the formation of the network have been held. The project is being funded by USAID.

The Government of Liberia through the Ministry of Finance and Development Planning has been working with AMEZU for the integration of its Public Financial Management and Procurement Training Program. This initiative is intended to prepare Universities in Liberia to train public personnel. There will be faculty, infrastructural, academic, and financial benefits for Universities from the Government, the World Bank, USAID, and other stakeholders.

XVIII. Other Partnership

We are pleased to announce the reactivation of our relationship with the Livingstone College in Salisbury North Carolina USA with the visit of the Assistant Dean of Public Relations

Kimberly Harrington. Communication have been exchanged between the leadership of the two institutions, and an invitation has been extended to visit Livingstone College.

XIX. Challenges

1. Infrastructure

With the growing number of students, adequate classrooms and office facilities to ensure a conducive learning environment continues to be a major challenge. The University currently operates from four campuses. With the exception of the Po River Campus, all other facilities are under lease and contractual agreements. As a result, we are faced with: a) huge costs associated with the rental of facilities, some of which are not designed to be used as classrooms, b) high transportation cost of commuting faculty and students, including costs borne privately by faculty, students and staff, and c) lack of adequate funding to construct much needed infrastructure on our Po River property causing a delay in the relocation exercise. A significant portion of the University's annual revenue is spent on rentals, salaries and transportation-related costs.

2. Reliance on Single Source of funding Support

Tuition and related fees account for over 70% of the annual budget revenue and with the above infrastructural and transportation challenges, the University is barely meeting its obligations; much needed salary increments and logistics have had to be put on hold pending the securing of other sources of funding.

XX. FINANCIAL

An audited Financial Statement of the University for the Period January 1, 2018 to December 31, 2018 is found in Appendix B.

Revenue collected during the period amounted to LD\$ 29,005,021.31 (twenty nine million, five thousand, twenty one Liberian dollars and thirty – one cents) equivalent to US\$ 181,281.38 (one hundred eighty one thousand, two hundred eighty one dollars , thirty eight cents United States dollars) and US\$ 834,551.73 (eight hundred thirty four thousand, five hundred fifty one United States dollars and seventy three cents), giving a total Revenue of US\$ 1,015,833.11 (one million, fifteen thousand, eight hundred thirty

three United States dollars and eleven cents), compared to US\$ 950,770.13 (Nine hundred and fifty thousand seven hundred seventy United States dollars and thirteen cents) for the period January 1, 2017 to December 31, 2017.

Expenditure for the period was LD\$ 26,935,688.59 (twenty six million, nine hundred thirty five thousand, six hundred and eighty – eight Liberian dollars and fifty nine cents) equivalent to US\$ 168,348.05 (one hundred sixty eight thousands, three hundred forty eight United States dollars and five cents) and US\$ 929,621.45 (Nine hundred twenty nine thousand, Six hundred twenty one United States dollars and forty five cents), giving a total Expenditure of US\$ 1,097,968.50 (One million, ninety seven thousand, nine hundred and eleven United Stated dollars and fifty cent).

The Audited Financial Statement for the period includes the amount of US\$ 7,823.85(seven thousands eight hundred twenty threeUnited States dollars and eighty five cents) as contribution from the Women Homes & Overseas Missionary Society (WHOMS).

XXI. ACKNOWLEDGEMENTS

A special thanks and appreciation to the Rt. Re. Dr. Hilliard K.D. Dogbe Presiding Prelate of the Western West Africa Episcopal District of the African Methodist Episcopal Zion Church and Missionary Supervisor, Mrs. Cynthia Adwoa Serwaa Dogbe, for their support to the University. Thanks to Dr. A Nadu Cooper, Chairperson of the Board of Trustee and Members of the Board for their counsel and guidance to the Co – Chairman of the Interim Management Committee (Dr. Benjamin Dorme Lartey) and members of the IMC, the Administration, Faculty, Staff and Students of the University for their dedication, commitment and support to make the University a great environment for learning and nurturing.

Special thanks to the Commission on Higher Education of Liberia for its 5-year accreditation, and to the Government of Liberia for its Partnership and Collaboration.

Again to the AME Zion Church for its support to the University and also for giving consideration to the University's Quick Impact Project Proposal.

On behalf of the Interim Management Committee I extend heartfelt thanks and appreciation for affording us the opportunity to serve, as we strive to move the AME Zion University forward.

XXII. Conclusions

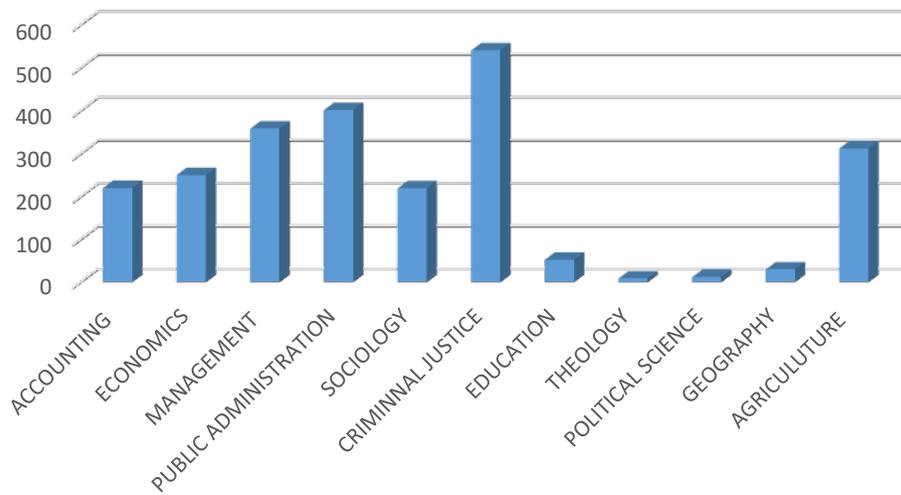
On behalf of the Board of Trustees, Administration, Faculty, Staff, and Students of the AME Zion University, we extend profound gratitude to the Connectional Council and the Church in general for the opportunity to serve. Zion University has great potential and is indeed impacting National Development in our Country. We encourage you to continue with your support.

Respectfully submitted for and on behalf of the Interim Management Committee

Peter Z. N. Kamei
Chairman/ IMC

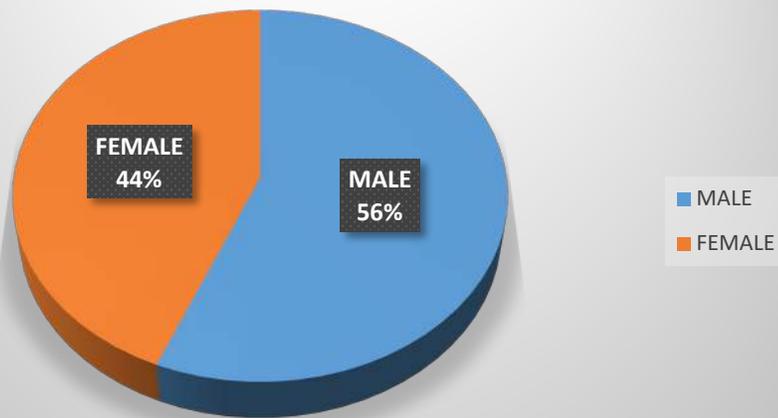
APPENDIX A
ENROLLMENT DATA

ENROLLMENT BY DEPARTMENTS



SEM-II, 2018-19, N=2400

ENROLLMENT BY GENDER



SEM-II 2018-19 M=1350 F=1050

Photo Gallery (Po River, Vincent Town Campus)



Ground Breaking of 20 classrooms, 21 Bathrooms, 3 offices, 2 laboratories. One Storage.



Foundation and back fillings of the New Academic Building Complex



Construction ongoing on the Building



Construction up to Roof level



Roofing in progress of the buildings



Roofing in progress of the buildings



Front view of the Buildings Roofed



Left view of Building Being Roofed



Rear View of Building Being Roofed



Block laying & Roofing of the Buildings



Building Roofed



Newly Constructed Convocation Hall 150ft long x 70ft wide (Seating Capacity for over 3,000 persons, at Po River Campus, Bomi County

