

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



**The President's Report
For the
Period January 1, 2017 to June 30, 2018**

to the

**Connectional Council
African Methodist Episcopal Zion Church**

Held at

**Sheraton Birmingham
Birmingham, Alabama, USA**

July 17-21, 2018

Submitted by

Charles Wesley Ford, Jr., Ph.D.

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I. Executive Summary

Greetings to the President, Bishops, General Officers, Administrative Boards, Connectional Officers, Heads of Educational Institutions, Members of the Connectional Council, Zionites.

With 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. Let me greet all of you in the Matchless Name of our risen Lord and Savior, Jesus Christ.

I also take this opportunity to thank the African Methodist Episcopal Zion Church for its continued support to the University through the Overseas Transfers which have been used appropriately to support the mission of the institution. Special thanks to the Board of Bishops for approving 2017 and 2018 subsidies which we received and expended appropriately.

Status of the A.M.E. Zion University

The African Methodist Episcopal Zion School of Business attached to the Zion Academy High School was established in 1983. It was transformed in 1987 to the African Methodist Episcopal Zion Community College that offered Associate Degrees in Law Enforcement and Criminal Justice Administration, Liberal Arts, Computer Science, and Business, as well as diploma in Trauma Counseling. In 1996, by an Act of the National Legislature, the Community College became the African Methodist Episcopal Zion University College. The University now operates as the African Methodist Episcopal Zion University and is a founding member of the Association of Liberian Universities. The University, which is owned and operated by the African Methodist Episcopal Zion Church, has nine (9) colleges, namely: Wilfred E. Clark College of Law Enforcement and Criminal Justice Administration, Andrew Cartwright College of Business and Public Administration, the Rueben L. Speaks College of Liberal Arts, Bishop Warren M. Brown College of Divinity, Alicia Smith Lartey College of Education, Cecil Bishop College of Science and Technology, Alfred E. White College of Health and Allied Sciences, the College of Agriculture and Argo-Business and the College of General Studies awarding degrees in Continuing Education.

The partial relocation of the University to its permanent site is a milestone for the Institution and a realization of its Vision to build a state of the art University at Vincent Town, Po River, Bomi County. The Po-River Campus is ideally located for an institution of Higher Learning to cater to students from rural parts of Liberia and students from Sierra Leone and Guinea. Currently, the University operates from four (4) campuses: the A.M.E Zion Academy Campus (Benson Street (BS-Hall - 6-classrooms); AME Zion University Building (18-classrooms)), Wells Hairston Campus on Newport Street (9-classrooms), Unification City Campus in Margibi County (6-classrooms), and the main

campus at Po River in Bomi County (16-classrooms). Except for the Po River and the Zion Academy campuses, the other campuses are housed in leased properties. These leases are expected to expire by 2021.

The construction of a new A.M.E. Zion University is therefore a major Episcopal District project. A blue print for the construction and complete transformation of the university's campus has been approved by the Board of Trustees. A recent addition of a \$20,000 open air graduation hall is just the beginning of the transformation to take place at Po River.

The administration continues to maintain its six priorities which serve as guide posts for the immediate future. These priorities have been a major part of communicating our rebranding opportunities for the University. These priorities are as follows:

1. Fiscal and Financial Integrity
2. Academic Integrity
3. Physical and Health Security
4. Fundraising
5. Efficiency
6. Relocation to Po River

Summary statement(s) on each priority were described in the February 2017 President's Report to the Board of Bishops with initial progress made during the period under review at the time. A more detailed report on the progress made on these priorities are included in this report along with other activities at the University.

This report covers the period January 1, 2017 to June 30, 2018. It describes University's priorities and provides status updates of implementation. Highlights are provided to show efforts by the University to implement its mission.

During this period, the following financial documents were completed and shared in other reports.

1. An Audited Foreign Board Transfer for the year 2016 was completed. This formed a part of the President's report to the Board of Bishops in February 2017 and to the Connectional Council in July 2017.
2. An Auditor's Report & Financial Statements for the year ended December 31, 2016 was completed by Dargbe & Associates. This audit formed a part of the President's report to the Connectional Council in July 2017.
3. A University Budget for the 2017-2018 Fiscal Year (July 1, 2017-June 30, 2018) was completed and approved by the Board of Trustees.
4. An Audited Financial Statement for the Period January 1, 2017-December 31, 2017 is included with this report as Appendix A.
5. An Audited Financial Statement for Overseas Transfers for the period January 1, 2017 through December 31, 2017 is included in this report as Appendix B.

A listing of notable accomplishments is provided and some challenges identified. The report also references some Quick Impact Projects the University wants to undertake. Details for these projects are contained in a proposal submitted to the Board of Bishops in February 2018 which has been forwarded to the Christian Education Board.

Sincerely,

A handwritten signature in cursive script that reads "Charles Wesley Ford, Jr." followed by a small flourish.

Charles Wesley Ford, Jr., Ph.D.
President

II. Priorities

The Administration identified six priorities to serve as guide posts for the immediate future. These priorities are a major part of communicating rebranding opportunities for the University to ensure quality cautioned by the English Art Critic John Ruskin who wrote:

“Quality is never an accident. It is always the result of intelligent effort.
There must be the will to produce a superior thing.”

These priorities are as follows:

1. Fiscal and Financial Integrity
2. Academic Integrity
3. Physical and Health Security
4. Fundraising
5. Efficiency
6. Relocation to Po River

Summary statement(s) on each priority are followed by progress made to identify goals, strategies, and implementation mechanisms.

1. Fiscal and Financial Integrity

The Administration considers fiscal and financial integrity as an essential part of the opportunities for continuous improvements at the University. As such, the Administration continues to be guided by sound fiscal policies. It also mandates that its fiscal operations follow best practices, some of which have been put in place. Continued focus on the details of implementation will result in reliable fiscal and financial systems.

Progress:

- i. Review of fiscal and financial processes is continuous.
- ii. A proposal for restructuring the Finance Department has been approved by the Board of Trustees. The Restructuring Plan will be implemented fully by December 31, 2018.
- iii. An Audited Financial Statement for the Period January 1, 2017-December 31, 2017.
- iv. An Audited Financial Statement for Overseas Transfers for the period January 1, 2017 through December 31, 2017.
- v.

2. Academic Integrity

The Administration understands that the engine that supports the University is built around its academic structures, degree offerings, and course offerings. As such, it is important to increase the levels of certainty in the system. To accomplish this, the University must provide timely and correct information and rely on correct data to facilitate its decision making processes.

Progress:

- i. A well-defined academic calendar was approved for the just concluded academic year 2017-2018.
- ii. A well-defined schedule of classes including proper course distributions has been implemented.
- iii. Improvements have been made in the pre-registration and registration processes by adding a technology component early in the system.
- iv. Faculty are being paid for each course they teach at the regular salary prescribed by level of academic achievement. Each course at the achievement level will receive identical compensation.
- v. Code of conduct for faculty is now a part of the faculty manifest (contract).
- vi. A proposal for restructuring the Admissions, Records, and Registration Department has been approved by the Board of Trustees. The Restructuring Plan will be implemented fully by December 31, 2018.

3. Physical and Health Security

The University must maintain a safe physical environment while providing opportunities for good sanitation, clean environments, and a great place for students to study. In addition, the University must assist in monitoring the health of its students and employees through education and testing.

Progress:

- i. Water-Well rehabilitation has been completed
- ii. A request has been made to the Red Cross to provide training for first responders to students and staff. Due to complications at the Red Cross, the training is still pending.



Solomon D. Lartey Academic Building at Po River

4. Fundraising

Fundraising is essential to moving away from full reliance on tuition and fees. The Office of Planning, Research, and Institutional Advancement developed plans to target alumni and other constituents of the University to raise capital in order to augment the University's operational budget.

Progress:

- I. A draft fundraising plan has been completed.
 - I. A fund raising activity is being planned to be hosted during the period October-December, 2018. Due to National Presidential and Legislative elections, the activities were postponed from 2017 to 2018. The fundraiser is now planned for 2018.
- II. Funding has been secured to build a two twelve classroom buildings each with two laboratories.

5. Efficiency

In order to reduce operational cost, the University must seek ways to minimize cost while at the same time increasing productivity.

Progress:

- i. Electricity opportunities at the Benson Street campus was explored. The Benson Street campus is now connected to grid electricity from the Liberia Electric Corporation.
- ii. Review for consolidation of appropriate bank accounts to reduce charges, allow student to pay their fees at one or two banks, and increase the opportunity to pool finances to position the University for loan considerations has been completed. At this time, the University has deemed that it will keep all accounts open for the activities for which they have been designated.
- iii. Fuel and gas consumption are being monitored by using coupons payable at the end of each two-week period.
- iv. Due to challenges with electricity, the need to reduce fuel consumption, and faculty, staff, and student safety, the University has mandated that all classes end at its Po River campus no later than 5 pm.

6. Relocation to Po River

The University's relocation to Po River is a massive undertaking and must be accomplished without major disruptions to the lives of its students, faculty, and staff. At the same time, the move will require serious investment of capital in classroom buildings, office spaces, and other essential facilities needed for a conducive environment for student success.

Progress:

- i. The University now has full occupancy of the A.M.E. Zion Academy High School building. This provides additional offices and classrooms. The Academy has been relocated to its old building behind Brown Memorial Church.
- ii. The survey of property at Po River is pending.
- iii. Bathroom Renovation at the Po River campus has been completed.
- iv. Transportation (student buses and staff bus)
 1. Transportation schedule has been provided to drivers and students
 2. Bus Access Passes are prepared and issued each semester.
 3. Construction of a Bus Queue has been completed.
 4. Bus Conductors/Monitors have been assigned.
- v. A Quick Impact Plan has been prepared including appropriate architectural drawings and cost estimates. This Plan was submitted to the Board of Bishops at its Winter 2018 Meeting in February of this year.

III. Highlights**University's Administration Highlights**

1. The administration continues to discuss and promote the priorities of the University with students, employees, alumni, and other constituents.
2. Dr. Charles Wesley Ford, Jr., President of the University, attended and made a report at the Board of Bishops Meeting in Atlanta, Georgia in February 2017**
3. Dr. Charles Wesley Ford, Jr., attended the Connectional Council meeting held in Knoxville, Tennessee in July 2017. **
4. Dr. Charles Wesley Ford, Jr. was inducted as the Fourth President of the University in May 2017.
5. Dr. Mulbah Blama Gray, Sr., Immediate Past President of the University, was awarded the status of President Emeritus of the University



Pictured from left to right: Rev. Emmanuel F. Johnson, I, Rev. Dr. Mulbah Blama Gray, Sr., Dr. Charles Wesley Ford, Jr., Dr. A. Nadu Cooper, and Bishop Hilliard K. D. Dogbe at the Induction of the 4th President, 2017



*Dr. Charles Wesley Ford, Jr. being inducted as the fourth president of the University
pictured with his wife, Dr. Dwedor Morais Ford, 2017*



*Dr. Mulbah Blama Gray, Sr., Immediate Past President of the University,
being awarded the status of President Emeritus of the University by the Rt. Rev. Dr. Hilliard
Dogbe, Bishop of Western West Africa Episcopal District, 2017*



President Charles Wesley Ford, Jr. congratulates President Nana Addo Dankwa Akufo-Addo of the Republic of Ghana, during President Akufo-Addo's honoring by the Government of Liberia, 2017

President's Attendance at Overseas Conferences **

1. The President attended the Meeting of the Board of Bishops in February 2018 held in Norfolk, Virginia and made a presentation to the Board of Bishops on behalf of the University. Dr. Benjamin Lartey, Board Member, and President of the Lay Council of the Liberian Annual Conference also attended the meetings and convention.

2. The President attended the 2017 Connectional Council Meeting and the 11th Quadrennial Lay Council Convention held in Knoxville, Tennessee from July 21-27, 2017. Dr. Benjamin Lartey, Board Member, and President of the Lay Council of the Liberian Annual Conference also attended the meetings and convention. A detailed approved Board of Trustees of AMEZU President's Report was presented followed by comments by Dr. Lartey highlighting some of the achievements of the University. At the close of the presentation, Bishop Dennis V. Proctor, (North Eastern Episcopal District), President of the Board of Bishops, offered the Church's support to facilitate initiatives of the Institution including the University's move to Po River.
3. The President, in July 2017, visited a team at the Central State University, Wilberforce, Ohio, USA, including the Vice President for Finance and Administration, Associate Vice President for Academic Affairs, Assistant Vice President for Planning and Assessment, Deans, and Director of Research and Sponsored Programs. We discussed opportunities to leverage Land-Grant opportunities through the University's Land-Grant mission and status to collaborate with A.M.E. Zion University on grant opportunities. At present, CSU's Land-Grant initiatives are managed through its College of Science and Engineering which currently houses the Department of Agricultural Sciences. The outcome of the meeting was that Central State University will review its

Land-Grant initiatives and over time determine how international partners can be absorbed into research grants.

4. The President, in July 2017, had conversations about possible collaboration on Forensics with the Winston-Salem Police Department. Unfortunately, the Winston-Salem Police Department does not have any program at this time to collaborate with international partners.

Rest In Peace

During the period under consideration Rev. Frank Monyou, Insurance Coordinator died in January 2017. Additionally, two Vice Presidents passed away in persons of the Late Professor Sumo Wulu Harris (April 5, 2017) who served as Vice President for Administration and Mr. Emmanuel Blankson (September 17, 2017) who served in the capacity of Interim Vice President for Administration. Our sympathies go out to both families and ask the Almighty to grant them solace during their time of bereavement.

3. Academic Affairs

Notable

- a. There are new approved programs in Insurance and Risk Management, Banking and Finance, and Management Information System effective Semester I, 2017-2018
- b. Dr. Charles Mulbah, former Dean of the College of Agriculture at Cuttington University, and E-Held Supervisor, made a presentation on agriculture initiatives at the University to students of the newly established College of Agriculture and AgriBusiness Studies.
- c. Mrs. Doris Railey Kieh, Librarian Assistant from the University of West Georgia, USA, Georgia made a presentation on how Libraries in Liberia can be enhanced.
- d. The University awarded two honorary doctorate degrees and **456** undergraduate degrees at the 2017-2018 Commencement Ceremony.
- e. The implementation phase of the new Graduate School is underway. An implementation document will be submitted to the Faculty Senate for review and approval in August 2018.



*Professor Dr. A. Nyanfore Nimely
Honorary Doctor of Business Administration
Being congratulated by Dr. Benjamin D. Lartey, Acting Chairperson of the Board
of Trustees, 2017*



*Hon. Dr. Marcus Henric Speare
Honorary Doctor of Educational Administration
Being congratulated by Dr. Benjamin D. Lartey, Acting Chair of the Board of
Trustees, 2017*



Procession of 2016-2017 Graduates

- f. The University awarded **327** undergraduate degrees at the 2017-2018 Commencement Convocation on June 26, 2018. Three students received the Associate of Science degrees from the new College of Agriculture. These were the first graduates of the College.

Rev. Joseph Kai Francis, Co-Presiding Elder for Rivercess District in the Liberia Annual Conference, served as the 2017-2018 Baccalaureate Preacher. He preached on the theme “Don’t compromise your Integrity.”

Rev. Dr. Dwight Barnard Cannon, Executive Director, Global Missions, AMEZC, served as the 2018 Graduation Speaker. During his stay in Liberia he was honored by the Liberia Annual Conference and given two Liberian names, Kanejawah (Chief) from the Gola language. The second name is Nyenewooh (Generous Person) from the Grebo Language.

Enrollment. Semester II 2016-2017: 2399. Semester I 2017-2018: 2466, Semester II, 2017-2018: 2395 See Appendix A.

Liberia Revenue Authority (LRA) STEP PROGRAM. In recognition of our impact in academic and national affairs in Liberia and even beyond, the Ministry of Education recommended our University for the LRA STEP Program. Five students with high GPAs along with two of our dedicated Instructors participated in the STEP Program. Our present challenge in this regard is space for the provision of the necessary support by LRA.

Internship Opportunities for Graduates with Honors. The Office of the VPAA has submitted a list of our recent graduates with honors to Arcelor Mittal Liberia for possible Internship. This will provide employment opportunity for our graduates.

Trip to Rwanda. By invitation of the Sustainable Development Goals (SDG) for Africa the Vice President for Academic Affairs ably represented the AME Zion University at the conference on Mobilizing African Intellectuals towards Quality Tertiary Education held July 5-6, 2017. Opportunities awaits us provided we align ourselves with the SDGs for Africa. The VPAA has submitted a brief report and the one from the Sustainable Development Center for Africa about the July 5-6, 2017 Conference for reflections, and consideration by our University administration and stockholders. He also shared documents from Columbia University about the possibility of AME Zion University collaborating to establish the Master Development Practice in Sustainable Development.

The Association of Liberian Universities. On August 22, 2017 a Memorandum of Understanding was signed between The Association of Liberian Universities (ALU) headed by President Joseph Isaac of AME University, Ghana Technology University College (GTUC) of Accra-North, and M.S. Ramaiah University of Applied Sciences (MSRUAS) of Bangalore, India to offer doctoral granting degree programs in Liberia. There is no direct cost to the University except in the case that the University wants to support faculty and staff to pursue doctoral degrees in the areas that will be available. However, there is an opportunity to provide voluntary in-kind contributions including classrooms and/or lab space. The current location of the program’s office is the AMEU campus. Each University may enter

into individual agreements with either of the two external institutions. The program is currently on hold.

Issuance of Degrees to Graduates. The issuance of degrees to graduates which has been a challenge for the past administration has been settled. Diplomas for the past three graduations have been issued. This includes the 2018 Graduates.

Meetings and Communications. Consistent with the platforms for an effective and efficient educational administration at A.M.E. Zion University, the Office of the VPAA has constantly held consultative and strategic meetings with Deans, Chairpersons, Faculty Association leadership, and Instructors, and provided regular communications across the University.

College of Liberal Arts. The College of Liberal Arts submitted two proposals for the establishment of the Department of Demography, a degree granting program, and the Department of Gender and Development, a post graduate Diploma program. These proposals upon review by Deans and Chairpersons, will be officially presented to the AME Zion University faculty senate for acceptance; to be forwarded to the Board for review and approval.

Submission of Assessment Report to National Commission of Higher Education. The Office of the Vice President of Academic Affairs completed and submitted an Assessment Report to the NHCE. The assessment covered enrollment, financial, gender, faculty and staff, and infrastructural analyses of AME Zion University.

Student Affairs

Miss A.M.E.Z.U Pageant. A successful Miss A.M.E. Zion University Pageant was held resulting in the crowning of Miss Georgina Towah, a Criminal Justice major, as Miss A.M.E. Zion University 2017-2018.



Pictured are Mr. Clarence H. Cole, President of the Student Union Government and Georgina Towah, Miss A.M.E. Zion University 2017-2018

SUG Delegates in Accra, Ghana. The Student Union Government (SUG) was represented at the African Universities Youth Summit in Accra, Ghana in August. The delegates due to their splendid performance won a medal which was presented to the President of AMEZU at a formal program at the Po River Campus. Their splendid performance opened another door for a trip to Russia in October by Clarence H. Cole, SUG President. Included in the delegation were Miss AMEZU Georgina Towah, and Ms. Christiana Thomas, Director of Scholarships.

SUG President Trip to Russia. The AME Zion University supported the SUG President's trip to Russia.

Freshman Debut. In keeping with the current Academic Calendar, the Freshman Debut was held in Po River on September 15, 2017 followed by games and a Back-to-School Jam on September 16, 2017.

SUG Elections.

Successful election for officers of the Student Union Government occurred in 2017 and 2018.

4. Administration

Recruitment. An Interim Comptroller, Atty. Prince Conway was named. He subsequently was named the Comptroller in January 2018. The University hired an Interim Vice President for Administration who subsequently passed. He was replaced by Mr. R. Richardson Kloh as the Vice President for Administration on January 1, 2018.

2017-2018 University Budget. A budget based on the 2017-2018 Fee structure approved by the Board of Trustees and a projection based on 2000 students per semester aggregating total revenue of One Million Five Hundred Sixty Six Thousand Six Hundred and Thirty Four United States Dollars (**\$1,566,634 USD**) was presented and approved by the Board of Trustees on August 7, 2017. The University is currently operating off the 2017-2018 budget until the 2018-2019 budget is finalized.

One highlight of the 2017-2018 Budget is the use of a Chart of Accounts which our accountants will use to code all receivables and expenditures.

Academy Occupies its Original Building. The A.M.E. Zion Academy has now moved into its old home behind Brown Memorial A.M.E. Zion Church on Benson Street, Monrovia. The University facilitated a facelift to the building including renovating bathrooms and painting the interior and exterior to reflect the Academy's Blue and Yellow school colors.

This move by the Academy allows the University to take full occupancy of the three-story building also located on Benson Street. Renovations on that facility will begin soon.

Vehicles. Three vehicles which were purchased in 2016 were delivered in May of 2017. One is assigned to the Vice President for Administration, the other the Vice President for Planning, Research, and Institutional Development, and a pickup as utility assigned to the Office of Transport.

A 2013 30-seater Nissan Civilian Bus was purchased from Afriland Bank at a cost of \$30,000 USD to increase the capacity for transporting students to and from the Po River Campus. This bus is stationed between the Free Port of Monrovia and Po River. This makes up a fleet of 4 buses.

5. Planning, Research, and Institutional Advancement

Strategic Plan. A Strategic Plan Framework has been submitted to the Board of Trustees.

Fundraising Plan. A draft fundraising plan has been completed. Some of the Activities being considered include the following:

1. Solicit contributions from African Methodist Episcopal Zion University's Board of Trustees, administration, staff, faculty, and alumni
2. Undertake a major groundbreaking ceremony at the Po River Campus and commence to encourage the various colleges to undertake fundraising activities for the construction of those colleges.
3. Complete the University's website and add a payment or contribution option through PayPal or similar payment agency to solicit contributions from friends of the University in the diaspora and locally.
4. Solicit the contributions of the African Methodist Episcopal Zion University's depositing banks, and other financial institutions;
5. Enlist the financial support of the various embassies near Monrovia;
6. Request the financial assistance and technical support of in-country development partners, i.e. USAID, European Union;
7. Request financial or in-kind support from utilities, GSMs, and energy providers;
8. Solicit financial support from various domestic and external foundations;
9. Be vigilant about collection of student tuitions and fees;

IV. Quick Impact Project

The University has an ambitious relocation plan for the Po River Campus. Lack of adequate facilities for administrative staff and insufficient classroom spaces, student union, clinic, and student activity venues necessary to grow the University are pressing. Consequently, the current situation as described above warrants some quick impact projects to alleviate some of the pressing space concerns. The Quick Impact Projects include a 36 classroom building including six laboratories at a cost of **\$949,843.32 USD (Nine Hundred Forty Nine Thousand Eight Hundred Forty Three United States Dollars and Thirty Two Cents)**, an administrative office building to include 10 offices, conference room, etc. at a projected cost of **\$90,976.15 (Ninety Thousand Nine Hundred and Seventy Six United States Dollars and Fifteen Cents)**, and an Information Technology Building at a projected cost of **\$98,827.78 (Ninety Eight Thousand Eight Hundred and Twenty Seven United States Dollars and 78 Cents)**. The total cost for the Quick Impact Project is **\$1,139,647.25 (One Million One Hundred and Thirty Nine Thousand Six Hundred Forty Seven United States Dollars and Twenty Five Cents)**. Detailed architectural drawings and estimated costs were provided to the Board of Bishops as a separate document in February 2018.

A proposal for a Quick Impact Project has been submitted to the Board of Bishops and the Board for Christian Education for partnership with the University.

V. Financial Activities

Audited Financial Statement

The Audited University Financial Statement for the period January 1, 2017 through December 31, 2017 is found in Appendix B. It shows revenue collected amounted to **31,163,990.58 LD (Thirty-One Million One Hundred and Sixty Three Thousand Nine Hundred and Ninety Liberian Dollars)** which is equivalent to **\$259,699 @120 LD to 1 USD (Two Hundred and Fifty Nine Thousand Six Hundred Ninety Nine United States Dollars)** and **\$710,919.32 USD (Seven Hundred Ten Thousand Nine Hundred and Nineteen United States Dollars and Thirty Two Cents)** giving a total of **950,770.13 USD (Nine Hundred and Fifty Thousand Seven Hundred and Seventy United States Dollars and Thirteen Cents).**

Expenditure for the same period was **29,442,854.97 LD (Twenty Nine Million Four Hundred and Forty Two Thousand Eight Hundred and Fifty Four Liberian Dollars)** which is equivalent to **245,357.12 USD (Two Hundred and Forty Five Thousand Three Hundred and Fifty Seven United States Dollars and Twelve Cents)** and **691,070.21 USD (Six Hundred and Ninety One Thousand Seventy United States Dollars and Twenty One Cents)** giving a total of **936,427.33 USD (Nine Hundred and Thirty Six Thousand Four Hundred and Twenty Seven United States Dollars and Thirty Three Cents).**

The Audited Financial Statement for the Period January 1, 2017-December 31, 2017 includes the Foreign Transfer details which can be found on pages 15-17. The report shows transfers for subsidy and contributions by WHOMs totaling **\$112,000 (One Hundred and Twelve Thousand United States Dollars).**

VI. Accomplishments

The following is a non-exhaustive list of accomplishments by the Administration.

1. Six Priorities of the University were developed
2. 2016 Diplomas were provided to students after a long delay
3. 2017 Diploma Covers and Diploma size were updated
4. 2017 Diplomas were distributed within a four-month period
5. 2018 Diplomas will be distributed beginning July 16, 2018.
6. Completion of a successful 2016-2017 and 2017-2018 graduation
7. Approval by Board of Bishops and transmittal of 2017-2018 subsidies in advance
8. Improved Registration Procedures
9. Assisted with renovation of the BS Hall for AME Zion Academy. This building is the original home of the Academy.
10. Induction of 4th President and honoring of the 3rd President
11. 2017-2018 Budget was completed and approved
12. 2016 Audit Completed
13. University Fee Structure approved by the Board of Trustees

14. Purchase of a 30-seater bus to reduce transportation demands
15. Strategic Plan Template submitted to the Board of Trustees
16. Soccer field relocated to a more suitable area at the Po River campus
17. Audits of Overseas Transfers for 2017 completed
18. Approval by the Board of Trustees to restructure both the Finance Department and the Office of Admission, Records, and Registration.
19. Submission of a \$1,251,918.32 USD Quick Impact project to construct a 36 classroom building, a technology building, and an administrative office building.
20. Completion of a \$20,000 open air graduation hall at the Po River campus.
21. Secured funds to build two 12-classrooms buildings inclusive of two laboratories each. Construction should begin in September 2018.
22. Audit of Financial Statement for Calendar year 2017 was completed.
23. The President worked with his son, Charles Wesley Ford, III, to compose an Alma Mater for the University. Thanks to Early Flahn, Jonathan Davies, and Clifford Dennis for working with the President to make the Alma Mater come to life. The new Alma Mater was approved by the Board of Trustees and sung officially for the first time at the 2017-2018 Convocation.
24. Rev. Joseph Kai Francis, Co-Presiding Elder for Rivercess District in the Liberia Annual Conference, served as the 2017-2018 Baccalaureate Preacher.
25. Rev. Dr. Dwight Barnard Cannon, Executive Director, Global Missions, AMEZC, served as the Graduation Speaker.



Newly Constructed 70 ft by 150 ft Graduation Hall at the Po River Campus



Solomon D. Lartey Academic Building and the Newly Constructed Graduation Hall

VII. Challenges

The following is a non-exhaustive list of challenges that have been identified and stipulated in several documents and reports including discussions at Board meetings.

1. Electricity
2. Classroom and Office spaces
3. Equipment
4. Information Technology
5. Fundraising
6. Move to Po River

VIII. Summary

In summary, the University has a lot of potential that can only be harnessed through collaborative efforts by all of its constituents. Six priorities have been identified as follows:

1. Fiscal and Financial Integrity
2. Academic Integrity
3. Physical and Health Security
4. Fundraising
5. Efficiency
6. Relocation to Po River

These priorities serve as guiding posts for moving the University forward. These priorities are a major part of communicating rebranding opportunities for the University. By focusing on our priorities, our challenges become clear opportunities to strengthen the operations of the University. A progress report has accompanied each priority which extends to highlights of activities for the year.

An Audited Financial Statement for the Period January 1, 2017-December 31, 2017 is included in this report as Appendix B. This audit also includes the 2017 Foreign Transfer details which can be found on pages 15-17.

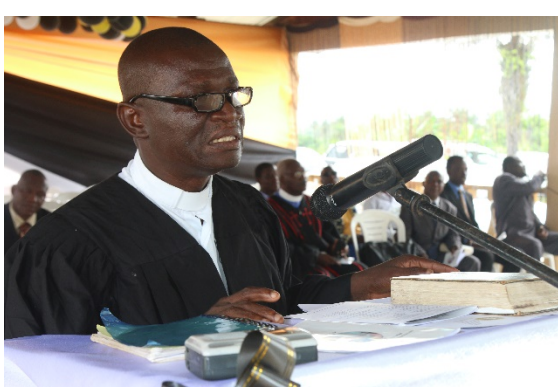
IX. Acknowledgements

A special thanks and appreciation to Rev. 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 guidance and support of the University. I want to also thank Dr. A. Nadu Cooper, Chairman of the Board of Trustees and members of the Board of Trustees for their counsel and guidance; to Board Member Dr. Benjamin Dorme Larney for his counsel, editing, and insights, the administration, faculty, staff, and students of the University for their dedication, commitment, and continued support to make the University a great environment for learning and nurturing.

I also take this opportunity to thank the Church for its continued support to the University through the Overseas Transfers which have been used appropriately to support the mission of the institution. Special thanks to the Board of Bishops for approving 2017 and 2018 subsidies which we received and expended appropriately and also for giving consideration to the University's Quick Impact Project proposal.

Let me again extend heartfelt thanks and appreciation for affording me the opportunity to serve. As we strive to move the A.M.E. Zion University forward, it is my prayer and ardent hope that the Almighty God continues to light our path.

**Photo Gallery - Baccalaureate and Graduation 2017-2018
June 24 & 26 2018 Respectively - Picture Gallery**



***Rev. Jospheh Kai Francis,
Baccalaureate Speaker***



Class of 2017-2018 Baccalaureate Service



***President Charles Wesley Ford, Jr. and
Georgina Towah, MISS AMEZU 2017-2018***



Convocation Program Begins



Class of 2017-2018 Commencement5



Class of 2017-2018 Commencement



Class of 2017-2018 Commencement



***Rev. Dr. Dwight Barnard Cannon
Executive Director, Global Missions,
AMEZC, 2017-2018 Convocation Speaker***



***President Charles Wesley Ford, Jr.
speaking on the Status of the University***



***Rev. Dr. Hilliard K.D. Dogbe presents diploma to
graduates***

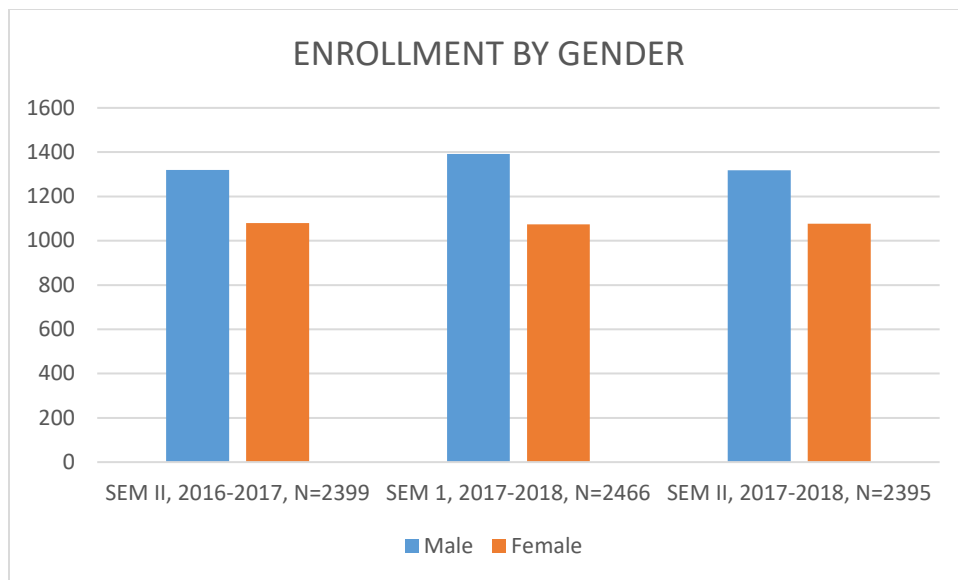
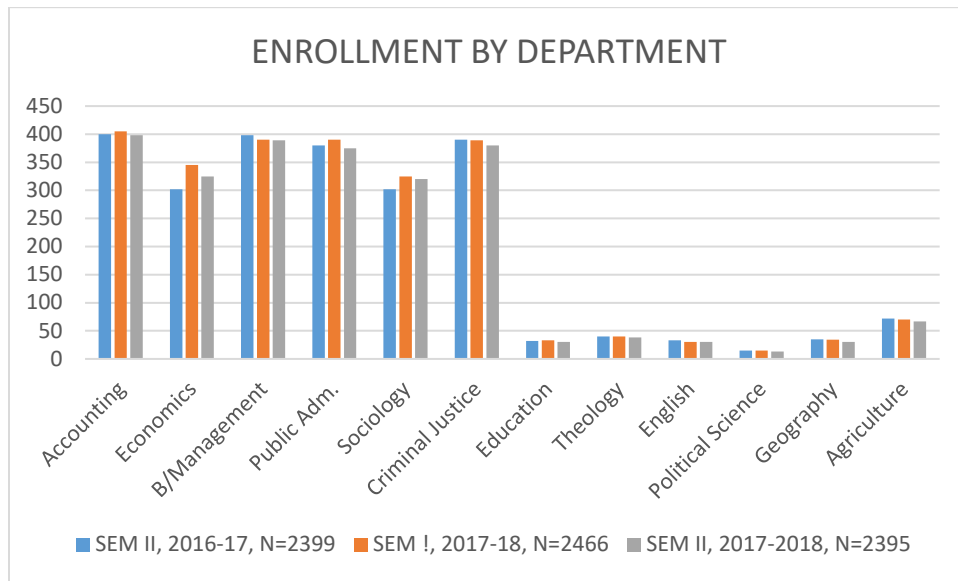


***Rev. Dr. Dwight Bernard Cannon
Presents diploma to a graduate***

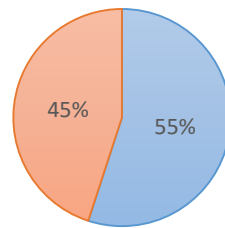


***Dr. A. Nadu Cooper, Chairperson of the Board
of Trustees, present diploma to a graduate***

APPENDIX A ENROLLMENT DATA

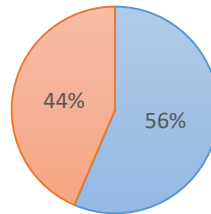


Semester II 2016-2017



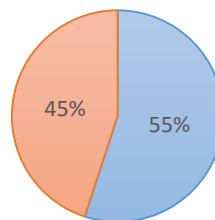
■ Male ■ Female

Semester I, 2017-2018



■ Male ■ Female

Semester II, 2017-2018



■ Male ■ Female

APPENDIX B