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**MINUTES****Trustees Present:**

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|------------------------|---------------|---------------------|
| Chair Lisa Graham      | Bill Goloski  | Kelley Minty Morris |
| Vice Chair Steve Sliwa | Jessica Gomez | Dan Peterson        |
| Jeremy Brown           | Kathy Hill    | Paul Stewart        |
| Melissa Ceron          | Chris Maples  | Fred Ziari          |

**University Staff and Faculty Present:**

Angela Archer, Tech Opportunities Program Coordinator  
Sue Cain, Senior Budget and Planning Officer  
Robyn Cole, Faculty Senate President  
Lita Colligan, AVP Strategic Partnerships  
Erin Foley, VP of Student Affairs/Dean of Students  
Sandi Hanan, Employment Specialist - Records Manager  
Traci Houtz, Associate Director of HR  
Kristen Martsters, ASOIT President  
Gaylyn Maurer, ISHC Director  
Michelle Meyer, Interim VPFA  
Laura McKinney, VP Wilsonville  
SophiaLyn Nathenson, Assistant Professor Humanities and Social Sciences  
Hallie Neupert, Interim Dean ETM  
Denise Reid, Assistant Director of Business Affairs  
Tracy Ricketts, AVP Development and Alumni Relations  
Paul Rowan, AVP ITS  
Di Saunders, AVP Communications and Public Affairs  
Terri Torres, Associate Professor Mathematics

**1. Call to Order/Roll/Declaration of a Quorum**

**Chair Graham** called the meeting to order at 8:10am. The Secretary called roll and a quorum was declared.

**2. Opening Comments and Reports (8:05am)****2.1 President's Report and Discussion**

**President Maples** reviewed a PowerPoint presentation (on record) addressing national and Oregon state trends in higher education. He introduced **Angela Archer**, Tech Opportunities Program (TOP) Coordinator, who gave an overview of the program: the TRiO grant, which funds the program, was awarded in July, is over \$1.2M, and expires August 31, 2020. Trustees suggested TOP students come and meet the Board, Oregon legislators, and HECC members to explain the benefits of the program. **Trustee Ziari** requested that the university look at offering this to more students, including those that do not qualify as low income.

## 2.2 Legislative Update

**AVP Lita Colligan** reviewed the handouts in the agenda regarding the legislative session and the investments the university made with the additional \$465,000 allocated from the state. She invited Trustees to attend legislative days in Salem. **Trustee Brown** requested **AVP Colligan** create one page of talking points on topics of interest (an issue brief) for Trustees to use when they meet decision-makers. **Chair Graham** requested the Executive Committee address the talking points at the February meeting.

## 2.3 Faculty Senate Report

**Faculty Senate President, Robyn Cole** stated faculty is interested in collaborating with the board. She addressed faculty research, bringing research faculty on board, and comments and concerns heard from faculty regarding research. She stated Oregon Tech does a good job reaching out to corporate interactions and industry partners but feels more work could be done if faculty had additional time. She addressed the avenues of professional development for faculty, faculty's responses to ideas to create incentives for faculty, what is required of faculty in addition to teaching, how faculty see teaching changing, what faculty thinks is the biggest impact for students, the priorities faculty thinks the board should focus on. She stated the Senate is: reviewing the faculty workload and addressing changes to policies or practices; prioritizing concerns that the board might want to know about; discussing campus safety; looking at academic standards for badges and credit for prior learning; revising policies; developing non-tenure track and different tracks; and identifying options for pay measures. She asked the Board to draft and adopt a philosophy statement addressing how employees should be treated and paid. She stated that Faculty Senate asked administration to draft a 5-year plan to bring all faculty salaries up to discipline floors. Administration will look at the comparators; the faculty compensation committee will relook at the comparators. She mentioned the Oregon University Curriculum Incubator, a topic or white paper being circulated through HECC and inter-institutional faculty senate.

**Vice-Chair Sliwa** observed that in most university environments the Faculty Senate is reactionary. He requested that the Faculty Senate look at things that the senate can do to be anticipatory of the future directions that the University is going and identifying those issues. He stated that President Maples made a list of educational modalities, some of which have challenges related to the conventional way of thinking with faculty roles. He asked faculty senate to review the list and think about which areas can work in the future, rather than reacting to them if they are implemented.

**Trustee Brown** stated he is impressed with the work of the faculty and appreciates the things they do above and beyond teaching.

## 2.4 ASOIT Klamath Falls Report

**ASOIT Klamath Falls President, Kristen Marsters** handed out yellow and green ribbons made by ASOIT this past week to show support of those affected by the UCC shooting. She stated ASOIT officers were voted on in the spring with only one new officer elected. Big events planned are blood drives once a term; the black out for hunger basketball game and the sale of t-shirts to community members; super club sign-ups (over 50 clubs on campus with potential for more); a bon fire during family weekend; general meetings held with clubs twice a month with the second general meeting now having a forum with a speaker. She explained the recent changes to the ASOIT Council: there

previously was one President and two vice presidents at each campus, now there is one President on each campus. The two groups meet twice a month throughout the year to talk about common issues and collaboration. They are interested in keeping open lines of communication with student bodies. The first issue they will address this year is food service on campus and providing the type of food students want.

## 2.5 Guest

### **Greg O'Sullivan, Director of the Klamath County Economic Development**

**Association (KCEDA)**, explained where he and his board see Klamath County heading, the recent change of reengaging the private sector with a pay-to-play scenario (40 businesses fund almost half of the budget), and that Oregon Tech will be an icon for his marketing program. He reviewed: staffing at KCEDA; intent to focus on the existing business base; impending launch of an aggressive outbound marketing program; desire to work with Oregon Tech to identify ways to make areas of the community more inviting for students, faculty, and staff; how KCEDA can support higher education; the hiring of an independent consultant to identify target markets based on developable property, work force, quality of life, existing base industries; that he would like to tap Oregon Tech's knowledge base and engage faculty and students in research; and that he would like Oregon Tech to be part of his sales team. **Vice-Chair Sliwa** agreed that the key to economic development is the creation of partnerships between public, private and education. **Trustee Ceron** stated that communication between KCEDA and the student body is important. **Mr. O'Sullivan** suggested that a student might be able to sit on the KCEDA board.

**Break** (10:15am - 10:30am)

## 2.6 Academic Quality and Student Success Committee Report

**Trustee Brown** stated the majority of the meeting was spent reviewing presentations by VP/Dean Foley on Student Services and student success, and Dean Maupin on the Academic Master Plan. Trustees will also be sent information on required Title IX training.

## 2.7 Finance and Facilities Committee Report

**Vice-Chair Sliwa** stated the committee heard reports on the current debt and bonding status through OUS, discussed options to continue those, and addressed the process for the University to establish its own credit rating and obtain its own bonding. The committee received a brief report on investment performance; were updated on the audit process and the RFP for the Facilities Master Plan; discussed approaching university risk from an integrated risk management position; asked for a list of university wide risk issues and status of for the February Committee meeting; and agreed that a meeting in January will be needed.

## 2.8 Executive Committee Report

**Chair Graham** stated the Committee recommended the Board approve a policy regarding at-large board position recommendations to the Governor, discussed marketing efforts, and received an update on HECC and the outcome based funding model.

## 3. Consent Agenda

### 3.1 Approve Minutes of the July 9-10, 2015 Meeting

### 3.2 Approve Minutes of the September 10-11, 2015 Retreat

### 3.3 Adopt Policy on Recommending Candidates for At-Large Board Positions

**Trustee Stewart moved to approve the consent agenda. Trustee Minty Morris seconded the motion. With all Trustees present voting aye, the motion passed unanimously.**

#### **4. Action Items**

##### **4.1 Approve Resolution Acknowledging Institutional Responsibilities Under the Program Participation Agreement Related to Title IV Financial Assistance Programs**

**Tracey Lehman, Director of Financial Aid**, explained the need for the Resolution: anytime there is a change in governance the Department of Education requires it to be reported and to retain federal assistance the governing body must formally acknowledge its responsibilities. She stated that the documents are not new but they do include updates such as referencing HECC rather than OUS and referencing the university board.

**Trustee Minty Morris moved to approve the Resolution acknowledging institutional responsibilities under the program participation agreement related to Title IV financial assistance programs. Trustee Gomez seconded the motion. With all Trustees present voting aye, the motion passed unanimously.**

##### **4.2 Adopt Fiscal Year 2015-16 Budget**

**Vice-Chair Sliwa** stated the University recently improved its financial tracking and reporting, and he identified some of the challenges faced putting together the budget. **Interim VP Meyer** reviewed a PowerPoint presentation (on record) stating this is the first time the university has had an all-fund operating budget. **Chair Graham** stated the legislature suggested we break out and track costs associated with the staff positions hired to fulfill the support services for students at risk. **Interim VP Meyer** walked through the proposed budget; there was discussion regarding the student fund balance, the shift from a reactionary to a proactive approach to budgeting, and the need to amend the budget calendar to start in early winter rather than spring. A monthly E&G operating statement will be sent to the F&F committee and Chair Graham. **Vice-Chair Sliwa** stated that the issue the committee wrestled with was that expenses increased more than revenues. He outlined the Committee's proposed amendments to the Resolution in Section 2 and the addition of Section 3 (handout on record). The intent is that the next time a budget comes before the board it will be balanced. F&F Committee member's made comment regarding the budget: this year is one of transition, there is a need to become less reliant on state funding, and this trend cannot continue. **Trustee Minty Morris** requested breaking out total reserves and to review it as a metric. **Trustee Brown** thanked Interim VP Meyer and her staff for the work they accomplished putting this together and stated the budget should not be balanced at the detriment of the university's mission. Discussion regarding capacity of faculty and staff to accommodate additional students, required changes if enrollment increased significantly, investment deficits versus deficits, looking at cost per FTE by program and determining how costs to the university based on year of study (freshman, sophomore, etc.).

**Vice-Chair Sliwa moved to approve the Resolution adopting the Fiscal Year 2015-16 Budget as presented from the Finance and Facilities Committee. Trustee Stewart seconded the motion. With all Trustees present voting aye, the motion passed unanimously.**

**Lunch and Adjournment to Executive Session – ORS 192.660(2)(a)(i) – Employment of Public Officers, Employees, and Agents; and Review and Evaluate Performance of Public Officers and Employees (12:15pm-1:50pm)**

**5. Discussion Items**

**5.1 Dashboard Presentation**

**President Maples** led a discussion regarding the contents of a dashboard. Consensus that the dashboard should address HECC issues/metrics that need to be tracked for annual reporting. **President Maples** will create a dashboard for review at the February meeting.

**Trustee Stewart** exited the meeting at 2:00pm.

**5.2 Internal Audit**

**Interim VP Meyer** gave an overview of how auditing was handled under OUS. She stated OUS provided \$100,000 to Oregon Tech to cover the internal audit function. She outlined options: creation of an internal audit department staffed by Oregon Tech staff or outsourcing to another firm or firms depending on the subject matter which would report to the Board committee. Discussion regarding pros and cons of each option. She explained the difference between a financial audit and a complete internal audit and stated Oregon Tech has a fraud, waste, and abuse hotline funded by OUS since July 1, 2015. **Interim VP Meyer** will draft a Request for Proposal for the internal auditing function to be sent to outside firms, she will work with the Chair of the F&F Committee and **President Maples** on the reporting structure, and will contact other Oregon universities to identify their preferred option.

**6. Roundtable (2:20pm)**

**Vice-Chair Sliwa** recommended the Board renew the Values Statement at least once a year and suggested it occur at the February board meeting.

**Trustee Minty-Morris** would like to hear the outcome of the brainstorming session held at the Board retreat potentially at the February meeting, either in the President's report or with the goals.

**Trustee Ziari** would like to continue involving the community, faculty, and staff in the meetings. **Trustee Brown** suggested inviting a faculty member or student to present the project they have been working on, to the Board. **Chair Graham** requested additional time at the faculty/staff/student meet and greet sessions as more people attend.

**Chair Graham** asked that a list be kept of Trustees and the actions they take on behalf of the university; for example, who has written an article, conducted an interview, visited the legislature, etc.

**Trustee Goloski** requested an update on winter term numbers.

**Trustee Brown** requested a copy of the Clery Act and campus safety reports. **VP/Dean Foley** stated the information is on the website but can be disseminated to the board; she gave an overview of Campus Safety. **Chair Graham** requested campus safety and an overview of the emergency response plan be on the February agenda

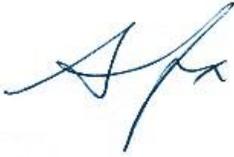
**7. Public Comment**

None

**8. Adjournment**

**Trustee Minty Morris moved to adjourn the meeting. Trustee Ziari seconded the motion. With all Trustees present voting aye, the motion passed unanimously. Meeting adjourned at 3:00pm.**

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'S. Fox', is written over a faint rectangular stamp.

Sandra Fox,  
Board Secretary