

MINUTES

Trustees Present:

Lisa Graham, Chair	Christopher Maples	Dan Peterson
Steve Sliwa, Vice Chair	Jill Mason	Paul Stewart
Jeremy Brown	Kelley Minty Morris	Fred Ziari
Bill Goloski	Celia Núñez-Flores	

University Staff and Faculty Present:

Brad Burda, Provost
Lita Colligan, AVP Strategic Partnerships
Erin Foley, VP of Student Affairs/Dean of Students
Jay Kenton, Special Assistant to the President
George Marlton, Executive Director Purchasing/Contract Services
Michelle Meyer, Interim VPFA
Laura McKinney, VP Wilsonville
Tracy Ricketts, AVP Development and Alumni Relations
Di Saunders, AVP Communications and Public Affairs

Others Present:

Joel Ainsworth, ECONorthwest Economist
Carol Cartwright, AGB Consultant

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

Chair Graham called the meeting to order at 8:03am. The Secretary called roll and a quorum was declared.

2. Opening Comments and Report

2.1 Guests Representative John Davis gave an overview of the legislative session and an update on university requests. He stated he is working on brand recognition of Oregon Tech in the capital and recommended staff and Trustees continue the outreach to legislators and addressing the hot topics of the Legislature. He also suggested working with the City of Wilsonville and its Council. He thanked the Trustees for their service.

3. Discussion Items

5.1 Fiscal Year 2015 Audit Presentation - continued from the February 22, 2016 meeting

Interim VP Meyer gave a high level overview of the FY 2015 Audit and explained nuances of GASB requirements, and significant changes in 2015. **Vice Chair Sliwa** stated the auditor feels our financials are in good condition for our individual audit next year (outside of the system) and that our audits will not be as useful as our management reports going forward. **Interim VP Meyer** stated the university is behind in deferred maintenance.

3.1 Update on Dashboard Creation

AVP McKinney walked through her PowerPoint presentation (on file). She explained the approach the Executive Staff took to create a dashboard and the potential types of dashboards based on the area of the organization. **Trustee Brown suggested looking at different measurements at various times of the year.** **AVP McKinney** walked through the draft dashboard, explained the various measurements and how to read the document, and that this is the beginning of the process to create and refine the dashboard. She stated that the 2014 Strategic Plan is valid and was used in the process. Discussion regarding items to include, capabilities of the dashboard, keeping the assumptions at the forefront, showing different measurements at various times of the year, and including some change/movement indicators or trends to determine where we are and where are we headed. **AVP McKinney will send out the background information on the dashboard and provide an update at the next regularly scheduled board meeting.**

AVP McKinney gave an update on the Oregon Talent Council and the involvement of Oregon Tech.

3.2 Communication Protocol

Dr. Cartwright discussed the importance of communication with the Board. She stated that individual Trustees do not have authority to act on behalf of the board; it is the action of the whole board that matters. She pointed out the board policies on shared governance and conduct of meetings identify a variety of channels for communication to the board: 1. direct communication through the Faculty Senate, ASOIT, or Administrative Council during the allotted time on the agenda; 2. written information can be sent to the Board Secretary who is not a gatekeeper but a facilitator who ensures information gets to the individuals who need it; and 3. the public comment at the Board meetings. If the Board Secretary receives multiple comments on the same issues, the secretary will make the board Chair aware of the comments. If an issue comes to the Board Secretary that can be addressed below the board level it is her duty to make sure that issue is resolved and it should not reach the board level. It is important for the board and individual trustees to use and enforce the proper communication channels. She supported the policy language which states the Chair, President and Board Secretary determine which information reaches the board as there are checks and balances to ensure an issue can always get to the board through one of the identified channels. She reiterated the importance of individuals disciplining themselves and not involving themselves in specific conversations outside of the board. This is a change in culture therefore there will be a change in how communication happens. Board members need to be extremely careful in personal settings; suggested stating "Please remember I don't have individual authority and if it comes to the board I will be interested in it. She guarded against trustees reaching out for input unless given specific direction from the Chair to do so. The Board can create committees for specific projects to obtain input from campus members. The Faculty, Staff and Student members on the board need to remember they are a full-fledged board

member who happens to bring a lens from their professional background, just as other trustees do; however, they do not represent that constituency, they need to represent the university as a whole. Strategic governance is the focus of the Board. She stressed the need for coordinated communication.

3.3 Presidential Evaluation Policy Overview

Dr. Cartwright walked through her PowerPoint presentation (on file) and explained that the presidential evaluation is a fundamental responsibility of the board and a policy outlining how the responsibility will be carried out is required. She stated the board asked her to come assist them in creating a policy. She explained the differences between an annual evaluation and a comprehensive review. She reviewed the input received in her meetings with various groups and individuals. The four things that the campus community feels should be addressed in an evaluation include leadership, communication, management, and financial strategy. She drafted a policy statement for review by the board and legal counsel. Discussion regarding electronic surveys from a best practices view, the need to address how to handle an exception in the policy, the need to have Executive Committee review it at the next regularly scheduled Board meeting.

3.4 Economic Impact Report Presentation

AVP Colligan introduced **Joel Ainsworth** who walked through his PowerPoint presentation and the findings of the report. The report will be distributed to local officials.

3.5 Sponsored Opportunities Presentation

AVP Colligan walked through her PowerPoint presentation explaining the goals of the Office of Strategic Partnerships, the Office of Sponsored Projects and Grant Administration and the Oregon Tech Foundation: increasing student success through experiential learning and industry input on applied degree programs; increase enrollment through industry and community outreach, awareness, and partnerships; increase faculty success and professional development by facilitating and supporting applied research and scholarship, and increase resources for faculty, labs, and student support services. She addressed the types of projects, funding sources, research areas, examples of industry research projects and partnerships, and opportunities and constraints.

LUNCH 11:50am-1:00pm – Sponsored Opportunities Project Fair

4. Round Table and Meeting Date Discussion

Each Trustee stated what they appreciated about the meeting: processes, presentation topics and content, knowing outreach is occurring, and the continued focus and excitement about the future. There was a request for hard data/facts rather than anecdotal information. **Trustee Stewart** mentioned the rural health care campus project in Klamath which is a coordinated effort between OHSU, Sky Lakes and OIT. They hope to break ground on a 90,000sf structure by spring 2017. Additional information on the proposal was requested.

Discussion regarding the need to have a Finance and Facilities Committee and/or Board meeting prior to April 1, 2016 to authorize the submittal of the 2017-19 biennium capital facility proposal and the 2017-19 biennium proposed consolidated budget, and setting tuition and fees for the 2016-17 academic year. The timing is not definite as the Universities are waiting for instructions from HECC. Concern from the Board that there needs to be buy-in from the

faculty, staff and students on the capital project proposal prior to coming to the Board in March. **President to take the proposed 2017-19 capital facility list to the campus for input. Board Secretary will send out a poll to determine the best date to hold a meeting during the week of March 14, 2016.**

VP/Dean Foley outlined the process taken every year to review potential tuition and fee increases. The Tuition Committee is recommending an increase to 3% for resident undergraduate tuition and it is anticipated that ASOIT will recommend that same amount. **Chair Graham asked to have, at the March meeting, the percent of tuition increase required to balance the budget, and the entire budget showing expenses and revenues with the 3% proposed increase.**

5. **Public Comment** - none

6. **Adjournment**

Trustee Brown moved to adjourn the meeting and move to Executive Session. Trustee Minty Morris seconded the motion. With all Trustees present voting aye, the motion carried unanimously. Meeting adjourned at 1:45 pm.

Respectfully submitted,

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

Sandra Fox,
Board Secretary