

Minutes

Trustees Present:

Chair Lisa Graham
Vice Chair Steve Sliwa

Trustee Brown
Dan Peterson

Paul Stewart

Other Trustees Present:

Jill Mason

Vince Jones

Bill Goloski

University Staff and Faculty Present:

Barb Conner, Director of Retention
Jay Kenton, Interim VP Finance and Administration
Michelle Meyer, Director of Business Affairs
Farooq Sultan, Institutional Research Analyst

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

Chair Graham called the meeting to order at 1:06pm. The Secretary called roll and a quorum was declared.

2. Consent Agenda**2.1 Approve Minutes from the June 8, 2016 Meeting**

Trustee Peterson moved to approve the minutes. **Trustee Stewart** seconded the motion. With all Trustees present voting aye the motion passed unanimously.

3. Action Items**3.1 Request to Recommend Approval to Adopt the Presidential Evaluation Process Policy to the Board**

Trustee Sliwa moved to recommend approval to adopt the presidential evaluation process policy to the Board. **Trustee Peterson** seconded the motion.

Chair Graham gave an overview of the proposed Presidential Evaluation Policy. **Trustee Brown** stated the President goals should be made after the Board identifies its goals. **Interim VPFA Kenton** stated approximately every 3 years a compensation study for president salary should be conducted. **Recommendation to create a process for establishing compensation separate from the evaluation policy.** Discussion regarding the pros and cons of linking compensation to performance, and setting the compensation and locking it in for the contract term with opportunity for bonuses if goals and milestones are met.

With all Trustees present voting aye, the motion passed unanimously.

- 3.2 Request to Recommend the Board Approve the Sale of the President's Residence**
Interim VPFA Kenton explained the new president's contract provides a housing allowance permitting the university to exit the property management business.

Trustee Sliwa moved to recommend the Board approve the sale of the President's Residence. Trustee Stewart seconded the motion.

Discussion regarding the amount of time the President will spend traveling (away from Klamath Falls) – approximated at 30-35% - and the need for the President's residence to be suitable for entertaining. Suggestion that candidates be given a real estate tour when they come to campus for interviews.

With all Trustees present voting aye, the motion passed unanimously.

4. Discussion Items

4.1 University and Foundation Agreement Update

AVP Ricketts stated the Foundation and University vetted the draft agreement through legal counsels, both Presidents signed, and it was delivered to the NorthWest Accreditation Commission.

4.2 Enrollment Projects

Interim VPFA Kenton stated the university is up 2.4% in admitted students for fall; down 14.6% in applications; retention rate from first time freshman to sophomore is strong (78% last year); and a record large class graduated. All universities are struggling with applications as a result of the Oregon Promise. There are difficulties comparing figures from last year and this year because of differing times of orientation and registration. Explained the Markhoff Exchange Model. VP Enrollment Management should be on staff in September.

Request to see the total number of students enrolled and a breakdown of where the students come from so it can be seen where tuition is generated and how the state funds are calculated. Concern that dual enrollment students skew the big picture. Discussions about where resources should be spent; funding model and where we should be looking for money; and recruiting international and out of state students and the investments required. **Request to see enrollment management strategy, goals, etc.** **Request to make recruiting information available to the full board for the fall meeting.**

4.3 Board Evaluation Process

Chair Graham explained the need to create a process for evaluating the Board. Suggestions included using Survey Monkey or a similar application to preserve anonymity and allow for frank stakeholder feedback, identifying stakeholders (Foundation, alumni, faculty, staff, students), drafting a document outlining board goals and accomplishments from the previous year, reviewing Association of Governing Board materials, asking faculty/staff/students if they receive information in a timely manner, enough information, and the right type of information to feel ownership of the institution, asking executive staff and the president if the Board is providing helpful guidance, and determining whether the board's actions aligned with the strategic plan. New trustees need to be oriented to calendar and cycles to prevent them from being blindsided when items appear on the agendas. **Trustee Brown** stated Trustees need to remind themselves of the Board's role

and take care not to step beyond the bounds and micromanage. An outcome of the evaluation might be that the structure of the Board should be altered; e.g., the Finance and Facilities Committee is meeting much longer and more often than AQ&SS.

Chair Graham will work with the committee Chairs to draft what the Board goals were, what was accomplished and where the Board is going.

Secretary Fox will review AGB examples for evaluations of a newly established board.

Recommendation to invite HECC to the Board meeting where the findings of the evaluation are presented.

4.4 Trustee Self-Evaluation Process

Chair Graham suggested that the evaluation cover the board culture, values, trustee expectations of participation, attendance, engagement beyond meetings, why engagement might not be happening, how the board processes work for them (electronic format, minutes, receiving the right information), and how they feel other board members are functioning. Options include sending out surveys to each member asking them to rank themselves, submitting the completed surveys to the Chair and she determines where there are weaknesses, a committee can evaluate each trustee, or there can be an open discussion. Consensus that this evaluation needs to become a regular habit.

Trustee Peterson will work with Vice Chair Sliwa to develop questions and a survey for the self-evaluation.

4.5 Trustee Orientation Process

Chair Graham suggested obtaining materials from AGB. Other suggestions included: assigning a Board member as a mentor to the new trustee and drafting a paragraph for the mentor including things a new trustee should know such as recent votes, where to find information, processes for collecting data, and an orientation to the culture of the board. A mentor/mentee relationship allows trustees to learn about others as individuals rather than just as a trustee.

Chair Graham would like more flex time in the agendas for trustee interaction and discussion.

Secretary Fox will work with three new board members to gain their feedback on what would be helpful to know when on-boarding.

Secretary Fox will work with Chair to draft paragraph of what new members should know.

5. Other Business/New Business

Vice Chair Sliwa suggested looking for opportunities to be proactive getting Oregon Tech in front of HECC and the Legislature. **He would like to know what University Advancement thinks would be a good message(s) to send to others as far as fundraising. It was suggested to invite key legislators and HECC members to board meetings to explain what the university is doing, ask what they would like to see from the board and university, and what their goals are.** Should also look at advancing statewide goals.

Interim VPFA Kenton stated the Presidents Council is searching for an Executive Director and a Legislative Director. Each university is paying a portion of the salaries and overhead.

Discussion regarding location of board meetings and the need to explain that Oregon Tech is different than the other 6 universities.

Subcommittee Chairs need to work with the Interim President regarding transitions for Executive Staff members and the new President.

Interim VPFA Kenton stated there is property for sale adjacent to the university and he will meet with the owner soon to preliminarily discuss a purchase.

6. Adjournment

Chair Graham adjourned the meeting at 3:35pm.

Respectfully submitted,

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

Sandra Fox
Board Secretary