

Board of Trustees MINUTES

Trustees Present:

Lisa Graham, Chair	Vincent Jones	Liam Perry
Steve Sliwa, Vice Chair	Jill Mason	Dan Peterson
Jeremy Brown	Kelley Minty Morris	Paul Stewart
Jessica Gomez	Nagi Naganathan, President	Fred Ziari
Kathleen Hill	Celia Núñez	

University Staff and Faculty Present:

Erin Foley, VP Student Affairs
Brian Fox, VP Finance and Administration
Dave Groff, Legal Counsel
Josie Hudspeth, Administrative Council Chair
Erik Johnson, Director of Admissions
Jim Jones, CIO/AVP IT
Gary Kuleck, Provost/VP Academic Affairs
LeAnn Maupin, Dean of the College of HAS
Brittany Miles, Director of Government Relations and Industry Outreach
Dana Onorato, Associate Dean of Students
Adria Paschal, Senior Executive Assistant to the President
Stephanie Pope, Director of Budget
Tracy Ricketts, AVP Development and Alumni Relations
Di Saunders, AVP Communication and Public Affairs
David Thaemert, Faculty Senate President
Erika Veth, AVP Strategic Enrollment Management
Suzette Yaezenko, AVP Human Resources

Others Present:

Faith Lee, ASOIT President

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

Chair Graham called the meeting to order at 1:15pm. The Secretary called roll and a quorum was declared.

2. Reports

2.1 President's Report and Discussion

President Naganathan presented a PowerPoint showcasing the progress and accomplishments of the people, programs, and projects of the university since the last Board meeting.

2.2 ASOIT Report

ASOIT President Lee highlighted the progress of the student organization including hosting three super club sign-ups to encourage student involvement on campus; sponsoring a proposal to permit backing into parking spaces; sponsoring a proposal to extend library hours during dead week and finals week; hosting a town hall to discuss campus safety; and logging over 2,500 hours of volunteer time through the various clubs, programs, and blood drives.

2.3 Administrative Council Report

Chair Hudspeth explained progress made on the three main goals identified in a fall survey: creating an opportunity for merit-based salary increases, increasing communication across divisions, and permitting the donation of leave balances to fellow staff members. She stated elections are currently underway.

2.4 Faculty Senate Report

Faculty Senate President Thaemert gave an update on the progress of the standing committees. The academic standards committee reviewed policy OIT-13-012 on advanced placement and will recommend the policy be repealed and removed. The committee is also working on an update to the transfer of credit policy. The elections committee will conclude work on Sunday with new senators seated at the June meeting. The faculty compensation committee is on hold as the president's ad hoc compensation philosophy committee seems to have the same charge as the standing committee. The faculty welfare committee is completing an update to the workload framework and is reviewing policy OIT-21-030 on department chair selection and evaluation to clarify and codify chair responsibilities. The rank, promotion and tenure committee is working with Dr. Kuleck to clarify a non-tenure track faculty policy. He stated there is a strong bias toward tenure track and concern about moving away from that statistic; the perception is that it will be difficult to hire new faculty at our rural location without these positions being tenure track. The committee will also recommend small changes to policy OIT-20-010 regarding indefinite tenure selection. The executive committee discussed potential changes to the academic calendar in light of meeting state requirements for student contact hours fall term. The committee has regular meetings with the president that help with transparency and communication. Trustee Gomez exited the meeting at 2:15pm. Discussion regarding transfer credits and the applicability of credits.

2.5 Enrollment Report

AVP Veth presented a PowerPoint noting fall 2018 admission figures, actions to increase fall enrollment, a strategic plan and actions. **Chair Brown** requested staff create a graph of applications as a function of time. **Vice Chair Sliwa** requested staff track the academic quality of students perhaps in GPA or class rank to see if we are widening the aperture. **Chair Graham** requested we devote more time to this subject at another meeting, after AVP Veth has data and completes analytics.

2.6 Academic Quality and Student Success Committee Report

Trustee Brown stated the committee is anticipating the report from a consultant the provost invited to campus to discuss and review our shared governance with faculty; also forthcoming are the results of a survey regarding general education reform put out using a new software program. The committee reviewed the new program review process and will discuss it more in the fall; learned about the summer grant program and sabbatical appointments and would like to hear from recipients; heard an update on hiring; and listened to a presentation from medical imaging staff on the five disciplines and the success of the students in the programs. They adjourned the meeting and toured the medical imaging labs.

2.7 Finance and Facilities Committee Report

Vice Chair Sliwa reported the detailed tuition table included as Attachment V in the March 22, 2018 agenda report for tuition and fee approval showed a dental services fee of \$30 for students taking six or more credit hours, however staff did not recommend the fee be approved and the fee was not included in the motion. Had the fee been included in the motion, approval from the Higher Education Coordinating Commission or Legislature would have been required as the total proposed increase would have exceeded 5%. He stated no action was required by the committee or board, the record will clarify the dental service fee was not included in the original proposal or motions. The committee recommended the board approve the budget as proposed. He reminded trustees that last year a \$2.7M deficit budget was approved giving administration the ability to spend funds on strategic investments, and because staff did not spend the funds, the close-of-year budget will be neutral. This built a great deal of trust between administration and the board. He identified capital investments on campus and suggested site visits in the future to see the projects. He conveyed that the committee, acting as the audit committee, approved the internal audit report that addressed the Business Affairs Office, and approved a full-year work plan.

2.8 Executive Committee Report

Chair Graham reported the committee received an update on the President's Ad Hoc Compensation Philosophy Committee, recommended the board approve the naming of the new softball stadium as the John and Lois Stilwell Stadium, and requested the board discuss the board retreat topics and dates at the full board meeting.

3. Consent Agenda

3.1 Approve Minutes of the March 22, 2018 Meeting

3.2 Approve the Naming of the New Softball Stadium

With no changes identified the consent agenda was approved as proposed; the minutes stand as published and the board approves the naming the new softball stadium after John and Lois Stillwell.

BREAK 2:50pm – 3:06pm

4. Action Items

4.1 Approve 2018-19 Fiscal Year Budget

VPFA Fox discussed the E&G budgets and mentioned the auxiliaries and designated operations budgets. He stated the first goal with the deployment of funds is to balance the operating budget before dedicating funding for strategic investments, second is to create

fiscal space for investments to accomplish the 11 short-term action plan goals. He explained the new budget process. Discussion about capacity of departments and allowing Deans and Department Chairs more control of their budgets. He noted funds for professional development were increased across the board, and each department now has a reserve fund. He stated an asset management plan needs to be created over the summer. He summarized that total revenue is expected to be \$62.3M with expenses budgeted just under that and there is \$2.2M allocated for strategic investments including FTE and the president's strategic fund.

Vice Chair Sliwa moved to adopt the 2018-19 Fiscal Year budget as presented. Trustee Stewart seconded the motion.

Vice Chair Sliwa reiterated having a more detailed balance budget and staff making the decision to not spend strategic funds without having projects identified, has increased the level of trust the board has in staff. **VPFA Fox** responded to Trustee Brown's question and explained a 6-7% enrollment increase is needed to offset the deficit. Discussion regarding WUE program and the amount of funds received from the state for WUE students. **Vice Chair Sliwa** encouraged the university to be more agile in the market to grow the top line.

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

Trustee Minty Morris exited the meeting at 3:38pm.

5. Discussion Items - none

6. Other Matters

President Naganathan showed the newly published Oregon Tech booklet.

Chair Graham mentioned the AGB facilitator is not available for the July retreat dates and asked if the Trustees would like to have a different facilitator or move the retreat to August 13-14. **Consensus to move the board retreat to August 13 and 14.**

President Naganathan stated this fall a strategic planning effort will be kicked-off. He would like to discuss strategic directions and opportunities for Oregon Tech with the Board; where would we like to see Oregon Tech in the next 5-10 years. **Trustee Jones** would like to discuss the facilities master plan. **President Naganathan** stated we may have some preliminary data on the campus condition analysis by the retreat. Discussion regarding the facilitator. **Trustee Brown** suggested a future discussion on the definition of scholarly work and outside work efforts to articulate expectations to faculty so not to cause angst.

All trustees thanked Dr. Peterson for his service on the Board.

7. Public Comment - none

8. Roundtable

Trustee Peterson stated his perspective of the institution has changed because of his experience on the board. He encouraged the board to continue to communicate the message of support to the faculty and think about other means to communicate the board's support. **Vice Chair Sliwa** appreciates administration's reports and building trust with the board. He is anxious to get new programs launched and excited to see what those will be. **Trustee Brown** would like to see a monthly university dashboard and to hear the bad news with the good. **Trustee Hill** appreciated having the AQ&SS meeting in the DOW building and the Provost's program review discussion. She was encouraged to learn about increased development funds for all employees and is supportive of collaboration and shared governance. **Trustee Jones** appreciated the management of the budget and the new budget process. **Trustee Mason** stated she is starting to see the accomplishments and enjoyed the tour this morning of the imaging labs. **Trustee Stewart** would like to make sure that faculty have a good understanding of the board's support and to increase the level of trust and transparency. He is open to ideas of how to better communicate the support. **Chair Graham** thanked all trustees for their continued engagement.

9. Adjournment

Meeting adjourned at 4:03pm

Trustees were invited to attend the Catalyze Klamath event from 4:00pm-7:00pm.

Respectfully submitted,



Sandra Fox
Board Secretary