
Board of Trustees MINUTES

Trustees Present:

Lisa Graham, Chair	Vince Jones	Liam Perry
Jeremy Brown	Jill Mason	Dan Peterson
Jessica Gomez	Kelley Minty Morris	Paul Stewart
Kathleen Hill	Nagi Naganathan, President	

University Staff and Faculty Present:

Brian Fox, VP Finance and Administration
Josie Hudspeth, Associate Director of Campus Life and Multi-Cultural Student Services *via skype*
Jim Jones, AVP of Information Technology/CIO
Gary Kuleck, Provost/Dean of Academic Affairs
Laura McKinney, VP Wilsonville
Dana Onorato, Associate Dean of Student Affairs
Adria Paschal, Senior Executive Assistant
Tracy Ricketts, AVP Development and Alumni Relations
Di Saunders, AVP Communications and Public Affairs
Stuart Sockman, Director of Emergency Management
David Thaemert, Faculty Senate President/Associate Professor Civil Engineering *via skype*
Erika Veth, Dean Oregon Tech Online

Others Present:

Litonya Bergstrom, Student
Adam Davis, DHM Research
Peggy Hawkins, President Wilsonville ASOIT
Marie May, Vice President Wilsonville ASOIT

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

Chair Graham called the meeting to order at 1:03 pm. The Secretary called roll and a quorum was declared.

2. Reports**2.1 President's Report and Discussion**

President Naganathan stated that the graduate success rate continues to rise, he identified new hires, and outlined fundraising progress and donor and alumni events. He mentioned the hiring of Mark Young as a campaign manager consultant; he will help set up processes to increase our fundraising potential - with a goal of raising \$2.75 million.

Trustee Brown questioned the amount of the campaign and the impact it might have on future fundraising. **President Naganathan** explained that this is a short-term campaign allowing us to build processes and identify changes in fundraising; and this is a short-term goal. He identified upcoming dedications including the Gerda Hyde environmental sciences watershed laboratory in May or June, the Brian Leach engineering design resource lab and the new softball field. **Chair Graham** applauded the effort to create a list of things we can request funding for to include benefits for people, programs and projects.

President Naganathan gave an update on OMIC including the search for the Executive Director, arrival of new equipment, research projects, and strategic planning by the board of governors. He briefed the board on marketing and recruitment initiatives, engaging the students for success with a Latino student event, career fairs, and tuition forums. He gave an overview of legislative short session outcomes, and identified opportunities for partnering with the Energy Trust of Oregon. He announced Governor Brown will speak at the Klamath Falls commencement and identified student competitions coming to the Klamath Falls campus. **Trustee Gomez** requested an update on the strategic plan process. **President Naganathan** explained part of the purpose of the short-term action plan was to prepare the university for the strategic plan; two retreats were held, champions and teams were formed and are working to address the 11 short-term action goals. He stated he would bring his thinking around the strategic plan to the board and emphasized the importance of increasing enrollment. **Trustee Brown** asked about OSU-Cascades. **President Naganathan** stated the university needs to be very active and very focused.

2.2 ASOIT Wilsonville Report

President Hawkins explained the new mission statement and purpose of the ASOIT at Portland-Metro. **Vice President May** explained the results of the spring survey that had a return rate of 25%: desire to have extended campus hours, keeping the 'We Deliver Eats Food' service, support for a Veteran's space, and support for a program to sell used book on campus. ASOIT outreach efforts included attending University Day at the Capitol and initiatives to engage and assist the students including support of on-campus clubs, and the desire to have Oregon Tech swag for sale on campus. **ASOIT President Hawkins** outlined the financial efforts including the student fee setting and tuition forum and funding of travel for various groups. The future projects include hosting a club banquet, creating officer transition manuals, and electing 2018-19 officers.

2.3 Administrative Council Report

Chair Hudspeth joined the meeting via skype and congratulated the Klamath Falls ITS department for winning the 2018 Spirit Week competition. Administration Council is continuing efforts with HR to offer professional development opportunities to staff. Nominations for the council will be accepted in April with the election period beginning in May. She stated a membership packet was created including a charter, work plan, bylaws, calendar of events and FAQs. She outlined the four goals of the Council: serve in an advisory capacity to the President and other administrators; maintains ongoing contact with the Faculty Senate; consider appropriate campus-wide issues where the input and/or interests of administrative staff are relevant, and make appropriate recommendations regarding these issues; and review proposed OIT policies and procedures and advise appropriate parties accordingly.

2.4 Faculty Senate Report

President Thaemert joined the meeting via skype and outlined the progress of the various committees. The Academic Standards committee made a recommendation to remove the foreign language admissions requirement, and replace it with an advising recommendation; this requires Provost approval. He stated his term of service ends after the June 10, 2018 meeting and Professor Terri Torres will be the new Faculty Senate President. The Faculty Compensation committee is working on standing charges; there is a great deal of discussion related to comparator universities. The Faculty Welfare committee is working with the Provost to clarify and update a workload report to reflect the direction received from the Provost and President. The committee is also reviewing the Charter to clarify the requirements for senate committee chairs. He stated the committee will likely be the key component to an ad hoc committee to consider the inter-link between workload, compensation and rank/promotion/tenure. The R/P/T committee is working to clarify and update the non-tenure track policy and is looking at the third-year faculty review process. The SenEx group looked at retooling a proposal to amend the school start date for the 19-20 academic year to address issues caused by the Thanksgiving week break. He mentioned conversations with the Provost, HR and VPFA regarding gaps between expectations and directives about how HR functions with faculty. He reported on the opportunities at regular meetings with President Naganathan to give feedback. He stated there is comfort with the direction in which President Naganathan is leading the university. He identified a faculty concern that proposed policy changes are being made only for the sake of change. **Trustee Gomez** and **Chair Graham** thanked Dr. Thaemert for his continued communication, thorough assessment, honesty, and desire to work with administration. **President Naganathan** stated there are policies for compensation, workload and tenure/promotion but they do not connect with each other. He stated there was a study initiated about compensation and comparators and he is bringing together an ad hoc faculty administration committee to look at a long-term compensation policy and philosophy. He wants people to be compensated fairly and well, but the process needs to be sustainable and scalable. He relayed a merit policy exists but was rarely, if ever, used. He also stated that there are trainings underway to empower the chairs and deans so they can make many of the compensation/merit decisions. **Trustee Peterson** asked Dr. Thaemert to report these statements back to Faculty. **Chair Graham** expressed the board supports faculty in every way that makes sense.

2.5 Legislative Session Report - Written submission in agenda packet.

2.6 Enrollment Report

AVP Veth gave a presentation including national and state high school graduation trends, and community college growth trends. She addressed spring and fall figures for admitted students, applications received, credit hours, and student head count. She identified many issues and solutions to address them. She explained the need to: focus on programmatic marketing, become more strategic, create prospective and current student profiles, and work on academic agreements and partnerships. She outlined her proposal to include clear employee goals, creation of a recruitment notification form and follow up to keep admissions informed, and a working communication system to contact and track students. She emphasized the need to focus on transfer students, remain nimble, work with industry, forge relationships, and identify where target markets are located. She stated that best practices will be established for all locations and experienced marketing staff will be hired

to focus on programs. **Trustee Stewart** asked if there was a line of site on the targeted programs and the return from the State's funding model. **AVP Veth** stated the system infrastructure is not in place to determine that. Discussion regarding STEM Hubs and the university's ability to line up activities and goals. **AVP Veth** explained the current recruitment practices and the ideal practices.

2.7 Academic Quality and Student Success Committee Report

Trustee Brown gave an overview of the committee meeting. The committee discussed General Education reform and the impact on transfer students, support given to faculty, the diversity of the faculty body through hiring, the imminent need for a new program approval process. He requested the board discuss the program approval process at the May meeting. The committee also identified potential agenda topics for future meetings.

2.8 Finance and Facilities Committee Report

Trustee Jones represented the committee in Vice Chair Sliwa's absence. The committee learned the number of degree completions will be included on the dashboard, and heard an update on the OMIC budget. The HECC Budget Director presented the state's funding model for universities. He mentioned that Johnson Controls is still having issues with the geothermal plant and the committee would like to have discussion on potential next steps.

2.9 Executive Committee Report

Chair Graham reminded the trustees that the investiture is an event put on by the Board, focuses on the good of the university, and is structured as a community event. She also discussed board terms and recommendations for new faculty and staff trustees. She explained the presidential review process and the need to hold an executive session at the May meeting with the formal evaluation in the fall.

3. Consent Agenda

3.1 Approve Minutes of the October 26, 2017 and December 7 and 8, 2017 Meetings **With no amendments proposed, the minutes stand approved as published.**

4. Action Items

4.1 Approve 2019 Meeting Dates

Trustee Brown moved to approve the 2019 meeting dates. **Trustee Minty Morris** seconded the motion.

Chair Graham read the proposed dates and location:

January 24 - Wilsonville

March 21 – Klamath Falls

May 30 – Klamath Falls

July 25-26 - Retreat

November 21 – Wilsonville

Discussion regarding the impact of holding a meeting the week of finals.

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

4.3 Approve 2018-19 Tuition and Fees

Trustee Jones moved, as recommended by the Finance and Facilities Committee, to approve the following:

- a. undergraduate resident and non-resident tuition rates be increased by 4.5% from the 2017-18 academic year rates for the 2018-19 Academic year as outlined in the following table;

Oregon Tech Tuition Recommendation				
		2017-18 Per Credit	2018-19 Per Credit	% Change
Undergraduate	Resident	\$176.01	\$183.93	4.5%
	WUE	\$251.45	\$262.77	4.5%
	Non-Resident	\$533.56	\$557.57	4.5%
	Differential	20%	25%	
Special Programs	Medical Lab Sciences (Res)	\$245.76	\$256.82	4.5%
	Medical Lab Sciences (NR)	\$444.36	\$464.36	4.5%
	Paramedic (Res)	\$194.34	\$203.09	4.5%
	Paramedic (NR)	\$278.68	\$291.22	4.5%
	Chemeketa Dental Hygiene (Res)	\$194.34	\$203.09	4.5%
	Chemeketa Dental Hygiene (NR)	\$631.12	\$659.52	4.5%
Graduate	Resident	\$414.64	\$427.08	3.0%
	Non-Resident	\$696.05	\$716.93	3.0%
	Differential	20%	25%	

Oregon Tech Fee Recommendation				
		2017-18	2018-19	% Change
Klamath Falls	Building	\$45.00	\$45.00	0.0%
	Incidental	\$345.00	\$360.00	4.3%
	Health Services	\$150.00	\$165.00	10.0%
Wilsonville	Building	\$45.00	\$45.00	0.0%
	Incidental	\$50.00	\$50.00	0.0%
	Health Services	\$38.00	\$38.00	0.0%

- b. graduate resident and non-resident tuition rates be increased by 3% from the 2017-18 Academic year rates for the 2018-19 Academic year;
- c. undergraduate and graduate Engineering Technology and Health Program differential tuition be increased from 20% premium to 25% premium above base tuition for the 2018-19 academic year;
- d. resident and non-resident Medical Lab Sciences and Paramedic Program tuition be increased by 4.5% from the 2017-18 Academic year rates for the 2018-19 Academic year;
- e. resident and non-resident Chemeketa Dental Hygiene tuition be increased by 4.5% from the 2017-18 Academic year rates for the 2018-19 Academic year;

- f. summer tuition rates be adjusted in accordance with the regular academic year rates; and
- g. where applicable, proration, discounts, and options be maintained from the 2017-18 academic year for the 2018-19 academic year.

And that mandatory fee rates be established as follows:

- a. the Klamath Falls Incidental Fee be increased from \$345 to \$360 per term as recommended by ASOIT, and for students enrolled in one to five credits a prorated amount be charged as follows: for the first credit enrolled, a student will be charged \$185, and an additional \$35 for every additional credit enrolled until a student reaches six credits;
- b. the Klamath Falls Summer Incidental Fees remain at \$70 as recommended by ASOIT;
- c. the Klamath Falls Health Service Fee be increased to \$165 per term;
- d. the Wilsonville Incidental Fee remain at \$50 per term as recommended by ASOIT;
- e. the Wilsonville Summer Incidental Fees remain at \$50 per term as recommended by ASOIT;
- f. the Wilsonville Health Service Fee remain at \$38 per term as recommended by ASOIT; and
- g. the Building Fees remain at \$45 per term during the academic year, \$45 per term during the summer term, and remain constant regardless of the number of credits enrolled.

And, authorize the President or designee to make minor and technical adjustments to these proposed rates as needed to correct errors, inconsistencies, or omissions, and execute the Board's directives. Trustee Stewart seconded the motion.

VPFA Fox gave a presentation on the tuition and fee setting process and the responsibilities of the university. He identified the assumptions made that led to the proposed rates. Trustee Brown discussed the number of students who are eligible for assistance but do not apply and recommended staff assist those students with the application process.

With all trustees voting aye, the motion passed unanimously.

5. Discussion Items

5.1 Campus Safety and Emergency Response Plan

Director Sockman showed a PowerPoint presentation and explained the goals of the Emergency Response plan; to: reduce the likelihood of an emergency happening, mitigate what might happen, increase institutional capabilities regarding emergency procedures, and minimize negative impacts. He identified the various areas of the plan and explained the next step is to train individuals with roles in the plan. Plans will be developed for the Klamath Falls, Portland-Metro and Scappoose campuses. Federal suggestions will be followed in regards to what sections of the plan are made public. President Naganathan stated there will likely be an open forum with students regarding campus safety and the policy regarding firearms on campus.

5.2 Brand Equity

Adam Davis DHM Research gave a presentation on the research his firm conducted and the results. He discussed Oregonian's impressions of the name of the university, what can be learned to help inform people's thoughts about the name, and how the results can help with messaging and communications. Oregon Institute of Technology is the preferred name followed by Oregon Tech, and lastly OIT. He explained many people have not heard enough about the university to form an opinion. Messages about graduate success rates and salaries are very credible. These results give the university a baseline.

5.3 ITS Annual Report

CIO/AVP Jones showed a video representing the work the ITS team accomplished over the past year. He stated the faculty innovation center should be up and running in a few days. **President Naganathan** stated the Trustees can come and look at the center at the open house and student symposium in May.

5.4 Board Terms

Chair Graham requested each trustee get back with her or the board secretary with their requested term on the Board. **President Naganathan** stated less than 50% of the board members may request to serve a two-year term rather than 4-year term.

6. Other Matters

Trustee Brown would like, during budget discussions, to see how much it costs to run a degree program. How much does it cost to produce a student in a particular area? **Chair Graham** would also like to know how our average graduate salary rate compares with other universities. She requested this be placed on the May agenda whether the figures are solid or not. **President Naganathan** stated the first set of cost information for the programs was created and draft data could be presented at the May meeting. **Trustee Brown** would like a schedule of courses offered each term and the enrollments in those classes. He is concerned we might be offering too many classes in a particular area or there could be a trend of courses with low enrollments. **Chair Graham** will work with President Naganathan to shape that conversation and bring it to a board appropriate level.

7. Public Comment - none

8. Roundtable

Trustee Stewart appreciated the first OMIC status report at the F&F Committee, the tuition review process, and the brand equity information to guide our marketing. **Trustee Brown** thanked the staff for professional presentations; appreciated the clear map for the agendas of the AQ&SS Committee, and administration identifying issues and the work to resolve them. **Trustee Gomez** appreciated filling the vacant positions and is encouraged by the enrollment management strategies. **Trustee Mason** liked the increased communication and energy of staff and faculty. **Trustee Hill** liked the effort to energize faculty, which is good for the students. She also liked the expansion into the research from a teaching institute which means growth and creativity. She is excited to see the university make people aware of the university through brand management. **Trustee Perry** suggested the ASOIT Presidents print fliers to notify students because emails aren't read. **Trustee Minty Morris** noticed a reoccurring use of the term 'opportunity' which was encouraging. She appreciated addressing topics that have been identified many times in the past. She is looking forward to discussing campus safety more.

Trustee Peterson has empathy for the students with the tuition increase and appreciates the concern of the board for the faculty. **President Naganathan** acknowledged the diverse stakeholder groups and stated he will actively listen to all concerns to understand the issues. He noted that he offered a town hall meeting to faculty to discuss any items they wish to bring up. **Chair Graham** appreciated the theme of communication and the willingness to continue communication. She explained the new administration requires trust and benefit of the doubt to achieve lofty ambitions. She thanked all Trustees for their continued attendance and engagement.

9. Adjournment

Meeting adjourned at 5:53pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'S. Fox', is positioned above the typed name.

Sandra Fox
Board Secretary