

MINUTES

Trustees Present:

Lisa Graham, Chair	Bill Goloski (via phone)	Jay Kenton, Interim President
Steve Sliwa, Vice Chair	Jessica Gomez (via phone)	Jill Mason
Jeremy Brown	Kathleen Hill	Celia Núñez
Nicole Galster	Vince Jones	Dan Peterson

University Staff and Faculty Present:

Aja Bettencourt McCarthy, Instruction Librarian
Lita Colligan, AVP Strategic Partnerships
Barb Conner, Director of Retention
Erin Foley, VP Student Affairs/Dean of Students
Brian Fox, VP Finance and Administration
MariaLynn Kessler, Professor
LeAnn Maupin, Acting Provost/Dean of the College of HAS
Michelle Meyer, Director of Business Affairs
Laura McKinney, VP Wilsonville
Brittany Miles, Industry Outreach – Government Relations Manager
Steve Neiheisel, VP Strategic Enrollment Management
Hallie Neupert, Interim Dean of the College of ETM/Department Chair
Tracy Ricketts, AVP of Development and Alumni Relations
Paul Rowan, CIO/AVP Information Technology Services
Di Saunders, AVP Marketing and Public Relations
Erika Veth, Dean of Distance Education
Farooq Sultan, Institutional Research Analyst Programmer

Others Present:

Matthew Barber, Student
Holly Dillemoth, Herald and News Reporter
Dr. Nagi Naganathan, President-designate
Kristi Redd, Foundation Board Member
Allie Vinson, Student

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

Chair Graham called the meeting to order at 8:47am. The Secretary called roll and a quorum was declared.

2. Action Items

2.1 Recommendation to the HECC to approve a new program: MS in Applied Behavior Analysis and authorize staff to forward the proposal to the provost's council

This item was pulled from the consent agenda at the February 23, 2017 meeting.

Vice Chair Sliwa moved to delegate the responsibility to the Academic Quality and Student Success Committee to review the proposed MS in Applied Behavior Analysis degree program and authorized the committee to submit the proposal to the Provost's Council for input, if needed, and to the HECC to move the degree forward if warranted. Trustee Jones seconded the motion.

Trustee Brown explained the Committee would like to see the full proposal prior to taking action. Discussion regarding program approval/recommendation process. **Vice Chair Sliwa** stated the Executive Committee requested, at the February 23 meeting, staff create a flowchart or template for the program approval process and bring it back for review at the next meeting. The intent is to create a streamlined process to avoid last minute requests and to bring all information including Provost Council comments to the Academic Quality and Student Success committee so a decision can be made in a timely manner. He suggested the Board consider delegating standard program approval authority to the AQSS Committee with more complex programs, which might need political support, being presented to the Board for final action. He stated that there is an expectation that when a program is proposed criteria for success are identified and the program is evaluated periodically; if a program is not successful then action is taken.

With all trustees present voting aye the motion passed unanimously.

2.2 Election of Chair and Vice Chair

Chair Graham stated that she and Vice Chair Sliwa are willing to continue in the positions of Chair and Vice Chair during the president transition but will step down if other trustees are interested in the positions.

Trustee Gomez suggested in the future the Executive Committee make a recommendation to the Board whether the Chair and Vice Chair should continue or to cycle new members in. **Trustee Núñez** asked the trustees to consider re-appointing Vice Chair Sliwa and Chair Graham for stability and to allow time for the Board to adopt a more formal process for elections. **Vice Chair Sliwa** reminded the Board that he will not step into the Chair position. **Trustee Hill** suggested having a Chair-elect instead of requiring the Vice-Chair to move into the position.

Trustee Jones moved to elect Lisa Graham and Steve Sliwa as the Chair and Vice Chair, respectively. Trustee Galster seconded the motion.

Vice Chair Sliwa suggested discussing succession planning of executive committee and at-large board members at the Board retreat in July. Suggestion to modify the Bylaws and have a draft available at the retreat. Vice Chair Sliwa will contact board

members as to their willingness to serve another term and if they are interested in being considered for a leadership position on the board (Chair Elect, Vice Chair, or Committee Chair). Suggestion to look at modifying the committee assignments based on trustee backgrounds.

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

3. Discussion Items

3.1 Strategic Enrollment Management Update

VP **Neiheisel** highlighted the following accomplishments: establishment of a steering group made up of three VPs and three Deans to set executive strategic direction, establishment of a coordinating workgroup made up of key upper management/directors and faculty from both campuses, establishment of an analytic and research team with the hiring of a second Institutional Research position, recruiting for an Executive Assistant, and created a structural framework to drive enrollment conversation into three categories: on campus, on-line and on-site. He stated admission and registration reports will be produced weekly. Discussion regarding when ACP student numbers are used in calculations. **Request to exclude ACP students in the summary reports but clearly show their impact. Chair Graham requested the Board look at enrollment trends at the Board Retreat and as part of strategic planning.**

Trustee Brown suggested looking at reassigning recruiters to address various markets. **Vice Chair Sliwa requested to see the return on investment, as far as revenue, to gauge the long-term success of enrollment management and to ensure a financially healthy institution. Chair Graham stated the President's report should reflect revenue in light of enrollment management. Vice Chair Sliwa would like to be able to determine the aid offered to get to students to attend as financial aid as it is an important lever. Request to have a standing strategic enrollment report identifying what is being done and what is being learned.**

VP **Neiheisel** reviewed the following initiatives: purchased access to a transfer-pool to learn where students are currently enrolled; e-sports, an intercollegiate competitive gaming concept; marketing efforts; predictive modeling into admissions; and creating a 4-year enrollment plan cycle to coordinate with the biennium/funding cycle.

BREAK 10:15-10:25

3.2 State Budget Context and Tuition and Budget Process Update

VPFA **Fox** walked through his PowerPoint presentation and the agenda report giving an overview of the: state budget, three budget development scenarios and assumptions that Oregon Tech is using, timelines for tuition and budget development, and budget and tuition setting principles. He acknowledged that the tuition structure needs to be analyzed to determine how it compares to the university's competitors. **Request to focus on strategy to increase capital funding in light of state funding continuous decline.**

Trustee Brown requested the costs to produce a graduate in each academic program. Interim President Kenton stated that part of the reason Oregon Tech receives

such a high percentage of state funding is in recognition that the curricula of the institution is the most high cost curricula in the state, as well as the applied nature of how we teach that includes externships and internships requirements of some programs.

VPFA Fox stated it is likely that a deficit budget will be brought forward next year. **Chair Graham** asked him to identify the strategy and rationale behind the proposed deficit budget when he presents the budget.

3.3 Meeting Dates to Accommodate Tuition Setting

VPFA Fox stated the HECC would like to have all proposed tuition increases that are above 5% at its early May meeting but the Board is not set to meet until May 25 and 26. He expected the proposed increase in tuition to be greater than 5% and that the Board might consider holding a special meeting of the Executive Committee and full Board prior to the May HECC meeting or moving the May 25-26 meeting altogether. **Chair Graham** would like to have tuition discussion in person but will make the determination if additional meetings are required after further discussion with staff.

3.4 Board and Trustee Evaluations

Vice Chair Sliwa stated an electronic survey was sent out to all trustees and he received a 50% response rate. He walked through the survey questions, how the results will be presented, and explained that this evaluation should be completed on an annual basis.

Trustee Peterson explained the questions were modified from an AGB publication and are similar to other universities'; the intent is to allow for self-reflection and to gather data to assess how the Board can grow and improve. The Board Secretary will resend the survey link. The results of the evaluation were proposed as a topic for the Board Retreat.

4. Natural Sciences Department Presentation

Associate Professor/Dept. Chair Rose McClure introduced herself, gave an overview of the diverse department, the two majors offered: biology health science and environmental sciences, and introduced two students. **Damon Lerma** and **Kate Hibbs** gave an overview of their majors, activities and clubs they are involved in, plans after graduation, why they chose Oregon Tech and what they enjoy about the university.

5. **Other Matters** – none

6. **Public Comment** – none

7. **Adjournment**

Meeting adjourned at 12:10pm.

Respectfully submitted,



Sandra Fox
Board Secretary