

**Board of Trustees
December 7, 2017
MINUTES**

Trustees Present:

Lisa Graham, Chair
Jeremy Brown
Jessica Gomez
Kathleen Hill

Jill Mason
Nagi Naganathan, President
Celia Núñez
Liam Perry

Dan Peterson
Paul Stewart
Fred Ziari

University Staff and Faculty Present:

Erin Foley, VP Student Affairs/Dean of Students
Brian Fox, VP Finance and Administration
Josie Hudspeth, Associate Director of Campus Life and Multi-Cultural Student Services
Jim Jones, AVP of Information Technology/CIO
Jennifer Kass, Director of Career Services
Gary Kuleck, Provost/Dean of Academic Affairs
Laura McKinney, VP Wilsonville
LeAnn Maupin, Dean of College of Health, Arts and Sciences
Brittany Miles, Government Relations and Industry Outreach Director
Adria Paschal, Senior Executive Assistant
Stephanie Pope, Budget and Resource Planning Director
Tracy Ricketts, AVP Development and Alumni Relations
Kate Sinner, AVP Government Relations and Strategic Partnerships
Di Saunders, AVP Communications and Public Affairs
Christopher Syrnyk, Associate Professor of Communication
David Thaemert, Associate Professor Civil Engineering
Erika Veth, Dean Oregon Tech Online
Suzette Yaezenko, AVP Human Resources

Others Present:

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 3:02pm. The Board Secretary called roll and a quorum was declared.

2. Reports

2.1 President's Report and Discussion

President Naganathan identified a change in Strategic Enrollment Management; VP Foley and Dean Veth will share the duties of admissions, retention and financial aid and marketing and faculty to keep initiatives going. The VPSEM is taking on the role of Special Assistant. His report included an update on a strategic advertising plan focusing on branding and recruitment; information on the Cyber Defense Center launch in November; Cornett Hall renovation progress; an introduction of Stephanie Pope as the new Budget Director; notice that fundraising last year exceeded \$3M; classroom utilization is being looked at, and architectural standards and landscape standards are in process of being created or will be shortly.

2.2 Foundation and Advancement Report

AVP Ricketts reported the Foundation is expanding its framework of fundraising and modifying the portfolio management for effectiveness; Giving Societies are being re-establishing and donor clubs will be rolled out in 2018; potential industry advisory council members worked with faculty; the Alumni Relations position was restructured; the Foundation collaborated with Financial Aid to coordinate the finish line fund; the Fiscal Literacy Program was started; a capital improvements donation for the \$1M softball field project was received with a donor contributing 80%; and a Cornett Investment policy was created.

2.3 ASOIT Wilsonville Report

President Peggy Hawkins and **Vice President Marie May** thanked the Board for being students advocate. She explained the accomplishments of ASOIT this year including a club fair and the creation of a new club: Society of Automotive Improvement Club. They reported student Peter Tucker put together workshops such as soldering, creating an opportunity to bring students from various programs together. ASOIT is creating culture and encouraging student engagement with each other through game night and tonight's holiday bowling party. A We Deliver Eats program was started with local restaurants to bring meals for sale to students on campus at lunch and dinner. Two free-food events were held and there is still a demand for meals to be offered on campus. ASOIT also granted funds to organizations on campus. **Trustee Brown** encouraged the students to invite faculty to some of the events.

2.4 Administrative Council Report

Representative Kass shared the results of a survey given to administrative staff. As a result, the group is working with HR to meet the request for training and professional development opportunities through different modalities. There was also a desire for more communication across campuses and between administrative staff and faculty. The survey showed there is concern whether we are all working towards the same strategic goals and that we have the necessary resources (or systems) to do our jobs effectively. The council would like to increase awareness of what goes on at campuses and desires to change policy to allow unclassified staff to donate unused leave to other unclassified staff.

2.5 Faculty Senate Report

President Thaemert gave an update on the progress committees are making. The Academic Standards committee is working with the Registrar and Admissions to address

advising issue related to foreign language. The Senate learned about digital badging principles from Dean Veth. The President's Council approved the Credit for Prior Learning Policy, required to meet accreditation requirements. The Elections committee supported Dr. Mark Clark continuing as the inter-institutional faculty senator for a second term. The election for President will be in February with a July 1 start date. The Faculty Compensation committee is discussing compensation of Chairs during summer term. The Faculty Welfare committee is working on a framework report of how workload is calculated. The Charter for Appointment of Chairs for faculty senate committees was reviewed. The Rank Promotion and Tenure Committee is working on the policy for promotion of non –tenure tract faculty. There is discussion on creative work (work outside of teaching), the concept is relatively new to the university and faculty; the Senate will work on how creative work is reviewed, and how it is perceived in the rank, promotion and tenure process.

2.6 Legislative Session Report

AVP Sinner provided an update on the government relations portfolio. She stated the 2018 short session begins in February. The focus of universities is to thank the Legislature for its support last year. There are two over-arching factors to watch: Ballot Measure 101 which if it fails would lead to a major budget gap and key changes in personnel who were key higher education supporters. University Day is February 15. There is a potential for tuition setting bill to be brought forward. Other likely issues include: DACA students, Title IX, PERS unfunded actuarial liability (attempt at reduction), and cap on carbon and cap on invest. There will be requests for additional bond capacity. They are tracking the tax reform bill for potential effects on students. **Trustee Ziari** suggested we engage federal and state representatives in the off-season.

2.7 Enrollment Report

VP Foley reported there was a small increase in fall enrollment, but it is mostly due to dual high school students. She outlined some things that impacted fall enrollment including a communication plan (when a student expresses interest, how do we take them through the process from inquiry, application, admittance, registration and attending classes); inability to use RECRUITER software program that manages communication; in the prior year there was a significant increase in applications but enrollment was down; and there were many incomplete applications. Her groups are looking at how to fix these issues. She anticipates enrollment to decrease in winter as it historically has, and decrease again from winter to spring. She is rectifying staffing vacancies, clarifying roles, setting targets for admissions staff, working with academic programs to market under-enrolled programs and holding Influencer events. In January staff will roll out to faculty and departments how they can assist in conversion and registration. They are revisiting opportunities with an alumni recruiter and regional recruiter in the Medford area. The Board would like an update on recruitment and SEM at the next meeting. How is the roll-out working? Where are we in comparison with other universities?

2.8 Academic Quality and Student Success Committee Report

Trustee Brown summarized the committee meeting held today. Trustees heard from the Provost on the degree and new program approval process, had a presentation on international students and the support we offer them, heard about the honors program, the athletic programs and caliber of athletes, and an overview of the Clery report.

2.9 Finance and Facilities Committee Report

Trustee Stewart summarized the committee meeting held today including an overview of the external audit report; approval of a long-term calendar identifying topics for future meetings; a general budget update; and a request to approve a capital spending plan and authorize the use of cash. **Trustee Stewart moved to recommend the Board approve \$11.5 million in expenditures in advance of bond proceeds for the Legislatively approved projects: Center for Excellence in Engineering Technology/Cornett Hall Renovation (\$5.5M), Oregon Manufacturing Innovation Center, Research and Development Facility (\$3.5M), and the Student Recreation Center (\$2.5M); and authorize the President or his designee to utilize funds in excess of \$1 million in the Quasi-Endowment, if deemed necessary by management, to fund capital proceeds; funds utilized for these purposes will be repaid when bonds are sold and the State of Oregon reimburses Oregon Tech; and that the VPFA come back with a status update in March.**

2.10 Executive Committee Report

Chair Graham recapped the committee meeting held today. Members brainstormed topics to address over the next year.

3. Consent Agenda

3.1 Approve a Capital Spending Plan and Authorize the Use of Cash

The Finance and Facilities committee recommended the Board approve \$11.5 million in expenditures in advance of bond proceeds for the Legislatively approved projects: Center for Excellence in Engineering Technology/Cornett Hall Renovation (\$5.5M), Oregon Manufacturing Innovation Center, Research and Development Facility (\$3.5M), and the Student Recreation Center (\$2.5M); and authorize the President or his designee to utilize funds in excess of \$1 million in the Quasi-Endowment, if deemed necessary by management, to fund capital proceeds; funds utilized for these purposes will be repaid when bonds are sold and the State of Oregon reimburses Oregon Tech; and that the VPFA come back with status update in March 2018.

Trustee Gomez moved to approve the consent agenda. Trustee Stewart seconded the motion. With all trustees present voting aye, the motion passed unanimously.

4. Continuance of Meeting

Trustee Núñez moved to continue the meeting to 8:00am on December 8, 2017. Trustee Gomez seconded the motion. With all Trustees present voting aye, the motion passed unanimously.

Board of Trustees
December 8, 2017
MINUTES

Trustees Present:

Chair Lisa Graham
Jeremy Brown
Jessica Gomez
Kathleen Hill

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Celia Núñez
Dan Peterson

Liam Perry
Paul Stewart

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Tracy Ricketts, AVP Development and Alumni Relations
Kate Sinner, AVP Government Relations and Strategic Partnerships
Di Saunders, AVP Communications and Public Affairs
Christopher Syrynk, Associate Professor of Communication
Erika Veth, Dean Oregon Tech Online
Suzette Yaezenko, AVP Human Resources

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

Chair Graham called the meeting to order at 8:02am. The Board Secretary called roll and a quorum was declared.

6. Discussion Items

6.1 Information Technology Services Strategic Plan Presentation

AVP Jones walked through a PowerPoint presentation, updating the Board on information technology service projects. He demonstrated the Oregon Tech Experience application with Augmented Reality which is being sent out to the ACH High school students, and explained the strategic planning process for IT and the need to identify where to spend IT resources. He shared the vision for IT: “Cloud first and always on.” He also stated the university obtained cyber insurance. **Trustee Peterson** thanked AVP Jones for participating/interacting with students. **AVP Jones** stated his department is improving conference room infrastructure around campus and created an Academic Technical Advisory Council. **Chair Graham** would like to see our IT department positioned to keep current on technology that students are expecting; there is a need to have showcase facilities to allow students and faculty to see themselves at Oregon Tech.

6.2 OMIC Report

VP McKinney walked through a PowerPoint presentation outlining the history of the Oregon Manufacturing Innovation Center, stakeholders, partnerships, current status, and future plans. She explained the three different roles Oregon Tech plays: landlord, research partner (faculty can bid on and participate in projects all faculty from three universities are competing against each other for funding opportunities), and host (Oregon Tech hiring Center Director who will report to the university). She shared the significant progress: the building is occupied, annexation to the city of Scappoose is pending, the temporary road is constructed, road funding is allocated, and three pilot projects are underway. **Trustee Stewart** requested a regular update on OMIC budgeting and finances at the F&F Committee as it is part of the Board's fiduciary duties. **President Naganathan** wrote a grant to fund five full scholarships for students who attended schools close to Scappoose.

6.3 Long-term Goal Discussion

President Naganathan walked through a PowerPoint presentation. He discussed the desire to revise the Mission statement of the university to address graduate degrees. He recapped the short-term action plan and goals and the proposed aspirational vision for Oregon Tech. **Trustee Brown** stated typically, higher education is risk adverse but we need to build up the risk and entrepreneurial culture of the university. **Trustee Peterson** requested to receive an update on how we are progressing on the goals, keep the timeline up to date, and communicate that with faculty (recognize discomfort they might feel to get buy-in and for them to feel comfortable sharing ideas). He asked that all programs be considered; he is concerned that the university focuses on health sciences and engineering. redefine Industry's university to not just focus on technical aspect. **Chair Graham** has heard from faculty and staff that it is refreshing to have a vision. She asked that we make sure we are producing well-rounded students and not just health and engineering students. **Trustee Peterson** asked for a definition of what it means to be industry's university. **Trustee Hill** would like to hear about, and from, our graduates. **President Naganathan** will keep the board informed and will roll out the strategic planning process in spring. He will also reach out to each trustee to discuss other opportunities to create connections. **Trustee Núñez** asked the president to lead with compassion and heart and be cognizant of changes he is making.

7. **Other Matters** – none

8. **Public Comment** – none

9. Roundtable

Trustee Stewart shared a concern if it is realistic to be the world's polytechnic university but agrees we need to strive for that. We need to begin with the end in mind; we need to create well-rounded students who are good civic contributors, getting great jobs, meeting the needs of industry. **Trustee Gomez** stated she appreciated the Admissions information and work to get us into a healthy enrollment position. The vision and work on strategic goals is very positive. **Trustee Mason** expressed her appreciation of moving from the details to the bigger vision while staying connected with presentations by students and faculty. **Trustee Brown** appreciated the alignment of strategies (facilities, administration, information technology) but is concerned about enrollment for Fall 2018. He is disappointed that we don't have a Title IX person and

would like to see traction on how we encourage more faculty participation through distance learning as an acceptable teaching level. **Trustee Hill** is concerned about the stress on people and burning staff out while we move enthusiastically towards the goals. She is worried about too many demands on people and asked that the President is mindful of this. She added that the Professorial tract is a great thing. **Trustee Núñez** stated that Title IX is important. She also asked the President to be mindful of how the changes are affecting people. She would like to make sure the Oregon Tech team knows who the Board members are, what they do, and why they are here. **Trustee Perry** is excited to see what future holds. **Trustee Peterson** appreciates the discussion that the board had about faculty and staff and the mindfulness shown during conversations. He thanked Dr. Naganathan for his leadership and excitement. He stated there is a lot of energy on campus now, some positive and some less positive, but people truly care about the institution; they want to be a part of change but want to know how they are a part of the change. He asked Dr. Naganathan to channel the energy to make Oregon Tech a stronger institution. **Chair Graham** stated approval of the consent agenda item was a show of trust in the subcommittee to do the analysis. She thanked the Trustees for their continued attendance and relayed her optimism for the university.

10. Adjournment

Meeting was adjourned at 11:00am.

Respectfully submitted,



Sandra Fox
Board Secretary