
Board of Trustees Agenda

	<u>Page</u>
1. Call to Order/Roll/Declaration of a Quorum (1:00pm) <i>Chair Graham</i>	
2. Reports	
2.1 President's Report and Discussion (30 min) <i>President Naganathan</i>	
2.2 ASOIT Wilsonville Report (1:30pm) (10 min) <i>President Hawkins</i>	
2.3 Administrative Council Report (1:40pm) (10 min) <i>Chair Hudspeth</i>	
2.4 Faculty Senate Report (1:50pm) (15 min) <i>President Thaemert via Skype</i>	
2.5 Legislative Session Report – written submission only	1
2.6 Enrollment Report (2:05pm) (35 min) <i>AVP Veth</i>	6
2.7 Academic Quality and Student Success Committee Report (2:40pm) (5 min) <i>Trustee Brown</i>	
2.8 Finance and Facilities Committee Report (2:45pm) (5 min) <i>Vice Chair Sliva</i>	
2.9 Executive Committee Report (2:50pm) (5 min) <i>Chair Graham</i>	
3. Consent Agenda (2:55pm) (5 min) <i>Chair Graham</i>	
3.1 Approve Minutes of the October 26, December 7 and 8, 2017 Meetings	16
 BREAK 3:00pm- 3:10	
4. Action Items (3:10pm)	
4.1 Approve 2019 Meeting Dates (10 min) <i>Chair Graham</i>	28
4.2 Approve 2018-19 Tuition and Fees 3:20pm (20 min) <i>VPFA Fox</i>	See F&F Packet
5. Discussion Items (3:40pm)	
5.1 Emergency Operations Preparedness (30 min) <i>Director Sockman</i>	29
5.2 Brand Equity Research Update 4:10pm (30 min) <i>Adam Davis DHM Research</i>	
5.3 ITS Annual Report 4:40pm (15 min) <i>CIO/AVP Jones</i>	
5.4 Board Terms 4:55pm (10 min) <i>Chair Graham</i>	
6. Other Matters (5:05pm) (5 min)	
7. Public Comment (5:10pm) (10 min)	
8. Roundtable (5:20pm) (10 min)	
9. Adjournment (5:30pm)	

6:00PM – DINNER AT MCCORMICK AND SCHMICK'S



Office of Strategic Partnerships and Government Relations
2018 Legislative Session Budget and Policy Report

HIGHER EDUCATION BUDGET

Operating Funds: Public University Support Fund (PUSF)

No changes were made to the operating funds of the public universities. Tuition increases for all seven public institutions will remain most likely under 5% for the 2018-19 academic year as a result of the legislature maintaining funding for the public universities and the 2017 budget note in SB 5524 (2017).

Community College Support Fund

No changes were made to the funding for the community colleges despite their request to increase funding by \$32 million during the session.

Financial Aid - Oregon Opportunity Grant

Potentially +\$14 million

The federal tax disconnect bill (SB 1528) allows the HECC in cooperation with the Department of Revenue to conduct an auction of tax credits limited to \$14M per fiscal year.

The legislative adopted budget at the close of 2017 allocated \$146.1 million to the OOG.

HIGHER EDUCATION COORDINATING COMMISSION (HB 5201)

The HECC had a \$425,000 General Fund budget hole caused by a lack of firm estimates from the Department of Administrative Services related to Enterprise Technology Services. The legislature filled this hole from two sources: an offset of \$360,000 in savings from Open Education Resources and allocating \$65,000 from the general fund.

Additionally, the HECC received a General Fund appropriation of \$250,000 for the Oregon Volunteers Commission for Voluntary Action and Service program. The primary program administered by the Commission is AmeriCorps, which requires a state match to receive federal grants.

A one-time appropriation of \$250,000 was approved through the HECC for the Portland State University/Oregon Health and Science University Center for Violence Prevention Research, Education, and practice. The work of this Center is to research identifying causal factors and other social determinants of health that are linked to various dangerous outcomes. Funding will be distributed to the hospital operations component of OHSU for the Joint School of Public Health.

PERS LEGISLATION

SB 1566 Employer Incentive Funds

This measure establishes an Employer Incentive Fund to be used for a one-time match program. The match rate is up to 25% of a PERS employer's contribution. Once matched, state funds would be transferred into a new or existing employer's side account at which time the state would

relinquish all financial interest in the match. All PERS entities, including school districts, community colleges, and public universities, are eligible to participate in the matching funds program. Additionally, to become eligible an employer must have an approved Unfunded Actuarial Liability Resolution plan.

CAPITAL CONSTRUCTION

Oregon Tech broadened the scope of emergency bonding authority. This will allow Oregon Tech to use the remaining Article XI-Q general obligation bond proceeds authorized in HB 5202 (2016) to repair and modernize failing infrastructure systems, including storm drain, sewer, power, water, and geothermal systems that provide core services to university buildings and facilities.

SB 5702 Bond Authorization

An additional \$74,650,000 million of general obligation bonds (Article XI-G, Article XI-Q, Article XI-F, and Lottery Revenue) were authorized to finance three new university projects and to increase three university projects for the 2017-19 biennium. Oregon Tech did not have a bonding request for the 2018 legislative session.

The following projects were requested for use of Article XI-G, Article XI-Q, and Lottery Revenue Bonds (*NOTE: Article XI-G require a university match, Article XI-Q do not require a match*)

Eastern Oregon University: Field House Facility (*originally requested in 2017*)

REQUESTED: \$2M in Article XI-Q Bonds, \$7M in Lottery Revenue Bonds.

APPROVED: \$9M in Lottery Revenue Bonds

Oregon State University: Cascade Expansion (*originally requested in 2017*)

REQUESTED: \$29M in Article XI-Q bonds, \$10M in Article XI-G Bonds

APPROVED: Same as requested

Southern Oregon University: Boiler Replacement (*new emergency request*)

REQUESTED: \$2.8M in Article XI-Q Bonds

APPROVED: Same as requested

University of Oregon: Campus for Accelerating Scientific Impact (*originally requested \$100M in 2017 only received \$50M*)

REQUESTED: \$40M in Article XI-G Bonds

APPROVED: \$20M in Article XI-G Bonds (50% reduction in 2018 request)

The Legislature Adopted a Budget Note asking the Higher Education Coordinating Commission to take a stronger role in evaluating University Capital.

“Budget Note: The Higher Education Coordinating Commission is directed to report to the Emergency Board in May 2018 on the statewide criteria developed to evaluate and prioritize Public University capital requests that are proposed in the agency’s request budget. The criteria and evaluation process should provide, at a minimum, comparable information across projects, objective analysis of each request, and prioritization of deferred maintenance activities.”

Bonding for the universities continues to be of concern to some legislators who believe that the universities have become “entitled.” It will be critical that Oregon Tech continues to make the case that capital is a good investment for Oregon. Specifically, that investing in capital leverages matching funds, creates jobs, and serves students.

LEGISLATION IMPACTING PUBLIC UNIVERSITIES

HB 4014 Tuition Waivers for Former Foster Youth Fix

Removes the requirement that foster children or former foster children complete a certain number of volunteer services hours during the previous academic year to qualify for tuition waivers.

HB 4035 Tuition Assistance for Members of the National Guard

Establishes a tuition assistance program for qualified Oregon National Guard members qualified participants who maintain a GPA of at least 2.0 and are attending an Oregon Community College or Public University. The legislature allocated \$2.5 million to the HECC for tuition assistance payments.

HB 4046 PERS Spiking

Provides that outside compensation received by employee of public university, Oregon Health and Science University, or community college is not included in employee’s salary for purposes of PERS unless paid to the employee by the public university, OHSU, or community college.

HB 4053 Accelerated College Credit

Directs the Chief Education Office, in collaboration with the HECC to prepare and annual report on accelerated college credit programs. First report is due by December 1, 2018. No appropriation for university work in data gathering despite university request. The bill will require Oregon Tech registrars’ time and labor to meet the data gathering requirements. In the long-run, Oregon Tech and the State will benefit from having data on the outcomes of students receiving accelerated credit.

HB 4056 Scholarships for Children of Deceased or Disabled Public Safety Officers

Designates 10 percent of forfeiture proceeds for scholarship program for children of fallen or disabled public safety officers.

HB 4141 Tuition Advisory Bodies

Requires each public university to have an advisory body to the university president on resident tuition and mandatory enrollment fees. Specifies that the advisory body must have at least two administrators, two faculty members, two students from the recognized student government, and two students representing historically underserved students of the university. Requires the advisory body to document the impact on underserved students and the mission of the public university. The advisory body will provide a report to the President.

SB 1554 Disregards 529 Accounts for purposes of Financial Aid

Disregards any amount in an account established for higher education expenses to determine an individual’s eligibility to receive assistance or benefits authorized by law. Additionally it requires the Higher Education Coordinating Commission to conduct a study of the effects of excluding savings account balances on state and institutional financial aid programs and submit a report to legislature by December 1, 2018.

SB 1557 Protections for Students called to Duty for less than 30 Days

Requires community colleges, public universities, and Oregon Health and Sciences University to provide certain rights to students ordered to federal or state active duty for 30 or fewer consecutive days.

SB 1563 Tuition Equity Fix

Removes the requirement that students who are not citizens or lawful permanent residents apply for official federal identification documents to be eligible for exemption from paying nonresident tuition at public universities.

OTHER BILLS OF NOTE

HB 4043 Helping community college students apply for benefits

Requires the community colleges to jointly conduct a study to determine best methods for helping community college students learn about and apply for benefits. We expect that future legislative proposals will come out of this study.

HB 4145 “Boyfriend Loophole”

Expands the prohibition of gun ownership to people convicted of domestic violence against non-married intimate partners. Additionally, it blocks people convicted of the misdemeanor of stalking from owning a gun.

HB 4153 Oregon’s Rural University

Designates Eastern Oregon University as Oregon’s Rural University. This designation has **no** funding attached to it.

HCR 206 Oregon State University turns 150

Congratulates and honors Oregon State University on its 150th Anniversary.

SB 1540 Clarifies provisions related to child abuse investigations and mandatory reporting

Modifies the mandatory reporting law for children by excluding from the definition of “abuse” consensual sexual contact between a child over the age 14 and a person under the age of 21 unless there is a difference of three or more years in age.

SCR 205 Dr. Joe Robertson

Recognizes and celebrates President Joe Robertson for his career at Oregon Health and Science University and extends well wishes to him upon his retirement.

PREPARING FOR 2019

During the session Oregon Tech began educating legislators about our 2019-21 budget request to increase the Public University Support Fund by \$130 Million to keep tuition near 5% at all seven public institutions. Oregon Universities should expect to continue to educate Legislators and other stakeholders about the cost-drivers that are out of the universities’ control and how state funding impacts tuition.

Additionally, Oregon Universities started educating legislators about Sports Lottery Equity Scholarships in our attempt to restore funding to the full 1% of the lottery. Which would increase resources for athletic and graduate scholarships at Oregon Tech. ■



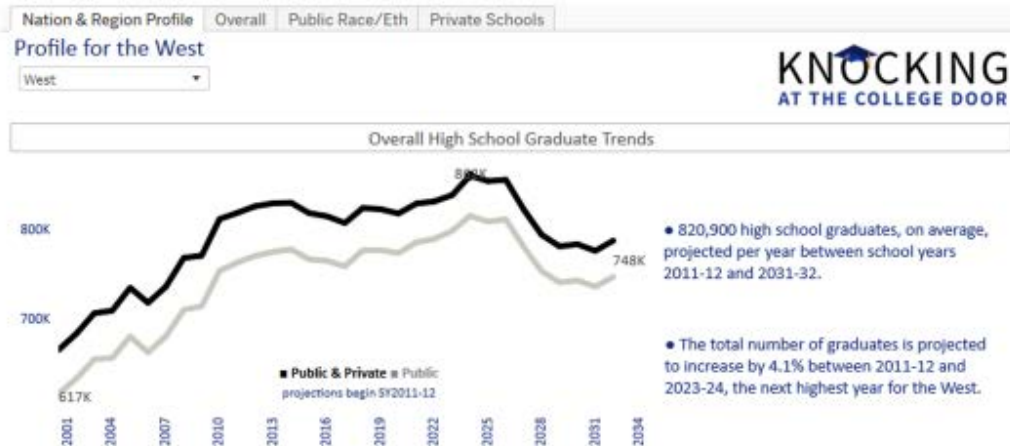
Strategic Enrollment Management

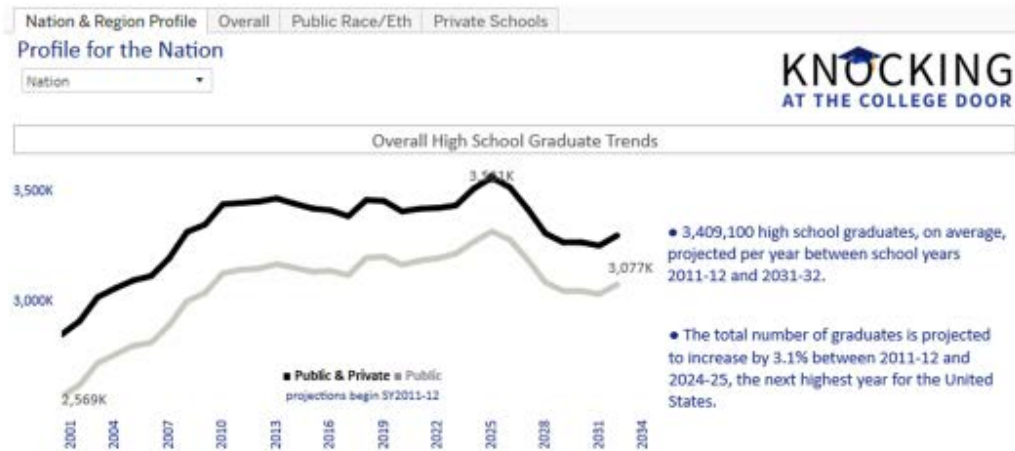
- National Enrollment Trends
- National & Oregon Trends in high school graduation
- Community College Enrollment Trends in Oregon and their impact on Oregon Tech
- Oregon Tech data for spring & fall 2018
- SEM initiatives to promote robust enrollment growth



Strategic Enrollment Management

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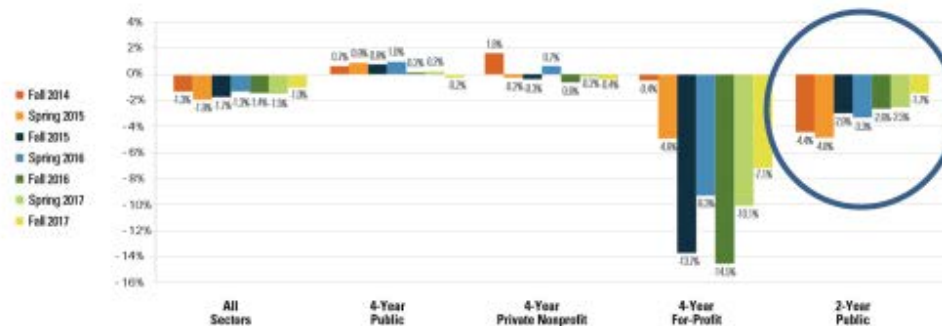




NATIONAL STUDENT CLEARINGHOUSE
RESEARCH CENTER

Term Enrollment
ESTIMATES
FALL 2017

Figure 1: Percent Change from Previous Year, Enrollment by Sector (Title IV Degree-Granting Institutions)



Community College Enrollments in Oregon

Community College Enrollments	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	5 Year Change	
						Difference	% Change
Blue Mountain Community College	2,911	1,880	1,731	1,686	1,660	-1,251	-43.0%
Central Oregon Community College	7,132	6,760	6,312	6,073	5,711	-1,421	-19.9%
Chemeketa Community College	12,371	12,111	11,101	11,454	10,797	-1,574	-12.7%
Clackamas Community College	7,646	7,368	7,302	6,407	6,777	-869	-11.4%
Clatsop Community College	1,071	1,069	857	833	900	-171	-15.9%
Columbia Gorge Community College	1,037	974	991	895	902	-132	-12.7%
Klamath Community College	1,148	1,304	1,343	1,224	1,434	286	24.9%
Lane Community College	12,192	11,002	9,236	8,383	9,042	-3,150	-25.8%
Linn-Benton Community College	5,974	5,617	5,314	5,721	5,775	-199	-3.3%
Mt Hood Community College	9,847	9,393	9,276	8,758	9,170	-677	-6.9%
Oregon Coast Community College	539	580	489	503	416	-120	-22.8%
Portland Community College	33,767	32,411	30,929	29,003	28,494	-5,266	-15.6%
Rogue Community College	5,556	5,530	5,099	4,954	4,901	-655	-11.8%
Southwestern Oregon Community Coll	2,122	2,038	2,316	2,338	2,160	38	1.8%
Tillamook Bay Community College	470	514	473	295	261	-209	-44.5%
Treasure Valley Community College	2,688	2,443	2,396	2,170	2,017	-671	-25.0%
Umpqua Community College	2,607	2,183	2,045	2,246	2,209	-398	-15.3%
Total	109,078	103,177	97,210	93,143	92,626	-16,452	-15.1%

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KCC
24.9%
Increase

Community College Enrollments Impact on Oregon Tech

Number of CC Transfers

	2012-13	2013-14	2014-15	2015-16	2016-17
Blue Mountain Community College	8	10	8	8	3
Central Oregon Community College	34	18	23	18	26
Chemeketa Community College	58	62	51	59	47
Clackamas Community College	25	36	29	28	23
Clatsop Community College	6	2	2	1	3
Columbia Gorge Community College	0	0	0	2	3
Klamath Community College	78	63	80	62	63
Lane Community College	25	18	14	31	21
Linn Benton Community College	18	22	17	9	9
Mt Hood Community College	21	29	23	37	27
Portland Community College	123	118	138	110	122
Rogue Community College	34	40	36	43	37
Southwestern Oregon Community College	9	8	10	7	12
Treasure Valley Community College	3	2	0	2	3
Umpqua Community College	26	17	9	9	14
Total	468	445	440	426	413

5 Year Change	
N	%
-5	-62.5%
-8	-23.5%
-11	-19.0%
-2	-8.0%
-3	-50.0%
3	-
-15	-19.2%
-4	-16.0%
-9	-50.0%
6	28.6%
-1	-0.8%
3	8.8%
3	33.3%
0	0.0%
-12	-46.2%
-55	-11.8%

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Oregon Tech, Winter 2018: Headcount

Headcount

	Same Week Comparison	
	Winter 2017	Winter 2018
On Campus (Klamath Falls)	2,153	2,100
Online	1,519	1,633
Onsite Total (Unduplicated)	940	884
* Portland-Metro	734	712
* Seattle	134	107
* La Grande	12	0
* Chemeketa	58	59
* Joint Program	4	11
Sub-Total (Unduplicated)	3,782	3,714

Same Week Comparison	
Difference	% Change
-53	-2.5%
114	7.5%
-56	-6.0%
-22	-3.0%
-27	-20.1%
-12	-100.0%
1	1.7%
7	175.0%
-68	-1.8%

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Oregon Tech, Spring 2018: Headcount

Headcount

	Same Week Comparison	
	Spring 2017	Spring 2018
On Campus (Klamath Falls)	1,869	1,766
Online	1,068	1,116
Onsite Total (Unduplicated)	681	594
* Portland-Metro	582	508
* Seattle	63	51
* Chemeketa	32	31
* Joint Program	4	5
Sub-Total (Unduplicated)	3,062	2,877

Same Week Comparison	
Difference	% Change
-103	-5.5%
48	4.5%
-87	-12.8%
-74	-12.7%
-12	-19.0%
-1	-3.1%
1	25.0%
-185	-6.0%

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Oregon Tech, Spring 2018: SCH

Student Credit Hours

	Same Week Comparison	
	Spring 2017	Spring 2018
On Campus (Klamath Falls)	22,763	21,818
Online	5,730	5,925
Onsite Total	6,149	5,213
* Portland-Metro	5,334	4,611
* Seattle	441	341
* Chemeketa	353	228
* Joint Program	21	33
Sub-Total	34,642	32,956

Same Week Comparison	
Difference	% Change
-945	-4.2%
195	3.4%
-936	-15.2%
-723	-13.6%
-100	-22.7%
-125	-35.4%
12	57.1%
-1,686	-4.9%

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Fall 2018: Admitted

Admitted

	Same Day Comparison	
	Fall 2017	Fall 2018
On Campus (Klamath Falls)	774	840
* Freshmen	588	671
* Transfer	174	161
* Post-Bac	12	8
* Graduate	0	0
Online	10	14
Onsite Total	144	165
* Portland Metro	144	164
* Other	0	1
Sub-Total	928	1,019

Same Day Comparison	
Difference	% Change
66	8.5%
83	14.1%
-13	-7.5%
-4	-33.3%
0	-
4	40.0%
21	14.6%
20	13.9%
1	-
91	9.8%

✓ Number of admitted students for Fall 2018 are higher than admits in Fall 2017

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11 Targeted Programs

- Environmental Sciences
- Mechanical/Manufacturing
- Renewable Energy Engineering
- Communication Studies
- Population Health Management
- Professional Writing
- Vascular Technology
- Information Technology
- Health Informatics
- CSET: Computer *Embedded* Software
- Technology & Management



Targeted Programs Overview

- Current student surveys
- Student profiles
- Academic Agreements/Partnerships
- Meaningful Swag
- Recruitment Opportunities



So what are the solutions?

Shoring up the Foundation

- **Admissions**
 - New Admissions Director begins April 2
 - Filling vacant positions
 - Making sure everyone knows what their job is and *what their goals are*
 - Recruitment Notification Form (and follow-up)
 - Meaningful SWAG
- **A working CRM!**
- **The ROCK**
 - Moving from focusing on freshmen to include transfers
 - Moving towards using same systems and processes as Admissions to avoid overlap

Centralized – Decentralized

- **Using same systems and processes**
 - Same branding
 - Same workflow in CRM – nuanced for each individual audience
 - Use of recruitment notification form
- **Leads at Online, Portland-Metro, other sites**
- **Expert involvement/insight from reps at each location**
- **Regular best practices workshops and trainings for all faculty and staff**



Solutions: Transfer

- **Remain nimble – focus also on workforce recruitment, industry partnerships, and digital badging/micro-credentialing**
- **Nurture our CC partnerships**
 - Publish lists of community colleges with whom we have articulation agreements
 - Make transfer advising guides and pre-reqs more available
- **Firm up Dual Enrollment**
- **Forge new relationships**
- **Make it easy for faculty to assist with recruitment**
- **Advertise where we know our target populations are located**
- **Really serve our transfer population**
 - Consider using transfer portal
 - Hire a transfer advisor
 - Provide rapid turnaround with admissions decisions and financial aid



Solutions: First-time Freshmen

- High School Transition Program (HST)
- Advance Credit Program (ACP)
 - Make sure the students know they are attending Oregon Tech!
- Identify and visit specific high schools, HS classes, student clubs/organizations and events
- Invest in our pre-college offerings and have someone OWN this
- Take care of our visitors (coupons, tours of town, partner with downtown associations, etc.)



Next Steps

- Take advantage of the hard working staff in Admissions, Financial Aid, the ROCK, Portland-Metro, and Online
- Establish best practices for SEM staff and structures at all locations and online
- Hire experienced marketing staff to focus on program recruitment
- Use available data to make informed decisions when it comes to recruitment and marketing for Oregon Tech and our programs
- We need to be known for our commitment to Students, Innovation, Community, and Ourselves!





**Meeting of the
Oregon Tech Board of Trustees
Sunset Room, Klamath Falls Campus
October 26, 2017
1:00pm-5:00pm**

DRAFT MINUTES

Trustees Present:

Lisa Graham, Chair	Kathleen Hill	Liam Perry
Steve Sliwa, Vice Chair	Vince Jones	Dan Peterson
Jeremy Brown	Jill Mason	Fred Ziari
Bill Goloski	Kelly Minty Morris	
Jessica Gomez	Nagi Naganathan, President	

University Staff and Faculty Present:

Sharon Beaudry, Assistant Professor Management
Todd Breedlove, Department Chair Computer Systems Engineering Technology
Erin Foley, VP of Student Affairs/Dean of Students
Brian Fox, VP of Finance and Administration
Phil Howard, Assistant Professor Computer Systems Engineering Technology
Josie Hudspeth, Chair Administrative Council, Associate Director of Campus Life
Jim Jones, CIO/AVP IT
Gary Kuleck, Provost/Dean of Academic Affairs
LeAnn Maupin, Interim Provost/Dean of College of HAS
Brittany Miles, Industry Outreach – Government Relations Manager
Sophie Nathenson, Associate Professor Humanities and Social Sciences
Steve Neiheisel, VP of Strategic Enrollment Management
Hallie Neupert, Interim Dean of College of ETM/Department Chair
Adria Paschal, Senior Executive Assistant to the President
Tracy Ricketts, AVP Development and Alumni Relations
Kate Sinner, AVP of Government Affairs and Industry Partnerships
Terri Torres, Associate Professor Mathematics
Ashley VanEssen, Public Information Representative
Erika Veth, Dean of Distance Education
Suzette Yaezenko, Chief Human Resource and Civil Rights Officer

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

Chair Graham called the meeting to order at 1:00 pm. The Secretary called roll and a quorum was declared.

2. Reports

2.10 President's Report and Discussion

President Naganathan gave an overview of activities including: convocation, contracting with a search firm to recruit a Dean of the college of ETM, search for internal legal counsel, existing enrollment figures, the Cyber Defense Center, the Governor's Proclamation of the Day of Cyber, OMIC, Cascadia Corridor Collaborative with Lake Washington Institute of Technology and British Columbia Institute of Technology, industry meetings in Medford including Rogue Community College, hosted Congressman Walden, hosted HECC, Catalyze Klamath winners competed in InventOR, change in Faculty Administration meeting formats, reference of Wilsonville campus as Portland-Metro campus in Wilsonville, fundraising events, Title IX and DACA, Latino Club, welcomed new staff members.

2.11 ASOIT Klamath Falls Report

President Faith Lee previously submitted a written report and sent an apology for not being able to attend due to class schedules.

2.12 Administrative Council Report

Administrative Council Chair, Josie Hudspeth explained the group meets monthly, representation is from both the Wilsonville and Klamath Falls campus, they are conducting a survey of staff, and looking for the best ways to offer growth opportunities for staff.

2.13 Faculty Senate Report

Vice President Sharon Beaudry stated the faculty and administration are facing the same direction, the Academic Standards committee is building infrastructure to support micro-credentials, as well as essential studies synthesis experience. Faculty workload is at the forefront of everyone's minds, balance of goals of tenure and non-tenure faculty, faculty development, compensation. Create a culture and support system in an entrepreneurial environment can grow. Look forward to working with admin to achieve strategic mission of the university.

2.14 Legislative Session Update

AVP Kate Sinner outlined issues to watch in 2018 including Ballot Measure 101, which will be on a special election in January, a Cap and Invest Bill, unfunded liability group, and legislation on apprenticeships. She identified upcoming personnel changes in the Legislature.

2.15 Strategic Enrollment Management Update

Dr. Neiheisel gave a presentation on enrollment figures, issues in SEM and solutions identified and in place, including nine targets. **Vice Chair Sliwa** identified remissions as a key to success and asked that it be added to the list. **Chair Graham** suggested adding key interaction and collaboration with various departments as a key to success, also. **Trustee Goloski** suggested creating a dashboard for future presentations. **Chair Graham** requested to see a visual connectivity between how students hear about Oregon Tech, how SEM fits with the overall health of the university, and where the risk points are.

2.16 Information Technology Services Update

AVP Jones walked through completed projects, projects in process and upcoming projects. He stated the department is increasing the communication; converting to the

cloud; migrating the phone system to skype for business; moving the Banner application to Amazon hosting services; creating a faculty innovation center; automating business processes; increasing security; and working on the IT strategic planning process, student support, augmented reality, and voice user interface.

2.17 Academic Quality and Student Success Committee Report

Trustee Brown stated Provost Kuleck gave a report of his first three months. The committee received an update on searches, faculty development and new technologies, and learned a regular series of dialogues between administration and academics started. There was discussion on the academic program review process, and an update on the essential study model project. An update was given on bookstore figures and the use of, and desire for, open source books. An overview of Veteran's services was given and staff from the Integrated Student Health Services gave a presentation. He noted that we do not have a cap on the number of visits for mental health issues and the counselors received high marks from students.

2.18 Finance and Facilities Committee Report

Vice Chair Sliwa stated staff will be presenting detailed reports to the committee and will not reiterate the information at the board level. He encouraged trustees to review the minutes or watch the recorded meetings. He relayed that credit hours are down from the forecast but we are receiving more funding from the state than forecasted. We have new budget director, Stephanie Pope, making progress to provide a monthly report for entire university. FOAC report provided a concern about OMIC and staff should increase communication to faculty and staff regarding this project. The committee reviewed the Internal Audit report and was updated on capital facilities.

2.19 Executive Committee Report

Chair Graham stated the committee discussed trustee terms and the strategy to ensure continuity for the university as the terms end. To stagger terms the chair and president will work with the governor's office to determine what can be done. The Chair and President will identify new leadership for the Chair, Vice-chair and committee chair positions. They will bring a nomination back to the executive committee for a recommendation to the full board. She asked if there were topics that trustees would like to focus on in upcoming meetings to send them to board secretary, board chair or president.

3. Consent

3.1 Approve Minutes of the May 25, 2017 Meeting

With no amendments proposed, the minutes stand approved as published.

BREAK 3:20-3:35pm

4. Action Items

4.1 Selection and Approval of 2018-19 Meeting Dates

Chair Graham led a discussion regarding potential dates and locations versus virtual meetings.

Amended proposed dates and locations:

- March 22 (Thursday) - Wilsonville.

- Committee meetings can be held between March and May meetings if it keeps the May meeting to one day
- May 17 (Thursday) - Klamath Falls with Investiture on the 18th
- July 26 – 27 (Thursday and Friday) - TBD.
- November 15 (Thursday) – virtual meeting

Vice Chair Sliwa suggested to hold committee meetings virtually prior to the board meeting.

The Board secretary will send out a set of proposed 2019 dates for discussion and action (November 2019 will be virtual).

Trustee Minty Morris moved to approve the proposed meeting dates for 2018 as amended. **Trustee Gomez** seconded the motion and with all members present voting aye, the motion passed unanimously.

5. Discussion Items

5.1 Short-term University Goals

President Naganathan walked through the process used to arrive at the proposed short-term goals. He explained the eleven goals and there was discussion on each: increase reputational capital, increase enrollment, grow student and campus diversity, extend academic planning student focus, extend academic planning instructional experience, invest in talent, grow our culture of pride, organizational improvement business processes, organizational improvement entrepreneurial, build alumni relations and philanthropy, leverage academic and industry partnerships. **Trustee Goloski** stated the information presented seemed like a list of projects/initiatives rather than measurable goals. **Vice Chair Sliwa** suggested future budget requests support these goals; he requested the resources needed to accomplish the goals be included during next budget discussions. He said it seemed an even split between measurable/quantifiable and directional. **Trustee Brown** suggested President Naganathan establish his 5-year goals, and have single year objectives linked with goals. **Trustee Peterson** suggested renaming the goals an action plan. **Vice Chair Sliwa** stated these goals will aid the Board in evaluating the President. **Trustee Jones** requested updates on the goals throughout the year.

Vice Chair Sliwa moved to accept the 2018 goals and to receive reports on the progress of goals and the president will return with a plan on how to address the 2019 goals. **Trustee Minty Morris** seconded the motion. With all trustees present voting aye, the motion passed unanimously.

6. Other Matters - none

7. Public Comment - none

8. Roundtable

Chair Graham thanked the President for the effort in pulling together the goals. **Trustee Goloski** appreciated the opportunity to serve on the Board. **Trustee Minty Morris** is excited

there is clearer direction. **Vice Chair Sliwa** appreciated the effort in putting together staff reports and having a leader who establishes goals and is willing to go meet them. **Trustee Jones** stated there is a great deal of tangible work being done on campus and looks forward to seeing the projects complete. **Trustee Hill** is excited about the path and future of the university. **Trustee Mason** looks at things through a team-lens and appreciated that all presenters talked about their team members and embraced working together. **Trustee Gomez** appreciates all of the attention being paid to the deferred maintenance and capital projects. **Trustee Brown** liked that the President's team is coalescing. He encouraged the President to find some quick wins from the goals. Appreciates the time to meet with faculty, staff, and students. **Trustee Peterson** appreciated the opportunity to recognize the Integrated Student Health Center and the great work they do. He is happy to actually have goals and anticipates seeing quick wins. **Chair Graham** appreciates the participation level of the Trustees and comradery.

9. Adjournment

Chair Graham adjourned the meeting at 5:00pm.



**Meeting of the
Oregon Tech Board of Trustees
Room 402, Portland-Metro Campus in Wilsonville
December 7-8, 2017
3:00pm-5:05pm and 8:00am-11:00am**

**Board of Trustees
December 7, 2017
DRAFT 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

2.20 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.

2.21 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.

2.22 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.

2.23 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.

2.24 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.

2.25 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.

2.26 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 roll-out working? Where are we in comparison with other universities?**

2.27 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.

2.28 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.**

2.29 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 DRAFT MINUTES

Trustees Present:

Chair Lisa Graham
Jeremy Brown
Jessica Gomez
Kathleen Hill

Jill Mason
Nagi Naganathan, President
Celia Núñez
Dan Peterson

Liam Perry
Paul Stewart

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
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 Syryn, 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. Dr. 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.

PROPOSED BOARD MEETING DATES 2019

- January 24 (Thursday) – Wilsonville
- March 21 (Thursday) – Klamath Falls
- May 30 (Thursday) – Klamath Falls
- July 25 and 26 (Thursday and Friday) – BOARD RETREAT Location TBD
- November 21 (Thursday) - Wilsonville

2019 Calendar

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DISCUSSION

Agenda Item No. 5.3

Emergency Operations Preparedness

Background:

Oregon Tech has increased its investment in emergency operations preparedness over the past several years in order to raise the readiness level of the university. This includes hiring the first director of Emergency Management, revamping and modernizing its Emergency Operations Plan and bringing it into compliance with Federal Incident Command System standards to allow for interoperability with external law enforcement and disaster recovery agencies. The appended presentation will provide a background on work to date and future work to be completed within the Emergency Management Department.

The presentation by Director of Emergency Management Stuart Sockman will outline the;

- goals of emergency operations generally,
- structure of the Emergency Operations Plan,
- interactions with partner agencies,
- training cycles for current and new employees, and
- exercise objectives and associated schedule.

This presentation is for informational purposes only and is designed to provide the Finance & Facilities Committee with a broad overview of Emergency Management systems at Oregon Tech and our current state of readiness.

Recommendation:

No action required, report for informational purposes only.

Attachment

PowerPoint Presentation



Emergency Operations Preparedness

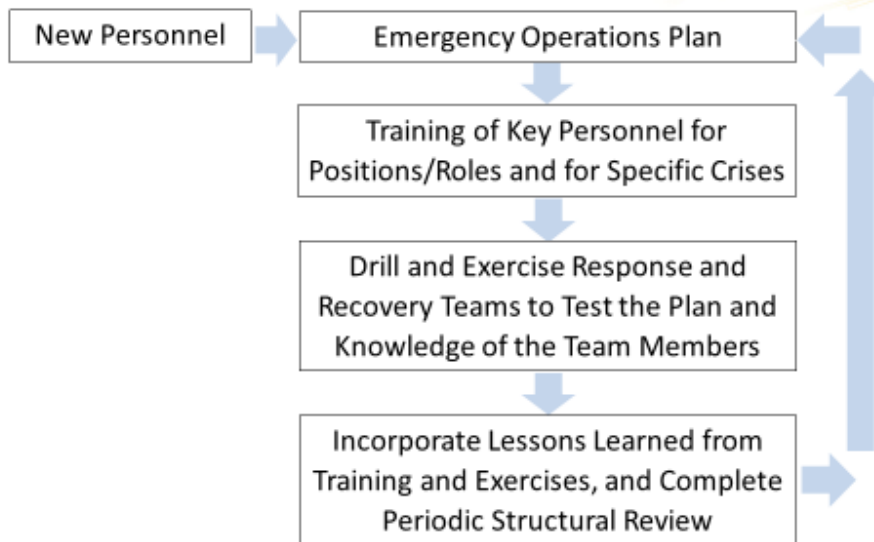
STUART SOCKMAN | Director of Emergency Management | Oregon Tech

Emergency Operations Goals



- Reduce the likelihood of and mitigate the risks of an emergency event
- Develop and improve institutional capacity to deal with crises, and minimize negative impacts
- Operations and responses are designed to:
 - I. Protect lives,
 - II. Stabilize the incident,
 - III. Minimize property Damaged
 - IV. Protect the Environment, and
 - V. Provide for the continuation and restoration of essential services
- Oregon Tech and law enforcement/fire department have primary responsibility for emergency response and operations

Continuous Process Improvement



Partner Agencies & Interoperations

- **GOALS:**
 - Expand capacity through cooperative relationships with partner agencies
 - Share resources
 - Increase effectiveness of responses
- **ACTIVITIES:**
 - Utilize NIMS/ICS
 - University emergency response / County emergency response groups
 - Joint exercises on campus
 - Developing MOUs for mutual aid/response with Klamath County and Klamath Falls, Sky Lakes Medical Center, and other universities

Emergency Operations Plan



- A framework for emergency preparation, communication, response, and recovery efforts, and strives to integrate our resources with those of our community partners.
- Uses the National Incident Management System (NIMS) and the Incident Command System (ICS), and is scalable for different-magnitude events.
- Plan Highlights:
 - Recall Roster, Campus Maps and logistical information
 - Quick Reference Guides for Team Members on Roles & Responsibilities
 - Annexes – Specific Hazards and Actions Plans
 - Forms and duty sheets

Oregon Tech Incident Groups



- Executive Policy Group
 - The EPG provides strategic guidance and policy, and interfaces with elected officials, the public, and the media.
- Incident Management Team
 - The IMT provides logistics, fiscal, planning, safety, operational, and campus support to the Incident Command (IC), and takes Executive Policy Group decisions for action.
- Incident Command
 - The IC has the authority for all emergency response efforts, and is responsible for the tactical decisions and operations during an emergency, control of the scene of the incident, and the determination to deactivate when conditions permit.

Training And Exercises



- **Training Plan**
 - Specific training plans for key personnel by function and event
 - Initial training for new personnel & ongoing training to maintain readiness
 - Training includes on-line and Classroom training
- **Exercises**
 - Table Top Exercise – a moderated roundtable discussion based on a scripted scenario
 - Functional Exercise – a test of the plan and key player knowledge and responses, and ability to work with partner agencies
- **Exercise Scenarios:**
 - 2017-18 Pandemic - Simulation of a Meningitis outbreak in a dormitory setting
 - 2018-19 Earthquake – Simulation of a local 6.0 magnitude earthquake that does significant damage to at least one campus building
 - 2019-20 Active Shooter – will be publicized throughout the community beforehand

After Action Review



- Structured review process after every training exercise or actual event
- Designed to incorporate lessons learned & keep EOP a living document
- Incorporates feedback from participants and partner agencies
- From the 2017 Active Shooter Exercise we learned:
 - Information flow needs to be improved between the Incident Command, the Executive Policy Group, and the Incident Management Team – the university needs more liaison officers to staff each and pass critical information
 - We work well with our community partners – Sky Lakes, Klamath County Fire District, and the Klamath Falls Police Department
 - We need to improve the training our team members receive – FEMA on-line courses will be assigned based on roles and expected scenarios, and more emphasis will be placed on classroom training and exercises



Questions?

STUART SOCKMAN
Director of Emergency Management
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