

## **Board of Trustees Agenda**

Monday, August 13

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|--|-------------|
| <b>1. Call to Order/Roll/Declaration of a Quorum</b> (9:00am) <i>Chair Graham</i>                            |             |
| <b>2. Consent Agenda</b> (9:05am) (5 min) <i>Chair Graham</i>  |             |
| 2.1 <a href="#">Approve Minutes of the May 17, 2018 Meeting</a>  | 1           |
| <b>3. Action Items</b>   |             |
| 3.1 <a href="#">Committee Appointments</a> (9:10am) (15min) <i>Chair Graham</i>                              | 6           |
| <b>4. Discussion Items</b>   |             |
| 4.1 <b>University Strategic Directions</b> (9:25am – 3:45pm)<br><i>Chair Graham and President Naganathan</i> |             |
| BREAK (10:30am – 10:50am)  |             |
| LUNCH (12:30 – 1:45pm)   |             |
| <b>5. Other Matters</b> (3:45pm) (5 min)   |             |
| <b>6. Public Comment</b> (3:50pm) (10 min)   |             |
| <b>7. Adjournment</b> (4:00pm)   |             |

**Executive Session** (4:30pm – 5:30pm)

**Annual Ethics Training** *Counselor Groff*

The Board will meet in Executive Session per ORS 192.660(2)(f) and ORS 40.225 Rule 503 to consider information or records that are exempt by law from public inspection and to have confidential communication subject to attorney-client privilege.

Social hour 6:00pm

Dinner 7:00pm

Tuesday, August 14

**Executive Session** (9:00am – 11:30am) *Counselor Groff*

The Board will meet in Executive Session per ORS 192.660(2)(f) and ORS 40.225 Rule 503 to consider information or records that are exempt by law from public inspection and to have confidential communication subject to attorney-client privilege.



**Meeting of the  
Oregon Tech Board of Trustees  
Sunset Room, Klamath Falls Campus  
May 17, 2018  
1:10pm-4:00pm**

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**Board of Trustees  
DRAFT MINUTES**

**Trustees Present:**

Lisa Graham, Chair  
Steve Sliwa, Vice Chair  
Jeremy Brown  
Jessica Gomez  
Kathleen Hill

Vincent Jones  
Jill Mason  
Kelley Minty Morris  
Nagi Naganathan, President  
Celia Núñez

Liam Perry  
Dan Peterson  
Paul Stewart  
Fred Ziari

**University Staff and Faculty Present:**

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

**Others Present:**

Faith Lee, ASOIT President

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

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

**2. Reports**

**2.1 President's Report and Discussion**

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

## 2.2 ASOIT Report

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

## 2.3 Administrative Council Report

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

## 2.4 Faculty Senate Report

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

## 2.5 Enrollment Report

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

## 2.6 Academic Quality and Student Success Committee Report

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

## 2.7 Finance and Facilities Committee Report

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

## 2.8 Executive Committee Report

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

## 3. Consent Agenda

### 3.1 Approve Minutes of the March 22, 2018 Meeting

### 3.2 Approve the Naming of the New Softball Stadium

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

BREAK 2:50pm – 3:06pm

## 4. Action Items

### 4.1 Approve 2018-19 Fiscal Year Budget

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

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

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

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

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

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

**5. Discussion Items - none**

**6. Other Matters**

**President Naganathan** showed the newly published Oregon Tech booklet.

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

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

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

**7. Public Comment - none**

**8. Roundtable**

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

## 9. Adjournment

Meeting adjourned at 4:03pm

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

Respectfully submitted,



Sandra Fox  
Board Secretary

## **ACTION**

### **Agenda Item No. 3.1**

## **Committee Appointments**

### **Summary**

Board membership and executive staff have changed since the last standing committee appointments. Board Chair Graham proposes to appoint two new trustees to committees, appoint a new chair to the Finance and Facilities committee, and acknowledge a change in staff leadership in strategic enrollment management.

### **Background**

The Board Policy on Board Committees states there shall be three standing committees: Executive, Finance and Facility, and Academic Quality and Student Success. At the Board's second regular meeting of each odd-numbered calendar year or such other time as determined by the Board, the Board Chair shall appoint the chairperson and other members of the committees.

The Executive Committee must have a minimum of six members and include the Chair and Vice Chair of the Board and the chairs of the other two standing committees. The Chair cannot sit on the Finance and Facilities Committee, and neither the Chair or Vice Chair may serve on the Academic Quality and Student Success Committee.

As of July 1, 2018 the board has two new members: Rose McClure and Grace Rusth, replacing Dr. Dan Peterson and Bill Goloski, the faculty and staff members, respectively. The Chair proposes to have Trustee McClure serve on the Academic Quality and Student Success Committee, and for Trustee Rusth to serve on the Finance and Facilities Committee. Chair Graham also proposes to appoint Trustee Vince Jones as the Chair of the Finance and Facilities Committee. Erika Veth, is the new Associate Vice President for Strategic Enrollment Management and will serve as staff to the Academic Quality and Student Success Committee.

There is one vacant trustee position as a result of Celia Núñez's resignation. When a new trustee is appointed to the Board by the Governor, Chair Graham will make an appointment to a committee based on that Trustee's interest and background.

### **Recommendation**

Board Chair Graham requests the Trustees discuss the appointment proposals and recommend any amendments. The Board Chair will then confirm the committee appointments.

### **Attachments**

- Proposed Committee Membership

***Proposed***  
**The Board of Trustees of Oregon Institute of Technology  
 Leadership Positions and Committee Membership**

**Board Chair:** Lisa Graham  
**Board Vice Chair:** Steve Sliwa

**Board Committees**

<b>Academic Quality and Student Success</b>	<b>Finance &amp; Facilities</b>	<b>Executive</b>
<b>TRUSTEES</b>	<b>TRUSTEES</b>	<b>TRUSTEES</b>
Jeremy Brown, Chair	<i>Vince Jones</i> <del>Steve Sliwa</del> , Chair	Lisa Graham, Chair
Kathleen Hill	Jessica Gomez	Jeremy Brown
<i>Rose McClure</i> <del>Dan Peterson</del>	<i>Grace Rusth</i>	<i>Vince Jones</i> <del>Dan Peterson</del>
Jill Mason	<i>Steve Sliwa</i> <del>Vince Jones</del>	Steve Sliwa
Kelley Minty Morris	Paul Stewart	Paul Stewart
Celia Núñez		Fred Ziari
Liam Perry		Nagi Naganathan President, Ex-officio and non-voting
<b>STAFF</b>	<b>STAFF</b>	<b>STAFF</b>
Gary Kuleck, Provost	Brian Fox, VPFA	Gary Kuleck, Provost
Erin Foley, VP Student Affairs	Sandra Fox, Board Secretary	Brian Fox, VPFA
<i>Erika Veth</i> <del>Vacant</del> -AVP Strategic Enrollment Management		Sandra Fox, Board Secretary
Sandra Fox, Board Secretary		