
Executive Committee Agenda

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1. Call to Order/Roll/Declaration of a Quorum (10:45am) <i>Vice Chair Jessica Gomez</i>	
2. Consent Agenda <i>Vice Chair Jessica Gomez</i>	
2.1 Approve Minutes of the January 24, 2019 Meeting	1
3. Action Items (10:50am)	
3.1 Recommendation to the Governor: Appointment of Student, Dana Londen, to the Board (5 min) <i>Vice Chair Jessica Gomez</i>	5
4. Discussion Items (11:25am)	
4.1 Mission Statement (10:55am) (30 min) <i>President Naganathan</i>	12
4.2 Review of Board Agenda (5 min) <i>Vice Chair Jessica Gomez</i>	
5. Other Business/New Business (11:30am) <i>Vice Chair Jessica Gomez</i>	
6. Adjournment (11:35am)	

EXECUTIVE SESSION – Mt. Thielsen Room (11:45am to 12:15pm) *Counselor Dave Groff*

ORS 192.660(2)(i): To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for execution session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects.

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.

ORS 192.660(2)(f): To consider information or records that are exempt by law from public inspection. ORS 40.225 Rule 503. Lawyer-client privilege.(2) A client has a privilege to refuse to disclose and to prevent any other person from disclosing confidential communications made for the purpose of facilitating the rendition of professional legal services to the client.

LUNCH WITH EXECUTIVE STAFF AND TRACK & FIELD CHAMPIONS AND COACHES (12:15pm-1:15pm)



**Meeting of the
Oregon Tech Board of Trustees
Executive Committee
Room 402, Portland-Metro Campus
January 24, 2019
11:00am – Noon**

**Executive Committee
DRAFT MINUTES**

Trustees Present:

Lisa Graham, Chair
Jeremy Brown

Vince Jones
Nagi Naganathan, President

Paul Stewart

Other Trustees Present:

Jill Mason

Rose McClure

University Staff and Faculty Present:

Erin Foley, VP Student Affairs
Brian Fox, VP Finance and Administration
Dave Groff, Legal Counsel
Jim Jones, CIO/AVP ITS
Gary Kuleck, Provost/VP Academic Affairs
Brittany Miles, AVP Government Relations
Adria Paschal, Senior Executive Assistant to the President
Dan Peterson, Interim Associate Dean College of HAS
Stephanie Pope, AVP of Budget and Planning
Di Saunders, AVP of Communication and Public Affairs
Erika Veth, AVP Strategic Enrollment Management

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

Chair Graham called the meeting to order at 11:04am. The Secretary called roll and a quorum was declared.

2. Consent Agenda

**2.1 Approve Minutes of the November 15, 2018 Meeting
With no changes, the minutes stand as published.**

3. Action Items

3.1 Recommendation to the full Board: Vice Chair Appointment

Chair Graham noted Trustee Sliwa's resignation from the Board and the resulting vacancies of the vice chair position and an at-large position. She reminded the committee of previous conversations that the vice chair would also be the chair-elect to transfer into the chair position upon vacancy of that seat. She explained Trustee Gomez is interested in the position and is willing to step into the chair seat. Discussion regarding language of the Bylaws and election process of the chair and vice chair positions.

Trustee Jones moved to recommend to the full Board appointment of Trustee Jessica Gomez to serve as Vice Chair of the Board of Trustees. Trustee Stewart seconded the motion.

Chair Graham stated Trustee Gomez expressed interest in serving in this role when the board discussed staggering terms. **Trustee Brown** suggested the committee be mindful of the number of trustees living in the state and eligible to serve in these positions when at-large trustees are proposed for appointment to the board. **Trustee Jones** suggested the committee consider the diversity of potential trustees to represent the demographics of the state. **Chair Graham** gave an overview of the process she, the President and Board Secretary follow when considering trustee candidates.

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

3.2 Recommendation to the full Board: New Trustee Appointment to a Committee

Chair Graham explained Trustee Starr was appointed to the Board in December and recommended discussion on which committee he might best serve. **Trustee Jones** spoke with Trustee Starr about the three committees and their oversight and he expressed interest in the Finance and Facilities committee. **Trustee Brown** suggested the committee have a larger discussion about changing the committee membership around so trustees can become well-rounded on all aspects of the university.

Trustee Jones moved to recommend the full Board appoint Trustee Mike Starr to the Finance and Facilities Committee. Trustee Brown seconded the motion. With all trustees present voting aye, the motion passed unanimously.

3.3 Recommendation to the Governor: Trustee Reappointments

Chair Graham explained the terms of Trustees Mason and Rusth expire June 30, 2019. Both are eligible and willing to serve in the at-large and staff positions, respectively.

Trustee Brown moved to recommend to the Governor reappointment of trustees Mason and Rusth. Trustee Stewart seconded the motion. With all trustees present voting aye, the motion passed unanimously.

3.4 Recommendation to the full Board Adoption of an Amendment to the Board Policy on Delegation of Authority adding the General Counsel to Section 1.3

Chair Graham explained legal counsel is a new position at the university and was not addressed in the Board policy on delegation of authority as it did not exist.

Trustee Stewart moved to recommend to the full Board adoption of amendments to the Board Policy on Delegation of Authority adding the General Counsel to Section 1.3. Trustee Jones seconded the motion. With all trustees present voting aye, the motion passed unanimously.

Trustee Brown suggested staff look into creating a policy outlining who may contact general counsel to protect the role and explain the position represents the entire university and not an individual's interest.

3.5 Recommendation to the full Board Adoption of an Amendment to the Board Policy on Categories of Authority

Chair Graham explained the proposed amendments are house-keeping in nature.

Trustee Stewart moved to recommend to the full Board adoption of amendments to the Board Policy on Categories of Authority. Trustee Brown seconded the motion. With all trustees present voting aye, the motion passed unanimously.

3.6 Recommendation to the full Board Adoption of Amendments to the Board Bylaws

Chair Graham explained the amendments are to reflect the Oregon Revised Statute requiring the board to meet four times per year rather than quarterly, and to add the general counsel position.

Trustee Stewart moved to recommend to the full Board adoption of the amendments to the Board Bylaws. Trustee Jones seconded the motion. With all trustees present voting aye, the motion passed unanimously.

3.7 Recommendation to the full Board Adoption of Amendments to the Board Policy on Tuition and Fee Processes

Chair Graham read the staff report and outlined the proposed amendments. She stated the university's current process is reflective of the new requirements so there are not any major changes.

Trustee Jones moved to recommend to the full Board adoption of the amendments to the Board Policy on Tuition and Fee Processes. Trustee Stewart seconded the motion. With all trustees present voting aye, the motion passed unanimously.

Discussion on the relationship between the recommendation committee and the Board, and the meeting requirements given the uncertainty of state funding levels. **VPPFA Fox** stated the tuition recommendation committee is required by the ORS to meet in January and February but a recommendation is not required at that time.

3.8 Recommendation to the full Board to recommend to the Governor appointment of John Davis to the Board of Trustees as an at-large Trustee.

Chair Graham stated there is a vacant position as a result of the resignation of Trustee Sliwa. **President Naganathan** explained Mr. Davis is involved with the university through the foundation board, represents the Portland-Metro area, sat on the president's search committee, and is well connected to the legislature. **Chair Graham** reminded the

committee that maintaining the diversity of the Board is important when looking at candidates.

Trustee Brown moved to recommend the full board recommend to the Governor appointment of John Davis to the Board of Trustees as an at-large Trustee. Trustee Stewart seconded the motion. With all Trustees present voting aye, the motion passed unanimously.

4. Discussion Items

4.1 Review of Board Agenda

Chair Graham reviewed the agenda for the full Board meeting this afternoon, including the need for an executive session over the lunch hour.

Trustee Brown suggested removing the appointments of the vice chair and trustees from the consent agenda for separate votes as these actions are very important.

5. Other Business/New Business - none

6. Adjournment

The meeting adjourned at 12:12pm.

Chair Graham stated the Board would convene for executive session from 12:15pm to 1:00pm under ORS 192.660(2)(f) and (i), and 40.225 Rule 503.

Respectfully submitted,



Sandra Fox
Board Secretary

ACTION

Agenda Item No. 3.1

Recommendation to the Governor: Appointment of Student, Dana Londen, to the Board

Background:

Per University and Board Policies, it is the Board Chair's responsibility, in consultation with the Executive Committee, to make recommendation for appointments to the Board of Trustees to the Governor's Office.

The current vacancy of position 9, an at-large position, was created by the resignation of Steve Sliwa in November 2018. Per Oregon Revised Statute, the Governor appoints and confirms new Trustees.

When the position was vacated, the Board Secretary, Board Chair, and President conducted a needs assessment analyzing the present Board membership and the desired composition as outlined in University Policy. Based on this assessment the President identified potential candidates, vetted them, and now presents his recommendation of candidate John Davis, to the Board Chair for consideration.

If the Chair and Executive Committee concur with the President's recommendation, the Chair through the Board Secretary, will submit the name of the candidate on behalf of the Board of Trustees to the Governor for consideration. If the Committee does not concur with the President's recommendation, it may direct the President to provide additional or alternative recommendations.

Recommendation

After review of the application materials, the President recommends the Chair and Executive Committee make a motion recommending John Davis to the Governor for appointment to the Board of Trustees as an at-large member.

Attachments

Dana Londen's application packet

- Statement of Interest
- Biography
- Resume
- Executive Appointments Interest Form

Dana R. Londen
dana.londen@oit.edu

February 17, 2019

STATEMENT OF INTEREST

Honorable Governor Brown and Board of Trustees:

The availability of a position on the Board of Trustees was brought to my attention by a professor during one of my courses. Immediately the position sparked my interest because I am a driven person who strives to be well informed and participate in decisions that affect the world around me. I am convinced that, due to the highly diverse environments I have lived and worked in as well as having attended three different higher education institutes, that I will bring an excellent non-biased and informed contribution to the decision making process as it relates to education at OIT. As a person who has been given opportunities to take part in the shaping and creating of individual development plans as well as educational programs, the ability to move forward on an even broader scale to benefit the public would be a great honor.

While in the military I was personally responsible for re-writing an entire educational program created to build teamwork and leadership skills amongst US and ally military members. This taught me how to be completely inclusive of all individuals, not only in the language I used, but also in my overall mindset, because everything I wrote or presented needed to be relatable to any person from any nationality. I also took on the responsibility of creating individualized training plans in order to keep personnel of any learning style on track for becoming qualified at their jobs in a timely manner. In all previous positions, I have gone out of my way to improve productivity for my employer and safety for the staff within budgetary constraints. I always strive to take the most logical approach, while maintaining consideration of the emotional health and well being of all involved.

I am prepared to incorporate the knowledge and understanding I have gained throughout my military service, education, and volunteer experiences to be utilized for the benefit of OIT. I am confident that I can be a positive addition to the Board of Trustees, contributing from the student perspective. I appreciate your consideration for this position.

Dana R. Londen

dana.londen@oit.edu

BIOGRAPHY

I was born and raised in California. Starting my journey of life in the rural area of Shingletown, California I stayed there until reaching the age of 12. I spent the rest of my adolescent years in Redding California. At the age of 17 I moved to Chile, South America for a year as a foreign exchange student. My other locations of residence include Illinois, Florida, Washington, and Oregon.

As a child I attended public school for kindergarten and part of first grade. The next year and a half was spent homeschooling due to poor ethics at the only public institution in our district. During this year and a half I was able to advance years ahead in mathematics. I returned to public education for the third grade, and continued on through high school. During my junior year, I participated in concurrent enrollment and completed enough classes at the local community college to be able to graduate a year early. I spent what would have been my senior year in South America as a foreign exchange student. Upon my return, I completed one semester at the local community college, then joined the military. While serving I was able to complete a few classes online. After my service term ended, I enrolled at a community college in Washington and received my Associates in Pre Nursing. I applied to OHSU for their nursing program, and was wait listed after completing the interview portion of admission. At that point, believing I would not be accepted, I embarked on some personal reflection and shifted my focus to the Geomatics major. I received acceptance from OIT, and two days later, received a letter of acceptance from OHSU. After careful consideration, my decision was to stay focused on Geomatics and attend OIT.

I have been very fortunate when it comes to work environments in having the ability to attain many skills that otherwise would be difficult to acquire in such a short amount of time. Most of this can be attributed to the time I spent as a Naval Aircrewman. My first year in the Navy, I was selected to be in a tester group of enlisted personnel to develop an International Professional Enlisted Leadership (IPEL) program. After we completed the course, I was asked to stay behind and help reconstruct the program so that all of the course materials were worded in such a way as to be completely inclusive language to anyone who may take the course. I also was able to dictate which parts of the course should be kept, modified, or removed based upon my personal assessment of their positive addition to the program. By my third year in the military I was a primary operator on an aircraft who lead an entire aircrew, wrote flight schedules for 350 personnel, and was also assigned as assistant lead petty officer of the aircrew shop. I was given the opportunity to qualify other sailors on their position in the aircraft, as well as develop personalized training plans for those who needed extra assistance in learning all required information. By the time my enlistment was completed, I had already obtained 3 years of experience in leadership, writing curriculum, counseling, and making split second decisions that could result in life or death outcomes. I learned how to look at situations and people with no bias and make the best decisions for them based upon facts and environment. I was also able to learn and live in several different cultures. I spent approximately one year in Japan and approximately one year in the Middle East.

Volunteering and giving back to the community have always been important to me. I generally blame my parents for this because they instilled the idea in me that people should always be kind

and caring toward others, and if you can do something to help someone else, then do it. My volunteering has gone in many different directions to help a variety of causes. When I was in third grade, I volunteered at an animal hospital. This led me to start fostering dogs. For 4 years I went on annual mission trips to Mexico to help build churches, bathrooms, and dig holes for septic tanks. I spent 4 years volunteering at our local museum Turtle Bay Exploration Park. There I learned how to do some exotic animal handling as well as the history behind each of their exhibits in order to teach the public about local snakes, butterflies, birds of prey, and the local land. In Whidbey Island, WA, I was able to participate in something called a “Women’s Build”. This is where a group of women come together and build an entire house for a person who is in need and cannot afford to buy or rent one. I was also able to help put on a weekend long fair where the proceeds went to the local animal shelter. After moving to Oregon, I started volunteering at OHSU. I began as a guide. This entailed taking patients to and from appointments, discharging patients, and usually a lot of helping people not to get lost or to find their cars. I then moved into an inpatient unit and assisted there. I created at home calendars for patients to assist with schedules for exercise and appointments. I also created ways for the patients to be inspired to attempt exercise inside the unit with a sense of reward for completing their daily laps. I had patient contact every shift and did everything I could to improve their quality of life.

Moving to Klamath Falls from Portland has been quite an experience thus far. From being land locked due to snow, to living in a house with no heat for a few days while the temperature was in the teens, the adventure started from day one of my arrival. Many times, when a person moves from a city to a smaller town, they are viewed as or feel like an outsider. To my pleasant surprise, the school, students, faculty, and local residents have exhibited wonderful hospitality, resulting in a real sense of belonging. The kindness among strangers here is radiant. The compilation of my interactions here, on and off campus, has made me excited to be a part of this community and to see what the future holds.

Dana Londen
dana.londen@oit.edu

EDUCATION

South Puget Sound Community College, Olympia, WA

Associates in Pre-Nursing, June 2015

Oregon Institute of Technology, Klamath Falls, OR

Bachelor of Science in Geomatics Minor in GIS, June 2020

WORK EXPERIENCE

Student Survey Intern, 06/2018-09/2018

US Forest Service, Vancouver, WA

- Assist in various types of surveying in the field, verifying logging lines, searching for corners, marking bearing trees, and several other survey related activities.
- Attended virtual workshops for the use of different survey software.

Warehouse Worker, 03/2016-12/2016

Core-mark Inc., Milwaukie, OR

- Transport, lift, and organize inventory in excess of 70 lbs. on strict schedule for multiple departments
- Immediately took on role as positional trainer

Caregiver, 09/2015-03/2016

Helping Hands Home Care, Milwaukie, OR

- Prepare meals, assist with all task and personally care for clients
- Delegated by RN to assist with medicine administration, feeding tubes, and other medical assistance

Flow Team Member, 06/2014-06/2015

Target Inc., Olympia, WA

- Executed stocking and shipping inventory on strict productivity schedules for multiple departments
- Immediately took on role as team trainer

Acoustic Warfare Operator, 03/2008-03/2014

U.S. Navy, Whidbey Island, WA

- Devised mission plans while directing twelve crewmembers during regular and emergency operations
- Counseled, mentored, trained, and supervised 20+ personnel to maintain their qualifications
- Created individual training plans and flight schedules for 100+ personnel

EXTRACURRICULAR/VOLUNTEER EXPERIENCE

Student Hearing Commission, *Oregon Institute of Technology*, 10/2018-Present

Geomatics Club Treasurer, *Oregon Institute of Technology*, 06/2018-Present

Diversity, Equity, and Inclusion Committee, *Oregon Institute of Technology*, 01/2018-Present

Guide and Medicine Unit Assistant, *Oregon Health and Science University*, 08/2015-03/2016

ADDITIONAL EXPERIENCE

Microsoft Office/Access, AutoCAD/Carlson, ArcGISPro, C#, HAZMAT, MSDS, HIPPA



EXECUTIVE APPOINTMENTS INTEREST FORM



Please check if this is an application for reappointment

This form is an application for an Oregon Board or Commission. To complete your application packet, return this form to the Governor's Office, along with your resume, a statement of interest and a bio. You must be an Oregon resident to apply unless otherwise noted. Please contact the Executive Appointments office at (503) 378-6829 if you have any questions.

Options to Return Application Packet:
 Mail: Executive Appointments, Office of the Governor 900 Court Street NE, Suite 25A, Salem, OR 97301-4075
 Email a PDF to: executive.appointments@oregon.gov
 Note: This application is subject to the Public Records Act and may be disclosed upon request. Personal information will be redacted.

Board/Commission Appointment(s) Desired: (Please print or type)

OIT Board of Trustees
 _____ (Board Name) _____ (Position)
 _____ (Board Name) _____ (Position)
 _____ (Board Name) _____ (Position)

First Name: Dana MI: R Last Name: Londen
 Preferred Name: Londen (Ex: Thomas -> Tom) Title: (Mr. Ms. Dr.) /Ms. Suffix: (Jr., PhD) _____
 Permanent Address: _____
 City: Klamath Falls State: OR Zip Code: 97601 County (not USA): Klamath
 Cell Phone: _____ Work Phone: N/A Home Phone: N/A
 Email Address: dana.londen@oit.edu

State Senate District #: 28 State House District #: 56 Federal Congressional District #: 2
This is your residential voting district. Click here - <https://www.oregonlegislature.gov/findyourlegislator/leg-districts.html> - or call your county elections office.

To better assist us in meeting our affirmative action objectives, we would appreciate information about your gender identity and background. This information is optional and is used for data collection only. Under state and federal law, this information may not be used to discriminate against you. Thank you for your participation.

Gender Identity: Female LBGTC: Disability: _____

Race/Ethnicity (Select One): African American/Black American Indian/Alaskan Native Asian
 Caucasian/White Hispanic/Latino Native Hawaiian/Pacific Islander
 Multi/Other

REMINDER: A complete application packet contains an Interest Form and Executive Appointments Background Information form, as well as your resume, a statement of interest and a short bio.

EXECUTIVE APPOINTMENTS BACKGROUND INFORMATION

Furnishing the following information is voluntary, but failure to provide the requested data may preclude selection for appointment. The Governor's Office considers the information on this page to have been submitted in confidence pursuant to ORS 192.502(4). The Governor's Office will not release this page for public inspection unless required to do so. Information submitted on this Interest Form will be maintained confidential to the extent permitted by the Oregon Public Records Law.

The Governor's staff and the Oregon State Police may conduct a background investigation to obtain information about you. Please provide the following information and sign below to permit the investigation to be conducted. For an appointment to a state board or commission you are expected to comply with all income tax laws.

I hereby authorize the Oregon State Police and the Governor's Office to request and review any and all records pertaining to me on file with the Department of Revenue, the Motor Vehicles Division, law enforcement agencies and past and present employers, employees, business associates, and acquaintances.

Signature (sign here) D-R-211 Date 17 FEB 2019

Legal Name and Home Address (no PO BOX):

Dana	Rose	London
First	Middle	Last
[REDACTED]		
Street		
Klamath Falls	Oregon	97601
City	State	Zip Code

Please provide a response to all questions

If your answer to any of the below questions is YES, please give full details on a separate sheet of paper

- a) Please provide any other names you have used or been known as: N/A
- b) Are you legally authorized to work in the United States? Yes No
- c) Have you been disciplined, terminated or asked to resign from a position by an employer within the past 10 years? Yes No
- d) Have you EVER been convicted, arrested, detained, charged, indicted or summoned to answer for any criminal offense or violation (except minor traffic offenses with a fine of less than \$100.00)? Yes No
- e) Have you ever filed for bankruptcy? Yes No
- f) Have you ever held a professional license of any kind? Yes No
- g) If you have held a professional license, have you ever had disciplinary action of any nature taken against you with regard to such license? Yes No N/A
- h) If you are appointed, is there anything in your background, not covered by questions (a)-(g) above, that might reflect poorly on the State of Oregon or on the Board or Commission to which you have applied, if known publicly? Yes No

Disclosure of the last four digits of your Social Security Number is voluntary. If provided, it may be used to verify your identity and to obtain your criminal history records, if any. Failure to provide your SSN for these purposes will delay processing your Interest Form.

Last 4 Digits of SSN: [REDACTED] Driver's License Number: [REDACTED] State: Oregon
 Date of Birth: 07 / 26 / [REDACTED] Place of Birth: Fountain Valley, California
 Oregon Resident: Yes No If yes, how long have you lived in Oregon? 3.5 years
 Home Phone: [REDACTED] Work Phone: N/A Email: dana.londen@oli.edu

DISCUSSION

Agenda Item No. 4.1

Mission Statement

Background

The State Board of Higher Education approved a mission statement and core themes for Oregon Tech on January 7, 2011. Governance of Oregon Tech transferred from the State Board of Higher Education (SBHE) to the University's Board of Trustees on July 1, 2015. Many of the SBHE's tasks were picked up by the Higher Education Coordinating Commission (HECC); review of the University's mission statement was one of those tasks.

Oregon Revised Statute 392.089(2) requires the Board to adopt a mission statement for the University and forward that statement to HECC for its review. On July 9, 2015 The Board of Trustees approved Resolution 15-5 adopting Oregon Tech's Mission and Core Themes. The HECC met in April 2016 to review the adopted mission statement and recommended amending the approved Mission Statement. The Executive Committee of the Board of Trustees amended Resolution 15-5 on June 8, 2016 and adopted the current mission statement:

Oregon Institute of Technology, an Oregon public university, offers innovative and rigorous applied degree programs in the areas of engineering, engineering technologies, health technologies, management, and the arts and sciences. To foster student and graduate success, the university provides an intimate, hands-on learning environment, focusing on application of theory to practice. Oregon Tech offers statewide educational opportunities for the emerging needs of Oregonians and provides information and technical expertise to state, national and international constituents.

Core Themes:

Applied Degree Programs

Student and Graduate Success

Statewide Educational Opportunities

Public Service

The president continually shares and receives support for the vision of the university with the Board, faculty, staff, students, and outside entities.

Vision:

During the next decade, Oregon Tech will become an established global leader among polytechnic institutions and enjoy a reputation as the 'industry's university' that nurtures the best of professionals for engineering, health, business, and technology fields, emphasizing hands-on undergraduate and graduate education and applied research.

To bring the mission in-line with the current offerings and operations of the university, and to align it with the vision, amendments (***additions*** and ~~deletions~~) are proposed for discussion as follows:

Oregon Institute of Technology, an Oregon public university, offers innovative and rigorous applied ***undergraduate and graduate*** degree programs in the areas of engineering, engineering technologies, health technologies, management, and the arts and sciences. To foster student and graduate success, the university provides an intimate, ~~hands-on~~ ***project-based*** learning environment, focusing on application of theory to practice and ***applied research and innovation***. ***With a strong commitment to diversity and leadership development of students, faculty and staff***, Oregon Tech offers ~~statewide~~ educational opportunities, ***and provides information and technical expertise***, for the emerging needs of Oregonians, ~~as well as and provides information and technical expertise to state~~, national and international constituents.

Recommendation

No action required. For discussion only.