

## Board of Trustees Meeting Agenda

### EXECUTIVE SESSION OF THE FULL BOARD

Room 402 (Noon – 12:45pm)

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.

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1. **Call to Order/Roll/Declaration of a Quorum** (1:00pm) *Chair Jessica Gomez*
2. **Reports**
  - 2.1 **President’s Report and Discussion** (20 min) *President Naganathan*
  - 2.2 **ASOIT Report** (1:20pm) (10 min) *President Stefan Valenzuela and members*
  - 2.3 **Administrative Council Report** (1:30pm) (10 min) *Member and Past-President Josh Jones and AVP HR Maureen DeArmond*
  - 2.4 **Faculty Senate Report** (1:40pm) (15 min) *President Terri Torres*
  - 2.5 **Legislative Report** (1:55pm) (5 min) *VP Brian Fox*
  - 2.6 **Strategic Enrollment Management Report** (2:00pm) (15 min) *Admissions Director Erik Johnson*
  - 2.7 **Academic Quality and Student Success Committee Report** (2:15pm) (10 min) *Trustee Jill Mason*
  - 2.8 **Finance and Facilities Committee Report** (2:25pm) (10 min) *Vice Chair Vince Jones*
  - 2.9 **Executive Committee Report** (2:35pm) (10 min) *Chair Jessica Gomez*

**BREAK – Meet and Greet with Faculty, Staff and Students** (2:45pm –3:40pm)

3. **Consent Agenda** (3:40pm) (5 min) *Chair Jessica Gomez*
  - 3.1 [Approve Minutes of the November 21, 2019 Meeting](#) 1
  - 3.2 **Authorize Staff to Enter into a Contract for Internal Auditing and Authorize the Chair of the Audit Committee to Finalize and Execute the RFP and Resulting Contract** *Recommendation of the F&F Committee*
4. **Action Items** - none
5. **Discussion Items**
  - 5.1 **Assess Trustee Survey Results** (3:45pm) (45 min) *Chair Jessica Gomez*
6. **Other Matters** (4:30pm) (15 min)
7. **Public Comment** (4:45pm) (15 min)
8. **Adjournment** (5:00pm)

Social and dinner with Executive Staff 5:30pm at Riccardo’s Ristorante 6035 SW Boones Ferry Road



**Meeting of the  
Oregon Tech Board of Trustees  
Room 402, Portland-Metro Campus  
November 21, 2019  
1:45pm – 5:30pm**

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## **Board of Trustees Meeting Agenda DRAFT MINUTES**

### **WORKING LUNCH - EXECUTIVE SESSION OF THE FULL BOARD** Room 402 (12:15pm – 1:30pm)

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.

#### **Trustees Present:**

Lisa Graham, Chair	Dana Londen	Mike Starr
Jeremy Brown	Rose McClure	Paul Stewart
Jessica Gomez, Vice-Chair	Jill Mason	Fred Ziari
Kathleen Hill	Nagi Naganathan, President	
Vince Jones	Grace Rusth	

#### **Trustees Unable to Attend:**

Kelley Minty Morris

#### **University Staff and Faculty Present:**

Brian Fox, VP Finance and Administration  
Erin Foley, VP Student Affairs and Dean of Students  
Andria Fultz, Associate Professor  
Dave Groff, Legal Counsel  
Josh Jones, Pre-College Coordinator  
Tom Keyser, Dean College of ETM  
Joanna Mott, Provost  
Mike Myers, Associate Professor Manufacturing and Mechanical Engineering Technology  
Adria Paschal, Senior Executive Assistant to the President  
Dan Peterson, Interim Dean College of HAS  
Stephanie Pope, Assistant VP Financial Operations  
Tracy Ricketts, AVP Development and Alumni Relations  
Di Saunders, AVP Communication and Public Affairs  
Terri Torres, Professor Mathematics and Faculty Senate President

#### **Students Present:**

Mohammed Alqafshat	Dao Nguyen	Peter Wantuck
Simeon Florea	Hemi Patel	
Nashmy Luna	Stefan Valenzuela	

#### **Others Present:**

Jeremy Graham	Ginny Lang	Jeff Smith
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**1. Call to Order/Roll/Declaration of a Quorum**

**Chair Graham** called the meeting to order at 1:52pm. The Board Secretary called roll and a quorum was declared.

**2. Reports**

**2.10 President's Report and Discussion**

**President Naganathan** reviewed a PowerPoint presentation summarizing strategic planning progress, requests for the short legislative session, organizational updates, enrollment, fundraising, accolades, recent and upcoming events, and town hall and budget forums.

**2.11 ASOIT Report**

**President Valenzuela** and members of the Portland-Metro ASOIT gave a presentation reviewing the eleven campus clubs and projects, and outlining ASOIT's initiatives: a course schedule survey, registration events to help retention, dress for success partnership, surveys to determine student concerns, motivating clubs to come up with presentations to take to high schools, and increasing transparency in ASOIT and the university. Key phrase "We are Oregon Tech, together."

**2.12 Administrative Council Report**

**Member and Past-President Jones** stated the Council will take a less active role in spirit week, reviewed the previous year's projects to create a merit pay process and expand tuition remission for online courses, and this year's focus on effective communication.

**2.13 Faculty Senate Report**

**President Torres** stated the faculty senate represents approximately 195 faculty. She showed a PowerPoint presentation and addressed four areas of concern: lack of shared governance, communication and trust; the financial and long-term health of university and the lack of a plan; the growth of administration salaries and positions; and the wants of faculty. She referenced a Faculty Senate resolution and letters from departments and showed a video of faculty expressing concerns.

**Chair Graham** thanked her for bringing the faculty concerns to the board and acknowledged trustees are listening that we need to rethink strategy as a result of the dissolution of the system and changing needs of the students. She encouraged faculty and staff to work together. **Trustee Starr** requested comparing the graphs and statistics shown with information available to the Board to ensure we are looking at the same data. **Vice Chair Gomez** stressed the need to communicate strategy and to look at long-term sustainability. **Trustee McClure** hoped the trustees are willing to dive into the facts and stressed that faculty is struggling and there is a divide between faculty and staff pulling the university apart. **Trustees Jones** and **Ziari** encouraged trustees to review the data in the presentation.

**2.14 OMIC Report** – written report submitted in agenda

**2.15 Foundation Report**

**AVP Ricketts** shared accomplishments of the Foundation including campaign results, scholarship awards, and current projects.

**2.16 Legislative Report**

**VP Fox** explained the issues HECC will be focusing on including funding formula modifications and capital funding recommendations; items the upcoming legislative short session; and the hiring of a legislative assistant.

**2.17 Strategic Enrollment Management Report**

**AVP Veth**, via Skype, gave a PowerPoint presentation highlighting national, state, and Oregon Tech enrollment trends. She explained the investments and modifications made in SEM divisions and the realized and anticipated results.

**2.18 Academic Quality and Student Success Committee Report**

**Trustee Brown** reviewed the AQ&SS committee meeting highlighting the progress to hire the DPT director, faculty hires, and potential new programs. The committee had presentations on disability services and open education resources. He noted the requirement for the university to identify all courses with OERs.

**2.19 Finance and Facilities Committee Report**

**Trustee Jones** noted as Chair of the committee he meets with VP Fox monthly to review the budget and finance issues. He reviewed the committee meeting agenda and items recommended for approval by the board.

**2.20 Executive Committee Report**

**Chair Graham** stated the committee made two recommendations to the board for action today.

**3. Consent Agenda**

**Chair Graham** noted the Academic Quality and Student Success and the Executive Committee requested items 3.2 and 3.5 regarding Lake Washington Institute of Technology and Chair and Vice Chairs, respectively, be pulled from the consent agenda and discussed in detail under Action Items.

**3.1 Approve Minutes of the July 25, 2019 Meeting**

**3.3 Approve Fiscal Year 2021 Budget Development Principles**

**3.4 Appoint Trustee Londen to a Committee**

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

**4. Action Items**

**4.1 Approve a Resolution Delegating Authority to President Naganathan Authorizing Approval and Execution of a Mortgage and Covenant Relating to Acceptance of the OMIC EDA Grant**

**General Counsel Groff** explained the requirements of the grant for projects at OMIC and the request for a delegation of authority based on the dollar amount of the grant.

**Vice Chair Gomez** moved to approve the **Resolution Delegating Authority to President Naganathan Authorizing Approval and Execution of a Mortgage and Covenant Relating to Acceptance of the OMIC EDA Grant**. **Trustee Brown** seconded the motion. **With all Trustees present voting aye, the motion passed unanimously.**

#### **4.2 President's Evaluation Report and Approval of Goals**

**Chair Graham** explained the process of the evaluation and the goals.

**Trustee Brown** moved to accept the **President's evaluation report and approve the goals**. **Trustee Rusth** seconded the motion. **With all Trustees present voting aye, the motion passed unanimously.**

#### **3.2 Approve offering the Bachelor of Science Degree in Mechanical Engineering on the Lake Washington Institute of Technology Campus**

**Trustee Brown** gave an overview of the proposal outlined in the Academic Quality and Student Success committee agenda: offering a bachelor of science degree in Mechanical Engineering on the Lake Washington Institute of Technology (LWIT) campus in the state of Washington. He explained the committee vote to recommend approval to the full board was not unanimous and the committee felt it was important for the full board to hear the concerns of the committee prior to reviewing the proposal. Accreditation will be requested from NWCCU and the program would not start until it is obtained. The estimated start date for the first cohort is in fall 2021. **President Naganathan** stated diversification is important to Oregon Tech and the Board requested the university look at expanding its footprint; this is an opportunity to partner with another higher education institute; serve non-traditional students, international students, and non-Boeing employees in the state of Washington; serve other industries in the Seattle area; and broaden the university's revenue stream. Discussion regarding the intent and details of the process including obtaining approval from Washington Student Advocacy Council and then the accreditation entities.

**Trustee Brown** moved to approve creating a branch campus in Washington by offering the **Bachelor of Science Degree in Mechanical Engineering on the Lake Washington Institute of Technology campus**. **Trustee Stewart** seconded the motion.

Discussion regarding the impact on and potential to work with Boeing, on the LWIT campus, return on the investment, and impact on current faculty.

**With Trustee Ziari voting nay and all other trustees present voting aye, the motion passed 11-1.**

#### **3.5 Appoint Trustees as Chair and Vice-Chair**

**Chair Graham** reviewed the proposed appointments.

**Trustee Stewart** moved to appoint **Vice Chair Gomez** as the **Chair** and **Trustee Jones** as the **Vice Chair**. **Trustee Rusth** seconded the motion.

**Chair Graham** clarified she will remain on the Board and **Vice Chair Gomez** and **Trustee Jones** will take office at the end of today's meeting.

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

## 5. Discussion Items

### 5.1 Assess Trustee Survey Results

**Chair Graham** thanked the members who completed the survey and stated the results will be discussed at the January 2020 board meeting.

### 5.2 University Dashboards Update

**Provost Mott** reviewed a PowerPoint presentation showing the initial progress made on the high-level, institutional dashboards. **Trustee Stewart** requested to include benchmarks and markers (goals or targets) that align with the HECC requirements associated with the funding formula. **Provost Mott** explained the data is the official data reported to HECC and is vetted and reviewed. **Trustee Starr** suggested to minimize the number of items and recommended automating as much as possible.

## 6. Other Matters

Each board member shared a thought and take-away from the meeting.

## 7. Public Comment - none

## 8. Adjournment

Meeting adjourned at 6:08pm.