
Executive Committee Agenda (v02)

	<u>Page</u>
1. Call to Order/Roll/Declaration of a Quorum (8:00am)	
2. Consent Agenda <i>Chair Graham</i>	
2.1 Approve Minutes from the February 22, 2016 Meeting	1
3. Action Items - none	
4. Discussion Items (8:05am)	
4.1 Update on the Transition Plan for President Maples (<i>Chair Graham</i>)	
4.2 Presidential Search Committee Chair Appointment, Committee Selection Criteria, and Draft Charge (<i>Chair Graham</i>)	
4.3 Review of Request for Quotes to Hire a Search Firm for the Permanent President Position (<i>Chair Graham</i>)	4
4.4 Discussion on a Plan of Action for the Acting/Interim Presidential Position beginning July 1, 2016 (<i>Chair Graham</i>)	10
5. Other Business/New Business	
6. Adjournment (10:00am)	



**Meeting of the
Oregon Tech Board of Trustees
Executive Committee
Room 402, Wilsonville Campus
February 22, 2016
1:30pm – 2:40pm**

DRAFT MINUTES

Trustees Present:

Lisa Graham, Chair
Jeremy Brown

Christopher Maples
Dan Peterson
Steve Sliwa

Paul Stewart
Fred Ziari

Other Trustees Present:

Jill Mason
Kelley Minty Morris

University Staff and Faculty Present:

Brad Burda, Provost
Lita Colligan, AVP Strategic Partnerships
Erin Foley, VP of Student Affairs/Dean of Students
Tracy Ricketts, AVP Development and Alumni Relations
Di Saunders, AVP Communications and Public Affairs
Mike Schell, Athletics Director

Others Present:

Dee Thompson, Oregon Tech Foundation President

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

Chair Graham called the meeting to order at 1:32pm. The Secretary called roll and a quorum was declared.

2. Consent Agenda

2.1 Approve Minutes of October 8, 2015 Meeting

Trustee Brown moved to approve the consent agenda. **Trustee Ziari** seconded the motion. With all Trustees present voting aye, the motion passed unanimously.

3. Action Items

3.1 Recommendation to the Board to Authorize the President to Enter into an Agreement to Exchange Services and Support with the Oregon Tech Foundation, pending Legal Review

Foundation President Thompson explained that this agreement is a continuation of the previous contract between the university and the foundation; the agreement outlines the responsibilities and functions of both parties. She summarized some of the proposed amendments and important points of the agreement including reference to university policies rather than Oregon Revised Statutes and Administrative Rules, reorganization of the document, Foundation and university funds are not co-managed, the priorities of university need to be given to the Foundation annually, the Foundation reports annually to the board of trustees, and the agreement is for a one year term. She explained the mission of the foundation is to support Oregon Tech as a public university. **Vice-Chair Sliwa requested the Foundation look into what would happen to Foundation funds if the university ceased to exist, which is not an option under this Board but needs to be addressed.** Discussion regarding benefits of the Foundation and the Board's appreciation of the Foundation. Consensus that if the content of the agreement does not change after legal review then the President has the authority to enter into the agreement, and if there are substantial changes the president will bring it back to the Board.

Vice-chair Sliwa moved to recommend the Board authorize the president to enter into an Agreement to Exchange Services and Support with the Oregon Tech Foundation, pending legal review, and report back to the full Board on the status at a future meeting. Trustee Ziari seconded the motion. With all Trustees present voting aye, the motion passed unanimously.

Foundation President Thompson outlined the priorities of the Foundation including, recruiting new members, building stronger relationships with faculty and alumni, increasing capital funds, and increasing financial support for 5th year students. She explained the specific goals of the foundation and the priority funds including the Fund for Oregon Tech, Faculty and Staff Development, Student Projects, and Finish-line scholarships.

3.2 New Trustee Recommendation

Chair Graham explained that following the Board's Policy for recommending candidates for vacant Board positions to the Governor, she contacted Vincent Jones whom President Maples recommended for consideration. **President Maples** explained Mr. Jones is a 1984 alumni of Oregon Tech, a retired engineer in Southern California, and a great spokesperson for STEM education and Oregon Tech. **Vice-Chair Sliwa** stated he spoke with the candidate and he is familiar with government, construction projects, and budgets; he believes he would be an excellent member for the Finance and Facilities Committee if appointed by the Governor and confirmed by the Senate.

Trustee Stewart moved to recommend Vincent Jones to the Governor for appointment to the Oregon Tech Board of Trustees vacant position. Trustee Peterson seconded the motion. With all Trustees present voting aye, the motion passed unanimously.

4. Discussion Items

4.1 Marketing Report

AVP Saunders walked through her PowerPoint Presentation (on file) explaining what the Marketing and Communication (MarCom) group is working on as a support service to other departments. The group started its strategic advertising with an outside agency including data gathering and analysis. MarCom is working to boost enrollment and retention, and working with faculty and departments to strengthen their messages. She stated there is \$85,000 to spend in all markets; they are focusing on terrestrial radio in Klamath Falls and search engine optimization. **Suggestion to poll students who chose to attend another university rather than Oregon Tech and identify their reasoning.** Discussion regarding how to measure success and the **need to figure the dollar amount MarCom could bring in if given additional funds.** Request for simple messaging. She stated that a new half-time position is funded to focus on the website. MarCom will revise publications and continue to work with the president and AVP Colligan to create materials for the Legislature.

4.2 Review of Board Agenda Items

Chair Graham stated reports will be heard and the President will have as much time as needed to set the framework for the remainder of the meeting.

5. Other Business/New Business - none

6. Adjournment

Trustee Ziari moved to adjourn the meeting. **Trustee Brown** seconded the motion. **With all Trustees present voting aye, the motion carried unanimously. Meeting adjourned at 2:48pm.**

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'S. Fox', is written over a faint circular stamp.

Sandra Fox,
Board Secretary



Purchasing and Contract Services
 Klamath Falls: 541.885.1133 (office)
 541.885.1215 (fax)
 3201 Campus Drive
 Snell Hall 204
 Klamath Falls, OR 97601

Wilsonville: 503.821.1266 (office)
 503.218.1126 (fax)
 27500 SW Parkway Ave.
 Wilsonville, OR 97070

REQUEST FOR QUOTES (RFQ) #2016-10
 Issue Date: April 13, 2016

Project Name:	Executive Search Services for Oregon Institute of Technology University President		
Quote Due Date/Time:	April 29, 2016 by 1:00 PM		
Project Coordinator:	Sandra Fox	Phone:	541-885-1107
		Email:	Sandra.Fox@oit.edu
Contract Coordinator:	Vivian Chen	Phone:	503-821-1266
		Email:	Vivian.Chen@oit.edu

SUBMIT QUOTES VIA EMAIL TO PURCHASING@OIT.EDU OR MAIL/HAND DELIVERY TO THE ABOVE WILSONVILLE ADDRESS TO VIVIAN CHEN

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE
 "2016-10" IN THE SUBJECT LINE**

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read and understand and comply with all information contained within this RFQ. All quotes are binding upon Quoter for thirty (30) days from the RFQ Due Date/Time. All payments for services will be paid in accordance to ORS 293.462. Quotes received after the RFQ Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Oregon Tech Contractor's Travel Reimbursement Policy at the time the expense is incurred.

It will be the responsibility of potential Quoters to refer daily to the Public University Procurement Website (www.orpu.org) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

2. SCOPE OF WORK

The purpose of this RFQ is to engage the services of an experienced executive search and consulting firm to assist it in the recruitment of qualified applicants to fill the position of President of Oregon Institute of Technology ("Oregon Tech"), with a goal of placing the successful candidate into the position on or about January 1, 2017, but in any event, no later than July 1, 2017.

Oregon Tech and its Board of Trustees ("Board") seek a firm, which has had experience in successfully recruiting and placing university presidents at smaller universities (approximately 4,000-7,000 student headcount) in rural areas and with multiple campuses. Oregon Tech plays a key educational and economic role, and, as a result, has very close community relationships. It will be essential for the selected firm to consider the unique campuses and community cultures when identifying potential presidential candidates

The firm selected will be expected to assist Oregon Tech and its Board through all aspects of executive recruitment and work closely with Oregon Tech's campus and community representatives. Services ("Services") of the selected firm may include the following:

- Meet with the Executive Committee of the Board regarding the presidential search process, refine the position description and desired qualifications, create the position announcement, and draft criteria for selection.
- Generate an initial pool of candidates through advertisements and other industry-accepted means. All nominations, applications, and letters of inquiry will be directed to the firm for initial screening.
- Narrow the applicant pool to a number of top candidates as requested by the search committee, which shall include members of the Board, representatives from faculty, students, classified staff, administration, alumni, and donors, and another Oregon Public University President, as deemed appropriate by Oregon Tech (collectively, "Search Committee").
- Assist the Search Committee with engaging campus constituencies in the presidential search process.
- Manage and maintain all aspects of a confidential website to be used by the Search Committee for access to candidate information.
- Present the credentials of the top candidates to the Search Committee and assist the Search Committee in further narrowing the pool of presidential candidates to a smaller group of semifinalists.
- Help conduct necessary background and other reference checks on the semifinalists. The Search Committee will then meet with the semifinalists and the pool will be further narrowed.
- Conduct academic and criminal background checks on remaining candidates, as directed by the Search Committee.
- Assist in negotiating the final contract with the chosen candidate.

It is anticipated the selected search firm would attend Board and/or Committee meetings in Klamath Falls, Oregon and Wilsonville, Oregon.

The aforementioned process constitutes anticipated steps in the recruitment process and possible tasks for the selected firm. Oregon Tech and the Search Committee reserve the right to request the performance of other tasks related to the presidential search, as may be determined during the search process.

Contract timeline:

The contract with the successful firm is expected to begin May 9, 2016 and shall extend to the point of selection of an individual to fill the executive position, which is anticipated to occur at the Oregon Tech Board of Trustees quarterly meeting on or around November 16, 2016

3. QUOTE

Quotes should be short and concise and include the following information:

A. Company experience in these types of projects

Describe your firm's experience in the successful completion of similar searches.

Specifically include information on successful presidential searches conducted by your firm in the last five years and note any successful placements of presidents at smaller and/or rural institutions. Please also describe any failed searches for higher education leadership positions during the last five years and the reasons those searches were not successful.

B. Experience of staff that will work on the project

Provide the names, experience, and credentials of the individuals who will be assigned to this project and on which of the above-indicated projects they specifically worked.

Revised 09/2015

C. Scope of Work

Using the Scope of Work as a rough guide, outline a work plan with target dates for beginning and completion of each included task ("Work Plan"). In the Work Plan, provide details regarding the anticipated selection process, such as how your firm can support hiring a candidate on a tight timeline, placement of advertisements, tasks to be performed by the Search Committee with estimates of related time commitments for Search Committee members, and requirements of the Search Committee support staff. In the event of a failed search, or a departure from the position within the first year of employment, outline the process (and additional fees, if any) of conducting another search.

When drafting the Work Plan, please include the timing considerations associated with any other presidential searches your firm is scheduled to conduct during the anticipated term of the Work Plan. Provide a list of all active searches for university presidents that your firm currently has underway or for which you have been contracted.

D. Not-to-exceed price to complete the project

The not-to-exceed price should include all costs that will be associated with the Services. Hourly rates should be assigned to any member of the firm who may perform work on the Contract. Travel and expense reimbursement costs should be included in the price as a distinct line item. Travel expenses will only be reimbursed in accordance with Oregon Tech's then-current Travel Reimbursement Policy.

Cost will be an important factor in the selection of a search firm, so please be very transparent as to all costs that will be associated with the search.

Note: If the search fee is based on a percentage of the successful candidate's salary, the previous base Oregon Tech salary for the President position was approximately Two Hundred and Ten Thousand Dollars (\$210,000).

E. References

Provide three references from clients your firm has conducted similar searches for in the past three years, including one client that has newly engaged the firm in the past 36 months and one long-term client. Include the name, address, (email, if available) and phone number of the references.

F. Estimated time to complete the project; and

G. Any additional information that Oregon Tech should take into consideration for the project or qualifications.

4. Evaluation

Quotes will be evaluated based on subjective factors including, but not limited to: Company experience, staff experience, price, references, and proposal to complete the hiring process (including timeline).

**OREGON INSTITUTE OF TECHNOLOGY
CERTIFICATIONS
RFQ #2016-10**

Each Quoter must read, complete and submit a copy of this Oregon Institute of Technology Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 305.385(6) the undersigned hereby certifies that to the best of the undersigned's knowledge, the Entity is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 401.792 to 401.816 and ORS chapters 118, 314, 316, 317, 318, 320, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620. If a Contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Contractor to 28% backup withholding.

SECTION II. AFFIRMATIVE ACTION

The undersigned hereby certifies that they have not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts, pursuant to Oregon Tech Policy 580-061-0030(3).

SECTION III. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote.

Firm Name: _____ Date: _____
 Signature: _____ Title: _____
 Name (Type or Print): _____ Telephone: _____
 Email: _____ OR CCB # (if applicable): _____

Business Designation (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

Oregon Certified Minority, Women, or Emerging Small Business: (Mark if applicable and certification #)

☐ Minority: _____ ☐ Women: _____ ☐ ESB: _____

Self-Reported Minority, Women, or Emerging Small Business: (Mark if applicable)

☐ Minority: _____ ☐ Women: _____ ☐ ESB: _____

OREGON INSTITUTE OF TECHNOLOGY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Oregon Tech Policy and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to Oregon Tech office via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Oregon Tech serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. **NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE PUBLIC UNIVERSITY PROCUREMENT WEBSITE (www.orpu.org) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDUMS ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.**
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Oregon Tech in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Oregon Tech.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Oregon Tech reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, **QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.**
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the Oregon Institute of Technology Professional Services Contract may result in quote rejection.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the Oregon Institute of Technology Professional Services Contract (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Oregon Tech prior to quote closing time. Quotes may also be withdrawn in person before quote closing time upon presentation of appropriate identification.
12. **QUOTE SUBMISSION:** Quotes may be submitted by returning to Oregon Tech Purchasing and Contract Services Office in the location designated in the introduction of the RFQ via email, mail or in person but no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

QUOTE EVALUATION AND AWARD

1. **PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Oregon Tech generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Oregon Tech generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Oregon Tech that an unsuccessful quote was complete, sufficient, or lawful in any respect.
2. **DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
3. **CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
4. **PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
5. **INVESTIGATION OF REFERENCES:** Oregon Tech reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Oregon Tech may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Oregon Tech reserves the right to reject any quote or to reject all quotes at any time prior to Oregon Tech's execution of a contract if it is determined to be in the best interest of Oregon Tech to do so.
6. **METHOD OF AWARD:** Oregon Tech reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Oregon Tech.
7. **QUOTE REJECTION:** Oregon Tech reserves the right to reject any and all quotes.
8. **QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by appointment.

**Motion to Recommend Dr. Jay D. Kenton as the Interim President
of Oregon Institute of Technology**

Recitals

Whereas President Christopher Maples will be ending his term as President of Oregon Institute of Technology (Oregon Tech) by July 1, 2016; a national search for the new President will begin shortly; and, an Interim President will need to be named to provide leadership and management during this transition period; and

Whereas the target date for the new President to assume her/his role is January 2017; and

Whereas, the Board of Trustees approved Resolution 16-1 on March 18, 2016 authorizing the Executive Committee to work with the administration and to return to the full board with recommendations regarding interim or acting positions on campus; and

Whereas Dr. Jay D. Kenton has many characteristics that make him an excellent candidate as Interim President (see résumé attached to this motion), including the following:

1. Dr. Kenton has recent experience serving as an Interim President within the Oregon University System.
2. Dr. Kenton has served as Vice Chancellor and CFO for the Oregon University System as well as Vice President for Finance and Administration and CFO at Portland State University and at University of Idaho.
3. Dr. Kenton has previously worked at Oregon Tech and is quite familiar with its unique mission and potential for future contributions to the state and the region.
4. Dr. Kenton has indicated that he does not want to be considered as a candidate for the full-time role of President.
5. Dr. Kenton has a terminal degree and has served as a Professor having published scholarly reports, taught classes, and advised PhD students.
6. Dr. Kenton has a broad perspective for appreciating performance metrics across the Oregon University System that can be useful for scaling projects and programs at Oregon Tech.
7. Oregon Tech is undergoing significant change related to its role within the State; to its many leadership vacancies; and to its need to compete in the coming years. Dr. Kenton has considerable leadership experience related to change management within academic organizations.

Whereas, the Executive Committee recognizes that this is a period of high-uncertainty for Oregon Tech stakeholders and being able to name an Interim President without an extended process will promote stability; and,

Whereas the Executive Committee believes that compared to other candidates that would be available, Dr. Kenton is likely to have better familiarity with the State oversight and funding agencies and their changing processes; to better appreciate Oregon Tech's mission; and, to be uniquely qualified to protect Oregon Tech's financial position during this period of transition.

Resolution

NOWHERETO BE IT RESOLVED that the Executive Committee of the Board of Trustees of Oregon Institute of Technology hereby recommends the Board approve the following:

1. Dr. Jay D. Kenton be presented to the Board of Trustees at a future meeting as the nominee for Interim President and that a meeting of the Board of Trustees be convened in the near future to consider this recommendation.
2. In accordance with the applicable laws and regulations, the Chairman of the Board of Trustees is hereby empowered to consult with appropriate parties within Oregon's executive and legislative branches of government to confirm the acceptance of this proposed nomination.
3. The Chairman of the Board of Trustees is hereby empowered to negotiate appropriate terms and conditions for retaining the services of Dr. Kenton when the motion for his appointment is considered by the Board of Trustees.
4. The Chairman of the Board of Trustees is hereby empowered to draft an appropriate resolution for the consideration of the Board of Trustees.
5. The Interim President shall preside as the Chief Executive Officer of the institution and shall be delegated the same responsibilities, authorities, and accountabilities as the President role as defined in the various policies adopted by the Oregon Tech Board of Trustees beginning July 1.
6. It is recommended that Dr. Kenton be given the following guidance and charge when he is appointed Interim President by the Board of Trustees:

In addition to the normal roles of President the Interim President shall:

- a. Obtain advice and recommendations from President Maples as needed and as appropriate during the early stages of this Interim President role.
- b. Provide leadership and management continuity on the campuses to ensure that students are properly served during the leadership transition and that student recruiting and retention programs have the appropriate emphasis.
- c. Promote shared governance activities on campus; ensure that all stakeholder groups are properly engaged; and, that transparency is promoted during this leadership transition.
- d. Represent the university at appropriate meetings with the HECC, Oregon Legislature, and community organizations as needed to promote Oregon Tech and ensure that its state funding is continued.
- e. Work to ensure the campuses operate with an operating surplus and the financial position is protected to the extent possible so the new leadership team will have resources to adapt to future challenges.
- f. Leverage knowledge of operations and metrics from other institutions to help guide OIT to adopt best practices for its systems and processes.
- g. Work with the campus leadership to develop strategies and tactics for managing the many open positions on campus while being cognizant of the budget implications.
- h. Create a welcoming environment for the new President and other leaders that will be joining the university during the coming months and help provide orientation for each role.

- i. While moving the university forward be mindful that the success of the new President could be enhanced if allowed to make certain decision and alignments at the start of her/his tenure and certain initiatives might be timed accordingly.

DRAFT

Resume

Jay D. Kenton
33082 Peoria Road S.E.
Corvallis, Oregon 97333
Daytime Phone: (971) 226-3211
E-mail (jdkentonj@comcast.net)

Education:

March 1989 - June 2000	Portland State University - Portland, Oregon Ph.D. Public Administration and Policy Major: Public Finance emphasis in College and University Finance Minor: Organizational Change & Development
July 1986 - March 1989	Oregon State University - Corvallis, Oregon Masters of Education (M.Ed.) in March 1989 Emphasis in Higher Education Administration
June 1979 - June 1981	Oregon State University B.S. in Business Administration in June 1981 Major: Accounting Minor: Computer Science
March 1975 – Dec. 1976	Ohio University Athens, Ohio

Work Experience:

February 2016 – present Oregon Institute of Technology

Job Title: Interim Vice President for Finance and Administration
Duties: Prepare and administer annual budget for all funds. Provide financial, human resource and advice to the president, provost, vice presidents and deans and directors. Integrate university plans (e.g. strategic plan, development plan, enrollment plan and capital construction plan) with budget strategies. Serve as university's financial representative in labor relations activities. Oversee all aspects of finance and administration units (physical plant; human resources; auxiliary services, business, budget, finance procurement and contracting operations).

May 2014 – June 2015 Eastern Oregon University – La Grande, Oregon

Job Title: Interim President
Duties: I was asked to serve as Interim President for EOU while they retrenched and re-organized to be financially sustainable, since the former president had resigned in the spring of 2014 to take another position at an out-of-state university. I inherited a university with an accumulated deficit and had to make cuts and other staffing adjustments to balance the budget while reversing an enrollment decline. Although I was asked to stay longer I chose to step down after one-year so the campus could do a search for a new president. After one year, the enrollment was stabilized and we rebuilt the reserves to prudent levels.

Resume - Jay D. Kenton

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January 2014 – June 2014 Oregon University System – Corvallis, Oregon

Job Title Special Assistant to the Chancellor

Duties: After I retired in December 2013 the Board, Chancellor and Legislative leadership asked me to work with campuses to establish a shared service organization to serve the finance and administration needs of the seven campuses as they devolved into autonomous entities. This organization allowed campuses to obtain economies of scale and cost efficient operations by voluntarily sharing risk management, payroll, employee benefits, accounting and financial statement preparation, treasury and cash management, information technology and collective bargaining services.

April 2005–December 2013 Oregon University System – Corvallis, Oregon

Job Title Vice Chancellor for Finance and Administration and Chief Financial Officer

Duties: Oversee the development and administration of the state university system's annual \$2.9 billion budget, including funding needs for operations and capital, and development of policy recommendations to the State Board of Higher Education. Advocate for, and help to achieve, the System's and State's short and long term higher education objectives. Work closely with the Chancellor, Presidents and other leaders of the seven campuses, and members of the State Board of Higher Education to oversee administrative operations. Responsible for the supervision of the system's Finance and Administration Division, including budget, finance, facilities, procurement, human resources, labor relations, information technology and risk management functions for the system.

June 2004–March 2005 University of Idaho – Moscow, Idaho

Job Title: Vice President for Finance and Administration and Chief Financial Officer

Duties: Provide leadership for the administrative, financial, physical and human resource functions of the university. Responsible for redefining the relationship between the University of Idaho and the University of Idaho Foundation and for the resolution of numerous issues resulting from a difficult real estate project in Boise. Specific responsibilities include oversight of budget planning and development, controller's office, trust and investment functions, auxiliary services, risk management programs, real estate, human resources and other administrative and financial affairs of the university.

September 1988–June 2004 Portland State University - Portland, Oregon

Job Title: Vice President for Finance and Administration and Chief Financial Officer (2002-2004)

Associate Vice President for Finance and Planning (1996 - 2002)

Interim Director, Office of Human Resources (2000- 2001)

Director of Business Affairs (1988 - 1996)

Duties: Prepare and administer annual budget for all funds. Provide financial, human resource to the president, provost, vice presidents and deans and directors. Integrate university plans (e.g. strategic plan, development plan, enrollment plan, capital construction plan, and technology plan) with budget strategies. Serve as university's financial representative in labor relations activities. Oversee all aspects of finance and administration units (computing services; safety and security; physical plant; human resources; auxiliary services, business, budget and finance operations).

Resume - Jay D. Kenton
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January 1986-September 1988 Oregon Institute of Technology - Klamath Falls, Oregon

Job Title: Assistant Director of Business Affairs

July 1983-January 1986 Eastern Oregon State College - La Grande, Oregon

Job Title: Assistant Director of Business Affairs/Accounting Coordinator

Key Administrative/Public Service Activities and Awards:

- Led effort to establish self-insured risk fund independent of the State, thereby saving millions of dollars with more comprehensive coverage.
- Significant expertise in public-private partnerships for capital development, leveraging local, state, federal and private funding sources to achieve significant economic development or educational and research goals.
- Responsible for the installation of a new SCT Banner: Student Information System (SIS), Financial Information System (FIS), and Human Resources Information System (HRIS) and a new loan accounting/billing system at PSU and have implemented numerous other technological solutions and systems at all institutions where I have worked.
- Numerous presentations, committee assignments, and consulting arrangements on administrative restructuring, computer systems implementation, business process re-design, university capital development, financing public projects, innovative auxiliary services, etc.
- Provided legislative testimony in committee hearings relating to budget, finance, business management and capital project requests on numerous occasions, both on behalf of the system and the institutions with which I have worked. Participated in many other meetings with state legislators, governor's staff, city officials and business leaders on issues relating to institutional finance, management and capital development. Was instrumental in obtaining the largest capital budgets in the Oregon University System history. Made numerous visits to Capitol Hill on behalf of Portland State University and the joint transportation planning committee in Portland.
- Responsible for implementation of procurement card program for the State of Oregon, lockbox banking services agreement for the OUS and other state agencies, and led the Financial Aid EFT project for OUS institutions
- Named the PSU Exemplary Employee for 1993-94
- Leader of an administrative team that received the 1994 Management Innovation Award from NACUBO for administrative restructuring project associated with a multiple strategy approach to downsizing, business process redesign, and total quality management.
- Member Portland Teachers Credit Union Board of Directors 1994-96

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- Member Tualatin Valley Fire and Rescue Board of Directors - Budget Committee (1995 - 2002)
- Western Association of College and University Business Officers (WACUBO) Board of Directors and numerous committees (1992-present). Served as WACUBO President (2005-06).
- Member National Association of College and University Business Officers Board of Directors (NACUBO) (2005-2008). Member NACUBO Professional Development Committee and President's Advisory Committee (1995-1999)
- Chairman of the Portland Development Commission's South Waterfront Urban Renewal District oversight committee (2002-04).
- Member Portland Streetcar Board of Directors (2002-04).
- Member Portland Mayor Taskforce on Light-Rail (2002-04).

Academic Activities:

- Adjunct Professor of Higher Education Administration – College of Education, Oregon State University (2010). Course taught – Higher Education Finance for students in the College Student Services Administration master's program.
- Professor of Public Administration - College of Urban and Public Affairs, Portland State University (2001 – 2014). Courses taught include graduate courses in public financial management, governmental and non-profit accounting, and public budgeting. I have taught courses in strategic planning and higher education finance in the Portland State University School of Education. I also advise doctoral students in public administration and have assisted multiple students in completing their PhD program requirements.
- Instructor – NACUBO/WACUBO Fund Accounting Workshops (1991 - 1997)
- Author of a monograph entitled, Understanding, Presenting and Analyzing Financial Management Information for Colleges and Universities, National Association of College and University Business Officers, 2002.
- Author of article entitled, "Harvesting the High Hanging Fruit," Change Magazine, September/October 2014.

Hobbies and Interests:

Woodworking, whitewater boating, hiking, fishing, hunting, exploring, refurbishing antique mission furniture, reading and traveling.

References:

Available upon request.