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**Finance and Facilities Committee**  
**also Sitting as the Audit Committee**  
**MINUTES**

**Trustees Present:**

Vince Jones, Committee Chair	Nagi Naganathan, President (in person)	Paul Stewart Michele Vitali
Jessica Gomez, Board Chair	Mike Starr	

**Other Trustees present:**

Trustee Brown

**University Faculty and Staff Present:**

Thom Darrah, Facilities Management Services Director (in person)  
Maureen DeArmond, AVP Human Resources  
Erin Foley, VP Student Affairs and Dean of Students (in person)  
Ken Fincher, VP Institutional Advancement  
David Groff, General Counsel  
Scotty Hayes, Information Technology Consultant (in person)  
Joanna Mott, Provost and VP Academic Affairs and SEM  
Adria Paschal, Senior Executive Assistant to the President  
Stephanie Pope, Assistant VP Financial Operations (in person)

**Others Present:**

Jean Bushong, CliftonLarsonAllen

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

Chair Jones called the meeting to order at 8:00am. The Board Secretary called roll and a quorum was declared.

**2. Consent Agenda**

**2.1 Approve Minutes of the November 12, 2020 Meeting**

With no amendments proposed, the minutes for the November 12, 2020 meeting stood as published.

**3. Reports**

**3.1 Finance, Facilities and Audit Status Update: Quarter Two Fiscal Year 2021 Report**  
**AVP Stephanie Pope** reviewed the General Fund Monthly Report in the agenda report. She noted the PUSF was not cut as drastically as originally budgeted, budget was based on 5% increase in tuition and 1% increase in enrollment but enrollment is down from the projected and the enrollment mix changed to more resident students. Remissions appear doubled due to timing of running the reports and when the terms started. She explained the ‘other revenue’ category includes grant funds, investment income, service and clinic revenue and miscellaneous accounts. Trending approximately \$1M over estimate. Expenses for salaries are down as a result of furloughs of staff. The COVID/CARES Act funds will be moved to the associated grant fund. Staff will look at the debt service figure as a result of the summer refinancing. Total direct expenses are forecasted to be higher than original budget; change in fund balance is estimated at \$500K in the positive. She noted there is still uncertainty in many of the variables that impact the budget. **Director Thom Darrah** gave an update on the CEET project noting the project is on budget and the completion date is four weeks off of the original date and is anticipated to be occupied in August; the project is more than 50% complete. **Chair Jones** requested Director Darrah attend the next committee meeting and review the capital projects in more depth.

#### 4. Action Items

##### 4.1 Acceptance of the Annual Financial Report

**Ms. Bushong** reviewed a PowerPoint presentation. She explained the responsibilities of CliftonLarsonAllen (CLA) under external auditing standards, the scope of CLA’s engagements, unique audit issues including COVID-19 requirements, audit results, and required communications. An unmodified (clean) opinion was issued, no material weaknesses or significant deficiencies were identified. One audit adjustment to remove accumulated depreciation for disposal was identified. **AVP Pope** explained the discrepancy in the amount of CARES funding received versus spent: the audit only accounts for fiscal year 2020 but the remaining dollars were spent before the December 31, 2020 deadline. **Ms. Bushong** reviewed the annual financial statement noting the figures in the document represent audited information; however, the Foundation’s information is included in the document but CLA does not audit that information, it is audited by an independent auditor. She gave an overview of the required communications to Governance. **AVP Pope** explained the university contracts with an external company to collect institutional loans (debt), working with the VPFA to age the loans out and write them off.

**Board Chair Gomez moved to accept the Oregon Tech 2020 Annual Financial Report. Trustee Starr seconded the motion. With all trustees present voting aye, the motion passed unanimously.**

#### 5. Discussion Items

##### 5.1 Tuition Development Process Update

**President Naganathan** stated the process is usually headed by the VPFA but in the time of transition of that position VP Foley is leading the process. He reviewed the HB4141, Board policy on tuition, and HECC criteria. **VP Foley** stated the TRC committee is set and the first meeting was held last week and last year’s principles were adopted. There is significant student engagement at this phase of the process. She explained the main purpose of the TRC is to establish the undergraduate-resident tuition rate and the remaining tuition rates are often derived from that base. The TRC will meet weekly with

public forums held throughout and a recommendation to the President at the end of Winter term, ideally in early March. This will allow President Naganathan to bring a recommendation to the board at the April 8 meeting. She noted all of the tuition materials and links to the meetings are posted on the website.

**6. Other Business/New Business - none**

**7. Adjournment**

Meeting was adjourned at 9:21am.

Respectfully submitted,

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

Sandra Fox  
Board Secretary