

Meeting of the Oregon Tech Board of Trustees <u>In Person Only</u> Lotus Room, Oregon Garden Resort Monday, July 24, 2023 8:30 am – 4:45 pm & Tuesday, July 25, 2023 8:30 am – 1:00 pm

Board of Trustees Retreat Agenda

Monday, July 24, 2023

8:00 am Breakfast Served (casual)

- 1. Call to Order/Roll/Declaration of a Quorum (8:30 am) (5 min) Chair John Davis
- 2. Welcome and Introductions (8:35 am) (40 min) Chair Davis
- 3. Consent Agenda (9:15 am) (5 min) Chair Davis
 - Approval of the Minutes of the June 2, 2023, Meeting
 - Approval of the Minutes of the June 29, 2023, Meeting
- 4. Academic Affairs Overview (9:20 am) (40 min) Provost Joanna Mott
- 5. Perspectives on Higher Education (10:00 am) (60 min) Dr. Adrien Bennings, President, Portland Community College & Dr. Marie Chisholm-Burns, Provost, OHSU

Break (11:00 am) (30 min)

- 6. Finance and Administration Overview (11:30 am) (30 min) VP John Harman
- 7. Working Lunch with Mr. Ben Cannon, Executive Director, Oregon Higher Education Coordinating Commission (12:00 pm) (90 min)

Break (1:30 pm) (30 min)

- 8. Finance & Administration Overview (continued as necessary) (2:00 pm) (15 min) VP Harman
- 9. Strategic Plan review and discussion (2:15 pm) (15 min) President Nagi Naganathan
- 10. President's Report and Discussion (2:30 pm) (30 min) President Naganathan
- **11. Board Roles and Responsibilities** Self-Evaluation and Committee Assignment Discussion (3:00 pm) (30 min) *Chair Davis*

Break (3:30 pm) (15 min)

- 12. Executive Session: Labor Negotiation Law & Process (3:45 pm) (60 min) Chair Davis
- 13. Board Recess

Dinner Offsite (5:30 pm)

Board of Trustees Retreat (continued)

Tuesday, July 25, 2023

8:00 am Breakfast Served (casual)

14. Call to Order (8:30 am) (5 min) Chair Davis

15. Review of the Previous day (8:35 am) (25 min) Chair Davis

16. President's Report and Discussion (continued) (9:00 am) (60 min) President Naganathan

17. Trustee Meeting Calendar Planning (10:00 am) (30 min) Chair Davis

Proposed Meeting Dates for Discussion	Selected University Dates for Calendar Planning		
October 2023; Klamath Falls	Fall Term, 2023		
Tue or Wed, October 10 or 11, 2023; AQSS and F&F	Sep 18-22	Mon-Fri	Convocation Week
Committee Meetings (Virtual Only) (one committee	Sep 27	Wed	Classes begin
meeting per day)	NOV 3-5	Fri-Sun	Family and Alumni Weekend
Friday, October 13, 2023; Executive and Full Board	Nov 10	Fri	Veterans Day holiday observation
Meetings (Hybrid)	Nov 22-24	Wed-Fri	Thanksgiving holiday
	Dec 03	Sun	Faculty & Staff Holiday Event, Klamath Falls
January 2024: Wilsonville	Dec 05	Tue	Faculty & Staff Holiday Event, Portland-Metro (tentative)
Tue or Wed, January 9 or 10, 2024; AQSS and F&F	Dec 11-15	Mon-Fri	Final exams week
Committee Meetings (Virtual Only) (one committee	Winter Term, 2024		
meeting per day)	Jan <mark>0</mark> 1	Mon	New Year's holiday
Friday, January 12, 2024; Executive Committee and	Jan <mark>08</mark>	Mon	Classes begin
Full Board Meetings (Hybrid)	Jan 15	Mon	Martin Luther King, Jr. holiday
Annii 2024. Wile enville	Mar 18-22	Mon-Fri	Final exams week
April 2024: Wilsonville	Spring Term, 2024		
Tue or Wed, April 9 or April 10, 2024; AQSS and F&F	Apr 01	Mon	Classes begin
Committee Meetings (Virtual Only) (one committee	May 16	Tue	Research Symposium - KF & PM (Tentative)
meeting per day)	May 27	Mon	Memorial Day holiday
Friday, April 12, 2024; Executive Committee and Full	Jun xx	TBD	Catalyze Klamath
Board Meetings (Hybrid)	Jun 04	Tue	Portland Metro IdeaFest (Tentative)
June 2024: Klamath Falls	Jun 6-7	Thu-Fri	Klamath Falls IdeaFest
Tue or Wed, June 4 or 5, 2024; AQSS and F&F	Jun 10-14	Mon-Fri	Final exams week
Committee Meetings (Virtual Only) (one committee	Jun 15	Sat	Klamath Falls Commencement
meeting per day)	Jun 16	Sun	Portland Metro Commencement
Friday, June 7; 2024; Executive Committee and Full	Jun 17	Mon	Seattle Commencement
Board Meetings (Hybrid)	Summer Term, 2024		
	Jun 24	Mon	Classes Begin
July 2024: Board Retreat	Jul 04	Thu	Independence Day holiday observance
Monday, July 15, 2024, & Tuesday, July 16, 2024;	Aug 30	Fri	Summer Term ends
(in-person only)			

Break (10:30 am) (15 min)

18. Executive Session: Board Development Training (10:45 am) (75 min) General Counsel Dave Groff

- a. Trustee expectations
- b. Public Meetings
- c. Government Ethics
- d. Roles and Responsibilities

19. Other Business (12:00 pm) (15 min) Chair Davis

20. Adjournment (12:15 pm)

Lunch will be provided after adjournment

EXECUTIVE SESSIONS OF THE BOARD

The Board will meet in Executive Session, per ORS 192.660(2)(f) and ORS 40.225 Rule 503 to consider information or records exempt by law from public inspection, including attorney-client privileged communication, and non-board members will not be allowed to attend. The Board will also meet in Executive Session, per ORS 192.660(2)(d), to conduct deliberations with persons designated to carry on labor negotiations. No final action or final decisions may be made during the executive sessions.

RETREAT FORMAT

Please note the Board's intent at retreats is to optimize opportunities to address strategic and long-term issues through flexible discussion. Accordingly, the agenda may evolve during a retreat more than during a typical meeting. Some agenda items may require less time than scheduled, some may require more time, or be bumped from one day to the next, etc.



Meeting of the Oregon Tech Board of Trustees Full Board Meeting CEET Board Room, Klamath Falls, OR And virtually via Microsoft Teams June 2, 2023 1:45 pm – 5:30 pm

Board of Trustees <u>Theme: Accreditation and Assessment</u> <u>DRAFT Minutes</u>

Trustees Present:

John Davis, Chair Jeremy Brown Phong Nguyen Celia Nunez Fred Ziari

Kanth Gopalpur Vince Jones Kelley Minty Mike Starr Jill Mason Stefan Bird Mason Wichmann Nagi Naganathan (*ex officio*)

Trustees Unable to Attend:

Kathleen Hill Michele Vitali

University Staff and Faculty Present in person:

Abdy Afjeh, Vice Provost-Research & Academic Affairs Nate Bickford, Natural Sciences Department Chair Rebecca Burkeen, Alumni Relations Director & Admin Counsel President Mandi Clark, Associate Vice President & Dean of Students Alicia Dillon, Associate Vice President - Controller of Business Affairs Ken Fincher, Vice President of University Advancement & Interim Board Secretary Erin Foley, Vice President of Student Affairs & Dean of Students Lori Garrard, Executive Assistant to the VP of University Advancement David Groff, General Counsel John Harman, Vice President of Finance & Administration Billy Kimmel, President of ASOIT - Portland-Metro Kimberly Koops, AVP Government Relations Beverly McCreary, Assistant Vice Provost of Faculty Relations Joel McPherson, Director of Marketing Michelle Meyer, Director of Audit & Compliance-Business Affairs Joanna Mott, Provost & VP of Academic Affairs Josephine Ness, Director of Admissions Adria Paschal, Senior Executive Assistant to the President Dan Peterson, Dean - College of Health, Arts & Sciences Alan Polaski, President-Oregon Tech Foundation Sasha Rabich, President of ASOIT - Klamath Falls Terri Torres, President of Faculty Senate & Professor

John VanDyke, Athletics Director Bryan Wada, Information Technology Consultant 2

- 1. Call to Order/Roll/Declaration of a Quorum *Chair John Davis* Chair Davis called the meeting to order at 1:47 pm. The Board Secretary called roll, and a quorum was declared.
- 2. Consent Agenda Chair, John Davis
 - 2.1 Approval of the Minutes of the April 13, 2023, meeting No changes or objections were made, and the minutes were adopted.

3. Regular Board Reports

3.1 President's Report President Nagi Naganathan

President Naganathan and Chair Davis thanked those trustees leaving the board at the end of their term for their service and contributions to Oregon Tech. **In his presentation, President Naganathan** shared achievements at Oregon Tech, focusing on the meeting theme of the Future of Possibilities. He also provided several updates: Human Resources (with **Provost Mott's** remarks on faculty and staff retention efforts), NWCCU accreditation comprehensive review and site visit, approval of the Doctor of Physical Therapy program so we can welcome new students this summer, and legislative activities.

- 3.2 Foundation Report Chair Alan Polaski
 - **Chair Polaski** shared the Oregon Tech Foundation report. He advised the Foundation is building a strategic plan and discussed their goals.
 - Chair Polaski advised the Foundation is preparing for a comprehensive capital campaign. Trustee Brown asked about the process of identifying possible donors. Dr. Fincher explained the process that will be utilized.

3.3 ASOIT Presidents Sasha Rabich (KF) and Billy Kimmel (PM)

- Sasha Rabich stated there are still concerns about the two-year student schedules to complete their degrees. He advised students are also concerned about faculty, class quality, and availability. President Naganathan advised that the academic team is most willing to assist students if they could be made aware of the specific issues. Rabich added that part of the issue is the access to information for students. Trustee Brown encouraged Rabich to give specific examples to the administration so the problems could be fixed.
- **Billy Kimmel** shared the ways ASOIT serves fellow students. He identified academic issues and barriers for Portland-Metro students. **Trustee Brown** encouraged **Kimmel** to continue to be part of the solution with identified examples of the issues students have that can be addressed.

3.4 Faculty Senate President Terri Torres

President Torres shared activities that the faculty senate has been working on, including the Faculty Senate passing a non-tenure track faculty policy. **Trustee Nguyen** advised the importance of additional efforts to retain new faculty and overlapping the hiring process to avoid gaps in positions.

3.5 Administrative Council Chair Rebecca Burkeen

• Chair Burkeen shared changes in the leadership of the admin council resulting from recent elections. She also talked about initiatives in place that will assist with employee retention. Trustee Brown commended Admin Council for having a mentor program for new employees.

(BREAK)

Restart @ 3:42 pm

4. Special Reports and Discussion Items

- 4.1 Athletic Report Athletic Director John VanDyke
 - Athletic Director John VanDyke shared his presentation regarding Oregon Tech Athletics. He shared the successes of many of the teams in sports and academics.
 - **Trustee Jones** asked about the impact of improving athletics facilities. **Director VanDyke** shared that having improved facilities allows Oregon Tech to host events, which helps the community and increases awareness of Oregon Tech.
 - Trustee Nguyen asked about athletic scholarships. Director VanDyke explained the process.
 - **Trustee Brown** asked about how faculty can support student-athletes. **Director VanDyke** spoke about the importance of student-athlete taking responsibility for themselves with faculty and working around their sports schedules.
 - **Trustee Brown** asked about where our student-athletes are from. **Director VanDyke** advised that most of our athletes are Oregonians.
- 4.2 Enrollment Management Report Provost Mott, Director Josephine Ness & Director Joel McPherson
 - Dr. Mott shared statistics regarding new and returning students.
 - Director Joel McPherson talked about initiatives in place regarding targeting students and enrollment.
 - Director Ness shared how admissions and marketing have been coordinating their efforts.
 - Chair Davis asked for an update on admission counselor searches. Director Ness advised that they are interviewing finalists for the three regional counseling positions. They are also posting a position on the Klamath Falls campus. Trustee Nũnez asked if the cost-of-living adjustments have been made to regional counselors. Director Ness advised it has been considered.
 - Chair Davis asked about trends for potential students visiting college campuses. Director Ness said that more serious students visit the campus in person.
 - There was a discussion regarding marketing strategies.

5. Board of Trustee Committee Reports

- 5.1 Academic Quality and Student Success Committee Report AQSS Chair Jeremy Brown
- **Trustee Brown** reviewed what was presented to the AQSS committee. He summarized presentations made by Dr. Mott, Dr. Foley, Dr. Mott, and Nate Bickford.

5.2 Finance and Facilities Committee Report Ferr Chair Vince Jones

• **Trustee Jones** reported on the Finance and Facilities Committee meeting. He summarized presentations made by Professor Don DaSaro, VP John Harman, Thom Darrah, and KernuttStokes.

5.3 Executive Committee Report Chair John Davis

• **Chair Davis** reported on the Executive Committee Meeting. He summarized the presentation made by the Assistant VP of Government Relations, Kimberly Koops.

6. Action Items

6.1 New Program Approval: Masters in Natural Resources Dean Dan Peterson & Department Chair Nate Bickford

- **Dean Dan Peterson** talked about both new programs. He provided details and background on both programs, advising that they align with the university's strategic plan.
- **Nate Bickford** presented the interest and need for both new programs.
- **Dean Peterson and Nate Bickford** provided details regarding the process and career paths for both programs.
- **Trustee Jones** asked about reaching out to other universities regarding these programs. **Nate Bickford** stated that he has talked to other institutions and has received strong support and excitement.
- **Nate Bickford** outlined the process of getting the curriculum and the programs approved.
- **Trustee Brown** outlined his concerns about some of the courses. A discussion followed with trustees and presenters.

Motion:

Table this agenda item so the board can have a special meeting in June if schedules permit to consider this item.

Motion: Trustee Jones; Second: Trustee Wichmann

Roll Call vote: Trustee Davis aye, Trustee Bird aye, Trustee Brown aye, Trustee Jones aye, Trustee Mason aye, Trustee Minty aye, Trustee Nguyen aye, Trustee Nũnez aye, Trustee Starr aye, Trustee Wichmann aye, Trustee Ziari aye.

6.2 2022 New Program Approval: Masters in Biomedical Sciences Dean Dan Peterson & Department Chair Nate Bickford

Motion:

Table this agenda item so the board can have a special meeting in June if schedules permit to consider this item.

Motion: Trustee Jones; Second: Trustee Wichmann

Roll Call vote: Trustee Davis aye, Trustee Bird aye, Trustee Brown aye, Trustee Jones aye, Trustee Mason aye, Trustee Minty aye, Trustee Nguyen aye, Trustee Nũnez aye, Trustee Starr aye, Trustee Wichmann aye, Trustee Ziari aye.

6.3 Approval of the FY24 Budget VP John Harman

• **VP John Harman** shared his presentation and reviewed the budget, starting with the budget development process. He shared the major components of the budget. **VP Harman** talked about the budgeting challenges and strategic budget investments.

- **VP Harman** showed the budget by division, noting that REMS and Campus Safety are being moved from Student Affairs to Finance and Administration.
- **VP Harman** showed the comparisons of past budgets with the proposed FY24 budget.
- **Trustee Jones** highlighted the budget presentation from the F&F Committee. The budget presented is reasonable and includes a 1.9% reduction. It is indicative that everyone at the university is invested in this budget to ensure it is reasonable. Three Million dollars are requested from the reserves to balance the budget. The reserve funds are healthy, and the use of \$3 Million would not impact the financial strength of the reserve funds.
- **Trustee Brown** asked how long we anticipate using reserve funds. **VP Harman** shared that the reliance on the reserves will diminish given the current efforts to address enrollment shortfall coupled with the other initiatives that are being pursued by the university.

Motion:

After review of the proposed FY 2023-24 All-Funds Budget and related documents, and with the recommendation of the Finance and Facilities Committee, staff requests a Motion by the Board for approval of the Fiscal Year 2023-24 Oregon Tech All-Funds Budget.

Motion: Trustee Jones; Second: Trustee Wichmann

Roll Call Vote: Trustee Davis aye, Trustee Brown aye, Trustee Jones aye, Trustee Mason aye, Trustee Minty aye, Trustee Nguyen aye, Trustee Nũnez aye, Trustee Starr aye, Trustee Wichmann aye, Trustee Ziari aye.

The motion passed unanimously.

7. Public Comment

None

- 8. Other Matters
 - A video was shared by Soderstrom Architects showing proposed and possible campus improvements as part of the Facilities Master Plan.

9. Adjournment (6:35 pm)



Meeting of the Oregon Tech Board of Trustees Full Board Meeting CEET Board Room, Klamath Falls, OR And virtually via Microsoft Teams June 29, 2023 8:00 am – 9:00 am

Board of Trustees Special Meeting DRAFT Minutes

Trustees Present:

John Davis, Chair Jeremy Brown Phong Nguyen Jill Mason Kanth Gopalpur Vince Jones Kelley Minty Kathleen Hill Mike Starr Mason Wichmann Nagi Naganathan (*ex officio*) Celia Nũnez

Trustees Unable to Attend:

Fred Ziari

Michele Vitali

Stefan Bird

University Staff and Faculty Present in person:

Nate Bickford, Natural Sciences Department Chair Mandi Clark, Associate Vice President & Dean of Students Ken Fincher, Vice President of University Advancement & Interim Board Secretary Lori Garrard, Executive Assistant to the VP of University Advancement John Harman, Vice President of Finance & Administration Joanna Mott, Provost & VP of Academic Affairs Josephine Ness, Director of Admissions Adria Paschal, Senior Executive Assistant to the President Dan Peterson, Dean – College of Health, Arts & Sciences Bryan Wada, Information Technology Consultant 2

1. Call to Order/Roll/Declaration of a Quorum *Chair John Davis* Chair Davis called the meeting to order at 8:03 am. The Board Secretary called roll, and a quorum was declared.

2. New Program Approval

- 2.1 Masters in Natural Resources Dean Dan Peterson & Department Chair Dr. Nate Bickford
 - **Dean Peterson** shared details of the master's program, including the interest and need for the program. He explained the process of earning the degree. The official launch will be Fall of 2024, with a soft launch as early as the Winter of 2024.
 - **Dean Peterson** addressed the concerns presented by the board at the past board meeting regarding the course content, ensuring the courses are at a graduate level.
 - Discussion regarding the details of the materials provided ensued.

Motion

Motion for the board to approve the proposed Masters in Natural Resources as presented by staff.

Motion: Chair Davis; Second: Trustee Nguyen

Trustee Brown aye, Chair Davis aye, Trustee Gopalpur aye, Trustee Hill aye, Trustee Jones aye, Trustee Mason aye, Trustee Minty aye, Trustee Nguyen aye, Trustee Nũnez aye, Trustee Starr aye, Trustee Wichmann aye.

Passed unanimously.

- 2.2 Masters in Biomedical Sciences Dean Dan Peterson & Department Chair Dr. Nate Bickford
- **Dean Peterson** shared details of the master's program and how it will prepare students for professional programs, including Ph.D. graduate programs. He explained the need for the program and the process for students to obtain it.
- **Dean Peterson** addressed the concerns that were presented by the board at the past board meeting.
- **Chair Davis** commented on the positivity of this program -- financial as well as alignment with the university's strategic plan.
- Discussion regarding the details of the materials provided ensued.
- **Chair Davis** asked about the program's next steps, which **Dean Peterson** explained and shared the anticipated timeline.

<u>Motion</u>

Motion for the board to approve the proposed Masters in Biomedical Sciences as presented by staff.

Motion: Chair Davis; Second: Trustee Nguyen

Trustee Brown aye, Chair Davis aye, Trustee Gopalpur aye, Trustee Hill aye, Trustee Jones aye, Trustee Mason aye, Trustee Minty aye, Trustee Nguyen aye, Trustee Nũnez aye, Trustee Starr aye, Trustee Wichmann aye.

The motion passed uanimously.

- 3. Legislative Update Dr. Nagi Naganathan
- **President Naganathan** shared a presentation on legislative updates that include public university updates as well as Oregon Tech priorities. He shared details on policy bills that are likely to impact Oregon Tech.
- **Present Naganathan** highlighted the changes in SB 273 which pertains to university governing boards.
- **President Naganathan** shared that \$18 million was approved for emergency geothermal system renovations.
- 4. Other Discussion Items None

9. Adjournment (9:19 am)

Dr. Adrien L. Bennings



Dr. Adrien Bennings joined Portland Community College in the summer of 2022 as the college's eighth president, making her PCC's first permanent female president in its history.

Dr. Bennings has taught courses in human resources development, academic development and retention, and small business development. She has held progressively higher-level positions in higher education for more than 15 years.

Before coming to Portland, she served as the president of Kellogg Community College, one of 28 community colleges in Michigan whose service region spans three counties. She was also the president of the Kellogg Community College Foundation, helping to lead the foundation's strategic planning and fundraising activities, and advocating for equity, diversity, and inclusion.

Prior to joining KCC, Dr. Bennings was the vice president of administration and finance and chief financial officer at Clovis Community College in New Mexico. Prior to this, she served as regional director of small business development at Texas Tech University where she advanced economic development initiatives spanning a 16-county area. Additionally, she serves as a certified peer reviewer for the Higher Learning Commission.

Dr. Bennings' educational background includes a Doctor of Philosophy in Higher Education Administration from Texas Tech University; a Master of Science in Business Administration with a Human Resources concentration from Wayland Baptist University; and a Bachelor of Science in Agricultural Development from Texas A&M University.



Marie A. Chisholm-Burns, PharmD, PhD, MPH, MBA, FCCP, FASHP, FAST, FACHE, is the Executive Vice President and Provost of Oregon Health & Science University (OHSU). She is also the J.S. Reinschmidt Endowed Professor in the OHSU School of Medicine. She previously served as Dean and Distinguished Professor of the University of Tennessee Health Science Center College of Pharmacy, as Professor and Head of the Department of Pharmacy Practice and Science at the University of Arizona College of Pharmacy, and as faculty at the University of Georgia College of Pharmacy. Guided by a driving vision to make a difference, Dr. Chisholm-Burns is a strong proponent of initiatives, services, and opportunities to advance access and success among patients, students, faculty, staff, and other

stakeholders. Further, she is a committed advocate and has a proven track record of advancing equity, inclusivity, and diversity in higher education, and has published extensively in this area.

Dr. Chisholm-Burns has a BS in Pharmacy degree, Doctor of Pharmacy degree, Master of Public Health degree, Master of Business Administration degree, and Doctor of Philosophy degree with an emphasis in Health Sciences. She completed her residency at Piedmont Hospital and Mercer University Southern School of Pharmacy in Atlanta, Georgia. Dr. Chisholm-Burns is Founder and Director of the Medication Access Program which increases medication access to solid-organ transplant recipients. She is a Commissioner on the Northwest Commission on Colleges and Universities Board of Commissioners and a member of the American Society of Transplantation Board of Directors and of the National Academies of Practice. She has also served in numerous elected leadership positions in several different professional organizations and worked in multiple pharmacy settings. She participated as an accreditation site evaluator for the Accreditation Council for Pharmacy Education, Southern Association of Colleges and Schools Commission on Colleges, and Western Association for Schools and Colleges Senior College and University Commission.

A dedicated scholar, Dr. Chisholm-Burns has more than 380 publications and over \$19 million in external funding as principal investigator and co-investigator from organizations such as the National Institutes of Health and several foundations. She has published several textbooks that have been adopted in many schools. In 2008 and 2011, textbooks co-edited by Dr. Chisholm-Burns, *Pharmacotherapy Principles and Practice* and *Pharmacy Management, Leadership, Marketing, and Finance*, respectively, received the Medical Book Award from the American Medical Writers Association. She has received numerous awards and honors from national professional organizations including the Award for Sustained Contributions to the Literature, Research Achievement Award, Nicholas Andrew Cummings Award, Award of Excellence, Joint Leadership Award, Clinician of Distinction Award, Paul R. Dawson Biotechnology Award, Robert K. Chalmers Distinguished Pharmacy Educator Award, Clinical Pharmacy Education Award, Daniel B. Smith Practice Excellence Award, Rufus A. Lyman Award for most outstanding publication in the *American Journal of Pharmaceutical Education* (1996 and 2007), Pharmacy Practice Research Award (2011 and 2014), Chauncey I. Cooper Pharmacist Leadership Award, Russell R. Miller Award, and Distinguished Teaching Scholar Award.



Ben Cannon has been Executive Director of the Oregon Higher Education Coordinating Commission (HECC) since 2013. In this capacity, Cannon works to oversee state funding allocations, policy-setting, and coordination for Oregon's higher education system, including community colleges and public universities. HECC also manages state investments in workforce development, and conducts data and policy analysis, reporting, and strategic planning to meet Oregon's higher education equity and attainment goals.