



Western Oregon University Board of Trustees:
Finance & Administration Committee (FAC)
Meeting No. 14 – January 3, 2019
Public Site: Hamersly Library, Room 301-A
9:00 AM – 1:00 PM

AGENDA

- I. CALL-TO MEETING/ ROLL CALL
- II. COMMITTEE CHAIR'S WELCOME / ANNOUNCEMENTS
- III. CONSENT AGENDA
 - 1) Approval October 4, 2018 Meeting Minutes
- IV. ACTION ITEMS:
 - 1) [FY18 Audited Financial Statement](#)
Dr. Ana Karaman, Vice President, Finance & Administration
Christeena Whitfield, Controller
 - a. **Auditors Report, Eide Bailly**
Barry Weber and Kristen Diggs, Eide Bailly
 - 2) **Investments Update: Addendum to Board Statement on the Investment of Quasi-Funds**
Dr. Ana Karaman, Vice President, Finance & Administration
Penny Burgess, Director, Treasury Operations USSE
Tom Lofton, Investment Officer, Oregon State Treasury
 - 3) **FY2019 Financial Update**
Camarie Campfield, Budget Manager
 - a. **Revised FY19 Budget**
 - b. **FY19 Management Report (as of November 30, 2018)**
- V. DISCUSSION ITEMS:
 - 1) **FY20 Budget Preparation**
Camarie Campfield, Budget Manager
 - a. **University Budget Advisory Committee**
Richard Kavanagh and Katherine Schmidt, Co-Chairs
 - b. **2019-2020 Tuition Bands**
Dr. Ana Karaman, Vice President, Finance & Administration
 - 2) **University Technology Advisory Committee - Bill Kernan, Co-Chair**
 - 3) **Capital Projects Update - Michael Smith, Director, Facilities Services**
 - 4) **January 16, 2019 Board Meeting preparation**
- VI. UPDATES AND AROUND-THE-TABLE
- VII. ADJOURNMENT

**Western Oregon University Board of Trustees:
Finance & Administration Committee
Meeting No. 13 – October 4, 2018
Public Site: Werner University Center, Columbia Room
9:00 AM – 1:00 PM**

MINUTES

I. CALL-TO MEETING / ROLL CALL

The meeting was called to order at 9:08 am.

Committee members present: Jaime Arredondo, Gayle Evans, Ana Karaman (VP for Finance and Administration & CFO), Cec Koontz (chair)

Others present: Penny Burgess, Camarie Campfield, Reina Daugherty, Tom Lofton, Geoff Nolan, Darin Silbernagel, Christeena Whitfield

II. COMMITTEE CHAIR'S WELCOME / ANNOUNCEMENTS

Chair Koontz welcomed everyone to the meeting.

III. CONSENT AGENDA

- 1) Approval [July 5, 2018 Meeting Minutes](#)

Arredondo made a motion to approve the minutes as is. Evans seconded the motion and all were in favor.

IV. FINANCE & ADMINISTRATION REORGANIZATION

- 1) Introduction of Controller – Christeena Whitfield

VP Karaman announced that a new controller has been hired. Christeena Whitfield is a CPA and holds a master's degree. She comes to WOU with many years of finance experience, most recently as the CFO at Headstart of Yamhill County.

V. FY2019 BUDGET – ASSUMPTIONS & CURRENT ENROLLMENT STATUS

Campfield reminded the committee that the budget was built under the assumption of a 1% increase to enrollment. That assumption was not realized. Headcount is down 160 FTE which equates to approximately a \$1.2 million loss for the year.

Enrollment continues to fluctuate with consensus data not available until the end of October.

VI. ACTION ITEMS:

1) FY2019 August 31, 2018 Management Report

Campfield shared that we ended last fiscal year slightly better than expected, with a fund balance just over 19%. For the current management report there are timing issues that make it difficult to have an accurate projection. Fall tuition was assessed at a different time than last year and the retirement window program pay out contributed to higher than normal personnel expenses. Additionally, last year fall room and board had not yet been assessed whereas this year it was.

Evans recommended that the management report be forwarded to the board for adoption. Arredondo seconded the motion and all were in favor.

2) Quasi-Endowment

a. Board Statement – Review and Approval

Karaman and Burgess explained that an investment can be made through the Oregon State Treasury, Vanguard, or the Foundation (via Ferguson Wellman). An evaluation was done on the fees and history of performance for each option. Karaman shared that her recommendation would be to go through the Oregon State Treasury.

Arredondo made a motion to recommend the board statement to the board for adoption. Evans seconded the motion and all were in favor.

b. Presentation and Selection of Investment Manager

Geoff Nolan and Tom Lofton from the Oregon State Treasury provided a presentation on investment options that WOU can choose from. Burgess or Lofton can provide a quarterly, semi-annual, or annual report to the board of trustees.

c. Investment Board Statement – Review and Approval

The committee discussed the draft statement and suggested possible changes. Karaman will revise the statement as discussed.

Arredondo made a motion to forward the statement to the board for approval with the suggested changes. Evans seconded the motion and all were in favor.

VII. DISCUSSION ITEMS:

1) [Budget Manager Training Presentation](#)

Campfield presented a training that she developed for employees across campus who manage department budgets. The training will also be video recorded and posted to the budget office website.

VIII. UPDATES AND AROUND-THE-TABLE / BOARD MEETING PREP

The committee discussed items to share at the full board meeting.

IX. ADJOURNMENT

The meeting was adjourned at 12:12pm.

DRAFT

Finance & Administration Committee (FAC), FY2018 Annual Financial Statements

The Western Oregon University 2018 Annual Financial Report was prepared by Western Oregon University in conjunction with the University Shared Services Enterprise (USSE).

The public accounting firm Eide Bailly has audited the financial report and has issued an unmodified opinion, i.e., in their opinion the financial statements present fairly, in all material respects, the financial position of the University.

Eide Bailly also performed testing of Western's compliance with certain provisions of laws, regulations, contracts and grant agreements. This testing resulted in a report on compliance for each major federal program, a report on internal control over compliance, and a report on expenditures of federal awards required by uniform guidance.

These reports and detailed findings are provided in the Federal Awards Reports in Accordance with the Uniform Guidance document which communicates certain matters related to the conduct of the audit to those who have responsibility for oversight of the financial reporting process.

The Auditor issued their opinion that the University complied, in all material respects, with the compliance requirements that could have a direct and material effect on each of Western's major Federal programs.

COMMITTEE RECOMMENDATION:

The WOU Finance and Administration Committee recommends that the Board accept the Western Oregon University 2018 Annual Financial Report.



November 30, 2018

To the Board of Trustees
Western Oregon University
Monmouth, Oregon

We have audited the financial statements of Western Oregon University (the University), and the discretely presented component unit of the University as of and for the year ended June 30, 2018, and have issued our report thereon dated November 30, 2018. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and Government Auditing Standards and our Compliance Audit under the Uniform Guidance

As communicated in our letter dated June 27, 2018, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America and to express an opinion on whether the University complied with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of the University's major federal programs. Our audit of the financial statements and major program compliance does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Western Oregon University solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Our responsibility, as prescribed by professional standards as it relates to the audit of the University's major federal program compliance, is to express an opinion on the compliance for each of the University's major federal programs based on our audit of the types of compliance requirements referred to above. An audit of major program compliance includes consideration of internal control over compliance with the types of compliance requirements referred to above as a basis for designing audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, as a part of our major program compliance audit, we considered internal control over compliance for these purposes and not to provide any assurance on the effectiveness of the University's internal control over compliance.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding internal controls during our audit in our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards dated November 30, 2018. We have also provided our comments regarding compliance with the types of compliance requirements referred to above and internal controls over compliance during our audit in our Independent Auditor's Report on Compliance with Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance dated November 30, 2018.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Western Oregon University is included in Note 1 to the financial statements. As described in Note 1, the University changed accounting policies related to accounting for OPEB to adopt the provisions of GASB Statement No. 75, *Accounting and Financial Reporting for Other Postemployment Benefits Other Than Pensions*. Accordingly, the accounting change has been retrospectively applied to the financial statements beginning July 1, 2017. We noted no transactions entered into by the University during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are as follows:

Collectability of receivables and student accounts are based on past history and current market conditions. We reviewed the underlying assumptions and past history to determine that the estimate appears reasonable.

The remaining obligation under the other postemployment benefit (OPEB) plans is based on actuarial estimates provided by Milliman and audited by independent auditors. We evaluated the key factors and assumptions used to develop the OPEB assets/(liabilities) in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimate of the net pension liability is based on actuarial estimates provided by the Oregon Public Employee Retirement System (OPERS). We evaluated the key factors and assumptions used to develop the net pension liability in determining that it is reasonable in relation to the financial statements taken as a whole.

The Collective Bargaining Agreement in effect July 1, 2017 through June 30, 2020, allows for student credit hours generated from individually designed courses taught outside the regular teach load during any academic term to be banked for year-end compensation or for future hour releases as defined by the Agreement. Management's estimate of the credit banking hours is based on hours earned to date, current salary allowances and expectations for banking and payouts. We evaluated the key factors and assumptions used to develop the accrued liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the University's financial statements relate to:

Note 13 – Employee Retirement Plans – This describes the details and assumptions of the Oregon Public Retirement System (OPERS) Plan and the related net pension liability.

Note 14 – Other Postemployment Benefits (OPEB) – This describes the details of the postemployment benefit plans.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. No such misstatements were detected during the course of our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the University's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management that are included in the management representation letter dated November 30, 2018.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the University, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the University's auditors.

Other Matters

The financial statements include the financial statements of Western Oregon University Development Foundation (the Foundation), which we considered to be a significant component of the financial statements of the University. The financial statements of the Foundation were audited by other auditors, and we did not assume responsibility for the audit performed by the other auditors, rather we have referred to their audit in our report. Our decision to refer to the report of the other auditor is based our evaluation of the materiality of the Foundation with respect to the financial statements as a whole. Our audit procedures with respect to the Foundation included required correspondence with the other auditor, obtaining and reading their auditor's report and the related financial statements, and other procedures as considered necessary.

This report is intended solely for the information and use of the members of the Board of Trustees, State of Oregon, and management of Western Oregon University and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Boise, Idaho



Federal Awards Reports in Accordance with the Uniform
Guidance

June 30, 2018

Western Oregon University

Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*..... 1

Independent Auditor’s Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance 3

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Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Board of Trustees
Western Oregon University
Monmouth, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Western Oregon University (the University), as of and for the year ended June 30, 2018, and the related notes to the financial statements, and have issued our report thereon dated November 30, 2018. Our report includes a reference to other auditors who audited the financial statements of Western Oregon University Development Foundation (the Foundation), as described in our report on the University’s financial statements. The audit of the financial statements of the Foundation were not performed in accordance with *Government Auditing Standards* and accordingly, this report does not include reporting on internal control over financial reporting or compliance with other matters that are reported on separately by those auditors.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the University's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the University’s internal control. Accordingly, we do not express an opinion on the effectiveness of the University’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the University's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Boise, Idaho
November 30, 2018



Independent Auditor’s Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

To the Board of Trustees
Western Oregon University
Monmouth, Oregon

Report on Compliance for Each Major Federal Program

We have audited Western Oregon University’s (the University) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the University’s major federal program for the year ended June 30, 2018. The University’s major federal program is identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

Management’s Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor’s Responsibility

Our responsibility is to express an opinion on the compliance for the University’s major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the University’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the University’s compliance.

Opinion on Each Major Federal Program

In our opinion, the University complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major Federal program for the year ended June 30, 2018.

Report on Internal Control over Compliance

Management of the University is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements referred to above. In planning and performing our audit of compliance, we considered the University's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the University's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses and significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified a certain deficiency in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2018-001 that we consider to be a significant deficiency.

The University's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The University's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the University and its discretely presented component unit Western Oregon University as of and for the year ended June 30, 2018, and have issued our report thereon dated November 30, 2018, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements

themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Eide Bailly LLP

Boise, Idaho
November 30, 2018

Western Oregon University
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2018

Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Amounts Passed-Through to Subrecipients
Department of Agriculture				
<u>Direct Programs</u>				
Research and Development Cluster:				
Child and Adult Care Food Program	10.558	Not Applicable	\$ 14,349	* \$ -
Total Department of Agriculture			<u>14,349</u>	<u>-</u>
Department of Education				
<u>Direct Programs</u>				
Student Financial Aid Cluster:				
Federal Supplemental Educational Opportunity Grants	84.007	Not Applicable	262,070	-
Federal Work-Study Program	84.033	Not Applicable	342,765	-
Federal Perkins Loans	84.038	Not Applicable	4,911,766	-
Federal Pell Grant Program	84.063	Not Applicable	8,700,148	-
Federal Direct Student Loans	84.268	Not Applicable	27,661,417	-
Teacher Education Assistance for College & Higher Education Grants	84.379	Not Applicable	<u>235,000</u>	<u>-</u>
Total Student Financial Aid Cluster			<u>42,113,166</u>	<u>-</u>
TRIO Cluster:				
TRIO Student Support Services	84.042	Not Applicable	336,525	-
TRIO Upward Bound	84.047	Not Applicable	<u>255,841</u>	<u>-</u>
Total TRIO Cluster:			<u>592,366</u>	<u>-</u>
Rehabilitation Long-Term Training	84.129	Not Applicable	518,629	-
Training Interpreters for Individuals who are Deaf and Individuals who are Deaf-Blind	84.160	Not Applicable	343,297	-
Special Education - Personnel Development to Improve Services and Results for Children with Disabilities	84.325	Not Applicable	242,617	-
Special Education Technical Assistance and Dissemination to Improve Services and Results for Children with Disabilities	84.326	Not Applicable	2,256,686	887,557
Supporting Effective Instruction State Grant (formerly Improving Teacher Quality State Grants)	84.367	Not Applicable	<u>304,836</u>	<u>271,937</u>
Total Department of Education Direct Programs			<u>46,371,597</u>	<u>1,159,494</u>

Western Oregon University
 Schedule of Expenditures of Federal Awards
 Year Ended June 30, 2018

Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Amounts Passed-Through to Subrecipients
<u>Pass-Through Programs</u>				
Oregon Department of Education				
Special Education - IDEA Cluster:				
Special Education Grants to States	84.027	10976	235,654	-
Special Education Grants to States	84.027	11121	83,940	-
Special Education Grants to States	84.027	10488	13,095	-
Special Education Grants to States	84.027	Not Applicable	19,251	-
Total Special Education - IDEA Cluster:			351,940	-
Twenty-First Century Community Learning Centers	84.287	DASPS-2432-15	212,612	-
Twenty-First Century Community Learning Centers	84.287	48364	5,067	-
			217,679	-
Mathematics and Science Partnerships	84.366	34674	133,004	-
<u>Total Department of Education Pass-Through Programs</u>			702,623	-
Total Department of Education			47,074,220	1,159,494
Department of Health and Human Services				
<u>Direct Programs</u>				
Research and Development Cluster:				
ACL National Institute on Disability, Independent Living, and Rehabilitation Research	93.433	Not Applicable	84,103 *	4,897
Head Start	93.600	Not Applicable	10,953	-
Substance Abuse and Mental Health Services Projects of Regional and National Significance	93.243	Not Applicable	47,819	-
<u>Total Department of Health and Human Services Direct Programs</u>			142,875	4,897
<u>Pass-Through Programs</u>				
Oregon Department of Education				
477 Cluster				
Child Care and Development Block Grant	93.575	10452	1,462	-
Child Care and Development Block Grant	93.575	10758	1,095,085	137,000
			1,096,547	137,000
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	11407	908,664	44,750
Total 477 Cluster			2,005,211	181,750

Western Oregon University
 Schedule of Expenditures of Federal Awards
 Year Ended June 30, 2018

Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Amounts Passed-Through to Subrecipients
Oregon Childhood Development Coalition Research and Development Cluster: Head Start	93.708	20-038	23,829 *	-
<u>Total Department of Health and Human Services Pass-Through Programs</u>			<u>2,029,040</u>	<u>181,750</u>
Total Department of Health and Human Services			<u>2,171,915</u>	<u>186,647</u>
Department of Justice				
<u>Direct Programs</u>				
Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus	16.525	Not Applicable	77,942	-
Public Safety Partnership and Community Policing Grants	16.710	Not Applicable	74,333	-
Edward Byrne Memorial Competitive Grant Program	16.751	Not Applicable	155,993	-
<u>Total Department of Justice Direct Programs</u>			<u>308,268</u>	<u>-</u>
<u>Pass-Through Programs</u>				
Tribal Law and Policy Institute Tribal Court Assistance Program	16.608	Tribal Law & Policy Inst Sub	82,534	-
			<u>82,534</u>	<u>-</u>
Total Department of Justice			<u>390,802</u>	<u>-</u>
National Science Foundation				
<u>Pass-Through Programs</u>				
Willamette University Research and Development Cluster: Mathematical and Physical Sciences	47.049	WU-NSFRCN-06- 2013	6,219 *	-
Total National Science Foundation			<u>6,219</u>	<u>-</u>
Environmental Protection Agency				
<u>Direct Programs</u>				
Environmental Education Grants	66.951		9,417	-
Total Environmental Protection Agency			<u>9,417</u>	<u>-</u>
Total Expenditures of Federal Awards			<u>\$ 49,666,922</u>	<u>\$ 1,346,141</u>
* Subtotal of the Research and Development Cluster			<u>\$ 128,500</u>	

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the schedule) includes the federal grant activity of Western Oregon University (the University) under programs of the federal government for the year ended June 30, 2018. The information is presented in accordance with the requirements of title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the University, it is not intended and does not present the financial position, changes in net position, or cash flows of the University.

The University received federal awards both directly from federal agencies and indirectly through pass-through entities. Federal financial assistance provided to a subrecipient is treated as an expenditure when it is paid to the subrecipient.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported in the schedule are recognized on the accrual basis of accounting except for expenditures passed through to sub-recipients, which are recognized on the cash basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 3 - Indirect Cost Rate

The University has not elected to use the 10% de minimis cost rate.

Note 4 - Federal Student Loan Programs

The federal student loan programs listed subsequently are administered directly by the University and balances and transactions relating to these programs are included in the University's basic financial statements. Loans made during the year are included in the federal expenditures presented in the schedule. The balance of loans outstanding at June 30, 2018, consists of:

<u>CFDA Number</u>	<u>Program Name</u>	<u>Outstanding Balance at June 30, 2018</u>
84.038	Perkins Loan Program	\$4,270,218

Section I – Summary of Auditor’s Results

FINANCIAL STATEMENTS

Type of auditor's report issued	Unmodified
Internal control over financial reporting:	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	None Reported
Noncompliance material to financial statements noted?	No

FEDERAL AWARDS

Internal control over major program:	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	Yes
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516:	Yes

Identification of major programs:

<u>Name of Federal Program</u>	<u>CFDA Number</u>
Student Financial Aid Cluster	
Federal Supplemental Educational Opportunity Grant	84.007
Federal Work-Study Program	84.033
Federal Pell Grant Program	84.063
Perkins Loan Program	84.038
Federal Direct Student Loans	84.268
Teacher Education Assistance for College & Higher Education Grants	84.379
Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	Yes

Section II – Financial Statement Findings

There we no findings relating to the financial statement audit.

Section III – Federal Award Findings and Questioned Costs

2018-001

Direct Programs – Department of Education
CFDA# 84.007, 84.033, 84.063, 84.038, 84.268, 84.379
Student Financial Aid Cluster
Special Tests and Provisions: NSLDS Withdrawal Date
Significant Deficiency in Internal Controls over Compliance

Criteria:

34 CFR section 668.22(e) states that if a student withdraws from classes and has received student financial aid, the amount of unearned Title IV assistance must be calculated and returned to the Department of Education.

Condition:

During our testing of students that were disbursed direct loans during the 2017-18 school year, there were 12 instances in which the students' withdrawal date per the Return of Title IV Aid (R2T4) calculation worksheets did not match the dates reported to NSLDS.

Cause:

The withdrawal date was incorrectly reported to NSLDS.

Effect:

The withdrawal date for 12 of the 37 students sampled was reported incorrectly to NSLDS.

Questioned Costs:

None

Context/Sampling:

A non-statistical sample of 37 students out of 244 students were selected for R2T4 testing.

Repeat Finding from Prior Year(s):

None

Recommendation:

We recommend that the University implement a control process in which the NSLDS system is updated between the Registrar's office and the Student Financial Aid's office. The University should also periodically monitor this process to ensure that it is working effectively.

Views of Responsible Officials

Management agrees with these findings. The Student Financial Aid Office will ensure the final submission for each semester is recording the proper withdrawal date for each student reported to NSLDS.

Addendum to the Board Statement on the Investment of Quasi-Endowment Funds

1.0 Purpose of the addendum

This is addendum to the Board Statement on the Investment of Quasi-Endowment Funds (the Fund) adopted by the Board of Trustees (The Board) on October 17, 2018. On October 17, 2018, the Board has selected the Oregon State Treasury (OST) to serve as the Fund Investment Managers. OST is governed by the Oregon Investment Council (OIC) that has a prerogative of approving Western Oregon University Endowment Fund Guidelines for the OST. The purpose of this addendum is to establish investment benchmarks and to define investment restrictions in line with the OIC established guidelines.

2.0 Investment Restrictions

- a. Cash: Cash will be invested into the Oregon Short Term Fund
- b. Fixed Income: This component of the Fund shall adhere to the following criteria:
 1. Limit fixed income portfolio risk, as measured by tracking error, to an annualized target of 1.5 percent relative to the established fixed income benchmark;
 2. Average credit quality should not be lower than one grade below the approved fixed income benchmark index;
 3. The fixed income allocation should be sufficiently diversified;
 4. Below investment grade bonds shall not exceed 20 percent of the bond portfolio; and
 5. Non-US dollar bonds shall not exceed 20 percent of the bond portfolio.
- c. Equities: This component of the Fund shall adhere to the following criteria:
 1. Permitted Holdings: Publicly traded domestic, international and emerging market common stock, and other equity financial instruments.
 2. Diversification: Not more than five percent of the market value of any investment fund will be invested in any single issuer or security, unless part of an index fund.
- d. Alternatives: This component of the Fund should adhere to the following criteria:
 1. Alternative investments include private market investments, commodities, derivatives, and other non-traditional asset classes as defined by OST staff.

3.0 Asset Allocation and Benchmarks

Asset Class	Min-Max	Target	Benchmark
Emerging Market Equity	0-10%	5%	
International Equity (Developed)	5-25%	20%	
US Equity	25-65%	30%	
Total Equity	30-100%	55%	MSCI ACWI IMI
Fixed Income	15-60%	40%	Barclays US Aggregate
Cash & Equivalents	0-25%	5%	91 Day T-Bill
Alternatives	0%	0%	

COMMITTEE RECOMMENDATION:

The WOU Finance and Administration Committee recommends that the Western Oregon University Board of Trustees approve the Addendum to the Board Statement on the Investment of Quasi-Endowment Funds as included in the docket materials.

Finance & Administration Committee (FAC), November 30, 2018 Management Report

I. FY18 Year-End Adjustments:

During the preparation of the year-end financial statements, it was determined that the University's allowance for doubtful accounts needed to be adjusted. A 10-year accounts and loans receivable analysis was completed which calculated the percentage of total receivables collected by year and by aging group (less than 1 year, 1-2 years, 2-3 years, 4-5 years, and greater than 5 years). The corresponding reduction in bad debt expense was \$1.87 million. This resulted in a one-time increase in fund balance of \$1.87 million, ending fund balance for FY18 is \$15.638 million (22.17% of revenues).

II. FY19 Proposed Adjusted Budget:

Revenues:

The FY19 BOT adopted budget was based on the assumption of a 1% increase in resident undergraduate enrollment. Actual enrollment as of October 22, 2018 (fall term census date) decreased by 3.3% overall. The proposed adjusted FY19 budget is adjusted for the resulting revenue shortfall in tuition. The total gross tuition and fees revenue difference between FY19 BOT approved budget and FY19 proposed adjusted budget is a decrease of \$1.843 million. The FY19 BOT adopted budget allocated \$5.67 million in institutional fee remissions. FY19 proposed adjusted budget reduces fee remissions by \$1 million to \$4.67 million. This reduction is based on the actual remissions awarded to date and the projected amount for the end of the year. Adjustments to gross tuition revenues and tuition remissions resulted in proposed adjusted net tuition and fees of \$41.027 million.

FY19 proposed adjusted budget includes an additional \$341k of government resources & allocations. This increase reflects the actual HECC allocation.

The difference between the FY19 BOT adopted budget and the FY19 proposed adjustment budget revenues is a decrease of \$502k, from \$71.353 million to \$70.851 million.

Expenses:

There is no variance in the total expense amount between FY19 BOT adopted budget and the FY19 proposed adjusted budget. Total expense is \$72.279 million. Several reallocations have been made across expense accounts. This includes the following:

1. As a result of bargaining, \$70k has been added to the faculty development pool which shows as an increase to services and supplies;

2. Additionally in the services and supplies category, \$75k has been budgeted for outside legal counsel;
3. The increase in transfer out is reflective of the increase in athletics' salaries.

Net Revenues less Expenses and Fund Balance:

Proposed revenue adjustments resulted in a decrease of \$502k in net revenues less expenses from FY19 BOT adopted budget (\$926k) to FY19 proposed adjusted budget (\$1.428 million). Correspondingly, the fund balance decreased from \$14.712 million (FY19 BOT adopted budget) to \$14.209 million (FY19 proposed adjusted budget).

COMMITTEE RECOMMENDATION:

The Finance and Administration Committee recommends that the Board accept the FY19 Proposed Adjusted Budget.

III. Period 5 Actual to Actual and Percent Variance Education & General Fund:

This report provides five months of actual revenue and expense activity (as of November 30, 2018) as compared to the same period in prior fiscal year.

Revenues:

Student fees & tuition (net of remissions) are \$293k less than the prior year due to the 3.3% overall decrease in enrollment. The FY19 BOT adopted budget was based on a 1% increase in resident undergraduate enrollment. Government resources & allocations have increased by \$502k from prior year based on actual HECC allocation. Gift, grants, and contracts as well as other revenue are both higher than the prior period primarily due to timing differences.

Expenses:

Personnel expenses include the FY19 portion of a two year retirement window program payment; the second payment will be made in FY20. Personnel expenses also increased from prior year due to the increases in salary rates. Total increase in personnel expenses is \$1.936 million. Services and supplies expenses have also increased 29% from prior period.

Net Revenues less Expenses:

Net revenues less expenses have decreased by \$2.073 million.

FY19 Projected Year-End for Education and General Fund:

The projected year-end methodology is a combination of actual revenues and expenses for the first five months of operations and projections for the remaining seven months of FY19. Projections for periods six through twelve are based on the actual FY18 realization/burn rates for period five, which are applied to FY19 revenues and expenses.

Revenues:

Total revenues are projected to be \$70.858 million, in line with the FY19 proposed adjusted budget.

Expenses:

Total expenses are projected to be \$590k under the FY19 proposed adjusted budget due to projected salary and benefit savings from regular position turnover.

Net Revenues less Expenses and Fund Balance:

Net revenues less expenses is projected to be a loss of \$934k versus the FY19 proposed adjusted budget loss of \$1.428 million. Projected year end fund balance is \$14.703 million, or 20.75% of projected revenues.

Transfer Schedule:

A projected transfer schedule is attached to provide details for the projected transfers in and out.

COMMITTEE RECOMMENDATION:

The Finance and Administration Committee recommends that the Board accept the FY19 Projected Year-End Report and the overall Management Report as of November 30, 2018.

Western Oregon University
 FY19 Education & General Fund Budget Summary

	FY19 BOT Adopted Budget	FY19 Proposed Adjusted Budget	Variance	Note
Revenues				
Tuition				
Undergraduate				
Resident UG - Non-Promise	15,099,000	14,150,457	(948,543)	
Resident UG - Promise	6,331,000	5,933,276	(397,724)	
Summer Res. UG	361,000	357,694	(3,306)	
WUE - Non-Promise	5,402,000	5,223,683	(178,317)	
WUE - Promise	2,265,000	2,190,233	(74,767)	
Non-Resident UG	4,843,000	3,813,263	(1,029,737)	Decrease in international students
Summer NR UG	300,000	433,815	133,815	
Total Undergraduate	34,601,000	32,102,421	(2,498,579)	
Graduate				
Grad Resident	1,168,000	1,090,366	(77,634)	
Summer Res. Grad	134,000	165,225	31,225	
Grad Non-Resident	678,000	394,342	(283,658)	
Summer Non-Res. Grad	22,000	39,431	17,431	
Total Graduate	2,002,000	1,689,364	(312,636)	
On-Line	8,821,000	9,723,503	902,503	Includes undergraduate and graduate
Faculty/Staff	301,000	214,367	(86,633)	Tuition revenue from faculty and staff
Total Gross Tuition	45,725,000	43,729,655	(1,995,345)	Revision due to enrollment decline
Misc. Student Course and Other Fees	1,815,000	1,966,865	151,865	
Less: Fee Remissions	(5,670,000)	(4,670,000)	1,000,000	Proposed reduction in fee remission based on actual awarded
Total Net Tuition	41,870,000	41,026,520	(843,480)	
State Appropriation				
State Appropriation	24,323,000	24,673,012	350,012	Adjusted based on actual HECC allocation
ETIC	298,000	292,867	(5,133)	
SELP	386,000	382,188	(3,812)	
Total State Appropriation	25,007,000	25,348,067	341,067	
Other Revenues				
Gift Grants and Contracts	584,000	584,000	-	
Investment/Debt/Debt Service	3,374,000	3,374,000	-	
Sales and Services Revenue	357,000	357,000	-	
Other Revenue	161,000	161,000	-	
Total Other Revenues	4,476,000	4,476,000	-	
Total Revenues	71,353,000	70,850,587	(502,413)	
Expenses				
Personnel	60,893,368	60,652,213	(241,155)	Increase to faculty development (\$70k), outside legal counsel (\$75k), and athletic salary raises (\$87k)
Services and Supplies	12,162,203	12,316,199	153,996	Increase to faculty development (\$70k) and outside legal counsel (\$75k)
Capital Outlay/Equipment	202,691	202,691	-	
Internal Sales/Reimburse	(4,408,711)	(4,408,711)	-	
Transfer In	(884,979)	(884,979)	-	
Transfer Out	4,314,291	4,401,449	87,159	Increase in athletic subsidy due to salary raises
Total Expenses	72,278,863	72,278,863	-	
Net Revenues less Expenses	(925,863)	(1,428,275)	(502,412)	Includes 1-time use of fund balance budgeted expenses (retirement window program and conference services subsidy)
Beginning Fund Balance	15,637,591	15,637,591	-	
Ending Fund Balance	14,711,727	14,209,315	(502,412)	
Fund Balance as a Percentage of Revenues	20.62%	20.06%		

Western Oregon University
P5 Actual to Actual Variance Education & General Fund
(Unaudited, non-GAAP, for management purposes only)
(in thousands)

As of November 30, 2018
For the Fiscal Year Ended June 30, 2019

	P5 FY18 Actuals	P5 FY19 Actuals	Variance	Note
Revenues				
Student Fees & Tuition (net of remissions)	16,210	15,917	(293)	Lower enrollment
Government Resources & Allocations	14,668	15,171	502	HECC higher allocation
Gift Grants and Contracts	131	339	208	Timing differences
Other Revenue	1,213	1,517	304	Timing differences
Total Revenues	32,221	32,943	722	
Expenses				
Personnel	18,955	20,891	1,936	Retirement window payment and rate increases
Service & Supplies	2,649	3,423	774	
Capital Expense	118	203	85	
Total Expenses	21,722	24,517	2,795	
Net Revenues less Expenses	10,499	8,426	(2,073)	

Western Oregon University
P5 Percent Actual Variance Analysis Education & General Fund
(Unaudited, non-GAAP, for management purposes only)
(in thousands)

As of November 30, 2018
For the Fiscal Year Ended June 30, 2019

	P5 FY18 Realization/ Burn Rate %	P5 FY19 % of Proposed Adjusted 2019 Budget	Variance
Revenues			
Student Fees & Tuition (net of remissions)	38.79%	38.80%	0.01%
Government Resources & Allocations	59.86%	59.85%	-0.01%
Gift Grants and Contracts	22.42%	58.00%	35.57%
Other Revenue	33.17%	38.97%	5.81%
Total Revenues	45.68%	46.50%	0.81%
Expenses			
Personnel	34.33%	34.44%	0.11%
Service & Supplies	39.27%	43.28%	4.01%
Capital Expense	44.86%	100.28%	55.42%
Total Expenses	34.91%	35.65%	0.74%

Western Oregon University
FY19 Projected Year-End
(Unaudited, non-GAAP, for management purposes only)
(in thousands)

As of November 30, 2018
For the Fiscal Year Ended June 30, 2019

	FY18 Year-End Actuals	FY19 Year-End Projected	FY19 Proposed Adjusted Budget	Variance FY19		Note
				Projected	Adjusted Budget	
Education & General Fund						
Student Fees & Tuition (net of remissions)	41,788	41,034	41,027		7	
Government Resources & Allocations	24,506	25,348	25,348	-		Projection is based on amount provided by HECC.
Gift Grants and Contracts	582	584	584	-		Projected at budget. Current actual reflects timing.
Other Revenue	3,657	3,892	3,892	-		Projected at budget. Current actual reflects timing.
Total Revenues	70,533	70,858	70,851		7	
Personnel	55,209	59,004	60,652	1,648		Adjusted for retirement window program payment made on July 1, 2018. Projected savings due to regular labor savings.
Service & Supplies	6,746	8,715	7,907	(808)		
Capital Expense	264	453	203	(250)		Purchase of Netapp Disk Shelf to enhance LMS performance.
Total Expenses	62,219	68,172	68,762	590		
Interfund Transfers In	(2,985)	-	-	-		Projection is based on transfer schedule.
Interfund Transfers Out	6,984	3,620	3,516	(104)		Projection is based on transfer schedule.
Total Expenses and Transfers	66,218	71,792	72,279	487		
Net Revenues less Expenses	4,315	(934)	(1,428)	494		
Additions/Deductions to Fund Balance	-	-				
Fund Balance at the Beginning of the Year	11,323	15,638				
Fund Balance at the End of the Year	15,638	14,703				
Fund Balance as a Percentage of Revenues	22.17%	20.75%				
Auxiliary Enterprises Funds						
Enrollment Fees	7,293	7,148	7,021		127	
Sales and Services	14,760	14,223	14,969	(745)		
Other Revenue	1,879	1,679	1,570		108	
Total Revenues	23,933	23,050	23,560		(510)	
Personnel	11,071	11,442	11,505		63	
Service & Supplies & Capital Expense	12,871	13,925	13,847	(77)		
Total Expenses	23,942	25,367	25,353	(15)		
Interfund Transfers In	(11,547)	(3,397)	(10,627)	(7,230)		Projection is based on transfer schedule.
Interfund Transfers Out	8,516	609	8,492	7,882		Projection is based on transfer schedule.
Total Expenses and Transfers	20,911	22,580	23,218	638		
Net Revenues less Expenses	3,022	470	342	(1,851)		
Additions/Deductions to Fund Balance	(2,619)	(2,473)				
Fund Balance at the Beginning of the Year	12,448	12,851				
Fund Balance at the End of the Year	12,851	10,848				
Fund Balance as a Percentage of Revenues	53.70%	47.06%				

Western Oregon University
FY19 Projected Year-End
(Unaudited, non-GAAP, for management purposes only)
(in thousands)

As of November 30, 2018
For the Fiscal Year Ended June 30, 2019

	FY18 Year-End	FY19 Year-End	FY19 Proposed	Variance FY19	
	Actuals	Projected	Adjusted Budget	Projected Year-End to	Note
				Proposed Adjusted Budget	
Designated Operations, Service Departments, Clearing Funds					
Enrollment Fees	105	106	102	4	
Sales and Services	416	220	352	(131)	
Other Revenue	2,406	2,441	2,359	82	
Total Revenues	2,927	2,767	2,812	(45)	
Personnel	1,222	1,190	1,253	64	
Service & Supplies & Capital Expense	1,497	792	1,332	540	
Total Expenses	2,718	1,982	2,585	603	
Interfund Transfers In	(274)	(199)	(50)	149	Projection is based on transfer schedule.
Interfund Transfers Out	2	-	1	1	Projection is based on transfer schedule.
Total Expenses and Transfers	2,447	1,783	2,536	753	
Net Revenues less Expenses	480	985	276	152	
Additions/Deductions to Fund Balance	(408)	(383)			
Fund Balance at the Beginning of the Year	2,893	2,965			
Fund Balance at the End of the Year	2,965	3,567			
Fund Balance as a Percentage of Revenues	101.32%	128.90%			

Western Oregon University
Transfers Schedule - Projected

As of November 30, 2018
For the Fiscal Year Ended June 30, 2019

(Unaudited, non-GAAP, for management purposes only)

	E&G		Auxiliary		Des Ops - Serv Dept.	Plant fund			Total
Transfers In E&G	-								
Transfers Out E&G			(a)	(b)	(c)	(d)	(e)	(f)	
			3,107,158	87,863	150,000	57,825	117,175	100,000	3,620,021
Transfers In AUX	(a)	(b)				(g)			
	3,107,158	87,863				201,876	3,396,897		
Transfers Out AUX					(h)	(i)	(j)		
					48,920	50,737	509,790	609,447	
Transfers In DO, SD	(c)			(h)					
	150,000			48,920	198,920				
Transfers Out DO, SD	-								

Type	Description
(a) Budgeted	Athletic operations support
(b) Budgeted	Conference Services program staff support
(c) Budgeted	Child Development Center support
(d) Actual	Transfer out of funds to Small-Scale Energy Loan Program debt service fund for payment
(e) Budgeted	Remaining budgeted transfer out of funds to Small-Scale Energy Loan Program debt service fund for payment
(f) Actual	Transfer out of additional funds to support Child Development Center remodel
(g) Actual	Transfer in from building & equipment replacement reserves for Housing and the Werner University Center
(h) Budgeted	Vending income sponsored scholarships
(i) Actual	Transfer out of Housing to equipment replacement reserve
(j) Budgeted	Fund building & equipment replacement reserves for Housing, Dining, Parking, Health & Wellness Center, and the Werner University Center



UNIVERSITY TECHNOLOGY ADVISORY COMMITTEE

January 3, 2019



The Charge:

The University Technology Advisory Committee (UTAC) is
an advisory committee charged with
receiving,
developing,
and submitting
recommendations related to the use of technology
for university technology systems
and
academic technologies
that are aligned with the strategic plan, Forward Together.

Some Key Responsibilities include:

- Create and maintain a Campus Technology Plan (CTP) that articulates a vision for implementation, adoption, integration, and maintenance of technologies across campus that are aligned with the WOU Strategic Plan.
- Review new building and renovation projects that are pertinent to the academic technology environment.
- Develop and monitor policies related to university technology systems and academic technologies.
- Prioritize proposals for new university technology systems and academic technologies and present technology financial-purchasing recommendations and plans to University Budget Advisory Committee.
- Explore and engage in reviews of new developments in university and academic technologies for potential use, relevance and future needs of the university.
- Evaluate the progress and success of technology initiatives.

Membership:

Co-chair, UCS Director	Bill Kernan
Co-Chair	Erin Baumgartner
VPFA nominees	Dona Vasas and Michael Smith
VPSA nominees	Samhita Dixit and Ryan Jennings
Provost/AA nominees	Amy Clark and Erin Baumgartner
VP and General Counsel nominees	Judy Vanderburg and Abdus Shahid
Faculty Senate nominees	Steve Taylor, Camila Gabaldón, Maria Peterson-Ahmad, Adele Schepige
Staff Senate nominees	JD Welch and Kyler Dryer
ASWOU	1 member
President's at-large	Benjamin Hays

Meetings:

- The first meeting was November 2, 2018
- Meetings will occur monthly
- WebEx will be available for members that are unable to attend in person
- Technology is being used between scheduled meetings to enhance progress on agenda items
- Agenda includes approval of minutes, new business, old business and informational items

Agenda to date:

- Ellucian Mobile introduction with online feedback
- Learning Management System with online feedback
- Informational items:
 - Web server capacity was increased from 6 to 8 virtual servers
 - Acceptable Use policy is currently being updated
 - Windows 10 update

Website:

- <https://www.wou.edu/utc/>