



Western Oregon University Board of Trustees:
Finance & Administration Committee (FAC)
Meeting No. 15 – April 4, 2019
Public Site: Hamersly Library, Room 301-A
10:00 AM – 2:00 PM
MINUTES

I. CALL-TO MEETING/ ROLL CALL

Committee members present: Jaime Arredondo, Gayle Evans, Ana Karaman, Gavin Keulks, Cec Koontz

Others present: Cheryl Beaver, Camarie Campfield, Gabe Dougherty, Reina Daugherty, Michael Ellis, Rex Fuller, Richard Kavanagh, Dave McDonald, Jim Pinkard, Janeanne Rockwell-Kincanon, Darin Silbernagel, Michael Smith, Christeena Whitfield

II. COMMITTEE CHAIR'S WELCOME / ANNOUNCEMENTS

Chair Koontz welcomed everyone to the meeting.

III. CONSENT AGENDA

1) Approval January 3, 2019 Meeting Minutes

Keulks made a motion to approve with revisions as presented. Evans seconded the motion and all were in favor.

IV. DISCUSSION ITEMS:

1) University Budget Advisory Committee - *Richard Kavanagh and Cheryl Beaver, Co-Chairs*

Beaver was introduced as a new co-chair of UBAC. Beaver and Kavanagh provided an update on the committee's recent events, including proposal presentations, feedback to proposers, and assessment development.

2) University Technology Advisory Committee – *Michael Ellis, Assistant Director, University Computing Solutions*

Ellis shared that UTAC is facilitating a review of our learning management system, finalizing the WOU mobile app, contracting with DUO for multi-factor authentication, and reviewing university technology plans.

3) Quasi Endowment Update - *Dr. Ana Karaman, Vice President, Finance & Administration*



VP Karaman announced that the quasi endowment has been fully funded as outlined in the investment policy.

V. ACTION ITEMS:

1) Tuition & Fees

Dr. Ana Karaman, Vice President, Finance & Administration

Christeena Whitfield, Controller

Camarie Campfield, Budget Manager

a. Tuition & Fee Advisory Committee Recommendation

VP Karaman introduced Morgan and Bahari-Kashani from the Tuition and Fee Advisory Committee (TFAC). Morgan explained the IFC process and how that relates to the work that TFAC does. The committee was made up of five student members, two faculty, and two administrators. Morgan elaborated on the process the committee went through and how they decided on a recommendation of a 2.5% increase for undergraduate resident tuition. Karaman added that it is important for us to stay competitive and that we have a large amount of students with an EFC of 0.

Evans made a motion to accept the recommendation letter provided by TFAC. Keulks seconded the motion and all were in favor.

b. [2019-2020 Tuition & Fee Book](#)

VP Karaman shared that many changes have been made to the tuition and fee book in an effort to simplify it. There are many improvements to the tuition structure that will benefit our students including the elimination of a differential tuition rate for MAIS and a reduced tuition rate for MAOL and Salem site tuition to match the traditional face-to-face rate. All tuition rates were shared and President Fuller recommended that students who opted for the tuition promise be allowed to pay the lower traditional tuition rate since the decision has been made to discontinue the program going forward.

Arredondo made a motion to recommend the tuition and fee book to the full board for approval. Evans seconded the motion and all were in favor.

c. Special Course Fee & General Services Book

Campfield shared that all existing fees were reviewed and cleaned up to remove outdated and inaccurate information. Many fee tables will be housed in the departments now to keep this document shorter and easier to navigate. Keulks expressed concerns about course fees and would like to see a more extensive audit done.



Evans made a motion to endorse the Special Course Fee & General Services Book. Arredondo seconded the motion. Keulks expressed dissent. Koontz was in favor.

2) Capital Projects

Camarie Campfield, Budget Manager

Michael Smith, Director, Facilities Services

a. Natural Science Building Transfer of Operating Funds

\$500K from E&G funds was requested to transfer out as bridge funding to cover the expenses of the Natural Science renovation until the bond revenue is received. Keulks made a motion to approve the transfer. Evans seconded the motion and all were in favor.

b. Information Technology Center Budget Approval

Smith shared options for seismic updates to ITC. Providing upgrades in accordance with Oregon code is estimated at \$3.967M more than the original estimate in 2015 for a basic level of upgrades. A recommended source of funds was provided. Keulks made a motion to recommend that the full board approve the proposed use of funds to cover the seismic upgrades. Evans seconded the motion and all were in favor.

3) FY2019 Financial Update

Camarie Campfield, Budget Manager

a. FY19 Management Report (as of February 28, 2019)

Campfield provided details on the February 28 management report. Net revenues less expenses is projected to be a loss of \$878K. Projected year end fund balance is 20.86% of projected revenues. Evans made a motion to recommend the management report to the full board for acceptance. Keulks seconded the motion and all were in favor.

VI. UPDATES AND AROUND-THE-TABLE

VP Karaman announced some recent accomplishments in Finance and Administration.

VII. ADJOURNMENT

The meeting was adjourned at 1:51 pm.