



**REGULAR MEETING OF THE WOU BOARD OF TRUSTEES
MEETING NO. 31 – FEBRUARY 19, 2020
12:00 PM – 6:00 PM
WERNER UNIVERSITY CENTER, COLUMBIA ROOM**

MEETING MINUTES

I. CALL-TO-MEETING/ROLL CALL

Chair Betty Komp called the February 19, 2020 meeting to order at 12:05 PM and asked Secretary Ryan Hagemann to take roll. The following trustees were present:

Zellee Allen
Jerry Ambris
Jaime Arredondo
Zoe Chan-Tuyub (left the meeting at 4:10 PM)
Rex Fuller
Linda Herrera (left the meeting at 4:12 PM)
Gavin Keulks (left the meeting at 1:42 PM; returned to the meeting at 3:48 PM)
Betty Komp
Cec Koontz (left the meeting at 5:03 PM)
Malissa Larson
Jenny Mladenovic (left the meeting at 5:11 PM)
Doug Morse
Lane Shetterly

The following trustees were absent:

Jim Baumgartner
Gayle Evans

Hagemann reminded the audience of the public comment protocol, that the meeting was live-streamed, and to disable cell phones.

II. CHAIR'S WELCOME

Komp welcomed the Board and audience to the meeting.

III. LUNCH/SHOWCASE: [Intercollegiate Athletics](#)

Komp recognized Executive Director for Intercollegiate Athletics Curtis Campbell for the showcase presentation on intercollegiate athletics. Campbell introduced Randi Lydum, Associate Athletic Director and two WOU student-athletes—Maya Hopwood and Whitney Joseph—to join the presentation. Campbell introduced the Board to the scope of intercollegiate athletics at WOU, including NCAA Division II membership, GNAC membership, participation percentages, graduation



rates, and academic success rate data. He described the significant involvement of WOU student-athletes, including events, SOAR, and community gatherings. Campbell shared information about financial aid and scholarship for student-athletes, differentiating it from high-profile Division I programs; he also discussed how student-athletes contribute to the University's bottom line. After the presentation, Campbell, Lydum and the Board turned to ask questions of the student-athletes. Trustee Arrendono asked both students what they enjoyed on campus outside of athletics. Trustee Mladenovic asked about majors, and Komp asked whether or not the athletes would stay in Oregon after graduation or return home. Trustee Larson inquired what the Board or University could do to improve intercollegiate athletics. Trustee Allen asked the students what surprised them about WOU and how the students feel that they have changed since they have arrived.

President Fuller also added that WOU has two Faculty Athletic Representatives (FAR) to help facilitate information and cooperation between the faculty, the academic experience and athletics.

IV. **CONSENT AGENDA** ([Appendix A](#))

- 1) [November 20, 2019 meeting minutes](#)
- 2) [FY20 December 31, 2019 Management Report](#)
- 3) Proposal for new undergraduate degree program:
 - a) [Undergraduate Minor in Sustainability](#)
- 4) [Washington Federal Line of Credit](#)

Before turning to the consent agenda, Komp asked Arredondo for a brief introduction of one of WOU's new trustees, Jerry Ambris.

After introducing Ambris, Komp called for a motion to approve the consent agenda. Shetterly moved approval and Mladenovic seconded the motion. The following trustees voted for the motion:

Zellee Allen
Jerry Ambris
Jaime Arredondo
Zoe Chan-Tuyub
Linda Herrera
Gavin Keulks
Betty Komp
Cec Koontz
Malissa Larson
Jenny Mladenovic
Doug Morse
Lane Shetterly

Fuller is non-voting.



There were no trustees opposed to the motion.

The motion passed.

V. PUBLIC COMMENT

No individuals delivered public comment to the Board.

VI. SHARED GOVERNANCE REPORTS

1) [Faculty Senate](#)

Due to illness, Dr. Kristin Latham-Scott, Faculty Senate President, was unable to join the Board, but referred trustees to her written report. Dr. Latham-Scott's written report was included in the docket. Shetterly called out the summary of the faculty's community activities included in the written materials.

2) [Staff Senate](#)

Komp called on Laura Lyon, Staff Senate President, to deliver a brief Staff Senate report. Lyon discussed and summarized updates and work on the following topics: campus climate surveys, including the development of Senate goals based on the surveys; internal communication; professional development and mandatory training; employee evaluations; and Senate subcommittees.

3) ASWOU

Komp recognized Erik Morgan, Jr., ASWOU President, to deliver a brief ASWOU report. Morgan discussed and summarized updates and work on the following topics: the 2020 Oregon legislative session; meeting between OCOP and the student body presidents across the public universities; food and housing insecurity; Oregon Student Association and ASWOU lobby days; explanation of ASWOU legislative priorities, including SB 1521, HB 4055, and HB 4160; sponsorship of OSA trainings; and ASWOU vacancies.

VII. [PRESIDENT'S REPORT](#) ([Cabinet Full Reports in Appendix B](#))

Komp asked Dr. Rex Fuller to deliver his president's report. Fuller stated that his written report, as well as the full reports from each of his cabinet members, were included as an appendix in the docket. He addressed the following topics:

- WOU-WOUFT bargaining, including a new bargaining communications website;
- Registration nudges and retention efforts;
- HSI Summit preparations for April 2020;



- Successful search for a new Dean of Graduate Studies and Research;
- Rebuilding academic innovation;
- Development of open educational resources (OER);
- Development of a non-credit, beginner-level Spanish class for staff;
- Update on the 2020 legislative session;
- Update on the HB 2864 cultural competence process;
- Development of a Board Statement on Diversity, Inclusion, Equity and Accessibility;
- Explanation of increases in property insurance premiums;
- Continued work with Human Resources and TRI with the campus climate surveys;
- Explanation of the university dashboards, including the net affordability measure;
- Update on the faculty workload project;
- Development of the Finance & Administration strategic plan;
- Implementation of credit card terminals in the Cashier's Office;
- Implementation of a new parking zone scheme;
- Description of the MyWOU application;
- Update on 2020 Fall enrollment, including increases in applications and admits;
- Explanation of "Journey to College" presentation for LatinX students;
- Success of MLK programming;
- Development of the FY2021 incidental fees;
- Update on the external fundraising;
- Development and expansion of concerted social media strategies;
- Launch of the "Today at WOU" website; and
- Update on the increased media coverage of University athletic events.



VIII. BREAK

IX. FINANCE & ADMINISTRATION COMMITTEE (FAC)

1) Committee Chair Report

Komp recognized Cec Koontz, FAC Chair, for a brief FAC report. Koontz covered the following topics from previous Committee meetings: UBAC update, UTAC update, Apple pilot project, learning management system (LMS) update, capital project update, and additional information on the Vick Building in Salem.

2) Committee Recommendations for Board Action/Discussion

a) 2019 Annual External Audit Reports

i. [FY2019 Financial Statements Audit](#)

Komp asked Koontz, as well as Dr. Ana Karaman, Vice President for Finance & Administration, to move to the FY2019 Financial Statements Audit. Koontz pointed out that the FY2019 financial statements audit was unmodified. Shetterly asked why the external auditors were not presenting the financial statements audit to the full Board. After presentation and discussion, Komp called for a motion to accept the audit report as presented and included in the written docket materials. The docket includes the following proposed motion:

The WOU Finance and Administration Committee recommends that the Western Oregon University Board of Trustees accept the University's fiscal year 2019 audit of financial statements.

Koontz moved acceptance, and Shetterly seconded the motion. The following trustees voted for the motion:

Zellee Allen
Jerry Ambris
Jaime Arredondo
Zoe Chan-Tuyub
Linda Herrera
Betty Komp
Cec Koontz
Malissa Larson
Jenny Mladenovic
Doug Morse
Lane Shetterly

Fuller is non-voting.

There were no trustees opposed to the motion.



The motion passed.

ii. [FY2019 Single Audit](#)

Komp asked Koontz to continue with the FY 2019 Single Audit. Koontz described the scope of the single audit focused on initiatives funded by the federal government. Koontz described some findings in the single audit and referred the Board to the written materials. She offered that management offered responses to the findings about corrective courses of action. Koontz stressed that the external auditors went through each finding and management response with the FAC. After presentation and discussion, Komp called for a motion to accept the audit report as presented and included in the written docket materials. The docket includes the following proposed motion:

The WOU Finance and Administration Committee recommends that the Western Oregon University Board of Trustees accept the University's fiscal year 2019 single audit.

Koontz moved acceptance, and Larson seconded the motion. The following trustees voted for the motion:

Zellee Allen
Jerry Ambris
Jaime Arredondo
Zoe Chan-Tuyub
Linda Herrera
Betty Komp
Cec Koontz
Malissa Larson
Jenny Mladenovic
Doug Morse
Lane Shetterly

Fuller is non-voting.

There were no trustees opposed to the motion.

The motion passed.

b) [FY2020 Budget Update](#)

Komp turned to Karaman for a FY2020 budget update. Karaman walked the Board through the materials included in the written docket. Among the topics Karaman covered for the Board in her FY2020 budget update were the emphasis on the University's dependency on tuition and fees, minimization of the reliance on the University Shared Services Enterprise (USSE), impact of the HECC funding formula, distribution of the university's expenses, the methodology by which the University makes projections, and how the University was achieving savings for the remainder of the fiscal year.



Trustee Mladenovic asked about salary and vacancy savings. Trustee Shetterly inquired about the requirements of the Board's fund balance policy. Mladenovic asked about the impact of PERS assessments. Komp asked about the impact of the procurement card audit and Fuller clarified the nature and scope of any exposure as demonstrated by the audit. Several board members shared that they were satisfied with the University's direction and strategies to soften the impact of the FY2020 budget deficit.

X. FEBRUARY DISCUSSION THEME: [Affordability & Access](#)

Komp recognized Fuller to start the February discussion theme of affordability and access. Fuller addressed the Board and presented the written docket materials on the discussion theme. Fuller covered the University's focus on emerging as Oregon's most affordable public university, reviewed survey data demonstrating the importance of cost to students, and broached the interface with the University's strategic enrollment plan. Fuller delved into financial aid approaches, fee remission discounts, and keeping housing and dining costs affordable. Mladenovic asked about competition and reputation with the larger public campuses in the state. Fuller and Vice President for Student Affairs Dr. Gary Dukes discussed financial aid award letters and aggressive, proactive changes to financial aid and fee remissions. Mladenovic, Fuller and Dukes discussed marketing and price sensitivity. Ambris asked about scholarships and Fuller described the priority for scholarships in the upcoming comprehensive campaign. Karaman also described the TFAC process and the engagement of students and faculty on advising the University on tuition rates for Fall 2020.

XI. EXECUTIVE GOVERNANCE & TRUSTEESHIP COMMITTEE (EGTC)

1) Committee Chair Report

Komp called a brief break before turning to the EGTC materials. Before the EGTC update, Komp asked the Board to send Fuller ideas about approaches to fixing the budget situation, such as appropriate staffing levels. Komp updated the Board on EGTC's recent activities. She covered the following topics: board vacancies, the foundation's comprehensive campaign, cultural competence efforts, a proposed [Board Statement on Diversity, Inclusion, Equity and Accessibility](#), and a 2020 legislative update. Komp asked Erin McDonough, Executive Director for the WOU Foundation and Dave McDonald, Associate Vice President for Public Affairs and Strategic Initiatives, to assist with the updates, as appropriate. McDonough updated the Board on foundation data, as discussed previously at the EGTC meeting and McDonald offered legislative and state government updates.

2) Committee Recommendations for Board Action/Discussion

a) [Internal Audit Charter](#)

Komp asked Shadron Lehman, Internal Auditor, to present the Internal Audit Charter. Lehman walked the Board through the draft charter as included in the docket materials. After presentation and discussion, Komp called for a motion to approve the Internal Audit Charter as presented and included in the written docket materials. The docket includes the following proposed motion:



Staff recommends that the Western Oregon University Board of Trustees approve the Internal Audit Charter as included in the docket materials.

Shetterly moved approval, and Koontz seconded the motion. The following trustees voted for the motion:

Zellee Allen
Jerry Ambris
Jaime Arredondo
Gavin Keulks
Betty Komp
Cec Koontz
Malissa Larson
Jenny Mladenovic
Doug Morse
Lane Shetterly

Fuller is non-voting.

There were no trustees opposed to the motion.

The motion passed.

b) [Procurement Card Audit Report](#)

Komp asked Lehman to continue with the procurement card audit report. Lehman offered brief comments on his findings, the need for training, and the recommendation for reconciliation compliance. After presentation and discussion, Komp called for a motion to accept the Procurement Card Audit Report as presented and included in the written docket materials. The docket includes the following proposed motion:

The WOU Executive, Governance and Trusteeship Committee recommends that the Western Oregon University Board of Trustees accept the Report on the Procurement Card Program as included in the docket materials.

Larson moved acceptance, and Ambris seconded the motion. The following trustees voted for the motion:

Zellee Allen
Jerry Ambris
Jaime Arredondo
Gavin Keulks
Betty Komp
Malissa Larson
Doug Morse
Lane Shetterly



Fuller is non-voting.

There were no trustees opposed to the motion.

The motion passed.

XII. BREAK

XIII. ACADEMIC & STUDENT AFFAIRS COMMITTEE (ASAC)

1) Committee Chair Report

Komp asked Shetterly, ASAC Chair, for a brief ASAC report. He covered the following topics, separate from consent agenda items and topics covered by the President: committee charter review and development of a policy on free speech.

2) Committee Recommendations for Board Action/Discussion

There were no additional ASAC matters for Board action or discussion.

XIV. FINAL ANNOUNCEMENTS

Komp returned to her previous comments about staffing levels and the future of the University's budget, inviting comments from trustees. Komp and Fuller reminded the Board of the upcoming events as included in the red folder.

XV. ADJOURNMENT

Komp adjourned the meeting at 5:25 PM with a quorum of the Board (Zellee Allen, Jerry Ambris, Jaime Arredondo, Rex Fuller, Gavin Keulks, Betty Komp, Malissa Larson, Doug Morse, Lane Shetterly).

Ryan James Hagemann
Secretary to the Board of Trustees