



**REGULAR MEETING OF THE WOU BOARD OF TRUSTEES  
MEETING NO. 32 – APRIL 15, 2020  
1:00 PM – 4:00 PM**

**DRAFT MEETING MINUTES**

**I. CALL-TO-MEETING/ROLL CALL**

Chair Betty Komp called the April 15, 2020 meeting to order at 1:02 PM and asked Secretary Ryan Hagemann to take roll. The following trustees were present:

Zellee Allen  
Jim Baumgartner  
Zoe Chan-Tuyub  
Gayle Evans  
Rex Fuller  
Gavin Keulks  
Betty Komp  
Cec Koontz  
Malissa Larson  
Doug Morse  
Lane Shetterly

The following trustees were absent:

Jerry Ambris  
Jaime Arredondo  
Linda Herrera  
Jenny Mladenovic

Hagemann reminded the audience of the unique features of the meeting due to the COVID-19 pandemic. The meeting was convened via Webex and livestreamed to the public. The public was also provided a separate telephone number so they might listen to the meeting if they were unable to livestream the meeting. Hagemann also shared that the shared governance reports and public comment, if any, were submitted in writing.

**II. CHAIR'S WELCOME**

Komp welcomed the Board and audience to the meeting, including several announcements about the unique virtual format of the meeting.

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



- 1) [February 19, 2020 meeting minutes](#)
- 2) Proposals for new undergraduate certificate program:
  - a) [Infant Toddler](#)
  - b) [ASL Studies: Linguistics](#)
  - c) [ASL Studies: Culture](#)
  - d) [Justice / Service Learning with the Latino Community-Bilingual](#)
  - e) [Achievement in Bilingual and Biliteracy Spanish](#)
  - f) [Spanish-English Interpretation and Translation](#)
  - g) [Aging and Older Adulthood](#)
- 3) [HB 3375 Report - Diversifying the Educator Workforce](#)

Komp called for a motion to approve the consent agenda. Prior to the vote, ASAC Chair Lane Shetterly asked Dr. Mark Girod, Dean of the College of Education, to offer brief comments on the HB 3375 report. After his remarks, Koontz moved approval seconded the motion and Shetterly seconded the motion. The following trustees voted for the motion:

Zellee Allen  
Jim Baumgartner  
Zoe Chan-Tuyub  
Gayle Evans  
Gavin Keulks  
Betty Komp  
Cec Koontz  
Malissa Larson  
Doug Morse  
Lane Shetterly

Fuller is non-voting.

There were no trustees opposed to the motion.

The motion passed.

#### **IV. PUBLIC WRITTEN COMMENT**

No individuals submitted written public comment to the Board.

#### **V. SHARED GOVERNANCE WRITTEN REPORTS**

- 1) [Faculty Senate](#)



- 2) [Staff Senate](#)
- 3) ASWOU (No Report)

Komp directed Board members to the written materials for the shared governance reports. The Faculty Senate and Staff Senate submitted materials to the Board's Office; ASWOU did not file a report. Komp asked whether trustees had any questions from the written shared governance reports.

**VI. [PRESIDENT'S REPORT](#)** (Cabinet full reports in [Appendix B](#))

Komp recognized Dr. Rex Fuller for his president's report. Before a specific report on the University's COVID-19 response, Fuller addressed the following topics:

- Progress on the University's retention rates;
- Nudging efforts from Academic Advising and the Student Enrichment Program;
- Updates on WOU: Salem;
- Update on outreach to Concordia students;
- Changes to Intercollegiate Athletics in wake of the COVID-19 pandemic;
- Conversion of instruction to a remote format;
- Information about community engagement efforts, including the Art and Wine Walk;
- Adaption of university processes, including UBAC, in the wake of COVID-19;
- Updates on the first UDIAC Strategic Diversity Plan;
- Elimination of several course fees after year-long study;
- Investment and work in the development of Open Educational Resources;
- Review of a video and information about the new Welcome Center;
- Update on the successful Giving Day, which raised over \$160,000;
- Updates on Fall 2020 enrollment tracking (Trustee Morse had questions about the increase in application and admit numbers, as well as preparations for housing and dining in the fall);



Amid the President's Report, Trustee Baumgartner asked about the strategic plan and whether or not there was a campus group to assess strategic progress.

1) [COVID-19 UPDATE](#)

Komp asked Fuller to continue with his Board update on the University's response to the COVID-19 pandemic. Fuller described the overarching frame that motivated and informed the University's adaptation to the COVID-10 pandemic, including the substantial work of faculty to covert course and instruction to a remote format. He informed the Board about the scope of the Governor's executive orders and how the requirements impacting University planning. He discussed remote instruction, gathering size, and emphasis on telecommuting. Fuller informed the Board about the University's COVID planning team, targeted and transparent communications, and reflection on Oregon Health Authority and Centers for Disease Control guidance.

Fuller continued with his presentation, discussing the impacts on student and employee travel, a central website for FAQs and updates, and the impact of Western's quarter system (opposed to the majority of institutions nationally on a semester system). He described adaptation from the Registrar's Office for registration, safety measures adopted by the University, and changes to Student Engagement and activities on campus. Fuller shared information about the pivot to a virtual commencement and the expression of disappointment from students and families. Fuller and Komp paused for questions and Koontz shared information about the University's community engagement. Trustee Morse asked if the pandemic sparked new process improvements that might not otherwise would have been considered.

**VII. BREAK**

**VIII. ACADEMIC & STUDENT AFFAIRS COMMITTEE (ASAC)**

1) Committee Chair Report

Komp recognized ASAC Chair Shetterly for a brief report. He mentioned that much of the ASAC items were covered by the president's report and/or included in written materials.

2) Committee Recommendations for Board Action/Discussion

a) Proposals for new undergraduate degree program:

- i. [Bachelor of Applied Science in Early Childhood Studies](#)
- ii. [Bachelor of Science in Economics & Mathematics](#)

Komp asked Shetterly to continue and Dr. Rob Winningham, Provost & Vice President for Academic Affairs joined him to discuss the two proposed degree programs. After discussion, Komp called for two motions—one for each of the proposed degree programs.



For the proposed Bachelor of Applied Science in Early Childhood Studies as discussed and included in written docket materials, Shetterly moved approval and Morse seconded the motion. The following trustees voted for the motion:

Zellee Allen  
Jim Baumgartner  
Zoe Chan-Tuyub  
Gayle Evans  
Gavin Keulks  
Betty Komp  
Cec Koontz  
Malissa Larson  
Doug Morse  
Lane Shetterly

Fuller is non-voting.

There were no trustees opposed to the motion.

The motion passed.

Komp then asked for a motion to approve the Bachelor of Science in Economics & Mathematics as discussed and included in the written docket materials. Shetterly moved approval and Koontz seconded the motion. The following trustees voted for the motion:

Zellee Allen  
Jim Baumgartner  
Zoe Chan-Tuyub  
Gayle Evans  
Gavin Keulks  
Betty Komp  
Cec Koontz  
Malissa Larson  
Doug Morse  
Lane Shetterly

Fuller is non-voting.

There were no trustees opposed to the motion.

The motion passed.



## **IX. EXECUTIVE GOVERNANCE & TRUSTEESHIP COMMITTEE (EGTC)**

### 1) Committee Chair Report

Komp offered a brief report of upcoming EGTC activities.

### 2) Committee Recommendations for Board Action/Discussion

#### a) President's Annual Review

Komp shared a brief outline of activity focused on the upcoming performance review of President Fuller.

#### b) [President's FTE Reduction](#)

Komp introduced the proposed President's FTE reduction designed to assist with the FY2021 budget development. Komp asked Hagemann for a brief description of the docket materials, including information about the unclassified furlough program that was extended across campus. After discussion, Komp asked for a motion to approve the FTE reduction as discussed and included in the written docket material. Komp moved approval and Koontz seconded the motion. The following trustees voted for the motion:

Zellee Allen  
Jim Baumgartner  
Zoe Chan-Tuyub  
Gayle Evans  
Gavin Keulks  
Betty Komp  
Cec Koontz  
Malissa Larson  
Doug Morse  
Lane Shetterly

Fuller is non-voting.

There were no trustees opposed to the motion.

The motion passed.

## **X. FINANCE & ADMINISTRATION COMMITTEE (FAC)**

### 1) Committee Chair Report



Komp recognized FAC Chair Koontz for a brief report. Koontz shared information and updates about enrollment numbers and the University's response to the COVID-19 pandemic.

2) Committee Recommendations for Board Action/Discussion

a) FY2020 Budget Update

i. [FY20 Management Report \(As of February 29, 2020\)](#)

Komp asked Koontz and Dr. Ana Karaman, Vice President for Finance & Administration, and Camarie Moreno, Director of Budget & Planning, to introduce the FY20 Management Report. Karaman shared information about the new “three scenarios” format of the management report to inform the University and Board as to how to manage the structural budget deficit. Karaman reviewed the assumptions in each of the scenarios and what steps the University might take, based on the realization of the assumptions, to end the fiscal year with the smallest deficit possible. Karman counseled the Board that she did not believe the “worst” scenario was on the horizon, but included in the materials for comparison and planning nonetheless. Karaman and Koontz asked the Board if they had any questions and Baumgartner inquired whether or not the Board was accepting or approving the report, and depending on the motion, whether or not the Board was authorizing specifically any or all of the measures outlined the management report. Karaman described the approach and asked whether or not the five percent fund balance remained a target required by the Board. Hagemann offered what it means for the Board to accept a management report and that it was not a vote on specific measures or planning scenarios. Karaman ended her presentation with information on auxiliary budgets.

After discussion, Komp called for a motion to accept the report as discussed and included in the written docket materials. Koontz moved acceptance and Keulks seconded the motion. The following trustees voted for the motion:

Zellee Allen  
Jim Baumgartner  
Zoe Chan-Tuyub  
Gayle Evans  
Gavin Keulks  
Betty Komp  
Cec Koontz  
Malissa Larson  
Doug Morse  
Lane Shetterly

Fuller is non-voting.



There were no trustees opposed to the motion.

The motion passed.

b) [Tuition & Fees for 2020-21 Academic Year](#)

Komp asked Koontz and Karaman to continue with the 2020-2021 tuition and fee book. Two members of the University Tuition and Fee Advisory Committee (TFAC)—Dr. Hamid Bahari-Kashani and NJ Johnson—joined the presentation. Johnson, a student representative, described the tabling efforts and outreach to students about the various tuition and fee models. Dr. Bahari-Kashani discussed the faculty's focus on ensuring affordability. Karaman stressed the robust participation and open transparency in modeling various tuition and fee rates. She confirmed the University and TFAC's recommendation was a proposed 4.55% increase in the resident, undergraduate tuition rate, with the remaining descriptions and information contained in the comprehensive 2020-2021 tuition and fee book. Karaman called several changes to the Board's attention, including changes to the on-line tuition and fee approach, IFC fees, and graduate tuition rates. After discussion, Komp called for a motion to approve the 2020-2021 tuition and fee book as discussed and included in the written docket materials. Koontz moved approval and Larsen seconded the motion. The following trustees voted for the motion:

Zellee Allen  
Jim Baumgartner  
Zoe Chan-Tuyub  
Gayle Evans  
Gavin Keulks  
Betty Komp  
Cec Koontz  
Malissa Larson  
Doug Morse  
Lane Shetterly

Fuller is non-voting.

There were no trustees opposed to the motion.

The motion passed.

## **XI. FINAL ANNOUNCEMENTS**

Komp asked trustees if there were any final announcements before adjournment.

## **XII. ADJOURNMENT**





Komp adjourned the meeting at 4:06 PM with a quorum of the Board (Zellee Allen, Jim Baumgartner, Zoe Chan-Tuyub, Gayle Evans, Rex Fuller, Gavin Keulks, Betty Komp, Cec Koontz, Malissa Larson, Doug Morse, Lane Shetterly).

A handwritten signature in black ink, appearing to read "Ryan James Hagemann".

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Ryan James Hagemann  
Secretary to the Board of Trustees