

**Western Oregon University Board of Trustees:
Finance & Administration Committee (FAC)
Meeting No. 31 – April 7, 2023 | 8:00AM-12:00PM
Public Meeting: via [Zoom](#) | Meeting ID: 852 8295 4209
Phone: +1-253-215-8782**

DRAFT MINUTES

I. CALL-TO MEETING / ROLL CALL

The meeting was called to order at 8:01am. The following Trustees were present: Gayle Evans, Lupe Diaz, Angela Fasana, Cec Koontz, and Leah Mitchell.

Others present: Erin Baumgartner, Samantha Cameron, Rebecca Chiles, Michael Ellis, Hillary Fouts, Cara Groshong, Trisha Guy, Ana Karaman, Bill Kernan, Jason Krawczyk, Shadron Lehman, Camarie Moreno, Sean Roush, Beth Scroggins, Darin Silbernagel, Evan Sorce, Bev West, and Rob Winningham.

II. COMMITTEE CHAIR'S WELCOME / ANNOUNCEMENTS

III. CONSENT AGENDA

Trustee Koontz moved for approval of the consent agenda, as presented. Trustee Mitchell seconded. The motion was passed unanimously.

IV. ACTION ITEMS:

- 1) Accept FY2023 Management Report (as of February 28, 2023)

Dr. Ana Karaman and Camarie Moreno presented the FY2023 Management Report. Karaman offered that the overall report indicates cautious optimism that we will not have to tap into the fund balance more than \$5M, with primary savings stemming from salary savings sweeps. Moreno echoed that cautious optimism is the overall status of the budget and projections. We will continue to monitor this through year-end. Moreno added that with projections on the education & general (E&G) fund, tuition and fee revenue looks like it will come in slightly better than budget, which is due primarily from reduced fee remissions. The state allocation adjustment provided a bit of extra funding for WOU, too. Grant activity has increased in the last few years, which means that indirect revenues have steadily increased. Overall, revenue is trending slightly up over what we budgeted for. On the personnel side, we have swept all salary savings centrally, which has accounted for \$3M in savings. S&S is on track to be on-budget but is still a wildcard due to pandemic-related factors such as supply chain issues. Our goal was to reduce our need to tap into the fund balance of \$8M to \$5M, but we are on track to possibly be in better shape than that. On the auxiliary side, we are close to our budgeted revenues; however, it is still taking more time to rebound than E&G. Expenses are projecting to be over budget, which is due in part to inflation costs for food, materials, etc. We are looking better, but we still have room for improvement. Trustee Koontz moved to accept

the FY2023 Projected Year-End Report and Management Report as of February 28, 2023. Trustee Mitchell seconded. The motion was passed unanimously.

2) Recommend for Approval Tuition & Fees for 2023-24 Academic Year & Summer 2023

Karaman discussed the Tuition and Fee Advisory Committee's purpose and representation. Dr. Peters is in support of the recommendations that are presented to this committee. The recommendation is an increase of 3.09% for resident undergraduate tuition rates, which results in \$200 per credit hour. The committee discussed and considered many factors that impact tuition, and the group met with several groups on campus, as well as providing a survey online for students to provide their perspective on tuition increases. For non-resident undergraduate rates, the recommendation comes from staff to maintain the current non-resident tuition rate of \$638 per credit to better align the ratio of non-resident to resident rates with other public Oregon universities. WOU tuition rates are 150% of the resident undergraduate rate. Graduate tuition rates are recommended to maintain a 0% increase. As for fees, the health service fee will increase by \$8 per term to \$162 per term for Monmouth-campus students. Prior to this year, only face-to-face students on Monmouth campus were assessed the fee. This year, the Tuition & Fee Advisory Committee recommended we move to assess the fee to online and WOU:Salem students at a reduced rate of \$120 per term. This is because many health services are available to WOU students taking online courses, including unlimited counseling sessions. There will be no increases to the building, student health & counseling building, recreational building, online, or matriculation fees. The incidental fee recommendation comes directly from the incidental fee committee, which is represented and led by students to set this fee. The committee recommended an increase of \$43 per term to \$415 for on-campus students. There is an increase of \$10 to \$210 per term for online and WOU:Salem students. Housing & Dining rates are both recommended to increase by 2.5%. Director of Financial Aid, Kella Helyer, reviewed the cost of attendance on-campus versus off-campus, it is less expensive to live on-campus this year than it is off-campus due to high costs of renting and mortgage rates. Trustee Koontz moved to recommend to the Board of Trustees the staff recommendation to approve the recommended Tuition & Fee Book for 2023-2024 Academic Year & Summer 2023. Mitchell seconded. The motion was passed unanimously.

3) Recommend for Approval Occupational Therapy Doctorate Tuition for 2024-25

Karaman noted that this has been a working project for several years now and thanked the Provost, Rob Winningham for his efforts in championing the program. This tuition rate is being recommended to the committee because it is required in order to work through the accreditation process. Sean Roush is the Director of Occupational Therapy and has many years of experience specifically in this field. Winningham noted that WOU intends to have the most affordable OT program in Oregon, which was considered when determining the recommended tuition rates. Roush added that we also considered out of state schools in the

region, including Washington and Idaho, along with other schools in Oregon. The recommended tuition rate is \$34,900 per year. Trustee Koontz moved to recommend to the Board of Trustees the staff recommendation for the Occupational Therapy Doctorate Tuition for 2024-25. Trustee Mitchell seconded. The motion was passed unanimously.

4) Recommend for Approval Capital Budget for WOU:Salem Renovation

Karaman noted that there are certain financial implications of renovating the WOU:Salem building that should not be faulted by the OT program itself, regarding seismic upgrades that would be mandatory for any program going into WOU:Salem. Krawzyck mentioned that the WOU:Salem building was purchased for \$2.7M and remodeled during the pandemic which was a time when construction costs skyrocketed. There is much area for expansion in this building, which was a comment in a WOU town hall to find a better use for this building. This is the building staff recommends to house the new OT program. Other buildings were considered, but WOU:Salem makes the most sense. The OT program is scheduled to move into this building by Fall 2024. The most cost-effective option to seismically retrofit the WOU:Salem is putting in fiber reinforced polymers. Additionally, fire suppression is required which means that fire sprinklers will need to be installed. For the program, there will be a remodeled therapy room which mocks an ADL Apartment for students. There will also be an OT sensory room. These spaces will be versatile and will be easily convertible into other spaces with minimal impact or renovation, if WOU chooses to utilize WOU:Salem in other ways later on. Karaman said the budget for this project is \$2.846M, with a 10% contingency included. This project would be funded by Capital Improvement & Renewal funds, so it would not come out of any other university funds. Seismic retrofitting & fire suppression will make up the majority of this budget, and the OT program renovation specifically will only cost approximately \$700K. Trustee Koontz moved to recommend to the Board of Trustees the staff recommendation to approve the Capital Budget as presented for WOU:Salem Renovation for \$2,846,355. Trustee Mitchell seconded. The motion was passed unanimously.

5) Recommend for Acceptance Revision of Finance & Administration Committee Charter

The committee reviewed the FAC Charter and minor changes and clarifications from committee members and staff. Koontz moved to accept the changes in the FAC Charter and to recommend to the Board of Trustees to approve the revised Finance & Administration Committee Charter. Mitchell seconded. The motion was passed unanimously.

V. REPORTS & DISCUSSION ITEMS:

1) Supplemental Tuition & Fee Book

Karaman said that there were no recommended changes to the book this year. As a reminder, this book was established last year and we identified all special

discounts, vouchers, and there are no additional information or changes from last year's version.

2) University Budget Advisory Committee

Erin Baumgartner, UBAC tri-chair, noted that meeting times recently shifted. This provides a better opportunity for Academic Affairs leadership to participate in meetings, in addition to aligning better with the Academic Sustainability Committee. There is a lot of excitement and interest across campus on how everyone can help advocate for WOU in various budget conversations held already. The committee has also been working with Dr. Tressa Shavers on a budget reallocation tool. This was in effort to ensure that we have mission-aligned budget allocations and efforts that can be used again in the future.

Baumgartner mentioned that Camarie Moreno is meeting with areas across campus to receive budgetary information for planning the FY2024 budget. UBAC recognizes that there have been challenging years that WOU is still recovering from and acknowledges that these budget reductions will impact people and there is a toll on everyone. The committee stresses that we want a shared understanding of those impacts and implications for budget reductions across campus, and they will solicit feedback and stories to learn more about how efficiencies and revenue generation is aligning with our mission to have equitable student outcomes and emphasis on student support.

3) University Technology Advisory Committee

Bill Kernan, UTAC co-chair, mentioned that UTAC met twice in spring quarter. The committee reviewed two policies, including the Learning Management System Policy and the University Names Policy Draft. The Learning Management Systems Policy is currently making its way to Cabinet for approval, and the other policy is currently still undergoing review. UTAC met with Dr. Peters to discuss the revised charge and membership of this committee, and several adaptations were suggested. The new charge takes full effect in Fall 2023, and the committee will begin taking a more active role in planning and communication related to campus technology.

4) Finance & Administration Report

Karaman highlighted recent work from various areas in Finance & Administration. Accounting & Business Services held training sessions on the new travel policy, totaling 98 participants. Budget & Planning Office is working hard on FY2024 budget development collaborating with various areas on campus and committees. Facilities Services held a very successful spring-cleaning event, which included removing 40 metal filing cabinets. Treasury has provided a cash-flow report linked in the docket. Capital Planning & Construction is working on several projects, including the Student Success Center and Steam Pipeline project. University Computing Solutions is working on several projects as well.

5) Cybersecurity Presentation

Michael Ellis, University Computing Solutions, shared a presentation on cybersecurity.

VI. APRIL 18-19, 2023 BOARD MEETING PREPARATION

VII. UPDATES AND AROUND-THE-TABLE

VIII. ADJOURNMENT