

University Council
January 26, 2018
Columbia Room, WUC
Minutes

Present: Rex Fuller, Laurie Burton, Scott Beaver, Paul Disney, Gary Dukes, Jessica Freeman, Mark Girod, Richard Kavanagh, Jay Kenton, Bill Kernan, Dave McDonald, Erin McDonough, Allen McKiel, Sue Monahan, Jesse Poole, Steve Scheck, Adele Schepige, Abdus Shahid, Linda Stonecipher, Judy Vanderburg, LouAnn Vickers (Ex-Officio)

Absent: Curtis Campbell, Michael Smith

President Fuller welcomed Interim Vice President for Finance and Administration Jay Kenton.

University Council survey feedback

The University Council (UC) survey received sixteen responses. The results confirmed the work of the Council is meeting the expectations of the group. Some concerns were expressed regarding the meeting day and time, due to teaching commitments, but overall the meeting day, time, and seating arrangement works well for the group. For large group discussions, the U-shape is preferred while the table rounds work great for meeting in smaller groups. The most frequent suggestion provided was for the UC to continue its work on the action items developed at the planning retreat. President Fuller confirmed that the Council will continue to focus on the action items and their alignment with the Strategic Plan.

Draft University Council website

President Fuller provided a preview of the newly developed University Council website. Additional documents will be added to the resource page as they become available and meeting minutes will be added to the “meeting schedule & materials” page.

- **Action:** The Council should review minutes from the November 3 and November 17 meetings and send any edits to LouAnn by Friday, February 2.

Comment: It’s important that this website is listed in the A-Z index on WOU’s website.

General updates

NWCCU Report update (Sue Monahan)

Western has not received a response regarding the September 2017 Ad hoc report. NWCCU asked that we resubmit the Year One report in March 2018. (This report was originally submitted in March 2017.) The necessary updates to the report have been identified and the work is being well-managed. Dr. Shahid will provide updates on data points.

Campus Master Plan update

President Fuller provided an update in Michael’s absence. The next committee meeting will be Thursday, February 1. The President’s Cabinet reviewed a list of questions SRG provided; those details will be forwarded to Michael. The firm has been asked to also look at the former College of Education building to give their perspective on its use going forward.

The remodel of the Natural Sciences building will begin in earnest following Commencement in mid-June. This is anticipated to be a one-year project.

Architects have been hired for the Instructional Technology Center (ITC) and Oregon Military Academy (OMA).

The upgrades to ITC are not only for safety and seismic needs but will also include a review of instructional space. The user group is currently identifying the scope of work for the building.

The user group for OMA is working to identify the scope of work for this building, with the vision that it will become WOU's Welcome Center. The lobby will be named after former dean, Jack Morton. Friends and family have raised \$130,000 (of a \$150,000 goal) in his honor. These funds will provide scholarships for our students.

President Fuller reminded the group that more details are available in his January 17 report for the Board of Trustees. ([Meeting Docket](#))

Foundation/Advancement update (Erin McDonough)

Erin shared the [presentation](#) provided to the WOU Board of Trustees at their January meeting.

Points of interest:

- Peaks of giving noted in 2012 and 2015 were influenced by the construction of the DeVolder and Woodcock buildings.
- The Foundation/Advancement office will be converting to a new data base system, Raiser's Edge. This system will coincide their alumni records and accounting system and provide better tracking of alumni giving and records.
- The Foundation Board now has an active Development Committee which supports the university's goals of a renewed focus on giving. While the committee is noted in the bylaws, it wasn't an active committee until fall 2017.
- The Foundation Board has been asked to think more broadly in terms of funding priorities. President's Cabinet developed a list of priorities that was vetted through the Development Committee and the Foundation Board. A system is being created to coordinate fund raising efforts, specifically raising funds for events. President Fuller would like to have a general fund that supports high impact practices on an ongoing basis for our students. (i.e., alternative break service trips and competing academically at other universities)
- According to a 2016 IPEDS report, the average giving of ten regional comprehensives (peer institutions) is \$5k per FTE compared to WOU's \$3k.
- Erin plans to share this presentation at other campus constituency meetings, specifically to help raise awareness of Giving Day on March 6.

Comment: It would be helpful if a payroll deduction option was available on the Foundation website, specifically in support of the upcoming Giving Day. Erin confirmed that this would be set up on their website. She clarified that the purpose of "Giving Day" is to raise a specified funding goal in a 24-hr period. This is WOU's second "Giving Day."

Comment: Our campus deans have a great connection with our students, who become our alumni. This becomes a great connection for raising funds.

University Budget

University Budget Committee (UBC) update (Rex Fuller)

The UBC meets later today (January 26). Interim VPFA Jay Kenton will be introduced and the committee will continue to look at ways to meet the current deficit. They'll also discuss the new initiative process being implemented. Cabinet will review the FY2019 budget requests that have been submitted and will bring a list of new initiatives to the UBC. The initiatives can provide the opportunity to reposition and reallocate funds.

President Fuller plans to establish the University Technology Committee (UTC) this term.

Academic Affairs 1/12/18 Budget Town Hall update (Steve Scheck)

Academic Affairs is working on a Strategic Plan that helps prioritize the flow of funding. They will review current programs to determine where funds should be redistributed or reallocated. Provost Scheck noted at most universities deans are typically fundraisers to help build programs, while here at Western we have to reallocate dollars in order to build new programs. Adopting this fundraising practice is a step we are making for the future. Proposals to improve sustainability are of key interest.

Work continues on the 180 credits to degree completion, the creation of an electronic catalog, and accountability to students – making sure the product we advertise is truly the product our students receive.

Dr. Scheck noted that Town Hall meetings increase awareness with faculty regarding our budget process.

Discussion of annual report process and integration of strategic plans, endeavors and successes

It was recommended that academic units' annual reports be made available to campus to demonstrate how efforts are aligning with the Strategic Plan. Creating a process and template for preparing and presenting these annual reports would be valuable campus-wide, for academic and non-academic units.

- **ACTION:** Academic Affairs Council is to create a reporting process and template to demonstrate how the work of the academic and non-academic units aligns with the Strategic Plan.

Retreat / UC Strategic Initiatives Progress

President Fuller reviewed a grid that was created to track progress of the strategic initiatives developed at the fall 2017 retreat. The grid provides a cross walk of these goals (initiatives) and their alignment with the Strategic Plan. It also notes the steps required to accomplish each goal.

The grid identifies the person designated to lead the initiative, the UC member who will report on its progress, a reporting deadline, and the anticipated outcome. Subcommittees should continue to meet as needed and include others that are impacted by the initiatives.

- **In reference to I.4.2:** The online catalog process (using Acalog) is well underway. This will help students build a multi-term pathway to help determine what classes are needed to achieve degree completion.

- **In reference to II.1.3:** The comprehensive campaign, under the direction of the WOU Foundation, is being developed.

Two additional columns were recommended for the grid:

- 1) References to the NWCCU indicators (Sue Monahan will add that column and provide the detail.)
- 2) Column to indicate that UBC has reviewed the initiative

“Tier one” budget requests that are a crosswalk to the grid will need to be created.

- **ACTION:** University Council members should review the grid and add suggestions to the cells prior to the February 23 meeting.

President Fuller stated that as a result of our new governance and independence, new systems, such as the UBC and UC, are being built.

As divisions and departments prepare their strategic plans, they should be reminded that the goal of these plans is to align with the university Strategic Plan – not to develop new initiatives. These plans should clearly articulate how they tie to the university’s Strategic Plan.

Comment: Due to the differing size of the two colleges, the strategic plans within LAS could be written on the division level while COE strategic plans could be written at the college level.

Comment: It is recommended that we reference one overarching “Strategic Plan” (for the university) and that the strategic plans for units be referenced as an “Operational Plan.”

It was noted that the Strategic Plan will eventually be integrated into TK20.

- **ACTION:** Send agenda items to President Fuller or Laurie Burton.

Meeting Adjourned at 10:30a.m.

Next Meeting: February 23, 2018 (RVEC, Pastega Room)