



Appendix B

President's Cabinet Reports

- 1) Mr. Curtis Campbell, Executive Director of [Intercollegiate Athletics](#)
- 2) Dr. Gary Dukes, Vice President, [Student Affairs](#)
- 3) Mr. Ryan Hagemann, Vice President & [General Counsel](#)
- 4) Dr. Ana Karaman, Vice President, [Finance & Administration](#)
- 5) Ms. Erin McDonough, Executive Director, [Advancement & WOU Foundation](#)
- 6) Dr. Sue Monahan on behalf of Dr. Rob Winningham, Interim Provost & Vice President for [Academic Affairs](#)

Board of Trustees Report, July 18, 2018
Executive Director of Intercollegiate Athletics

2017-2018 Athletic Honors/Awards

Oregon Sports Awards - Ad Rutschman Small College Athlete of the Year

David Ribich, Track and Field/Cross Country

Google Cloud Academic All-American of the Year

Dustin Nading, Track & Field/Cross Country

3 Google Cloud Academic All-Americans

Tyler Jones, Track & Field/Cross Country

Dustin Nading, Track & Field/Cross Country

David Ribich, Track & Field/Cross Country

4 Google Cloud Academic All-District

Tyler Jones, Track & Field/Cross Country

Jay Leverett, Baseball

Dustin Nading, Track & Field/Cross Country

David Ribich, Track & Field/Cross Country

GNAC

1 Overall GNAC Athlete of the Year (David Ribich)

1 GNAC Freshman of the Year (Koby Bales, Baseball)

1 GNAC Co-Pitcher of the Year (Alex Roth, Baseball)

1 GNAC Player of the Year (Tanner Omlid, MBSK)

1 GNAC Track Performance of the meet (David Ribich, Indoor Track)

1 GNAC Track Athlete of the Meet (David Ribich, Outdoor Track)

1 GNAC Defensive Player of the year (Malik Morgan, MBSK)

2 GNAC Coaches of the Year (Mike Johnson, MXC; Jim Shaw, MBSK)

2 GNAC Regular-Season Champions (Men's Cross Country, Men's Basketball)

2 GNAC Tournament Champions (Men's Basketball, Baseball)

8 GNAC Individual Champions (1 XC, 3 Indoor Track, 3 outdoor track)

9 programs represented at GNAC Championships

30 GNAC Athletes of the Week

59 All-GNAC (34 First Team; 12 Second Team; 13 Honorable Mention)

89 Academic All-GNAC

NCAA DII West Region

3 West Region Athlete of the Year (Ribich, XC; Ribich, Indoor Track; Omlid, MBSK)

1 West Region Individual Champion (Ribich, MXC)

1 West Region Coach of the Year (Shaw, MBSK)

24 All-West Region

NCAA DII

3 NCAA DII Individual National Champions

15 NCAA DII All-Americans

7 programs represented at NCAA DII National Championships

Board of Trustees Report, July 18, 2018

Vice President for Student Affairs Report

Admissions and Enrollment

Fall, 2018 admissions continue to track ahead of last year and similar to numbers from two years ago. Transfer admissions continue to be similar to last year which was up significantly from previous years.

The first two Summer Orientation, Advising and Registration (SOAR) programs had higher registration numbers than in the past two years. Upcoming SOAR participation numbers look strong.

Housing reservations are also up slightly which generally is an indicator of what we can hope to see with respect to incoming freshmen.

A consultant was hired spring term to examine the operations of both the Admissions and Financial Aid offices. We were able to obtain important feedback about how to move forward in terms of how we recruit and retain our students and also how we might provide information regarding scholarships and aid sooner to incoming students.

The Strategic Enrollment Management Committee has been meeting this past term to develop a Strategic Enrollment Plan. We hope to have a vetted plan in place by this fall.

Financial Aid

With the work of our computing services staff, we are moving from using PowerFAIDS as our financial aid software, and implementing Banner Financial Aid. This should help us integrate better with our student information system.

We have also identified additional remissions (scholarship) programs to start for students entering fall, 2019. As our admission counselors were working in the Portland area, they were getting many questions regarding what Western was doing to compete with Portland State University's free tuition program. Based on the number of inquiries and the fact that we draw so many of our students from the Portland metro area, we have created a free tuition program for Oregon residents who graduated from an Oregon high school and are Pell eligible.

Our admission counselors were also reporting having many students with good GPAs, but still not qualifying for academic recognition in terms of scholarships. A few years ago, Western's Dean's scholarship level did have a lower GPA level. As a result, we are lowering the GPA requirement for a Dean's Scholarship from a 3.7 to a 3.5 unweighted GPA starting fall, 2019.

Finally, we have added funding for the Honor's program in order to recruit more Honors students to the program at a consistent scholarship level for four years.

Tuition Promise

As we have been working with incoming students, we have been advising them the University is moving away from the Tuition Promise and our evaluation is this program has not been cost effective over the last several years. Early reports show less people are choosing the Tuition Promise with usage down 5% to date with this expected to drop further.

Bike Share Program

The Spin Bike Share Program is being well used on campus. During the month of May, the program averaged 150 rides per day. Student are using the bikes for recreation and to get to various businesses in the Monmouth and Independence area. While not as heavily used in the summer, this program has also been utilized by our summer conference participants.

Abby's House / Food Pantry

With assistance of funding through the Incidental Fee Committee, Abby's House has been able to hire a staff person to assist in the operation of Abby's House and provide professional staff oversight of the Food Pantry. The person will work approximately 24 hours a week for Abby's House and 16 hours a week for the Food Pantry.

The Food Pantry has also relocated to the Southeast corner of the Oregon Military Academy. This has provided much needed additional space for the Food Pantry and new refrigerator space for goods. There is also kitchen space in this area which is hoped to provide demonstrative cooking classes in the future on how to best utilize food in the Food Pantry.

Board of Trustees Report, July 18, 2018

Vice President & General Counsel

For the period between the April 2018 board meeting and the July 2018 board meeting, the following summarizes major activities:

(1) VPFA Search

I was asked by President Fuller to chair the committee to guide the search for the new Vice President for Finance & Administration. The members of the search committee included: Camarie Campfield (Budget Manager), Rebecca Chiles (Director of Public Safety), Tina Fuchs (Dean of Students), Mark Girod (Dean, College of Education), Melanie Landon-Hays (Education Faculty/WOUFT), Eric Bruce (Health & Exercise Science Faculty), Dr. Hamid Bahari-Kashani (Business Division Chair), Natasha Roman (Athletics), Richard Kavanagh (Computing Services/SEIU), Evelyn Guzman (ASWOU), and Judy Vanderburg (HR). The committee identified eight semi-finalists for telephone interviews and three finalists. The three finalists participated in on-campus interviews and presentations and Dr. Ana Karaman was selected. She started in the role on July 2, 2018.

(2) PURMIT

The Public University Risk Management Insurance Trust, of which WOU is a member, met on April 24, 2018 to finalize insurance and coverage for FY2019. Due to a more sophisticated evaluation of business interruption exposure, some rates were slightly higher, but it was anticipated. Information on the PURMIT may be viewed at: <http://purmit.org/>.

(3) Risk Council

Separate from my PURMIT service, the General Counsel's Office is taking a more central role in risk management generally with the new Deputy General Counsel serving as WOU's representative on the Risk Council. The Risk Council, among its examination of best practices, is working on a new claims manual that will assist campuses, including WOU, greatly in managing claims and minimizing exposure in the future.

(4) Government Affairs

On the heels of the 2018 session of the Oregon Legislature, there is much activity to prepare for the 2019 Oregon Legislative Assembly. These activities include:

(a) **May Legislative Days.** The Legislature had committee days between May 21-23 and, in addition to confirming Zellee Allen, Dr. Gavin Keulks, Malissa Larsen, and

Zoe Chan-Tuyub as new trustees (as well as confirming all reappointments), the TRU institutions took the opportunity to meet with over twenty legislators to introduce our new joint lobbyist (Drew Hagedorn of Tonkon Torp) and share with stakeholders that the smaller TRU campuses were collaborating on a common agenda. The meetings will well-received. As part of the strategy, the TRU will work hard to develop agenda for their delegations, with joint events for Portland-area legislators and newly elected legislators on the horizon after November 2018 elections.

(b) Innovation and Business OR. The public universities have met several times with Business OR regarding how to collaborate on an innovation initiatives that would be compelling and attractive to legislators. While the research universities are taking the lead with this work, the TRUs, including WOU, have been at the table.

(c) HECC. The HECC is considering consolidated budget requests for the public universities for the 2019-2021 biennium. The HECC's submission is due to Governor by September 1. The Governor, in turn, will submit a Governor's Recommended Budget to the Legislature by December 1, 2018. The campuses are working diligently in providing HECC with the information necessary to produce a realistic consolidated budget. With PERS assessments driving the conversation, the universities have communicated to HECC that an increase of \$130M (for a PUSF total of \$867M) would be required in order to keep pace and undergraduate tuition increases under 5% at most institutions. At its June 14, 2018 full commission meeting, the HECC previewed the proposal for an investment budget of at least \$923M, or a 25% increase from the 2017-2019 PUSF budget of \$737M. It is anticipated that the HECC will complete its agency request budget, which includes the PUSF, at its full August 2, 2018 meeting.

At the June 13, 2018, the HECC's Funding and Achievement Subcommittee reviewed its staff recommendation for capital projects for the 2019-2021 biennium. The proposed projects, submitted by all the public universities, were scored by a HECC group with university representatives, on a matrix publicly available to all stakeholders. The rubric included sections on (1) HECC strategic plan and institutional master plan compliance, (2) HECC priorities, (3) cost savings, (4) life, safety, and code compliance, (5) institution priority, (6) clear identification of student focus, (7) leveraging dollars, and (8) strategic priority. Prior to the meeting, HECC representatives visited campus to look at the projects. After HECC scored the projects, WOU's two top projects were ranked #4 and #8, a testament to the preparation advocacy of the university. The entire staff recommendation, which also ranked \$65M for capital repair dollars #1, may be viewed here:

https://www.oregon.gov/highered/about/Documents/Commission/FA/2018/06_JUN-13-18/Appendix%20A%20final%20capital%20prioritized%20list.pdf.

The HECC, as with the operating request, will consider this staff recommendation at its August 2, 2018. It is possible that the HECC will deviate from the staff recommendation, so WOU will be watching that carefully.

(d) LAC Retreat. In preparation for the 2019 session, the government affairs representatives for the universities will meet on July 27, 2018 for a planning retreat.

(5) Policy Council

After initial work and organization of the existing policy documents applicable to the University, the efficacy and rhythm of the Policy Council encountered some obstacles. With the able assistance of our intern Emily Wanous, we researched policy development processes at other campuses and are poised to present some ideas to the president's cabinet and stakeholders in the coming weeks. We are working on a two-stage processes that includes an executive group to move expeditiously through the drafting stage, while retaining the stakeholder group as formed to ensure that campus-wide exposure to policy development is accomplished. These changes will likely require an amendment to the Board Statement on the Delegation of Authority.

(6) NACUA. Carson Campbell and I both attended the annual conference of the National Association of College and University Attorneys in June.

(7) Institutional Research. Dr. Abdus Shadid's proposal demonstrating how to construct board dashboards using SAS was accepted for the SAS conference in Sacramento in September 2018.

Board of Trustees Report, July 18, 2018
Vice President for Finance & Administration

I am very excited to join WOU on July 1st to serve Dr. Fuller in the VPFA capacity. I have been spending my first week meeting with people across the campus and learning about the institution and how my division can serve everyone. While I will continue to learn in the upcoming months, my initial priority is to position the F&A operations to help implement many aspects of the 2017-2023 WOU Strategic Plan.

Specifically, in the area of Budget and Finance, we will be working on enhancing collaboration with the UBC, developing and implementing budget training for responsible parties, and redesigning the FY19-20 budget request process as a part of continuing efforts of budget transparency and decentralization. To enhance the finance team capacity, we will be hiring a controller, developing an institutional treasury approach, and continuing to refine WOU's relationships with the USSE.

In the area of Computing Services, we will be working on Banner 9 Cloud migration, engaging a newly established Information Technology Advisory Committee, and enhancing our data-driven evidence-based decision making by creating a financial cube in COGNOS.

In the area of Facilities Services, the priorities will be on finalizing the master plan, completing feasibility study for the proposed Student Success Center, and finishing the summer projects.

The department of Public Safety will be working on finalizing an All Hazards Emergency Preparedness Plan, bringing the campus to the on-going emergency preparedness and drills schedule.

Finally, this year, the Division will be working on developing its divisional strategic plan in support of the University Strategic Plan.

Board of Trustees Report, July 18, 2018
Executive Director of University Advancement/WOU Foundation

University Advancement/WOU Foundation

Jack Morton Memorial Lobby

Multiple donors – UPDATE: \$158,749 (\$150,000 goal)

- Goal has been reached and money continues to come in
- Celebration planned for Sept. 29, 2018

WOU Foundation Board

- 100 Opportunities campaign
 - Goal to raise 100 - \$1,000 scholarships for WOU students
 - Currently at \$89,640 (increase of \$37,390)
- As of year-end (6/30/18) donations are \$1,870,104 (increase \$324,240 since last report)
- Voted to adjust endowment payouts for new gifts on a graduated system starting with a minimum of four quarters (standard payout based on twenty-quarter rolling average). This change allows us to get money to students faster.

Annual Giving

- As of year-end (6/30/18), 955 donors gave \$105,456 in unrestricted funds
- FY19 efforts have begun.

Foundation & Advancement Operations

- We have adjusted the schedule to complete our donor/alumni database conversion to Raisers Edge as well as the foundation accounting system conversion to Financial Edge by early September.
- Raina Smith joined the team on July 9 and is responsible for gift processing and donor relations. Raina is a WOU graduate.

Alumni & Friends

- Held 13 events throughout the year, reaching more than 750 people.
- Events were held in five locations outside of Monmouth including California.
- Summer events include a trip to Ashland and Veterans & Friends event in Portland.
- Emeritus Society had 91 members and held ten lectures during the fiscal year.

Strategic Communications & Marketing

Major Projects Completed

- Completed 2nd test of *We are WOU: Academics* social media outreach campaign
- Supported Academic Excellence Showcase and Commencement
- Support conversion to on-line catalog

Upcoming/ongoing

- Graphic design, writing, editing, outreach/promotion for clients from across campus
- Feature stories for WOU Stories; press releases; internal communication

By the numbers

- Social media growth during Q4: Facebook – 1.67% (144 people); Instagram - 3.05% (85 people); Twitter – 2.96% (115 people); total following across these accounts: 15,595
- More than 95 graphic design, photography, logo/branding, etc. requests completed in Q4

Board of Trustees Report, July 18, 2018

Provost & Vice President for Academic Affairs

Reorganization in Academic Affairs: On July 2, some changes in the organization of Academic Affairs took effect. Dr. Rob Winningham, Professor of Psychology and former Interim Dean of the College of Liberal Arts & Sciences, began work as Interim Provost in 2018-19. Dr. Erin Baumgartner, Professor of Biology, now serves as Interim Associate Provost; among other duties, she continues our work on assessment and academic program review which aligns well with her role as Director of General Education. Dr. Sue Monahan serves as Associate Provost for Program Development where she leads accreditation efforts, WOU's developing presence in Salem and other degree completion efforts.

Director of Student Success & Advising: On August 8, Niki Weight will join Western Oregon University as our Director of Student Success & Advising. Ms. Weight is presently at Utah State University where she serves in Exploratory Advising. We are especially grateful to Jesse Poole, who has served as Interim Director of Student Success & Advising, during this time of transition in both leadership and office space. Mr. Poole will return to his work as Assistant Director of Student Success in the office.

General Education: Dr. Erin Baumgartner has started her work as Director of General Education, working closely with Dr. Breeann Flesch (Chair, General Education Committee) and Dr. Shaun Huston (Coordinator, First Year Seminars) to plan for the processes and course/professional development needed for a successful launch in Fall 2019. The group has developed a schedule for submission of course proposals, and will run regular workshops on course development starting during fall kickoff week.

Salem presence: We are negotiating for evening and weekend use of space in the Chemeketa Center for Business & Industry in downtown Salem. In Winter 2019, we expect to offer Salem-based courses in the developing AB in Liberal Studies and MA in Organizational Leadership programs, along with LACC courses that are likely to be part of the revised General Education program. In Fall 2019, pending program approvals by HECC and NWCCU, Salem offerings will include the MA in Organizational Leadership, AB in Liberal Studies, and a complete path through the new General Education program. With this undergraduate foundation in place – General Education and a range of upper division elective courses – other programs should also be available in Salem in Fall 2019: Psychology, Criminal Justice, some paths through Interdisciplinary Studies.

Academic program review: ASL has completed its self-study, and English will have its self-study drafted this month. Both programs are poised to have external reviews in fall. Four additional programs will begin self-studies this year, all in LAS. Interim Associate Provost Baumgartner is working with LAS Dean Kathy Cassity to initiate these reviews. More information is at this link on the academic effectiveness webpage: <http://www.wou.edu/academic-effectiveness/planningreports/> Please scroll down to "Holistic Review and Reflection."

Accreditation: With respect to NWCCU accreditation, we will submit a mid-cycle report in March 2019 that reviews evidence that speaks to our capacity to effectively plan, budget, assess and continuously improve in support of student learning and other aspects of mission fulfillment. We expect to highlight our process for assessment of undergraduate and graduate learning outcomes institution-wide, along with progress made in establishing transparent system for planning and budgeting. Second, we are beginning an institution-wide process for developing our narrative and evidence regarding institutional resources and capacity. This narrative and its evidence will be submitted in 2023. Vice Presidents, Faculty Senate leadership, and other key institutional leaders are being asked to contribute in areas that are central to their areas of expertise and responsibility.

Willamette Promise: On May 1, Western Oregon University submitted its materials on Willamette Promise (our work in accelerated learning) for state-wide peer review. We expect feedback and findings in October 2018. We are among the first programs to be reviewed using new state standards for Accelerated Learning adopted by the state in 2016. Preliminary information on credits granted in 2017-18 is encouraging: WOU awarded over 15,000 accelerated credits to students in over 50 school districts from Eugene up to Hillsboro. Student earn credit when they demonstrate college level learning on assessments designed and verified by WOU faculty. Next year, WOU faculty will support Willamette Promise courses in ten subject areas. Our K-12 partners are very appreciative of WOU's role in expanding access to accelerated credit opportunities to students who previously had no or limited access.