



**Board of Trustees Meeting
October 17, 2018**

Appendix B

President's Cabinet Reports

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

Board of Trustees Report, October 17, 2018
Executive Director of Intercollegiate Athletics

1. Student Success: Fall Quarter 2018

• **Current Fall Sports Records**

M-Cross Country is currently ranked 10th in DII USTFCCCA poll

Football: 2-2 conference, 2-3 overall

W-Soccer: 2-3-1 conference, 4-5-2 overall

Volleyball: 2-7 conference, 5-11 overall

2. Academic Excellence: Fall Quarter 2017

- Baseball Team GPA: 2.88
- M-Basketball Team GPA: 2.73
- M-Cross Country GPA: 3.10
- Football Team GPA: 2.81
- M-Track & Field Team GPA: 3.00

Men's Teams GPA: 2.90

- W-Basketball Team GPA: 3.53
- W-Cross Country GPA: 3.19
- Soccer Team GPA: 3.31
- Softball Team GPA: 3.17
- W-Track & Field Team GPA: 3.20
- Volleyball Team GPA: 3.29

Women's Teams GPA: 3.28

- **Athletic Departments Combined GPA: 3.09**

3. Community Engagement: Fall Quarter 2018

- Offered free admission to first home football game against Angelo State (Labor Day)
- Hired a part-time assistant SID to assist with marketing and promoting of athletics
- Established a beer garden inside the gate for all home football games
- Coach the Cure of MD, recognized a local MD sufferer and family at football game on 9/29
- Coaches, student-athletes and Wolfie passed out candy during 4th of July Parade

4. Accountability: Fall Quarter 2018

- Streamlined the budget process, significantly reduced the number of athletic indexes
- Created new forms for travel and reimbursements
- Streamlined equipment ordering process
- Established formal financial policies and procedures

- Granted coaches read-only access to banner to assist them in managing their budgets
- Revamped the summer camp payment process

5. Sustainability and Stewardship: Fall Quarter 2018

- Softball Field received a makeover with new turf infield, backstop, and drainage system in the outfield
- Baseball received a new drainage system in the outfield
- Soccer field had new flag poles installed
- Patching track surface and repainting lines

Board of Trustees Report, October 17, 2018

Vice President for Student Affairs

Admissions and Enrollment

New freshmen are currently up by about 3%. Transfer students are down by about 7% and overall enrollment is down by about 3.5%. Continuing students are down by about 5%. It has been a very interesting start to the year. Housing also experienced an anomaly this year as generally most of the students who apply for housing attend WOU. This year for the first year we are aware of, we had nearly 100 students who had applied for housing but not register or end up attending WOU. It has caused us to now be more critical in how we track our students related to registration.

Strategic Enrollment Plan

We continue to meet and fine tune a Strategic Enrollment Plan. I am hoping to have a draft available by the end of this month for the Committee to review and make further modification to.

New Student Week

The week before classes start, the University provides a week-long orientation program called New Student Week. This is an opportunity for students to move into their residence hall rooms and get acclimated to campus before classes start. Each day during the week, numerous educational sessions about the University are provided for students to attend. Each day of the week there is also at least one major speaker. The first day we have a Convocation speaker who welcomes students to campus and generates excitement for students to be at WOU. Other major speakers present on diversity and inclusion, relationships and dating, sexual assault and sexual violence, and alcohol and drug use. There are also social activities during the evening which include a hypnotist, magician, and movies. Students seemed to participate more in all events than in previous years which we hope will equate to higher retention rates.

Neighborhood Walks

Each fall, we team up with the Monmouth Police Department and walk around neighborhoods in Monmouth which have a high concentration of students, to promote being good neighbors and make our students aware of local laws and ordinances which might affect them. This year Tina Fuchs, Dean of Students, Rebecca Chiles, Director of Campus Public Safety, Officer Braden Smith with Campus Public Safety, teamed up with Chief Tallan of the Monmouth Police Department, and three of his officers. We are well received in the neighborhoods by both students and residents. Over the years this program has helped reduce the number of complaints in the city regarding the behavior of our students and has also helped Monmouth residents know who to contact if they have a concern.

Bike Share Program

I believe I reported that the Spin Bike Share Program discontinued its program on our campus and most other locations it was providing service across the country. This service was provided at no cost to the University. As I have investigated replacing this program, I have not been able to find any programs which provide this service at no cost to the University. The two program I have been able to have conversations with charge

approximately \$5,000 a month to provide this service on top of the cost to use the bikes. I will work with our student government and Incidental Fee Committee to determine if this is something they wish to continue.

Reorganization

With the addition of Admissions and Financial Aid to the Division of Student Affairs, I have reorganized our division to spread out some of the supervisory responsibilities and form four somewhat common “clusters”. *Tina Fuchs* is now the Associate Vice President for Student Affairs and Dean of Students and oversees the Dean of Students Cluster which includes, Housing, Dining, Student Conduct, Multicultural Student Services and Programs, Service Learning and Career Development and Mailroom. *Malissa Larson* is now Assistant Vice President for Student Affairs and oversees the Wellness Cluster which includes Office of Disability Services, Student Health and Counseling Center, Abby’s House, and Veterans Resource Center. *Patrick Moser* is now Assistant Vice President for Student Affairs and oversees the Student Engagement Cluster which includes Student Engagement (Greek Life, ASWOU, Student Activities, Student Media), WUC Operations, Wolf Store, and Conference Services. I will continue to directly oversee Admissions, Financial Aid, Campus Recreation, Student Support Services and Upward Bound along with the assistant and associate VPs.

University Diversity Committee

I have taken on working with our University Diversity Committee as the cabinet staff member. We had a retreat October 4, 2018, to discuss goals and structure for this academic year. We had a very productive meeting with a new proposed structure for the Committee. Once this new structure is implemented the group will work on developing a strategic plan which will support the University’s Strategic plan.

Board of Trustees Report, October 17, 2018

Vice President & General Counsel

2019 Legislative Assembly and Higher Education Coordinating Commission

Western Oregon University (WOU) and colleagues from the other six public universities and OHSU continue preparations for the 2019 Legislative Assembly. The Higher Education Coordinating Commission, as reported in the last VPGC report at the July 2018 Board of Trustees meeting, submitted its operating and capital budget requests for the public universities to the Governor. The Governor will assemble a Governor's Recommended Budget (GRB) by December 1. While, considering PERS, PEEB, and labor costs, the universities have asked for a minimum \$130M increase to the Public University Support Fund in order to keep resident, undergraduate tuition increases under five percent, we are collectively receiving intelligence that the Governor may provide the PUSF with a \$40M increase. While better than flat-funding, which is what the Governor did in her GRB in 2017, an increase of this increment in state appropriation would likely spell significant tuition increases and/or budget cuts at all seven public universities. The universities continue to monitor and advocate for a GRB with an increase of at least \$130M.

In addition to the operating budget and the capital recommendations—which rank both of WOU's projects in the top ten—the Legislative Advisory Council (LAC) continue to monitor various legislative concepts/proposals from the HECC. Anticipating the possibility of tuition increases above five percent for 2019-2020, the HECC is fashioning a process and criteria by which it would consider those increases. Although early in the process, initial presentations reveal a rather onerous process that the universities are trying to streamline and tie to the criteria and process in HB 4141. The HECC may also consider proposals on how to secure implied authority (a proposal that it contrary to the intent of SB 270 and other legislation that creating the institutional boards and shaped the HECC) and ideas on how to consider differential tuition.

WOU-WOUFT Negotiations and Mediation

Although the university's bargaining team consists of Carson Campbell, Associate Vice President and Deputy General Counsel, Judy Vanderburg Associate Vice President for Human Resources, Dr. Mark Girod, Dean, College of Education, and Dr. Kathy Cassity, Dean, College of Liberal Arts & Sciences, I assisted the executive team in preparing for WOU-WOUFT negotiations and mediation over the summer. In the second mediation session, WOU and WOUFT successfully reached agreement on a reopener contract.

TRI Audit

Over the summer and fall, Baker Tilly, a national audit firm with significant experience in grant management accounting and reorganization, has assisted the University in evaluating the Research Institute and how to accomplish an effective reorganization of the University's prominent sponsored research and service activities. As VPGC, the auditors report to me to ensure the work product is privileged and various proposals may be vetted appropriately.

Willamette Promise and Degree Partnership Agreements

Over the summer, I assisted Dr. Sue Monahan in updating the Willamette Promise contractual agreements and, with the leadership of Dr. Kristin Mauro, updated the templates for our

degree partnerships with community colleges. The University has agreements with Mt. Hood Community College, Clackamas Community College and Portland Community College, and is using this new template in negotiations with Linn-Benton Community College and updating the Chemeketa Community College relationship.

Policy Council

I am finalizing a new structure for the Policy Council, which will include an executive group that will meet more frequently to monitor the progress of draft policy statements, and retain the stakeholder group to ensure draft policies have received due consideration from the community prior to public comment and presidential approval.

Procurement Code Revision

After interim Vice President for Finance & Administration Dr. Jay Kenton advised several changes to WOU's procurement processes and authorities—with a significant portion of responsibility shifting to the Office of the General Counsel—I am finalizing a redline revision to the entire procurement process and will collaborate with Dr. Ana Karaman to present to cabinet, work with stakeholders, and implement the new code as soon as feasible.

OCOP Retreat

I attended the Oregon Council of Presidents planning retreat in late August.

President's Cabinet Retreat

I attended the president's cabinet retreat in early September.

University Council Retreat

I attended the University Council planning retreat in September.

PURMIT

I, as the University's trustee on the Public University Risk Management and Insurance Trust, attended the quarterly meeting in early October. The trust continues to perform at a high level and administers the university's insurance coverage program and claims management effectively. For more information, visit www.purmit.org.

Litigation

Over the summer, I managed, with the assistance of outside counsel as appropriate, a handful of litigation matters. When covered by PURMIT or insurance, I work with PURMIT and our third-party claims administrator to manage the caseload. Further discussion of litigation matters, due to the attorney-client privileged nature of the cases and materials, must be conducted in executive session or privileged communication with Board members.

NACUANOTES

I was asked to join the editorial board of NACUANOTES, a service provided by my professional organization—the National Association of College and University Attorneys. NACUANOTES are relatively brief (7-10 pages), practical explanations of pressing issues in higher education law designed to offer pragmatic assistance to members. I was honored to accept the appointment.

Board of Trustees Report, October 17, 2018
Vice President for Finance & Administration

Finance & Administration: The Partner of Choice

2018-19 annual Theme: “Using Technology and Communication to move from Tactical to Strategic”

The division of Finance and Administration held a strategic planning retreat on September 21st. Directors met in the morning to discuss the university strategic plan, efficiencies and continuous process improvements, and how to utilize existing technology across campus. President Fuller joined the group to share his priorities and expectations for the division. The afternoon was filled with department planning--a time for each office's second in command to participate in setting goals and a vision for each area that will support the university's strategic initiatives. The three-year vision for each department and recent highlights can be seen below.

Budget Office

The Budget office goal is to be trusted to have a transparent and collaborative budget process that is data-driven, equitable, and 100% aligned with institutional priorities.

Recent highlights:

- Started a campus-wide budget training

Business Services

The Business Office goal is to complete transformation to modern business interface by utilizing modern technology systems campus-wide.

Recent highlights:

- Closed FY18, working on Financial Statements Audit
- Hired new controller, Christeena Whitfield, CPA. Christeena comes to WOU from Head Start of Yamhill County where she served as the Chief Financial Officer. She has her Masters of Accounting and Financial Management from Keller Graduate School of Management and is a Certified Public Accountant.

University Computing Solutions

The UCS goal is to have 100% customer satisfaction with providing innovative, technology integrations and consultation services.

Recent highlights:

- [Newsletter](#)
- Working on Banner 9 Cloud migration and installing Banner financial aid
- Conducted penetration testing to enhance cyber security

Facilities Services

The Facilities Services goal is to be a fully trusted campus partner

Recent highlights:

- Received authorization to utilize unused funds (\$359K) from RWECC construction bonds to install solar panels on the building. This will result in about \$13K annual energy savings and teaching/learning opportunities for the Environmental Studies Program.
- The Child Development Center construction is underway.
- Natural Sciences Renovation is fully underway and on schedule and has completed the first phase including the asbestos abatement, adding ADA ramps, and roofing the greenhouse with new polycarbonate materials. Work on second floor will continue through December.
- OMA and ITC contracts are being finalized. Construction is planned to begin June 2019.

Public Safety

The CPS goal is to become an Emergency Preparedness leader amongst Oregon TRU institutions. The CPS want to inspire, educate, and partner with our peer institutions to become disaster resilient universities.

Recent highlights:

Officers attended forensic experiential trauma interview (FETI) and sexual assault task force (SATF) trainings with CASA grant funding.

- Other recent training included ALICE (Alert, Lockdown, Inform, Counter and Evacuate), Campus Fire Extinguisher Training, and “Behind Closed Doors” joint training with housing staff.
- Conduct an October 8th flu vaccination clinic for students to test our response to a potential meningitis outbreak

Treasury

The Treasury goal is to move treasury services in-house

Recent highlights:

- Working on developing capabilities for check reconciliations, deposits, university bank summary process, and check tracking

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Executive Director Advancement & WOU Foundation

Strategic Communications & Marketing (MarCom) efforts

- In partnership with University Computing Services, we launched the WOU Internal Communication Hub. A new more flexible system for campus-wide messages.
- The new Enrollment Marketing Director has created a spending plan for the year encompassing multiple areas of recruitment – undergraduate, Salem, graduate.
- Contracts have been signed with a Spanish translation service to be used campus wide and an external video production company to create unique 30-second spots.
- The team continues to provide services and outreach including: social media, earned media, magazine production, writing/editing, graphic design, web updates, and more.
- As of July 1, management of the Print Shop was absorbed.

Campaign consultant hired

The WOU Foundation Board has hired Shelly Parini with Parini Connects, LLC to provide campaign readiness research and planning. Shelly's efforts have already kicked off with meetings and trainings. Interviews and focus groups will be conducted during the next 4-months. A planning retreat will be held on Saturday, April 13 and a final report will be presented to the WOU Foundation Board in June.

Transition and launch of Blackbaud

After a year-long process to convert, our financial and customer relationship management tools have been transitioned to industry standard tools – Financial Edge and Raiser's Edge respectively. This improved system will provide access to more people across campus, create intuitive tools and provide access to stats and data. Our goal for this year is to learn the tool as well as improve the data.

Changes to Smith Fine Arts Series

This is summer, SFA held their most successful fundraising auction, raising approximately \$45,000 to support the series and educational outreach. The long-time manager, Sandy Newland, retired at the end of August. We have hired a new Director, Lisa Schachter. Lisa's first day coincided with the first concert of the year, Oct. 5. The Series has six concerts this year, selected by SFA board and WOU faculty member, Dirk Freymuth. Each concert will also have an educational outreach opportunity for WOU and other local students.

Annual Giving efforts launched

The Annual Giving theme this year is "grow WOU" and has a focus on increasing the number of "sustainers" – donors who give monthly through automatic deduction. This theme will be central to Giving Day as well.

Alumni activities continue

This summer Alumni Relations along with the Alumni Board launched a new series of alumni & friends after hours, these informal get-togethers have happened so far in Eugene, Corvallis and Salem and are hosted by alumni volunteers. More than 50 alumni and friends came together on Sept. 29 to celebrate the success of the Jack Morton Memorial Lobby campaign. Upcoming events include: Homecoming & Reunion Weekend (Oct. 19-20), Senior Kick-Off (Nov. 13) and Alumni Day (Nov. 30). Efforts continue around the alumni mentor program.

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Interim Provost & Vice President for Academic Affairs

Academic Affairs

The Organizational Leadership Master of Arts Program was approved by the Provost Council and was being reviewed by Higher Education Coordinating Commission (HECC).

Salem Campus

Winter 2019 we will start offering classes at Chemeketa Community College's Center for Business and Industry. There will be select courses offered Winter 2019 and Spring 2019. Beginning Fall 2019 we anticipate offering programs in Organizational Leadership, Psychology, Criminal Justice, Business, Interdisciplinary Studies, Information Systems, Liberal Studies and a Certificate in Professional Writing. The courses will generally be offered in hybrid format with most courses meeting once a week in the evening or on Saturdays. This program is primarily designed for the working professional.

Doctor of Physical Therapy

Academic Affairs is working with both internal and external advisory groups to develop a Doctor of Physical Therapy (DPT) proposal. Last year 1000 prospective students applied for 100 spaces at George Fox University and Pacific University, indicating a very high need in the state. A program proposal is scheduled to be submitted into the Faculty Senate Curriculum Portal this fall. The full approval process, including national accreditation for physical therapy programs could take two years or more. This would be WOU's first doctoral program. The program could generate significant revenue and has the potential to bring undergraduates to WOU to prepare for graduate programs in health science and healthcare fields.

General Education

General Education efforts are underway and a faculty led team is providing excellent support to their colleagues who want to create new courses for the general education curriculum. For example, each week during fall term Dr. Shaun Huston, First Year Seminars (FYS) Coordinator, will be offering workshops to help faculty create FYS courses.

Civility, Equity, Diversity and Speech

There will be a number of efforts focused on civility, equity, diversity and speech on campus this year. Dr. Stokes-Dupass is a diversity expert and will present on February 1, 2019. Dr. Asao Inoue is a racial bias in the evaluation of writing discussion expert and will present on October 29, 2018. A working lunch with President Rex Fuller, Vice President Ryan Hagemann, Interim Provost Rob Winningham, and Faculty Senate Executive Committee will take place on October 12, 2018 in order to discuss speech on campus. Associate Provost Erin Baumgartner is beginning conversations with the goal of convening opportunities to discuss gender equity on campus.