

**Western Oregon University Board of Trustees:
Finance & Administration Committee (FAC)
Meeting No. 19 – April 2, 2020
2:00PM-4:00PM**

MINUTES

I. CALL-TO MEETING / ROLL CALL

Chair Cecelia Koontz called the meeting to order at 2:00PM and Lacey Davis took roll.

The following trustees were present:

Cecelia Kooontz
Gavin Keulks
Zoe Chan-Tuyub
Jim Baumgartner
Jerry Ambris arrived (joined at 2:03PM)

Others present included:

Dr. Ana Karaman
Dr. Rex Fuller
Camarie Moreno
Lacey Davis
Gabe Dougherty
Leanne Merrill
Dave McDonald
David Jarvis
NJ Johnson
Richard Kavanagh
Rebecca Chiles
Shadron Lehman
Linda Stonecipher
Darin Silbernagel
Tina Fuchs
Ben Cote (arrived at 2:07PM)
David Janowiak (arrived at 3:40PM)

II. CONSENT AGENDA

- 1) Approval February 6, 2020 Meeting Minutes

The trustees approved the February 6, 2020 Meeting minutes.

III. REPORTS & DISCUSSION ITEMS:

1) University Budget Advisory Committee (UBAC) | *In docket*

Dr. Karaman explained that UBAC was asked to include their update in the docket and that all proposals have been put on hold due to COVID-19. UBAC identified 8 proposals that moved to the Phase 2 process, however the Phase 2 presentations have not yet been held. As soon as the situation with COVID-19 changes, the proposers will be contacted about rescheduling the Phase 2 presentations (likely in the fall of 2020).

Trustee, Jim Baumgartner, asked for an overview on UBAC's role. Dr. Karaman provided an explanation of UBAC's primary role to look at new efficiencies and initiatives and make a recommendation to the President of which proposals to fund.

2) VPFA's Report | *In docket*

Dr. Karaman discussed the VPFA report on pages 7-11 in the docket. Dr. Karaman highlighted the following updates:

- Transitioning financial statements in house – COVID-19 has delayed when the external auditors can come visit WOU. They are currently still scheduled to visit in June for a single audit. They are scheduled to do the financial statements audit and NCAA field work in September.
- Tuition and Fees Advisory Committee (TFAC) has completed their work.
- Renovations had a short pause due to the contractor needing to shut down for one week to perform deep cleaning, but construction is still continuing and both projects will be on time and on budget. The renovation to the roof at the Salem building has been completed.
- There has been a spike in cyber security attacks which University Computing Solutions is addressing.
- WOU Treasurer, Darin Silbernagel, moved the university to positive pay.
- The WOU Internal Auditor, Shadron Lehman, is continuing to work on an Enterprise Wide Risk Assessment.

Trustee, Jim Baumgartner, asked for an update on the progress of the Salem building. Dr. Karaman stated that the building is not operational yet and will be opened in the fall. WOU:Salem saw an increase in spring enrollment, specifically in the graduate programs that are offered.

3) COVID-19 | *Dr. Ana Karaman, Vice President Finance & Administration and Rebecca Chiles, Director of Public Safety*

Dr. Karaman explained that COVID-19 has impacted WOU's finances and that WOU is tracking additional expenses and lost revenues for the university, insurance, potential FEMA reimbursement purposes, and the Higher Education Coordinating Commission (HECC). As of April 2, 2020, the total projected impact amount is approaching 20 million dollars. Most are estimated lost revenues (not direct expense). As of April 2, 2020, spring enrollment appears to be staying consistent. Auxiliary has had the largest impact with an estimated 100 students in housing, and an estimated 40 in family housing on campus, which is approximately 10% of WOU's total capacity. WOU campus dining has also been impacted. The university usually has more than 1,000 students on meal plans, but as of April 2, 2020 only approximately 80 students are on meal plans. The WolfStore has seen an increase in book rentals and book sales, but merchandise sales are down due to the store being closed. Retail dining sales are traditionally higher in the spring due to the warmer weather and spring events and conferences. Retail dining is also closed on campus which has also contributed to lost sales.

Campus Public Safety Director, Rebecca Chiles, provided an update on how campus is taking precautions with COVID-19. Rebecca reflected on a presentation she delivered during the summer of 2019 on the Emergency Operations Plan which included an annex on infectious disease. She also discussed a prior simulation exercise on a meningococcal meningitis outbreak that was conducted with Polk County Public Health. These previous preparations and trainings have served as a guide for WOU to take immediate action with COVID-19 by following the steps outlined in the annex. Rebecca Chiles has been working with Beth Scroggins, Director of the Student Health and Counseling Center on co-chairing a small group consisting of Jennifer King, Hilary Holman-Kidd, Melissa Larson, Tina Fuchs, and Lisa Catto to follow best practices, communicate, and collaborate with the community. They have also developed a large community group and strengthened community partnerships.

Rebecca Chiles shared the following COVID-19 statistics (as of 4/2/2020):

- Oregon has had 737 positive cases and 19 deaths
- The United States has had 216, 768 cases and 5,137 deaths
- WOU has had one student (who lives off campus) test positive

All protocol was followed and Polk County Public Health was made aware that a WOU student tested positive for COVID-19. Going forward WOU will continue to monitor, prepare for the possibility of an essential staff member contracting COVID 19 and how to respond to that while keeping critical functions in place.

Rebecca Chiles explained that there are some students living on campus, critical staff working on campus, and that some offices are open from 9:00AM-12:00PM.

Dr. Karaman added that there are two executive orders from Governor Kate Brown and WOU is following those guidelines in regards to university operations. President Fuller stated that WOU buildings are public, and therefore public access is limited. All classes

have been moved to online or remote delivery. WOU buildings were deep cleaned over spring break and are continuing to be cleaned. The executive orders want WOU to maximize telecommuting, with exceptions for staff who perform critical functions, which the President's cabinet has identified for WOU. The majority of offices are 100% telecommuting and a handful are a mixture of telecommuting and partially being in the office to process things that must be done via paper. The April 15, 2020 Board of Trustees Meeting will include a larger presentation on this topic.

Trustee, Gavin Keulks, asked how the executive order/COVID-19 has impacted the Resident Assistants (RAs) who work on campus. Dr. Fuller shared that the RAs are still employed with social distancing precautions in place. Associate Vice President/Dean of Students and Director of University Housing, Tina Fuchs, shared that approximately 32 RAs were asked to support with closing buildings and checking out students and approximately half of the RAs returned. WOU is honoring the stipend and room and board regardless of whether or not the RAs are on campus since the RAs were counting on those wages when they accepted their roles as RAs.

Dining Services are continuing via take out only and hours have been reduced which are centered around 3 meals per day instead of being open all the time, and the menu has also been limited.

Chair, Cecelia Koontz, reflected on the Emergency Operations Plan presentation that Rebecca Chiles provided last summer which led to a discussion on COVID-19 testing for students on campus. Testing is available to students on campus via the Student Health and Counseling Center which is currently using a triage system. They are following a rubric to ensure that students who may have COVID-19 are not entering the building, but instead are driving up to the back side of the building and being tested in their car. There is also a tent next to the building that staff are using to change into and out of their scrubs.

Dr. Karaman provided an update on WOU's remote learning for spring term. WOU is monitoring enrollment on a daily basis. The Canvas Learning Management System (LMS) is still being tested so WOU faculty and students are still using Moodle. WOU has also purchased additional hotspots. Even though the course delivery method has changed for spring term, WOU is honoring the original tuition rates for courses, which is less expensive than online tuition for resident students.

There are also incidental fees that are allocated by a student-run Incidental Fee Committee (IFC). The committee decided to keep the incidental fees for the spring in place in order to support being able to pay student employees who work on campus.

Chair, Ceclia Koontz, inquired about how WOU is supporting students with accessing devices for distance learning. Dr. Karaman shared that the University Technology Advisory Committee (UTAC) had a drive-by distribution of devices to students. The computer lab on campus is still open to students with only every other station available so that a 6-foot distance is maintained. The computer labs are also being cleaned regularly.

Chair, Ceclia Kootnz, asked for an update on spring enrollment and Dr. Karaman shared that WOU is seeing improvement every day, but is being cautious. President Fuller attributed this to the faculty making courses transition to remote delivery. President Fuller also mentioned that only about 3% of courses were not able to transition to remote delivery.

President Fuller shared that WOU will be having a virtual commencement this year due to COVID-19. The committee discussed how this is a new graduation strategy for WOU and how this will impact local businesses.

IV. ACTION ITEMS:

- 1) Tuition & Fees for 2020-21 Academic Year
Dr. Ana Karaman, Vice President Finance & Administration

Budget Director, Camarie Moreno, projected the TFAC recommendation letter and shared that more students were recruited for this year's committee. Five meetings and two open forums took place. The committee solicited feedback from other students. All except for two committee members supported the tuition increase of 4.55%.

Trustee, Jim Baumgartner, asked how the 4.55% has changed under the COVID-19 environment and Dr. Karaman shared that all VPFAs at Oregon's public universities are having daily conversations about this topic. Anything above 5% would have to go to the HECC for approval. 50% of WOU students are Pell-eligible, and 30% of students have an expected family contribution of \$1,000 or less.

Trustee, Gavin Keulks, asked why students were not polled electronically. Camarie Moreno explained that when students are asked if they want an increase of \$6.00 or \$8.00, that they typically default to the lower amount without having the background knowledge of what that difference entails for the University. The advantage of a tabling event is that it allows students on the committee to educate students at-large about the University's budget and what the difference in rates would mean, and then hear informed feedback

Dr. Karaman discussed the Summary of Recommended changes in Tuition and Fees for 2020-21 on page 14 in the docket. Currently, students do not pay mandatory fees on online courses, but online tuition is assessed at a higher rate for resident students (\$228

vs. \$176 per credit for 2019-20). For 2020-21, online tuition for undergrad students will be assessed at their residency rate (consistent with face-to-face courses), and a \$53 per credit online course fee will be assessed to support the Learning Management System and instructional designers.

The health service fee had not had an increase in several years and despite decreasing enrollments, have been increasing their services and number of students served. Therefore, they asked TFAC to increase the fee by \$6.00, and received unanimous support from the committee.

Trustee, Gavin Keulks, motioned to approve the 2020-21 Academic Year Tuition and Fee Book, Trustee Jim Baumgartner, seconded it, and the trustees voted unanimously in forwarding to the full Board for approval

2) FY2020 Management Report (as of February 29, 2020)

*Dr. Ana Karaman, Vice President Finance & Administration and Camarie Moreno,
Director of Budget & Planning*

Based on the intensity of the changes that are being made for the end of the fiscal year, this report will be discussed at the full board meeting on April 15, 2020, before the committee decides to accept this report rather than being a consent agenda item.

Dr. Karaman and Camarie Moreno discussed the three scenarios on pages 21-23 of the docket which include: Projection 1 – Standard, Projection 2 – Spring Online, and Projection 3 – (in-between, line of credit).

WOU has made the following decisions that will impact the Fiscal Year 2020-21 Budget:

- Eliminated vacant unclassified positions for a savings of over \$300,000.
- Eliminated vacant classified positions for a savings of over \$350,000.
- Nonrenewed selected unclassified positions for an estimated savings of over \$350,000.
- Laid off selected classified positions for an estimated savings of over \$600,000.
- Redirected funding for selected positions from E&G to other sources for an estimated savings of over \$100,000.
- Salary freeze for all unclassified employees for FY2020-21 and unclassified employees in senior level administrative positions will have reduced FTE to contribute a work week of total compensation (salary and benefits) for a savings of about \$80,000.
- Combined, these measures yield an estimated \$1.8 million in savings for FY2020-21.

Dave McDonald discussed the US Cares Act and explained that rulemaking will be in place for the next 20-30 days.

Trustee, Jim Baumgartner, motioned to accept the FY20 Projected Year-End Report and the overall Management Report as of February 29, 2020 to present it at the full board meeting on April 15, 2020. It was seconded by Trustee, Gavin Keulks. The trustees voted unanimously in favor of accepting the report pending updates, edits, and further discussion at the April 15, 2020 Board of Trustees meeting.

V. ADJOURNMENT

Chair, Cecilia Koontz, adjourned the meeting at 4:19PM.