



**Board of Trustees Meeting – November  
15, 2023 Appendix A**

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**MEETING OF THE WOU BOARD OF TRUSTEES  
MEETING NO. 57 – June 13-14, 2023**

**June 13, 2023**

**3:00-5:00PM**

**WERNER UNIVERSITY CENTER | COLUMBIA ROOM**

**Meeting Minutes**

**I. CALL-TO-MEETING / ROLL CALL**

Chair Komp calls the meeting to order at 3:01 pm and asks Secretary Sorce to call the roll. The following trustees were Present

Trustee Susan Castillo, Trustee Lupe Diaz, Trustee Gayle Evans, Trustee David Foster, Trustee Cecelia Koontz, Trustee Cristian Mendez-Garcia, Trustee Leah Mitchell, Trustee Doug Morse, Trustee Kari Nelsestuen, President Jesse Peters (ex-officio member of the Board), Trustee Michael Reis, Board Chair Betty Komp,

The following trustees were not present:

Trustee Jerry Ambris, Trustee Danielle Campbell, Trustee Angela Fasana

Quorum is present

Also in Attendance:

Evan Sorce, LouAnn Vickers, Randi Lydum, Tina Fuchs, Mark Girod, Ana Karaman, Ricardo Lujan Valerio, Dominique Vargus, Katie Wojke, Nathan Sauer, Mr. Michael Ellis, Ms. Kodee Harwood, Dr. Melanie Landon Hays, Paige Jackson, Adry Clark, Dr. Jose Coll, Judy Silva, Brittany Kima, Cas Wonsowicz, Kelly Rush, Judy Sylva, Chelle Batchelor

**II. CHAIR'S WELCOME**

Chair Komp welcomes the WOU community to the June Board of Trustees meeting. She praised the members of the Board for being so active and willing to serve Western Oregon University and the State. Chair Komp reminded the room the meeting is being live streamed and then explained the public comment process. She also congratulated the graduating students, including the 790 that were signed up to participate in graduation on Saturday. Chair Komp also welcomed the new Provost Dr. Jose Coll who had not officially started yet but is in the audience. As well as Cas Wonsowicz who is a nominee to fill the open seat caused by Trustee Morse's resignation. Trustee Reis announced that this was their last board meeting as well. They have accepted a position at PCC and will be starting over there in August.

**III. PRESIDENT'S WELCOME**

President Peters welcomed the Board to campus talked about how good it feels to come full



circle as his year in this position is ending. Thanked Dr. Coll for making it a priority to be on campus for the Board of Trustee meetings and mentioned the events on campus over the last couple of weeks where we have been celebrating graduates, retirements, and promotions. He mentioned that he was looking forward to graduation on Saturday, and the Keynote Speaker is Representative Dan Rayfield who is the Speaker of the Oregon House of Representatives.

#### **IV. STAKEHOLDER UPDATES**

##### **1) SHARED GOVERNANCE**

###### **a. ASWOU | Kodee Hardwood**

President Kodee Harwood presented to the board on behalf of Hunter Hall, the incoming Student Body President. Kodee talked about the newly elected Student Government Board. They are opening applications for their cabinet positions shortly and will send the applications out across campus. Community Garden groundbreaking has happened. ASWOU won the Service of the Year award from the Resident Hall Association. 4 graduation seniors from ASWOU. President Harwood thanked the board for being part of an amazing year where she learned so much and will never forget the opportunity.

###### **b. Faculty Senate | Dr. Steve Scheck**

The Faculty Senate was meeting at the same time as the Board of Trustees therefore Dr. Scheck was unable to present his report, however it is available for review in the docket

###### **c. Staff Senate | Kelly Rush**

Kelly Rush presented the Staff Senate report which can be reviewed in the docket. Looking forward to the Director of Human Resources to start to work with her on a number of priorities ranging from pay equity to classification and how search committees are trained.

##### **2) UNION**

###### **a. SEIU | Jackson Stalley**

Jackson Stalley gave the update for SEIU. He talked about the campus garden. Jackson discussed the background and history of the garden. He thanked Justin Sunada and his alternative break team, who spent their spring break pulling weeds and tending to the campus garden. He mentioned the importance of transparency and accountability and the need to work together. He talked about the work at the legislature that SEIU and WOFT have done at the capitol to share the story of WOU. Shared a couple of stories about specific stories of our students.

###### **b. WOUFT | Dr. Melanie Landon-Hayes**



Dr. Melanie Landon-Hayes gave her report to the Board. She thanked everyone who attended the May Day event hosted by WOUFT and SEIU. About 75 people were in attendance, and it was a good time. WOUFT is continuing to meet with Legislative partners to discuss the importance of TRUs and ensure they know about the extraordinary work being done at WOU. They have also met with their union partners across the state to talk about their shared advocacy work in coalition. Starting bargaining in the fall they have started to survey their members about what is important to them around bargaining so they can have their needs met and feel supported in their work. WOUFT Approved a code of conduct that is now in their bylaws. Dr. Landon-Hates also discussed having a new election and having a new executive board starting soon.

#### **V. BOARD CONVERSATION: Equity Assessment Update: Next Steps**

Chair Komp introduced Dominique Vargas, our Executive Director of Diversity, Equity, and Inclusion, to update the board about the Equity Assessment. Her presentation can be reviewed in the packet. After Dominique's detailed presentation, Chair Komp asked Dominique how committee members would get to interact with the plan. Dominique answered that the committee will bring their draft action plan to the Board of Trustees for feedback and review in an advisory capacity.

Trustee Nelsestuen asked if phase II of the equity assessment is a review of policies and procedures on paper or systems of implementation. Dominique said the consultant is trying to both look at the policies and procedures on paper and try to understand the methods and structures of implementation. Numerous Trustees had questions about the survey and how we compare the data before the process to after implementing the assessment. The team is looking at several sources of student data to put together and themes from the assessment to create a baseline of data to measure against the survey in the future. Dominique has been very impressed with the number of staff, faculty, and students who want to engage in the equity assessment work and help the university lean into this work. Trustee Reis asked about leadership and accountability for implementing the equity assessment plan. Dr. Peters discussed the importance of being intentional and deliberate to impact change. This plan will include responsible parties to ensure that responsibilities are clearly outlined. Trustee Castillo wanted to thank Dr. Peters and his team's work on this assessment. She has been impressed with the transparency and honesty around the report and committing to improve. Trustees and staff then talked about how the equity assessment can inform our strategic plan.

#### **VI. RECESS**

Chair Komp discussed the reception for tonight with representatives of the Shared Governance Partners at 5:00 pm at the Welcome Center. At 5:30, there will also be a dedication of the Peace Poll installed in front of the Welcome Center.

At 5:00pm Chair Komp moved the meeting into recess until 10am Wednesday, June 14 2023.



**June 14, 2023**

**10:00AM-3:00PM**

**WERNER UNIVERSITY CENTER | COLUMBIA ROOM**

**DRAFT MEETING MINUTES**

**I. CALL-TO-MEETING / ROLL CALL**

- II.** Chair Komp gavels the meeting back into session at 10:00am and asks Secretary Sorce to call the roll. The following trustees were Present

Trustee Jerry Ambris  
Trustee Susan Castillo  
Trustee Lupe Diaz  
Trustee Gayle Evans  
Trustee David Foster  
Trustee Cristian Mendez-Garcia  
Trustee Leah Mitchell  
Trustee Doug Morse  
Trustee Kari Nelsestuen  
President Jesse Peters (ex-officio member of the Board)  
Trustee Michael Reis  
Board Chair Betty Komp

The following trustees were not present:

Trustee Danielle Campbell  
Trustee Angela Fasana  
Trustee Cec Koontz

Quorum is present

Also in Attendance:

Evan Sorce, LouAnn Vickers, Randi Lydum, Tina Fuchs, Mark Girod, Ana Karaman, Ricardo Lujan Valerio, Dominique Vargus, Katie Wojke, Carson Campbell, Nathan Sauer, Mr. Michael Ellis, Ms. Kodee Harwood, Dr. Melanie Landon Hays, Paige Jackson, Adry Clark, Dr. Jose Coll, Judy Silva, Brittany Kima, Cas Wonsowicz, Kelly Rush, Judy Sylva, Chelle Batchelor Mr. Mike Hommel, Hillary Fouts, Paige Jackson, Jose Coll, Dr. Steve Scheck.

**III. CHAIR'S WELCOME**

Chair Komp thanks everyone for being here. Reminded the audience that the meeting is



being lived stream at this moment we do not have closed captioning. However Disability Services is working to find someone to fix that as soon as possible. Chair Komp also reminded the audience the process to sign up for public comment.

#### **IV. CONSENT AGENDA** ([Appendix A](#))

- 1) Meeting Minutes for the April 18-19, 2023 Meeting Minutes
- 2) FY23 Management Report (As of April 30, 2023)
- 3) Undergraduate Certificate: in ASL Beginner
- 4) Undergraduate Certificate in ASL Intermediate
- 5) Approval of Proposed 2023-2024 Board of Trustee Meeting Dates

Trustee Reis moves to approve the Consent Agenda as presented in the docket. Trustee Morse 2<sup>nd</sup> the motion.

Discussion: Trustee Ambris mentioned he has conflicts on the Tuesdays because it is his board meeting date but that Secretary Sorce will send him the recordings so he can catch up with that and he will be at the Wednesday meetings.

The following Trustees voted in support of the motion.

Trustee Jerry Ambris  
Trustee Susan Castillo  
Trustee Lupe Diaz  
Trustee Gayle Evans  
Trustee David Foster  
Trustee Cristian Mendez-Garcia  
Trustee Leah Mitchell  
Trustee Doug Morse  
Trustee Kari Nelsestuen  
Trustee Michael Reis  
Board Chair Betty Komp

The motion passed.

#### **V. FIRST PUBLIC COMMENT**

There was no one signed up for public comment.

#### **VI. STAKEHOLDER UPDATES**

##### **1) WOU FOUNDATION REPORT |** Katie Wojke, Vice President for Advancement

Vice President for Advancement Katie Wojke presented her report to the board. Her written report can be reviewed in the docket. There were no questions for Katie.

Note for the record: Trustee Cecelia Koontz has joined the meeting.



## 2) **LEGISLATIVE REPORT** | Ricardo “Rico” Lujan Valerio, Director of Government Relations

Director of Government Relations Ricardo "Rico" Lujan Valerio presented his report to the Board of Trustees. His written report can be reviewed in the docket. Trustee Morse asked Rico what the purpose of the sustainability funds was. Rico responded by saying that the TRUs and Portland State will get together and put together a report to the legislature explaining their plan for these sustainability funds. Trustee Morse asked a follow-up question about who gets to make the final decision about the sustainability funds. Rico said it is multifaceted. Each university must compile a report about what institutions can spend these funds on. The HECC is helping coordinate collectively to put together an additional report on what these funds can be used for. Trustee Castillo asked Rico what the most significant bill that potentially impacts us that is not getting addressed right now is. Rico answered the governance bill, which has been heavily negotiated and amended. It needs a concurrence on the Senate side, or it will die. Trustee Morse asked what the main points of the governance bill. Rico answered it's a package of reforms around the composition and reporting requirements of the Board of Trustees. There was a long conversation about the history of the change from the Oregon University System to the Independent Board of Trustees model and how we are still working out some changes from the transition.

At 10:55 am Chair Komp moved the meeting into recess until 11am.

At 11:00 am Chair Komp gaveled the meeting back to order.

## VII. **PRESIDENT’S REPORT** | **President Jesse Peters** (Senior Leadership Reports in [Appendix B](#))

President Peters gave his report to the board. His written report can be found in the docket. President Peters started his remarks by talking about the renewed efforts to share the story of WOU with our larger community. Enrollment and budgeting is on our mind. The President discussed the purposeful choice of budgeting conservatively because of several factors, including the big research universities trying to grow and our State still coming out of the pandemic. Our enrollments are trending in the right direction, and all of our indicators that predict enrollments are shifting our way.

President Peters discussed the increased lobbying effort at the State Capitol, specifically TRU Day, and thanked Rico and everyone else for organizing and leading the effort and using the WOU Salem campus as a place to organize. President Peters then talked about the Strategic Plan update, including the work University Counsel is doing to help support the planning team, and the work will continue this summer.

President Peters then updated the board on positions in Senior Leadership that are being filled, including Dr. Jose Coll as the incoming Provost, Desiree Noah as the incoming Executive Director of Human Resources, and Director of Admissions Jamiere Abney.

President Peters gave a shout-out to Athletics for their accomplishments this year, including



some GNAC championships and individual athletes' and coaches' achievements. President Peters then discussed that OCOP (Oregon Council of Presidents) is continuing to meet regularly, as the Technical and Regional University Presidents are meeting consistently as well, which is helpful because we have similar struggles and priorities, and sometimes include Portland State, which is started to experience similar challenges as the TRUs. President Peters mentioned he will be the third most senior University President in the State, highlighting Oregon's transition in higher education.

President Peters acknowledged that this was the last meeting for Dr. Rob Winningham as Provost and Dr. Paula Baldwin as our Interim Director of Marketing and Communication. He appreciates their service in their roles and is appreciative that they will stay on campus in their faculty positions. This is also the last meeting for our General Counsel, Carson Campbell, who is taking a role in a different university. President Peters thanked him for his service as well.

## **VIII. DIVERSITY, EQUITY, INCLUSION & ACCESSIBILITY COMMITTEE (DEIAC)**

### **1) Committee Chair Report | Trustee Susan Castillo**

Trustee Castillo presented the Committee Chair report. She said that the vast majority of the report that she had planned to share was covered by Director Vargas's Equity Assessment. Update from the June 13th meeting. Director Vargas' the Director of the Office of Diversity, Equity, and Inclusion's report for the board is in the docket for review to discuss the office's priorities.

### **Committee Recommendations for Board Discussion/Action**

#### **a. Revision of DEIAC Charter:**

Trustee Castillo moved into the action item, the potential review of the DEIAC Charter. Trustee Castillo walked through the proposed change and specified the changes around the accountability area. Trustee Evans suggested that a couple of changes need to happen to the DEIAC Charter to align it with other subcommittee charters. Trustee Evans gave Secretary Sorce some changes she would like to see made. Trustee Reis moves to refer the DEIAC Charter back to the DEIAC for additional revisions. Trustee Ambris seconds the motion. There was no further discussion. The following Trustees voted in support of the motion:

- Trustee Jerry Ambris
- Trustee Susan Castillo
- Trustee Lupe Diaz
- Trustee Gayle Evans
- Trustee David Foster
- Trustee Cecelia Koontz
- Trustee Cristian Mendez-Garcia
- Trustee Leah Mitchell





Trustee Doug Morse  
Trustee Kari Nelsestuen  
Trustee Michael Reis  
Board Chair Betty Komp

Motion passes

## **ACADEMIC & STUDENT AFFAIRS COMMITTEE (ASAC)**

### **2) Committee Chair Report | Trustee Leah Mitchell & Chair Betty Komp**

Trustee Mitchell gave a brief update about the last ASAC meeting On May 31, 2023. Trustee Mitchell talked a bit about the Wolfie chatbot, which has been very popular, and 97% of students have opted into the service. Trustee Mitchell asked VP for Student Affairs Tina Fuchs and VP for Academic Affairs/ Provost Rob Winningham to give their reports. Their reports can be found in the docket. VP Fuchs discussed some updated numbers for enrollment admission applications for first-year students, which are up 8%, or transfers are down 13%, which translates to a 6% increase total.

Regarding our admits, we are up 6.1% in first-year students and down two percent in transfers. Overall, admits are up 8%. Our campus tours are up over 100% from last year, which is a big deal.

Provost Winningham discussed that Institutional Research created a certificate dashboard because of the Trustees' questions about certificates in the previous meeting. There has been a 500% increase in the average number of certificates awarded in the past five years. Provost Winningham updated the board on additional partnerships they have developed, including a partnership with the Department of Administration Services with the State of Oregon to work with WOU to create cohorts that will take courses that will help the State fill their hardest-to-fill positions.

## **II. BREAK**

Chair Komp recessed the meeting at 12:00pm for 15 minutes.

Chair Komp gaveled the meeting back to order at 12:15 pm

**LUNCH / SHOWCASE PRESENTATION:** Showcase | Graduating Students Sharing Their Student Experience.

Chair Komp introduced VP of Student Affairs Tina Fuchs who gave a bit of background and mentioned the questions they were asked to be prepared to answer which were:

1. Name
2. Where are you from originally



3. How long you have been at WOU
4. The degree(s) you will be awarded at Commencement
5. Highlight some of the activities you have been involved during your time at WOU (leadership, committees internships, research projects, employment, etc)
6. A brief commentary about your experience at WOU, such as:
  - a. How did the activities you were involved in help you?
  - b. Was there ever a time you were about to quit but stayed in school?
  - c. Is there someone who has made a difference in your life here at WOU and how did they help you?
  - d. Any other highlights that you would be important for the Board to hear
7. What do you plan to do after graduation?

VP Fuchs then introduced our graduating students and allowed them to share their stories.

**Participants:**

- Mariana Contreas – a WOU student since 2019. Mariana is graduating with a double major in psychology and exercise science with a clinical concentration. She wants to be a physical therapist. Mariana is applying to get into a program somewhere in Oregon. She was involved in several clubs, including Vice President of the Multicultural Student Union, a President of the Science Club that was just started on campus this year and worked on a research project on campus involving the experience of undocumented students at Western Oregon University. This research project won an award and recognition on campus. Mariana also studied abroad and currently has an internship in Dallas. Her family's home burned down during the Almena Fires in 2020 in Southern Oregon. She found community here on campus in some student clubs that encouraged and supported her to continue with her education.
- Sarah Valore – Has been a student at WOU for two years, transferred in 2021. Graduating with a Bachelor of Science in Psychology. Served as the nontraditional student coordinator on campus. Served as the student coordinator for the psychology peer advising center. Sarah has been a building resilience and children mentor in the local school district. She thought about quitting often because she is a parent of a special education child requiring additional support. She was supported to graduate by countless people at WOU, including the psychology faculty and staff. Student health and counseling has been a life savior, especially in helping her work with her ADHD. Sarah mentioned that many helpful supports on campus may be underutilized because students are unaware or presented in a way that doesn't connect with them. After graduation, she is applying to different community services. She wants to work as an inclusion and support coach for children with disabilities and their families to help them navigate the process and get what they need to succeed.
- Stefanie Olson – Graduating with a Master of Science in Education content



area in education technology and receiving a certificate in instructional design. Stefanie received her Bachelor's degree at WOU as well. She was teaching as a Head Start teacher in Independence, and during COVID, her center shut down, and she decided to get her master's program. Currently also works with kids in the Salem Keizer school district who take online classes. Stefanie works for Student Engagement as a building manager of the Werner Center. She has worked in numerous positions in the Warner Center since 2015, including as an AV tech, building setup, student custodian, info desk staff, and now a building manager. Stefanie has had numerous staff members who have supported her in student engagement and in the education program. Stefanie created training for her certificate that showed incoming student employees training on equipment and positions. After graduation, Stefanie is starting off with a virtual school program called Excel Schools, starting off as an enrollment coordinator. Helping families work through the enrollment process to enroll them in this virtual school program.

- Moshe Martinez – Started at WOU in 2019 and is graduating with a Bachelor of Science in Computer Science and minoring in Information Systems and Spanish. Moshe works in the Multicultural Student Services and Programs Office (MSSP) as a Multicultural Representatives coordinator and also served at University Computing Solutions as a desk technician for two years and also has worked in several leadership roles on campus, including WOU Crew, Destination Western PA, Campus Ambassador, Upward Bound Tutor, and Resident Assistant. Served as a President of his Fraternity on Campus. The leadership roles gave him much more incentive and energy towards his studies and made him a better student. Moshe felt that the MSSP staff had been a tremendous support as well as the student enrichment program. Student Enrichment program, especially their advisors. After graduation, Moshe will be interning at a nonprofit in Portland called the Contingent, which focuses on supporting people of color. He will be serving as their IT specialist there for the summer.
- Osmar Rodriguez Piza – Osmar came to WOU in 2019. Osmar mentioned that this batch of seniors is the last batch of students to experience Western pre-pandemic. He is graduating with a Bachelor's degree in Social Science. Osmar has worked at Valsez, been a Resident Assistant for multiple years, and is a front desk aide at the Human Resources department. Was the WOU Crew lead and the Student Director of Activities. He is coming back in fall 2024 for a Masters in Organizational Leadership. Osmar is extremely thankful for all his academic advisors who kept him going. Osmar appreciated how his experience at WOU has broadened his experience and perspective and made him much more well-rounded.

Trustee Reis asked the students what is something WOU is doing that they should keep doing. The students shared funding and the importance of the Student Health Center and the services offered there. Another service mentioned was the Center for Professional Pathways,



which, among other things, helps students write resumes and cover letters. Multicultural Student Services and Programs. An expansion of peer advising on campus to connect students to all these wonderful services on campus on day one, not year four. Destination Western is super beneficial for new students on campus.

Trustee Campbell thanked the students for sharing their experiences and appreciated their perspectives. A number of Trustees thanked the students for sharing their stories and giving back to WOU. The board then gave the students a standing ovation for their accomplishments.

Chair Komp recessed the meeting from 12:45 until 1 pm. Chair Komp gaveled us back into session at 1 pm.

Note: Trustee Angela Fasana has joined the Board Meeting Remotely.

### **III. FINANCE & ADMINISTRATION COMMITTEE (FAC)**

#### **1) Committee Chair Report | Trustee Gayle Evans**

Trustee Evans delivered the committee update. The FAC met on May 25th and had a full docket but finished in three hours instead of four. The committee covered a lot of important updates from the Finance and Administration division. Dr. Ana Karaman's report can be found in the docket for review. They spent a lot of time discussing assumptions that developed the budget, which are very conservative. The budget team had about 50 meetings with various constituencies to develop this budget. There was high engagement in the budget committee by members of the campus community, which helped create this budget. Although the campus community saved \$5 million, it has not been easy, but it is setting WOU up for success. Trustee Evans also talked about the impact hyperinflation has had on WOU's capital projects that are currently being worked on, such as the Student Success Center Project and the Steam Pipeline Project.

#### **2) Committee Recommendations for Board Discussion/Action**

##### **a. Approval FY2024 Preliminary Budget:**

Trustee Evans asked Vice President for Finance and Administration, Dr. Ana Karaman, and Camerie Moreno, Director of Budget and Planning lead the presentation of the FY2024 Preliminary Budget. The preliminary budget can be found in the docket for review. Dr. Karaman and Camerie talked about how they collected feedback from the campus community and then walked through the budget presentation.

Trustee Morse asked if enrollment changed by 1%, how does that change the budget? Dr. Karaman answered that for every 1% change in enrollment, there is a \$300,000 difference in the budget. Another important note is that because WOU's enrollment has declined every year for 11 years, every graduating class was larger than the first-year class coming in. This is the first year in over a decade where the first-year class was slightly larger than the graduating class. Trustee Morse asked how conservative the expense side of the budget was. Do you have some wiggle room on the expense side? Dr. Karaman answered that her



team included every expense they knew of. Trustee Castillo and Trustee Ambris both gave kudos to Dr. Karaman and her team for how this budget was presented with such transparency. It makes a huge difference and helps improve the campus community's trust in the administration. Trustee Foster asked a question about how government allocation works. Dr. Karaman answers that roughly 8% of the PUSF (Public University Support Fund). Then, they adjust the support in the fall by looking at the three-year enrollment average. The University Budgeting Advisory Committee did a deep dive on the formula on video that can be reviewed if you want more information.

Trustee Koontz moves to approve the FY 2024 Preliminary Budget as presented in the docket. Seconded by Trustee Mendez-Garcia. No additional discussion. The following trustees voted in support of the motion.

Trustee Jerry Ambris  
Trustee Susan Castillo  
Trustee Danielle Campbell  
Trustee Lupe Diaz  
Trustee Gayle Evans  
Trustee Angela Fasana  
Trustee David Foster  
Trustee Cecelia Koontz  
Trustee Cristian Mendez-Garcia  
Trustee Leah Mitchell  
Trustee Doug Morse  
Trustee Kari Nelsestuen  
Trustee Michael Reis  
Board Chair Betty Komp

Motion passes.

#### **IV. EXECUTIVE, GOVERNANCE & TRUSTEESHIP COMMITTEE (EGTC)**

##### **1) Committee Chair Report | Chair Betty Komp**

Chair Betty Komp delivered the EGTC report. The committee met on May 25th to develop and discuss the President's review and evaluation process. The committee also discussed the proposed dates for the board meetings next year. It was decided to approve the dates except for the fall retreat. The committee also discussed the audit plan, and Secretary Sorce will reach out to the committee for a meeting in July to discuss whether to amend the Internal Audit Plan.

Chair Komp took some time to recognize the two board members at their last board meeting. They recognized Trustee Doug Morse for his almost five years on the Western Oregon University Board of Trustees and Trustee Reis for their year of service on the board. The university is very grateful for their service to the university and the state and wishes them luck



in their future endeavors.

- 2) Committee Recommendations for Board Discussion/Action
  - a. Election of a Vice-Chair

Chair Komp asked Secretary Sorce to share the process to help identify potential vice chairs. Secretary Sorce talked about the process, including a survey for Trustees to nominate a colleague to serve as the Vice-Chair. Three Trustees were identified as potential candidates to serve as vice-chair. After additional processes, the pool was narrowed to one trustee, Trustee Kari Nelsestuen. Trustee Reis moved to confirm Trustee Kari Nelsestuen as the Vice-Chair of the Western Oregon University Board of Trustees. Trustee Evans seconded the motion. Chair Komp decided to do a voice vote, which was unanimous in approval.

## **V. SECOND PUBLIC COMMENT**

There was no one signed up for public comment.

## **VI. ANNOUNCEMENTS/COMMENTS**

Chair Komp reads the announcement for the Executive Session. The Western Oregon University Board of Trustees will meet in executive session to receive a Cybersecurity presentation and to discuss the President's Performance Review. Pursuant to ORS 192.660(2)(n)(D) (to discuss information about review or approval of programs relating to the security of Telecommunication systems, including cellular, wireless, or radio systems) and pursuant to ORS 192.660(2)(f) (to consider information or records that are exempt by law from public inspection). Representatives of institutionalized news media are permitted to attend under ORS 192.660(4) on the condition that matters discussed in the executive session remain undisclosed. Pursuant to ORS 192.660(6), no final action may be, or will be, taken in executive session. Staff members included in the Executive Session are Evan Sorce, LouAnn Vickers, Carson Campbell, Michael Ellis (for cyber security brief only), and Nathan Sauer

- 1) Cyber Security Presentation
- 2) President's Performance Review

There will not be any discussion or action after the executive session, so there will be no need to return to a public meeting.

## **VII. ADJOURNMENT**

Chair Komp adjourned the meeting at 2:30pm

**Western Oregon University Board of Trustees Meeting, November 15, 2023,  
FY2024 Management Report**

**FY2023 Year-End Update:**

**Education & General (E&G) Fund:**

**Revenues:**

Revenues totaled \$69.007M, \$3.138M more than the FY23 Adjusted Budget revenue total of \$65.869M. Net student fees & tuition totaled \$30.898M, \$775K more than the FY23 Adjusted Budget, with the difference primarily due to fee remissions being \$440K under budget. Government resources & allocations totaled \$32.394M, \$428K more than budgeted as the true-up for three-year rolling average came in better than anticipated. Gift grants and contracts totaled \$2.674M, \$1.494M more than budgeted as a result of increased grant indirect. Other revenue totals \$3.042M, \$442K more than the adjusted budget.

**Expenses & Net Transfers:**

Expenses and transfers totaled \$70.164M, \$3.601M under the FY23 Adjusted budget of \$73.765M. Personnel totaled \$55.614M, \$3.879M under budget as a result of campus efforts related to a soft hiring freeze and to delay hiring as well as the difficulty in hiring for some positions, and \$2.05M staff salary savings being held centrally. Services & supplies totaled \$9.462M, \$1.633M under budget due to campus efforts to conserve fund balance by minimizing travel and reducing departmental S&S budgets by 10%. Net transfers totaled \$5.088M, \$1.911M more than budgeted, primarily due to athletic support that was \$823K more than budgeted, and \$660K transferred out for the Student Success Center XI-G match, which was not budgeted for.

**Net Revenues less Expenses:**

Net revenues and expenses totaled a deficit of \$1.156M, which is \$6.739M better than the Adjusted Budget deficit of \$7.896M. This results in a FY23 Ending Fund balance of \$14.025M, 20.32% of revenues.

### **Period 3 YTD Actual to Actual Variance:**

This report provides three months of actual revenue and expense activity (as of September 30, 2023) as compared to the same period in prior fiscal year.

#### **Education & General Fund:**

##### **Revenues:**

Tuition revenues are \$593K more than the prior year due to a combination of tuition increases (3.1% for resident & WUE UG, 0% for nonresident UG and all GR) due to an approximate 1.2% UG enrollment increase in Fall 2023 respective to the same term prior year. The modest enrollment increase also results in slight increases of online course fees (\$97K) and other fees (\$93K). Fee remissions have increased \$36K from the prior year. Altogether, this results in net tuition and fees for Period 3 being \$748K more than the prior year.

Government resources & allocations have increased by \$1.693M from the prior year based on the state's increased funding to the Public University Support Fund (PUSF) for the 2023-25 biennium of \$1B. 49% of PUSF is distributed in year 1 (FY24) and the remaining 51% will be distributed in year 2 (FY25) and allocated among the public universities according to the Student Success and Completion Model (SSCM). The \$13.162M received so far reflects the first quarter distribution of \$12.139M (36% of the total for FY24, but not yet trued up for the rolling three-year average data), as well as \$1.022M of sustainability funds. In FY23, Benefits Navigator funding (\$43K) was included in E&G; in FY24 this will be handled as a grant.

Gift grants and contracts revenue has increased by \$14K from prior year. Other revenues have increased by \$303K from the prior year.

Overall, total revenues are \$27.753M, \$2.758M more than the prior year.

##### **Expenses:**

Personnel expenses are \$81K more than the prior period and reflect variations in faculty/staff from the prior year. T/TT faculty received step increases, NTT faculty received a 1.7% COLA effective September 2023, unclassified staff received a 4% COLA effective July 1, 2023, and classified staff received step increases.

Services and supplies expenses are \$74K less than the prior year.

Overall, total expenses are \$11.619M, \$7K more than the prior year.

##### **Net Revenues less Expenses:**

Net revenues less expenses have increased by \$2.751M compared to prior year.



### Auxiliary Enterprises:

Auxiliary Enterprises is comprised of Athletics, University Housing, Campus Dining, Parking, Bookstore, Student Health & Counseling Center (SHCC), Child Development Center (CDC), Incidental Fee, and other minor operations.

#### Revenues:

Enrollment Fees have increased by \$388K, due to a combination of increased enrollment, increase to the incidental fee (in FY23 the fee was \$372, with a reduced fee of \$200 for students not enrolled on the Monmouth campus; in FY24 this increased to \$415 and \$210, respectively), and increase to the health service fee (in FY23 the fee was \$154 mandatory for Monmouth-campus students only, in FY24 this increased to \$162, with a reduced fee of \$120 for students not enrolled on the Monmouth campus). Health Service Fee revenue is up \$222K and incidental fee revenue is up \$162K from the prior period. Sales and Services are up \$84K from the prior year. Other Revenue decreased by \$184K, primarily in Housing due to decreased internal sales from Destination Western. Altogether, auxiliary revenue totals \$4.045M and has increased \$289K from the prior year.

#### Expenses:

Personnel expenses are \$53K more than the prior year. Service & Supplies are \$910K more than the prior year, primarily in Housing/Dining (\$494K) and Athletics (\$386K). Altogether, auxiliary expense total \$5.796M, an increase of \$963K from the prior year.

#### Net Revenues less Expenses:

Net revenues less expenses total -\$1.751M and have decreased by \$674K compared to prior year.

### Designated Operations, Service Departments, Clearing Funds:

Designated Operations, Service Departments, and Clearing Funds is comprised primarily of Telecommunications and Oregon Council of Presidents. The Clearing Fund is cleared on a quarterly basis.

Revenues are comparable to prior year, up \$8K. Expenses are up \$578K from the prior year (\$280K in Telecommunications), for a net difference from prior year of \$570K.

**FY24 Projected Year-End:**

This report provides year-end projections. With three months of actuals, our projection for the year matches our Proposed FY24 Adjusted Budget.

**SUBCOMMITTEE RECOMMENDATION:**

It is recommended that the Western Oregon University Board of Trustees accept the FY24 Projected Year-End Report and the overall Management Report as of September 30, 2023.

**Western Oregon University**  
**P3 YTD Actual to Actual Variance**

(Unaudited, non-GAAP, for management purposes only)  
(in thousands)

**As of September 30, 2023**  
**For the Fiscal Year Ended June 30, 2024**

	P3 FY23		P3 FY24 Actuals	P3 FY24 % of Budget	Variance		Note
	P3 FY23 Actuals	Realization/ Burn Rate %			Actuals	%	
<b>Education &amp; General Fund</b>							
<b>Revenues</b>							
Tuition	12,174		12,767		593		
Online Course Fees	1,283		1,380		97		
Other Fees	621		715		93		
Less: Fee Remissions	(1,430)		(1,466)		(36)		
Net Student Fees & Tuition	12,648	40.93%	13,395	42.86%	748	1.93%	
Government Resources & Allocations	11,469	35.40%	13,162	37.76%	1,693	2.35%	FY24 includes \$1.022M of Sustainability funds
Gift Grants and Contracts	374	13.99%	389	17.71%	14	3.72%	
Other Revenue	505	16.60%	808	31.07%	303	14.47%	
<b>Total Revenues</b>	<b>24,995</b>	<b>36.22%</b>	<b>27,753</b>	<b>39.14%</b>	<b>2,758</b>	<b>2.92%</b>	
<b>Expenses</b>							
Personnel	8,561	15.39%	8,642	14.93%	(81)	-0.47%	
Service & Supplies	3,052	32.25%	2,977	24.97%	74	-7.28%	
<b>Total Expenses</b>	<b>11,612</b>	<b>17.84%</b>	<b>11,619</b>	<b>16.64%</b>	<b>(7)</b>	<b>-1.20%</b>	
<b>Net Revenues less Expenses</b>	<b>13,383</b>		<b>16,134</b>		<b>2,751</b>		

**Western Oregon University**  
**P3 YTD Actual to Actual Variance**

(Unaudited, non-GAAP, for management purposes only)  
(in thousands)

**As of September 30, 2023**  
**For the Fiscal Year Ended June 30, 2024**

	P3 FY23		P3 FY24 Actuals	P3 FY24 % of Budget	Variance		Note
	P3 FY23 Actuals	Realization/ Burn Rate %			Actuals	%	
<b>Auxiliary Enterprises Funds</b>							
<b>Revenues</b>							
Enrollment Fees	1,858	36.51%	2,247	40.10%	388	3.59%	
Sales and Services	973	8.61%	1,058	8.73%	84	0.13%	
Other Revenue	925	34.60%	741	34.32%	(184)	-0.28%	
<b>Total Revenues</b>	<b>3,757</b>	<b>19.70%</b>	<b>4,045</b>	<b>20.36%</b>	<b>289</b>	<b>0.66%</b>	
<b>Expenses</b>							
Personnel	2,393	22.66%	2,447	22.85%	(53)	0.19%	
Service & Supplies	2,440	19.54%	3,350	26.89%	(910)	7.34%	
<b>Total Expenses</b>	<b>4,833</b>	<b>20.97%</b>	<b>5,796</b>	<b>25.02%</b>	<b>(963)</b>	<b>4.05%</b>	
<b>Net Revenues less Expenses</b>	<b>(1,077)</b>		<b>(1,751)</b>		<b>(674)</b>		
<b>Designated Operations, Service Departments, Clearing Funds</b>							
<b>Revenues</b>							
Enrollment Fees	73	139.30%	112	232.02%	38	92.72%	
Sales and Services	19	13.11%	17	13.43%	(2)	0.32%	
Other Revenue	299	13.83%	270	12.92%	(29)	-0.90%	
<b>Total Revenues</b>	<b>391</b>	<b>16.58%</b>	<b>399</b>	<b>17.60%</b>	<b>8</b>	<b>1.03%</b>	
<b>Expenses</b>							
Personnel	173	19.94%	261	26.64%	(88)	6.71%	
Service & Supplies	264	19.26%	754	58.60%	(490)	39.34%	
<b>Total Expenses</b>	<b>437</b>	<b>19.53%</b>	<b>1,015</b>	<b>44.79%</b>	<b>(578)</b>	<b>25.26%</b>	
<b>Net Revenues less Expenses</b>	<b>(46)</b>		<b>(616)</b>		<b>(570)</b>		

Western Oregon University  
 FY24 Projected Year-End  
 (Unaudited, non-GAAP, for management purposes only)  
 (in thousands)

As of September 30, 2023  
 For the Fiscal Year Ended June 30, 2024

	FY23 Year-End Actuals	FY24 Projected Year-End	FY24 Proposed Adjusted Budget	Variance FY24 Projected Year-End to Budget	Note
<b>Education &amp; General Fund</b>					
Student Fees & Tuition (net of remissions)	30,898	31,255	31,255	-	
Government Resources & Allocations	32,394	34,859	34,859	-	
Gift Grants and Contracts	2,674	2,194	2,194	-	
Other Revenue	3,042	2,600	2,600	-	
<b>Total Revenues</b>	<u>69,007</u>	<u>70,908</u>	<u>70,908</u>	<u>-</u>	
Personnel	55,614	57,896	57,896	-	
Service & Supplies	9,462	11,921	11,921	-	
<b>Total Expenses</b>	<u>65,076</u>	<u>69,818</u>	<u>69,818</u>	<u>-</u>	
Net Transfers	5,088	5,105	5,105	-	
<b>Total Expenses and Transfers</b>	<u>70,164</u>	<u>74,923</u>	<u>74,923</u>	<u>-</u>	
<b>Net Revenues less Expenses</b>	<b>(1,156)</b>	<b>(4,015)</b>	<b>(4,015)</b>	<b>-</b>	
<b>Fund Balance at the Beginning of the Year</b>	15,090	14,025	14,025		
<b>Additions/Deductions to Fund Balance</b>	92	-	-		
<b>Fund Balance at the End of the Year</b>	<u>14,025</u>	<u>10,010</u>	<u>10,010</u>		
<b>Fund Balance as a Percentage of Revenues</b>	20.32%	14.12%	14.12%		

Western Oregon University  
 FY24 Projected Year-End  
 (Unaudited, non-GAAP, for management purposes only)  
 (in thousands)

As of September 30, 2023  
 For the Fiscal Year Ended June 30, 2024

	FY23 Year-End Actuals	FY24 Projected Year-End	FY24 Proposed Adjusted Budget	Variance FY24 Projected Year-End to Budget	Note
<b>Auxiliary Enterprises Funds</b>					
Enrollment Fees	5,090	5,602	5,602	-	
Sales and Services	11,307	12,107	12,107	-	
Other Revenue	2,673	2,160	2,160	-	
<b>Total Revenues</b>	<b>19,070</b>	<b>19,869</b>	<b>19,869</b>	<b>-</b>	
Personnel	10,561	10,705	10,705	-	
Service & Supplies	12,486	12,459	12,459	-	
<b>Total Expenses</b>	<b>23,047</b>	<b>23,164</b>	<b>23,164</b>	<b>-</b>	
Net Transfers	(4,213)	(3,335)	(3,335)	-	
<b>Total Expenses and Transfers</b>	<b>18,834</b>	<b>19,829</b>	<b>19,829</b>	<b>-</b>	
<b>Net Revenues less Expenses</b>	<b>236</b>	<b>40</b>	<b>40</b>	<b>-</b>	
<b>Additions/Deductions to Fund Balance</b>	<b>(1,873)</b>	<b>(1,910)</b>			
<b>Fund Balance at the Beginning of the Year</b>	<b>7,017</b>	<b>5,380</b>			
<b>Fund Balance at the End of the Year</b>	<b>5,380</b>	<b>3,511</b>			
<b>Fund Balance as a Percentage of Revenues</b>	<b>28.21%</b>	<b>17.67%</b>			
<b>Designated Operations, Service Departments, Clearing Funds</b>					
Enrollment Fees	53	48	48	-	
Sales and Services	146	127	127	-	
Other Revenue	2,162	2,092	2,092	-	
<b>Total Revenues</b>	<b>2,360</b>	<b>2,266</b>	<b>2,266</b>	<b>-</b>	
Personnel	870	980	980	-	
Service & Supplies	1,368	1,287	1,287	-	
<b>Total Expenses</b>	<b>2,238</b>	<b>2,266</b>	<b>2,266</b>	<b>-</b>	
Net Transfers	(1)	-	-	-	
<b>Total Expenses and Transfers</b>	<b>2,237</b>	<b>2,266</b>	<b>2,266</b>	<b>-</b>	
<b>Net Revenues less Expenses</b>	<b>123</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Additions/Deductions to Fund Balance</b>	<b>(243)</b>	<b>(234)</b>			
<b>Fund Balance at the Beginning of the Year</b>	<b>2,741</b>	<b>2,621</b>			
<b>Fund Balance at the End of the Year</b>	<b>2,621</b>	<b>2,387</b>			
<b>Fund Balance as a Percentage of Revenues</b>	<b>111.06%</b>	<b>105.32%</b>			

**Western Oregon University**  
**Transfers Schedule - Projected FY24**  
(Unaudited, non-GAAP, for management purposes only)

	E&G		Auxiliary		Des Ops - Serv Dept.	Plant fund	Other	Total
<b>Transfers In E&amp;G</b>							(a)	
<b>Actual</b>							-	-
<b>Upcoming</b>							408,893	408,893
<b>Transfers Out E&amp;G</b>			(b)	(c)		(d)	(a)	
<b>Actual</b>			-	-		-	2,684	2,684
<b>Upcoming</b>			5,000,000	150,000		294,000	67,583	5,511,583
<b>Transfers In AUX</b>	(b)	(c)				(e)	(f)	
<b>Actual</b>	-	-				2,162	2,684	4,846
<b>Upcoming</b>	5,000,000	150,000				-	-	5,150,000
<b>Transfers Out AUX</b>							(f)	
<b>Actual</b>							-	-
<b>Upcoming</b>							1,814,917	1,814,917
<b>Transfers In DO, SD</b>								
<b>Actual</b>								-
<b>Upcoming</b>								-
<b>Transfers Out DO, SD</b>								
<b>Actual</b>								-
<b>Upcoming</b>								-

<b>Type</b>	<b>Description</b>
(a)	Miscellaneous (endowment matches, cost shares, etc.)
(b)	Athletic operations support
(c)	Child Development Center support
(d)	Small-Scale Energy Loan Program debt service
(e)	Auxiliary transfers to/from building/equipment reserves
(f)	Misc. auxiliary transfers, including debt payments for Housing and Recreation Center Building Fee
(g)	Misc. designated operations and service departments transfers