



Board of Trustees Meeting – April 17, 2024

Appendix B

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FROM: Maureen Brakke, Director of Marketing & Communications

TO: Western Oregon University Board of Trustees

RE: April 2024 Board Update: Marketing & Communications

- *Western Oregon University Staff & Faculty selected for NWCCU Fellowship:* [The Northwest Commission on Colleges and Universities Mission Fulfillment and Sustainability Fellowship](#). Staff and faculty were selected to participate in two separate fellowship cohorts over the next 18 months. The fellowship program is designed to introduce faculty, staff, and administrators from NWCCU institutions to regional and national leaders in areas such as equity-mindedness, assessment, accreditation, data analysis, quality assurance, educational innovation, and educational effectiveness.
- *The Jensen Lecture Series returns:* After a five-year hiatus, [The Jensen Lecture Series returned](#). Author, diversity, equity & inclusion consultant, motivational speaker, and veteran Isaac Ford Jr. discussed his life journey and book during his lecture on April 4 titled: **Up from the Bottom: Reflections of Forgiveness and Perseverance**.
- *Senior political science student Wyatt Smith recently [traveled to Florida](#) with USA Track & Field to narrate a championship road race.* USA Track & Field hosts outdoor and indoor championships nationwide and Smith is working with their road racing initiative. Smith records the races with a camera in a gator, while commentating updates, prize pools, and expected winners to the audience. Since his involvement starting his freshman year, he has directed seven national championships in Canada and the U.S.
- *Western Oregon University received a grant to address critical issues for educators.* Western Oregon University's College of Education received a [Grow Your Own grant](#) from the Educator Advancement Council. In collaboration with Salem Keizer Public Schools and Chemeketa Community College, the grant will help address the critical need for recruiting and retaining educators across the career continuum and develop a sustainable residency model for teacher licensure.
- *Public viewing of The College Tour episode on May 8:* Western will host an alumni and community movie night on May 8 on campus to showcase The College Tour episode. A full movie will follow.
- *Digital marketing campaign update:* A comprehensive digital marketing campaign, **We Got You**, was launched in January. Strategic tactics include streaming video ads, targeted social media campaigns, digital ads, SEO optimization, and Google AdWords.
 - Student segments from The College Tour episode are used as video ads on Facebook and Instagram.
 - Webpage visits to the We Got You campaign landing page from February 1 through March 19 was 2,400.
 - Current Western billboards are located on Hwy 34 between Albany and Corvallis, and a new Occupational Therapy Doctorate program billboard went up on March 12 off I-5 and Market Street. Another billboard with the tagline We Got You, went up off along 99W and Sver Road. In the coming months, two other billboards will go up on I-5 and Chemawa and near Grand Ronde off Hwy 18.
- *Social media engagement update:* Western's social media accounts saw upticks in reach and engagements in March. Compared to February, Instagram saw an increased reach of 15%, Facebook experienced an increased content interaction of 25%, LinkedIn increased new followers by 3%, and TikTok content interaction (likes, comments, views, shares) remained strong at around 11,000.

Academic and Student Affairs Committee Report
Jose Coll, Provost and Vice President of Academic Affairs
March 2024

Reimaging WOU Writing Center:

The Research and Writing Center is a new and exciting collaborative support model for students producing academic content across the curriculum and at all levels. The model conjoins the Writing Center and the library's Research and Access Programs; notable campus stakeholders include the Student Success and Advising Office, the First Year Writing Program, faculty in all disciplines, Library Instruction, Graduate Programs, and the Center for Teaching and Learning. The mission of the new Writing Center is to promote the development and success of WOU students as college writers and support faculty who assign writing in their classes. The Writing Center will include a fulltime Director, two professional staff members, and approximately 15 student-writing consultants from across the curriculum. In addition to serving the entire undergraduate and graduate student population, the Writing Center will provide programs that specifically address the writing needs of international students and Spanish-speaking students.

New Direction Center for Teaching & Learning (previously known academic innovation)

The Center for Teaching and Learning (CTL) is an academic support unit reporting to the Dean of Library and Academic Innovation. The Center for Teaching and Learning will provide opportunities and resources for the Western Oregon University community to identify and explore practices that optimize teaching and learning, both online and on-campus. CTL will do this by providing faculty development programming, instructional design consultations, and support for teaching with technology. The unit will include a Center for Teaching and Learning Director, an Instructional Technology Specialist (LMS Support), an Instructional Technology Specialist (Instructional Design), an Instructional Technology Specialist (Faculty Development Support) and two .5 FTE Graduate Assistants.

Study Abroad:

Provost met with the Faculty Senate International Committee to discuss study abroad. Challenges discussed included but were not limited to our existing lack of staff to administer study abroad programs, institutional capacity for ongoing compliance with federal regulations intersecting with study abroad, robust risk assessment, and crisis management.

As Provost, I do have concerns about cost barriers which prohibit many students from participating in these programs. A consequence to our quarter system: federal financial aid regulations dictate disbursements happen at the start of the home institution's term. With most schools on semesters that start earlier than us, students often can't get their financial aid until weeks or more after their SA program has started. This requires students have the ability to front costs and WOU currently does not have scholarships or financial support for study abroad.

The discussion also allowed us to discuss of how to support students who wish to participate as well as a discussion of what is needed for accountability, sustainability, and compliance. One existing viable option for students is the National Student Exchange while WOU explores institutional partnerships with PSU and OSU to support students who wish to take advantage of study abroad.

Academic and Student Affairs Committee (ASAC) Report - March 2024

Tina M. Fuchs, Vice President for Student Affairs

Belongingness is an important part of the student experience and relates directly to the yield of our admitted students and their retention and persistence to graduation. Student Affairs has embraced the phrase “where you belong” as a guiding principle in the work that we do. What follows are updates to work happening in many of the areas in Student Affairs, with undertones supporting a sense of belonging, not only for students, but for our staff within the division as well.

Admissions

Admissions continues to work on strategic initiatives around recruitment. While focusing on in-state recruitment as our primary target, Admissions is also creating strategy for out-of-state recruitment and communication outreach. This includes a level of engagement with [WUE affiliated states](#) and Texas. The Director and Multicultural Counselor are visiting Texas March 18-19 to meet with Community Based Organizations (CBOs) and sign partnerships focused on college access. They include: [Academic Success Program](#) (Dallas, TX) and [IDEA Public Schools](#) (TX, LA, FL, OH)

Admissions is also working with Marketing and Communications on a Communications Campaign, which is in its final edits (may be finalized by the time the ASAC meets). This campaign includes a minimum of ten messages sent to all students engaging with WOU:

- Students who submit WOU's inquiry form
- Students who engage with WOU thru on-campus or off-campus events
- Student names purchased via search vendors (i.e., EAB, College Board, etc.)

These communications will automatically flow via Slate CRM once students have “raised their hand” (shown interest) or are imported into the system.

The work with The Parish Group (project based, training, and best practice thought partner) to guide the work Admissions is doing with Slate. This current phase of work with Parish includes expanding from some projects (i.e. report and query creation) to teach admissions and other offices best practices on how to use and work within the Slate Technolutions tools.

The Enrollment Deposit work continues. Some obstacles were encountered around the payment processing of student deposits. A small team of folks are looking at a workaround solution using V# + Elavon (USBank's online payment system) + the Slate portal. Due to these challenges, the deposit will not be introduced until Fall 2024

Admissions has worked on a virtual tour of campus buildings and spaces partnering with the Educational Advisory Board (EAB) subsidiary, YouVisit. Set to launch early spring term.

Fall 2024 Application Data

As of March 11, first time Freshmen applications are up for Fall 2024 from this time last year by 3.4%. Transfer applications are down 16.5%. Overall, applications are up 1.7% over this time last year (not including graduate student applications)

Financial Aid

Please refer to the email from Evan Sorce, Board Secretary, sent to the Board of Trustees on February 22. Kella Helyer, Director of Financial Aid, will be giving an update on the status of Financial Aid to the Academic and Student Affairs Committee at the March 21 committee meeting.

New Student & Family Programs (NSFP)

The NSFP team is gearing up for orientation and that includes all steps in the PACK Welcome process (Prepare, Advise, Connect, and Know). NSFP launched the Prepare step, which includes the following:

- A series of monthly emails with tasks students can be done to ease their onboarding process and get them connected to services early
- Staggered communications so that early admits get more information earlier so they receive more connection points, and as students are admitted they are entered into the communication pipeline
- An additional simultaneous communication called “Get to Know WOU” where students get monthly emails that recap campus events and introduce them to services without any action items. This is in line with best practices to engage with students more casually to encourage them to see WOU as a place where they belong.

University Housing

Occupancy in student housing is up 6.6% over last year at this time. In February, Housing completed their renewal process for current residents who wish to live on campus for the next academic year (24-25). They had record breaking numbers of current residents wishing to renew their contract for next year. More than half of all on campus students renewed which is up 15% from this time last year. On the flip-side, new housing reservations are currently down 15% from this time last year.

Abby’s House, Center for Equity & Gender Justice

Per the last report to ASAC, Abby’s House has been pursuing grant opportunities to supplement their funding and provide additional resources to students. To that end, Abby’s House submitted an application for a \$50,000 grant through [Spirit Mountain Community Fund](#). This grant will assist with some salary of our confidential advocate (the grant that currently funds the salary which will end in September), as well as funding direct needs for students (assisting with emergency needs for survivors of interpersonal violence, as well as students who are struggling with basic needs insecurities).

Data Points: As of March 8, the Food Pantry/Stitch closet served 676 households in a variety of ways including providing 7,505 lbs of food during Winter term. They have entered into a contract with [Pantrysoft](#) to better track people served, while also providing a higher level of

confidentiality. They also supported 62 students for basic needs/insecurities, and 12 students for confidential advocacy.

Programming and Partnerships: Abby's House launched their first sexual assault survivor support group Winter term, and it's been very successful so far. Spring term they plan to have a support group around dating violence and unhealthy relationships. Additionally, Abby's House is developing a relationship with Polk County Resource Center to assist with students' basic needs.

Child Development Center

The Child Development Center is a highly used resource on campus. They continue to maintain full enrollment with a waitlist of families who are eager to use the resource if openings occur. To promote the Center and celebrate the work they do, they hosted a very successful Family Fun Night on February 8, 2024 with over 100 guests attending. Adding special value to the event, the staff handed out over 300 stuffed animals which were generously donated by WOU students, faculty, and staff.

Student Conduct

Per last meeting's report, the office of Student Conduct was in the final phases of updating the Code of Student Responsibility. Next step is an official Comment period through May 1, 2024. Moreover, the Code is being reviewed and will be translated into Spanish

Student Engagement

One of Student Engagement's goals is to help students see that the Werner University Center is a space where they belong. To support this goal, Student Engagement has been encouraging student groups to do more programming both in person and virtually. Groups such as the Stonewall Center, Student Activities Board, our Fraternities and Sororities, and Student Engagement staff have hosted numerous programs and activities this term to promote student life on campus. Activities have ranged from movie nights, game nights, a cookie event, Portland Trailblazer excursion, collaboration with Campus Recreation on a water polo event, Prep Week activities, and more.

Student Health and Counseling Center (SHCC)

The Student Health and Counseling Center continues to be a highly utilized resource on campus. In addition to medical and individual counseling sessions, Student Health and Counseling is launching a support group called "New Connections" which allows participants to gain skills to decrease loneliness, sadness, and negative thoughts after losing connections with family, friends and partners. The 7 week long support group begins in April.

Veterans Resource Center (VRC)

Student Veteran Enrollment is the same as last year's Winter term enrollment. 124 students are utilizing a Veterans Administration (VA) benefit of some kind. However, it does not include National Guardsman or Reservists using Financial Tuition Assistance ([FTA](#)) or Oregon National Guard State Tuition Assistance ([ONGSTA](#)) without a VA benefit.

The Veterans Resource Center has been hosting **Warrior Wellness**, a recurring Yoga & meditation program open to all WOU community & Alumni. This program is offered weekly this term from week six through finals week, 58 attendees so far. The VRC collaborated with Campus Recreation to hire a student Yoga instructor for multiple weeks. See [@wou_veterans on IG](#) for pictures!

The new [Strengths-Based Grading](#) system recently adopted at WOU has implications for Veteran students who receive the G.I. Bill Benefit. Admissions, Financial Aid, Office of The Registrar, Business Office, and the Veterans Resource Center met to ground leaders on these impacts to best communicate with students on potential impacts. Some of those impacts include:

- Students receiving a housing allowance (MHA) will receive a letter of debt from the VA if they receive an NC grade in a class which then drops their effective time below full-time (prorated, [see WOU's VA page here](#))
- Students using various chapters, especially our most common user CH33, will incur a debt to the school as the school pays back the VA for a letter of debt for **any** NC class outcome
- There are limited resources available to mitigate these debts internally. A key external resource is the ODVA Vocational Bridge Grant, a student can apply for this max \$ 5,000-lifetime award for educational debt. ODVA would pay the school directly, this does not refund MHA's financial losses.

VRC Director Logan Doerfler will be working closely with Veteran Students in collaboration with the Registrar and Financial Aid to educate Veteran students and assist them if they drop below full-time as a result of an NC grade.

Wolfstore

The Wolfstore continues to make changes and updates to the store layout and selection of their retail items. Most notably, and aligning with the theme of Belongingness, the Wolfstore designed their 2024 Pride themed shirts with the caption, "Where You Belong." While Pride month is a few months away, it was important for the Wolfstore to have the shirt available in time for the Gay Student Alliance (GSA) day, which was hosted on campus on March 8.



Vice President for Student Affairs

Student Affairs has been working on several initiatives including parts of the [ASAC Work Plan](#) for 2023-24. Areas of focus include:

Academic Organization

The Vice President serves as one of the co-chairs, along with the interim Dean of Graduate Studies and Research, to the Enrollment Strategies Team. The team recently completed the Strategic Enrollment Management Plan (SEMP) and the co-chairs are currently guiding

workgroups to develop outcomes alignment to the plan that will be assessed over time. The SEMP aligns with WOU's recent Strategic Plan.

Student Co-Curricular Strategies

Destination Western (DW) has been a model of retention, particularly for our underrepresented, first generation, and low income students. State funding helped build the robust program and allowed us to establish a New Student and Family Programs (NSFP) office. The legislature pulled back on funding after year two of the program, but WOU saw the value in the DW and in the work of NSFP around orientation and onboarding of our new students. The Director of NSFP, Megan Habermann, submitted a proposal to the President to continue the support of the programs in NSFP and that proposal was approved for the FY25 year. The funding will support DW, PACK events for both first year and transfer students, Winter and Spring term orientations, and Family Weekend.

Policies Governing Student Conduct and Student Organizations

As noted in the Student Conduct report above, the Code of Student Responsibility has been updated and is in its final draft form. It is in the official comment period (through May 1) and then will be published. The Student Conduct office will also have the document translated into Spanish.



FROM: Ricardo Lujan Valerio, Director of Government Relations

TO: Western Oregon University
Board of Trustees

RE: April Board Update – Government Relations

To the Board of Trustees:

This memorandum provides an overview of the 2024 Legislative Session outcomes, detailing key developments that affect Western Oregon University (WOU) and our priorities. The session, marked by significant legislative activity, saw mixed results for Oregon's public universities, with notable implications for our future advocacy and strategic initiatives.

2024 Legislative Session Overview

The 2024 Legislative Session, beginning on February 5th and concluding on March 7th—three days before the constitutional deadline—was a whirlwind of policymaking and bipartisan effort. This session was the seventh "short session" since its introduction in 2010, traditionally aimed at budget amendments and technical fixes. However, it defied expectations by addressing a wide array of policy issues, including major reforms and investments in housing and behavioral health.

The recent legislative session saw significant appropriations in sports-related expenditures, totaling at least \$43.5 million. This included funding for minor league baseball teams' new stadiums, Oregon State University athletic scholarships, a new soccer facility in Eugene, and improvements for Salem youth baseball and softball at Willamette University. These investments are part of a broader effort to support cultural and entertainment organizations post-pandemic, aiming to spur economic growth and enhance community hubs.

The Oregon Speaker of the House signed one of the budgetary omnibus bills after both cameral passages and the Oregon Ways and Means committee released amendments to the other five budget omnibus bills. Below is the list of all of those proposals:

1. HB 5201 - Lottery Bond Reconciliation Omnibus
2. HB 5202 - Capital Construction Reconciliation Omnibus
3. HB 5203 - Appropriation and Expenditure Adjustment Omnibus
4. HB 5204 - Measure 110 Funding Adjustments Omnibus
5. SB 5701 - Short Session Allocation Omnibus (Christmas Tree Bill)
6. SB 5702 - Agency Fees Adjustment Omnibus

While all six policies are important to the overall budgetary calculus of the legislature, there are a few proposals that are directly related to higher education.

HB 5201, the Lottery Bond Reconciliation Omnibus, includes technical amendments to the capital construction allocation during the 2023 long session to projects for Portland State. Most notably, the bill amends the 2023 allocations to include \$6.1M for Southern Oregon University's

Central Hall renovations. Capital construction requests from Western Oregon University and Eastern Oregon University were not prioritized in this session's reconciliation package.

Additionally, there were no adjustments for Oregon State University's Cascade campus.

HB 5202, the Capital Construction Reconciliation Omnibus, readjusts moneys allocated to the Higher Education Coordinating Commission for purposes of state bonds issued. This increase was in the tune of \$6M.

HB 5204, the Measure 110 Funding Adjustments Omnibus, allocates a total of \$4M for the TRU+ consortium for the purpose of behavioral health academic offerings and scholarship/ student support. Western Oregon University's portion is \$666,667. These funds have been voted by both chambers and are slated for the Governor's signature. These funds are to be distributed as soon as possible to institutions by the HECC and expenditures must take place before the end of the 2023-25 biennium.

SB 5701, the Christmas Tree bill, captures additional investments to higher education. There is a \$2.5M allocated for Oregon's Cybersecurity Center of Excellence and an additional \$2.15M for Cybersecurity Workforce Development. Western Oregon University does not directly benefit from these funds but there are potential opportunities to integrate our cybersecurity programming to this funding. Lastly, an additional \$250K was allocated for a Cybersecurity Grant Program.

- Portland State University's Center for Women's Leadership received \$500K.
- University of Oregon Just Futures Institute received \$1M.
- Oregon State University Veterinary Diagnostic Laboratory received \$1.9M.
- Semiconductor initiatives:
 - UO: \$2M
 - PSU: \$1.9M
 - OSU: \$2M
 - OIT: \$671K
- University of Oregon Labor Education and Research Center received \$100K
- Oregon State University received \$10M for student scholarship - this item relates to the PAC 12 impact.

University Shared Agenda: Outcomes and Implications

- **Supporting Students on Campus:** Our efforts to secure continued funding for the Strong Start 2.0 and Student Basic Needs programs faced challenges. Despite robust advocacy, the session did not allocate funding for these initiatives, underscoring the need for sustained engagement and strategic advocacy in these areas.
- **Preparing Students for Oregon's Workforce:** We saw partial success in advocating for investments in the state's behavioral health workforce and strategic investments in

semiconductor talent and workforce. These achievements align with our mission to address critical workforce needs and offer opportunities for future collaboration and focus.

Key Legislation Impacting WOU

- **SB 1592-A (Behavioral Health Workforce Investments):** While SB 1592 did not advance as a standalone bill, a \$4 million allocation for behavioral health initiatives at Oregon's public universities was included in an omnibus bill. This funding will enhance our efforts to expand and diversify the state's behavioral health workforce.

Summary of Funding Allocations for WOU

- **Behavioral Health Workforce:** WOU has been allocated \$666,667 to support the expansion of licensed mental and behavioral health workers. This investment acknowledges our role in addressing Oregon's behavioral health crisis.

Looking Ahead

The outcomes of the 2024 Legislative Session present both challenges and opportunities for WOU. As we navigate the implications of these legislative developments, our focus will remain on advancing our priorities, including enhancing student support services and contributing to Oregon's workforce development. We will continue to engage with legislators, stakeholders, and our community to advocate for policies and investments that align with our mission and the needs of our students.

There are a few notable items that were missed opportunities for the legislative session. The most outstanding item is the capital construction request for Rice Auditorium and Smith Hall. These items, however, will be included in our HECC CapCon request for the long session and will be priority items for advocacy during that time. Secondly, Willamette University received \$3M from the legislature on turf renewal for youth sports in Salem. This is the biggest surprise given the message we received pre-session and during the session by Ways and Means leadership. This will be a ripe point for our soccer field needs given the hazardous conditions we currently face.

The Oregon Student Association Basic Needs and Open Education Resources proposal also failed at the 11th hour. Similarly to Strong Start, there is not significant will by the legislature to capture higher education needs during the short session. This is a concerning element that needs to be addressed during the interim.

The TRU+ sustainability funds were not allocated during this session. The allocation may proceed during the Emergency Board gathering in May. The Oregon Opportunity Grant may face some shortfalls and adjustments that may adversely impact student enrollment in the upcoming academic year. There is a probability that the HECC will seek additional funding during the May Emergency Board meeting should those adverse impacts come to fruition.



Department of Athletics Board of Trustees report- April 2024

Winter Sport Update

Men's Indoor Track & Field- 2nd at GNAC Championship

Women's Indoor Track & Field- 4th at GNAC Championship

Men's Basketball- 3 GNAC All Conference awardees (5-21)

Women's Basketball- 1 GNAC All Conference honoree (10-13)

Athletics Academic Information- Winter term 2024

Department GPA 3.3 (173 HR-academic honor roll- 3.5+ term GPA)

Volleyball 3.63 (14 HR)

Women's Cross Country/Track & Field 3.58 (28 HR)

Women's Soccer 3.57 (21 HR)

Softball 3.5 (15 HR)

Men's Soccer 3.36 (18 HR)

Women's Basketball 3.25 (8 HR)

Baseball 3.21 (17 HR)

Men's Cross Country/Track & Field 3.18 (20 HR)

Men's Basketball 2.99 (4 HR)

Football 2.78 (28 HR)

Spring Update

Baseball, Softball and Men's and Women's Outdoor Track & Field are midway through the spring season. Wolves' baseball is currently sitting in second while softball is in 3rd in the GNAC standings with 4 weeks to go in the regular season. Track & Field, coming off a strong indoor season, looks to continue placing student athletes on WOU's All-time top 10 list and securing NCAA championship qualifying marks. Men's and Women's Soccer, and Volleyball are currently participating in their non-championship season, which allows for 4 dates of outside competition. Football will hold it's annual inter squad spring game on May 11 at 1pm.

The 38th Annual Wolves Athletics Auction will take place on June 1. Registration is now available on the Foundation and Athletic department websites.

Athletics Budget

Athletics spending is tracking slightly above last year as we continue to experience increased costs for travel, equipment, and uniforms. The transition from Adidas to Nike/BSN will increase our apparel costs over the initial two years but will even out once we have completed the process. Athletics self-generated funding is trending higher than last year at this time.

Board of Trustees

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Campus Recreation Board of Trustees report- April 2024

Health and Wellness Center

- Ending the winter 24 term the Health and Wellness Center has seen 53.4% unique student usage (1735 students). Currently, the facility has seen 42,069 visits from students, which is still higher than last year at this time.

Memberships

- We had 84 Faculty and Staff Memberships, including partners and dependents, in February. In February 2023, one year ago, we had 20 Faculty and Staff memberships, including partners and dependents.
- During the winter term, we had 66 Community Memberships for access from January - March. In total, we made \$3,464 in revenue from those membership sales.

Marketing

- Provided space or equipment for 14 internal rentals this term (Housing, SMILE, Discover Leadership, Nursing, SAB, MCR, Heritage RA's, Aspiring Teachers, Family Housing)
- Campus Recreation's YouTube Tour Video was featured in Athletic Business in late March.
- We continue to trend upward for followers and engagement on Instagram and YouTube as we put more time into keeping it updated.
- Bringing back our Outreach specialist to help connect with groups on campus for the spring term.

Aquatics

- The total open-hour average usage rate is 6.8 users in the water at any given time.
- This is 40.8 average swimmers a week and 448.8 swimmers/participations this term. This does not include swimming lessons; these are only open lap times (noon and evening) and swim club numbers.
- Our max count was 24 swimmers outside of any programs our low counts are zero. We see more consistent numbers across the board with way less downtime for lifeguards.
- Swim lessons look good with 36.5 average swimmers/participations per day or 182.5 swimmers/participations per week or 1,460 per term.
- Essentially, we are serving 223.3 swimmers a week including swim lessons, swim club, and open lap swim times.

Club Sports

- For the first time, WOU hosted a Collegiate Club Volleyball tournament. Our Women's Club Volleyball officers did an excellent job coordinating all aspects of the tournament. The WOU Women's team finished in 2nd place.
- Climbing Club is well into the organization and planning process of hosting WOU's first-ever collegiate climbing competition.
- Club Sports in general continue to be tremendously popular as this year has already set participation records and rosters continue to grow.

Fitness

- The average total class attendance for room 201 was 7.5. This is a big improvement. Total participation was 248 in room HWC 201.
- Spin- 14.6 average users our most popular class (we also just lost Hannah our instructor as she is now a GA for Athletics)
- Yoga- 8.5 average users and Pilates- 4.3 average users
- The average total class attendance for room HWC 253 was 2.4. This was the first term we offered these group strength classes in this way and will limit from 4 to 2 classes to limit supply to upswing demand. We will only have Shy and Emily teaching these classes.

Board of Trustees

- Strength Classes- 2.4, improvements will be redeveloping marketing strategies to better introduce our users to the style class.

Campus Recreation 2- Challenges

Budgeting process

- The student IFC Budgeting process could be used with several new ideas to overhaul since it has not been able to set all 9 student members for well over four years.
- Developing a Finance for Non-Finance Manager (LAS – Business) in the fall term with a tuition waiver for the 9 IFC members selected for the 2-credit hour class to educate them. Continue the course Finance Application – Higher Education (regular classroom hours) 2-credit hour class with tuition waiver for the 9 IFC members to apply their fall term knowledge to best serve the students while developing financial skills.
- Moving all Utilities for both Campus Recreation (Health and Wellness Center) and Student Engagement (Werner University Center) to a separate account much like “Access” is arranged in that the amount is covered by the IFC decision but it ultimately is paid through the reserves account if overage to not directly affect the services of both above budgets.
- Remove General Administrative Overhead or eliminate employee hourly charges for work done on campus. If the GAO is supposed to provide funding for shared services, it seems not all areas adhere to not charging for those services.
- There should be an opportunity for all the Area Heads and the Budgeting Office to discuss the budgets before being provided to the IFC in mid-fall, so there can be checks/balances on the changes and future financial projections.
- All professional labor should be moved to the General Fund which would provide for those staff to have equal opportunity to maintain their positions without penalizing the service their departments provide.
- The basic sentiment from our students is, “The process is confusing”.

Health and Wellness Center

- Recently learned we must make revenue deposits every single day to the business office. Processing the reconciliation daily and having to get change more frequently, likely multiple times a week, will take extra time and time that could be spent on more student-focused endeavors. We have researched the OAR and understand the requirements.
- Having to switch scheduling systems come summer term. UCS guidance and decision making for the new scheduling system feel last-minute and not clear. With less than a month before the expiration they have still not decided what software they will choose. We can separate from the group and keep W2W for another 3 months but will have to decide come summer about new scheduling software.
- Along with that, a lot of changes will likely be happening soon with the possible switch to DSE Rec software. While this is great and will hopefully get us on track for credit cards and less access issues, it will mean switching over all our training materials and re-teaching our whole staff how to use the new system, which we did just 1 year ago when we migrated to the updated RecTrac.

Parking

- The Health and Wellness Center (HWC) serves the community, and they cannot park in the parking lot next to the building. We have our users park on Jackson Ave or pay in the metered spots. We have been told for three years that there will be pay stations in Lot R. We have communicated to our users that pay stations are coming to make access to the HWC easier. The installation date was previously stated at the beginning of the spring 2024 term. No work has been done. It seems unfair that the Welcome Center has community parking spaces and the HWC has been asking for that possibility since we opened the facility.



General Council Report for April 2024 Board of Trustee Meeting

Policies:

Worked with Evan and Maureen to move Inclement Weather Policy. Working with Desiree and Evan to move Remote Work Policy forward. Working with Desiree on Conditions of Employment. Working with outside counsel on Procurement policy (which will be handed to Evan next week). Working independently on Harassment policy and Signatory Authority document (somewhat related to aforementioned procurement policy).

Open Records:

Hired OR Manager. Identified potential liaisons for departments. Developing a WOU specific training.

Privacy:

Identifying key issues with Michael Ellis.

Title IX:

Working with Dominique on Equity Assessment specific goals. Resolved legal issues related to Mental Health/Wellness Center.



Western Oregon University Board of Trustees – April 4, 2024

Desiree Noah, Executive Director of Human Resources

The Human Resources and Payroll Office at Western Oregon University continues to demonstrate unwavering dedication to supporting the university's mission and enriching the employee experience. This report summarizes pivotal highlights, initiatives, and pertinent data concerning HR and Payroll operations.

SEIU Ratification of Tentative Agreement: After months of negotiations, SEIU and the Oregon Public Universities reached an agreement that became effective on April 1, 2024. Key provisions of the agreement include:

- All salary rates will increase by six and one-half percent (6.50%) and a one-time payment of one thousand and five hundred (\$1,500.00) dollars paid as wages to all SEIU employees, pro-rated by FTE, with their April 2024 pay.
 - November 1, 2024 – 2.00% salary increase.
 - June 1, 2025 – 3.5% salary increase.
 - November 1, 2025 – 3.00% salary increase
- Special Duty Pay (Article 20, Section 2(G): Employees assigned to conduct Sexual Assault Nurse Examiner (SANE) examinations will receive additional compensation, with specific rates outlined for various classifications. Medical Aides trained to assist in SANE examinations will also receive supplementary pay.
- Utilization of Sick Leave with Pay, Article 36, Section 2(A): The agreement expands the permissible use of sick leave to include mental illness and extends coverage to individuals closely associated with the employee by blood or affinity, in accordance with Oregon's sick leave law.
- Holidays (Article 38, Section 1): Veteran's Day is now a recognized holiday. The language that Christmas Eve is to be taken where a university did not offer Veterans' Day as a recognized holiday was removed.
- Leave of Absence without Pay (Article 40, Section 1): An employee is deemed to have resigned from their position after four (4) consecutive work days of either an absence without authorized leave or a no-call/no-show designation. The change is in the number of consecutive work days and in adding no-call/no-show.
- Expansion of Special Day(s), Article 38, Section 2: Effective July 1, 2024, employees gain the flexibility to utilize eight (8) hours of paid leave, termed "special day", between July 1 and June 30 of the following year. Any unused hours will be forfeited and not compensable upon separation from the university.

WOUFF Bargaining: Our bargaining teams have embraced a transformative approach through Interest Based Bargaining (IBB), prioritizing shared interests, open communication, and collaborative problem-solving over adversarial tactics. This shift has not only fostered stronger relationships but also paved the way for more constructive negotiations. As we progress, bargaining will continue through Summer into Fall 2024, ensuring thorough consideration of all stakeholders' needs and concerns.

Policy Work: Through collaborative efforts with key stakeholders such as the General Counsel's Office, MarCom, DEI, and the Special Assistant to the President, we have undertaken a comprehensive review and redevelopment of campus policies. These policies, including but not limited to Inclement Weather and Remote Work, are currently undergoing thorough examination within the shared governance process reflecting our commitment to transparency and inclusivity in policy development.

Equity Assessment: Internal working groups within HR are laying the groundwork for enhancing onboarding, search processes, and performance management tools, with plans to expand to larger campus committees by summer.

General Updates: HR has been actively collaborating with our consultant Anna Lee from HR Answers, Inc. In the initial stages of the project, we have focused on gathering and analyzing job descriptions. As part of this process, we have initiated the development of a Job Description Resource Guide, updated our Job Description template, and began outlining a compensation philosophy. Our philosophy emphasizes the value we place on the talent, diversity, and dedication of our staff, aiming to retain employees by fostering a culture of belonging and providing a rewarding workplace environment through competitive base compensation, a comprehensive benefits package, and a culture that promotes inclusivity and belonging.



HR Payroll Banner Rebuild: With Julie McMurry (HRIS Analyst) taking the lead, HR in collaboration with the Business Office and University Computing Solutions, looked at how we can better leverage our systems for improved processes.

Recent HR Hires:

1. Crystal Ayres, Payroll Compliance Analyst

Effective Date: 03/27/2024

Crystal Ayres joins our team at a crucial juncture as we navigate the disbandment of the University Shared Services Enterprise (USSE), slated to take effect on June 30, 2024. Crystal's expertise will be instrumental as we ensure seamless transition and continuity in payroll operations. With the impending changes, the significance of maintaining accurate and timely payroll tax and benefit payment and reporting cannot be overstated, and Crystal's proficiency will play a pivotal role in safeguarding the university's financial interests.

2. Emily Daberkow, Payroll Manager

Effective 02/26/2024

Following an exhaustive search process spanning nearly a year, we are thrilled to welcome Emily Daberkow to our team as the new Payroll Manager. Emily brings a wealth of experience and leadership to her role, and her appointment marks a significant step forward in strengthening our payroll operations. Her expertise will be invaluable as we streamline processes, enhance efficiency, and ensure compliance with evolving regulations.

3. Emily Herb, Deaf/DeafBlind/HoH Coordinator for Faculty & Staff

Effective 03/01/2024

Following a recent search, we are pleased to announce the appointment of Emily Herb as our new Deaf/DeafBlind/HoH Coordinator for faculty and staff, following her tenure as a Lead Interpreter for WOU since September 2019. Emily's dedication to accessibility and inclusivity, paired with her expertise in serving individuals with hearing impairments, positions her as a valuable asset to our team. Her role is pivotal in ensuring equitable access to resources and support for our diverse community, further advancing our commitment to inclusivity and diversity across campus.

Universitywide Staffing & Recruitment

February 1, 2024 – March 31, 2024	Total including Internal	Unclassified	Classified	Faculty
All Positions for Timeframe	44	28	12	4
Filled	16	8	7	1
Active	28	20	6	2

*Previous active numbers: 32 (Total Positions) | 11 (Unclassified) | 17 (Classified) | 4 (Faculty)

February 1, 2024 – March 31, 2024	Average # of Days to Fill	Unclassified	Classified	Faculty
Average number of business days from "position posted" to "position filled"	34*	36.63	24.83	NA

*Average for Education, mean vacancy duration in working days (average time to hire) is 29.3. This number increased from last time from 27.88 to 34 days to fill. [Previous numbers: 27.88 (days to fill average) | 18 (unclassified) | 30.75 (classified)]. Classified improved whereas unclassified increased the number of days to hire.

New Hires: We welcomed 10 new employees to the university since our last BOT meeting.

Departures: There were 7 resignations, primarily due to reduced commute, salary, job advancement, and pursuing new opportunities. Plus one termination for trial service.



Open Positions:

Currently 28 open positions at time of report, including key roles in Financial Aid, UCS, Library and Academic Innovation, Housing, TRI (the Research Institute), Business Office, Student Success & Advising, Campus Dining, DEI & MSSP (Multicultural Student Services).

Total Employees:

Employee Count as of 03/31/2024	
Employee Type	Count
Full-Time Classified	153
Full-Time Non-Tenure Track Faculty	92
Full-Time Tenure Track Faculty	139
Full-Time Unclassified	265
Part-Time Classified	5
Part-Time Non-Tenure Track Faculty	87
Part-Time Unclassified	4
Total Headcount	745
Total FTE	697

Employee breakdown by Gender



Conclusion: The Human Resources and Payroll Department remains dedicated to supporting the university's strategic goals by attracting, retaining, and developing a diverse and talented workforce. Through ongoing initiatives and data-driven approaches, we aim to enhance employee satisfaction, foster a culture of inclusivity, and drive university success.

Diversity, Equity and Inclusion Report
April 5, 2024

Dominique Vargas, Executive Director of Diversity, Equity and Inclusion

The Office

The office hired a Title IX Coordinator. Sara Glascock started on February 22, 2024.

The office is recruiting to hire two positions: Assistant Director for Hispanic Serving Institution Initiatives and an Executive Assistant/Coordinator for the office.

Assistant Director Candidates visited the university on April 1 and April 2, 2024. Assistant Director expected to start before the end of April 2024.

Equity Assessment

Western Oregon University continues to engage with Jordan Shelby West, PhD in our university-wide equity assessment.

The Equity Assessment Action Plan was reviewed at the February 2024 Board of Trustees meeting with approval to continue to move forward. Following the Board meeting, Dominique Vargas had one-to-one meetings with all Action Plan Accountability Leaders to discuss initiatives, set expectations regarding updates, and answer initial questions regarding next steps. Accountability leaders provided an update to Vargas by April 5 ahead of the April Board meeting and will provide the next update by May 20 ahead of the June Board meeting. Following the June meeting further scheduling of updates will be determined based on steps taken and decisions made this Spring term. Accountability leaders will provide updates to Vargas ahead of each meeting to be included in the office of Diversity, Equity, and Inclusion updates ahead of each Board meeting.

Included with this report is the updated Equity Assessment Action Plan with accountability leader updates in the April 3rd column.

Phase IV of the Equity Assessment continues. The Climate Survey Committee has met twice to discuss the development, implementation, and analysis of the climate survey. The survey is tentatively set to launch in October 2024, following the start of the Fall 2024 term. The next meeting will be April 18, 2024.

Cultural Competence Based Professional Development

House Bill 2468, cultural competence compliance opportunities are being planned for the Spring 2024 term. These opportunities will continue within the 2023-2024 theme of accessibility.

The first opportunity will be the Orbis Cascade Alliance and Northwest Academic Computing Consortium webinar: Accessible Technology: How a Screen-Reader Works with STEM Content and More on April 16, 11am Pacific—via Zoom (and recorded for future viewing).

The office of Diversity, Equity, and Inclusion is partnering with the Office of Disability Services and Human Resources to present an opportunity in week seven of the Spring term to discuss best practices when

working with the Office of Disability Services as well as employee requests for accommodations and the updated procedures for American Sign Language Interpreting and captioning services requests.

A third opportunity is under consideration for spring term as well in partnership with the Office of Disability Services.

Hispanic Serving Institution (HSI) Designation

University data continues to estimate that Western currently has at least 25% of undergraduate students who identify as Hispanic/Latino/a/e. This information is expected to be confirmed with the submission of data to IPEDs in April. To become a Hispanic Serving Institution 25% of Western's undergraduate students must identify as Hispanic/Latino/a/e and we must maintain that minimum percentage for at least three years prior to receiving the designation. Once we reach this goal, then we must continue to meet the minimum percentage to maintain the designation. The priority for Western continues to be truly serving our students.

This winter term the HSI Advisory Committee co-chair Anna Hernandez-Hunter led an effort for students who had selected no when entering their demographic race and ethnicity data to select from the available options. This list included almost 80 individuals with more than 20 completing the form to make a selection. Vice President of Student Affairs, Tina Fuchs, assisted this effort by personally emailing the students on the list.

The Advisory Committee will seek new membership following the April 26 HSI Summit as a couple of committee members have moved on from Western Oregon University and the hiring of an Assistant Director for Hispanic Serving Institution Initiatives. The new Assistant Director will lead this committee once they begin their work.

The third annual [HSI Summit](#) is scheduled for Friday, April 26, 2024. In response to feedback following the previous Summit, the HSI Summit Working Group determined Western will host an HSI week, where we host Western community specific events the weekdays (Monday, April 22 through Thursday, April 25), leading up to the HSI Summit on Friday.

- Monday, April 22 – What does it mean to be a Hispanic Serving Institution?
 - 11 am – 2 pm tabling event in the Werner University Center
- Tuesday, April 23 – Talk About it Tuesday with Hispanic Metropolitan Chamber of Commerce Director Nicole Leon
 - 4:30 pm – 6 pm student focused session in the Willamette Room of the Werner University Center
- Wednesday, April 24 – What is servingness?
 - 11 am – 2 pm tabling event in the Werner University Center
- Thursday, April 25 – Hispanic/Latine History in Oregon with faculty members Mike McGlade and Ricardo Pelegrin Taboada
 - 12 pm – 1 pm community focused session in the Columbia Room of the Werner University Center

Title IX

In Summer 2023, [Oregon House Bill 3456](#) was passed. This House Bill has gone through legislative fixes in the short session in February 2024 and is now [Oregon House Bill 4164](#).

Office of Diversity, Equity and Inclusion

As of April 5, 643 employees have completed the Title IX Canvas course, more than 200 employees still need to complete the course. Senior Leadership has received employee lists to assist with outreach and completion.

New Title IX regulations are expected from the federal government are expected by or before June 2024. Following the release of new regulations, Title IX policy, procedures, and training will be updated.

In Fall 2024, new Title IX training will be available for students and employees in compliance with House Bill 4164, and will be updated and completed on an annual basis.

SafeZone and the LGBTQ2SIA+ Student Success Grant

The Office of Diversity, Equity, and Inclusion, SafeZone Advisory Board and Admissions office welcomed 142 high school students and 18 advisors from 19 schools across the region on Friday, March 8 for GSA Day, an LGBTQ2SIA+ student focused visit. The attendance at this event is more than double the number of students who participated in 2023.

Upcoming items of note:

- SafeZone Train the Trainer opportunity on April 24 and 25, at 8 am both days, for Western employees and students who are interested in becoming SafeZone facilitators
- The closing reception for UPLIFT the Central School District and Western student art exhibition on April 25 at 5:30 pm in the Hamersly Library, 2nd floor gallery (exhibit opens the week of April 8)
- Community SafeZone opportunity on Wednesday, May 8 at 11 am for all Western/Monmouth/Independence community members interested in taking part in the SafeZone professional development opportunity at Monmouth City Hall
- [Ryan Sallans](#) speaking engagement on Monday, May 13 for all Central School District and Western community members at Central High School Auditorium

Freedom Center

This winter the Freedom Center collaborated with Black Student Union to present “For the Culture” a full day of events in the university center during Black History Month (February 21, 2024). They are also collaborating with Hawaii Club to bring a luau to Western on May 31, 2024.

The Freedom Center visited with the Board of Trustees Diversity, Equity, Inclusion, and Accessibility Committee in April to discuss the work they’ve been doing the last two years and to vision for the future. Included with this report, is a summary from the Freedom Center co-directors of activities and programming from 2022-present.

University Diversity and Inclusion Advisory Committee

Following the last Board of Trustees Diversity, Equity, Inclusion, and Accessibility Committee (DEAIC) meeting, the University Diversity and Inclusion Advisory Committee (UDIAC) met to review the equity lens guides and tool kits they had shared with the Board DEIAC for review with the feedback of the Board committee. UDIAC then met to test equity lens guides and tool kits to determine a path forward in developing similar to assist with decision making, policy revision, etc. especially in relation to the

Strategic Plan and the upcoming request for all units/departments to develop plans that will include work based in the equity assessment. UDIAC continues this work into the Spring term.

Miscellaneous

Student Professional Development Opportunities

The office of Diversity, Equity, and Inclusion, Center for Professional Pathways, Human Resources and Office of Disability Services are working together to provide to professional development opportunities for Spring term, which stemmed from the Fireside Chat hosted by President Peters, Tina Fuchs and Dominique Vargas in November 2023. The first opportunity is scheduled for Wednesday, April 24 at 4 pm and will focus on navigating disability services in job searches and the workplace. The second opportunity is scheduled for Tuesday, May 14 at 4 pm and will focus on navigating gender diversity and LGBTQ2SIA+ identities in job searches and the workplace. These opportunities are in development.

Empowering Communities Working Group

Five Wellness and Meditation spaces were identified and brought online on Friday, March 8. These spaces are for both students and employees. These spaces are designed to practice stress reduction and care in the course of a busy day. Examples of uses include basic calming through mindfulness, relaxation exercises, prayer, meditation, engagement in lactation and other wellness activities.

Academic Programs and Support Center (APSC), 408
Monday through Thursday, 1 pm - 4 pm

Ackerman, 132
Monday through Friday, 7:30 am - 10 pm
Exception for Spring Break 7:30am - 5pm

Bellamy, 201
Monday through Friday, 8 am - 5 pm (occasionally later in evening)

Welcome Center, 154
Monday through Friday, 8 am - 5 pm

Werner University Center (WUC), Little D
Monday through Friday, 7:30 am - 8 pm
Saturday, 11:30-3pm (*winter*); 10 am - 2 pm (*spring*)

These spaces will be available at least through the duration of Spring term as long-term plans are made. The office of Diversity, Equity, and Inclusion in partnership with Earlene Camarillo, Tina Fuchs, Mary Pettenger, and Evan Sorce, and the office of Student Engagement, Housing, International Education, Human Resources, General Counsel, and made this effort possible.

The office of Diversity, Equity, and Inclusion in partnership with Earlene Camarillo, Tina Fuchs, Mary Pettenger, and Evan Sorce continue to meet to discuss engagement within the Western community around deliberative democracy, civil discourse, freedom expression, interfaith dialogue, etc. The next step for this small group is to work with university partners in the development of a Freedom of

Office of Diversity, Equity and Inclusion

Expression website for Western. Additionally, Earlene Camarillo and Mary Pettenger are leading a separate planning committee to coordinate an advocacy and first amendment focused day on Friday, May 10.

Equity Assessment Action Plan

Short-, mid-, and long-term initiatives working toward WOU’s Diversity Action Plan goals and in alignment with the new Strategic Plan

Short-term is defined as something that is reasonable to complete or have ready during the 2024-2025 academic year. Mid-term is defined as taking at least two to three years. Long-term is either an overarching goal, such as setting a university priority, or an initiative that would likely take more than three years to come to fruition.

Accessibility <ul style="list-style-type: none"> • Applicable Diversity Action Plan Goals: Climate, Recruitment & Retention of Employees, Recruitment & Retention of Students, Facilities & Physical Plant • Applicable Equity Assessment Themes: Diversity & Inclusion, Communication & Technology, Accountability, Physical Environment & Safety, Community, Leadership • Applicable Strategic Plan Values: Diversity & Respect, Community, Accessibility 						
Initiative	Timeline/Due Date	Responsible	Is Funding Needed	Outcomes/Deliverables	General Status as of February 14, 2024	April 3, 2024 Updates
Short-Term						
Establish accessibility as the 2023-2024 cultural competence focus for the university	2023-2024	Accountability Leader(s): Executive Director of Diversity, Equity, and Inclusion Responsible Parties: Diversity, Equity and Inclusion office, University Diversity and Inclusion Advisory Committee, University partners	Funding through the allocation of current resources. The office of Diversity, Equity, and Inclusion partners with university departments and/or divisions to cover expenses associated with this initiative.	2023-2024 <ul style="list-style-type: none"> • At least one University professional development opportunity each term (fall, winter, spring) based on accessibility • Attendance tracked at each session - end of the year report including participation breakdown (e.g., classified, unclassified, faculty, etc.) • Feedback survey following each session - end of the year report of attendees’ self-assessments 	<i>In Progress</i> September 2024 - Alex Locust and WOU Employee Panel January 2024 - Dr. Denia Bradshaw and WOU Employee Panel	<i>In Progress</i> Planning for a Week 7 activity is underway with the Office of Diversity, Equity, and Inclusion, Office of Disability Services, and Human Resources. Two events shared from the Library and Academic Innovation will also be considered for this initiative.
Establish an open-ended contract for Spanish interpreting services	2023-2024	Accountability Leader(s): Executive Director of Diversity, Equity, and Inclusion Responsible Parties: Diversity Equity and Inclusion Office, Marketing and Communication, Human Resources, Student Affairs, Academic Affairs	If services are utilized funding may be requested if a department and/or division does not have resources to cover costs associated with effort. Senior Leadership will determine where the responsibility to cover the cost should come from as needed.	2023-2024 <ul style="list-style-type: none"> • Contract between Student Engagement and Professional Interpreters expanded to include all university departments • Implementation plan developed • Communicate service availability 	<i>In Progress</i> Meeting with Human Resources, Marketing and Communication, Student Affairs, and Diversity, Equity, and Inclusion Human Resources will be the contact for individuals needing to utilize contract Offices/departments/divisions/etc. responsible for costs associated	<i>In Progress</i> Marketing and Communication, Human Resources, and Diversity, Equity, and Inclusion finalized plan to move forward. Communication will go out in newsletter, and will be available on the website Human Resources will be the centralized contact as needed for individuals needing to utilize contract. Offices/departments/divisions/etc. responsible for costs associated - if funds to support are not available,

						individuals should seek supervisor and then division support as needed.
<p>Promote communication with and utilization of the Office of Disability Services for students</p> <ul style="list-style-type: none"> • Office of Disability Services presentations to the WOU community • Update Western Oregon Web Accessibility Guidelines • Update Creating Accessible Content in Canvas • Develop list/guide of 	2023-2024	<p>Accountability Leader(s): Vice President for Student Affairs and Director of Marketing and Communications</p> <p>Responsible Parties: Office of Disability Services, Academic Innovation, University Computing Solutions, Diversity, Equity and Inclusion Office, Student Affairs, Academic Affairs, Marketing and Communication</p>	No	<p>2023-2024</p> <ul style="list-style-type: none"> • Western Oregon Web Accessibility Guidelines updated • Creating Accessible Content in Canvas updated • Best Practices list/guide developed • Distribution of materials through university communication • Accessibility workshop(s) facilitated to educate regarding resources and best practices 		<p><i>In Progress</i></p> <p>Meeting to be scheduled for accountability leaders to establish a timeline to address initiatives.</p> <p>Marketing and Communications checking with Academic Innovation regarding Canvas content accessibility standards.</p> <p>Dean of Students working with the Director of the Office of Disability Services on best practices guide.</p> <p>The Office of Disability Services and Academic Innovation will work together to discuss accessibility.</p>

best practices and considerations for planning more accessible programs and events						
Require microphone usage at all major university meetings and programs; have programs and video communication set up for closed captioning and ASL interpretation	2023-2024	<p>Accountability Leader(s): Vice President for Student Affairs and Director of University Computing Solutions</p> <p>Responsible Parties: WOU Reservations, University Computing Solutions, Facilities, Human Resources, Office of Disability Services, Marketing and Communication</p>	Human Resources or the Office of Disability Services traditionally covers cost of closed captioning and ASL interpreters, if use exceeds budget could lead to a funding request	<p>2023-2024</p> <ul style="list-style-type: none"> Determine parameters for what is a major university meeting and/or program Establish expectation Communicate expectation and how to fulfill expectation to the university community 		<p><i>In Progress</i></p> <p>Accountability leaders met on April 1.</p> <p>Currently working to identify impacted spaces and to establish room size and/or capacity minimums for microphone usage.</p> <p>University Computing Solutions believes there are enough resources to meet needs.</p> <p>Campaign for microphone usage to be planned for identified spaces, likely Fall 2024</p>
Mid-Term						
Equip all university event spaces with equipment for microphone usage and hybrid modality (could include portable equipment in centralized locations for checkout)	2023-2025	<p>Accountability Leader(s): Director of University Computing Solutions and Assistant Vice President for Safety and Operations</p> <p>Responsible Parties: University Computing Solutions, Facility Services, WOU Reservations</p>	Additional funding request anticipated following the assessment of need	<p>2023-2024</p> <ul style="list-style-type: none"> Assessment of need <p>2024-2025</p> <ul style="list-style-type: none"> Supplies ordered and installed <p>Fall 2025</p> <ul style="list-style-type: none"> Spaces ready for utilization 		<p><i>In Progress</i></p> <p>Large venue spaces are currently equipped with microphones or requests can be made for portable equipment usage.</p> <p>Meeting to be scheduled for accountability leaders to establish next steps.</p>
Review and update policy and communication for all-person restrooms	2023-2025	<p>Accountability Leader(s): General Counsel and Secretary to the Board of Trustees Secretary &</p>	No	<p>2023-2024</p> <ul style="list-style-type: none"> Committee formed for review and revision Policy updated Implementation plan developed 		<p><i>In Progress</i></p> <p>Accountability leaders met to determine priorities of shared action plan initiatives.</p>

<ul style="list-style-type: none"> • Include the establishment of a standardized protocol for university restroom and locker room/ changing room usage 		<p>Special Assistant to the President</p> <p>Responsible Parties: Diversity, Equity and Inclusion, Board of Trustees Secretary, General Counsel, Human Resources</p>		<p>2024-2025</p> <ul style="list-style-type: none"> • Policy communicated and implemented 		<p>The Executive Director of Diversity, Equity, and Inclusion shared an all gender restroom map with accountability leaders for assessing accuracy.</p> <p>Will review policy and identify constituent groups to solicit feedback regarding this policy.</p>
Long-term						
<p>Accessibility is a funding priority for Western Oregon University</p>	<p>Ongoing</p>	<p>Accountability Leader(s): General Counsel and Secretary to the Board of Trustees Secretary & Special Assistant to the President</p> <p>Responsible Parties: Facility Services, Capital Planning and Construction, Office of Disability Services, University Computing Solutions. Consider a joint initiative between University Technology Advisory Committee and University Diversity and Inclusion Advisory Committee.</p>	<p>No funding required for the first step in this priority, however, long-term will need to make budgetary considerations to increase accessibility, to be determined and assessed annually.</p>	<p>2023-2024</p> <ul style="list-style-type: none"> • Develop physical and digital accessibility policies <ul style="list-style-type: none"> ○ Committee(s) formed to develop policies ○ Policies drafted and reviewed ○ Public Comment ○ Approval ○ Implementation plan <p>2024-2025</p> <ul style="list-style-type: none"> • Physical and digital accessibility policies rolled out <p>2024-2025</p> <ul style="list-style-type: none"> • Committee established to review the 2014 accessibility audit • Review audit • Determine next steps to begin to improve university accessibility, with initial recommendations to Cabinet by the end of Spring 2025 		<p>Accountability leaders met to determine priorities of shared action plan initiatives.</p> <p>No forward movement on these policies yet, likely to concur alongside work on all gender restroom policy.</p>

Technology <ul style="list-style-type: none"> • Applicable Diversity Action Plan Goals: Climate, Recruitment & Retention of Employees, Recruitment & Retention of Students, Curriculum & Pedagogy, Business Practices, Facilities & Physical Plant • Applicable Equity Assessment Themes: Diversity & Inclusion, Communication & Technology, Accountability, Physical Environment & Safety, Community, Leadership • Applicable Strategic Plan Values: Diversity & Respect, Community, Accessibility 						
Initiative	Timeline/Due Date	Responsible	Is Funding Needed	Outcomes/Deliverables	General Status as of February 14, 2024	April 3, 2024 Updates
Short-Term						
Include the Director of University Computing Solutions on the President’s Cabinet	2023-2024	Accountability Leader and Responsible Party: President	No	Fall 2023 <ul style="list-style-type: none"> • Director of University Computing Solutions on the President’s Cabinet 	<i>Complete</i> Director of University Computing Solutions included in Cabinet membership starting in Fall 2023	
Assess utilization of the library’s equipment borrowing system <ul style="list-style-type: none"> • Increase advertisement for the equipment borrowing system regarding laptops and technology • Analyze usage and needs 	2023-2024	Accountability Leader(s): Provost Responsible Parties: Academic Affairs, Library, University Computing Solutions, Student Affairs, University Technology Advisory Committee	No funding required for the initial step of this initiative, however, long-term may need to make budgetary considerations	2023-2024 <ul style="list-style-type: none"> • Report of usage and assessment of need • Update communication regarding borrowing system Fall 2024 <ul style="list-style-type: none"> • Recommendations regarding increased needs or modifications 	<i>In Progress</i>	<i>In Progress</i> An assessment has been completed and Western Oregon University/University Computing Solutions would need to make an investment estimated at \$40,000 to update and invest in approximately 100 laptops to meet current demands. Next step is to evaluate where and how to secure funding to move this initiative forward.
Mid-Term						

<p>Set up guidelines for website architecture</p> <ul style="list-style-type: none"> ● Review and clean up the university website ● Improve accessibility of website ● Improve the responsiveness of website for mobile devices (e.g., phones and iPads) ● Review usage of Spanish on website pages and make sure critical information (recruitment, admissions, financial aid, etc.) available in both English and Spanish 	<p>2023-2024</p>	<p>Accountability Leader(s): Director of Marketing and Communications and Director of University Computing Solutions</p> <p>Responsible Parties: University Computing Solutions, Marketing and Communication, University Partners, and individuals in university community who have website editing permissions</p>	<p>No</p>	<p>2023-2024</p> <ul style="list-style-type: none"> ● Review and update of the university website begins ● Establish guidelines for the university community regarding web accessibility, responsiveness, and language <p>Fall 2024</p> <ul style="list-style-type: none"> ● Guidelines established and shared with the university community to assist website editors in their updates ● Additional training for website editors available 	<p><i>In Progress</i></p>	<p>Meeting to be scheduled for accountability leaders to establish a timeline to address initiatives.</p> <p>All Western Oregon University websites are in the process of being moved to a fully modernized web environment in the AWS cloud.</p>
<p>Implement the institutional policy on names</p>	<p>2023-2025</p>	<p>Accountability Leader(s): Secretary to the Board of Trustees Secretary & Special Assistant to the President and Executive Director of Diversity, Equity, and Inclusion</p> <p>Responsible Parties: Registrar, University Computing Solutions, Business Services, Financial Aid, Admissions, Human Resources</p>	<p>Not anticipated at this time</p>	<p>2023-2024</p> <ul style="list-style-type: none"> ● Implementation plan drafted <p>2024-2025</p> <ul style="list-style-type: none"> ● Implementation plan begins <p>2025-2026</p> <ul style="list-style-type: none"> ● Fully implemented 	<p><i>In Progress</i></p>	<p><i>In Progress</i></p> <p>Process mapping for effort underway.</p> <p>Registrar, Board of Trustees Secretary) and Dominique Executive Director for Diversity, Equity and Inclusion met on April 5 to determine the next steps.</p> <p>General Counsel to meet with the Director of University Computing Solutions.</p>

<p>Centralize data analysis and reporting</p>	<p>2023-2025</p>	<p>Accountability Leader(s): Provost and Director of University Computing Solutions</p> <p>Responsible Parties: University Technology Advisory Committee, University Computing Solutions, Institutional Research</p>	<p>No funding required for the initial step of this initiative, however, long-term may need to make budgetary considerations</p>	<p>Winter/Spring 2024</p> <ul style="list-style-type: none"> University Technology Advisory Committee reviews initiative request Discussion and review of current data analysis and reporting processes <p>Fall 2024</p> <ul style="list-style-type: none"> Recommendations for next steps 		<p><i>In Progress</i></p> <p>Meeting to be scheduled for accountability leaders to establish next steps.</p> <p>Provost completed job descriptions for Institutional Research Director and Analyst. The goal is to have a fully functioning Institutional Research office by Fall 2024/Winter 2025 to allow Western Oregon University to centralize data management and assessment.</p> <p>Reporting is split across Institutional Research, University Computing Solutions, and functional teams. The Data Integrity Group (DIG) is centrally coordinating data standards.</p>
<p>Ensure all university forms are electronic</p>	<p>2023-2026</p>	<p>Accountability Leader(s): Director of Marketing and Communications and Director of University Computing Solutions</p> <p>Responsible Parties: University Computing Solutions, Marketing and Communication, All University Offices/Departments/ Units/etc.</p>	<p>No funding required for the initial step of this initiative, however, long-term may need to make budgetary considerations</p>	<p>2023-2024</p> <ul style="list-style-type: none"> Determine course of action <p>2024-2025</p> <ul style="list-style-type: none"> Develop implementation plan for converting forms to electronic versions <p>2025-2026</p> <ul style="list-style-type: none"> Plan implemented <p>Fall 2026</p> <ul style="list-style-type: none"> All university forms are electronically available for intended users 		<p><i>In Progress</i></p> <p>Meeting to be scheduled for accountability leaders to establish next steps.</p> <p>University Computing Solutions current assessment: DocStar is Western Oregon University’s document repository tool. One-third of one UCS programmer is allocated to DocStar. There are currently 51 DocStar workflows. There are no active initiatives to move additional paper documents to DocStar forms.</p>
<p>Establish credit/debit card access for all university services</p>	<p>2023-2026</p>	<p>Accountability Leader(s): Director of University Computing Solutions and Controller</p> <p>Responsible Parties: Vice President for Finance and Administration, University Computing</p>	<p>No funding required for the initial step of this initiative, however, funding requests anticipated</p>	<p>2023-2024</p> <ul style="list-style-type: none"> Determine course of action <p>2024-2025</p> <ul style="list-style-type: none"> Research needs and requirements for all university services to be available to be paid for by credit card <p>2025-2026</p>		<p><i>In Progress</i></p> <p>The Business Office has had initial conversations with some departments and their needs.</p> <p>University Computing Solutions current assessment: The online tool that interfaces with Banner has been in place for 10 years. Athletics and Creative Arts can take credit card</p>

		Solutions, Business Services		<ul style="list-style-type: none"> Develop necessary policies; if applicable Develop plan for credit card access and implementation <p>Fall 2026</p> <ul style="list-style-type: none"> All university services are able to be purchased utilizing a credit card 		<p>payments. A request came from the president to enable card reader access at the Business Office window. Options are being researched. The Health and Wellness Center is purchasing software for credit card usage.</p> <p>Meeting scheduled with University Computing Solutions to brainstorm and establish resource requirements.</p>
Long-term						
Technology Infrastructure is brought to industry standards and best practices	Ongoing	Accountability Leader(s): Director of University Computing Solutions	Additional funding request anticipated as work through needs assessment to bring the university to industry standards and best practices			<p>University Computing Solutions current assessment: UCS prioritized 69 projects out of 115 needed to complete by the end of FY25. Thirty-eight of those are categorized as efficiency, innovative, or modernization projects. Twenty of those are identified as huge or large projects that will require additional resources or extended time, including many of the other initiatives in this Equity Action Plan.</p> <p>The University Technology Advisory Committee approved the project prioritization and the project list is posted on the UCS/support website. Eleven of 69 projects have been completed to date (in 3 months).</p>

Recruitment & Retention of Students <ul style="list-style-type: none"> • Applicable Diversity Action Plan Goals: Climate, Recruitment & Retention of Employees, Recruitment & Retention of Students, Curriculum & Pedagogy • Applicable Equity Assessment Themes: Diversity & Inclusion, Communication & Technology, Accountability, Physical Environment & Safety, Community, Leadership • Applicable Strategic Plan Values: Diversity & Respect, Community, Accessibility 						
Initiative	Timeline/Due Date	Responsible	Is Funding Needed	Outcomes/Deliverables	General Status as of February 14, 2024	April 3, 2024 Updates
Short-Term						
Provide more opportunities for senior leadership to engage with students	2023-2024	Accountability Leader(s): Executive Assistant to the President Responsible Parties: Senior Leadership	President’s office to support light refreshments	2023-2024 <ul style="list-style-type: none"> • Host one informal fireside chat per term (Fall, Winter, Spring) 	<i>In Progress</i> Fall Fireside Chat held: November 2023 - President Jesse Peters, Vice President of Student Affairs Tina Fuchs, Executive Director of Diversity, Equity, and Inclusion Dominique Vargas Winter Fireside Chat held: March 2024 - Provost Jose Coll, Dean Mark Girod, Interim Dean Kristin Latham-Scott Spring Fireside Chat to be held: April 2024	<i>In Progress</i> Spring Fireside Chat scheduled: Thursday, April 11 <ul style="list-style-type: none"> • Vice President of Student Affairs Tina Fuchs • Director of Government Relations Rico Lujan Valerio • Executive Director of Human Resources Desiree Noah • Board of Trustees Secretary Evan Sorce
WOU will join the group of 1000+ colleges/ universities using the Common Application	2023-2024	Accountability Leader(s): Vice President for Student Affairs Responsible Parties:	\$5,000 - \$10,000 (initial joining fee), \$2,500 (annual fee) – initial \$10,000 paid through sustainability funds Details on funding:	December 2023 <ul style="list-style-type: none"> • Signed letter of intent Spring 2024 <ul style="list-style-type: none"> • Implementation begins; application available for use for Fall 2024 applications 	<i>In Progress</i>	<i>In Progress</i> On track to be in place for recruitment in fall 2024 for fall 2025 students.

<p>"Common App is a non-profit membership organization representing more than 1,000 diverse institutions of higher education. We connect applicants and those who support them to a wide array of public and private colleges and universities across all 50 U.S. states, and 20 countries."</p> <p>The investment will allow us to join all other Oregon Public Universities using this application. Further, the platform introduces another tool to improve enrollment and operational efficiency.</p>		<p>Admissions, Student Affairs, University Computing Solutions</p>	<p>Implementation fee – one-time cost based on platform (3 levels)</p> <ul style="list-style-type: none"> Essential Platform (\$5,000) Standard Platform (\$7,000) Custom Platform (\$10,000) <p>Annual Membership Fee = \$2,500</p> <p>Payment transaction fee, if applicable (only for members charging an application fee) - \$2.00 per online application fee payment processed</p> <p>Not charged when a fee waiver is used</p>	<p>Fall 2024</p> <ul style="list-style-type: none"> Common application online and ready for new students to apply 		
<p>Update 2/3 tuition hold to a set dollar amount</p>	<p>2023-2024</p>	<p>Accountability Leader(s): Vice President for Student Affairs and Provost</p> <p>Responsible Parties: Senior Leadership, Registrar, University Computing Solutions, Student Success and Advising, Additional University Partners</p>	<p>No</p>	<p>Winter/Spring 2024</p> <ul style="list-style-type: none"> Determine financial hold threshold for the balance students can carry and still register <p>Fall 2024</p> <ul style="list-style-type: none"> Updated threshold communicated Updated threshold implemented 		<p><i>In Progress</i></p> <p>Small committee made up of representatives from the Business Office, Student Affairs, and Student Success and Advising on March 18, 2024.</p> <p>Data is being collected to help inform the threshold amount.</p> <p>Targeting a late April committee meeting to determine threshold after data is reviewed.</p>

<p>Establish student resource modules (e.g., student orientation, online course tutorial, registration) for students on Canvas</p>	<p>2023-2024</p>	<p>Accountability Leader(s): Vice President for Student Affairs and Provost</p> <p>Responsible Parties: Student Affairs, Academic Affairs, Academic Innovation, University Computing Solutions</p>	<p>No</p>	<p>2023-2024</p> <ul style="list-style-type: none"> • Modules developed <p>Fall 2024</p> <ul style="list-style-type: none"> • Modules ready for use 		<p><i>In Progress</i></p> <p>Meeting to be scheduled for accountability leaders to establish next steps.</p> <p>Dean of Students is connecting with New Student and Family Programs regarding online orientation modules.</p> <p>Student Success and Advising is responsible for the registration module.</p> <p>Academic Innovation is responsible for online course tutorials.</p> <p>The new Center for Teaching and Learning Director will begin in summer 2024 and will establish this protocol.</p>
<p>Create a virtual option for student orientation for remote/online students, commuter students, and transfer students</p>	<p>2023-2024</p>	<p>Accountability Leader(s): Vice President for Student Affairs and Provost</p> <p>Responsible Parties: Student Affairs, New Student & Family Programs, Academic Affairs, Academic Innovation, University Computing Solutions</p>	<p>No</p>	<p>2023-2024</p> <ul style="list-style-type: none"> • Review what was facilitated during the pandemic • Determine use and need for virtual options to be updated • If need established: <ul style="list-style-type: none"> ○ Update materials ○ Develop implementation plan <p>Fall 2024</p> <ul style="list-style-type: none"> • Ready for use 		<p><i>In Progress</i></p> <p>Meeting to be scheduled for accountability leaders to establish next steps.</p> <p>All incoming and transfer students receive the following links from Student Success and Advising:</p> <ul style="list-style-type: none"> • first year students - here • transfer students - here
<p>Mid-Term</p>						
<p>Review, evaluate, and revise advising systems and structures</p> <ul style="list-style-type: none"> • Review of advising model including assessment of LEAD Advising pilot so far • Assess effectiveness and places we 	<p>2023-2025</p>	<p>Accountability Leader(s): Provost</p> <p>Responsible Parties: Student Success and Advising, Academic Affairs Consulting with Student Affairs, Admissions, Financial Aid, Registrar</p>	<p>No funding required for the initial step of this initiative, however, funding requests anticipated</p>	<p>2023-2024</p> <ul style="list-style-type: none"> • Review completed and report generated <p>Fall 2024</p> <ul style="list-style-type: none"> • Recommendations brought forward to Academic Affairs Council for further consideration 	<p><i>In Progress</i></p>	<p><i>In Progress</i></p> <p>Recommendations and ongoing work by Director of Student Success and Advising:</p> <ul style="list-style-type: none"> • 2022-2023 report on the Faculty Leads program. It includes a one-page summary. • A review of our existing advising system (including recommendations) that the Director of Student Success and

are creating inadvertent inequities						Advising has been working on and updating over the past year.
Review and revise the Code of Student Responsibility and disciplinary procedures to shift to a restorative justice framework	2023-2025	Accountability Leader(s): Vice President for Student Affairs Responsible Parties: Student Conduct, Student Affairs, Housing	2023-2024 – no funding requests anticipated 2024-2025 – additional funding request anticipated to build capacity and skills to utilize a restorative justice framework <i>Beyond 2025, unknown until plan developed</i>	2023-2024 <ul style="list-style-type: none"> Finish current review and publication of the Code of Student Responsibility Update Student Conduct website Plan developed for capacity building and implementation of restorative justice framework 2024-2025 <ul style="list-style-type: none"> Capacity building and training for utilization of restorative justice framework Fall 2025 <ul style="list-style-type: none"> Implementation/utilization 	<i>In Progress</i> Revised Code of Student Responsibility available January 2024.	<i>In Progress</i> Revisions and considerations for restorative justice are forthcoming. Restorative justice framework is being explored, training will be necessary, which will lead to a funding request. Dependent upon resources provided to allow for training/development AND there must be institutional buy-in to this practice.
Establish clear support systems for first-generation students	2023-2026	Accountability Leader(s): Vice President for Student Affairs and Provost Responsible Parties: Student Success and Advising, Diversity, Equity and Inclusion, Student Affairs, Marketing and Communication, and University Partners	2023-2024 – no funding requests anticipated, funds reallocated from existing Student Success and Advising for position 2024-2026 – additional funding request may occur as further developed	Fall 2023 <ul style="list-style-type: none"> Reallocate resources to recruit and hire a First-Generation Advisor/Coordinator Fall 2024 <ul style="list-style-type: none"> First-Generation Advisor/Coordinator begins working at WOU 2024-2025 <ul style="list-style-type: none"> Establish supporting first-generation college students as the 2024-2025 cultural competence focus for the university November 2024 <ul style="list-style-type: none"> First-generation student day, celebration expanded beyond TRiO Programs Winter 2025 <ul style="list-style-type: none"> First-generation student center opened 	<i>In Progress</i>	<i>In Progress</i> Meeting to be scheduled for accountability leaders to establish next steps. Student Success and Advising reallocated resources to recruit and hire a First-Generation Advisor/Coordinator.
Long-term						
Evaluate the MyWOU app and	2023-2024/Update after Fall 2024	Accountability Leader(s):	No request during research phase, however, if	Fall 2024		Accountability leaders met April 1.

<p>recommend the best path forward for an app that supports students throughout their time at WOU, including Admissions through Graduation</p> <ul style="list-style-type: none"> Themes of access and community throughout the student experience 		<p>Vice President for Student Affairs and Director of University Computing Solutions</p> <p>Responsible Parties: University Technology Advisory Committee, University Computing Solutions, Student Affairs, Strategic Enrollment Working Group, Academic Affairs, Associated Students of Western Oregon University</p>	<p>continuation of app usage or expansion of app usage is recommendation, additional funding request anticipated</p>	<ul style="list-style-type: none"> Recommendation for pursuing a mobile application utilization for WOU <p><i>Recommendation based in data from university community, considering:</i></p> <ul style="list-style-type: none"> Peer institutions utilization of apps What is the potential functionality of an app? What do we need in an app? What do we want in an app? Is an app a vehicle to create community, support student needs, aid in access to and flow of information, etc.? <p><i>Recommended ways to collect student perspective:</i></p> <ul style="list-style-type: none"> Tabling in the WUC Quick survey Listening type sessions for open discussion from students 		<p>MyWOU is no longer supported by Ellucian and is not installable at Western Oregon University.</p> <p>University Computing Solutions completed Ellucian Experience Premium training in March. This is the successor to MyWOU. Expanded integration of Navigate with Banner data is underway.</p> <p>University Computing Solutions is research applications from other schools.</p> <p>Student Affairs is working with Student Engagement to create student focus groups for feedback about an app this spring term.</p>
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Recruitment & Retention of Employees <ul style="list-style-type: none"> • Applicable Diversity Action Plan Goals: Climate, Recruitment & Retention of Employees, Recruitment & Retention of Students • Applicable Equity Assessment Themes: Diversity & Inclusion, Communication & Technology, Accountability, Physical Environment & Safety, Community, Leadership • Applicable Strategic Plan Values: Diversity & Respect, Community, Accessibility 						
Initiative	Timeline/Due Date	Responsible	Is Funding Needed	Outcomes/Deliverables	General Status as of February 14, 2024	April 3, 2024 Updates
Short-Term						
Reimagine onboarding as a six-month to one year process, to include <ul style="list-style-type: none"> • Development of best practices and guidelines to assist with onboarding • Updated checklists for supervisor and employee 	2023-2024	Accountability Leader(s): Executive Director of Human Resources Responsible Parties: Human Resources and University Partners	No	2023-2024 <ul style="list-style-type: none"> • Human Resources led working group formed to discussion and reimagine onboarding process for all WOU employees Fall 2024 <ul style="list-style-type: none"> • Best practices and guidelines available ahead of Fall 2024 • Checklists including compliance training links available 	<i>In Progress</i>	<i>In Progress</i> Developed internal HR team to build foundational piece with campus stakeholders joining in Summer 2024.
Evaluate new employee orientation and restructure as needed	2023-2024	Accountability Leader(s): Executive Director of Human Resources Responsible Parties: Human Resources and University Partners	No	2023-2024 <ul style="list-style-type: none"> • Review and assessment of what is going well and where are areas for improvement Fall 2024 <ul style="list-style-type: none"> • Updated NEO training 	<i>In Progress</i>	<i>In Progress/Ongoing</i> New Employee Orientation is updated and enhanced on an ongoing basis.

<p>Streamline search committee process, to include</p> <ul style="list-style-type: none"> • Consistent basic standards for search committees • Revise search committee training • Guiding documents (rubrics, question repository, schedules, etc.) 	<p>2023-2024</p>	<p>Accountability Leader(s): Executive Director of Human Resources and Executive Director of Diversity, Equity, and Inclusion</p> <p>Responsible Parties: Human Resources, Diversity, Equity and Inclusion, Search Advocacy Learning Community</p>	<p>No</p>	<p>2023-2024</p> <ul style="list-style-type: none"> • Review and update search committee member training • Review search advocacy resources and develop WOU search advocacy training <p>Fall 2024</p> <ul style="list-style-type: none"> • Updated search committee member training available • WOU search advocacy training available • Best practices/basic standards available • Shared templates of guiding documents available (rubrics, question repository, schedules, etc.) 	<p><i>In Progress</i></p>	<p><i>In Progress</i></p> <p>Human Resources Update: An internal Human Resources team is working on this. Plan to bring in the larger campus community within the next few months, with a possible rollout in Aug/Sept during Tues@Two.</p> <p>Search Advocacy Update: Search Advocacy Canvas Chelle Batchelor developed. Search Advocacy Resource Group has been holding meetings and has completed initial brainstorm sessions for training. Module content is in development.</p>
<p>Improve professional development opportunities for all employees</p> <ul style="list-style-type: none"> • Clarify expectations around compliance training (e.g., Title IX, FERPA, HB 2864, etc.) • Roll out compliance trainings with clear communication about expectations and ramifications • Develop policy for hours used to participate in professional development (e.g., all staff have four 	<p>2023-2024</p>	<p>Accountability Leader(s): Executive Director of Human Resources and Executive Director of Diversity, Equity, and Inclusion</p> <p>Responsible Parties: Human Resources, Diversity, Equity and Inclusion, University Computing Solutions, General Counsel, Board of Trustees Secretary, Academic Affairs</p>	<p>No funding required for the initial step of this initiative, however, funding requests anticipated</p>	<p>2023-2024</p> <ul style="list-style-type: none"> • Group of representative folks establishes expectations <p>Fall 2024</p> <ul style="list-style-type: none"> • Centralized home for asynchronous compliance training made consistently available at the start of the fall term each year and as new employees are hired • Policy regarding professional development established • Financial support and system developed to support staff professional development 	<p><i>In Progress</i></p>	<p><i>In Progress</i></p> <p>Accountability leaders met and determined the first step for this initiative will center on compliance training.</p> <p>Meeting with Human Resources, General Counsel, Student Affairs, University Computing Solutions, Marketing and Communication, Campus Public Safety, and Academic Affairs to discuss development of one centralized compliance training course to launch for Fall 2024, set for April 12.</p>

<p>hours of time they are expected to participate in professional development each academic year)</p> <ul style="list-style-type: none"> Review support of faculty professional development and consider how can model similar for staff 						
<p>Update the university harassment and discrimination policy</p>	<p>2023-2024</p>	<p>Accountability Leader(s): General Counsel and Secretary to the Board of Trustees Secretary & Special Assistant to the President</p> <p>Responsible Parties: Human Resources, General Counsel, Title IX, Board of Trustees Secretary</p>	<p>No</p>	<p>2023-2024</p> <ul style="list-style-type: none"> Revise harassment and discrimination policy <ul style="list-style-type: none"> Drafted and reviewed Public Comment Approval Implementation plan <p>2024-2025</p> <ul style="list-style-type: none"> Policy available and ready to use 		<p><i>In Progress</i></p> <p>Accountability leaders met to determine priorities of shared action plan initiatives.</p> <p>General Counsel is evaluating the current policy and drafting recommended changes.</p>
<p>Mid-Term</p>						
<p>Transition the Center for Academic Innovation to the Center for Teaching and Learning, expand the existing initiatives and resources</p> <ul style="list-style-type: none"> Objective 1: Quality rubrics are used to inform the design of high quality and 	<p>2023-2025</p>	<p>Accountability Leader(s): Provost</p> <p>Responsible Parties: Academic Innovation, Academic Affairs, University Partners</p>	<p>Yes, \$194,500 to be paid through sustainability funds. Additional financial needs to be determined</p>	<p>2023-2024</p> <ul style="list-style-type: none"> Academic Innovation transitioned to the Center for Teaching and Learning <p>2024-2025</p> <ul style="list-style-type: none"> Objectives met 	<p><i>In Progress</i></p>	<p><i>In Progress</i></p> <p>Search for Director for the Center for Teaching and Learning is underway</p>

<p>inclusive online and hybrid courses</p> <ul style="list-style-type: none"> ● Objective 2: Academic Affairs has an infrastructure to ensure courses are high quality and inclusive ● Objective 3: Faculty are equipped with learning opportunities and tools to engage in the work of diversifying and decolonizing curriculum 						
<p>Evaluate and update performance management tools that include training, workshops, and resources</p> <ul style="list-style-type: none"> ● Include DEI/Cultural competence in performance evaluations with a self-reflection component ● Work with shared governance to determine tiers and self-reflection 	<p>2023-2025</p>	<p>Accountability Leader(s): Executive Director of Human Resources</p> <p>Responsible Parties: Human Resources, Diversity, Equity and Inclusion, Shared Governance</p>	<p>No</p>	<p>2023-2025</p> <ul style="list-style-type: none"> ● Tools updated ● Implementation plan developed ● Resources available <p>Fall 2025</p> <ul style="list-style-type: none"> ● Implementation begins 		<p><i>In Progress/Ongoing</i></p> <p>Tools and policies currently being updated.</p>

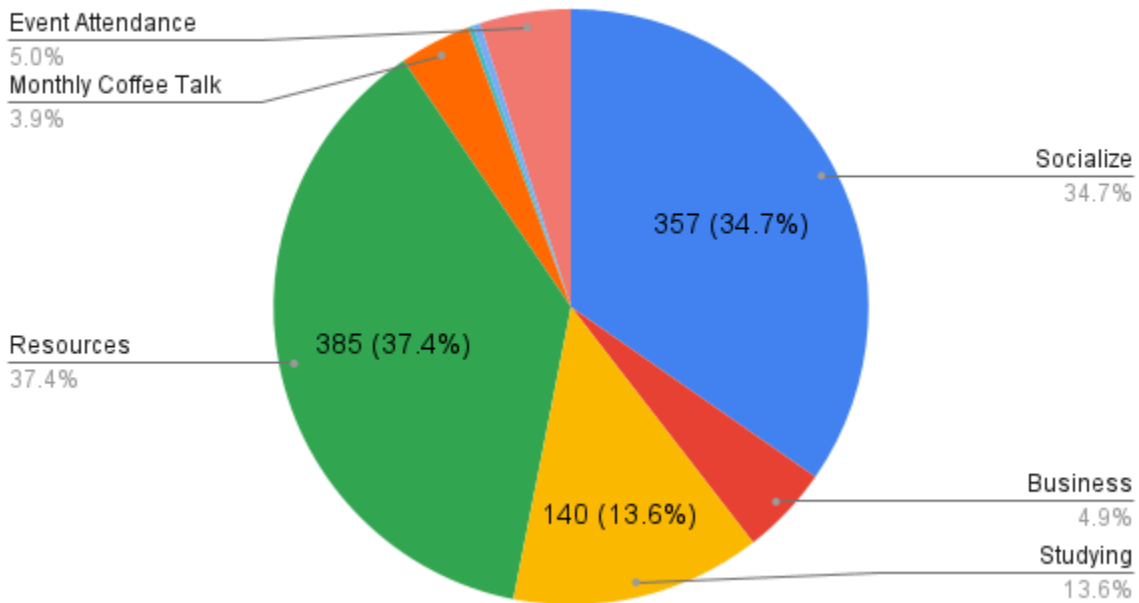
recommendations						
Develop and implement supervisor specific professional development program for supervisors, which is then followed up with a consistently available learning community	2024-2025	Accountability Leader(s): Executive Director of Human Resources Responsible Parties: Human Resources, University Diversity and Inclusion Advisory Committee, Feedback from Shared Governance on topic areas/themes	No	Spring 2025 <ul style="list-style-type: none"> Professional development available to professional employees 		<i>In Progress/Ongoing</i>
Develop/redevelop and pilot mentorship programs (with consistency in mind, with specific and measurable outcomes)	2023-2026	Accountability Leader(s): Provost and Executive Director of Human Resources Responsible Parties: Academic Affairs, Deans, Academic Innovation (New Faculty Orientation), University Diversity and Inclusion Advisory Committee (Jaclyn Caires-Hurley volunteered to help with effort)	Not in first year, will evaluate financial need when determining scalability and building pilot	2023-2024 <ul style="list-style-type: none"> Determine what programs currently exist Determine what data is available to assess effectiveness and what/if any gaps exist in current programs 2024-2025 <ul style="list-style-type: none"> Assess current programs and scalability Determine pilot group(s) for additional programs (consider interdisciplinary mentor/mentee relationships) 2025-2026 <ul style="list-style-type: none"> Continue current programs Pilot new programs 		<i>In Progress/Ongoing</i> Meeting to be scheduled for accountability leaders to establish next steps. Looking at best practices and the role of WOUFT.
Long-term						
Engage in a Classification and Compensation Project	2023-2025/Ongoing	Accountability Leader(s): Executive Director of Human Resources Responsible Parties: Human Resources and University Partners	Yes, consultant (\$123,000), to be paid through sustainability funds. Additional funding request anticipated; to be determined following studies and recommendations	2023-2025 <ul style="list-style-type: none"> Conduct a salary study Conduct a classification study Conduct a pay equity study Report findings and recommendations 	<i>In Progress</i>	<i>In Progress</i> Currently reviewing position descriptions, writing compensation philosophy and position description guide.
Conduct assessment of promotion and	2023-2025/Update Fall 2025	Accountability Leader(s): Provost	No	2023-2025 <ul style="list-style-type: none"> Review of process Fall 2025		<i>In Progress</i> Collective Bargaining Agreement Negotiations

tenure process with an equity lens		Responsible Parties: Academic Affairs and University Partners		<ul style="list-style-type: none"> • Provide specific recommendations for the Provost and Union based on the results of the assessment 		
Development and promotion of junior faculty retention programs <ul style="list-style-type: none"> • Consistency within divisions/ departments • Further clarity of expectations that are easy to find • Partnerships/ mentorships with/for senior faculty support 	2023-2025/Update Fall 2025	Accountability Leader(s): Provost Responsible Parties: Academic Affairs and University Partners	No funding required for the initial step of this initiative, however, long-term may need to make budgetary considerations	2023-2025 <ul style="list-style-type: none"> • Determine what is available and review current programs • Unit reviews of historical tenure trends (e.g., successful tenured lines, time to apply and receive Full Professor rank) Fall 2025 <ul style="list-style-type: none"> • Consistent procedural guidelines and expectations shared with all units • Centralized and consistent training and mentoring system for PRC's and tenure track faculty 		<i>In Progress</i> Collective Bargaining Agreement Negotiations

2022-2023 Academic Year

- Events/Collaborations
 - Hispanic Jeopardy (HHM) –
 - BHM Movie Night –
 - Celebrating Identities (with ASWOU) –
 - Diversity Celebration (hosted and worked with: MSSP, MSU, ODS, Stonewall, FAAWOU, Fem in Stem) –
 - May Day is Lei Day (AAPI with Hawai'i Club) –
 - NFL tabling
 - Coffee Talks
 - Midterm/finals week tabling –
- Provide supplies for students
- Provide snacks and beverages
- Total number of students:
 - Winter Term: 430
 - Spring Term: 543

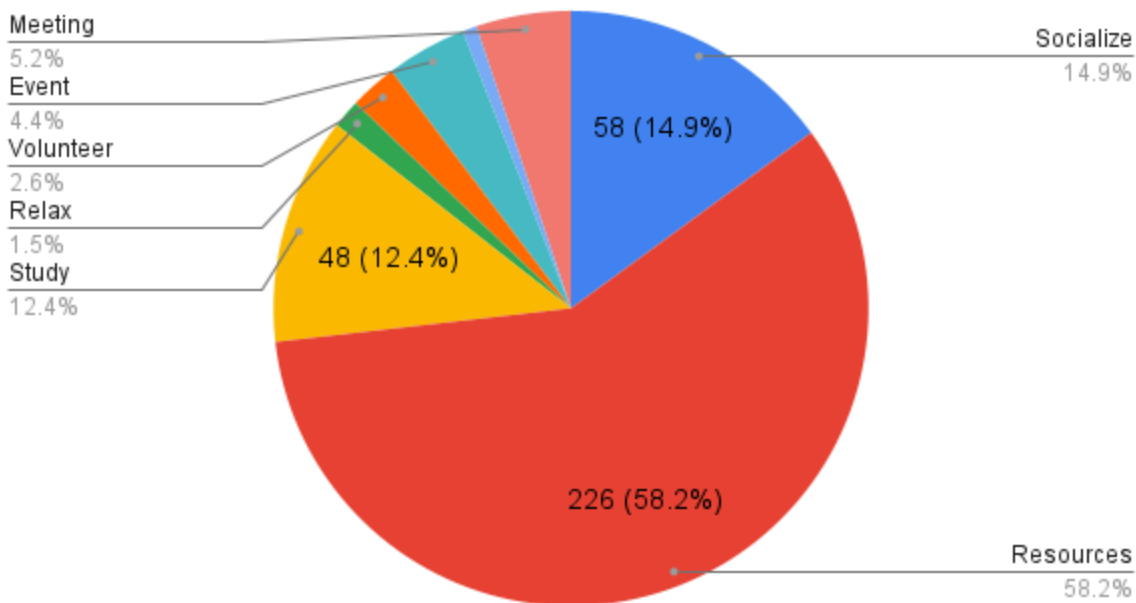
Reasons '22-'23



2023-2024 Academic Year

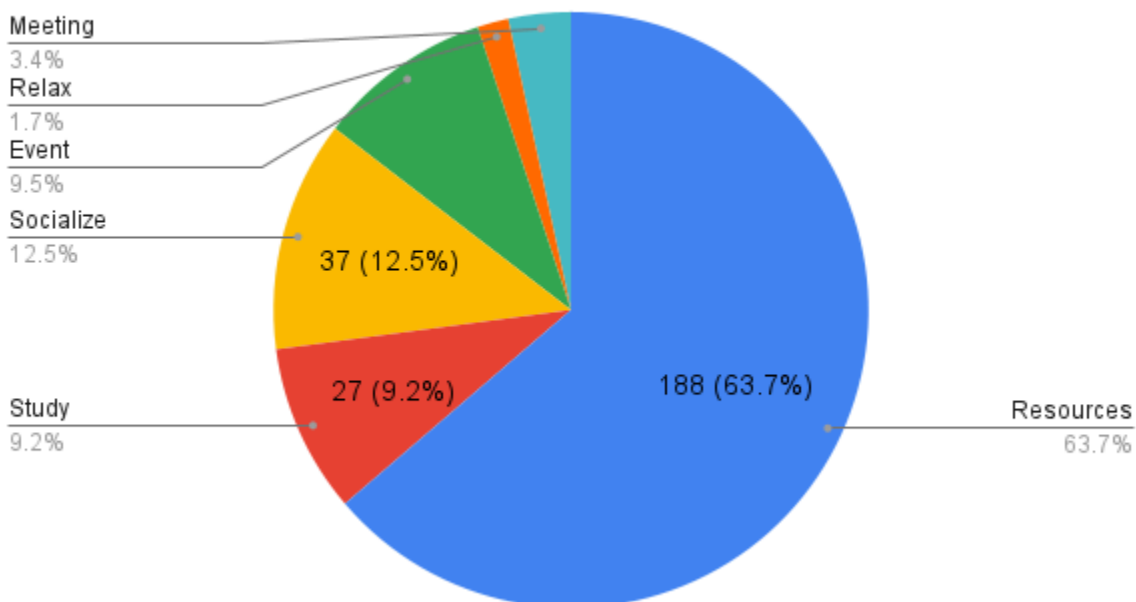
- Events/Collaborations
 - Latinx Jeopardy (HHM with Unidos) – 29
 - NAHM Movie Night – 4
 - For The Culture (BHM with BSU) – 30
 - BHM Movie Night – 5
 - Planner Workshops – 5(?)
 - Ho’ike (AAPI with Hawai’i Club) – *upcoming event in May*
- Educational posts and pamphlets
 - Educational Posts
 - Muslim Hate Crimes
 - Current Genocides
 - Sand Creek Massacre
 - DACA status and updates
 - Intersectionality and violence that Black women face
 - History Month Posts
 - November - Native American History Month
 - February - Black History Month
 - March - Women’s History Month
 - April - Diversity Month
 - Pamphlets
 - Native American Heritage Month
 - Black History Month (online pdf printed for students)
 - Women’s History Month
- Passive interactive events for students
 - Planner workshop
 - QOTW on white board
 - Story posts on instagram
- Scholarship searching for students
 - DACA, BIPOC, etc.
- Updated resource wall
 - On-campus and off-campus
- Desk with laptop and monitor usage
- School supplies and snacks
- Total number of students:
 - Fall Term: 305

Reason



○ Winter Term: 300

Reason





Report for WOU Governance Board – April 2024

Division of Advancement & WOU Foundation | Submitted by Katie Wojke

WOU Foundation & Development

Mission:

The Western Oregon University Foundation exists to strengthen relationships and provide resources in order to serve and support the mission and vision of Western Oregon University.

WOU Foundation, Comprehensive Campaign and Fundraising Progress:

The Campaign for Western Oregon University pillars are Scholarships, Wolves Athletics and Student Success. The goal and timeline are \$20 million by June 30, 2028.

\$20M Campaign for Western Oregon University



Scholarships – \$10M Goal

- Endowed Scholarships
- Annual Scholarships



Wolves Athletics – \$5M Goal

- Endowed Scholarships for Student-Athletes
- Athletics Facilities – Phase 1: Turf Field
- Wolves Club
- General Athletics Support



Student Success – \$5M Goal

- Student Success Center – \$1M matching funds
- Removing Barriers to Student Success
- Student Enrichment
- Faculty Support & Dean’s Funds
- Unrestricted Endowment
- General University Support – all other funds

As of March 31, we have raised **\$3,050,290 this fiscal year!** The number includes a six-figure estate gift that was realized and a \$500,000 private foundation grant for The Research Institute. These gifts help illustrate the importance of expanding our efforts in both planned giving and grants.

This brings the current Campaign total to \$12,805,478, which is 64% towards our goal of \$20 million! We are well on our way to being able to go public with the campaign in fiscal year 2024-25, ideally in the late fall or early winter of this calendar year (2024).

Board of Trustees

Fundraising Activity & Highlights

Major Giving and Planned Giving:

- New \$35,000 gift during Giving Day to be added to an existing scholarship endowment. This same donor expressed interest in setting up a beneficiary designation, too.
- New \$25,000 gift to establish an endowment to support a writing prize.
- New \$15,000 sponsorship for Athletics from Cornerstone Valley, an alumni owned business.
- New \$10,000 gift for student and faculty travel within the Gerontology program.
- New \$10,000 gift for Student Success Scholarship, which was leveraged as a matching gift for Giving Day.
- Three new \$5,000 gifts for matches on Giving Day for Football, Smith Fine Arts Series, Wolves Supporting Veterans scholarship.
- New 4-year commitment that will result in the establishment of an endowment for a football scholarship.
- Active conversations with 15-20 donors regarding major and/or planned gifts.
- Fundraising event for supporting art scholarships is in the works and is tentatively scheduled for May 18.

Grants summary:

The work with our grant consultant is ongoing. They have been diligently connecting us with new potential funders and working with various departments across campus. A summary of their work as of April 1 is below.

- Grant applications awarded: 1
- Grant applications submitted and pending: 9
- Grant applications currently in progress: 6
- Grant applications on our radar: 12
- Grant applications declined: 1

- Total Sum Currently Pending: \$202,500.00
- Total Sum Awarded 2023: \$50,000.00
- Total Sum Awarded 2024: \$9,000.00

Annual Giving:

- **Giving Day** was a great success. Thanks to everyone who provided content for featured funds, shared on social media, and made a gift!
 - 100% participation from Board of Trustees and Senior Leadership.
 - See accompanying Giving Day highlights sheet.
- 4th quarter efforts will focus on President's Club and Wolves Club renewals.
 - Wolves club renewals will kick off at the Spring Game on May 11.

- **Sponsorships**
 - Focus on renewing and securing new sponsorships for the 38th annual Wolves Auction on June 1.
 - Reviewing, revising, and redesigning the sponsorship packages for Athletics and Smith Fine Arts and developing packages for other campus events.
 - Women's Rugby secured their first-ever sponsor!
 - New Men's Rugby sponsor is in the works.

Advancement Services and Stewardship

Donor Stewardship

- Supporting financial aid with awarding scholarships
- Prepared and sent more than 100 financial reports on endowments
- Halfway through scholarship report preparation.

Accounts payable

- Finalized moving payables process to a completely electronic and automatic system.
- Automated process for campus partners to better utilize Foundation credit cards.

Data Projects

- In preparation for Giving Day, screened more than 70,000 phone numbers and updated more than 20,000 of these as mobile numbers.
- Researching vendors to screen data for “lost alumni”, those who we have no contact information.

990 and Audit

- 2022-23 990 has been completed and filed with the IRS.
- 2023-24 pre-audit dates set for May.

Competitive Grants

- Applications for 2024-2025 are open.

Smith Fine Arts Series (SFAS)

The Smith Fine Arts Series has two shows remaining in their 46th season:

- Reverie Road on April 6, 2024
- Makaha Sons on June 8, 2024

Acts for next season are being approached. Received a \$1,500 season sponsorship from City of Monmouth and a \$9,000 grant from the Marie Lamfrom Charitable foundation.

Alumni and Community Engagement

Alumni Award Nominations are open and will be promoted via email and social media April 15th-May 31st. Review and selection will take place in June.

The Wolves Athletic Auction is set for Saturday, June 1. Sponsorship and procurement are well underway, with a April 30 deadline. Ticket and table sales are open online at

Events since last report:

- Feb. 9 - College Tour VIP Launch Party
- Feb. 16-18 – Alumni, family and friends events on Oahu, in partnership with Softball
- Feb. 24 – Women’s Basketball alumni night (cancelled)
- March 5 – Giving Day
- March 16 – Smith Fine Arts Series featuring Laila Biali

Upcoming events:

- April 6 – Smith Fine Arts Series featuring Reverie Road
- April 6- Softball Alumni Game
- April 9 – Alumni night at the Portland Trailblazers
- April 27 - Women’s Soccer Alumni Game
- May 8 –Alumni and Community College Tour viewing party
- **June 1 – Wolves Athletic Auction**
- June 8 – Smith Fine Arts Series featuring Makaha Sons
- June 14 - Senior Sunset Grad Party
- September 28 – Football Hall of Fame
- September - Track & Field / Cross Country Reunion - Date TBD
- October – 25 & 26 – Homecoming Weekend
 - October 25
 - Wolves on the Green Golf Tournament
 - Alumni Awards and Hall of Fame Induction Dinner
 - October 26
 - Alumni Saturday Market
 - Tailgate/Football Game
 - Student leadership Reunion (ASWOU, Peer Mentors, SAB, Resident Hall Assistants, student organizations etc)
 - Earth Science Reunion
 - Library Student workers and staff reunion
 - Football Alumni Game
 - Volleyball Alumni Game



WOU Giving Day 2024 Report

Total Raised: \$209,816 (as of 3/7)

(\$205,795 on 3/16 LY)

<p>Gifts, Donors, and Funds:</p>	<p>913 Total Gifts (687 LY) 690 Unique Donors (523 LY) 220 First-Time Donors (150 LY) 58 Funds on the Website</p>
<p>Average Gift:</p>	<p>\$229.80/gift (\$364.69 LY) \$304.00/donor (\$479.05 LY)</p>
<p>Leaders:</p>	<p>Fund for WOU: 124 gifts (140 LY) Volleyball: 78 gifts (57 LY) Men's Soccer: 60 gifts (New to Top 5 Gifts-12 LY) Model UN: 50 gifts (New to Top 5 gifts) Football: 37 (New to Top 5 Gifts)</p>
<p>Matches:</p>	<p>Six of Eight Matches Met: Football-\$5,000, Smith Fine Arts Series-\$5,000, Wake Up Wolves!-\$1,550, First-Generation Fund-\$1,000, Hamersly Library-\$1,000, Student Engagement Fund-\$100 (5 of 9 matches met last year)</p> <p>Unmet: Student Success Scholarship-\$10,000 (\$5,445), Wolves Supporting Veterans-\$5,000 (\$1,920)</p>
<p>Other Highlights:</p>	<p>100% Participation from Board of Trustees 100% Participation from Senior Leadership Increased Social Media presence this year More Campus Engagement on Giving Day Text-to-Give implemented Leaderboard Feature implemented First-Ever Giving Day Service Project at Heron Pointe</p>
<p>Looking Ahead</p>	<p>Giving Day 2025-March 4, 2025 Increased usage of Text-to-Give Secure More Matches for 2025 Identify more Social Media Ambassadors At least one gift from each state</p>