



**Western Oregon University Board of Trustees:  
Finance & Administration Committee (FAC)  
Meeting No. 35 – April 2, 2024 | 1:00PM-4:00PM**

**MEETING MINUTES**

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

Chair Evans called the meeting to order at 1:06 pm.

The following Trustees were present: Chair Gayle Evans, Trustee Cec Koontz, Trustee Leah Mitchell

The following Trustees were excused: Trustee Angela Fasana.

Others Present: Jesse Peters, Camarie Moreno, Shadron Lehman, Cara Groshong, Tom Litterer, Chelle Batchelor, Darin Silbernagel, Beth Scroggins, Evan Sorce

**II. COMMITTEE CHAIR'S WELCOME / ANNOUNCEMENTS**

Chair Evans welcomed everyone to the April Finance and Administration Meeting and hoped everyone had a wonderful holiday weekend. Chair Evans then gave a brief overview of the agenda for this meeting and then transitioned to the consent agenda.

**III. CONSENT AGENDA**

Chair Evans found a couple of Typos in the January 24 meeting minutes that she asked Secretary Sorce to fix. Trustee Koontz moves and Trustee Mitchell seconded the approval of the January 24, 2024 minutes as corrected. There was no additional discussion The motion was passed unanimously.

**IV. ACTION ITEMS:**

**I. Accept FY 2024 Management Report (as of February 29, 2024)**

Budget Director Camarie Moreno presented the FY 2024 Management Report (as of February 29, 2024). The report can be found starting on page 8 in the docket. Trustee Mitchell asked if there is such thing as a benchmark that regionals use to subsidize athletics. Director Moreno said that all of the regionals in Oregon subsidize athletic departments, but she can do some research as far as a percentage that can be used as a benchmark in the future. President Peters did emphasize that leadership does talk to other universities about how athletics is funded as well as making the case to the legislature for additional funding for programs across the universities.

Trustee Koontz moved, and Trustee Mitchell seconded that the Western Oregon University Finance and Administration Committee accept the FY24

**Board of Trustees**

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Projected Year-End Report and the overall Management Report as of February 29, 2024 as presented in the docket. There was no additional discussion. The motion was approved unanimously.

## **II. Recommend for Approval Tuition & Fees for 2024-2025 Academic Year & Summer 2024**

Chair Evans transitioned to the Tuition & Fees proposal, which can be found on page 17 of the docket for review. Chair Evans gave a brief background into this agenda item which proposes a 5 percent increase which was recommended by the Tuition and Fee Committee. Chair Evans asked President Peters to speak on the proposal. President Peters said that the 5% increase is consistent across the Public Universities in Oregon, which will mean that Western Oregon University will stay the second most affordable tuition in the state behind Eastern Oregon University.

Chair Evans asked Darin Silbernagel, who was a member of the Tuition and Fees committee about what assumptions around enrollment was this proposal considering? Mr. Silbernagel mentioned that the committee considered 3 different scenarios which can be found on page 24 of the docket. Mr. Silbernagel also mentioned that the Tuition and Fee Committee recommended the 5 percent increase unanimously.

Chair Evans asked about the concerns mentioned by some Graduate Students regarding the fees that they are charged but not using. President Peters expressed concerned about moving towards a system where students can pick and choose the fees they want to pay for. That being said it might time to relook at how our fees are set to ensure that the services students are using are funded. This led into a robust conversation about the fees students were charged.

Trustee Koontz recommended and Trustee Mitchell seconded that the Western Oregon University Finance and Administration Committee recommend to the Western Oregon University Board of Trustees to approve the 2024-2025 Academic Year & 2024 Summer Session Tuition and Fee Book as presented. There was no additional discussion. The motion was approved unanimously.

### **REPORTS & DISCUSSION ITEMS:**

#### **a. University Budget Advisory Committee (UBAC)**

Cara Groshong, one of the Tri-Chairs of UBAC presented the University Budget Advisory Committee (UBAC) report. It can be found on page 42 of the docket for review. Tri-Chair Groshong formally invited Chair Evans to attend one of the UBAC meetings to meet the members of UBAC as well as have a discussion about their work. Chair Evans indicated that she is willing to attend the meeting if schedules work out.

## **b. University Technology Advisory Committee (UTAC)**

Chelle Batchelor, Dean of Library and Academic Innovation presented the UTAC update. You can find their report on page 44 in the docket for review.

Trustee Evans asked for more information about the Institutional Policy on Names. Co-Chair Batchelor walked through the process of working through the name change policy. Trustee Evans asked Director Litterer if there were any additional resources needed to prepare for the potential for the proposed Data Center. Director Litterer said that there are not additional resources needed to prepare for that potential until we know where the proposal is with the legislature. However, there will be the ongoing resources needed to maintain our current data center until we know the future of the proposed data center.

Chair Evans gaveled the meeting into a 10-minute recess at 1:57pm

Chair Evans gaveled the meeting back from recess at 2:10pm

## **c. Finance and Administration Report**

### **I. Cash Flow Report:**

Western Oregon University Treasurer Darren Silbernagel presented the cash flow report which can be found on page 45 of the docket for review. Chair Evans thanked Treasurer Silbernagel for his work and willingness to postponed retirement to help out the university. There were no questions from the committee.

### **II. Update on Quasi Endowment Performance**

Western Oregon University Treasurer Darren Silbernagel presented the Quasi Endowment Performance update. It can be found on page 46 of the docket.

### **III. Update on Capitol Projects**

Western Oregon University Director of Capitol Planning & Construction Jason Krawczyk presented his report to the committee. Capital projects is 98% complete with the construction request from HECC. Currently have four minor projects (under four million dollars) that are underway as well as three major projects.

The first major project is the Salem Occupational Therapy Doctoral Program remodel that kicked off over spring break. That project is on budget and on schedule to have the program fully moved in the middle of summer. The second project is the Steampipe project. Fences went up over spring break, which has been a surprise to many on campus despite the outreach effort to communicate to campus about the project. Capital Construction is working with Marketing and Communications to continue to communicate with the campus community about the impacts of this project on campus. That project has city approval and ground breaking will be April 14<sup>th</sup>. The last major project is the Student Success building. Still looking at roughly \$7,000 of contingency and adding eight days onto the schedule of the project but that should not impact move in to have the building open for the Winter term 2025. Currently they are adding the waterproofing onto the building. They are currently doing walk throughs with the future occupants of the buildings which is best practice to identify potential issues with offices before they get super expensive.

#### **V. Review of the Budget Dashboard:**

Director Moreno gave the budget dashboard update. The budget dashboard can be reviewed by going to the Budget and Planning Office webpage or by clicking [here](#). Chair Evans asked if the fund balance is invested with the Oregon State Treasury, Director Moreno said the answer is yes and our interest we accrue from the investments go into the other revenue budget lines

#### **VI. April 16-17, 2024 BOARD MEETING PREPARATION**

The only action items are the Management report as well as the proposed Tuition & Fees for 2024-2025 Academic Year & Summer 2024. The management report will be on the full board consent agenda and the Tuition and Fees Proposal will be its own action item. We will also have students, staff, and faculty that participated in our fee committees across campus present at our reception on Tuesday the 16<sup>th</sup>. Also we will ensure Area Heads will be present as well

#### **VII. UPDATES AROUND THE TABLE**

None

#### **VII ADJOURNMENT**

Meeting was adjourned 2:35 pm