



**Western Oregon University Board of Trustees:
Finance & Administration Committee (FAC)
Meeting No. 36
May 31, 2024 | 08:30 – 11:00 am**

Meeting Minutes

I. CALL-TO- MEETING AND ROLL CALL

Chair Evans calls the meeting to order at 8:30am and asks Secretary Sorce to do a roll call:

The following Trustees are present: Trustee Angela Fasana, Trustee Leah Mitchell, Chair Gayle Evans

The following Trustees were excused: Trustee Cec Koontz

Other Staff Present: Board Secretary Evan Sorce, President Jesse Peters, Trustee Paige Jackson, Provost Jose Coll, Acting VP for Finance and Administration Camarie Moreno

II. CHAIR’S WELCOME AND ANNOUCEMENTS

Chair Evans welcomed everyone to the last FAC meeting of the academic year. She explained that Vice President for Finance and Administration Ana Karaman was out on leave through July. Camarie Moreno, our Director of Budgeting & Planning, is currently serving as the Acting Vice President for Finance and Administration.

III. CONSENT AGENDA

1) Approval of the meeting minutes from April 2, 2024:

Trustee Mitchell moves and Trustee Fasana seconds the approval of the April 2, 2024 FAC meeting minutes. No additional discussion. The motion was approved unanimously.

IV. ACTION ITEMS

1) Accept the FY 2024 Management Report 9as of April 30, 2024):

Chair Evans asked Acting Vice President of Finance and Administration Camarie Moreno to walk through the management report, which can be found on page 7 of the docket for review. The committee had no questions for Ms. Moreno. Trustee Fasana moved, and Trustee Mitchell seconded that the Western Oregon University Finance and Administration Committee accept the FY 24 Projected Year-End Report and the overall Management Report as of April 30, 2024. There was no additional discussion, and the motion was approved unanimously.



2) Recommend for Approval FY 2025 Preliminary Budget:

Chair Evans asked Ms. Moreno and President Peters to discuss the Proposed FY 2025 Preliminary Budget. Ms. Moreno started by presenting the proposed budget, which can be found on page 16 of the docket. Chair Evans asked for more information on what a confidential advocate is. President Peters explained that a confidential advocate is part of the Title 9 compliance process. Currently, the person serving in that role is also the Director of Abby's house, and they shouldn't be both, so we have budgeted for an additional person to take that role. Chair Evans asked if these additional positions mostly responded to compliance and capacity needs. The President walked through the process he had to look at additional positions and used the example of the additional cybersecurity position and the budget manager for athletics as a way to increase capacity, identify savings, and reduce risk. The position increases represent roughly \$800,000, which includes benefits as well. For comparison, every 1% increase in faculty contracts represents about \$220,000 for faculty.

Note: Trustee Cecelia Koontz has joined the meeting.

Chair Evans asked if the university investments in enrollment strategies are working since we are projecting our enrollment to be down by 2%. President Peters answered the question by discussing the different headwinds the university is pushing against. These include declining high school graduation rates, the FAFSA situation, the larger universities vying for more students, and other challenges. The President reaffirms that he believes that investments are working and thinks we would be projected to be down more without some key investments. Trustee Koontz moved, and Trustee Fasana seconded that the Western Oregon University Finance and Administration Committee recommends to the Board of Trustees to approve the FY 25 Preliminary Budget as presented in the docket. There was no additional discussion. The motion passes unanimously.

Chair Evans mentioned that the committee was running ahead of schedule, so she decided to recess the meeting at 9:47 a.m. Chair Evans reconvened the Finance and Administration committee at 10:04 a.m.

V. REPORTS & DISCUSSION ITEMS:

1) Capital Improvement & Renewal Projects:

Chair Evans introduced Jason Krawczyk, WOU's Director of Capital Planning and Construction, to present his report, which you can find on page 42 of the docket. Trustee Evans asked Mr. Krawczyk how many steam pipe projects have you done. Mr. Krawczyk said this is the first. They found wood pipes during this project dating back to 1936.



2) University Budget Advisory Committee (UBAC):

Chair Evans introduced Dr. Melanie Landon-Hays who is one of the Tri-Chairs of the UBAC. She read her report, which can be found on page 53 of the docket.

3) University Technology Advisory Committee (UTAC):

Chair Evans introduced Tom Litterer who is one of the Tri-Chairs of the University Technology Advisory Committee. Tom read his report which can be found on page 59 of the docket.

4) Finance & Administration Report

i. Cash flow Projections:

Ms. Moreno gave the Cash flow Projections report which can be found on page 59 of the docket.

ii. Update on Quasi Endowment Performance

Ms. Moreno gave an update on the Quasi Endowment Performance. The information can be found on page 62 of the docket.

VI. JUNE 11-12, 2024 BOARD MEETING PREPARATION

Chair Evans mentioned the two big agenda items are the Management Report and the Proposed Budget.

VII. UPDATES AND AROUND-THE-TABLE

VIII. Chair Evans wanted to take a moment and recognize that this is not only the last Finance and Administration meeting of the year but also the last one for Trustee Cecilia Koontz. Trustee Koontz was a former Chair of the FAC and someone that Chair Evans could ask for advice and perspective. Trustee Mitchell, Trustee Fasana, President Peters, and Secretary Sorce all added how much they appreciated Trustee Koontz's mentorship, advice, and friendship.

IX. ADJOURNMENT

Chair Evans adjourned the meeting at 10:51am.