



**Western Oregon University Board of Trustees:
Finance & Administration Committee (FAC)
Meeting No. 37
November 5, 2024 | 08:30 – 11:00 am**

Meeting Minutes

I. CALL-TO- MEETING AND ROLL CALL

Chair Evans calls the meeting to order at 1:00pm and asks Secretary Sorce to do a roll call:

The following Trustees are present: Trustee Betty Komp, Trustee Rey Perez, Trustee Kate Schwarzler Chair Gayle Evans

The following Trustees were excused: Trustee Mark Zook

Other Staff Present: President Jesse Peters, Board Secretary Sorce, Camarie Moreno, Chelle Batchelor, Noah Carrillo, Rebecca Chiles, Zachary Hammerle, Thomas Litterer, Amy Clark, Heather Brophy, Venu Nair, Nathan Saur, Ashley Schaumburg, Nick Miller, Darrin Silbernagel

II. CHAIR’S WELCOME AND ANNOUCEMENTS

Chair Evans welcomed everyone to the first FAC meeting of the academic year. Chair Evans also mentioned that there is very different makeup of this committee than it was last year, with former Board Chair Betty Komp as the most experienced member. Appreciate the committee members willingness to participate in the committee.

III. CONSENT AGENDA

- 1) Approval of the meeting minutes from November 5, 2024:

Trustee Perez moves and Trustee Schwarzler seconds the approval of the November 5- 2024 FAC meeting minutes. No additional discussion.

Chair Evans:	Aye
Trustee Komp	Aye
Trustee Perez	Aye
Trustee Schwarzler	Aye
Trustee Zook	Excused

IV. ACTION ITEMS

- 1) Accept the FY 2024 Management Report as of September 30, 2024):

Chair Evans asked Director of Budget & Planning Camarie Moreno to walk through the management report, which can be found on page 6 of the docket for review. Director

Moreno walked through the management report, explained the different funds, and discussed each fund individually. Trustee Perez asked about operation and capital forecasts and how far out we go. Director. Moreno said that operation forecasts have historically been forecasted out one year but are currently working on a three-year model. Capital is a process led by the HECC that happens during the long legislative session of each biennium. Trustee Komp moved, and Trustee Schwarzler seconded that the Western Oregon University Finance and Administration Committee accept the FY 25 Projected Year-End Report and the overall Management Report as of September 30, 2024. There was no additional discussion.

Vote on the Motion:

Chair Evans

Trustee Komp:	Aye
Trustee Perez	Aye
Trustee Schwarzler	Aye
Trustee Zook	Excused

2) Recommend for Approval FY 2025 Adjusted Budget:

Chair Evans asked Director Moreno to discuss the Proposed FY 2025 Adjusted Budget—the Proposed FY 2025 Adjusted Budget, which can be found on page 15 of the docket. Director Moreno explained the budgeting process for the university, highlighting the uncertainties around state appropriations and enrollment figures. She noted that the preliminary budget was presented in June, with the adjusted budget in the fall after more accurate enrollment data was available. The university's tuition refund schedule was also discussed, with refunds given until the end of the first week of the term. Director Moreno presented the adjusted enrollment figures, which were slightly different from the proposed budgeted figures and the revenue side of the budget. Director Moreno presented the adjusted budget for the fiscal year 2025, which includes a million-dollar increase in revenue and a half-million-dollar increase in expenses. The budget deficit is projected to be 3.5 million dollars, less than the \$3.9 million deficit in the preliminary budget and in line with the 5-year financial sustainability plan. The budget includes the classified raises that were agreed upon before the preliminary budget and, a 4.09% raise for faculty and a 3.25% raise for unclassified staff, with additional held for equity adjustments. The budget also includes an increase in health insurance and other benefits costs.

Chair Evans asked for more information on the gifts, grants, and contracts. What volatility is expected in the grant? Director Moreno answered that there are all different kinds of grants for different lengths of time in that fund. So, there is some volatility in that fund. The hope is that Sponsored Projects Offices will continue to pull more grants, which will help increase this fund in future years. Trustee Schwarzler moved, and Trustee Perez seconded that the Western Oregon University Finance and Administration Committee recommends to the Board of Trustees to approve the FY 25 Adjusted Budget as presented in the docket. There was no additional discussion.

Vote on the motion:

Chair Evans:	Aye
Trustee Komp:	Aye
Trustee Perez:	Aye
Trustee Schwazler:	Aye
Trustee Zook:	Excused

President Peters thanked the team that worked hard on this budget. He discussed the challenges faced by the university, including declining enrollment due to a number of challenges, including FAFSA, and the rising costs of operating the university. He expressed some cautious optimism about the university's trajectory, citing the new mission statement and Title 3 grant focused on student retention as tools to help attract new students and retain current students.

Chair Evans mentioned that the committee was running ahead of schedule, so she decided to recess the meeting at 2:15 pm. Chair Evans reconvened the Finance and Administration committee at 2:25 pm

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 24 of the docket. Director Krawczyk presented an update on the construction and project management at the campus, highlighting the completion of various projects such as the Occupational Therapy Doctorate Program at WOU:Salem, PE locker rooms for Soccer and Volleyball teams, and the ITC 111 renovation. Director Krawczyk also discussed ongoing projects like the Student Success Center, steam line repairs, and the Welcome Center build-out. Director Moreno clarified that the funding for these projects comes from the State's capital improvement and renewal (CIR) budget, which is allocated based on the campus's square footage, building age, and building condition. This is always the top request from the public universities to the Legislature each biennium. Director Krawczyk expressed optimism about the funding for the data center project, which was ranked 4th highest priority by the Higher Education Council. He also mentioned the Performing Arts renewal project, which was ranked lower but still a priority. The committee also discussed the upcoming art installation by artist Brad Rood, which will be located between the ITC and the Student Success Center.

2) University Budget Advisory Committee (UBAC):

Chair Evans Zach Hammerle and Noah Carrillo are two of the Tri-Chairs of the UBAC. They read their report, which can be found on page 57 of the docket. Zach Hammerle and Noah Carrillo, discussed UBAC's efforts to align with the university's mission, values, and strategic plan. They also reviewed their past activities, including a survey on

budget transparency and requesting budget stories from the institution. The committee expressed their desire to advise the university better and improve transparency in resource allocation. They also discussed their plans to recruit new members, including students, and to align their goals with the university's strategic plan. Chair Evans asked about the UBAC's participation in compiling comments on how to use the Sustainability Fund and if it was a positive process. Zach mentioned that it was a good experience, and much of the feedback that UBAC got was the need for streamlining of processes, which is ultimately what a large portion of the sustainability funds went to.

3) University Technology Advisory Committee (UTAC):

Chair Evans introduced Tom Litterer and Chelle Batchelor, two of the Tri-Chairs of the University Technology Advisory Committee, who presented on behalf of UTAC. They read the UTAC report, which can be found on page 61 of the docket. Tri-Chair Litterer discussed the implementation of two-factor authentication (2FA) for all employees, which was approved by the board and enforced last Friday. All of the impacted employees are temporary or do not require a computer to do their job. Now, if they log in, they will be required to sign up for 2FA before they can use our system. Tri-Chair Batchelor mentioned new regulations around dropping students for non-participation in the first two weeks. Tri-Chair Batchelor highlighted the importance of the University Technology Advisory Committee (UTAC) in aligning with the strategic plan and the Equity Action Plan. She also mentioned the work on data governance policies and software procurement processes. The team also discussed the Banner Optimization Plan, which aims to optimize the use of Banner and transition to the latest version within three years. Trustee Perez asked several questions about the two-factor authentication process to get a better understanding, and then he asked about the optimization project's goal, to which Tri-Chair Litterer responded that it's to standardize on a version and continue version upgrades going forward.

4) Finance & Administration Report

i. Cash flow Projections:

Darren Silbernagell and Nick Miller gave the Cash flow Projections report which can be found on page 63 of the docket.

ii. Update on Quasi Endowment Performance

Darren Silbernagell gave an update on the Quasi Endowment Performance. The information can be found on page 66 of the docket. Chair Evans asked that based on the under performance of the Quasi-Endowment funds at what points do we decide to put it on a watch list or make changes. Staff made a commitment to Chair Evans to get more information and get back to them at the next meeting to get Chair Evans more information.

iii. Update on the Budget Dashboard

Director Moreno gave an update on the budget dashboard which can be found at www.wou.edu/budget.

iv. Finance & Administration Committee Goals

Committee Goals might be a combination that aligns with strategy as well as improvements, reviewing charter, maybe updating investment policies. Secretary Sorce is going to put together a template that will inform the committees for the committee work.

VI. November 19-20, 2024 BOARD MEETING PREPARATION

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

VII. ADJOURNMENT

Chair Evans adjourned the meeting at 4:03pm.