



**Western Oregon University Board of Trustees:
Finance & Administration Committee (FAC)
Meeting No. 42
November 04, 2025 | 01:00 – 05:00 pm**

Meeting Minutes

I. CALL-TO- MEETING AND ROLL CALL

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

The following Trustees are present: Trustee Rey Perez, Trustee Kate Schwarzler, Trustee Jim Vu, Chair Gayle Evans

The following Trustees were excused: Trustee Mark Zook.

Other Staff Present: Camarie Moreno, Evan Sorce, President Jesse Peters, Kwabena Boakye, Michael Ellis, Zach Hammerle, Chelle Batchelor, Amy Clark, Thomas Litterer Shadron Lehman, Darrin Silbernagel

II. CHAIR’S WELCOME AND ANNOUNCEMENTS

Chair Evans welcomed everyone to the Finance and Administration Committee for Tuesday November 4, 2025. Chair Evans mentioned that the university has continued to face a lot of headwinds, with respect to what’s going on at the federal and state level, and now we are seeing many students who will probably be impacted by the SNAP reduction in benefits, so things just coming our way but the university will deal with it and the Chair emphasized that the committee and the Board have great confidence in President Peters, VPFA Boayke and the entire leadership team. Chair Evans also wanted to welcome a new Trustee to the committee, Trustee Jim Vu.

III. CONSENT AGENDA

1) Approval of the meeting minutes from May 21, 2025

Trustee Schwarzler moves and Trustee Vu seconds the approval of the May 21, 2025 Finance and Administration Committee meeting minutes. There was no additional discussion.

Roll Call:

Chair Gayle Evans Yes



Trustee Rey Perez	Excused
Trustee Kate Schwarzler	Yes
Trustee Jim Vu	Yes
Trustee Mark Zook	Excused

The motion was approved 3-0.

IV. REPORTS & ACTION ITEMS

1) Accept the FY 2026 Management Report (as of September 30, 2025):

Chair Evans asked Budget Director Camarie Moreno to present the management report as of September 30th, 2025 which can be found on page nine of the docket for review. Budget Director Moreno highlighted changes in revenue and expenses across various funds. Essentially revenue is lower than anticipated because of an drop in enrollment, however we are seeing increased housing occupancy (about 60 more students or about a 7% increase).

Trustee Vu moves that the Western Oregon University Finance and Administration Committee accept the FY 26 Projected Year-End Report and the overall Management Report as of September 30, 2025. Trustee Schwarzler seconded the motion. There was no additional discussion.

Roll Call:

Chair Gayle Evans	Yes
Trustee Rey Perez	Excused
Trustee Kate Schwazler	Yes
Trustee Jim Vu	Yes
Trustee Mark Zook	Excused

Motion Passes 3-0

2) Recommend for Approval FY 2026 Adjusted Budget:

Before Chair Evans asked Budget Director Moreno to walk through the FY 26 Adjusted Budget, Chair Evans emphasized that because there have been so many changes the federal education policy things have been kind of volatile, but the staff has worked hard to bring an adjusted budget that is more realistic



and in line with what is expected to happen compared to the approved preliminary budget. Budget Director Moreno then walked through the adjusted budget which can be found starting on page 19 in the docket. The proposed adjusted budget showed a decrease in revenue of approximately \$2 million, mainly because of a drop in enrollment, especially in the graduate enrollment. This is largely because of the changes in federal policy around Graduate Student loans and the confusion the change of policy has created. Additionally, there is a potential for the state to claw back some of our funding from the SSCM, and lastly there is lower grant income due to the fact that the federal government has ended a couple of the grants we had received due to the changes of priorities of this federal administration. To address the revenue shortfall, the budget included expense reduction in faculty and staff FTE that had been open, as well as other cost saving measures, including a reduction in the operating reserve and the elimination of a 32.5% indirect distribution to departments.

Lastly Budget Director Moreno walked through the budget dashboard to show Trustees where the university is at on key metrics over time, including enrollment trends, revenue data, and a comparison of expenses to revenue. Budget Director Moreno pointed out that the challenges of adjusting expenses to enrollment declines can be quite challenging.

Note: Trustee Rey Perez joined the meeting

Trustee Schwarzler moves that the Western Oregon University Finance and Administration Committee recommends to the Board of Trustees to approve the FY26 Adjusted Budget as presented in the docket. Trustee Vu seconds the motion. There was no additional discussion.

Roll Call:

Chair Gayle Evans	Yes
Trustee Rey Perez	Yes
Trustee Kate Schwarzler	Yes
Trustee Jim Vu	Yes
Trustee Mark Zook	Excused

Motion Passed 4-0

3) Cybersecurity Update

University Computing Solutions and Chief Information Security Officer Michael Ellis gave his Cybersecurity Update which can be found on page 26 of the

docket for review. Mr. Ellis update focused on cybersecurity controls and incidents at the university. Mr. Ellis noted that while the current controls do not specifically address AI risks, the university is actively developing policies in this area. Mr. Ellis added that information security training is currently voluntary but emphasized the need to make it mandatory to align with industry best practices. Mr. Ellis also highlighted improvements in incident response, attributing this to the recent hire of a Security Operation Center Analyst. There are ongoing negotiations with Oregon State University to replace an expired grant with a new partnership for network monitoring. Finally, Mr. Ellis presented the results of a recent penetration test, which showed overall improvement in security posture with most high-risk findings remediated.

V. REPORTS & DISCUSSION ITEMS:

1) University Technology Advisory Committee (UTAC):

Chair Evans introduced Dean Chelle Batchelor, one of the Tri-Chairs of the University Technology Advisory Committee, their report can be found in the docket on page 29 for review. The committee reported on their progress, focusing on data governance and digital accessibility initiatives. Dean Batchelor explained that UTAC is working to establish a data governance committee following a 2025 institutional research report recommendation, through the stakeholder composition is still being determined. The committee also completed work on a digital accessibility policy, which was reviewed and posted for public comment in October.

At 2:30, Chair Evans recessed the meeting for ten minutes for a break.

At 2:40 Chair Evans called the meeting back to order.

2) University Budget Advisory Committee (UBAC)

Zachary Hammerle, one of the TRI-Chair of the University Budget Advisory Committee delivered their presentation to the committee. The presentation can be found on page 27 of the docket for review. Tri-Chair Hammerle reminded the committee of UBAC's financial oversight role, highlighting their advisory function to the president, their focus on student-centered budgeting, and their efforts to increase accessibility through in-person and online town halls. UBAC is working on updating their website to provide better access to meeting notes and resources, while also facing challenges with faculty representation due to workload constraints. UBAC

is also collaborating with ASWOU to ensure student representation, and they feel like they are making progress in their effort to build trust and transparency across campus. Tri-Chair Hammerle emphasized that UBAC serves as a sounding board for questions for students and works hard to ensure their voices are heard. Secretary Sorce added the importance of students using their student government, ASWOU, as their voice in shared governance. The last UBAC town hall meeting had over 100 people in attendance and there were numerous questions answered by Senior Leadership. Chair Evans noted the with all the challenges the institution is facing due to federal and state issues, it is exciting to see the cultural foundations in place for collaboration and communication regarding the budget and other financial items.

3) Finance & Administration Report

Vice President of Finance and Administration Kwabena Boakye presented the Finance and Administration Report, which can be found on page 30 of the docket for review. VPFA Boakye presented the Finance and Administration (F&A) strategic plan, highlighting initiatives such as budget development, financial health dashboard, and cybersecurity measures. Additionally, VPFA Boakye introduced a new budget development timeline, which was approved by Senior Leadership and aims to enhance transparency and engagement with the campus community. The plan includes goal, metrics, and outcomes for each pillar of the strategic plan, with a focus on accountability and collaboration.

i. Campus Safety & Operations Update:

VPFA Boakye gave the Campus Safety & Operations Update on behalf of AVP Chiles who was dealing with a family emergency. The Campus Safety & Operations report can be found in the docket on page 36 for review. VPFA Boakye walked through the Public Safety update as well as the capital construction update around the Student Success Center and highlighted CIR projects such as Campus signage, ongoing HVAC and roofing projects, mentioning that the team is working with the Energy Trust of Oregon, which is paying for as much as 60% back on some of these investments. VPFA Boakye then asked Chief Information Officer Tom Litterer to give a quick update on the Data Center. The University received roughly \$15 million from the Oregon Legislature to build the data, which requires a \$700,000 local match. CIO Litterer explained the data center timeline, aiming for completion by January 2029, with funding needs and potential design-build approach still under consideration. The committee talked about scaling the project to fit

within their budget constraints and exploring options like modular data center components to reduce costs. Trustee VU emphasized the need for the building to look nice and add aesthetically to the campus, to which CIO Litterer agreed to address in the architectural design proves. A commitment was made to provide a more detailed presentation to the board in the future.

ii. University Computing Solutions Update:

The University Chief Information Officer and University Computing Solutions Director Tom Litterer provided University Computing Solutions update which can be found on page 38 of the docket for review. The update started with the Banner optimization project, noting that \$1.2 million had been reimbursed out of a total \$2.1 million in sustainability funds allocated to this project. He highlighted completed aspects of the project such as the elimination of paper time cards and the rollout of Elluciqn Experience, which replaced WolfWeb. CIO Litterer also discussed the transition to Active Directory from LDAP and the upcoming change to OKTA for identity access management, which is expected to be completed by spring break. The overall project is on track to be finished by fiscal year 2027, though some of the work may continue beyond that date.

iii. Cash Flow Projections:

Darrin Silbernagel presented the cash flow project which can be found in the docket for review on page 42. The cash flow projection report showed a decrease of \$182,000. Mr. Silbernagel mentioned that starting next meeting, Kristal Hughes who is the new Associate Controller, will take over the cash flow projection reports.

VI. November 18-19, 2025 BOARD MEETING PREPARATION

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

VII. UPDATES AND AROUND-THE-TABLE

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 4:35pm