

Chair:		
<i>Richard Bailey</i>	Faculty Department of Business Management, ETM	Klamath Falls
Membership:		
<i>Abdy Afjeh</i>	Associate Provost for Research	Portland-Metro
<i>Todd Breedlove</i>	Faculty Department of Computer Systems Engineering Technology, ETM	Klamath Falls
<i>Erin Foley</i>	Vice President for Student Affairs and Dean of Students	Klamath Falls
<i>Brian Fox</i>	Vice President for Finance and Administration	Klamath Falls
<i>David Hammond</i>	Faculty Department of Mathematics, HAS	Portland-Metro
<i>Samantha Henkell</i>	ASOIT President	Klamath Falls
<i>Erik Johnson</i>	Director for Admissions	Klamath Falls
<i>Dawn Lowe-Wincentson</i>	Librarian	Portland-Metro
<i>Debbie McCollam</i>	Faculty Department of Medical Imaging Technology, HAS	Klamath Falls
<i>Joanna Mott</i>	Provost and Vice President for Academic Affairs	Klamath Falls
<i>Stephanie Pope</i>	Assistant Vice President for Fiscal Operations	Klamath Falls
<i>Matthew Sleep</i>	Faculty Department of Civil Engineering, ETM	Klamath Falls
<i>Mason Terry</i>	Faculty Department of Electrical Engineering and Renewable Energy, ETM	Klamath Falls
<i>Stefan Valenzuela</i>	ASOIT President	Portland-Metro
Additional Attendees:		
<i>Thom Darrah</i>	Director for Facilities Services Management	Klamath Falls
<i>Nellie Stewart</i>	Executive Assistant to Vice President for Finance & Administration	Klamath Falls
<i>Farooq Sultan</i>	Director for Institutional Research	Klamath Falls

MINUTES

Meeting called to order – Chair Richard Bailey

Chair Bailey called the meeting to order at 7:30 am.

1. Capital Update – Thom Darrah

- a. PowerPoint Presentation provided.
- b. *Richard Bailey* asked for the funding source of the Track Renovation. *Brian Fox* replied that some funds will come from the Student Rec Center savings, other project savings and the increased sports lottery funding.
- c. *Stefan Valenzuela* asked about any capital project plans for the Portland-Metro campus. *Brian Fox* replied that the Portland-Metro campus has had additional office space created and first floor minor renovations in the commons. While the Portland-Metro campus is a newer building, there will need to be deferred maintenance funding to keep the building in good condition. *Stefan Valenzuela* shared that the Portland-Metro campus is in need of more storage solutions as they have ran out space. *Dawn Lowe-Wincentson* shared that there is carpet damage in some classrooms that need repair.

2. Quarterly Financials Data/Forecast/Enrollment – Stephanie Pope, Farooq Sultan

- a. *Stephanie Pope* presented the December 2019 Management Report. Items highlighted were the forecast numbers from January 7, the decrease in legal services, a 2% Pay Plan increase, salary savings does not favor overload, carry forward numbers and roll overs.

- b. *Farooq Sultan* presented Winter Applications and Enrollment and Headcount and Credit Hour Production.
- c. *Erik Johnson* presented 1.15 App Trends and Fall 2020 Deposit Summary. Items highlighted were day usage of Portland-Metro campus instead of just evening as well as more freshman instead of just transfers, yield rate review, strategic investments, targets, student focus, plans for AP students and New Wings events and course offerings.

3. Budget Process Update/FOAC Involvement – *Stephanie Pope, Brian Fox*

- a. This item was tabled due to no time allowed and will be reported at the next meeting.

Meeting adjourned – *Chair Richard Bailey*

Chair Bailey adjourned the meeting at 9:04 am.