

Executive Committee Agenda

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1. Call to Order/Roll/Declaration of a Quorum (10:00am) <i>Chair Jessica Gomez</i>	
2. Consent Agenda <i>Chair Jessica Gomez</i>	
2.1 Approve Minutes of the April 2, 2020 Meeting	1
3. Action Items (10:05am)	
3.1 Ratification of Recommendation to the Governor to Appoint Staff Member Michele Vitali to Oregon Institute of Technology's Board (5 min) <i>Chair Jessica Gomez</i>	3
3.2 Recommendation to the Board to Appoint Trustees Hasty and Vitali to Committees (10:10am) (5 min) <i>Chair Jessica Gomez</i>	12
4. Discussion Items (10:15am)	
4.1 Review of Board Agenda (5 min) <i>Chair Jessica Gomez</i>	
5. Other Business/New Business (10:20am) (5 min)	
6. Adjournment (10:25am)	

EXECUTIVE SESSION OF THE EXECUTIVE COMMITTEE (10:35am – 10:55am)

The Executive Committee of the Board will meet in Executive Session per ORS 192.660(2)(f) and ORS 40.225 Rule 503 to consider information or records that are exempt by law from public inspection and to have confidential communication subject to attorney-client privilege.

EXECUTIVE SESSION OF THE BOARD – less faculty, staff, and student (11:05am – 11:50am)

The Board will meet in Executive Session per ORS 192.660(2)(f) and ORS 40.225 Rule 503 to consider information or records that are exempt by law from public inspection and to have confidential communication subject to attorney-client privilege.

EXECUTIVE SESSION OF THE BOARD (Noon – 12:15pm)

The Board will meet in Executive Session per ORS 192.660(2)(f) and ORS 40.225 Rule 503 to consider information or records that are exempt by law from public inspection and to have confidential communication subject to attorney-client privilege.



**Meeting of the
Oregon Tech Board of Trustees
Executive Committee
Sunset Room, Klamath Falls Campus
And virtually via Teams
April 2, 2020
10:05am – 10:25am**

**Executive Committee
DRAFT MINUTES**

Trustees Present:

Jessica Gomez, Chair	Lisa Graham	Fred Ziari
Vince Jones, Vice Chair	Nagi Naganathan, President	
Jeremy Brown	(in person)	

Trustees Unable to Attend:

Paul Stewart

Other Trustees Present:

Grace Rusth	Kelley Minty Morris	Mike Starr (in person)
Jill Mason	Rose McClure (in person)	

University Staff and Faculty Present:

Erin Foley, VP Student Affairs
Brian Fox, VP Finance and Administration
David Groff, General Counsel
Scotty Hayes, Information Technology Consultant
Joanna Mott, Provost
Adria Paschal, Senior Executive Assistant to the President

1. Call to Order/Roll/Declaration of a Quorum

Chair Gomez called the meeting to order at 10:16am. The Secretary called roll and a quorum was declared.

2. Consent Agenda

2.1 Approve Minutes of the January 23, 2020 Meeting

The Secretary proposed an amendment to the minutes: Section 2.1 and the subsequent approval should refer to the minutes of the November 21, 2019 meeting, not the January 23, 2020 meeting. **Trustee Jones moved to approve the minutes of the January 23, 2020 meeting with the amendment to section 2.1 to read “November 21, 2019 minutes”.** Trustee Brown

seconded the motion. With all trustees present voting aye, the motion passed unanimously.

3. Action Items

3.1 Recommendation to the Governor: Reappoint Faculty Member Rosalind McClure and Appoint Student Timothy Hasty to Oregon Institute of Technology's Board Chair Gomez thanked Trustee McClure for serving on the board and for her willingness to continue her service on the board. **President Naganathan** explained the student application and recommendation process.

Trustee Brown moved to recommend to the Governor reappointment of faculty member **Rosalind McClure** and to appoint student **Timothy Hasty** to Oregon Institute of Technology's Board of Trustees. **Trustee Jones** seconded the motion.

President Naganathan thanked Trustee Londen for her service on the board and noted her term ends in June and so she will participate in the May board meeting.

With all trustees present voting aye, the motion passed unanimously.

4. Discussion Items

4.1 Review of Board Agenda

Trustee Brown requested the board discuss the previous need for a balanced budget and any potential amendments to the budget in light of the changing teaching environment.

5. Other Business/New Business

6. Adjournment

Meeting was adjourned at 10:28am.

Respectfully submitted,



Sandra Fox
Board Secretary

ACTION ITEM

Agenda Item No. 3.1

Ratification of Recommendation to the Governor to Appoint Staff Member Michele Vitali to Oregon Institute of Technology's Board

Summary

On August 12, 2020 Trustee Grace Rusth, an Oregon Tech staff member, notified the Governor and Board Chair Gomez she would be resigning from the Board on August 31, 2020 as she was leaving the employment of Oregon Tech. Per University Policy, if a seat is vacated mid-term the position is to be filled by reviewing the applications submitted when the seat was filled. After following the process outlined in the policy, Michele Vitali was recommended to fill the vacancy.

The State deadline to submit a recommendation to the Governor for consideration was between the July and November board meetings. The President consulted with Chair Gomez and Vice Chair Jones and received authorization to act on behalf of the Executive Committee and forward Michele Vitali's application to the Governor to meet the deadline and fill the position as soon as possible. Section 2.3 of the Board Policy on Delegation of Authority addressing Emergency and Temporary Actions states the President may take emergency and temporary actions when the Board, its designee, or the President himself, deems it necessary or appropriate; and such action must be reported to the Board expeditiously.

The November 12 meeting is the first meeting at which to report the decision and request the Executive Committee ratify the recommendation made by the President.

Staff Recommendation

Motion to ratify the recommendation to the Governor to appoint staff member Michele Vitali to Oregon Institute of Technology's Board.

Attachments

- University Policy OIT-01-002: Candidate Application for Faculty, Staff, and Student Board of Trustees Positions
- Information from Michele Vitali's Application Packet

OREGON INSTITUTE OF TECHNOLOGY

Candidate Application for Faculty, Staff, and Student Board of Trustees Positions OIT-01-002

Per Oregon Revised Statute 352.076(2)(a) Oregon Tech Trustees are appointed by the Governor and confirmed by the Oregon Senate. It is a goal of the Board of Trustees to recommend, for the Governor's consideration, faculty, staff and student candidates who meet the individual characteristics desired for the Board and complement the needs of the Board as a whole.

The purpose of this policy is to guide the President's efforts in identifying potential candidates to recommend to Board, for ultimate consideration by the Governor, for the faculty, staff and student positions.

The Board should be composed of members who have:

- A commitment to public higher education;
- A record of interest or involvement in public or community service;
- Knowledge of complex organizations or academic institutions;
- Demonstrated collaborative leadership;
- A willingness and availability for constructive engagement;
- A commitment to open-minded, non-partisan decision making; and
- A record of integrity, good judgment, and civic virtue.

There should be a balance of perspectives, backgrounds, experience and skills among the members of the Board. These could include, but are not limited to:

- Gender, ethnicity, age, geographic location, and other expressions of diversity;
- Experience that will benefit the Board and the university;
- Personal and professional skills;
- Unique skills and competencies;
- Complementary skills and perspectives;
- A broad range of professional fields; and
- Alumni relation or institutional memory.

When a vacancy of the faculty, staff or student position on the Board is anticipated or occurs, the Board Secretary will send a notice to all faculty, staff and students, at a minimum via email, outlining the application process and timeline based on meetings of the Legislature and Board of Trustees, and requesting applications from those eligible and interested in serving on the Board. The faculty, staff and student terms are limited to two years, usually beginning July 1. If a seat is vacated mid-term the position will be filled by reviewing applications previously submitted for the two-year term.

Per the Oregon Tech Board of Trustees Bylaws, faculty and staff Trustees are permitted reasonable leave with pay at their regular salaries during their regular work hours as employees of the University to attend meetings of the Board and other official Board functions.

**Candidate Application for Faculty, Staff, and Student Board of Trustees Positions
OIT-01-002
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The faculty, staff, and student Trustees do not represent a particular constituency when sitting as a Trustee. Per the Board Policy on Ethics and Conflict of Interest, Trustees are expected to put aside parochial interests, keeping the welfare of the entire institution, not just a particular constituency, at all times paramount. Authority is vested in the board collectively and not in any individual Trustee; acting upon parochial interests or for the welfare of a particular constituent or constituency could impede the Trustee's ability to discharge his or her fiduciary duty to the entire institution.

APPLICATION PROCESS

1. Applying

A complete application packet will include a State of Oregon Executive Appointments Interest Form ([http://www.oregon.gov/gov/admin/Pages/How To Apply.aspx](http://www.oregon.gov/gov/admin/Pages/How_To_Apply.aspx)), a short biography (occupation, experience, key tasks, awards; location; professional details; education; boards, philanthropy, activities), a resume, and a statement of interest (a brief paragraph stating why you would like to be a part of the Board of Trustees). Emails with links to information will not be accepted.

All applicants are subject to a background check as part of the Governor's office review. It is important that anything that could potentially be an issue in an applicant's past be identified. Applicants can use a separate piece of paper to disclose this information. Notification about something in an applicant's past does not automatically exclude one from appointment; but it is important that this information is disclosed in the beginning of the process.

Application packets should be typed or printed in black ink and may be submitted by electronic mail to the Board Secretary or hand-delivered or mailed to: Office of the Board of Trustees, Oregon Tech, 3201 Campus Drive, Snell 210, Klamath Falls, OR 97601.

Once an application is submitted it will be placed in the Board's file for consideration for the term-filled position and any non-traditional vacancy during that two year term. An acknowledgment of receipt will be sent to the applicant by the Board Secretary.

2. Preliminary Review

The Board Secretary will determine whether all required information has been provided. Copies of complete applications will be given to the review committee for ranking; the review committee will include the Provost, Vice-Presidents and Associate Vice-Presidents, Faculty Senate President, ASOIT Presidents (alternating between Klamath Falls and Wilsonville) Administrative Council Chair, or their respective designee.

**Candidate Application for Faculty, Staff, and Student Board of Trustees Positions
OIT-01-002
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A needs assessment, analyzing the present Board membership against the preferred board composition identified in Oregon Tech Policy 01-002, shall be conducted by the Board Secretary, in consultation with the President and Board Chair, and take into consideration the results of the most recent self-assessments conducted by the Board.

When ranking applicants general qualifications that shall be taken into consideration include, but are not limited to:

- experience that will benefit the Board and the university;
- personal and professional skills;
- commitment to perform all trustee responsibilities and duties and ability to commit the time necessary to fulfill such responsibilities and duties;
- a strong record of interest or involvement in higher education or philanthropic activities;
- ability to contribute to Board diversity, including but not limited to gender, ethnicity, race, age, disabilities and geography;
- a history of leadership and achievements that reflects high standards; and
- a reputation at the university as a person of intelligence, integrity, skill, experience and good judgment.

In addition, the impact of any conflicts of interest (or potential conflicts of interest) will be evaluated.

3. University President Review

The application packets and review committee rankings for the top three candidates for each vacancy will be submitted to the President of the University for review. The President may choose to have face-to-face meetings with these candidates. The President will forward one name from this group of candidates, and the application packet, to the Board Chair for each vacancy.

4. Board Chair Review

The Board Chair, in consultation with the Executive Committee, shall review the application packet and make a determination to recommend the applicant to the Governor or request an additional applicant from the President.

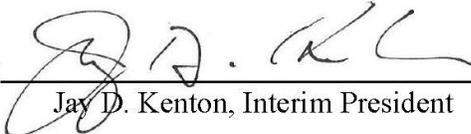
Once an applicant is selected, the Board Chair will notify the Board Secretary of the recommendation; the Board Secretary will notify the applicant that they are actively being considered for appointment and forward the complete application packet to the Governor's office for appointment consideration.

**Candidate Application for Faculty, Staff, and Student Board of Trustees Positions
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5. Governor Appointment and Senate Confirmation

Membership of the board is established by law. Trustees are appointed by the Governor of the State of Oregon and are subject to confirmation by the Oregon Senate in a manner prescribed by law. Applicants will be notified by the Governor’s office if they are nominated for a seat on the board.

Recommended by:
Faculty Senate – March 01, 2016
ASOIT Council – March 01, 2016
President’s Council – June 9, 2016

Approved: 
Jay D. Kenton, Interim President

Date: August 1, 2016

MICHELE VITALI

PROFESSIONAL STRENGTHS

- ✓ Outstanding organizational skills.
- ✓ Committed to increasing efficiency and improving processes.
- ✓ Solution-focused approach with high attention to team objectives.
- ✓ Respected for fostering excellent working relationships across all constituencies.
- ✓ Ability to analyze situations from several points of view.
- ✓ Strong analytical and financial skills.

OREGON TECH, SCAPPOOSE, OR

Administrative Services Manager – OMIC R&D 2018-Present

As the unique collaboration between industry, academia and government took shape, so did the need for a dedicated administrative professional to provide membership service and board support to over 30 members, develop efficient business operations procedures within the host structure and policies, monitor numerous contracts and budgets for operational, capital and grant projects, while developing consistent brand strategies for the growing organization. Dedicated to demonstrating ROI to a growing community of local, regional and global stakeholders in the areas of R&D and training while providing support to the Executive Director, growing staff team and facility hosted and owned by Oregon Tech.

OREGON TECH, WILSONVILLE, OR

Executive Assistant to Vice President, Portland Metro Campus 2017-2018

Hired to bring high level administrative and operational support to the growing Portland Metro campus, was responsible for structure and hire of new administrative and accounting staff, assisting with strategic initiatives, and serving on the Interim Leadership Team during management transition. Planned and executed various events for large groups of stakeholders and built strong relationships with faculty and staff.

OREGON EMPLOYMENT DEPARTMENT, TUALATIN, OR

Council Coordinator – Oregon Talent Council 2015-2017

Created by the state legislature in 2015, was hired to quickly create infrastructure for the 10-member Talent Council and serve as a liaison between the state and the volunteer industry council. Created website, materials and implemented administrative and operational procedures for investment of \$5.5 million in strategic grants while serving as primary staff support to the Council and Executive Director. Planned and executed multiple industry advisory meetings, sponsored events and provided coordination and input for legislative briefings while navigating the internal agency structure. Program was unfunded after biennium.

OREGON UNIVERSITY SYSTEM, PORTLAND, OR

Executive Assistant & Manager of Industry Partnerships Office 2009-2015

A small, fast-paced department charged with connecting college to careers throughout Oregon's public universities, provided executive level support to the Vice Chancellor and administrative oversight for the Industry Partnerships operations and annual budget of \$300k. Managed all functions of office management with internal and external vendors. Thorough knowledge of OUS fiscal policy, relevant OARs and Banner software. Delivered proactive calendar support to VC. Supervised student employees as available. Created transition plan for programs and activities affected by June 2015 closure of OUS.

Council Administrator – Engineering and Technology Industry Council (ETIC) 2002-2015

A council of Oregon’s high-tech executives, university leadership and industry associations created by the legislature to direct strategic investments in STEM education, provided primary staff support to the Council and Executive Director over 7 biennia. Monitored biennial investment of \$29 million across 8 universities, collected data from grantees and prepared reports. Managed RFP and contract process. Coordinated meeting logistics, agendas, minutes, reports and archives. Developed and maintained Council website and contact lists. Planned and executed annual events including strategic retreats, legislative days and VIP tours. Served as liaison between university and industry stakeholders. Assisted legislative advocacy team.

OREGON ROBOTICS AND TOURNAMENT OUTREACH PROGRAM (ORTOP), PORTLAND, OR**Accounts Manager 2004-2014**

A pre-college STEM program of the Oregon University System, provided part-time financial management for ORTOP’s annual budget of \$250k, entirely funded by corporate grants and private donations. Increased responsibility over 10 years as program doubled in size and event volume. Executed all bookkeeping, procurement, team registration receipts, scholarships, grant/gift monitoring and budget reconciliation. Fully versed in PSU Foundation and OUS Controller’s Office accounting software, code of fundraising ethics, fiscal policies and procedures. Initiated process with multiple vendors to create secure online registration payment system. Assisted with transfer to a private 501c3 organization in 2014.

Event Leadership 2002-2012

Served over 1,200 students and 400 volunteers in a lead capacity at the Intel FIRST Lego League annual championship event in various roles over 10 years including Registration Lead, Hospitality Manager and VIP/Sponsor Team. Recruited, trained and managed volunteers, secured vendor provisions, planned and procured meal items for 200 volunteers and assisted coordination of set-up and tear-down.

MITCH CHARTER SCHOOL, TUALATIN, OR**Parent Group Co-Chair, PSO Vice President 2012-2017**

Served as liaison between parents and administration, including the Board of Directors. Facilitated clear communication within school parent community, set fundraising goals/calendar, plan and coordinate volunteer support for fundraisers and community building events, including sponsored events such as Barnes & Noble Book Fair and Uberthon Fun Run. Provide website and newsletter expertise.

Auction Committee, Floor Manager 2006-2011

A public charter school requiring community support and private donations to survive, served on the auction committee for 5 years, doubling procurement, net proceeds and parent participation during this time. Provided leadership, coordination and oversight at event as Floor Manager. Recruited volunteers, organized team meetings, prepared auction items, coordinated entertainment/speakers and coordinated with other team leads. Served in several other volunteer roles during this time.

MORLEY FINANCIAL SERVICES, LAKE OSWEGO, OR**Client Service Representative 1993-2002**

A \$6 billion privately managed stable value investment fund provider, built professional client relationships with retirement plan sponsors and investment consultants across the country. Coordinated all marketing activity with parent companies, including monthly market commentary and portfolio performance distribution. Supervised client service team and assisted in design of communication materials and website. Compiled data, prepared presentations for sales team and responded to RFPs under tight deadlines.

EDUCATION AND CERTIFICATIONS

- Bachelor of Science in Business Administration, Florida Atlantic University, Boca Raton, Florida
- Series 7, 63 Securities License, Financial Industry Regulatory Authority (FINRA) (previously NASD)

SHORT BIOGRAPHY

Prior to joining Oregon Tech's Oregon Manufacturing and Innovation Center R&D in Scappoose, Michele served at the Portland-Metro campus as Executive Assistant to the Vice President beginning in May 2017. Michele spent the previous 15 years supporting public-private partnerships including the Engineering and Technology Industry Council (ETIC) and the Oregon Metals Initiative (OMI) while at the Oregon University System Chancellor's office, and more recently she helped launch the Oregon Talent Council while an Operations and Policy Analyst at the Oregon Employment Department. She assisted the OMIC R&D Board of Governors, providing various levels of start-up support to the Board of Governors, Tech Board, Site Operations, Director Search and Grant Administration.

In her prior career, Michele was a registered representative for a \$6 billion stable value investment management firm. She has also focused much of her personal time on community service through her children, from coaching a Lego robotics team to serving as vice president on the Parent Support Organization board where she was a key player in running the annual auction and other fundraising.

PROFESSIONAL LICENSE HELD

From 1998 to 2002 I held my series 7/63 General Securities Representative License with FINRA

GOVERNOR'S OFFICE SUPPLEMENTAL QUESTIONS

- 1. Why would you like to serve on this board? Please consider my application as a candidate for the Oregon Tech Board of Trustees. After careful reflection on this opportunity, I request your consideration of my candidacy for the following reasons:**

I am well respected by my colleagues at the Wilsonville and Klamath Falls campuses and at OMIC in Scappoose. I am someone with integrity, the ability to apply good judgment to multiple layered decisions and for maintaining strong rapport and levels of communications with all team members. I am mission and goal focused. When faced with obstacles, team members appreciate my ability to offer both short-term solutions and long-term process improvements while respecting multiple personalities and interests. I am well versed in Board and Public Meeting practices. I have staffed high visibility public and private boards since 2002 (ETIC, Oregon Talent Council, OMIC R&D) and am respected by industry, academic and government partners for my ability to provide high levels of competency and professionalism while understanding the needs of industry partners and other stakeholders. I am familiar with Oregon's biennial budgeting and legislative process and the continuing need for universities to diversify portfolios as higher education state funding shrinks. I am a long-time believer in Oregon Tech. Since my introduction to OIT in 2002 while supporting ETIC at the Oregon University System Chancellor's Office, I have been keenly aware of the important role Oregon Tech serves in producing STEM graduates. Since my employment began here in May 2017, that belief has only grown stronger. I am personally committed to higher education and STEM education. Over the years I have been involved as a parent in numerous efforts, and was respected for my focus on inclusion and accessibility for the many that are under-served.

2. Would you briefly describe any experience, knowledge, or expertise you have with racial equity in public policy or public service?

As both an active public school parent and public employee since 2002, I am keenly aware of equity and diversity, and how we, especially as stewards of public funds, must help those that are either marginalized or underrepresented for reasons not just of race, but in terms of all diversity. I consider that my duty as a public citizen in this state as well.

3. If you are selected to serve, what are the opportunities you see for that board or commission to address racial equity?

Well, it starts at the board level. The more diversity we can add to our state's boards and leadership, the further we will bring opportunity and understanding to all. If the boards themselves are missing a particular voice, it is up to us to engage with those populations, and work hard to be representative of our state. I am proud to live in a county (Washington) that is very diverse, and many groups I have worked with, including my local school district, are dedicated to outreach and equity. We can all do better, always, and it needs to stay a part of the conversation. The Oregon Tech community deserves this and I am committed to those efforts.

ACTION ITEM

Agenda Item No. 3.2

Recommendation to the Full Board to Appoint New Trustees Vitali and Hasty to Board Committees

Summary

Trustees Michele Vitali and Tim Hasty were appointed to the Board of Trustees in September 2020. The Board Policy on Board Committees authorizes the Board to establish standing committees. The Policy identifies the Executive Committee, Finance and Facilities Committee, and Academic Quality and Student Success Committee as the three standing committees. These committees are to be made up of trustees.

Recommendation

- Discuss possible committees on which Trustees Vitali and Hasty might serve
- Make a motion to recommend the full board appoint Trustees Vitali and Hasty to the identified committees.