

Chair:		
Richard Bailey	Professor of Business Management	Klamath Falls
Membership:		
Abdy Afjeh	Associate Provost for Research	Portland-Metro
Jeff Dickson	Associate Professor of Business Management	Klamath Falls
Erin Foley	Vice President for Student Affairs & Dean of Students	Klamath Falls
Brian Fox	Vice President for Finance & Administration	Klamath Falls
David Hammond	Associate Professor of Mathematics	Portland-Metro
Sandi Hanan	Senior Human Resources Consultant	Klamath Falls
Gary Kuleck	Provost & Vice President for Academic Affairs	Klamath Falls
Debbie McCollam	Professor of Medical Imaging Technology	Klamath Falls
Johnathan Nguyen	ASOIT President	Portland-Metro
Stephanie Pope	Director for Budget & Planning	Klamath Falls
Paula Russell	Associate Professor of Dental Hygiene	Klamath Falls
Matthew Sleep	Assistant Professor of Civil Engineering	Klamath Falls
Mason Terry	Director of Oregon Renewable Energy Center (OREC)	Klamath Falls
Erika Veth	Associate Vice President for Strategic Enrollment Management	Klamath Falls
Junmin Yee	ASOIT President	Portland-Metro
Additional Attendees:		
Krista Darrah	Operations Manager for Institutional Advancement	Klamath Falls
Brittany Miles	Assistant Vice President for Government Relations	Portland-Metro
Nellie Stewart	Executive Assistant to Vice President for Finance & Administration	Klamath Falls

Minutes

Meeting called to order – Chair Richard Bailey

Chair Richard Bailey called the meeting to order at 7:02 am.

1. Tuition Recommendation Committee (TRC) – Richard Bailey

Brian Fox and Erin Foley gave a TRC update to the group. At the TRC Open Form on February 25 there will also be discussion about the Student Rec Center and student fees associated with the renovations.

Matthew Sleep asked about the max tuition increase allowed without HECC approval.

Brian Fox replied with 4.99%. He also shared a few examples of what other institutions are doing in their tuition process.

2. Foundation Update – Krista Darrah

Krista Darrah shared a print material regarding the Campaign for the Future, \$4M Foundational Campaign, Foundational Campaign for the Future, and the Oregon Tech Foundation Trustee Dashboard for Fiscal Year 2018. #10 of Dr. Nagi's short-term goals is related to having a philanthropy campaign and building a foundation for accomplishing larger campaigns in the future. The Foundation has reached 94% of their goal with only \$200,000 more to fundraise by June 30, 2019. So far, there have been 494 participating donors. The Wendt family made a \$2 million dollar commitment to kick start the campaign; the Foundation Board members made persona contributions that have totaled to half a million dollars.

Krista Darrah on behalf of the Foundation presented Brian Fox a check for \$2 million dollars for the CEET Project match.

Brian Fox congratulated the Foundation on their hard work and accomplishments made in this campaign. He also shared the importance for Oregon Tech to show these philanthropy efforts to many stakeholders, especially when Oregon Tech is faced with negotiating for state funding on projects like Boivin Hall. When our university shows that we have matching dollars and a successful history of fundraising, then we have a better shot at getting projects funded.

Brittany Miles shared that there is a political component to philanthropy and fundraising efforts. The leaders of Oregon State tax dollars base their decision making not on how bad of shape a building like Boivin Hall is, but on how much will the University be contributing to the project. Oregon Tech's contribution is shown as tangible investment to the State for consideration.

Krista Darrah provided a scholarship update. The average amount of a scholarship has gone up to make it more meaningful to the student. The Foundation has noticed that students need all the help they can get, so it is more rewarding to receive more fund support. There are two new scholarships this year: Merit Based and Finish Line Fund. The Finish Line Fund helps students focus on completing their degree. This scholarship effort received kudos from HECC staff.

Krista Darrah provided a capital projects update on the new CEET building, Cornett Hall renovations and the John & Lois Stilwell Stadium. There was also an update on Equipment Gift in Kind matters such as property not cash. Oregon Tech faculty have also been working on grant proposal for the purchase of new equipment.

Krista Darrah provided an update on Alumni giving participation rates and the importance of higher percentages. Right now, the Foundation is working on relationship building, making connections, and reaching out to Alumni with university happenings and spotlight newsletters to make an impact on the giving rate.

Krista Darrah provided an update on the announcement to hire a Vice President for Advance and Marketing. This new position will help integrate the Foundation and Alumni with Marketing efforts across the institution. A search team is being put together and the job posting will be on the website soon. The current Foundation staff includes 9 people, 6 of which are fundraising positions where salary is self-supported and 3 of which that are administrative that salaries are paid for by the University.

3. Mid-Year Budget Update – Brian Fox

Brian Fox shared the Mid-Year Budget Board Docket PowerPoint presentation.

Stephanie Pope shared the process of gathering budget information. The Budget & Planning Office staff met with each department to gather data on what was and was not being spent, what their department plans were and what changes or shifts would need to be made to certain areas. The BPO staff then categorized this data collection to build a new budget based on these changes as well as forecast where Oregon Tech will end the year. These data pieces were used to make the mid-year adjusted budget. This effort has also helped bring focus to the department driven and budget driven decisions to the department chairs and administrative directors.

Richard Bailey asked about the \$1 million dollars in salary savings.

Brian Fox referenced the short-term action goals and board adopted budget priorities, which have folded in the recommendations of FOAC.

Matthew Sleep asked how the university determines a strategized investment.

Brian Fox replied with the importance of Oregon Tech retaining their students, faculty, and staff.

Richard Bailey discussed the charge of the committee is to make recommendations for these situations, however, there have been efforts that this committee has not weighted in on. He would like this group to be more proactive on these efforts.

David Hammond asked about the fund balance amount.

Brian Fox replied that we have reserves and must manage to grow enrollment and then use this fund balance to get us through the medium term. This is a 3-4 years bridge investment. The university must also manage its expenses and operate in a more efficient way.

4. Budget Process – Stephanie Pope

Stephanie Pope shared the FY20 Budget Build Timeline and the FY 20 Budget Development Goals. The process for FY20 has been greatly improved from last year's process. FY19 only had one month to build a budget. The FY20 Budget Build Timeline shows the dates for different campus constituents to review and weigh in. With the uncertainty of the state allocations, the timelines have been pushed out further. The FY20 Budget will be in place by July 1, 2019. This year's budget build process required each department/unit to build a budget with a 5% decrease, 3% increase and 0%.

5. Audit Update – Brian Fox

Brian Fox showed the committee the link to the 2018 Annual Financial Report. This year the auditors noted areas for improvement to grant processes, policies for manual check process, Financial Aid recalculation timing, ITS access control and payroll processing control. The FY 2019 Annual Financial Report will be finished sometime in late 2019.

6. GRB/Legislative Update – Brittany Miles

Brittany Miles shared a brief Government Relations Board and Legislative update. While we do anticipate that the Co-Chairs budget will be higher, we do not expect it to be enough to keep tuition at or below 5%. It will likely be in the \$40 million or "CSL" range.

Meeting adjourned – Chair Richard Bailey

Chair Richard Bailey adjourned the meeting at 8:34 am.