

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:		
Thom Darrah	Director of Facilities and Capital Planning	Klamath Falls
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 8:01 am.

1. FY 19 Q3 Management Report – Stephanie Pope

Brian Fox presented the Q3 Budget Report.

Richard Bailey asked if there would be communication to departments regarding the budget state with a message for cautious spending. Brian Fox responded that this communication would go to the Vice President level so that each VP is communicating and working with their direct reports and department chairs.

Richard Bailey asked about the other revenue amount that shows a higher amount. Brian Fox replied that the other category covers some small miscellaneous amounts, as well as larger grant indirect and funding for OMIC capital and operating dollars. The place where the budget shows that we were off in budget forecasting is Tuition and Fees at the end of the year due to lower spring enrollment.

Matthew Sleep asked where we need to focus our enrollment efforts and whether it is a specific program. *Brian Fox* replied that Erika Veth can provide this update later. *Gary Kuleck* shared that there will be improvements once the new CRM software, Slate is on board as it will provide better feedback and predictions. *Matthew Sleep* asked how the department chairs are getting this up-to-date enrollment information and if they are being communicated with what is happening. *Brian Fox* replied that Erika Veth can provide this update on a later date. *Erin Foley* shared details on SST group that meets on Thursdays to discuss at risk students that have been reported the group in various way through faculty, other students, and staff. This process has been effective in identifying students at risk with outreach to the student when necessary. There is a need for a retention plan and a retention director. Our first-year retention rate is good at 80%, but our graduation rate at 48% indicates that we are losing sophomores, juniors, and seniors.

2. Budget Build and Legislative Update – Brian Fox

Brian Fox shared an update on the State revenue forecast. An Oregon Tax Kicker is to be expected. There were conversations with the Oregon Vice President's for Finance & Administration asking the group to talk about what a 0% tuition increase would look like. The exercise showed that it would be too large a number to fund institutions this way. The Co-Chairs budget showed good news, but there are still questions. We do have indications that ETSF, Sports Lottery and OREC would be funded.

Presented a Budget Impact of State Funding and the scenarios for tuition increase options. Division scenarios 0% 5 million hole plus other equipment 7 million, reducing across the board and reducing positions trying to get below 2 million. General fund held numbers flat. Use of reserves of no more than 2 million.

Jeff Dickson asked about the requirements for reserve funding. *Brian Fox* replied that our philosophy is to operate on a percentage with a 1-2-year turnaround. on operating percentage.

Matthew Sleep asked about FOAC's position and influence on the President's funding and budget decisions. *Brian Fox* replied that FOAC create the budget principles, looks at Board presentation materials, looks at operating efficiencies and should be mindful of planning for the future looking for ways to grow, investment opportunities and focus on retention.

Richard Bailey asked why the Campus Budget Forum to be hosted in Portland-Metro and Sunset was scheduled for so late in the afternoon. *Brian Fox* replied that feedback was received from the Portland-Metro campus to select a time that fit their scheduling.

3. Capital Projects Update – Thom Darrah

Thom Darrah provided a power point presentation that showed a lot of construction projects to be happening on campus during the summer.

Debbie McCollam asked about visuals for our campus visitors during New Wings events this summer.

Brian Fox replied that Nellie Stewart will coordinate to have large rendering display boards for SRC and CEET to be visible in the Admissions Lobby and where the construction is happening for awareness.

Matthew Sleep asked about the CEET boardroom plan that shows a space for 1500 square feet which is an increase from the original plan of 400 square feet. He also shared that members of the CEET planning team would like an update on the CEET floor plan selections with reason for the changes and decisions made. *Brian Fox* replied that he would relay that information to the President. The increase

square footage plan was selected to create collaboration space, a space to show off physically to donors on the things that Oregon Tech can do. The idea is for the room to function as conference room as well as for presentations. show off physically what we can do. *Jeff Dickson* asked if classes could be held in this space. *Brian Fox* replied that it could function with class presentations that get scheduled, but not as a classroom.

Junmin Yee asked about summer road closures due to construction. *Thom Darrah* replied that email communications will continue to go out to campus on road closures.

4. FOAC Yearly Review – *Brian Fox*

Agenda Topics

- FOAC should review/provide input/learn from budget investments – help to provide feedback
- Attention on reserve balance and stabilizing the financial position over the coming years (help to chart course to sustainability over time)
- Reports on retention/plan for retention/enrollment management and the outcomes of those operations and investments
- Lookback on the new budget model which was brought in last year – what has worked and what are areas we need to continue working on (and do the work)
- Do a capital projects tour

Working

- Website was a good improvement – makes it easy to find things and see them in the future (create archive for past year's information).
- Good to get clear communication on the capital projects (where funds are coming from, what will happen and when)
- Good to get quarterly financials/board reports so we are on the same page

Areas for Improvement

- Would like to see the committee be more active
- Strategic investment prioritization was the one area where there was active feedback
- Should provide more feedback to admin on budget priorities/participate in the budget build process and make more clear recommendations
- Do capital type report for IT projects – have a similar consistent report on IT (computer/classroom replacements AND software/Applications Implementations)
- FOAC has been reviewing the current financial condition – not much on helping to set priorities/advise on investments etc.

Meeting adjourned – *Chair Richard Bailey*

Chair Richard Bailey adjourned the meeting at 9:44 am.