

Chair:		
Richard Bailey	Professor of Business Management	Klamath Falls
Membership:		
Abdy Afjeh	Associate Provost for Research	Portland-Metro
Todd Breedlove	Professor of Computer Systems Engineering Technology	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
Samantha Henkell	ASOIT President	Klamath Falls
Dawn Lowe-Wincentsen	Librarian	Portland-Metro
Debbie McCollam	Professor of Medical Imaging Technology	Klamath Falls
Joanna Mott	Provost & Vice President for Academic Affairs	Klamath Falls
Stephanie Pope	Assistant Vice President for Financial Operations	Klamath Falls
Matthew Sleep	Assistant Professor of Civil Engineering	Klamath Falls
Mason Terry	Director of Oregon Renewable Energy Center (OREC)	Klamath Falls
Stefan Valenzuela	ASOIT President	Portland-Metro
Erika Veth	Associate Vice President for Strategic Enrollment Management	Klamath Falls
Additional Attendees:		
Thom Darrah	Director for Facilities Services Management	Klamath Falls
Nellie Stewart	Executive Assistant to Vice President for Finance & Administration	Klamath Falls
Farooq Sultan	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

PowerPoint Presentation provided.

Chair Richard Bailey asked for the funding source of the Track Renovation. *Vice President Brian Fox* replied that some funds will come from the Student Rec Center savings, other project savings and the increased sports lottery funding.

Stefan Valenzuela asked about any capital project plans for the Portland-Metro campus. *Vice President 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 run 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

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.

Farooq Sultan presented Winter Applications and Enrollment and Headcount and Credit Hour Production.

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, Vice President Brian Fox

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.