

Chair:		
Richard Bailey	Professor of Business Management	Klamath Falls
Membership:		
Abdy Afjeh	Associate Provost for Research	Portland-Metro
Connie Atchley	Associate Vice President & Chief Information Officer	Klamath Falls
Todd Breedlove	Professor of Computer Systems Engineering Technology	Klamath Falls
Jolyn Dahlvig	Associate Dean of Students	Portland-Metro
Erin Foley	Vice President for Student Affairs & Dean of Students	Klamath Falls
David Hammond	Associate Professor of Mathematics	Portland-Metro
John Harman	Vice President for Finance & Administration	Klamath Falls
Dawn Lowe-Wincentsen	Librarian	Portland-Metro
Joanna Mott	Provost & Vice President for Academic Affairs	Klamath Falls
Stephanie Pope	Assistant Vice President for Financial Operations	Klamath Falls
Ken Sartain	Budget Director for Academic Affairs	Klamath Falls
Harmony Stobaugh	Administrative Council Representative	Klamath Falls
Christopher Syrynk	Associate Professor of Communication Studies	Klamath Falls
Mason Terry	Director of Oregon Renewable Energy Center	Klamath Falls
Peter Wantuck	ASOIT President	Portland-Metro
Mason Wichmann	ASOIT President	Klamath Falls
Additional Attendees:		
Nellie Stewart	Executive Assistant to Vice President for Finance & Administration	Klamath Falls

Minutes

Meeting called to order – Chair Bailey

Chair Bailey called the meeting to order at 3:00 pm.

1. Review FOAC Charge – Chair Bailey

Chair Bailey read aloud the FOAC charge from the website.

2. Review President’s FY22 Budge Development Memo – Chair Bailey

Chair Bailey read aloud the document and reviewed the date deadlines.

Stephanie Pope shared that the budget office is compiling data from all divisions and is currently working on the edits and corrections and will be able to provide more details to FOAC next week.

3. Review functional Vice President budgets per President Nagi FY22 Budget Memo – Chair Bailey

Chair Bailey presented the FY22 Division Targets. He added that in the past, more detailed information was provided for FOAC to make a recommendation to the President. He asked senior leadership

members to speak on behalf of their divisions. *Stephanie Pope* shared that the budget office can provide more data with a specific request from FOAC. *Provost Mott* shared that there are multiple divisional changes and target number comparisons from previous years that will show skewed data. She added that the budget process is to meet targets of a flat budget after inputting personnel. *Abdy Afjeh* suggested that each division present to FOAC. *Vice President Harman* shared that as the new Vice President for Finance & Administration he would like to make changes in the future after he has been through the budget cycle with Oregon Tech. He added that higher ed is currently using an incremental model while there are other model options. He added that Oregon Tech does not have the prospect of new or higher revenue and the University is very dependent on state funding and any time there are changes, it effects multiple years of budget. He agreed that it would be helpful to be more transparent with budget presentations from functional Vice Presidents. *Provost Mott* shared that because the budget process is to remain flat and fit in increased personnel costs, it may be more helpful for FOAC to review investment requests where a Vice President is asking for additional funds for their budget. *Chair Bailey* referred to the memo that FOAC must provide a recommendation on the institutional budget separate from strategic investments. *Christopher Syrnyk and Dawn Lowe Wincentsen* agreed to request functional vice presidents to report on their divisional target budget. *Vice President Foley* asked FOAC for what the vice president report would include. *Provost Mott* added that FOAC updated their charge and membership for this academic year, and perhaps there is a need for FOAC to make more changes for a better focus on institutional investments. *Todd Breedlove* agreed that the only item that FOAC can make a recommendation on is the ongoing strategic investments. *Stephanie Pope* shared that the RDS item is about loan payments for radiologic science laboratory equipment. *Vice President John Harman* shared that the DICE Director is a need for the University, and we have been operating out of compliance without one. *Provost Mott* shared that there is a need for a Portland-Metro advisor at the request of students that need more advisor availability, especially during the summer months. She added that there is also a need for a Portland-Metro grant manager to increase grant opportunities for the University. *Vice President John Harman* spoke to the need for increasing Facilities budget for the upcoming new CEET building as we are already operating without the proper janitorial service levels. He shared that there is also need for an undated Facilities Master Plan. *Todd Breedlove* asked if in the future could FOAC be more involved to help prioritize the initiatives, as these have already been set. *Stephanie Pope* replied that there could be potential scenarios when state funding is not at the level we anticipated, and decisions will need to be made and FOAC could be more involved. *Vice President John Harman* added that the budget is built on assumptions, which leaves possibilities for decisions that could include input from FOAC. *Provost Mott* shared the current policy for Program Reduction and Elimination Committee (PREC) that would be activated if there are reductions in budget and decisions to be made. *Chair Bailey* suggested a high level FOAC recommendation for the salary recapture dollars with the focus on serving students. He suggested the idea of encouraging retirement of PERS Tier 1 and 2 level employees. *Provost Mott* shared the change that was made to incentivize vacant positions with 30% going back to the division. *Provost Mott* added that with a new Vice President for Finance & Administration there will be modifications to the budget model and the role of FOAC. *Chair Bailey* asked FOAC to consider options for the President's recommendation and provide comments by next week for input.

Meeting adjourned – Chair Bailey

Chair Bailey adjourned the meeting at 4:07 pm.