

POSITION	TERM	NAME	DEPARTMENT/DIVISION
Chair	2021-24	Don DaSaro	Business Management
Provost and Vice President	2021-22	Joanna Mott	Academic Affairs
Vice President	2021-22	John Harman	Finance and Administration
Vice President	2021-22	Erin Foley	Student Affairs
Vice Provost	2021-22	Abdy Afjeh	Research and Academic Affairs
Administrative Council Representative	2021-22	TBA	TBA
Budget and Planning Representative	2021-24	Anna Clark	Budget and Planning
Senate Executive Representative	2021-22	Lindy Stewart	Faculty Senate
Administrative Staff Representative 1	2020-23	Connie Atchley	Information Technology Services
Administrative Staff Representative 2	2021-23	Ken Sartain	Academic Affairs
Administrative Staff Representative 3	2021-24	Mandi Clark	Housing and Residence Life
Faculty 1	2021-24	Ryan Brown	Medical Laboratory Science
Faculty 2	2019-22	Todd Breedlove	Computer Systems Engineering Technology
Faculty 3	2020-23	Mason Terry	Electrical Engineering and Renewable Energy
Faculty 4	2021-24	Dibyajyoti Deb	Applied Mathematics
Klamath Falls ASOIT President	2021-22	Brie Landis	ASOIT
Portland-Metro ASOIT President	2021-22	Jack Zoucha	ASOIT
Executive Assistant	2021-22	Celia Green	Finance and Administration

Agenda

Meeting called to order – Chair DaSaro

- Meeting called to order at 4:02 pm

1. Approval of Minutes- Chair DaSaro

- a. VP Harman moved to approve the minutes from the prior meeting; Brie Landis seconded the motion. The motion was approved.

2. FY2022-23 Draft University Budget Overview- VP Harman & Anna Clark

- a. John Harman provided an overview of the different components of the proposed FY 2022-23 Oregon Tech Operational Budget. The relevant materials were distributed in advance to the group for review.
- b. VP Harman covered the various revenue streams, related forecasts, and projections along with important budget assumptions.
- c. VP Harman discussed the dynamics underlying projected expenditures and variances to the prior year’s budget. He reviewed projected increases in faculty and staff salaries, impact of organized labor agreements, benefits, costs, and spending patterns of non-payroll related expenditures.
- d. VP Harman discussed the sources and uses of one-time funding that would be used to finalize a balanced budget for FY 2022-23.

- e. VP Harman also highlighted areas of strategic investment by the University in the upcoming fiscal year and how these investments would be mutually beneficial to many areas of the organization.
- f. Dr. Deb stated that remissions at 14% appears high. Is there any way to reduce remissions to 10 or even 8%? VP Harman and Dr. Mott replied that we are required to have remissions at 12% per State statute. VP Harman indicated that while it is a large number, around \$5.5M annually, the percentage has increased in recent years as a result of commitments through the TRC process to help ease the burden to under-represented students when tuition increases are recommended

3. VP's Discuss Budget Highlights for their Respective Areas

- a. The respective Vice President of each functional area provided an overview of their division budget, including a summary of how the FY2023 proposed budget compared to the current year FY2022 budget, and information supporting the request (e.g., staff changes, open positions, how operations may be the same, or different in the next year).
- b. After information regarding a proposed study to evaluate and analyze how costs in a Polytechnic University are different than in general four-year institutions, Brie Landis asked how much money Humboldt State received when the state of California decided to establish that polytechnic university. Dr. Mott replied with about \$458 million. She added, they are a much larger school than OT.
- c. Chair DaSaro asked if one study had to be cut from the strategic funding list, which one would it be? VP Harman replied that it would be a difficult decision. The faculty salary equity study was required under the AAUP Agreement and must be done. VP Harman indicated that the unclassified staff salary equity study had been promised in prior years, but the funding had not been available to move forward. The auditors have suggested we need the business continuity and disaster recovery study as a best practice, and we could receive an observation finding with the next audit if we do not follow-up. The facilities master plan is necessary for accreditation, since the last one was completed in 2005. All are essential, but if we had to postpone one, it might be the Facilities Master Plan.
- d. Dr. Deb commented that these studies are an investment. We need to look at the comparative pay between genders. If there are disparities, we need an action plan to remedy this. Dr. Mott referred to the Collective Bargaining Agreement. Faculty will receive a 1% raise with another 1% available for equity increases if needed.
- e. Dr. Deb asked if we do salary studies with every year's budget. VP Harman said these should occur every three to five years. VP Harman indicated, these studies are important to ensure OT compensation remains competitive and equitable.
- f. Michelle Meyer stated that the business continuity and disaster recovery study could be paid for with COVID funds. VP Harman said yes if there are enough COVID funds remaining, but there are still some outstanding commitments. Significant IT investments and replacements have been made from these funds along with a number of other projects. These projects were reviewed and funded as the result of a formal project request process established last summer. A good portion of the remaining funds will be used to balance the FY 2022-23 budget.
- g. Dr. Deb asked for clarification on the \$3 million from COVID funds and \$1.5 million from the reserve fund in the FY23 budget. VP Harman explained that COVID funds can be used to cover the additional expenditures to maintain campus operations or additional costs incurred both related to the COVID pandemic, e.g., PPE, classroom reconfigurations, social distancing, and remote learning upgrades in addition to recovering revenues lost due to altered operations and revenue flows. This allowed us to position ourselves better for remote learning. OT will use those upgrades for years to come. We have reserve funds that are a little over the Board requirement for the reserve levels. We will use \$1.5 million from reserves to help balance the

FY 2022-23 budget. We are hoping enrollment will recover by FY 2023-24. We should also receive an increase in funding from the state in the next biennium of somewhere around 6 – 7%. Between that and the enrollment recovery, we should be in good financial shape.

- h.** Dr. Deb asked if any discussion had been done by the University to use the COVID funds. VP Harman stated that we have talked about using them since the spring of 2021 in FOAC, Board meetings, Convocation, and Town Halls. These funds are not specifically for any single area of the institution. The feds leave wide discretion to the University and the Board as to how best invest the funds in the university. A Committee was established last June to invite and evaluate the proposals that are consistent with the federal guidance. OT has spent all but about \$3.0 million so far.

4. New Business- Chair DaSaro

- a.** No new business.

Meeting adjourned – Chair DaSaro

Meeting adjourned at 5:03 pm.