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**Finance and Facilities Committee**  
**also Sitting as the Audit Committee**  
**MINUTES**

**Trustees Present:**

Vince Jones, Committee Chair	Nagi Naganathan, President	Paul Stewart
Jessica Gomez, Board Chair	Mike Starr	Michele Vitali

**Other Trustees present in person:**

Tim Hasty	Rose McClure
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**University Faculty and Staff Present in person**

Carl Agrifoglio, Operations Manager & Systems Administrator-Information Technology Services  
Rebecca Burkeen, Administrative Council  
Erin Foley, Vice President & Dean of Students  
Ken Fincher, Vice President-Institutional Advancement  
Andria Fultz, Associate Professor Communication  
David Groff, General Counsel & Interim Board Secretary  
Pam Grove, Assistant to University General Counsel & Interim Board Secretary  
John Harman, Vice President Finance & Administration  
Jay Headley, Director Veterans Services  
Tom Keyser, Dean College of Engineering, Technology & Management  
Billy Kimmel, ASOIT Officer, Portland-Metro  
Brie Landis, ASOIT President, Klamath Falls  
Kelsey McCauley, Government Relations  
Joel McPherson, Administrative Council  
Joanna Mott, Provost & VP of Academic Affairs  
Adria Paschal, Senior Executive Assistant to the President  
Dan Peterson, Dean College of Health, Arts & Sciences  
Terri Torres, Faculty Senate President  
Bryan Wada, Consultant 2-Information Technology Services  
Jack Zoucha, ASOIT President, Portland-Metro

**Others Present:**

Trever Campbell, KernuttStokes (virtual)  
Haley Lyons, Kernutt Stokes (virtual)

**1. Call to Order/Roll/Declaration of a Quorum**

Chair Jones called the meeting to order at 8:01am. The Board Secretary called roll and a quorum was declared.

**2. Consent Agenda**

**2.1 Approve Minutes of the July 15, 2021 Meeting**

No changes voiced. Minutes approved as submitted.

**3. Reports**

**3.1 Fiscal Operations Advisory Council**

**FOAC President** noted that FOAC met on November 10, 2021; discussed agenda topics including management reports and Covid Relief Funds.

**3.2 Finance, Facilities Quarterly Update: 1st Quarter FY 2021-22**

**VP Harman** reviewed the quarterly report, budget performance, revenue and enrollment indicators, facilities, equipment, capital projects, investment report and the financial dashboard included in the agenda report.

**3.3 FY 2021-22 Internal Audit Update**

**Trever Campbell** reported the Clery Act Audit was completed in August 2021. Of the three current audits, Capital Projects Management and Title IX are underway with no significant issues noted to date. Procurement and Contracting audit has been started but is on hold. KernuttStokes is assisting Oregon Tech with organizational advice for the office of Special Programs & Grants Administration (SPGA), following completion of its audit last year Fixed Assets and Inventory audit is scheduled for Spring. There was one new fraud, Waste & Abuse Ethics Hotline case opened and resolved since the last Board meeting. There were nine total cases during 2021 that were opened and resolved, and no new cases have been submitted since the start of the 2022 fiscal year.

**4. Action Items - none**

**5. Discussion Items - none**

**6. Other Business/New Business - none**

**7. Adjournment**

Meeting adjourned at 9:22am.

Respectfully submitted,

**David P. Groff**

*University General Counsel & Interim Board Secretary*