



**REGULAR MEETING OF THE WOU BOARD OF TRUSTEES
MEETING NO. 24 - JULY 18, 2018**

12:00 PM – 6:00 PM

WERNER UNIVERSITY CENTER, COLUMBIA ROOM

AGENDA

wou.edu/livestream

- I. CALL-TO-MEETING/ROLL CALL
- II. CHAIR'S WELCOME
- III. LUNCH/SHOWCASE: CAMPUS MASTER PLAN
[*\(Strategic Plan Update – Appendix A\)*](#)
- IV. [CONSENT AGENDA](#) (April 18, 2018 meeting minutes)
- V. PUBLIC COMMENT
- VI. SHARED GOVERNANCE REPORTS
 - (1) [Faculty Senate](#)
 - (2) Staff Senate
 - (3) ASWOU
- VII. [PRESIDENT'S REPORT](#)
[*\(President's Cabinet Reports – Appendix B\)*](#)
- VIII. FINANCE & ADMINISTRATION COMMITTEE (FAC)
 - (1) Committee Chair Report
 - (2) Committee Recommendations for Board Action/Discussion
 - (a) [FY2018 May 31, 2018 Management Report](#)
 - (b) [FY2019 Budget](#)
 - (c) [Quasi Endowment](#)
 - (d) [2019-21 Capital Budget update](#)
- IX. BREAK



- X. JULY DISCUSSION THEME: STRATEGIC PLAN UPDATE
[\(Strategic Plan Update – Appendix A\)](#)

- XI. ACADEMIC & STUDENT AFFAIRS COMMITTEE (ASAC)
 - (1) Committee Chair Report
 - (2) Committee Recommendations for Board Action/Discussion
 - (a) Fall 2018 Enrollment Update
 - (b) [Proposal for new degree program: MA in Organizational Leadership \(MA in Organizational Leadership – Appendix A\)](#)
 - (c) [Endorsement of WOU participation in Willamette Promise](#)
 - (d) WOU’s Salem Presence Update
[\(WOU in Salem – Appendix A\)](#)

- XII. EXECUTIVE GOVERNANCE & TRUSTEESHIP COMMITTEE (EGTC)
 - (1) Committee Chair Report
 - (2) Committee Recommendations for Board Action/Discussion
 - a) Committee Assignments

- XIII. FINAL ANNOUNCEMENTS

- XIV. ADJOURNMENT

- XV. EXECUTIVE SESSION

Immediately following the July 18, 2018 open meeting of Western Oregon University’s Board of Trustees, the board will meet in executive session. The board will meet pursuant to ORS 192.660(2)(f) (to consider a record otherwise exempt from disclosure) and ORS 192.660(2)(i) (to conduct the employment-related performance of the chief executive officer). The media is authorized to attend the executive session pursuant to ORS 192.660(4) provided that the information shared and discussed in the executive session remain undisclosed. Pursuant to ORS 192.660(6), no final action may be, or will be, taken in executive session.



DRAFT MINUTES
REGULAR MEETING OF THE WOU BOARD OF TRUSTEES
MEETING NO. 23 - APRIL 18, 2018
1:00 PM – 6:00 PM
WERNER UNIVERSITY CENTER, COLUMBIA ROOM
MEETING NO. 23

I. CALL-TO-MEETING/ROLL CALL

Chair Jim Baumgartner called the meeting to order at 1:01 PM and asked Secretary Ryan Hagemann take roll and make announcements.

The following trustees were present:

Jaime Arredondo
Jim Baumgartner
Gayle Evans
Rex Fuller
Marshall Habermann-Guthrie
Betty Komp
Cec Koontz
Gloria Ingle (left at 6:38 PM)
Ted Kulongoski
Kelsee Martin
Jenny Mladenovic
Lydia Muniz
Cornelia Paraskevas
Lane Shetterly (arrived at 2:21 PM)

The following trustees were absent:

Louis Taylor

II. CHAIR'S WELCOME

Baumgartner welcomed the audience and reminded the Board that there was a very full agenda. Baumgartner recognized Lydia Muniz as a new incoming trustee and all trustees not seeking reappointment or termed out from service on the Board, including Habermann-Guthrie, Ingle, Kulongoski, Martin, Paraskevas, Ivan Hurtado, and Louis Taylor.

III. CONSENT AGENDA (January 17, 2018 meeting minutes)



Baumgartner called for a motion to approve the consent agenda, which consisted of the meeting minutes for the January 17, 2018 Board meeting. Koontz moved approved, and Arredondo seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner
Evans
Habermann-Guthrie
Komp
Koontz
Ingle
Kulongoski
Martin
Mladenovic
Muniz
Paraskevas

Fuller is non-voting.

No trustees opposed the motion.

There were no abstentions.

The motion passed.

IV. PUBLIC COMMENT

Baumgartner asked if there was any person signed up for public comment. Dr. Emily Plec, Dr. Scott Beaver, and Dr. Mark Perlman offered public comment about the status of collective bargaining with the faculty union.

V. SHARED GOVERNANCE REPORTS

(1) Faculty Senate

Baumgartner called on Dr. Adele Schpiege, the Faculty Senate President, for a brief report. Dr. Schpiege discussed the passage of general education curriculum reform, general education program director position, the elimination of the required minor, changes in the upper division credit requirements, new degree programs and certificates, the BA/BS task force, the re-imagining of the Innovation Center, and faculty service for the HB2998 transfer work group.



(2) Staff Senate

Baumgartner called on Jesse Poole, the Staff Senate President, for a brief report. Poole discussed the Staff Senate scholarship, changes to the Staff Senate meeting structure, the creation of an Executive Committee, and upcoming elections.

(3) ASWOU

Baumgartner called on Jessica Freeman, the ASWOU President, for a brief report. Freeman discussed student elections campaign week, diversity week, Oregon Students of Color Coalition conference, and the move of the Food Pantry to the renovated Oregon Military Academic building.

VI. PRESIDENT'S REPORT

Baumgartner recognized President Fuller for the president's report. Fuller observed that his report, as well as the separate reports from cabinet members, were also included in the docket. Fuller discussed the following topics:

- University Council and the strategic plan
- Spring 2018 enrollment update, including accomplishment in students from diverse populations
- Fall 2018 applications and admissions data, both undergraduate and graduate
- Proposed extension of WUE tuition rates to Texans
- Recognition of Dr. Steve Scheck retiring from the position of Provost & Vice President of Academic Affairs and his return to the faculty and the organization of the provost search logistics
- Removal of the notice of concern from the Northwest Commission and return to the regular accreditation cycle and preparation of the March 2019 mid-cycle report
- General education redesign, as reported by Dr. Schpiege in her Faculty Senate report
- Reorganization of the Human Resources and Payroll offices
- HECC rubric for the prioritization of proposed capital projects
- Identification of a TRU lobbyist for collective and joint priorities



- 2019 Legislative Session planning across the public universities
- Changes in business and budget processes
- Work of the University Budget Committee to develop recommendations and advice for the 2018-2019 budget
- Facilities work, including the Natural Sciences renovation and new Student Advising Center
- Migration of BANNER to the computing cloud
- Relocation of the Child Care Center from Todd Hall to the north end of campus
- Search for a new regular Vice President for Finance & Administration
- New bike share program
- Successful \$190,000 grant for Abby's House
- Successful alumni and development progress, including the proposed Jack Morton lobby in the renovated OMA building, new scholarships dollars, launch of the 100 Opportunities campaign, and WOU Giving Day
- Roll-out of the new WOU website
- Review of the intercollegiate athletics accomplishments, including indoor track & field and men's basketball
- Academic accomplishments of WOU student-athletes

(1) Board Resolution

Baumgartner recognized Head Track & Field Coach Michael Johnson to introduce student-athletes. After the coach's announcements and introduction of the student-athletes, including Dustin Nading, AJ Holmberg, Aaron Whitaker, David Ribich, Suzie Van Der Grift, Olivia Woods, and Kennedy Rufner. Baumgartner asked Hagemann to read the proposed resolution for the record. Baumgartner called for a motion to approve the resolution. Mladenovic moved approval, and Paraskevas seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner



Evans
Habermann-Guthrie
Komp
Koontz
Ingle
Kulongoski
Martin
Mladenovic
Muniz
Paraskevas

Fuller is non-voting.

No trustees opposed the motion.

There were no abstentions.

The motion passed.

VII. FINANCE & ADMINISTRATION COMMITTEE (FAC)

(1) Committee Chair Report

Baumgartner recognized FAC Chair Koontz for a FAC brief report. Koontz recognized outgoing FAC members and acknowledged the effort of interim VPFA Kenton. Other than action and discussion items on the agenda, Koontz noted that the FAC also heard several other presentations on the University Budget Committee and the investment report.

(2) Committee Recommendations for Board Action/Discussion

(a) FY2018 February 28, 2018 Management Report

Baumgartner called on interim Vice President for Finance & Administration Dr. Jay Kenton. He introduced Cammarie Campbell, the new WOU budget manager, to review the FY2018 February 28, 2018 Management Report. Campbell observed that financial projections were satisfactory and a fund balance between 21 and 22 percent, which would be above the Board's approved range of ten to twenty percent. Kenton and the Board discussed the difference in budget outlook from the previous year. Kenton explained that prior budgets and management reports were constructed very conservatively. Kenton described the impact of fund accounting. Mladenovic asked about reserves and Kenton observed that WOU likely had more robust reserves than either EOU or OIT, institutions at which he served as interim president. Kenton discussed the best practice for fund balances. After discussion, Baumgartner called for



a motion to accept the management report as presented and included in the docket materials. Mladenovic moved acceptance, and Komp seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner
Evans
Habermann-Guthrie
Komp
Koontz
Ingle
Kulongoski
Martin
Mladenovic
Muniz
Paraskevas
Shetterly

Fuller is non-voting.

No trustees opposed the motion.

There were no abstentions.

The motion passed.

(b) Quasi Endowment

Baumgartner asked Kenton to introduce the concept of a quasi-endowment. Kenton described that board-designated quasi-endowments can fluctuate in the short-term, but have better returns in the long-term. Baumgartner asked about the quasi-endowment and its impact on the strategic direction of the university. Fuller observed that a quasi-endowment for student scholarships was on the docket because the University Budget Committee was considering it as a possibility for the use of one-time funds. Evans asked how much of the money for the quasi-endowment was in the reserve and Kenton described how the fund balance and budget were constructed previously.

(c) 2018-2019 Budget Preparation Update

Baumgartner asked Kenton to continue with an update of the 2018-2019 preparations. Kenton described a new view of budget preparation, including a revenue projection, estimated expenses, an adjustment for minimum wage increases, and more money for fee remissions.



(d) New Paradigm at WOU

Kenton continued by sharing new processes and systems for business and budget practices going into the future.

(e) 2018-2019 Tuition & Fee Book

Baumgartner recognized Fuller and Kenton to discuss the 2018-2019 Tuition & Fee Book as included in the docket materials. Kenton described general approaches to the development of the tuition and fee book. He noted that all of the relevant policies impacting tuition and fees are included in the book. Kenton shared some 2018-2019 tuition rates for other Oregon public universities. Kenton asked members of the Student Tuition Advisory Committee to share observations with the Board. The students stressed conversation about the Western Promise, increased fee remissions, and transparency of the process. Paraskevas asked from where the proposed increase in fee remission was coming. Kenton described how the institution would redirect increased tuition revenue into enhanced fee remissions. After discussion, Baumgartner called for a motion to approve the 2018-2019 Tuition & Fee Book as included in the docket materials. Shetterly moved approval, and Paraskevas seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner
Evans
Habermann-Guthrie
Komp
Koontz
Ingle
Kulongoski
Martin
Mladenovic
Muniz
Paraskevas
Shetterly

Fuller is non-voting.

No trustees opposed the motion.

There were no abstentions.

The motion passed.



(f) WOU Tuition Promise

Fuller and Kenton continued by updating the Board on deliberations about WOU's Tuition Promise program. Kenton shared his analysis of the Western Promise with the Board. He noted that after deliberation, the Student Tuition Advisory Committee favored the elimination of the Western Promise. Kenton recommended suspending the Western Promise, starting Fall 2019, but honoring outstanding commitments to students. The Board expressed its interest in clear communication with students about the Western Promise. Amid discussion about whether or not to suspend the program in Fall 2018, Kenton observed that the Board had just approved tuition rates for the institution, including a Western Promise rate for 2018-2019. After discussion, Baumgartner called for a motion to suspend the Tuition Promise program for the incoming Fall 2019 class as presented and included in the written docket materials. Mladenovic again stressed that transparent information about the Western Promise disclosures occur with the final cohort for Fall 2018. Habermann-Guthrie moved approval, and Shetterly seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner
Evans
Habermann-Guthrie
Komp
Koontz
Ingle
Kulongoski
Martin
Mladenovic
Muniz
Paraskevas
Shetterly

Fuller is non-voting.

No trustees opposed the motion.

There were no abstentions.

The motion passed.

After the motion, the Board returned to a strategy of what to do with the final incoming Fall 2018 Promise cohort.



(g) HB4141: Tuition Advisory Committee Update

Baumgartner asked Kenton to update the Board on the HB4141 Tuition Advisory Committee. Kenton offered brief comments on the changes to the student committee that will result from action from the Oregon Legislature.

(h) 2019-25 Capital Budget

Baumgartner asked Kenton to introduce the proposed 2019-2025 capital budget. Kenton and Koontz reviewed the docket materials briefly, including the six projects that were included as a part of the 2019-20125 capital budget. After discussion, Baumgartner called for a motion to approve the 2019-2025 capital budget as presented and included in the docket materials. Mladenovic moved approval, and Shetterly seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner
Evans
Habermann-Guthrie
Komp
Koontz
Ingle
Kulongoski
Martin
Mladenovic
Muniz
Paraskevas
Shetterly

Fuller is non-voting.

No trustees opposed the motion.

There were no abstentions.

The motion passed.

VIII. BREAK

IX. APRIL DISCUSSION THEME: ACADEMICS



College of Education, College of Liberal Arts & Sciences, Graduate Programs, Dual Credit: Willamette Promise

After the break, Baumgartner recognized Provost & Vice President for Academic Affairs Dr. Steve Scheck to introduce the April discussion theme of academic programs. Scheck introduced Dr. Kathleen Cassity, the Dean of the College of Liberal Arts & Sciences, Dr. Mark Girod, the Dean of the College of Education, Dr. Linda Stonecipher, Director of the Graduate Programs, and Dr. Sue Monahan, Associate Provost of Academic Effectiveness. Girod described the College of Education, highlighting programs, a new digital commons, and educator preparation. Dean Cassity highlighted the resonance between the University's mission and the scope of the College of Liberal Arts & Sciences, faculty engagement with students in the College, and innovative programs. Stonecipher described WOU's approach to graduate studies, including programs, data on enrollment, and how to bring new graduate programs to WOU. Monahan introduced Willamette Education Service District representatives to describe the collaboration and effectiveness of the Willamette Promise, stressing college credit for incoming students.

X. SHOWCASE: C.A.R.E. TEAM (Crisis, Assessment, Response, Education)

Baumgartner asked Vice President for Student Affairs Dr. Gary Dukes and Dean of Students Tina Fuchs to share information about the WOU CARE Team, the showcase topic for the April Board meeting. Fuchs described the genesis of the CARE Team from involvement with community-based incident response teams. She described the CARE Team's purpose as to assess situations, incidents, and events and determine what the potential outcomes might be. Fuchs outlined how the CARE Team might be activated on campus and how it convenes to discuss an incident. She reviewed the website and communication strategies with the Board. She stressed the necessity of confidentiality with the CARE Team's work. Paraskevas observed that she, as a faculty member, has called CARE Team several times. Shetterly asked about case load.

XI. BREAK

XII. EXECUTIVE GOVERNANCE & TRUSTEESHIP COMMITTEE (EGTC)

(1) Committee Chair Report

Baumgartner offered a brief EGTC report.

(2) Committee Recommendations for Board Action/Discussion

(a) Trustee Vacancies

Baumgartner updated the Board on the progress with filling Board vacancies.



(b) Board Chair Recommendation

Baumgartner introduced the Board Chair recommendation. He explained to the Board his interest in not seeking reelection as Chair. After discussion, Baumgartner called for a motion to elect Betty Komp as Board Chair as presented and included in the written docket materials. Koontz moved approval, and Mladenovic seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner
Evans
Habermann-Guthrie
Komp
Koontz
Ingle
Kulongoski
Martin
Mladenovic
Muniz
Paraskevas
Shetterly

Fuller is non-voting.

No trustees opposed the motion.

There were no abstentions.

The motion passed.

XIII. ACADEMIC & STUDENT AFFAIRS COMMITTEE (ASAC)

(1) Committee Chair Report

Baumgartner recognized ASAC Chair Shetterly for a brief ASAC report, including an update on the general education reform effort.

(2) Committee Recommendations for Board Action/Discussion

(a) Enrollment Update



Baumgartner recognized Dukes for a brief enrollment update, observing year-to-year comparisons and the upcoming admitted student events.

(b) Proposal for a new degree program: AB, Liberal Studies

Baumgartner asked Scheck to introduce the proposal for new degree and certificate programs. Scheck recognized Associate Provost Monahan to present the topic. After discussion, Baumgartner called for a motion to approve the AB degree in Liberal Arts as presented and included in the written docket materials. Shetterly moved approval, and Arredondo seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner
Evans
Habermann-Guthrie
Komp
Koontz
Ingle
Kulongoski
Martin
Mladenovic
Muniz
Paraskevas
Shetterly

Fuller is non-voting.

No trustees opposed the motion.

There were no abstentions.

The motion passed.

(c) Proposal for a new degree program: Graduate certificates

- a. Interpreting Studies: Educational Interpreting
- b. Interpreting Studies: Research
- c. Interpreting Studies: Professional Practice

Baumgartner asked Scheck to continue the certificate programs as included in the written docket materials. Scheck asked Girod to describe the certificates. After



discussion, Baumgartner called for a motion to approve the certificate programs as presented and included in the written docket materials. Shetterly moved approval, and Paraskevas seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner
Evans
Habermann-Guthrie
Komp
Koontz
Ingle
Kulongoski
Martin
Mladenovic
Muniz
Paraskevas
Shetterly
Fuller is non-voting.

No trustees opposed the motion.

There were no abstentions.

The motion passed.

(d) Oregon's Educator Equity Act Report

Baumgartner called on Scheck and Dean of the College of Education Dr. Mark Girod to introduce the Educator Equity Act report. After presentation and discussion, Baumgartner called for a motion to accept the report as presented and including the written docket materials. Shetterly moved acceptance, and Koontz seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner
Evans
Habermann-Guthrie
Komp
Koontz
Ingle
Kulongoski
Martin
Mladenovic



Muniz
Paraskevas
Shetterly

Fuller is non-voting.

No trustees opposed the motion.

There were no abstentions.

The motion passed.

XIV. FINAL ANNOUNCEMENTS

Baumgartner asked the Board if there were any final announcements. After announcements, Baumgartner asked the audience to leave the room as he closed the open session of the Board meeting and moved into executive session.

XV. EXECUTIVE SESSION/ADJOURNMENT

Baumgartner confirmed that the Board was in executive session and asked Hagemann to make necessary announcements. Hagemann noted that the board was in executive session pursuant to ORS 192.660(2)(h). He confirmed, pursuant to ORS 192.660(6), no final action may, or will, be taken in executive session. He noted that if any representatives of the institutionalized news media were present in the executive session, pursuant to ORS 192.660(4), no deliberations or information shared in the executive session may be disclosed. He asked if any members of the institutionalized news media were present. There were none.

Hagemann stated for the record that, in addition to WOU trustees, the following persons were also permitted to attend the executive session:

Ryan Hagemann
Kathy Berg, USSE Internal Auditor
LouAnn Vickers, Executive Assistant to the President

After announcements, Baumgartner asked Hagemann and Berg to present to the Board within the scope permitted by ORS 192.660(2)(h).

After the executive session, Baumgartner returned to open session to adjourn the meeting. The meeting was adjourned at 6:48 PM with a quorum (Arredondo, Baumgartner, Evans, Fuller, Habermann-Guthrie, Komp, Koontz, Kulongoski, Martin, Mladenovic, Muniz, Paraskevas, Shetterly) present.



A handwritten signature in black ink, appearing to read "Ryan James Hagemann".

Ryan James Hagemann
Secretary to the WOU Board of Trustees

DRAFT

Board of Trustees Report for July 18, 2018

Faculty Senate President

General Education Reform Process

- Process is underway. Director: Erin Baumgartner (also in role of Interim Associate Provost for Academic Programs and Effectiveness). First Year Seminar (FYS) Coordinator: Shaun Huston. Chair, General Education Committee: Breeann Flesch.
 - They are currently developing a FYS workshop and Moodle support content this summer.
 - Gen Ed office is up and running in ITC 205.
- GenEd will provide an Institutional report regularly during Faculty Senate for the coming year since it has so many impacts

BA/BS Task Force & Revision

- Has been in process since October 2017
 - Preliminary report given at Faculty Senate, January 2018
 - Proposal offered March 2018
 - Discussions in Senate in April 2018
 - Senate voted to table issue until July 2018
 - At time of submission, Senate had not yet met so the outcome is unknown
 - Task Force has now disbanded since their work was completed

Fall 2018

- Committee on Committees
 - Given the Committees Project and its findings as well as Senate discussion around possible committee restructuring, this falls to the Committee on Committees according to the By-Laws
- Ongoing work with GenEd

Summer Online Teaching Institute (SOTI)

- 3 days long (June 19-21) with optional 4th day open house
 - Participants receive a stipend of \$800
- 19 applicants; only had funding for 10 people
 - LAS funded 2 additional folks; COE funded one additional
 - Total of 13 participants
- Covered theory and practice of effective online teaching and designing online courses
 - Multiple practical and hands-on sessions during the three days
 - On final day faculty shared their work
- 4 Guest speakers from on and off campus



Board of Trustees, July 18, 2018

President's Report

1. Report from April BOT meeting

Instructional expenses: During public comment, the Board heard concerns about the degree to which expenses for instruction have kept pace with the budget in recent years. The BOT dashboard include a view of expenses by category and now the dashboard also includes an option to view these in terms of the share of expenses. The dashboard can be found [here](#).

The share of expenses devoted to instruction from 2014 to 2017 has been 48.1%, 48.1%, 48.3% and 49.0% respectively.

Western Promise: at the April BOT meeting, Western approved placing the Western Promise on hold for fall 2019. In the discussion that led to that decision, some Board members raised questions and concerns about our messaging around the program. Many of these questions were rooted in the cost/benefit of the program. Here are excerpts from our current handout:

What is the Traditional Plan?

Freshmen, transfers and students from WUE states (plus Texas) who choose the Traditional Plan will pay the regular rate of tuition during their time at WOU. This number usually changes each year because of things such as state funding, enrollment and other influences. Students can expect about a 4 percent to 5 percent increase year over year.

Undergraduates who choose the Traditional Plan when they start at WOU know their tuition will very likely rise each year.

What is Tuition Promise?

Students who choose Tuition Promise pay the same tuition rate every year depending on what the rate is their first term. No matter what happens to the standard tuition rate, they will pay the same rate.

Undergraduates who choose Tuition Promise when they start at WOU pay more per credit but know their rate will not change for four years.

Pros of the Traditional Plan

- Undergrads spend less money in years when tuition increases are low.
- Transfer students, especially those who come to WOU as juniors, may not be on campus long enough to benefit from Tuition Promise.
- Students who are unsure of their financial aid picture for all four years at WOU might need to keep their expenses as low as possible, just in case.

Pros of Tuition Promise

- Undergrads will know how much they will pay in tuition at WOU, so they can plan better.
- Students who stay at WOU for all four years and graduate as quickly as possible can find savings by choosing Tuition Promise.
- Students don't have to worry about big surprises when it comes to their WOU tuition.

What if I don't make a choice?

If you don't make a choice, you'll be automatically enrolled in the Traditional Plan. You can change your choice any time before fall term 2018 begins.

2. Commencement 2018

Western celebrated its 161st commencement on Saturday, June 16, 2018. I want to thank Chair Betty Komp, Vice-Chair Cecelia Koontz, Jaime Arredondo, Marshall Guthrie, and Cornelia Paraskevas for their participation in the graduation program.

- The graduating class of 2018 totaled 1,753 individuals that have earned a total of 1,767 degrees. Over 960 of these students are attending commencement today.
- 86% received a bachelor's degree
- 14% received a master's degree.
- Our youngest student receiving a bachelor's degree is 18 years old.
- Our youngest student receiving a master's degree is 22.
- The most experienced graduate receiving a bachelor's degree is 69 years young, while the two most experienced graduates receiving their master's degrees are 64 years young.
- We even have a father and daughter graduating together today!
- Our graduates today represent:
 - 34 of 36 counties in Oregon;
 - The states of: Alaska, Arizona, California, Colorado, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Louisiana, Maryland, Massachusetts, Michigan,

Office of the President

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Montana, Nevada, North Carolina, Ohio, Pennsylvania, South Dakota, Tennessee, Texas, Utah, and Washington.

- And, 9 countries are represented: Bangladesh, China, Ghana, India, Libya, Mexico, Saudi Arabia, Singapore, and Taiwan.

Lynn Hamersly was named the alumnus of the year award posthumously.

3. Fall 2018 Applications/Admissions

Fall 2018 applications and admissions continue to track ahead of last year and similar to numbers from two years ago. As shown, the number of undergraduate admits is up 14% over the previous year.

The first two Summer Orientation, Advising and Registration (SOAR) programs had higher registration numbers than in the past two years. Upcoming SOAR participation numbers look strong.

Housing reservations are also up slightly which generally is an indicator of what we can hope to see with respect to incoming freshmen.

Comparison -- 3rd Week of June	June 2018	June 2017	Difference	% Change
Undergraduate Students				
Applications				
Resident	2,373	2,375	-2	-0.08%
Nonresident	1,324	1,326	-2	-0.15%
International	202	206	-4	-1.94%
Total Undergrad. Applicants	3,899	3,907	-8	-0.20%
Admitted				
Resident	1,883	1,684	199	11.82%
Nonresident	902	814	88	10.81%
International	104	145	-41	-28.28%
Total Undergraduate Admits	2,889	2,643	246	9.31%
Admit/Applications Ratio	0.74	0.68		

Comparison -- 3rd Week of June	2018	2017	Difference	% Change
Graduate Applications				
Resident	133	99	34	34.34%
Nonresident	37	28	9	32.14%
International	13	19	-6	-31.58%
Total Grad Applications	183	146	37	25.34%
Graduate Admits				
Resident	90	42	48	114.29%
Nonresident	14	12	2	16.67%
International	6	8	-2	-25.00%
Total Grad Admits	110	62	48	77.42%
Admit/Applications Ratio	0.60	0.42		

4. Academic Affairs

Reorganization in Academic Affairs: Dr. Rob Winningham, Professor of Psychology and former Interim Dean of the College of Liberal Arts & Sciences, began work as Interim Provost in 2018-19. Dr. Erin Baumgartner, Professor of Biology, now serves as Interim Associate Provost; among other duties, she continues our work on assessment and academic program review which aligns well with her role as Director of General Education. Dr. Sue Monahan serves as Associate Provost for Program Development where she leads accreditation efforts, WOU's developing presence in Salem and other degree completion efforts.

Director of Student Success & Advising: On August 8, Niki Weight will join Western Oregon University as our Director of Student Success & Advising. Ms. Weight is presently at Utah State University where she serves in Exploratory Advising.

General Education: Dr. Erin Baumgartner as Director of General Education will be working closely with Dr. Breeann Flesch (Chair, General Education Committee) and Dr. Shaun Huston (Coordinator, First Year Seminars) to plan for the processes and course/professional development needed for a successful launch in Fall 2019. The group has developed a schedule for submission of course proposals, and will run regular workshops on course development starting during fall kickoff week.

Academic program review: ASL has completed its self-study, and English will have its self-study drafted this month. Both programs are poised to have external reviews in fall. Four additional programs will begin self-studies this year, all in LAS. Interim Associate Provost Baumgartner is working with LAS Dean Kathy Cassity to

initiate these reviews. More information is at this link on the academic effectiveness webpage: <http://www.wou.edu/academic-effectiveness/planningreports/> Please scroll down to “Holistic Review and Reflection.”

Accreditation: With respect to NWCCU accreditation, we will submit a mid-cycle report in March 2019 that reviews evidence that speaks to our capacity to effectively plan, budget, assess and continuously improve in support of student learning and other aspects of mission fulfillment. We expect to highlight our process for assessment of undergraduate and graduate learning outcomes institution-wide, along with progress made in establishing transparent system for planning and budgeting. Second, we are beginning an institution-wide process for developing our narrative and evidence regarding institutional resources and capacity. This narrative and its evidence will be submitted in 2023. Vice Presidents, Faculty Senate leadership, and other key institutional leaders are being asked to contribute in areas that are central to their areas of expertise and responsibility.

5. Vice President and General Counsel

VPFA Search: Ryan Hagemann chaired the committee to guide the search for the new Vice President for Finance & Administration. The members of the search committee included: Camarie Campfield (Budget Manager), Rebecca Chiles (Director of Public Safety), Tina Fuchs (Dean of Students), Mark Girod (Dean, College of Education), Melanie Landon-Hays (Education Faculty/WOUFT), Eric Bruce (Health & Exercise Science Faculty), Dr. Hamid Bahari-Kashani (Business Division Chair), Natasha Roman (Athletics), Richard Kavanagh (Computing Services/SEIU), Evelyn Guzman (ASWOU), and Judy Vanderburg (HR). The committee identified eight semi-finalists for telephone interviews and three finalists. The three finalists participated in on-campus interviews and presentations and Dr. Ana Karaman was selected. She started in the role on July 2, 2018.

PURMIT: The Public University Risk Management Insurance Trust, of which WOU is a member, met on April 24, 2018 to finalize insurance and coverage for FY2019. Due to a more sophisticated evaluation of business interruption exposure, some rates were slightly higher, but it was anticipated. Information on the PURMIT may be viewed at: <http://purmit.org/>.

Government Affairs: On the heels of the 2018 session of the Oregon Legislature, there is much activity to prepare for the 2019 Oregon Legislative Assembly. These activities include:

- **May Legislative Days.** The Legislature had committee days between May 21-23 and, in addition to confirming Zellee Allen, Dr. Gavin Keulks, Malissa Larsen, and Zoe Chan-Tuyub as new trustees (as well as confirming all

reappointments), the TRU institutions took the opportunity to meet with over twenty legislators to introduce our new joint lobbyist (Drew Hagedorn of Tonkon Torp) and share with stakeholders that the smaller TRU campuses were collaborating on a common agenda. The meetings will well-received. As part of the strategy, the TRU will work hard to develop agenda for their delegations, with joint events for Portland-area legislators and newly elected legislators on the horizon after November 2018 elections.

- **Innovation and Business OR.** The public universities have met several times with Business OR regarding how to collaborate on an innovation initiatives that would be compelling and attractive to legislators. While the research universities are taking the lead with this work, the TRUs, including WOU, have been at the table.
- **HECC.** The HECC is considering consolidated budget requests for the public universities for the 2019-2021 biennium. The HECC's submission is due to Governor by September 1. The Governor, in turn, will submit a Governor's Recommended Budget to the Legislature by December 1, 2018. The campuses are working diligently in providing HECC with the information necessary to produce a realistic consolidated budget. With PERS assessments driving the conversation, the universities have communicated to HECC that an increase of \$130M (for a PUSF total of \$867M) would be required in order to keep pace and undergraduate tuition increases under 5% at most institutions.

At its June 14, 2018 full commission meeting, the HECC previewed the proposal for an investment budget of at **least \$923M, or a \$25% increase from the 2017-2019 PUSF budget of \$737M.** It is anticipated that the HECC will complete its agency request budget, which includes the PUSF, at its full August 2, 2018 meeting.

At the June 13, 2018, the HECC's Funding and Achievement Subcommittee reviewed its staff recommendation for capital projects for the 2019-2021 biennium. The proposed projects, submitted by all the public universities, were scored by a HECC group with university representatives, on a matrix publicly available to all stakeholders. The rubric included sections on (1) HECC strategic plan and institutional master plan compliance, (2) HECC priorities, (3) cost savings, (4) life, safety, and code compliance, (5) institution priority, (6) clear identification of student focus, (7) leveraging dollars, and (8) strategic priority. Prior to the meeting, HECC representatives visited campus to look at the projects.

After HECC scored the projects, **WOU's two top projects were ranked #4 and #8**, a testament to the preparation advocacy of the university. The entire staff recommendation, which also ranked \$65M for capital repair dollars #1, may be viewed here:

https://www.oregon.gov/highered/about/Documents/Commission/FA/2018/06_JUN-13-18/Appendix%20A%20final%20capital%20prioritized%20list.pdf.

Policy Council: After initial work and organization of the existing policy documents applicable to the University, the efficacy and rhythm of the Policy Council encountered some obstacles. With the able assistance of our intern Emily Wanous, we researched policy development processes at other campuses and are poised to present some ideas to the president's cabinet and stakeholders in the coming weeks. We are working on a two-stage processes that includes an executive group to move expeditiously through the drafting stage, while retaining the stakeholder group as formed to ensure that campus-wide exposure to policy development is accomplished. These changes will likely require an amendment to the Board Statement on the Delegation of Authority.

Institutional Research: Dr. Abdus Shadid's proposal demonstrating how to construct board dashboards using SAS was accepted for the SAS conference in Sacramento in September 2018.

6. Finance and Administration

Dr. Tatyana "Ana" Karaman started as VPFA on July 2, 2018. Ana has served higher education through several high-level administrative roles in finance, administration and planning, including her most recent role as vice president for finance and administration, CFO and treasurer at Webster University. She previously worked at University of Washington Bothell, University of San Francisco and Samford University. Ana has overseen annual operating budgets in excess of \$400 million and endowments in excess of \$300 million. She has supervised offices of public safety, procurement, enterprise risk management, facilities management, human resources, and others, and has led successful legislative requests for major capital projects.

Prior to immigrating to the U.S. and earning both her doctorate in political science and master's in criminal justice from the University of Wisconsin-Milwaukee, she was a practicing attorney in Russia. Ana went on to serve National Science Foundation Fellowships at both Harvard and Princeton.

Next steps: A key priority is to position the Finance & Administration (F&A) operations to help implement many aspects of the 2017-2023 WOU Strategic Plan and implement the changes that were reported to the Board in April.

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Specifically, in the area of Budget and Finance, F&A will be working on enhancing collaboration with the University Budget Committee (UBC) to develop and implement budget training for the university. Additionally, a review of the budget process may lead to improvement in the process for FY2019-20. F&A will be hiring a controller, developing an institutional treasury approach, and continuing to refine WOU's relationships with the USSE.

University Computing Services will be working on Banner 9 Cloud migration, engaging a newly established Information Technology Advisory Committee, and enhancing our data-driven evidence-based decision making by creating a financial cube in COGNOS.

Facilities Services will focus on finalizing the master plan, completing a feasibility study for the proposed Student Success Center, and finishing the summer projects.

The department of Public Safety will be working on finalizing an All Hazards Emergency Preparedness Plan, bringing the campus to the on-going emergency preparedness and drills schedule.

Finally, this year, the Division will be working on developing its divisional strategic plan in support of the University Strategic Plan.

7. Student Affairs

Strategic Enrollment Management: A consultant was hired spring term to examine the operations of both the Admissions and Financial Aid offices. We were able to obtain important feedback about how to move forward in terms of how we recruit and retain our students and also how we might provide information regarding scholarships and aid sooner to incoming students.

The Strategic Enrollment Management Committee has been meeting this past term to develop a Strategic Enrollment Plan. We hope to have a vetted plan in place by this fall.

Financial Aid: Western has also identified additional remissions (scholarship) programs to start for students entering fall, 2019. As our admission counselors were working in the Portland area, they were getting many questions regarding what Western was doing to compete with Portland State University's free tuition program. Based on the number of inquiries and the fact that we draw so many of our students from the Portland metro area, we have created a free tuition program for Oregon residents who graduated from an Oregon high school and are Pell eligible.

Admission counselors were also reporting having many students with good GPAs, but still not qualifying for academic recognition in terms of scholarships. A few years ago, Western's Dean's scholarship level did have a lower GPA level. As a result, we are lowering the GPA requirement for a Dean's Scholarship from a 3.7 to a 3.5 unweighted GPA starting fall, 2019.

Finally, WOU has added funding for the Honor's program in order to recruit more Honors students to the program at a consistent scholarship level for four years.

Bike Share Program: The Spin Bike Share Program is being well used on campus. During the month of May, the program averaged 150 rides per day. Student are using the bikes for recreation and to get to various businesses in the Monmouth and Independence area. While not as heavily used in the summer, this program has also been utilized by our summer conference participants.

Abby's House / Food Pantry: With assistance of funding through the Incidental Fee Committee, Abby's House has been able to hire a staff person to assist in the operation of Abby's House and provide professional staff oversight of the Food Pantry. The person will work approximately 24 hours a week for Abby's House and 16 hours a week for the Food Pantry.

The Food Pantry has also relocated to the Southeast corner of the Oregon Military Academy. This has provided much needed additional space for the Food Pantry and new refrigerator space for goods. There is also kitchen space in this area which is hoped to provide demonstrative cooking classes in the future on how to best utilize food in the Food Pantry.

8. Alumni & Outreach

Jack Morton Memorial Lobby

Multiple donors – UPDATE: \$158,749 (\$150,000 goal)

- Goal has been reached and money continues to come in
- Celebration planned for Sept. 29, 2018

WOU Foundation Board

- 100 Opportunities campaign
 - Goal to raise 100 - \$1,000 scholarships for WOU students
 - Currently at \$89,640 (increase of \$37,390)
- As of year-end (6/30/18) donations are \$1,870,104 (increase \$324,240 since last report)
- Voted to adjust endowment payouts for new gifts on a graduated system starting with a minimum of four quarters (standard payout based on twenty-quarter rolling average). This change allows us to get money to students faster.

- 2018-19 WOU Foundation Competitive Grants were awarded. Fourteen recipients received \$11,776.

Annual Giving

- As of year-end (6/30/18), 955 donors gave \$105,456 in unrestricted funds
- FY19 efforts have begun.

Foundation & Advancement Operations

- We have adjusted the schedule to complete our donor/alumni database conversion to Raisers Edge as well as the foundation accounting system conversion to Financial Edge by early September.
- Raina Smith joined the team on July 9 and is responsible for gift processing and donor relations. Raina is a WOU graduate.

Alumni & Friends

- Held 13 events throughout the year, reaching more than 750 people.
- Events were held in five locations outside of Monmouth including California.
- Summer events include a trip to Ashland and Veterans & Friends event in Portland.
- Emeritus Society had 91 members and held ten lectures during the fiscal year.

STRATEGIC MARKETING & COMMUNICATIONS

Major Projects Completed:

- Completed 2nd test of *We are WOU: Academics* social media outreach campaign
- Supported Academic Excellence Showcase and Commencement
- Support conversion to on-line catalog

By the numbers:

- Social media growth during Q4: Facebook – 1.67% (144 people); Instagram - 3.05% (85 people); Twitter – 2.96% (115 people); total following across these accounts: 15,595
- More than 95 graphic design, photography, logo/branding, etc. requests completed in Q4

9. Athletics: NCAA II

2017-2018 Athletic Honors/Awards

Oregon Sports Awards - Ad Rutschman Small College Athlete of the Year

David Ribich, Track and Field/Cross Country

Google Cloud Academic All-American of the Year

Dustin Nading, Track & Field/Cross Country

3 Google Cloud Academic All-Americans

Tyler Jones, Track & Field/Cross Country

Dustin Nading, Track & Field/Cross Country

David Ribich, Track & Field/Cross Country

4 Google Cloud Academic All-District

Tyler Jones, Track & Field/Cross Country

Jay Leverett, Baseball

Dustin Nading, Track & Field/Cross Country

David Ribich, Track & Field/Cross Country

GNAC

1 Overall GNAC Athlete of the Year (David Ribich)

1 GNAC Freshman of the Year (Koby Bales, Baseball)

1 GNAC Co-Pitcher of the Year (Alex Roth, Baseball)

1 GNAC Player of the Year (Tanner Omlid, MBSK)

1 GNAC Track Performance of the meet (David Ribich, Indoor Track)

1 GNAC Track Athlete of the Meet (David Ribich, Outdoor Track)

1 GNAC Defensive Player of the year (Malik Morgan, MBSK)

2 GNAC Coaches of the Year (Mike Johnson, MXC; Jim Shaw, MBSK)

2 GNAC Regular-Season Champions (Men's Cross Country, Men's Basketball)

2 GNAC Tournament Champions (Men's Basketball, Baseball)

8 GNAC Individual Champions (1 XC, 3 Indoor Track, 3 outdoor track)

9 programs represented at GNAC Championships

30 GNAC Athletes of the Week

59 All-GNAC (34 First Team; 12 Second Team; 13 Honorable Mention)

89 Academic All-GNAC

NCAA DII West Region

3 West Region Athlete of the Year (Ribich, XC; Ribich, Indoor Track; Omlid, MBSK)

1 West Region Individual Champion (Ribich, MXC)

1 West Region Coach of the Year (Shaw, MBSK)
24 All-West Region

NCAA DII

3 NCAA DII Individual National Champions
15 NCAA DII All-Americans
7 programs represented at NCAA DII National Championships

10. Bargaining update—WOUFT

Western and WOUFT began bargaining January and the last bargaining session was held on June 20, 2018, a few days before the end of the statutorily mandated 150 day bargaining period. As per the language of the 2017-2020 contract negotiated last spring, this year's bargaining centered around a reopener limited to Article 16: Salary and Article 22: Faculty Development for the 2018-2020 contract years. Furthermore, each party could open one additional article or section.

The university opened Article 10: Responsibilities of the Membership and Disciplinary Procedures, and WOUFT opened Article 7: Assignment of Duties. By the close of bargaining on June 20, all proposals related to Article 10 had been withdrawn by the university, while a select few items remained in discussion under Article 7. Article 16 and 22 remained fully open and under continuing negotiation.

On June 25, 2018 WOUFT filed for mediation and mediation is scheduled for August 30, 2018. The final offer from the University can be found [here](#).

11. Outreach

- NCAA Division 2 President's Council, April 23-25
- Tree Campus celebration, April 27
- African Culture Night, May 2
- Oregon Community Foundation Annual Meeting, Portland, May 3
- Portland State University presidential inauguration, May 3
- Leadership recognition night, May 8
- Pastega Awards, May 9
- 100 Opportunities fund raiser, Salem, May 10
- HECC, Oregon Talent Summit, Portland, May 11
- Oregon Game Project Challenge, May 12
- GNAC CEO Meetings, May 14-15
- Dual Enrollment signing with Mt. Hood Community College, May 15
- 100 Opportunities fund raiser, Portland, May 23
- Memorial Day Banquet, May 29
- Foundation Board Meeting, June 2

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- Alumni Board Meeting, June 2
- Athletic Auction, June 2
- MSSP graduation, June 6
- Lynn Hamersly memorial service, Portland, May 9
- Lavender graduation, June 14
- Black Graduation, June 15
- Senior send-off, June 15
- Faculty/Staff Recognition Breakfast, June 16
- 161st Commencement, June 16
- AASCU Presidents meeting, Santé Fe, July 6-9
- SOAR, June 29, 30 and July 13

Finance & Administration Committee (FAC), FY2018 May 31, 2018 Management Report

The attached quarterly management report is as of May 31, 2018. Since last quarter's report (as of February 28, 2018) our projected ending fund balance has dropped by approximately \$2 million. This is primarily due to a decrease in projected revenues of \$500k (soft spring enrollment), a \$900k projected increase in Service & Supplies, and \$500k being allocated for the Child Development Center relocation to UPCC.

COMMITTEE RECOMMENDATION:

The Finance and Administration Committee recommends that the Board accept the May 31, 2018 Management Report.

Western Oregon University
Quarterly Management Report
(Unaudited, non-GAAP, for management purposes only)
(in thousands)

As of May 31, 2018
For the Fiscal Year Ended June 30, 2018

	Year to Date Activity 5/31/2017	Year-end Actuals 6/30/2017	Realization/ Burn Rate %	Year to Date Activity 5/31/2018	Projected 6/30/2018	Adopted 2018 Budget	Variance Budget To Actual	Note
Education & General								
Student Fees	41,421	39,328	105.32%	40,875	41,550	40,026	1,524	(2)
Government Resources & Allocations	23,899	23,888	100.05%	24,506	24,506	24,521	(15)	(3)
Gift Grants and Contracts	499	652	76.50%	442	578	608	(30)	
Other Revenue	2,951	3,731	79.11%	3,056	3,854	3,129	725	
Total Revenues	68,770	67,598	101.73%	68,880	70,489	68,284	2,205	
Personnel	48,879	54,471	89.73%	50,403	55,665	57,367	1,701	
Service & Supplies	4,545	7,383	61.55%	5,254	8,335	8,928	593	
Capital Expense	408	454	89.77%	183	204	203	(1)	
Total Expenses	53,831	62,308	86.40%	55,841	64,204	66,497	2,293	
Interfund Transfers In	(2,456)	(2,979)	82.46%	0	0	0	0	(4)
Interfund Transfers Out	5,568	7,749	71.84%	2,387	4,088	3,184	(904)	(4)
Total Expenses and Transfers	56,943	67,079	84.89%	58,228	68,292	69,681	1,389	
Net Revenues less Expenses	11,827	519		10,652	2,196	(1,397)		
Additions/Deductions to Fund Balance		(490)			0			
Fund Balance at the Beginning of the Year		11,294			11,323			
Fund Balance at the End of the Year		11,323			13,519			
Fund Balance as a Percentage of Revenues		16.75%			19.18%			
Auxiliary Enterprises								
Enrollment Fees	7,389	7,260	101.78%	7,260	7,133	7,043	90	
Sales and Services	13,418	14,520	92.41%	13,671	14,793	14,692	101	
Other Revenue	1,430	1,948	73.41%	1,365	1,859	1,737	123	
Total Revenues	22,238	23,728	93.72%	22,296	23,786	23,472	314	
Personnel	9,423	10,360	90.96%	10,021	11,017	12,027	(1,010)	
Service & Supplies & Capital Expense	10,951	12,346	88.70%	10,948	12,343	13,446	(1,103)	
Total Expenses	20,374	22,706	89.73%	20,969	23,359	25,472	2,113	
Interfund Transfers In	(9,849)	(10,857)	90.72%	(2,248)	(3,188)	(9,728)	(6,540)	(4)
Interfund Transfers Out	9,255	10,572	87.54%	86	508	7,128	6,620	(4)
Total Expenses and Transfers	19,780	22,421	88.22%	18,807	20,679	22,873	2,194	
Net Revenues less Expenses	2,457	1,307		3,489	3,107	599		
Additions/Deductions to Fund Balance		1,016			(2,642)			(5)
Fund Balance at the Beginning of the Year		10,125			12,448			
Fund Balance at the End of the Year		12,448			12,913			
Fund Balance as a Percentage of Revenues		52.46%			54.29%			

Western Oregon University
 Quarterly Management Report
 (Unaudited, non-GAAP, for management purposes only)
 (in thousands)

As of May 31, 2018
 For the Fiscal Year Ended June 30, 2018

	Year to Date Activity 5/31/2017	Year-end Actuals 6/30/2017	Realization/ Burn Rate %	Year to Date Activity 5/31/2018	Projected 6/30/2018	Adopted 2018 Budget	Variance Budget To Actual	Note
Designated Operations, Service Departments, Clearing Funds								
Enrollment Fees	448	142	314.84%	456	145	83	62	
Sales and Services	321	321	100.01%	353	353	390	(37)	
Other Revenue	2,299	2,467	93.20%	2,277	2,443	2,552	(109)	
Total Revenues	<u>3,069</u>	<u>2,930</u>	<u>104.72%</u>	<u>3,086</u>	<u>2,941</u>	<u>3,025</u>	<u>(84)</u>	
Personnel	868	966	89.85%	1,121	1,248	1,441	193	
Service & Supplies & Capital Expense	1,170	1,296	90.25%	1,327	1,470	1,779	(309)	
Total Expenses	<u>2,038</u>	<u>2,262</u>	<u>90.08%</u>	<u>2,448</u>	<u>2,718</u>	<u>3,220</u>	<u>502</u>	
Interfund Transfers In	(123)	(264)	46.67%	0	0	(52)	52	(4)
Interfund Transfers Out	0	0	100.00%	0	0	3	(3)	(4)
Total Expenses and Transfers	<u>1,914</u>	<u>1,998</u>	<u>95.82%</u>	<u>2,448</u>	<u>2,718</u>	<u>3,172</u>	<u>454</u>	
Net Revenues less Expenses	1,154	933		638	223	(147)		
Additions/Deductions to Fund Balance		(410)			(407)			(5)
Fund Balance at the Beginning of the Year		<u>2,371</u>			<u>2,893</u>			
Fund Balance at the End of the Year		<u><u>2,893</u></u>			<u><u>2,709</u></u>			
Fund Balance as a Percentage of Revenues		98.73%			92.11%			

Notes

- (1) The budget presented for education and general fund is the Board adopted budget; the budget for auxiliary enterprises and designated operations, service departments, and clearing funds is the adjusted budget that correlates to Banner.
- (2) The projected revenue number is not calculated using the burn rate due to a difference in timing in assessing summer tuition and fees in prior year.
- (3) Projected state general fund revenues are set to \$24,506 to correlate with information received from HECC.
- (4) Transfers in and out (actuals and budgeted) are adjusted to agree to the attached transfer schedule. This removes the inflated numbers that result from transferring within funds.
- (5) Additions/deductions to unrestricted net assets (primarily depreciation) were projected using a monthly method (dividing by 11 and multiplying by 12) rather than the realization/burn method used for the other projections.

Western Oregon University
Transfers Schedule - Projected

(Unaudited, non-GAAP, for management purposes only)

As of May 31, 2018
For the Fiscal Year Ended June 30, 2018

	E&G			Auxiliary			Des Ops - Serv Dept.		Grants	Plant fund			Restricted funds	Total
<u>Transfers In E&G</u>														
<u>Transfers Out E&G</u>				(a)	(b)	(c)	(d)	(e)		(f)	(g)	(h)	(i)	
				2,163,104	854,015	85,752	150,000	67,000		169,768	44,003	500,000	54,330	4,087,972
<u>Transfers In AUX</u>	(a)	(b)	(c)							(j)				
	2,163,104	854,015	85,752							85,000				3,187,871
<u>Transfers Out AUX</u>						(k)				(l)				
						86,000				421,652				507,652
<u>Transfers In DO, SD</u>						(k)			(m)					
						86,000			87,863					173,863
<u>Transfers Out DO, SD</u>														

Type	Description
(a) Actual	Year to date Athletic operations support
(b) Budgeted	Athletic operations support - Staff/Coach salaries and OPE (with additional \$79,022 for baseball coaches adusted pay and Assistant Director of External Affairs plus \$53,958 for grad assist fee remissions)
(c) Budgeted	Transfer out of funds to support Conference Services program staff
(d) Budgeted	To cover year-end deficit balance in Child Development Center
(e) Budgeted	To cover year-end deficit balance in Willamette Promise
(f) Actual	Year to date transfer out of funds to Small-Scale Energy Loan Program
(g) Budgeted	Transfer out of funds to Small-Scale Energy Loan Program debt service fund for payment
(h) Budgeted	Child Development Center remodel
(i) Actual	To cover negative cash balance and true up cost allowance for Supplemental Educational Opportunity Grant
(j) Actual	Transfer in from reserves to cover lights and linen purchases for residence halls
(k) Actual	Auxiliary funded scholarships
(l) Budgeted	Fund building & equipment replacement reserves for Housing, Dining, Parking, Health & Wellness Center, and the Werner University Center
(m) Actual	Funds transferred from closing grants

Finance & Administration Committee (FAC), FY2019 Budget

Attached are several schedules related to the FY19 budget. The FY19 Revenue Projection is built using May 2018 revenue projections as a base with an assumed 1% enrollment growth and our approved tuition rate increases (with associated increases to fee remissions), and totals \$71,353,000.

Following that is the FY19 Education & General Fund budget, which also totals \$71,353,000. This shows the allocation of dollars by departmental index. Some key highlights to point out:

1. All student pay budgets have been increased by 16.2% to correlate with the increases to minimum wage since January 1, 2016.
2. Graduate assistants pay has been increased to \$15/hour with two additional assistantships added.
3. Willamette Promise has been moved to the general fund and given a budget up front.
4. Our new Salem operation has been funded.
5. The following positions have been added: Treasurer (.5 FTE with savings from business office reorganization), two development officers, two new programmers (with savings from UCS shared services fees), an additional campus public safety officer (with partial savings from overtime), an additional office specialist in the registrar's office, a General Education director (.5 FTE), and an additional assistant director in MSSP.
6. The Child Development Center subsidy has been budgeted up front.
7. An operating reserve of \$420,000 has been added.
8. \$750,000 has been set aside to fund the increase to PERS that will occur in FY20, so that the dramatic effect of the increase in rates can be spread across two years rather than one.
9. Since bargaining is still underway, a salary reserve has been set aside to be allocated to our faculty and unrepresented unclassified staff once an agreement is reached.

These additional investments in our budget are being funded by a multitude of factors, primarily that our revenue has been budgeted very conservatively in the past. There were also savings from opting out of some shared services, in the Human Resources and the Business office budgets, and in the general institution budget line items.

The FY19 Education & General Budget Summary includes totals by category, by division, and by program code with comparisons to prior year. Significant variances from prior year have explanations included alongside them. Please note that the salary increases reserve was not included in the total for program type, since the funds will be allocated across multiple program types.

The FY19 Non-General Fund budgets for our designated operations, service departments, auxiliary enterprises, incidental fee funded, and athletics are included as

well. On this schedule you will see revenues budgeted alongside the expenses and transfers. Please note that not all non-general funds are listed within this schedule (specifically WOU restricted funds) as many grants/programs are not determined and/or they do not run within the same fiscal year period.

Please note that classified employees' pay (i.e. SEIU) has been adjusted to reflect their raises that will occur in FY19, while all other employees' pay is reflective of their current FY18 rates.

COMMITTEE RECOMMENDATION:

The Finance and Administration Committee recommends that the Board approve the FY2019 budget as presented.

Western Oregon University
FY19 Revenue Projection
(in thousands)

	Actual 2016-17	Forecast 2017-2018	Enrollment Assumptions	Rate Increases	Forecast 2018-2019
Tuition					
Undergraduate					
Resident UG - Non-Promise	13,529	14,340	1.00%	4.25%	15,099
Resident UG - Promise	5,798	6,146	1.00%	2.00%	6,331
Summer Res. UG	386	343	1.00%	4.25%	361
WUE - Non-Promise	5,017	5,130	1.00%	4.25%	5,402
WUE - Promise	2,583	2,199	1.00%	2.00%	2,265
Non-Resident UG	4,717	4,702	0.00%	3.00%	4,843
Summer NR UG	263	291	0.00%	3.00%	300
Total Undergraduate	32,293	33,151			34,601
Graduate					
Grad Resident	1,473	1,134	0.00%	3.00%	1,168
Summer Res. Grad	124	130	0.00%	3.00%	134
Grad Non-Resident	702	678	0.00%	0.00%	678
Summer Non-Res. Grad	15	22	0.00%	0.00%	22
Total Graduate	2,314	1,964			2,002
On-Line	6,658	8,479	1.00%	3.00%	8,821
Faculty/Staff	296	292	0.00%	3.00%	301
Total Gross Tuition	41,561	43,886			45,725
Misc. Student Course and Other Fees	1,873	1,797		1.00%	1,815
Less: Fee Remissions	(4,219)	(4,133)		-12.40%	(5,670)
Total Net Tuition	39,215	41,550			41,870
State Appropriation					
State Appropriation (Source = HECC)	23,206	23,829			24,323
ETIC	290	295		1.00%	298
SELP	392	382		1.00%	386
Total State Appropriation	23,888	24,506			25,007
Other Revenues					
Gift Grants and Contracts	651	578		1.00%	584
Investment/Debt/Debt Service	2,959	3,341		1.00%	3,374
Sales and Services Revenue	647	353		1.00%	357
Other Revenue	126	160		1.00%	162
Total Other Revenues	4,383	4,432			4,476
Total Revenues	67,486	70,488			71,353

**Western Oregon University
FY19 Education & General Fund Budget Summary**

Category	FY19 Budget	FY18 Budget	Difference
Revenue	71,353,000	68,283,827	3,069,173
Personnel	60,055,368	57,366,527	2,688,841
Services and Supplies	12,162,203	15,499,303	(3,337,100)
Capital Outlay/Equipment	202,691	202,691	-
Internal Sales/Reimburse	(4,408,711)	(6,571,085)	2,162,374
Transfer In	(884,979)	(1,920,316)	1,035,337
Transfer Out	4,226,428	5,103,977	(877,549)
Total Expense	71,353,000	69,681,097	1,671,903

Division	FY19 Budget	FY18 Budget	Difference	Note
President's Office	656,738	618,346	38,392	
University-Wide	39,851	30,797	9,054	
General Counsel	2,324,948	2,367,964	(43,016)	
Academic Affairs	5,032,250	4,362,576	669,674	Willamette Promise funding; additional PRO921 funding; added General Education director & office specialist in registrar
Student Affairs	5,550,358	5,346,744	203,614	Added Asst Director in MSSP & admissions counselor (during FY18)
Graduate Studies/TRI	1,438,503	1,361,375	77,128	Increasing grad assists' pay & added two additional assistantships
Library	2,596,333	2,529,439	66,894	
College of Liberal Arts & Science	23,437,372	23,418,056	19,317	
College of Education	9,138,240	9,246,680	(108,441)	Reduced CPL course fee budget by \$100k based on FY18 actuals
Finance & Administration	12,682,724	12,845,470	(162,746)	Added .5 FTE treasurer, two banner programmers, & public safety officer; savings in UCS and Business budgets
Development in Advancement	1,613,245	1,523,500	89,745	Added two new development officers
General Institution	6,842,438	6,030,150	812,288	Includes reserves for operational, PERS, & salary increases
Total Expense	71,353,000	69,681,097	1,671,903	

Program	FY19 Budget		FY18 Budget		Difference
	Dollars	% Allocation	Dollars	% Allocation	
Instruction	33,621,081	48.25%	33,649,712	48.29%	-0.04%
Research	232,568	0.33%	484,007	0.69%	-0.36%
Academic Support	9,928,574	14.25%	9,797,641	14.06%	0.19%
Student Services	7,240,732	10.39%	6,848,529	9.83%	0.56%
Operation and Maintenance	5,252,220	7.54%	5,429,858	7.79%	-0.25%
Institutional Support	13,401,021	19.23%	13,471,350	19.33%	-0.10%
Total Expense	69,676,196	100.00%	69,681,097	100.00%	0.00%

Please note: Reserve for salary increases is not included in this calculation since it will be spread across multiple program types once it is allocated.

Finance & Administration Committee (FAC), Quasi Endowment

As previously discussed in the April meeting, we would like to establish a quasi-endowment with excess funds from the Education and General fund balance (projected to be 19.18% at 6/30/18).

Through this process, funds will be transferred out of the Education and General (E&G) fund to the quasi-endowment fund. These funds will be invested with other endowments in a mix of equities and other investments, with the earnings to be used for need-based, merit-based, diversity, international, or other scholarships as Board directed.

In the future, these funds may be moved back to E&G again with the approval of the Board. The only drawback to this approach is that these funds will be invested in equities which could fluctuate substantially in the short-run.

COMMITTEE RECOMMENDATION:

The Finance and Administration Committee recommends that the Board approve transferring \$750 thousand out of the E&G fund to establish a quasi-endowment, with an additional \$250 thousand to be considered in October 2018.

2019-21 PUBLIC UNIVERSITY CAPITAL PROJECT REQUESTS PRIORITIZED LIST

Institution	Project	State-Paid Debt				Cumulative State Paid Total	Campus Paid Debt & Resources			Total	Cumulative Total (All Prioritized Projects)
		XI-G	XI-Q	Lottery Bonds	State-Paid Total		XI-F	Gifts/Other	Campus Total		
All	Capital Improvement & Renewal	\$ -	\$ 65,000,000	\$ -	\$ 65,000,000	\$ 65,000,000	\$ -	\$ -	\$ -	\$ 65,000,000	\$ 65,000,000
OSU	Cordley Hall Renovation, Phase II	\$ 28,000,000	\$ -	\$ -	\$ 28,000,000	\$ 93,000,000	\$ -	\$ 28,000,000	\$ 28,000,000	\$ 56,000,000	\$ 121,000,000
OIT	Boivin Hall Rehabilitation	\$ 1,760,000	\$ 15,840,000	\$ -	\$ 17,600,000	\$ 110,600,000	\$ -	\$ 1,760,000	\$ 1,760,000	\$ 19,360,000	\$ 140,360,000
WOU	Student Success Center	\$ 2,000,000	\$ 10,000,000	\$ -	\$ 12,000,000	\$ 122,600,000	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 15,000,000	\$ 155,360,000
UO	Huestis Hall Deferred Maintenance	\$ 6,000,000	\$ 48,000,000	\$ -	\$ 54,000,000	\$ 176,600,000	\$ -	\$ 6,000,000	\$ 6,000,000	\$ 60,000,000	\$ 215,360,000
EOU	Inlow Hall Renovation, Phase II	\$ -	\$ 9,500,000	\$ -	\$ 9,500,000	\$ 186,100,000	\$ -	\$ -	\$ -	\$ 9,500,000	\$ 224,860,000
PSU	SB1 Renovation & Expansion	\$ 10,000,000	\$ 63,000,000	\$ -	\$ 73,000,000	\$ 259,100,000	\$ -	\$ 10,000,000	\$ 10,000,000	\$ 83,000,000	\$ 307,860,000
WOU	Physical Education Building Addition & Remodel	\$ 3,000,000	\$ 9,000,000	\$ -	\$ 12,000,000	\$ 271,100,000	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 15,000,000	\$ 322,860,000
OSU	Arts and Education Complex	\$ 35,000,000	\$ -	\$ -	\$ 35,000,000	\$ 306,100,000	\$ -	\$ 35,000,000	\$ 35,000,000	\$ 70,000,000	\$ 392,860,000
SOU	Music Hall - Mechanical & ADA	\$ -	\$ 8,000,000	\$ -	\$ 8,000,000	\$ 314,100,000	\$ -	\$ -	\$ -	\$ 8,000,000	\$ 400,860,000
OSU-CC	Student Success Center	\$ 5,000,000	\$ 7,000,000	\$ -	\$ 12,000,000	\$ 326,100,000	\$ -	\$ 5,000,000	\$ 5,000,000	\$ 17,000,000	\$ 417,860,000
SOU	Britt Hall - Mechanical	\$ -	\$ 4,000,000	\$ -	\$ 4,000,000	\$ 330,100,000	\$ -	\$ -	\$ -	\$ 4,000,000	\$ 421,860,000
SOU	Cascade Demolition	\$ -	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 332,600,000	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 424,360,000
EOU	Inlow Hall Grand Staircase Replacement	\$ -	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 335,600,000	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 427,360,000
OSU-CC	Land Development	\$ -	\$ 17,500,000	\$ -	\$ 17,500,000	\$ 353,100,000	\$ -	\$ -	\$ -	\$ 17,500,000	\$ 444,860,000
	Average/Total:	\$ 90,760,000	\$ 262,340,000	\$ -	\$ 353,100,000	\$ 353,100,000	\$ -	\$ 91,760,000	\$ 91,760,000	\$ 444,860,000	\$ 444,860,000

ASAC, Proposal for a new degree program: M.A. in Organizational Leadership and certificates in Operational Leadership and Executive Leadership

The Master of Arts in Organizational Leadership is a graduate degree designed to develop leadership skills applicable to professional sectors including business, government, nonprofit, or education. The program provides a multi-disciplinary focus on leadership, with instruction in organizational planning, dynamics of leadership, communication, creativity and innovation, team building, conflict resolution and mediation, and ethical decision-making. Furthermore, this multi-disciplinary approach itself arises from foundational roots in theories of organizational development, behavioral sciences, and change management. Thus, this program's focus is broader than the operational focus of many business administration degrees by highlighting coursework that will enable students to assume leadership roles in their workplace or community.

The program will serve working adults not only through the program's curriculum, but also through its design of incremental achievement steps. For example, the program incorporates two 'stacked' and independent certificate programs -- Operational Leadership and Executive Leadership- available at the graduate level. The Operational Leadership Certificate prepares individuals with the critical skills needed in entry-level leadership positions (e.g., first-level managers, or people who have recently been promoted to management roles). The Executive Leadership Certificate prepares individuals with the critical capabilities needed to assume higher-level leadership roles leading change, leading people, driving results, building coalitions – all within a broader understanding of organizational effectiveness. Then, an additional nine elective credits and a six credits of a capstone work action project (which serves as the exit requirement demonstrating mastery of the program) allow a student to complete the Master's program. Thus, qualified students may earn the Operational Leadership Certificate and Executive Leadership Certificates either as part of the Master's degree program or separately as stand-alone certificates.

For added flexibility, the first-level certificate in Operational Leadership may also be earned at the undergraduate level, for working adults who have not yet completed a baccalaureate degree (the courses are created as 400/500 sections).

The proposed degree program received Faculty Senate Approval on January 9, 2018 and the proposal is supported by the dean and provost. The program was externally reviewed in May and June of 2018. The WOU Academic and Student Affairs Committee met on July 9, 2018 to review the proposal. Upon approval by the WOU Board of Trustees the proposal will be forwarded to the Public Universities Provost Council, HECC and NWCCU for further review.

COMMITTEE RECOMMENDATION:

The WOU Academic and Student Affairs Committee recommends that the Western Oregon University Board of Trustees approve the introduction of a new M.A. degree in Organizational Leadership, and associated certificates in Operational Leadership and Executive Leadership, as included in the docket materials.

ASAC, Request for endorsement of WOU's collaboration with K-12 school districts to offer accelerated credit via Willamette Promise

Willamette Promise is a regional consortium including WOU, OIT, Corban University, the Willamette Education Service District, and over 50 high schools in the Willamette Valley and northwest Oregon. In 2016-17, WOU awarded over 9000 credits to over 1800 students through WP.

Initiated as a pilot project in 2014 with a Regional Promise Replication Grant from the Oregon Department of Education, Willamette Promise expands opportunities to earn accelerated credit, enhances career-readiness and a college-going culture in Oregon's schools and communities, strengthens coordination and collaboration across educational sectors, and builds each student's confidence in his or her ability to succeed in college by awarding college credit when a student demonstrates college-level learning as defined by college faculty.

Willamette Promise's Assessment-Based Learning courses expand access: We create accelerated credit opportunities in more schools (e.g., smaller/rural), deploy a wider range of teachers, and thus reach more students. WOU faculty lead over 20 courses in 10 subject areas, working directly with K-12 educators in Professional Learning Communities to bring college rigor to high school classrooms. Preliminary HECC analyses found Willamette Promise students do as well or better at OSU, WOU and UO as non-Willamette Promise students. The program is affordable for students, who pay \$30 per year for all they credits the can earn. It is also sustainable for WOU, which receives \$51 per credit awarded from state SSCM funds, and K-12 school districts, which commit ADM fees to participate.

Willamette Promise's benefits to WOU and the state are substantial. WOU has strengthened its presence and visibility in high schools throughout our region. To date, 81 WP students have attended WOU, and as students complete community college and make 4-year university choices, we expect increases in that yield. WOU faculty are bridging the gap between high school and college with sustained contributions to the professional development of high school teachers across the state and a stronger pipeline of students prepared for college.

COMMITTEE RECOMMENDATION:

The WOU Academic and Student Affairs Committee recommends that the Western Oregon University Board of Trustees endorses WOU's engagement in accelerated learning through Willamette Promise.