



Western Oregon University Board of Trustees:  
Finance & Administration Committee (FAC)  
Meeting No. 14 – January 3, 2019  
Public Site: Hamersly Library, Room 301-A  
9:00 AM – 1:00 PM  
**MINUTES**

**I. CALL-TO MEETING/ ROLL CALL**

The meeting was called to order at 9:06 am.

Committee members present: Gayle Evans, Ana Karaman, Gavin Keulks, Cec Koontz

Others present: Penny Burgess, Camarie Campfield, Reina Daugherty, Kristen Diggs (via teleconference), Michael Ellis, Rex Fuller, Richard Kavanagh, Tom Lofton, Katherine Schmidt, Michael Smith, Barry Weber (via teleconference), Christeena Whitfield

**II. COMMITTEE CHAIR'S WELCOME / ANNOUNCEMENTS**

Chair Koontz welcomed everyone to the meeting.

**III. CONSENT AGENDA**

**1) Approval [October 4, 2018 Meeting Minutes](#)**

Evans made a motion to approve the minutes as is. Keulks seconded the motion and all were in favor.

**IV. ACTION ITEMS:**

**1) [FY18 Audited Financial Statement](#)**

*Dr. Ana Karaman, Vice President, Finance & Administration*  
*Christeena Whitfield, Controller*

**a. Auditor's Report, Eide Bailly**

*Barry Weber and Kristen Diggs, Eide Bailly*

VP Karaman introduced Weber and Diggs from Eide Bailly. Weber and Diggs provided background information on Eide Bailly and the audit process. The independent auditor's report for the financial statement presented an unmodified opinion, the highest possible finding. For the federal awards report there was one deficiency found in internal controls related to student status timeline reporting. The issue is already being addressed.



Keulks made a motion to recommend the audited financial statements and federal awards report to the full board for approval. Evans seconded the motion and all were in favor.

**2) Investments Update: Addendum to Board Statement on the Investment of Quasi-Funds**

*Dr. Ana Karaman, Vice President, Finance & Administration*  
*Penny Burgess, Director, Treasury Operations USSE*  
*Tom Lofton, Investment Officer, Oregon State Treasury*

VP Karaman introduced Burgess from USSE and Lofton from the State Treasury. Lofton presented an allocation analysis with three different investment portfolios. Now that the investment manager has been selected, an addendum is needed to the board statement on the investment of quasi-funds. Evans made a motion to recommend the addendum to the full board for approval. Keulks seconded and all were in favor.

**3) FY2019 Financial Update**

*Camarie Campfield, Budget Manager*

**a. Revised FY19 Budget**

Whitfield shared that the business office has adjusted the allowance for doubtful accounts, resulting in a FY18 year-end adjustment that resulted in a one-time increase in the fund balance. Whitfield also shared that we are in process of bringing financial statements in house.

Campfield provided details on the adjusted FY19 budget. Decline in enrollment has resulted in lower than expected revenue dollars for the year. The FY19 budget was adjusted to reflect actual summer and fall enrollment numbers. Fee remissions were adjusted based on actual awards to date. The FY19 budget was also adjusted to reflect the amount of state funds the university will be receiving through the HECC allocation model.

Keulks asked a question about the fund balance and Karaman clarified that the 20% fund balance is only reflective of the E&G budget, and if all funds are considered it is only about a 5% cushion.

Keulks made a motion to forward the adjusted budget to the full board for approval. Evans seconded the motion, and all were in favor.

**b. [FY19 Management Report \(as of November 30, 2018\)](#)**

Management report is well aligned with the revised FY19 budget. Keulks made a motion to recommend the report to the full board for approval. Evans seconded the motion and all were in favor.



**V. DISCUSSION ITEMS:**

**1) FY20 Budget Preparation**

*Camarie Campfield, Budget Manager*

**a. University Budget Advisory Committee**

*Richard Kavanagh and Katherine Schmidt, Co-Chairs*

Kavanagh and Schmidt provided an update on UBAC budget proposals. Seventy-six proposals were received from various constituents across campus. The committee is in the process of categorizing and discussing proposals to recommend to the President's cabinet.

**b. 2019-2020 Tuition Bands**

*Dr. Ana Karaman, Vice President, Finance & Administration*

Karaman shared that the tuition and fee advisory committee held an open forum in the fall. The committee had their first meeting in December and another meeting will be scheduled for next month (February). The governor's recommended budget has higher education flat funded. An alternate investment budget is being discussed and may provide more funding for the universities (if passed) in order to keep tuition increases below 5%.

**2) University Technology Advisory Committee – Michael Ellis**

Ellis provided an update progress of the University Technology Advisory Committee. The committee charges key responsibilities and memberships have been established. An initial meeting was held in November, and going forward, there will be monthly meetings. Ellucian Mobile, an app to navigate the WOU portal is currently in development. The committee is also discussing potential learning management system options.

**3) Capital Projects Update - Michael Smith, Director, Facilities Services**

Rex announced that the master plan was approved by the city of Monmouth. Smith shared updates about ongoing campus projects including renovations to the child development center, the natural sciences building, and the solar panels on RWEC. ITC and OMA are undergoing selection of a general contractor.

**VI. UPDATES AND AROUND-THE-TABLE**

Koontz asked for feedback on meeting lengths and content.

**VII. ADJOURNMENT**

Meeting was adjourned at 12:48 pm.