

**Western Oregon University Board of Trustees:  
Finance & Administration Committee (FAC)  
Meeting No. 18 – February 6, 2020  
Public Site: Hamersly Library, Room 301-A  
9:00 AM – 1:00 PM**

**MINUTES**

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

Chair Cecelia Koontz called the meeting to order at 9:02am and took roll.

The following trustees were present:

Gavin Keulks (joined the meeting at 9:15am)  
Jerry Ambris  
Zoe Chan-Tuyub  
Cecelia Koontz

Jim Baumgartner was absent.

Others present included:

Ana Karaman  
Camarie Moreno  
Gabe Dougherty  
Shadron Lehman  
Darin Silbernagel  
Cheryl Beaver  
Lacey Davis  
Chelle Batchelor  
Richard Kavanagh  
Kristin Diggs, EideBailly (joined the meeting at 10:20am)

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

Vice President Karaman introduced Gabe Dougherty, Controller, and Lacey Davis, Assistant to the VP of Finance and Administration as new staff members.

**III. CONSENT AGENDA:**

- 1) Approval November 8, 2019 Meeting Minutes

The trustees approved the November 8, 2019 Meeting Minutes.

**IV. REPORTS & DISCUSSION ITEMS:**

### 1) University Budget Advisory Committee (UBAC)

University Budget Advisory Committee (UBAC), co-chairs Dr. Cheryl Beaver & Richard Kavanagh shared that the UBAC consists of 4 faculty members, 2 students, 9 staff members, and 2 ex-officio. The committee has an annual budget proposal process for new initiatives and efficiencies. The proposal process consists of phase one and phase two. 36 proposals were received this year for phase one. Recommendations from the Committee for proposals that to move on to phase two will be sent to President Fuller on February 13, 2020. Changing WOU's learning management system (LMS) is one of the large priorities.

### 2) University Technology Advisory Committee (UTAC)

University Technology Advisory Committee (UTAC), Co-Chair Dr. Chelle Batchelor shared that WOU is piloting Canvas as the new Learning Management System (LMS).

The Apple subcommittee is currently piloting Apple Classroom with five courses. The Apple trainer has been providing WOU instructors with professional development. The underlying goal is to increase equity and affordability for students. Other universities that use iPad and tablets have seen a positive impact on retention and new student enrollment. UBAC funded an open educational resource initiative last year; one of the goals of having iPads is to use more open educational resources as well. There are currently 85 students in the Apple pilot. Dr. Ana Karaman shared different ways the iPads could be further deployed to our students: 1) ~4,000 full time undergraduate students receiving an iPad, 2) distributing iPads in phases starting with freshmen and then transfer students. 3) waiting until after the first 4-5 years to offer iPads to graduating students, 4) WOU giving the iPads back to Apple and receiving fair value, 5) other schools utilize 2-4 year leases.

### 3) Finance & Administration Report

Dr. Ana Karaman presented the Finance & Administration Report. During the summer of 2019 the Finance & Administration division aligned their strategic plan with WOU's strategic plan. WOU transitioned to producing in-house financial statements with a large cost savings.

Construction on the WOU Welcome Center is in process. The food pantry, mailroom services, and the print shop have moved to the Welcome Center (previously the Oregon Military Academy). The plan is for admissions, Financial Aid, and the Alumni office will also be housed at the Welcome Center.

The Instructional Technology Center (ITC) is undergoing renovations. This building is getting a seismic upgrade and will house a maker's space and gallery.

WOU Salem's Vick Building is currently having roof renovations. The roofing company needs 10 consecutive days of no rain in order to make repairs. WOU will be increasing the security of the Vick Building by installing cameras, lighting, and having restricted access during certain hours. The WOU Salem campus is also building a relationship with the Salem Police Department.

Cyber Security is a WOU priority.

Parking Services introduced zoned parking which was implemented September 2019. WOU will be adding pay stations instead of meters so that staff and students will no longer need to use coin currency this upcoming summer. Parking Services has the revenue to pay for these without taking from the general fund.

Dr. Karaman shared the Quasi-Endowment Investment Report. As of December 31, 2019 the value was 1,086,062.25.

Dr. Karaman discussed the Public University Capital Projects Prioritized List; there was a 1-year delay this cycle. The Student Success Center and the Health Sciences Remodel were highlighted as they ranked fourth and eighth, respectively. Valsetz Dining Hall is a self-funded project that was also submitted. April 15, 2020 is the deadline for capital project submissions for the next biennium.

## **V. ACTION ITEMS:**

### 1) WOU 2019 Annual Audit Reports

#### a. EideBailly Presentation

Kristin Diggs, CPA, EideBailly discussed the FY2019 Financial Statements Audit on the three reports: (1) Independent Auditors Report – unmodified, (2) Independent Auditors' Report on Internal Control over Financial reporting - unmodified, no findings, (3), Independent Auditor's Report on Compliance/Internal Control over Compliance - unmodified, findings 2019-001-2019-004.

Kristin shared that the audit process began in May of 2019 and that EideBailly enjoyed working with WOU. There are two upcoming GASB standards for 2020 and 2021. Dr. Karaman stated that WOU will stay with EideBailly for 1 more year until the transition is over, and then WOU will be issuing a Request for Proposal for auditing services.

#### b. FY2019 Financial Statements Audit

Dr. Keulks moved for the Finance and Administration Committee to recommend to the Board of Trustees to accept the University's fiscal year 2019 audit of financial

statements, Zoe Chan-Tuyub seconded the motion, and the motion was passed with a unanimous vote.

c. FY2019 Single Audit

Zoe Chan-Tuyub moved for the Finance and Administration Committee to recommend to the Board of Trustees to accept the University's fiscal year 2019 single audit, and Dr. Keulks seconded. The motion passed with a unanimous vote.

2) University Financial Update

Camarie Moreno presented a presentation that explained budget concepts, types of revenues, types of expenses, types of funds, historical changes, and the FY20 budget creation process.

3) FY2020 Management Report (as of Dec. 31, 2019)

Dr. Karaman went over the Management Report and discussed the following: (1) President's Cabinet is currently reviewing positions that become open before filling them (excluding faculty and NTT instructors); (2) on July 1<sup>st</sup> the second and last retirement window payment was made; (3) Capital Improvement & Renewal funds are being used whenever possible in the remodel of the Vick building rather than E&G funds as originally planned.

Dr. Keulks moved for the Finance and Administration Committee to accept the FY20 Projected Year-End Report and the overall Management Report as of December 31, 2019; Jerry Ambris seconded the motion, and the motion was passed with a unanimous vote.

## **VI. FEBRUARY 19, 2020 BOARD MEETING PREPARATION**

The Committee discussed which action items would forward to the full Board, that more conversation is needed regarding enrollment, and that the lunch showcase at the Board meeting would be about intercollegiate athletes

## **VII. UPDATES AND AROUND-THE-TABLE**

There were none.

## **VIII. ADJOURNMENT**

Cecilia Kootz adjourned the meeting at 1:08PM.