



**Western Oregon University Board of Trustees:
Finance & Administration Committee (FAC)
Meeting No. 17 – November 8, 2019
Public Site: Hamersly Library, Room 301-A
12:00 PM – 4:00 PM**

MINUTES

I. CALL TO MEETING/ ROLL CALL

Committee members present: Jim Baumgartner, Zoe Chan-Tuyub, Gayle Evans, Ana Karaman, Cec Koontz

Others present: Chelle Batchelor, Cheryl Beaver, Rebecca Chiles, Reina Daugherty, Rex Fuller, Richard Kavanagh, Bill Kernan, Shadron Lehman, Camarie Moreno, Darin Silbernagel, Michael Smith, Dona Vasas, Ashley Wolfe

II. COMMITTEE CHAIR'S WELCOME / ANNOUNCEMENTS

Koontz welcomed everyone to the meeting. VP Karaman introduced the new controller and internal auditor.

III. CONSENT AGENDA

1) Approval June 3, 2019 Meeting Minutes

Evans made a motion to approve the minutes. Baumgartner seconded the motion and all were in favor.

IV. REPORTS & DISCUSSION ITEMS:

1) Emergency Operations Preparedness | *Rebecca Chiles, Director Campus Public Safety*

Chiles shared about the ongoing emergency preparedness activities, including the most recent tabletop exercise, a free speech panel, stop the bleed trainings, first aid/cpr training, ALICE trainings, and progress towards becoming a disaster resilient university.

2) University Budget Advisory Committee (UBAC) | *co-chairs Cheryl Beaver & Richard Kavanagh*

Beaver and Kavanagh shared that phase 1 proposals are currently being accepted. The budget process timeline has been posted to the website. Three proposals have been received so far. All proposals are due January 8th.

3) University Technology Advisory Committee (UTAC) | *co-chairs Chelle Batchelor & Bill Kernan*

Batchelor provided an update on the Apple initiative. She shared the goals of this project as well as a status update. An expanded pilot was approved so multiple groups are trying the ipads in different ways simultaneously. A UTAC subcommittee has been formed to evaluate the progress and success of the initiative.

4) Capital Maintenance Updates | *Michael Smith, Director Facilities Services*

a. Natural Sciences Building (photos courtesy of Dr. Steve Taylor)

The Natural Science renovation has been completed.

b. WOU Welcome Center (formerly Oregon Military Academy)

Demolition has begun. The print shop/mailroom will be moving in January. Construction will be complete Fall 2020.

c. Instructional Technology Center (ITC)

Sub-contractor bids are due this week. Construction starts in January and will be finished in Winter 2021.

d. WOU:Salem – Vick Building

Soderstrom Architects have been selected for the design work.

5) Finance & Administration Report | *Dr. Ana Karaman, Vice President for Finance & Administration*

a. Introduction of New Staff: *Shadron Lehman, Internal Auditor & Ashley Wolfe, Controller*

Karaman shared about the need and purpose of an internal auditor, as well as what he has been working on so far and what is to come.

b. External Audit update

The audit is on schedule to be turned in to DAS by November 15th.

c. 2019-2021 Biennium Capital Projects Request

A large group worked on the capital request, including two ASWOU students. There was a short turnaround time to get the request in, with a new rubric this year. The Health Sciences remodel is the number one priority because it will drive new enrollment. Instead of asking for a new building it was decided to remodel an old building because we have enough space, it's just the wrong kind of space. The stadium, fieldhouse, and new PE building were combined into a Center for Human Achievement, Movement and Potential (CHAMP) complex.

d. Quasi-Endowment Investment report

The Q1 report for this year just came in and we earned \$29k since becoming fully invested.

V. ACTION ITEMS:

1) Revolving Line of Credit Recommendation | *Dr. Ana Karaman, Vice President Finance & Administration and Darin Silbernagel, Treasurer*

Based on the board resolution on June 3rd to seek a revolving line of credit, proposals were requested. Both Washington federal and JP Morgan submitted proposals. Both offered \$5m. WAFD offered a better rate at 2.51% and better term of 5 years plus the option to extend 2 years.

Baumgartner made a motion to recommend the revolving line of credit (in the amount of \$5m) to the board for approval. Evans seconded the motion and all were in favor.

2) FY2020 Management Report (as of Sept 30, 2019) | *Camarie Moreno, Director of Budget & Planning*

Moreno shared the details of the most recent management report. Revenue is down from last year due to lower enrollment. More money was received in state appropriations and lottery funds this year. Personnel costs have increased due to raises and rising PERS and healthcare costs.

Evans made a motion to accept the management report. Chan-Tuyub seconded the motion and all were in favor.

3) FY2020 Budget Revision | *Dr. Ana Karaman, Vice President Finance & Administration and Camarie Moreno, Director of Budget & Planning*

Karaman and Moreno presented four scenarios for revising the budget. The options included taking no action, cutting enough to keep the deficit the board voted on previously, balancing the budget, or cutting some but not as much as would be needed to keep the deficit previously voted on.

Motion is to recommend board approves scenario 3 to keep budgeted deficit the same as originally approved.

Baumgartner made a motion to recommend the budget be revised to maintain the deficit that was previously approved. Chan-Tuyub seconded the motion and all were in favor.

VIII. ADJOURNMENT

The meeting was adjourned at 3:10pm.