



Western Oregon University Board of Trustees:
Finance & Administration Committee (FAC)
Meeting No. 23 – March 30, 2021 | 1:00-5:00pm
Public Meeting: via [WebEx](#)
Phone: +1-415-655-0002 | Access Code: 133 356 4211

DRAFT AGENDA

I. CALL-TO MEETING / ROLL CALL

II. COMMITTEE CHAIR'S WELCOME / ANNOUNCEMENTS

III. CONSENT AGENDA

- 1) Approval [February 4, 2021 Meeting Minutes](#) (page 2)

IV. REPORTS & DISCUSSION ITEMS:

- 1) [University Budget Advisory Committee](#) (UBAC) | co-chairs Dr. Thaddeus Shannon, Cara Groshong & Hunter Weeks (page 7)
- 2) [University Technology Advisory Committee](#) (UTAC) | co-chairs Chelle Batchelor & Bill Kernan (page 8)
- 3) [Finance & Administration Report](#) | Dr. Ana Karaman, Vice President Finance & Administration (page 9)

V. ACTION ITEMS:

- 1) [FY2020 Single Audit](#) | Dr. Ana Karaman, Vice President Finance & Administration & Gabe Dougherty, Controller (page 30)
- 2) [Tuition & Fees for 2021-22 Academic Year](#) | Dr. Ana Karaman, Vice President Finance & Administration (page 54)
- 3) [FY2021 Management Report \(as of Feb. 28, 2021\)](#) | Dr. Ana Karaman, Vice President Finance & Administration & Camarie Moreno, Director of Budget & Planning (page 71)

VI. APRIL 21, 2021 BOARD MEETING PREPARATION

VII. UPDATES AND AROUND-THE-TABLE

VIII. ADJOURNMENT



**Western Oregon University Board of Trustees:
Finance & Administration Committee (FAC)
Meeting No. 22 – February 4, 2021 | 1:00-4:00pm
Public Meeting: via WebEx
Phone: +1-415-655-0002 | Access Code: 177 993 1581**

DRAFT MINUTES

I. CALL-TO MEETING / ROLL CALL

Chair Cec Koontz called the meeting to order at 1:01 PM.

Trustees present: Jim Baumgartner, David Foster, Cec Koontz, Leah Mitchell

Trustee absent: Jerry Ambris.

Others present include: Rebecca Chiles, Gabriel Dougherty, Kristin Diggs, Rex Fuller, Cara Groshong, Ana Karaman, Bill Kernan, Shadron Lehman, Dave McDonald, Camarie Moreno, Tad Shannon, Darin Silbernagel, Michael Smith, Michele Van Deusen, Dona Vasas, Barry Weber, Hunter Weeks

II. CONSENT AGENDA

1) Approval [October 26, 2020 Meeting Minutes](#)

Trustee Baumgartner moved to adopt the consent agenda, Trustee Mitchell seconded the motion, and the motion passed unanimously.

III. REPORTS & DISCUSSION ITEMS:

1) [University Budget Advisory Committee \(UBAC\)](#)

Chair Koontz introduced Dr. Tad Shannon, who serves as a Co-Chair to the University Budget Advisory Committee (UBAC). Shannon provided a brief overview of UBAC's report. Trustee Baumgartner raised a question regarding UBAC's outreach on campus, Shannon discussed how UBAC's role has changed from facilitating campus ideas in prior years to educating campus about how the budget works in the current year. Trustee Foster asked whether these meetings were recorded and available to campus; Shannon responded that presentations and materials are available, but the meetings are not recorded. Karaman noted that Camarie Moreno has a recorded educational presentation on University Budget available on the Budget Office's webpage.

2) [University Technology Advisory Committee \(UTAC\)](#)

Chair Koontz introduced Bill Kernan, Director of University Computing Solutions, who serves as a Co-Chair to the University Technology Advisory Committee (UTAC). Kernan summarized the written UTAC report and explained that a subcommittee has been established to evaluate institutional resources. Canvas continues to grow, with half of online courses utilizing Canvas Learning Management System and the other half using Moodle. Unicheck replaced Turn-it-in at a third of the annual cost and is used to detect plagiarism. Circle-in, an emerging solution, provides resources aimed at improving study habits, and was purchased using CARES funds.

3) [Finance & Administration Report](#)

Karaman began her report by introducing Darin Silbernagel, University Treasurer. Silbernagel stated that the University's cash position as of December 31, 2020 was \$35.243M. The projected ending cash for June 30, 2021 is \$32.044M; Silbernagel will continue to update the projected cash flow for fluctuations as more financial information is available. Silbernagel noted the impact of COVID-19 on reducing inflows as well as outflows, as well as the impact of not charging interest on student accounts for several months and extending the due date for student accounts.

Karaman introduced Michael Smith, Director of Facilities Services, to discuss the three capital projects that are currently underway. The Welcome Center, formerly the Oregon Military Academy, is open and nearly complete, with just small punch list items left to be completed. Admissions and Financial Aid are already operating out of the building. The third phase of the Instructional Technology Center (ITC) project, which is a \$10M project with major seismic upgrades, is about 80% complete with an expected completion by the end of March. The third project, WOU Salem, is about 75% complete. The majority of the work on this project is being completed in-house by facilities staff.

Karaman returned to Kernan to discuss the work University Computing Solutions (UCS) is doing with integration of Circle-In, Percipio, Campus Logic, and Canvas. Karaman highlighted that these integrations will help the University transition into a post-COVID world, where elements of the remote environment will continue.

Karaman next highlighted the Public Safety section of her report, which details the partnership with West Valley Hospital to have a vaccination clinic that is now open on campus. Trustee Mitchell shared that she was the Incident Commander of the project and was very pleased with the change of the vaccine clinic site from Polk County Fairgrounds to WOU due to internet connectivity issues. President Fuller shared that as of now, the clinic will run through June 30th. Fuller also shared that leftover vaccines from the clinic at the end of the day will be offered to WOU employees via a randomized list. Karaman also highlighted an upcoming cybersecurity tabletop exercise.

Karaman next discussed additional federal funds of approximately \$7M that WOU will be receiving, known as CARES II money. Of that \$7M, no less than \$2.14M will be

used as student aid. The university is still receiving guidance on what these one-time funds can be spent on. President Fuller highlighted that these funds allow students to apply any funds they receive to their outstanding debt. President Fuller again highlights that these are one-time funds that can help bridge financial gaps. A prioritization for use of funds is still being considered, with counseling services, digital cadavers, and COVID testing being given as examples. Trustee Foster asked if the student aid portion of funds must be used for currently enrolled students or if it could be used to encourage prospective students. Fuller answered that guidance is still being rolled out, and we are currently inquiring if it could be used for stopped-out students to return and finish their degree.

IV. ACTION ITEMS:

1) [WOU 2020 Annual External Audit Reports](#)

Kristin Diggs and Barry Weber, external auditors from Eide Bailly, present a summary of the audit. Diggs summarizes the obstacles overcome during the audit given the coronavirus and wildfires in Oregon that closed campus over the summer during scheduled fieldwork. Eide Bailly issued an unmodified opinion in the Independent Auditor's Report on the FY20 Financial Statements, as well as an unmodified opinion in the Independent Auditor's Report on Internal Control over Financial Reporting. The Single Audit report has not been completed yet due to Guidance for HEERF not coming out until December 22nd, so the testing was not able to be done until January. The audit approach was based upon risk, which involved reviewing the controls in place over significant processes and reviewing significant estimates. Diggs also highlighted that the financial statement report was brought in-house by WOU for the first time this year. Diggs also gave an update on the NCAA Agreed Upon Procedures, as required being a Division II school, that involves specific procedures being performed over operating revenues and expenses associated with Athletics; there were no significant issues. The Single Audit has not been issued yet due to the delay in the compliance supplement related to HEERF; the auditors hope to have the report wrapped up in the next few weeks. Lastly, Diggs reported that GASB has pushed back the implementation dates of new GASB standards. Baumgartner questions what needs to be done in relation to the uncompleted Single Audit, and Karaman clarifies that the plan is to bring the Single Audit to the next FAC meeting for acceptance. Chair Koontz and other trustees decided not to meet with the auditors privately.

Baumgartner moves to recommend to the Board of Trustees to accept the University's fiscal year 2020 audit of financial statements, Foster seconds, and the motion is approved unanimously.

Chair Koontz called for a break from 2:21-2:31 pm.



Karaman reminds the committee that this is the first year the financial statements were prepared in-house rather than by University Shared Service Enterprises (USSE); we previously had paid almost \$150K for this service. Gabe Dougherty, Controller, presents a summary of the financial statements, beginning with the total net position decreasing from FY19 to FY20 by about \$5.7M. Unrestricted net position decreased by about \$15M (to -\$3.6M). In FY20, there was an approximate 5% decline in FTEs. On the Condensed Statement of Net Position, Dougherty highlighted the decrease in Noncurrent Assets which is reflective of liquidated investments to keep a positive cash position. Dougherty also highlighted the increase in Net Investment in Capital Assets, which is a result of construction activity related to Natural Science, ITC, WOU Salem. Accounts receivable decreased due to writing off bad debt. The Condensed Statement of Revenues and Expenses, and Changes in Net Position show a decrease in student tuition and fee revenue due to the decline in enrollment, a decrease in auxiliary enterprises revenue as a result of serving fewer than 700 hundred students, and increases to PUSF and sports lottery recognized in government appropriations. Trustee Foster asked about the approximate increase of \$6M in compensation and benefits; Dougherty responded this encompasses increases in retirement and health care expense, with Karaman adding that it is due to an increase in positions as well.

Chair Koontz called for a motion to recommend to the Board of Trustees to accept the Independent Auditor's Report on Applying the Agreed Upon Procedures (related to NCAA), Baumgartner motioned, Mitchell seconded, and the motion approved unanimously.

2) [FY2021 Management Report \(as of Dec. 31, 2020\)](#)

Camarie Moreno, Director of Budget and Planning, presented the Management Report Period 6 Year-To-Date Actual to Actual Variance. Moreno highlighted the decrease in tuition of approximately \$1.6M due to a 7.5% decrease in fall and 9.6% in winter term enrollments. Fees have increased by approximately \$4.7M as a result of increased online course fee revenue due to approximately 95% of courses being delivered online. Fee remissions have also increased by about \$600K from the prior year. Altogether, this results in an increase in net student fees and tuition of approximately \$2.4M. Moreno also highlights the \$1.2M increase in Government Resources & Allocations due to being in the second year of the biennium. On the expense side, Moreno highlights personnel expense being \$3.6M less than the prior year due to furlough and LWOP savings, as well as approximately \$783K of a retirement window payment being made in FY20. Moreno then summarized the Period 6 Variance report for auxiliaries, which shows significant decreases in revenues and expenses due primarily to serving less students on campus as a result of COVID-19.

Karaman then presented on the year-end projections. We expect to continue to see a decline in enrollment; the adjusted budget was built with the decline in fall term



enrollment known and then assumed our typical attrition rate between terms of about 6%. However, winter term was approximately 10% down from fall, so the spring projection has been adjusted using that same level of attrition. Adjusted tuition remissions projected to be \$7.5M compared to the adjusted budget of \$7.05M in consultation with Financial Aid. Total revenues are projected to be \$346K above the adjusted budget primarily due to online course fee revenue; the adjusted budget was built with the assumption spring term would be returning to normal delivery (meaning less online course fee revenue), so although overall net tuition and fee revenues are projected to be over the budgeted amount, the tuition component is actually projected to be less than the budgeted amount due to the decline in enrollment.

Personnel expenses were projected assuming that the December payroll expense will continue over the next six months; savings resulting from furloughs, leave without pay, and position eliminations were already incorporated into the adjusted budget. Services and supplies are cautiously projected to be about \$1M less, but there is uncertainty surrounding this due to timing differences related to vendors not billing us at regular times due to COVID-19. Altogether, expenses are projected to be \$842K under the adjusted budget. Karaman noted that net transfers are detailed in the include transfer schedule, and primarily include the transfer to athletics. 'Other Activities' includes a \$3M subsidy to auxiliary support; \$2M in auxiliary support was included in the adjusted budget; the projection reflects \$1M of incidental fee support given for fall and an additional \$2M to support other auxiliaries. The primary concern of other auxiliaries needing support is their upcoming debt service payment on July 1st, which is about \$3.3M. Karaman notes that we will have a better update with the next management report for how much is needed in auxiliary support. Altogether, for the Education and General fund, total net revenues less expenses are about \$200K to the positive of the adjusted budget.

Mitchell motioned to accept the FY21 Projected Year-End Report and the overall Management Report as of December 31, 2020, Foster seconded, and the motion carried unanimously.

V. ADJOURNMENT

Chair Koontz adjourned the meeting at 3:44 pm.

Finance & Administration Committee (FAC), March 30, 2021

University Budget Advisory Committee (UBAC) Report

DATE: 15 March 2021

TO: WESTERN OREGON UNIVERSITY BOARD OF TRUSTEES: FINANCE
& ADMINISTRATION COMMITTEE

FROM: UNIVERSITY BUDGET ADVISORY COMMITTEE

RE: UBAC REPORT

Spring 2021 Update

In February, the UBAC hosted a campus conversation with Dave McDonald on the Student Success Completion Model (SSCM). The presentation was well attended, and the presentation materials are now available on the UBAC website.

Hunter Weeks, the UBAC tri-chair representing student leadership, is graduating at the end of winter term. We will continue to engage with the new ASWOU Finance Business and Finance Director, who will be replacing Hunter, in hopes of continuing Hunter's efforts to share UBAC initiatives with WOU Students.

There will be no formal proposal process this academic year, therefore UBAC will continue to focus on ways to facilitate opportunities for the campus community to contribute ideas that save money, increase enrollment or generate revenue for the university.

In an effort to better educate the campus community about how WOU's budget works, UBAC hosted several campus conversations during fall and winter terms.

Past conversations have been:

- October 15: Overview of Fiscal Year 21 Budget and Enrollment
- November 19: Auxiliaries and Fee Funded Areas (IFC, Student counseling, athletics, housing, dining, etc.)
- December: No Meeting
- January 21: General Fund Expenses (PEBB, PERS, OPE, and other major expenses explained)
- February 18: State Funding Model (SCCM)
- March: Postponed

Tentative Spring Conversations are:

- April 15: Tuition and the Tuition Setting Process (including fee remissions)
- May 20: Capital Funding
- Potentially June 17: TBD

Finance & Administration Committee (FAC), March 30, 2021

University Technology Advisory Committee (UTAC) Report

Progress Toward 2020-2021 Academic Year Goals

Reporting Needs and Tools Assessment: The Reporting Subcommittee was convened last year to assess WOU's needs for reporting tools to support data-driven decision making. The Reporting Needs and Tools survey was distributed to WOU faculty and Staff on Feb 4, 2021 with a submission deadline of Feb 22nd, 2021.

LMS Policy Review

UTAC reviewed a revised LMS Policy Draft. The draft had been reviewed by the Academic Affairs Executive Committee and the Faculty Senate Executive Committee prior to review by UTAC. The main tenets of the proposed policy remain the same. Moodle-specific language has been removed, Academic Innovation's role in administering the LMS has been better defined, and the proposed policy now includes language regarding the Department of Education's "regular and substantive" interaction requirements for online classes. UTAC unanimously approved the draft and returned it to Provost Rob Winningham.

Technology Implementation

- The transition from Moodle to Canvas continues. As of Summer 2021, all active instruction will be in Canvas.
- WOU is migrating from Cognos 10 to Cognos 11. The new version of Cognos is now available to campus.

Finance & Administration Committee (FAC), March 30, 2021

Finance & Administration Report

The top priorities for the next three months:

- Developing FY22 budget
- Closing FY21
- Completing ITC and WOU Salem capital projects

Coronavirus Pandemic Federal Funds Appropriations:

Summary:

Federal Funds	Type	Recipients	Award Amount	Remaining
HEERF I: CARES Act <i>Public Law No. 116-136</i>	Student	999	2,140,842	24,862
	Institution		2,140,841	202,471 ¹
	GEER		108,626	108,626
HEERF II: CRRSAA <i>Public Law No. 116-260</i>	Student		2,140,841	2,140,841
	Institution		4,918,999	4,918,999
HEERF III: American Rescue Plan (ARP)² <i>Public Law No. 117-2</i>	Student		6,175,000	6,175,000
	Institution		6,176,000	6,176,000

¹Obligated for Academic Affairs' priority one expenditures. Most likely exhausted after expenditure reclassification from AA's operational budget.

² Final amounts pending from the Department of Education. Estimates courtesy of American Council on Education

Student Recipient Details:

Level	Status	Pell	Recipients	Amount
Undergraduate	Full-Time	Yes	269	610,245
		No	183	356,990
	Part-Time	Yes	360	780,570
		No	154	291,575
Graduate	Full-Time	--	12	29,100
	Part-Time	--	21	47,500
Grand Total			999	2,115,980

Institutional Details:

Fiscal	Salaries	PPE / Testing	Technology	Other	Total
2020	1,800,000				1,800,000
2021	--	80,824	56,801	745	138,370
Grand Total					1,938,370

Capital Projects and Facilities Services (Michael Smith):

- [See presentation for updates](#)

University Computing Solutions (Bill Kernan):

- Welcome Center IT Infrastructure completed
- Cyber-security
 - Enrolled in free Department of Homeland Security free cyber-hygiene program
 - Reduced the number datacenter vulnerabilities from 243 (29 critical) to 44 (6 critical)
 - Migrated 60 of 75 Redhat 6 servers to Redhat 7/8
 - Released 6 information security trainings – 3 new trainings
 - New module arriving March 19 that will summarize the most recent incident, with recommended best practices
 - Successfully mitigated cyber security incident
 - Successfully migrated 5 buildings onto the new "hub and spoke" security infrastructure

- Successfully migrated additional servers to the new “hub and spoke” security infrastructure
- E-mail security was upgraded with the latest e-mail rule-sets and features
- Rewrote ORPU (Oregon Public Universities Business and Bid Opportunities), which is utilized by WOU, EOU, SOU, and OT (security update)
- Provided substantial number of live streams for a variety of events including Townhalls, Board Meetings, and Athletic Events.
- COVID form deployed for Athletics in Fall term
- Upgraded Banner Finance, A/R, Human Resources, and Common libraries (regulatory updates)
- Cognos 11 rollout (<https://wou.edu/ucs/cognos-reporting>)
- Rolled out a new project management system that allows us to collaborate with clients across campus (Wrike)
 - We began with 2 collaborators and are currently at 12
- Completed HR forms submission Portal Channel
 - Provides secure document upload process for the majority of HR forms
- Computer deployment process – deployed 43, currently in the queue 18

Accounting & Business Services (Gabe Dougherty):

- Received Single Audit from Eide Bailly and prepared corrective action plan
- Temporarily extended relationship with Eide Bailly to March 30, 2022
- Accepted supplemental grants under the Coronavirus Response and Relief Supplemental Appropriations Act, 2021, which provides over \$7M in federal relief
- Successfully preserved 95% of the University’s original 2021 allocation of the state’s Capital Improvement and Renewal bond sale

Treasury Services (Darin Silbernagel):

- Continue to work on Bank Reconciliations and Proof of Cash
- Confirm and monitor bank loads daily, address suspicious and fraud issues when they arise
- [Updating Cash Flow Projection monthly](#)

Public Safety (Rebecca Chiles):

- Conducted Cybersecurity Ransomware Attack Tabletop Exercise (TTX) on February 25th
- Assisted Admissions with drive thru campus visitation event on March 13th
- Conditional offers of employment made to two individuals to fill both vacant Public Safety Officer positions
- Will assist with COVID-19 testing of returning students for Spring term on March 28th and 29th

Internal Audit (Shadron Lehman):

- Finalizing the invoice audit

Ice Storm – February 13th Debrief:

- CPS and Facilities responded to the ice storm at 6 a.m. Power was out for the entire university, as well as phone lines. CPS officers blocked dangerous areas of campus with cones, caution tape, and barricades. CPS spent a lot of time helping students get limbs off their vehicles so they could go to work, and took several vehicle damage reports. Cell towers went down mid-morning, so CPS provided radios to several University Housing staff to be able to continue communication.
- [See included presentation for more information](#)
- Partnering with General Counsel to submit for insurance reimbursement for damages incurred
- Future actions:
 - Replace CPS generator (that operates off propane currently) with a sufficient capacity diesel generator to operate the entire Watson House
 - Accelerate regular maintenance of tree limbs
 - Design communication plan accounting for the potential of cell phones not working
 - Create communication plan to call out essential personnel in the event phones are not working
 - Create a first response team to clear damage and debris in future storm event

2020-2021 Cashflow Forecast

Western Oregon University
Monthly Cash Flow Forecast

	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021
<i>Starting Cash FY2020 (June 30, 2020)</i>												
	<i>\$33,673,724</i>											
Beginning Cash Estimate	\$ 33,673,724	36,020,406	\$ 32,996,515	\$ 33,701,420	\$ 38,330,324	\$ 34,885,829	\$ 35,242,855	\$ 39,102,582	\$ 34,982,784	\$ 52,174,787	\$ 41,940,843	\$ 34,321,907
<i>Adjusted Beginning Cash Balance (Actual)</i>	33,673,724	36,020,406	32,996,515	33,701,420	38,330,324	34,885,829	35,242,855	39,102,582	34,982,784	-	-	-
Inflows												
Monthly Revenue Estimates	2,094,706	1,949,595	22,831,484	12,833,276	4,590,740	22,566,958	11,008,210	5,376,156	31,201,236	3,195,720	5,067,530	8,184,399
Estimated Cash Impacts GL Accrual Activity	2,345,456	(3,023,878)	860,842	4,512,642	(3,482,665)	526,345	3,691,858	(4,096,967)	4,976,212	(4,170,558)	(2,870,039)	(2,197,804)
Total Revenue and GL Inflows	4,440,162	(1,074,283)	23,692,326	17,345,918	1,108,074	23,093,303	14,700,068	1,279,189	36,177,448	(974,838)	2,197,491	5,986,595
Outflows												
Monthly Labor Estimates	3,884,285	3,418,439	4,020,117	6,784,716	6,515,215	6,567,886	6,463,628	6,373,032	6,709,722	6,344,541	6,492,898	6,349,763
Monthly Expense Estimates	550,347	1,719,853	11,426,133	6,475,294	3,958,400	11,380,698	4,646,551	2,783,144	12,275,723	2,914,565	3,323,529	5,864,388
Monthly Debt Estimates	480,409						114,042					
Total Operating Ledger Outflows	\$ 4,915,041	\$ 5,138,292	\$ 15,446,251	\$ 13,260,010	\$ 10,473,616	\$ 17,948,584	\$ 11,224,221	\$ 9,156,176	\$ 18,985,445	\$ 9,259,106	\$ 9,816,427	\$ 12,214,151
Net Flows	(474,880)	(6,212,576)	8,246,075	4,085,908	(9,365,541)	5,144,719	3,475,847	(7,876,987)	17,192,003	(10,233,944)	(7,618,936)	(6,227,556)
Ending Cash Estimate	33,198,844	29,807,830	41,242,590	37,787,328	28,964,783	40,030,548	38,718,702	31,225,595	52,174,787	41,940,843	34,321,907	28,094,351
<i>Actual Ending Cash Balance (Banner)</i>	\$ 36,020,406	\$ 32,996,515	\$ 33,701,420	\$ 38,330,324	\$ 34,885,829	\$ 35,242,855	\$ 39,102,582	\$ 34,982,784				

WOU FAC

Construction Update



Western Oregon
UNIVERSITY



Construction Update



Michael Smith
WOU Director of Facilities Services

Welcome Center Update



- New lobby is complete.
- Grand Entrance
- Dedicated to Jack Morton



Jack Morton Story Wall



- On southeast side of lobby
- If you continue past you can enter the newly renovated Courtyard.



Dean Jack Morton Memorial Lobby



- Bronze lettering
- Awards and memorabilia
- On left as you enter Welcome Center



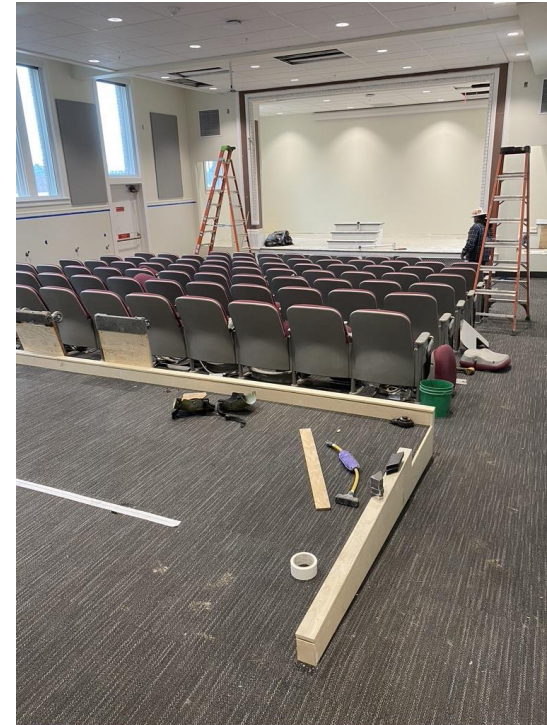
Courtyard



- Used plants that require very little water
- Added benches, seating areas and a firepit.
- Room to hold outdoor events.



ITC



90% Complete. Flooring going down in first floor. Finishing trim work on all floors. Resilient tile being installed in East and West Offices. Trim work underway in Auditorium. Locks and other hardware to be installed on all floors. Move in date scheduled for April 13 – 15.



ITC



Click [here](#) to watch a video of the work being completed.



WOU Salem



85% Completed. Carpet installed on 2nd floor. Bathroom Area vinyl installed 1st and second floors. Roof repair on stairwell roof section. 2 main panels were replaced in basement mechanical room. More HVAC work completed on 1st and 2nd floors. Furniture arriving for set up on March 17th. Plumbing fixtures to be installed starting on the 23rd of March. Issuing RFP for fiber optic to be run into building. Working on issue with City and zoning requirement for Awnings covering all sidewalk areas on both High and Trade streets.

WOU Storm Damage

2/13 – 2/14 Ice Storm



Western Oregon
UNIVERSITY

Storm Damage Update

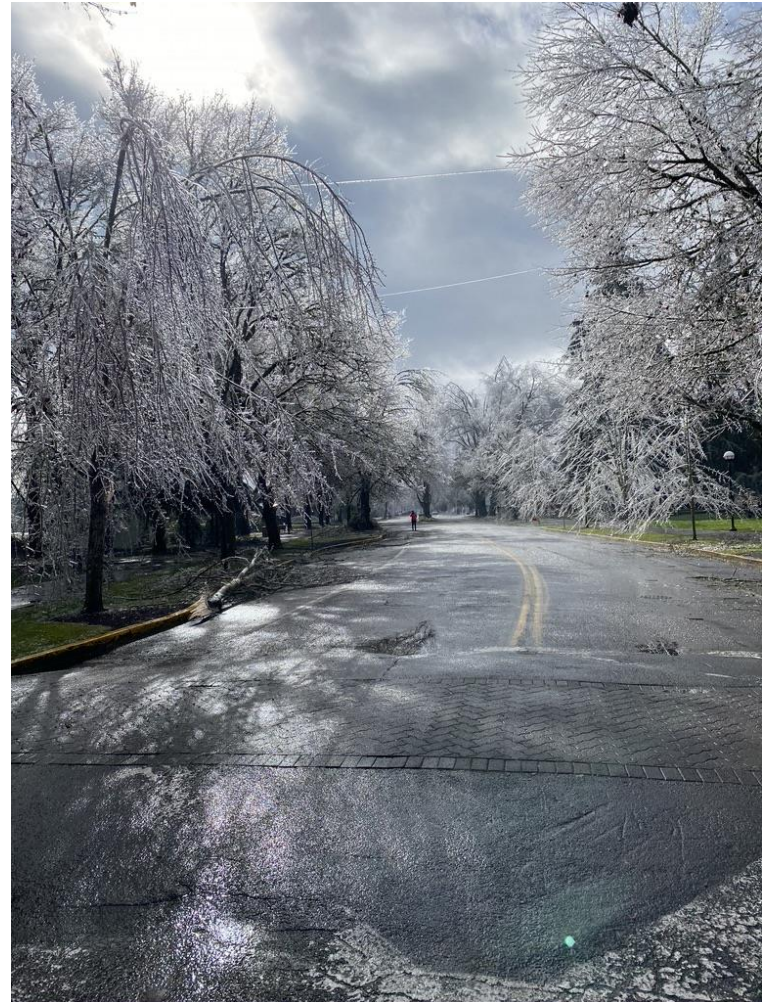


WERNER UNIVERSITY CENTER

Michael Smith
WOU Director of Facilities Services

Impact and Clean Up

- Cleanup began 02/13/21
- 75% of trees on campus impacted.
- No power, limited cell and internet.
- Closed Monmouth Ave on Sat.



Initial Response



- Closed Monmouth Ave.
- Started triage of campus and began with Monmouth Ave. and Stadium Drive.



Impacted All of Campus



- City of Monmouth was clearing trees from streets.
- Church Street was not passable.
- Several Cars and pathway lights were destroyed.





- Images throughout campus.
- Most damage was to chain link fences and light poles.
- Very little damage to buildings.





Finance & Administration Committee (FAC), Fiscal Year Ended June 30, 2020, Single Audit

The public accounting firm, Eide Bailly LLP (hereinafter “Auditor”), has audited the financial report and has issued an unmodified opinion; i.e., in their opinion, the financial statements present fairly, in all material respects, the financial position of the University. The Auditor also performed testing of the University’s compliance with certain provisions of laws, regulations, contracts, and grant agreements. This testing resulted in a report on compliance for each major federal program, a report on internal control over compliance, and a report on expenditures of federal awards, as required by Uniform Guidance.

These reports and detailed findings are provided in the Federal Awards Reports in accordance with Uniform Guidance, which communicates certain matters related to the conduct of the audit to those who have responsibility for oversight of the financial reporting process.

The Auditor issued their opinion that the University complied, in all material respects, with the compliance requirements that could have a direct and material effect on each of the University’s major federal programs.

STAFF RECOMMENDATION:

It is recommended that the Western Oregon University Finance and Administration Committee recommend to the Board of Trustees to accept the fiscal year ended June 30, 2020, Single Audit and Management’s proposed Corrective Action Plan.

DRAFT

Federal Awards Reports in Accordance with the Uniform
Guidance

June 30, 2020

Western Oregon University

Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*..... 1

Independent Auditor’s Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance 3

Schedule of Expenditures of Federal Awards 6

Notes to Schedule of Expenditures of Federal Awards 9

Schedule of Findings and Questioned Costs10

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Board of Trustees
Western Oregon University
Monmouth, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Western Oregon University (the University) and its discretely presented component unit, as of and for the year ended June 30, 2020, and the related notes to the financial statements, and have issued our report thereon dated December 2, 2020. Our report includes a reference to other auditors who audited the financial statements of Western Oregon University Development Foundation (the Foundation), as described in our report on the University's financial statements. The audit of the financial statements of the Foundation were not performed in accordance with *Government Auditing Standards*, and accordingly this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance that are reported on separately by those auditors of Western Oregon University Development Foundation.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the University's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control. Accordingly, we do not express an opinion on the effectiveness of the University's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the University's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Boise, Idaho
December 2, 2020

Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

To the Board of Trustees
Western Oregon University
Monmouth, Oregon

Report on Compliance for Each Major Federal Program

We have audited Western Oregon University's (the University) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the University's major federal programs for the year ended June 30, 2020. The University's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on the compliance for each of the University's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the University's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the University's compliance.

Opinion on Each Major Federal Program

In our opinion, the University complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major Federal program for the year ended June 30, 2020.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items 2020-003 and 2020-004. Our opinion on each major federal program is not modified with respect to these matters.

The University's response to the noncompliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The University's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Management of the University is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements referred to above. In planning and performing our audit of compliance, we considered the University's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the University's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses and significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, described in the accompanying schedule of findings and questioned costs as items 2020-001 through 2020-002 that we consider to be significant deficiencies.

The University's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The University's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the University and its discretely presented component unit as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the University's basic financial statements. We issued our report thereon dated December 2, 2020, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Boise, Idaho

March 26, 2021, except for our report on the schedule of expenditures of federal awards, for which the date is December 2, 2020.

DRAFT
Western Oregon University
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2020

Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Amounts Passed-Through to Subrecipients
Department of Agriculture				
<u>Direct Programs</u>				
Research and Development Cluster:				
Agriculture and Food Research Initiative (AFRI)	10.310	Not Applicable	18,977 *	
Child and Adult Care Food Program	10.558	Not Applicable	\$ 9,741 *	\$ -
Total Department of Agriculture			28,718	-
Department of Education				
<u>Direct Programs</u>				
Student Financial Aid Cluster:				
Federal Supplemental Educational Opportunity Grants	84.007	Not Applicable	204,225	-
Federal Work-Study Program	84.033	Not Applicable	301,540	-
Federal Perkins Loans	84.038	Not Applicable	3,661,474	-
Federal Pell Grant Program	84.063	Not Applicable	7,790,563	-
Federal Direct Student Loans	84.268	Not Applicable	23,745,466	-
Teacher Education Assistance for College & Higher Education Grants	84.379	Not Applicable	215,157	-
Total Student Financial Aid Cluster			35,918,425	-
COVID-19: CARES Act - Higher Education Emergency Relief Fund - Student				
	84.425E	Not Applicable	1,472,500	-
COVID-19: CARES Act Higher Education Emergency Relief Fund - Institutional				
	84.425F	Not Applicable	1,800,000	-
Subtotal			3,272,500	-
TRIO Cluster:				
TRIO Student Support Services	84.042	Not Applicable	412,928	-
TRIO Upward Bound	84.047	Not Applicable	292,591	-
Total TRIO Cluster:			705,519	-
Rehabilitation Long-Term Training Rehabilitation Services				
Vocational Rehabilitation Grants to States	84.126	ODE SUBGRANT 43119	120,364	
Training Interpreters for Individuals who are Deaf and Individuals who are Deaf-Blind				
	84.160	DASPS-2342-15 AMDMT #1	350,862	-
Special Education - Personnel Development to Improve Services and Results for Children with Disabilities				
	84.325	Not Applicable	266,897	-
Passed -through: CEEDAR Center				
Special Education - Personnel Development to Improve Services and Results for Children with Disabilities	84.325	OSU Subaward ED197A-A	6,253	-
Oregon State University				
Special Education - Personnel Development to Improve Services and Results for Children with Disabilities	84.325	Not Available	54,228	-
Subtotal CFDA 84.325			327,378	-

DRAFT

Western Oregon University
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2020

Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Amounts Passed-Through to Subrecipients
Special Education Technical Assistance and Dissemination to Improve Services and Results for Children with Disabilities	84.326	Not Applicable	203,346	-
Passed - through:				
National Center on Deaf-Blindness				
Special Education Technical Assistance and Dissemination to Improve Services and Results for Children with Disabilities	84.326	Subaward Agreement	167,681	-
Subtotal CFDA 84.326			371,027	-
<u>Total Department of Education Direct Programs</u>			41,473,523	-
<u>Pass-Through Programs</u>				
Oregon Department of Education				
Special Education - IDEA Cluster:				
Special Education Grants to States	84.027	ODE IGA No 10976	109,486	8,011
Special Education Grants to States	84.027	Not Available	12,115	-
Total Special Education - IDEA Cluster:			121,601	8,011
<u>Total Department of Education Programs</u>			121,601	8,011
Total Department of Education			41,595,124	8,011
Department of Health and Human Services				
<u>Direct Programs</u>				
Substance Abuse and Mental Health Services Projects of Regional and National Significance	93.243	Not Applicable	23,269	-
Strength Public Health Systems to Improve Protect Nation's Health	93.421	Not Applicable	587,556	-
<u>Total Department of Health and Human Services Direct Programs</u>			610,825	-
<u>Pass-Through Programs</u>				
Oregon Department of Education				
477 Cluster				
Child Care and Development Block Grant	93.575	ODE Agreement 11407	21,120	-
Child Care and Development Block Grant	93.575	ODE Agreement 11407 ADM 1	956,384	-
			977,504	-
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	ODE Agreement 11407	1,881,285	30,040
Total 477 Cluster			2,858,789	30,040

DRAFT

Western Oregon University
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2020

Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Amounts Passed-Through to Subrecipients
Oregon Childhood Development Coalition Research and Development Cluster: Head Start	93.708	Letter of Agreement	44,104 *	-
<u>Total Department of Health and Human Services Pass-Through Programs</u>			<u>2,902,893</u>	<u>30,040</u>
Total Department of Health and Human Services			<u>3,513,718</u>	<u>30,040</u>
Department of Justice				
<u>Direct Programs</u>				
Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus	16.525	Not Applicable	40,852	-
Public Safety Partnership and Community Policing Grants	16.710	Not Applicable	731	-
Edward Byrne Memorial Competitive Grant Program	16.751	Not Applicable	1,673	-
Crime Victim Assistance	16.575	Not Applicable	73,924	-
<u>Total Department of Justice Direct Programs</u>			<u>117,180</u>	-
<u>Pass-Through Programs</u>				
Tribal Law and Policy Institute Tribal Court Assistance Program	16.608	Tribal Law & Policy Inst Sub	97,810	-
<u>Total Department of Justice Pass-Through Programs</u>			<u>97,810</u>	-
Total Department of Justice			<u>214,990</u>	-
National Science Foundation				
<u>Direct Programs</u>				
Research and Development Cluster: Education and Human Resources	47.076		3,634 *	-
Total National Science Foundation			<u>3,634</u>	-
Environmental Protection Agency				
<u>Direct Programs</u>				
Environmental Education Grants	66.951		27,357	4,625
Total Environmental Protection Agency			<u>27,357</u>	<u>4,625</u>
Department of Transportation				
<u>Direct Programs</u>				
National Highway Traffic Safety Administration Discretionary Safety Grants	20.614		30,237	
Total Environmental Protection Agency			<u>30,237</u>	
Total Expenditures of Federal Awards			<u>\$ 45,413,778</u>	<u>\$ 42,676</u>
* Subtotal of the Research and Development Cluster			<u>\$ 76,456</u>	

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the schedule) includes the federal grant activity of Western Oregon University (the University) under programs of the federal government for the year ended June 30, 2020. The information is presented in accordance with the requirements of title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the University, it is not intended and does not present the financial position, changes in net position, or cash flows of the University.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported in the schedule are recognized on the accrual basis of accounting except for expenditures passed through to sub-recipients, which are recognized on the cash basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 3 - Indirect Cost Rate

The University has not elected to use the 10% de minimis cost rate.

Note 4 - Federal Student Loan Programs

The federal student loan programs listed subsequently are administered directly by the University and balances and transactions relating to these programs are included in the University's basic financial statements. Loans made during the year are included in the federal expenditures presented in the schedule. The balance of loans outstanding at June 30, 2020, consists of:

<u>CFDA Number</u>	<u>Program Name</u>	<u>Outstanding Balance at June 30, 2020</u>
84.038	Federal Perkins Loan Program	\$2,998,872

Section I – Summary of Auditor’s Results

FINANCIAL STATEMENTS

Type of auditor's report issued	Unmodified
Internal control over financial reporting:	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	None Reported
Noncompliance material to financial statements noted?	No

FEDERAL AWARDS

Internal control over major program:	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	Yes
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516:	Yes

Identification of major programs:

<u>Name of Federal Program</u>	<u>CFDA Number</u>
Student Financial Aid Cluster	
Federal Supplemental Educational Opportunity Grant	84.007
Federal Work-Study Program	84.033
Federal Pell Grant Program	84.063
Federal Perkins Loan Program	84.038
Federal Direct Student Loans	84.268
Teacher Education Assistance for College & Higher Education Grants	84.379
COVID-19: CARES Act Higher Education Emergency Relief Fund - Student	84.425E
COVID-19: CARES Act Higher Education Emergency Relief Fund - Institutional	84.425F
Special Education Technical Assistance and Dissemination to Improve Services and Results for Children with Disabilities	84.326
Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	Yes

Section II – Financial Statement Findings

There were no findings relating to the financial statement audit.

Section III – Federal Award Findings and Questioned Costs

2020-001

Direct Programs – Department of Education
CFDA# 84.007, 84.033, 84.063, 84.038, 84.268, 84.379
Student Financial Aid Cluster
Special Tests and Provisions: NSLDS Withdrawal Date
Significant Deficiency in Internal Controls over Compliance

Criteria:

34 CFR section 685.309 states that an Institution shall ensure that all information reported to the Department of Education is within the required time frame. The NSLDS Enrollment Reporting Guide further states that the information that is reported to the Department of Education is accurate in addition to timely.

Condition:

During our testing of students that were disbursed financial aid during the 2019-20 school year, there were five instances in which the students' status change date did not match the dates reported to NSLDS.

Cause:

The withdrawal date was incorrectly reported to NSLDS.

Effect:

The withdrawal date for 1 of the 60 students sampled for Status Change testing was reported incorrectly to NSLDS. Additionally, 4 withdrawal dates of the 33 students sampled for R2T4 testing.

Questioned Costs:

None

Context/Sampling:

A non-statistical sample of 33 students out of 219 students were selected for R2T4 testing. Additionally, a non-statistical sample of 60 students out of 3,260 students were selected for Status Change testing.

Repeat Finding from Prior Year(s):

Yes, see finding 2019-001.

Recommendation:

We recommend that the University implement a control process in which the NSLDS system is updated between the Registrar's office and the Student Financial Aid's office. The University should also periodically monitor this process to ensure that it is working effectively.

Views of Responsible Officials

Management agrees with these findings. The Student Financial Aid Office and the Registrar Office will ensure the final submission for each semester is recording the proper withdrawal date for each student reported to NSLDS.

2020-002

Direct Programs – Department of Education

CFDA# 84.326

Special Education Technical Assistance and Dissemination for to Improve Services and Results for Children with Disabilities

Cash Management

Significant Deficiency in Internal Controls over Compliance

Criteria:

Under the Uniform Guidance, there must be an independent review from the preparer of all cash draw downs.

Condition:

During our testing over the cash draw down process, it was noted that there was no independent review of one of the five sampled draws prior to submitting for reimbursement. The University implemented a process in October 2019 for an independent review of cash draws; however, for the item noted, this was drawn down prior to the updated process.

Cause:

The process at the time of the draw downs did not include an independent review of the cash draw downs to ensure accuracy.

Effect:

The incorrect amount may be drawn down from the granting agency, however, none were incorrect in our sample.

Questioned Costs:

None

Context/Sampling:

A non-statistical sample of 5 cash drawdowns out of 29 total drawdowns for the Special Education Assistance for College and Higher Education Grants.

Repeat Finding from Prior Year(s):

Yes, see finding 2019-002.

Recommendation:

The University implemented a control process where the cash drawdowns are reviewed by someone independent of the preparer during the current year. We recommend the University continue this process.

Views of Responsible Officials:

Management agrees with these findings.

2020-003

Direct Programs – Department of Education

CFDA# 84.425F

COVID – 19: CARES Act – Higher Education Emergency Relief Fund – Institutional

Cash Management

Other Noncompliance

Criteria:

31 CFR Section 205.33 states that an agency must minimize the time between the drawdown of Federal funds from the Federal government and their disbursement for a Federal Program purpose. The timing and amount of funds transfers must be as close as is administratively feasible to an agency’s actual cash outlay for direct program costs.

Condition:

During our testing of compliance with Cash Management, the institutional funds were all drawn down in May, which was prior to when the actual cash outlay was associated with the institutional funds.

Cause:

The initial guidance provided by the Department of Education associated with the Institutional portion of the Higher Education Emergency Relief Fund was not completely clear that the grant was considered a reimbursement grant and therefore the expenses were to be incurred prior to submission for reimbursement. There was also confusion as to what expenditures were allowed to be reimbursed under the institutional portion of the Higher Education emergency Relief Fund. All of this contributed to the funds being drawn down prior to incurring the expenditures used for reimbursement.

Effect:

The University drew down the funds prior to incurring the expenditures that were used for reimbursement.

Questioned Costs:

None reported

Context/Sampling:

None

Repeat Finding from Prior Year:

No

Recommendation:

The University should review their current practices and policies for drawing down aid from the Federal government to minimize the time between when funds are drawn down to when they are expended.

Views of Responsible Officials:

Management agrees with these findings.

2020-004

Direct Programs – Department of Education

CFDA# 84.425F

COVID – 19: CARES Act – Higher Education Emergency Relief Fund – Institutional

Allowable Costs/Cost Principles

Other Noncompliance

Criteria:

Section 18004(c) of the CARES Act allows Recipient to use up to 50 percent of the funds received to cover any costs associated with significant changes in delivery of instruction due to the coronavirus so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities, including marketing and advertising; endowments; or capital associated with facilities related to athletics, secretarian instruction, or religious worship.

Condition:

The \$1.8M in funds that were reported on the Schedule of Expenditures of Federal Award under the Higher Education Emergency Relief Funds for the institutional piece related to faculty payroll for the Spring semester when the University went remote through the end of the term due to “changes in delivery of instruction”.

Cause:

In June 2020, the Department of Education held a webinar that stated that an institution can use be reimbursed for faculty payroll for those faculty who taught in person prior to the campus shutting down and changed it to teaching online due to a “change in delivery of instruction” per the guidance above. Subsequent to the webinar, the University reached out to the Department of Education to confirm that these were allowable costs, receiving a confirmation that they were allowable costs. In October 2020, the Department of Education held another webinar that stated the faculty payroll that was used for reimbursement needed to be based upon additional costs incurred and could not just be based upon a change in delivery of instruction as the guidance had originally stated was allowable.

Effect:

The institutional expenditures reimbursed under the Higher Education Emergency Relief Fund were not in accordance with the guidance provided in October 2020 by the Department of Education; however do follow the guidance provided in the CARES Act as well as the guidance provided in June 2020.

Questioned Costs:

None reported

Context/Sampling:

None

Repeat Finding from Prior Year:

No

Recommendation:

The University should adjust their allowable expenditures reimbursed under the Higher Education Emergency Relief Fund – Institutional piece as the guidance changes.

Views of Responsible Officials:

Management agrees with these findings.

Management's Response to Auditor's Findings:
Summary Schedule of Prior Audit Findings and
Corrective Action Plan
June 30, 2020

Prepared by Management of
Western Oregon University

Summary Schedule of Prior Audit Findings

Yellow Book

No Yellow Book findings.

Single Audit

Finding 2019-001

Federal Agency Name: Department of Education

Program Name: Student Financial Aid

CFDA #: 84.007, 84.003, 84.063, 84.038, 84.268, 84.379

Initial Fiscal Year Finding Occurred: 2018

Finding Summary: During testing of students that were disbursed financial aid during the 2018-10 school year, there were two instances in which the students' withdrawal date per the Return of Title IV Aid (R2T4) calculation worksheets did not match the dates reported to NSLDS.

Status: Finding not corrected in the current year. See finding 2020-001.

Finding 2019-002

Federal Agency Name: Department of Education

Program Name: Student Financial Aid

CFDA #: 84.007, 84.003, 84.063, 84.038, 84.268, 84.379, 84.326

Initial Fiscal Year Finding Occurred: 2019

Finding Summary: During testing over the cash draw down process, it was noted that there was no independent review of the cash drawdowns prior to submitting for reimbursement.

Status: Finding not corrected in the current year. See finding 2020-002.

Finding 2019-003

Federal Agency Name: Department of Education

Program Name: Special Education Technical Assistance for College and Higher Education Grants

CFDA #: 84.326

Initial Fiscal Year Finding Occurred: 2019

Finding Summary: During testing over procurement and subrecipients, it was noted that there was no process in place to verify that entities in which the University contracts with, whether through a vendor relationship or a subrecipient relationship, were not suspended or debarred.

Status: Finding corrected in the current year.

Finding 2019-004

Federal Agency Name: Department of Education

Program Name: Special Education Technical Assistance for College and Higher Education Grants

CFDA #: 84.326

Initial Fiscal Year Finding Occurred: 2019

Finding Summary: During testing over allowable costs, there was one cost that was submitted for reimbursement incorrectly.

Status: Finding corrected in the current year.

Finding 2019-005

Federal Agency Name: Department of Education

Program Name: Training Interpreters for Individuals who are Deaf and Individuals who are Deaf-Blind

CFDA #: 84.160

Initial Fiscal Year Finding Occurred: 2019

Finding Summary: The University was notified that they were inappropriately using unrecovered indirect costs as part of their cost sharing commitment. Under 34 CFR 75.562(c), an indirect cost reimbursement on a training grant is limited to the recipient's actual indirect costs, as determined by its negotiated indirect cost rate agreement, or eight percent of a modified total direct cost base, whichever amount is less. Indirect costs in excess of the limit may not be charged directly, used to satisfy matching or cost sharing requirements, or charged to another federal award.

Status: Finding corrected in the current year.

Yellow Book

No yellow book findings noted in the current year.

Single Audit

Finding 2020-001

Federal Agency Name: Department of Education

Program Name: Student Financial Aid Cluster

CFDA #: 84.007, 84.033, 84.063, 84.038, 84.268, 84.379

Special Tests and Provisions: NSLDS Withdrawal Date

Significant Deficiency in Internal Controls over Compliance

Finding Summary: During the testing of students that were disbursed financial aid during the 2019-20 school year, there were five instances in which the student's status change did not match the dates reported to NSLDS.

Responsible Individuals: Director of Financial Aid.

Corrective Action Plan: Management agrees with this finding. The Assistant Director of Financial Aid process official withdrawals from the university and uses only one date—namely, the date that was originally reported to the National Student Clearinghouse (NSC) from the Registrar, who reports the same date to NSLDS.

Unofficial withdrawals dates are eventually reported by the Registrar to NSLDS. While the Registrar typically uses a course's last day of attendance reported by faculty, the Office of Financial Aid interviews faculty to determine what was, in fact, the student's last day of attendance. These two dates reported in two different systems resulted in this finding.

The Office of Financial Aid will design a process with the Registrar to ensure that, where exceptions between two dates occur, the Office of Financial Aid will report to the Registrar that the date in the National Student Clearinghouse must be updated.

Anticipated Completion Date: June 1, 2021.

Finding 2020-002

Federal Agency Name: Department of Education

Program Name: Special Education Technical Assistance and Dissemination to Improve Services and Results for Children with Disabilities

CFDA #: 84.326

Cash Management

Significant Deficiency in Internal Controls over Compliance

Finding Summary: During the testing over the cash draw down process, it was noted that there was no independent review of one of the five sampled draws prior to submitting for reimbursement. The University implemented a process in October 2019 for an independent review of cash draws; however, for the item noted, this was drawn down prior to the updated process.

Responsible Individuals: Controller, Office of Accounting and Business Services; Post-Award Administrator, Sponsored Projects Office

Corrective Action Plan: Management agrees with this finding. While the Department of Education considers this finding resolved in a letter dated August 12, 2020, the university did not implement the corrective action plan, as written in the 2019 single audit, until September 2019 instead of July 2019. The corrective action plan has since been implemented, and management considers this finding resolved.

Anticipated Completion Date: Completed on September 1, 2019.

Finding 2020-003

Federal Agency Name: Department of Education

Program Name: COVID – 19: CARES Act – Higher Education Emergency Relief Fund - Institutional

CFDA #: 84.326

Cash Management

Other Noncompliance

Finding Summary: During the testing of compliance with Cash Management, the institutional funds were all drawn down in May, which was prior to when the actual cash outlay was associated with the institutional funds.

Responsible Individuals: Controller, Office of Accounting and Business Services.

Corrective Action Plan: Management disagrees with this finding. The Department of Education, Office of Postsecondary Education held a webinar with other institutions of higher education on June 23, 2020. Officials at the Department recognized the urgency in some IHEs to draw down the entire award to defray rapidly mounting losses and extraordinary expenditures in response to the coronavirus pandemic. Officials, prompted by questions by IHEs, provided preliminary guidance that while those institutions may draw down their entire awards before incurring the expenditures, the expenditures must be consistent with the lawful provisions of the Higher Education Emergency Relief Fund in order to be allowable for reimbursement. Moreover, officials noted that IHEs must return any interest that was earned on the awards prior to or at the grant's administrative close-out.

Anticipated Completion Date: Not applicable.

Finding 2020-004

Federal Agency Name: Department of Education

Program Name: COVID – 19: CARES Act – Higher Education Emergency Relief Fund - Institutional

CFDA #: 84.326

Allowable Costs/Cost Principles

Other Noncompliance

Finding Summary: The \$1.8M in funds that were reported on the Schedule of Expenditures of Federal Awards under the Higher Education Emergency Relief Funds for the institutional piece related to faculty payroll for the Spring semester when the University went remote through the end of the term due to "changes in delivery of instruction."

Responsible Individuals: Controller, Office of Accounting and Business Services.

Corrective Action Plan: Management disagrees with this finding. The Higher Education Emergency Relief Fund was a unique and unusual appropriation in the CARES Act (Public Law No. 116-136). Management attended the webinar held by DOE, OPE on June 23, 2020, where DOE staff provided preliminary guidance that reimbursement may be applicable to university payrolls. Furthermore, management followed-up with the Department of Education in an official written communication on June 25, 2020, confirming the allowability to reimbursing faculty salaries due to the disruption and modality switch. Officials at the Department made written representations on June 29, 2020, to management on the allowability of those expenditures.

As preliminary guidance changes, management will adjust accounting accordingly.

Anticipated Completion Date: Not applicable.

Finance & Administration Committee (FAC), March 30, 2021 Tuition & Fee Book

BACKGROUND

The 2020-21 Tuition & Fee Advisory Committee (TFAC) is comprised of eleven members – three administrators, two faculty members, and six students. TFAC met seven times over the course of winter term to learn about the University budget, how state funding is allocated, review financial projections, hear from the Student Health & Counseling Center, and learn about the overall tuition setting process. While TFAC only makes a formal recommendation on resident undergraduate tuition and mandatory fees, the model they utilize to review different increases includes all tuition rates.

TFAC sought student at-large feedback on three proposed tuition increases ranging from 0 – 2.72% and a proposed \$5 increase (per term) to the health service fee via three open forums and an all-student survey accessible through the student Portal. The open forums were held via Zoom and did not generate much student attendance, but the Portal survey tool was successful in gathering 822 students' feedback (the questions and results can be seen in the appendix of TFAC's recommendation letter).

When TFAC reconvened to make their final recommendation, the committee was unanimous in their decision to recommend a 0% tuition increase for resident undergraduate next year. The Committee's discussion weighed the impact of a tuition increase on the budgetary deficit against the impact on affordability for students, especially in the light of this year's circumstances due to COVID-19. Ultimately, they felt that a tuition increase may result in greater attrition of current students due to affordability issues, hence causing larger financial problems for the university.

Additionally, TFAC discussed the proposal to increase the health service fee by \$5 (3.45%) to \$150 per term. They weighed the same importance of affordability to our students alongside the feedback they had heard from students relating to the importance of having health services available. Given that the health service was operating at a deficit even prior to the pandemic, the overwhelming support for the health services last year during the open forums, and the survey results (294 students voted in favor of this increase while 512 did not; taken into consideration the brief snippet of context around the reasoning for a fee increase, the Committee felt this was substantial support), although they had some hesitation and wish for better communication around the Student Health & Counseling Center's services and accessing those services in the future, they ultimately decided to recommend this increase.

Their recommendation letter is included.

SUMMARY OF RECOMMENDED CHANGES IN TUITION AND FEES FOR 2021-22

Overall:

- An increase in the health service fee of \$5, bringing the fee to \$150 per term
- No increases to the building, student health building, student rec center building, and matriculation fees
- Online course fee remains at \$53/credit, to be charged to both undergraduate and graduate students based on online course modality
- IFC has voted to change the fee to \$355 per term, to be charged to all students at credit 1 (whereas previously the fee was staggered into two tiers and only charged based on on-campus credits)

Undergraduate:

- 0% increase to resident undergraduate tuition (stays at rate of \$184 per credit)
- Non-resident undergraduate tuition increased to \$620 per credit (2.99% increase)

Graduate:

- Changing the tuition assessment structure to be one rate (\$460 per credit – a 3.14% increase from 2020-21's resident graduate rate) regardless of residency or modality
 - Before, graduate tuition was assessed at resident (\$446/credit) and non-resident (\$739/credit) rates for in-person courses, with a different tuition rate (\$493 per credit) for online courses.

SUMMER

Summer 2021 tuition rates are included at the same rates as the 2021-22 academic year. Building and student rec center building fees are slightly less than the academic year (as is consistent with historical summer fees). The summer incidental fee is \$125 to reflect the difference in service level during summer.

ROOM AND BOARD RATES

Room and board rates are the same as what were originally approved for the 2020-21 year (although actual 2020-21 room and board rates were reduced in response to housing re-configuration to support resident safety in response to the COVID-19 pandemic).

STAFF RECOMMENDATION:

It is recommended that the Western Oregon University Finance and Administration Committee recommend to the Board that it approve the 2021-2022 Academic Year & 2021 Summer Session Tuition and Fee Book as presented.

March 17, 2021

To: President Fuller and the WOU Board of Trustees

Subj: Recommendation from the Tuition & Fee Advisory Committee

Taking into account the on-going pandemic and current economic challenges, in addition to student feedback, we recommend a 0% increase to resident undergraduate tuition. 70.7% of students surveyed ranked affordability as their number one priority for next year (see full survey results in appendix). We feel that raising tuition may lead to even greater economic difficulties because it may lead to decreased retention and enrollment. We feel that this recommendation is in line with our strategic plan of being the most affordable university and serving our student population, especially first-generation and low-income students.

We recommend an increase of \$5/term to the health service fee (from \$145 to \$150/term). However, our Committee is not unanimous in this decision, with two members in favor of increasing the fee by a smaller amount. We took into consideration the operating deficit of the Student Health & Counseling Center (even prior to the pandemic) paired in the context of our focus on affordability. We implore SHCC to be much more intentional with their communication across campus with their service offerings and how to access those services.

We believe that focusing on enrollment, retention, and graduation rates through innovative and creative uses of funding for current academic programs and university operations will have a positive impact on long-term University funding: first, because the State grants funds based on enrollment and graduation rates; and second, because an increase in enrollment increases revenue directly. As far as short-term funding, we understand the necessity of increasing revenue; however, we believe the impact of increased tuition rates on our students would be detrimental. We considered tuition increases of 1.63% and 2.72%, but we anticipate the enrollment impact from a decision to increase tuition will outweigh the anticipated revenues resulting from the tuition increases, as indicated by the 546 students who suggested that \$184/credit is the maximum they would be willing to pay.

We make this recommendation accompanied with continued university fee remissions to students who are able to afford college least (as determined by FAFSA and ORSAA), and with supporting diverse students through financial aid packages including tuition remissions and scholarships. We also feel strongly about the necessity to continue efforts of overall affordability through open educational resource initiatives.

We hope that you continue to think of students as you reflect on these financial decisions. We would be happy to address any questions you may have while this is being discussed at the Finance & Administration Committee or full Board meeting.

NJ Johnson

Earlene Camarillo

Will Lucas

Rebecca McCannell

Hunter Weeks

Lizbeht Marquez

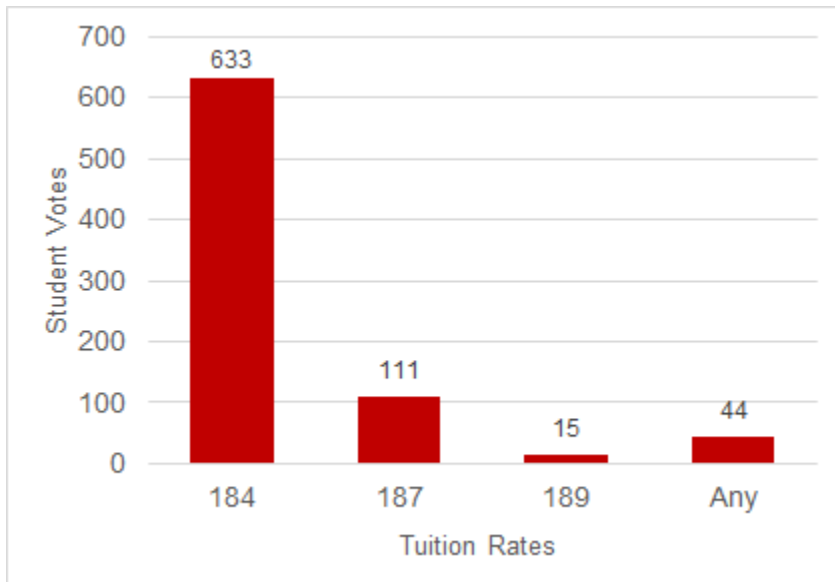
Giovanna Johnson

Quentin Kanta

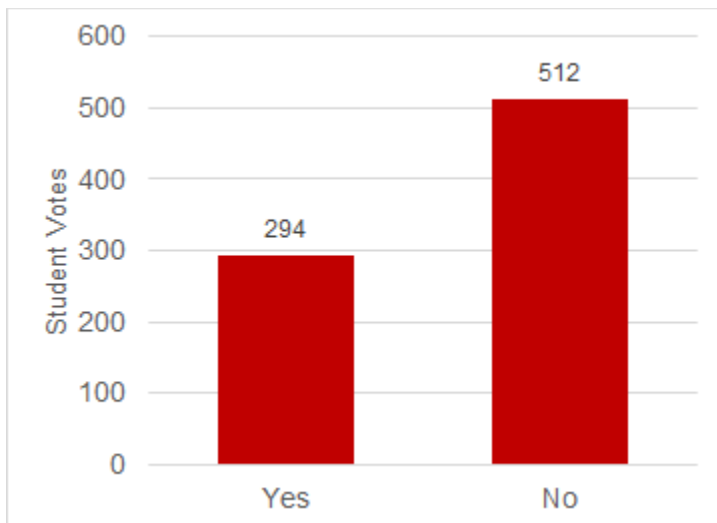
Appendix: Survey Results

Total Responses: 822

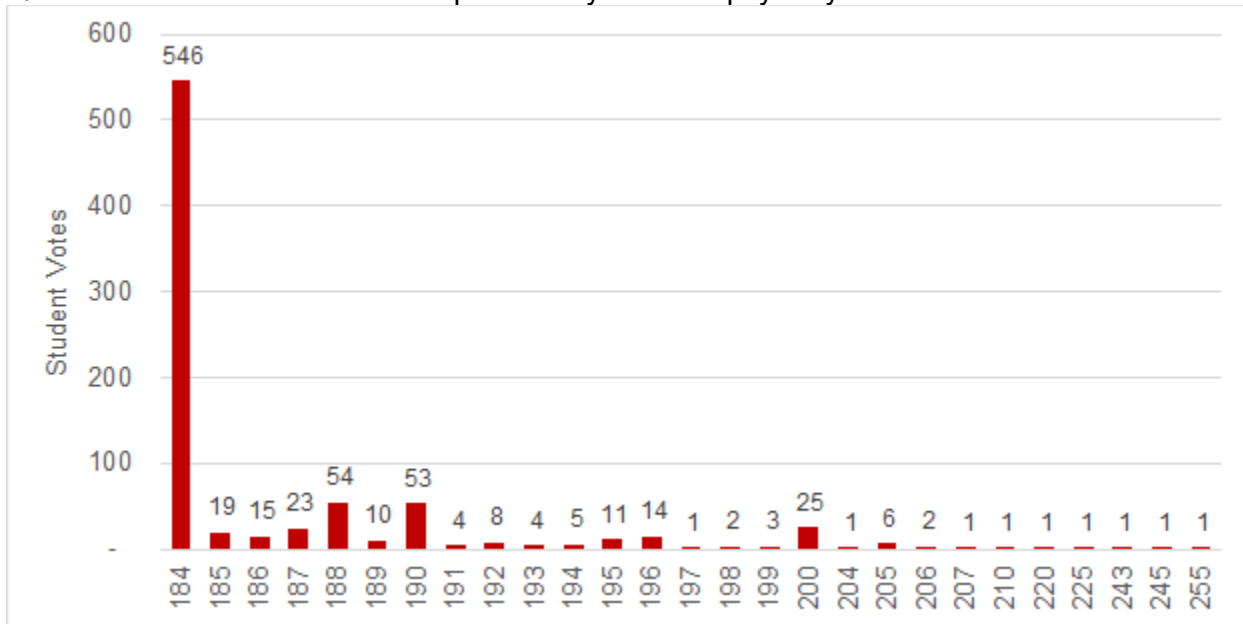
Question 1: WOU is facing a large budgetary deficit next year due to declining enrollments, increasing expenses, and decreased state funding (click here for more information). The students and faculty of the Tuition and Fee Advisory Committee (TFAC) are considering the following options to recommend to the President for the resident undergraduate tuition rate increase next year -- which would you be most supportive of?



Question 2: Are you in support of a \$5 (3.45%) increase to the health service fee (from \$145 to \$150 per term)?

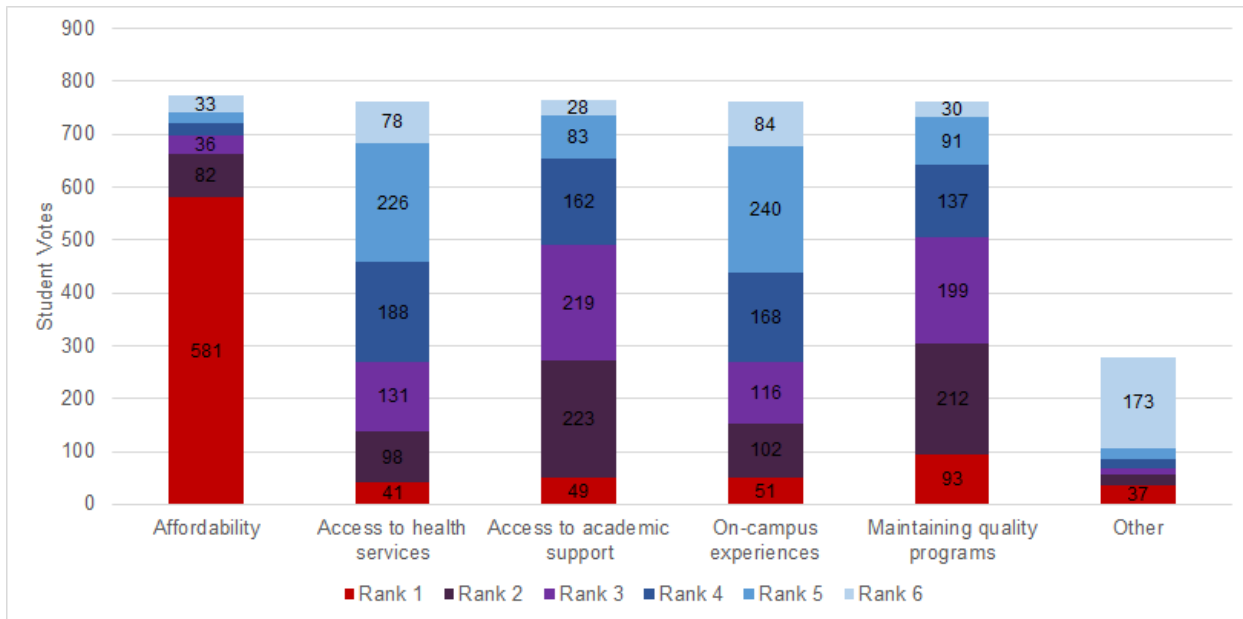


Question 3: What is the maximum per credit you would pay for your WOU classes?



Please note: The answer to this question defaulted to \$184/credit.

Question 4: Please rank your priorities for next year from 1 (highest) - 6 (lowest):



Other responses:

- Access to Recreation Facilities
- Access to online learning or Salem Campus
- Access to online platform(s) for classes

Actually having quality programs, because the CS Degree isn't one.
Advising
Affordability AGAIN
All of these to me are and should be a priority for our students, they go hand in hand.
Appropriate prices for only online classes
Athletic Programs
Athletics
Athletics
Athletics
Athletics
Athletics
COVID Safety
Campus Safety
Campus recreation
Cheaper tuition
Communication and transparency
Community involvement
Continuing Football, look at moving WOU Football into Division 1 to bring a new revenue stream
Covid Safety/Future Vaccine Distribution
Disability services and accomodations
Financial Aid
Getting professors to actually do their job and not blame students for the teachers lack of effort
Having GOOD professors!
Having athletic events
Having board members that care about student financial costs. Not their own paycheck.
Help/support financially, academically, pandemic
Hire good teachers
I do not like paying for health services I do not need
I don't have an Other
In person ASL Classes
In person classes
In person classes
Inexpensive
KEEP THE PHILOSOPHY AND RELIGIOUS STUDIES DEPARTMENT
Keeping programs and professors around
Knowledgeable professors and qualified
Lacrosse
Library services and study rooms
Living Expenses
Lowering cost of tuition
Maintaining budget for on campus jobs (i.e., student media)
Mental Health
Money going to the appropriate places.
N/A

N/A
N/A
N/A
None
Not sure
Noting I can think of right now
On campus class
On campus counts clubs too
On campus experience only if actually safe!!
Online courses should be cheaper as we teach ourselves the material and course work
Online schooling options
Overall, affordability. As people are getting affected significantly with COVID.
Parking Passes/HWC Facility
Preventing further layoffs
Public Safety
Quality Athletic Programs
Quality experience for student veterans.
Quality professors
Quality professors
Revamping the SPED program
Safety of students from covid
Sane prices for education
Schedule flexibility
Scholarships
Services and support for older students
Specialty scholarships for older students who have to work full time
State funding
Stop charging us Man. fees for places we cant use.
Stop increasing costs for the few students who attend western w/o actually increasing quality
Student Employment Opportunities (then we could afford to take more classes).
Student representation (ASWOU and clubs/orgs)
Support for minorities
Support for students from marginalized communities
Support for students with dependents
Support from teachers
Tuition
Tuition Grants from Federal Relief Bill for resident and non resident
Up kept housing and used buildings. Such as dorms, Library, and gym
Utilizing online classes
Variety of Class/Professor Options
Veterans support services
Wolf ride
accommodations ADA
baseball

better understanding and communication
club/recreational sport/ gym accessibility
diversity is often in poverty, high prices discourage people in poverty from attending college
easier access to assistant programs.
extracurricular programs
food
idk
improving on line courses
incidental fees!?
leaving school with minimum debt
literally anything besides tuition hikes and forcing everyone to be on campus
lower tuition
maintaining sports
n/a
none
online classes
online support
other support services
physical activity options
quality professors...
quality teachers
raising tuition is literally absurd this past year has been a joke of education
sports
student-teacher communication
the gym
volunteering and clubs



Western Oregon
UNIVERSITY

2021 – 2022 Academic Year &
2021 Summer Session
Tuition and Fee Book

Adopted by Western Oregon University Board of Trustees at the April __, 2021, meeting. All prior tuition and fee books are superseded except as to the rights and obligations previously acquired or incurred therein.

2021-22 ACADEMIC YEAR & SUMMER 2021 TUITION

Credits	Undergraduate			Graduate
	Resident	WUE/Texas	Non-Resident	
1	184	276	620	460
2	368	552	1,240	920
3	552	828	1,860	1,380
4	736	1,104	2,480	1,840
5	920	1,380	3,100	2,300
6	1,104	1,656	3,720	2,760
7	1,288	1,932	4,340	3,220
8	1,472	2,208	4,960	3,680
9	1,656	2,484	5,580	4,140
10	1,840	2,760	6,200	4,600
11	2,024	3,036	6,820	5,060
12	2,208	3,312	7,440	5,520
13	2,392	3,588	8,060	5,980
14	2,576	3,864	8,680	6,440
15	2,760	4,140	9,300	6,900
16	2,944	4,416	9,920	7,360
17	3,128	4,692	10,540	7,820
18	3,312	4,968	11,160	8,280
<i>Each Add'l Credit Hour</i>	184	276	620	460

Notes:

- (1) Tuition for undergraduate students under the Western Undergraduate Exchange (WUE) program or who are from Texas is assessed at 150% of the resident tuition rate.
- (2) Tuition rates apply to all courses regardless of modality (face-to-face, hybrid, online) or location (Monmouth, Salem).

PROMISE RATES

Credits	Resident Undergraduate	
	2018	2017
1	197	198
2	394	391
3	591	584
4	788	777
5	985	970
6	1,182	1,163
7	1,379	1,356
8	1,576	1,549
9	1,773	1,742
10	1,970	1,935
11	2,167	2,128
12	2,364	2,321
13	2,561	2,514
14	2,758	2,707
15	2,955	2,900
16	3,152	3,093
17	3,349	3,286
18	3,546	3,479
<i>Each Add'l Credit Hour</i>	197	193

MANDATORY FEES – ACADEMIC YEAR

Credits	Undergraduate Mandatory Fees					Total
	Building	Incidental	Health Service	Student Health Bldg	Student Rec Ctr Bldg	
1	23	355	150	11	42	581
2	25	355	150	11	42	583
3	27	355	150	11	42	585
4	29	355	150	11	42	587
5	31	355	150	11	42	589
6	33	355	150	11	42	591
7	35	355	150	11	42	593
8	37	355	150	11	42	595
9	39	355	150	11	42	597
10	41	355	150	11	42	599
11	43	355	150	11	42	601
12 or more	45	355	150	11	42	603

Notes:

(1) A one-time Matriculation Fee of \$365 is assessed to all new and transfer undergraduate students.

(2) Online courses are subject to the incidental fee and an online course fee of \$53 per credit.

(3) Building, Health Service, Student Health Bldg, and Student Rec Ctr Bldg fees are based on Monmouth campus credit hours. Students not enrolled at the Monmouth campus may opt into the Health Service Fee for associated service.

MANDATORY FEES – ACADEMIC YEAR (cont.)

Credits	Graduate Mandatory Fees					Total
	Building	Incidental	Health Service	Student Health Bldg	Student Rec Ctr Bldg	
1	23	355	150	11	42	581
2	25	355	150	11	42	583
3	27	355	150	11	42	585
4	29	355	150	11	42	587
5	31	355	150	11	42	589
6	33	355	150	11	42	591
7	35	355	150	11	42	593
8	37	355	150	11	42	595
9 or more	45	355	150	11	42	603

Notes:

(1) A one-time Matriculation Fee of \$315 is assessed to all new and transfer graduate students.

(2) Online courses are subject to the incidental fee and an online course fee of \$53 per credit.

(3) Building, Health Service, Student Health Bldg, and Student Rec Ctr Bldg fees are based on Monmouth campus credit hours. Students not enrolled at the Monmouth campus may opt into the Health Service Fee for associated service.

MANDATORY FEES – SUMMER 2021

Credits	Undergraduate & Graduate Mandatory Fees					Total
	Building	Incidental	Health Service	Student Health Bldg	Student Rec Ctr Bldg	
1 or more	34	125	150	11	35	355

Notes:

(1) A one-time Matriculation Fee of \$365 for undergraduate and \$315 for graduate is assessed to all new and transfer students.

(2) Online courses are subject to the incidental fee and an online course fee of \$53 per credit.

(3) Building, Health Service, Student Health Bldg, and Student Rec Ctr Bldg fees are based on Monmouth campus credit hours. Students not enrolled at the Monmouth campus may opt into the Health Service Fee for associated service.

ROOM AND BOARD RATES

University Housing and Campus Dining Room and Board Rates					
		Annual	Fall	Winter	Spring
Landers	Standard Double (2 people/2 person room)	8,159	2,856	2,856	2,447
	Single (1 person/1 person room)	9,996	3,499	3,499	2,998
	Super Single (1 person/2 person room)	10,664	3,732	3,732	3,200
Barnum	Deluxe Double (2 people/3 person room)	9,534	3,337	3,337	2,860
	Triple (3 people/3 person room)	8,159	2,856	2,856	2,447
	Single (1 person/3 person room)	11,108	3,888	3,888	3,332
Heritage & Ackerman	Standard Double (2 people/2 person room)	9,002	3,151	3,151	2,700
	Single (1 person/1 person room)	9,996	3,499	3,499	2,998
	Super Single (1 person/2 person standard double)	10,664	3,732	3,732	3,200
Arbor Park	Individual Rate for shared apt. (4 people/apt.) <i>(no meal plan included)</i>	7,404	2,591	2,591	2,222
	Individual Rate for shared apt. (4 people/apt.) <i>(meal plan included)</i>	9,826	3,439	3,439	2,948
Meal Plans	Resident Meal Plan #1	1,050	285	285	285
	Resident Meal Plan #2	1,350	450	450	450
	Resident Meal Plan #3	1,800	600	600	600
	Resident Meal Plan #4	2,250	750	750	750
	Resident Meal Plan #5	450	150	150	150
<p>Notes:</p> <p>(1) Room rates to be charged 35% in fall and winter terms and 30% in spring term. Meal plan charges to be distributed evenly each term.</p> <p>(2) Students residing in all halls other than Arbor Park must select a meal plan.</p> <p>(3) Rates include \$23 social activity fee and \$30 laundry fee per term.</p>					

ROOM AND BOARD RATES (cont.)

Family Housing	Knox Street Housing	705/month
	Alderview Townhouse	945/month interior unit; 975/month exterior unit

Notes:
 (1) Knox: Includes utilities, internet through Minet fiber, free laundry in community laundry room, \$2 social activity fee per month.
 (2) Alderview: Includes utilities, campus internet, washer/dryer in each apartment, \$2 social activity fee per month.
 (3) Family Housing does not include meal plans.

Finance & Administration Committee (FAC), March 30, 2021

Management Report

Period 8 Actual to Actual Variance Report:

This report provides eight months of actual revenue and expense activity (as of February 28, 2021) as compared to the same period in prior fiscal year.

Education & General Fund:

Revenues:

Tuition revenues are \$1.560M less than the prior year due to an approximate 7.5% decrease in fall term and 9.7% decrease in winter term enrollments (compared to the respective term in the prior year). Fees are \$4.683M more than the prior year due to approximately \$4.9M online course fee revenue (the FY21 adjusted budget includes \$5.5M for online course fees for the full year). Fee remissions have increased \$469K from the prior year due to being in the second year (meaning two years of eligible students rather than just one) of WOU Supplemental and Transfer awards. Altogether, this results in net tuition and fees being \$2.654M more than the prior year.

Government resources & allocations have increased by \$1.234M from prior year based on the HECC's Public University Support Fund (PUSF) allocation formula. This is reflective of receiving the full original allocation for the second year of the 2019-21 biennium.

Overall, total revenues are \$53.457M, \$2.935M more than the prior year.

Expenses:

Personnel expenses are \$4.854M less than the prior period. In July 2019, the second and final retirement window program payment of \$783K was made and is reflected in the P8 FY20 personnel expense. FY21 personnel expense reflects savings from furloughed employees and employees placed on Leave Without Pay. It is also reflective of savings resulting from the 17 eliminated positions that were effective June 30, 2020, as well as 31 additional eliminated positions effective December 31, 2020.

Services and supplies expenses are \$491K less than the prior year, primarily as a result of COVID-19 (reduced spending due to reduced people on campus as well as reduced travel).

Overall, total expenses are \$38.836M, \$5.355M less than the prior year.

Net Revenues less Expenses:

As of period eight, net revenues less expenses total \$14.261M, an increase of \$8.290M compared to prior year.

Auxiliary Enterprises:

Auxiliary Enterprises is comprised of Athletics, University Housing, Campus Dining, Parking, Bookstore, Student Health & Counseling Center (SHCC), Child Development Center (CDC), Incidental Fee, and other minor operations.

Revenues:

Enrollment Fees are down \$3.654M, primarily due to an approximate \$2M decrease in incidental fees, \$1M in health service fees, and \$300K decrease in recreation center building fees due to approximately 95% of classes being delivered online (resulting in on-campus fees not being assessed; IFC implemented a winter term fee of \$150 for all students regardless of modality). Sales and Services are down \$4.610M from the prior period, primarily due to Housing being at about 50% of normal occupancy resulting in fewer revenues for Campus Dining as well, and decreased bookstore revenues.

Altogether, total revenues are \$6.063M, \$8.669M less than the prior year.

Expenses:

Personnel expenses are \$2.405M less than the prior period and are reflective of furlough savings, savings resulted from employees placed on Leave Without Pay, and position eliminations. Service & Supplies are \$4.042M less than the prior year, due to a decrease in auxiliary activities this year due to COVID-19. Overall, total expenses are \$9.692M, \$6.447M less than the prior year.

Net Revenues less Expenses:

Net revenues less expenses are negative \$3.630M, a decrease of \$2.221M compared to prior year.

FY21 Projected Year-End:

This report provides year-end projections. The projected year-end methodology is a combination of actual revenues and expenses for the first eight months of operations and projections for the remaining four months of FY21. Projections for periods nine through twelve are calculated by applying actual FY20 period eight realization/burn rates to FY21 period eight revenues and expenses.

Education & General Fund:

Revenues:

Total revenues are projected to be \$69.579M, \$468K less than the FY21 adjusted budget. Altogether, net student fees & tuition are projected to be \$439K less than the

adjusted budget. Tuition is projected to be \$36.993M, \$1.197M less than the adjusted budget due to a continued decline in enrollment; spring term tuition revenues are calculated assuming 10% attrition from winter term based on actual attrition from fall to winter term being 8.6% and current spring registration levels (the adjusted budget assumed 6% attrition between terms). Fees are projected to be \$8.033M, a \$1.208M increase over the adjusted budget; the adjusted budget for fees was built on the assumption that spring term would return to mostly in-person delivery, while the projection is reflective of spring term continuing to be primarily online resulting in increased online course fees. Fee remissions are projected to be at \$7.5M, \$450K over the adjusted budget; financial aid is continuing to work on adjustments.

Expenses:

Total expenses are projected to be \$64.618M, \$1.639M less than the FY21 adjusted budget. Personnel is projected to be \$56.416M, \$781K less than the adjusted budget. This projection is built on the assumption that the remaining four months of payroll for the year will be equivalent to January (since February is a shorter month). Service and supplies are cautiously projected to be \$7.882M, \$967K less than the adjusted budget; internal sales and external contracts continue to fluctuate with timing differences due to COVID.

Transfer Schedule:

A projected transfer schedule is attached to provide details for the projected transfers in and out. This includes the standard transfers out of support to Athletics and the Child Development Center. Other activities include auxiliary support of \$3M, comprised of a one-time transfer to Incidental Fee of \$1M for fall term and an additional projected \$2M transfer to auxiliaries for support due to COVID.

Net Revenues less Expenses and Transfers:

Net revenues less expenses and transfers are projected to be a loss of \$1.124M versus the FY21 adjusted budget of a loss of \$1.303M. Projected year end fund balance is \$5.116M, or 7.35% of projected revenues.

Auxiliary Enterprises:

Revenues:

Total revenues are projected to be \$8.704M, \$4.498M less than the FY21 adjusted budget. Enrollment fees are projected to be \$1.203M, \$1.209M less than the adjusted budget; the adjusted budget for Incidental fee and Health Services fee assumed that spring term would return to a more normal delivery format (resulting in more on-campus fees assessed). Sales and services are projected to be \$4.982M, \$4.209M less than the adjusted budget; this is due primarily to decreased revenues in campus dining and the bookstore.

Expenses:

Total expenses are projected to be \$14.023M, \$5.669M less than the adjusted budget. Personnel is projected to be \$7.885M, \$1.358M less than the adjusted budget. Service and supplies are projected to be \$6.138M, \$4.311M less than the adjusted budget. The projected savings primarily correlate to decreased activity in campus dining and the bookstore.

Net Revenues less Expenses and Transfers:

Net revenues less expenses and transfers are projected to be a loss of \$1.232M compared to the FY21 adjusted budget of a loss of \$3.411M. Projected year end fund balance is \$5.893M. Note, although the projected fund balance as a percentage of revenues is increasing to 67.70%, this is not a fair measure to compare to other years due to the dramatic decrease in this year's revenues.

STAFF RECOMMENDATION:

It is recommended that the Western Oregon University Finance and Administration Committee accept the FY21 Projected Year-End Report and the overall Management Report as of February 28, 2021.

Western Oregon University
P8 YTD Actual to Actual Variance

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

As of February 28, 2021
For the Fiscal Year Ended June 30, 2021

	P8 YTD FY20	P8 YTD FY21	Variance	Note
	Actuals	Actuals		
Education & General Fund				
Revenues				
Tuition	27,642	26,082	(1,560)	Decreased enrollment.
Fees	1,181	5,864	4,683	FY21 reflects \$4.9M of online course fee revenue.
Less: Fee Remissions	(4,404)	(4,873)	(469)	Reflective of two years of students qualifying for WOU Supplemental and Transfer awards.
Net Student Fees & Tuition	24,419	27,072	2,654	
Government Resources & Allocations	23,083	24,317	1,234	HECC higher allocation.
Gift Grants and Contracts	467	349	(118)	
Other Revenue	2,552	1,718	(834)	
Total Revenues	50,521	53,457	2,935	
Expenses				
Personnel	40,016	35,163	(4,854)	FY20 includes \$783K of retirement window payment; FY21 reflects personnel savings efforts.
Service & Supplies	4,126	3,635	(491)	
Capital Expense	49	38	(11)	
Total Expenses	44,191	38,836	(5,355)	
Net Revenues less Expenses	6,331	14,621	8,290	

Western Oregon University
P8 YTD Actual to Actual Variance

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

As of February 28, 2021
For the Fiscal Year Ended June 30, 2021

	<u>P8 YTD FY20</u>	<u>P8 YTD FY21</u>	<u>Variance</u>	<u>Note</u>
	<u>Actuals</u>	<u>Actuals</u>		
Auxiliary Enterprises Funds				
Revenues				
Enrollment Fees	4,486	832	(3,654)	Approx. \$2M decrease in incidental fees, \$1M in health service, \$300K in recreation building fee.
Sales and Services	8,798	4,188	(4,610)	
Other Revenue	1,447	1,043	(404)	Reflects decrease in housing/dining/other auxiliary revenues.
Total Revenues	<u>14,731</u>	<u>6,063</u>	<u>(8,669)</u>	
Expenses				
Personnel	7,665	5,259	(2,405)	FY21 reflects personnel savings efforts. Reflects decrease in auxiliary activity.
Service & Supplies	8,475	4,433	(4,042)	
Capital Expense	-	-	-	
Total Expenses	<u>16,140</u>	<u>9,692</u>	<u>(6,447)</u>	
Net Revenues less Expenses	(1,408)	(3,630)	(2,221)	
Designated Operations, Service Departments, Clearing Funds				
Revenues				
Enrollment Fees	452	400	(52)	
Sales and Services	112	58	(54)	
Other Revenue	1,432	1,078	(354)	
Total Revenues	<u>1,996</u>	<u>1,536</u>	<u>(460)</u>	
Expenses				
Personnel	721	607	(114)	
Service & Supplies	786	555	(231)	
Capital Expense	107	0	(107)	
Total Expenses	<u>1,615</u>	<u>1,162</u>	<u>(453)</u>	
Net Revenues less Expenses	381	374	(8)	

Western Oregon University
P8 Percent Actual Variance Analysis Education & General Fund
(Unaudited, non-GAAP, for management purposes only)
(in thousands)

As of February 28, 2021
For the Fiscal Year Ended June 30, 2021

	P8 FY20 Realization/ Burn Rate %	P8 FY21 % of FY21 Proposed Adjusted Budget	Variance
Education & General Fund			
Revenues			
Student Fees & Tuition (net of remissions)	69.90%	71.31%	1.41%
Government Resources & Allocations	83.89%	83.91%	0.02%
Gift Grants and Contracts	62.65%	69.76%	7.11%
Other Revenue	68.32%	66.08%	-2.24%
Total Revenues	75.48%	76.32%	0.84%
Expenses			
Personnel	64.93%	61.48%	-3.45%
Service & Supplies	52.83%	41.08%	-11.74%
Capital Expense	11.84%	18.05%	6.21%
Total Expenses	63.26%	58.61%	-4.65%

Western Oregon University
P8 Percent Actual Variance Analysis Education & General Fund
(Unaudited, non-GAAP, for management purposes only)
(in thousands)

As of February 28, 2021
For the Fiscal Year Ended June 30, 2021

	P8 FY20 Realization/ Burn Rate %	P8 FY21 % of FY21 Proposed Adjusted Budget	Variance
Auxiliary Enterprises Funds			
Revenues			
Enrollment Fees	69.15%	34.49%	-34.66%
Sales and Services	84.06%	45.56%	-38.50%
Other Revenue	68.64%	65.23%	-3.42%
Total Revenues	77.28%	45.92%	-31.36%
Expenses			
Personnel	66.70%	56.90%	-9.80%
Service & Supplies	72.23%	42.43%	-29.80%
Capital Expense	100.00%	100.00%	0.00%
Total Expenses	69.49%	49.22%	-20.27%
Designated Operations, Service Departments, Clearing Funds			
Revenues			
Enrollment Fees	427.76%	353.66%	-74.10%
Sales and Services	77.41%	45.77%	-31.64%
Other Revenue	68.39%	52.98%	-15.40%
Total Revenues	85.15%	67.54%	-17.61%
Expenses			
Personnel	64.80%	61.63%	-3.17%
Service & Supplies	74.65%	42.29%	-32.35%
Capital Expense	1432.74%	100.00%	-1332.74%
Total Expenses	74.29%	50.57%	-23.72%

Western Oregon University
 FY21 Projected Year-End
 (Unaudited, non-GAAP, for management purposes only)
 (in thousands)

As of February 28, 2021
 For the Fiscal Year Ended June 30, 2021

	FY20 Year-End Actuals	FY21 Projected Year-End	FY21 Adjusted Budget	Variance FY21 Projected Year-End to Adjusted Budget	Note
Education & General Fund					
Recurring Operating Activities					
Student Fees & Tuition (net of remissions)	34,935	37,526	37,965	(439)	Includes \$7.5M of fee remissions, FA continues working on adjustments for spring. Spring enrollment projections were adjusted to account for 10% attrition from winter term. Projection is based on amount provided by HECC.
Government Resources & Allocations	27,516	28,982	28,982	-	
Gift Grants and Contracts	745	557	500	57	
Other Revenue	3,736	2,515	2,600	(85)	
Total Revenues	66,933	69,579	70,047	(468)	
Personnel	61,630	56,416	57,198	781	Projection assumes that the remaining months are the same as January's payroll. Continuuuug to reconcile internal sales and external contract timing differences due to COVID.
Service & Supplies	7,810	7,882	8,849	967	
Capital Expense	411	320	210	(110)	
Total Expenses	69,852	64,618	66,256	1,639	
Net Transfers	2,975	3,086	3,094	8	Projection is based on transfer schedule.
Total Expenses and Transfers	72,827	67,703	69,350	1,647	
Operating Net Revenues less Expenses	(5,894)	1,876	697	1,179	
Other Activities					
Auxiliary Support	-	(3,000)	(2,000)	(1,000)	
Investment in Salem Building	(2,698)	-	-	-	
CARES Reimbursement for Salary	1,800	-	-	-	
Retirement Window Payment	(783)	-	-	-	
Other	(213)	-	-	-	
Total Other Activities	(1,893)	(3,000)	(2,000)	(1,000)	
Total Net Revenues less Expenses	(7,787)	(1,124)	(1,303)	179	
Additions/Deductions to Fund Balance	1,072	-	-		
Fund Balance at the Beginning of the Year	12,956	6,240	6,240		
Fund Balance at the End of the Year	6,240	5,116	4,937		
Fund Balance as a Percentage of Revenues	9.32%	7.35%	7.05%		

Western Oregon University
FY21 Projected Year-End
(Unaudited, non-GAAP, for management purposes only)
(in thousands)

As of February 28, 2021
For the Fiscal Year Ended June 30, 2021

	FY20 Year-End Actuals	FY21 Projected Year-End	FY21 Adjusted Budget	Variance FY21 Projected Year-End to Adjusted Budget	Note
Auxiliary Enterprises Funds					
Enrollment Fees	6,488	1,203	2,412	(1,209)	
Sales and Services	10,466	4,982	9,191	(4,209)	
Other Revenue	2,108	2,519	1,599	920	
Total Revenues	19,062	8,704	13,202	(4,498)	
Personnel	11,491	7,885	9,242	1,358	
Service & Supplies	11,734	6,138	10,449	4,311	
Capital Expense	-	-	-	-	
Total Expenses	23,225	14,023	19,692	5,669	
Net Transfers	(3,346)	(4,087)	(3,079)	1,008	Projection is based on transfer schedule.
Total Expenses and Transfers	19,879	9,936	16,613	6,677	
Net Revenues less Expenses	(817)	(1,232)	(3,411)	2,180	
Additions/Deductions to Fund Balance	(2,173)	(2,431)			
Fund Balance at the Beginning of the Year	12,546	9,556			
Fund Balance at the End of the Year	9,556	5,893			
Fund Balance as a Percentage of Revenues	50.13%	67.70%			
Designated Operations, Service Departments, Clearing Funds					
Enrollment Fees	106	94	113	(20)	
Sales and Services	144	75	127	(52)	
Other Revenue	2,094	1,576	2,034	(458)	
Total Revenues	2,344	1,744	2,274	(530)	
Personnel	1,113	937	985	48	
Service & Supplies	1,053	743	1,312	568	
Capital Expense	8	-	-	-	
Total Expenses	2,173	1,680	2,297	617	
Net Transfers	(225)	(8)	1	9	Projection is based on transfer schedule.
Total Expenses and Transfers	1,949	1,672	2,298	626	
Net Revenues less Expenses	396	72	(24)	419	
Additions/Deductions to Fund Balance	(365)	(353)			
Fund Balance at the Beginning of the Year	2,951	2,982			
Fund Balance at the End of the Year	2,982	2,702			
Fund Balance as a Percentage of Revenues	127.21%	154.88%			

Western Oregon University
Transfers Schedule - Projected FY21
(Unaudited, non-GAAP, for management purposes only)

	E&G				Auxiliary				Des Ops - Serv Dept.	Plant fund	Other	Total	
Transfers In E&G									(a)		(b)		
Actual									8,218			8,218	
Upcoming											8,893	8,893	
Transfers Out E&G					(c)	(d)	(e)	(f)		(g)	(b)		
Actual							1,000,000					1,000,000	
Upcoming					150,000	2,772,874		2,000,000		175,000	4,804	5,102,678	
Transfers In AUX	(c)	(d)	(e)	(f)							(a)		
Actual			1,000,000								3,499	1,003,499	
Upcoming	150,000	2,772,874		2,000,000								4,922,874	
Transfers Out AUX					(h)						(i)	(j)	
Actual													-
Upcoming					86,563						133,838	1,618,801	1,839,202
Transfers In DO, SD											(a)		
Actual											16,358	16,358	
Upcoming												-	
Transfers Out DO, SD	(a)												
Actual	8,218												8,218
Upcoming													-

Type	Description
(a)	Misc. transfers
(b)	Endowment matches
(c)	Child Development Center support
(d)	Athletic operations support
(e)	Fall Incidental Fee support
(f)	Potential Auxiliary support
(g)	Small-Scale Energy Loan Program debt service
(h)	Incidental fee misc. transfers out
(i)	Student Engagement & Campus Recreation transfers to building/equipment reserves
(j)	Transfers out from Housing and Recreation Center Building Fee for debt service payments