

**University Council
MINUTES
November 20, 2020**

Members Present: Michael Baltzley, Chelle Batchelor, Gabbi Boyle, Kathy Cassity, Gary Dukes, Bryan Dutton, Breeann Flesch, Hillary Fouts, Tina Fuchs, Rex Fuller, Mark Girod, Leigh Graziano, Ryan Hagemann, Colin Haines, NJ Johnson, Ana Karaman, Bill Kernan, Kristin Latham-Scott, Randi Lydum, Dave McDonald, Erin McDonough, Sue Monahan, Abdus Shahid, Tad Shannon, Michael Smith, Jackson Stalley, Judy Vanderburg, LouAnn Vickers (Ex-Officio), Niki Weight, Rob Winningham

Members Absent: None

Presentation Guests: Rob Findtner

New members Colin Haines (Staff Senate) and Breeann Flesch (Faculty Senate) were welcomed.

Campus advisory committee reports

1. UBAC | Tad Shannon

Co-Chairs for 2020-2021: Cara Groshong (staff), Hunter Weeks (ASWOU), Tad Shannon (Faculty).

This year the committee will have a dual focus. They will review current processes around budget and financial issues (e.g., how fees are communicated to students, how sponsored projects are supported) and the committee will also sponsor trainings on how resources are allocated during a time of financial restraints. They'll cover topics such as recruitments, how to support HSI status, new programs, and auxiliary funds.

2. UDIAC | Gabbi Boyle

Co-Chairs for 2020-2021: Gabbi Boyle (Current Co-Chair), Ariel Zimmer Suel (New Co-Chair), Jaclyn Caires-Hurley (Previous Co-Chair).

This year the committee will work on completing the diversity action plan, ensuring that it aligns with the Board of Trustees statement on Diversity, Inclusion, Equity, and Accessibility, the committee website, and hosting campus conversations focused on justice, equity, diversity, and inclusion.

While the current budget situation won't support a sole diversity officer, the committee hopes to have continued conversation with UC and the larger campus to explore ways to support and implement the needed changes. Tad suggested that perhaps UBAC and UDIAC should connect to discuss how resources might be deployed to support their work.

President Fuller noted the February 19 UC meeting might be an opportunity to focus on the work of both UDIAC and the University Cultural Competence Advisory Committee (UCCAC),

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which was initiated by HB2864. Rex, Gary Dukes, and Rob Winningham, met with Rudyane Rivera-Lindstrom, director for diversity and inclusion for the Higher Education Coordinating Commission, to discuss the opportunity for her to facilitate campus conversations around cultural competency.

Ryan Hagemann noted the charge of UCCAC is resonate with UDIAC in terms of training, goals, and assessment, which are the areas covered by three subcommittees formed within UCCAC. The statute defines the composition of the committee to include a cross-section of the campus community.

3. UTAC | Chelle Batchelor

UTAC welcomed three new members for 2020-2021. Chelle reviewed the progress the committee has made toward the goals set for this year.

The Technology Plan Subcommittee will be reconvening to formalize a technology plan and will also select a new subcommittee chair.

The Reporting Tools & Needs Subcommittee is continuing to review the draft of the campus technology needs survey to understand the data needs of campus. The survey will be implemented in December/January.

Additionally, the committee is working to improve campus communication regarding the work of UTAC.

The CARES Act funding provided the opportunity to secure a 1-year license with the CircleIn App. CircleIn is designed to provide additional support to students as they continue to learn in a remote environment but it can also be used by faculty as an engagement tool. The program provides a platform for students to be able to study together and support one another. This app specifically addresses the needs identified in the survey administered to students in spring 2020. Academic Affairs hopes to implement the app so it can be used winter term. The license was purchased with the CARES Act funding so it's free to students.

Updates, progress reports and discussion items

4. Peer Comparators | Sue Monahan

Sue provided an update regarding a peer comparators list, noting that in our 2023 accreditation report, we'll need to produce evidence of student achievement (and indicators) in comparison to national and regional peer institutions.

The lens used while developing the list was on public institutions as well as masters' colleges and universities. The following criteria was used:

- Those whose undergraduate array in a mix of professional and arts/sciences programs (with some graduate overlap);
- A high or very high undergraduate emphasis with enrollment of between 1,000 and 9,999 students;
- Undergraduate acceptance rates between 79% and 89% (noting WOU was 84%);

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- Core revenues between \$70m and \$120m (WOU was \$95m in 2018);
- The percentage of PELL eligible students of ± 12 percentage points (WOU was 43% in 2018).

The following IPEDS categories were used in their review:

- Public Master regional comprehensives (based on size) chose them all (256 institutions);
- Those that focused on arts & sciences (reducing the number to 225);
- High or very high undergraduate enrollment (reduced the number to 214);
- Institution size: 1,000-4,999 but aspire to be 5,000-9999 (leaving 149 potential peers)

Of those 149 institutions, a filter of “79-89% acceptance rate” was applied which reduced the number of comparators to 41. When they looked at the percentage of PELL eligible students, the number of comparators was reduced to 17. Additionally, when using the range of 37-55% PELL eligible students, the number of institutions was reduced to seven. The following institutions were included in the list:

1. Shippensburg University of Pennsylvania
2. Northwest Missouri State University
3. Colorado Mesa University
4. Emporia University of Pennsylvania
5. Edinboro University of Pennsylvania
6. East Stroudsburg University of Pennsylvania
7. University of Washington-Tacoma Campus

Oregon regional peers Southern Oregon University and Eastern Oregon University were added as well as another western region university, Arizona State University-West.

These 10 universities will be proposed as WOU’s comparators and will be provided as part of an accreditation presentation to Faculty Senate on November 24. It was suggested that a presentation also be scheduled for Staff Senate.

It was also suggested to consider data from Cal State University Stanislaus to perhaps replace this university with Edinboro University of Pennsylvania.

5. Enrollment Update | Gary Dukes, Rob Findtner

Gary provided the enrollment report presented to the Board of Trustees at their [November 18 meeting](#). This report included data from fall 2020 census and projections for fall 2021.

He noted that impacts remote learning has had on enrollment with our out-of-state students. Specifically, those from other states that are in a different time zone, such as Hawaii, found it too challenging to manage the remote work. He shared a recent [report](#) from HECC which indicates an enrollment decline for Oregon institutions.

Overall, WOU was down 7.6% for fall term 2020. Oregon's community colleges are also experiencing a decline which will have an impact on us as these are our feeder colleges. As we continue to work towards achieving HSI status, it was encouraging to note 19.6% of students enrolled for fall 2020 identified as Hispanic or Latino.

COVID has also played a factor in our recruitment efforts, creating challenges connecting with high school juniors and seniors due to their remote learning environments. One example was the challenge students face with remote access to high school administrative offices and be able to acquire transcripts to accompany their applications. Because of this, WOU now allows students to self-report GPA, to keep in the admittance queue, until an official copy can be obtained.

Looking ahead to fall 2021, total applications are down 32% and the total number of admitted students is down 45% in comparison to fall 2020. The admissions team has set a goal of 1400 admitted students by December 21, 2020 and has implemented new strategies to help achieve this goal such as mailings and phone campaigns, reaching out to students who have begun opened a WOU email but not begun the application process.

The Enrollment Committee has assisted by increasing outreach to WOU alumni and also created yard signs for employees, alums, and friends of WOU to increase awareness of Western. Additionally, most of the admissions publications are in both Spanish and English.

As restrictions permit, the admissions team will also begin offering in-person tours in accordance with OHA guidelines. Once restrictions have been removed, they will continue to offer virtual events to provide opportunities for prospective students who are unable to travel to campus.

Admissions Director Rob confirmed that the staff continues to utilize the chat box app EDsite. This app has two components, one used as a knowledge base and one for campaigns. An example of the knowledge base component is when students have questions about WOU, such as how to apply for housing, the WOU team uses that question to create a knowledge base within the app by providing links to direct them to specific locations on the website. Campaigns are used to send reminders and updates to students (i.e., when to register for fall preview day or when FAFSA apps are due). Campaigns were initiated in October, November, and another will be introduced in December.

Rob noted that we continue to reach out to Willamette Promise students to encourage them to enroll once they complete their high school work.

Gary emphasized the importance of retention, noting the most common reasons for not returning to WOU are financial strains, academic fit, and location (which may be COVID related).

6. Budget Update, Ana Karaman

Ana presented the revised FY21 budget which was approved by the WOU Board of Trustees at its [November 18, 2020 meeting](#). Several factors led to this revision.

PUSF funding for FY21 was held flat compared to the BOT APPROVED budget assumption of a decrease in state funding of 17%. This added about \$4.4M to the FY21 budget. Additionally, changes in personnel expenses have been achieved since the FY21 budget was approved by the Board in June. These changes reduce labor expenses by about \$2.9M.

She also noted the 7.6% decline in enrollment for fall term resulted in a \$1.23M decrease in the tuition revenue from what was projected in the FY21 budget approved by the board in [June](#). With these changes, our expected deficit for FY21 is \$4.73M.

Ana added that while the revised FY21 budget is improved from the budget adopted in June, we are still in a deficit and need to continue to be prudent budget managers.

Western Oregon University FY21 Proposed Adjusted Budget Overall Budget Summary Approved by WOU Board of Trustees 11/18/20	Education & General (E&G)	Auxiliary (excluding IFC)	Incidental Fee (IFC)	Designated Operations & Service Depts.	Total
Revenues					
Enrollment Fees	37,965,000	951,415	1,460,330	113,134	40,489,879
Government Resources & Allocations	28,981,566	-	-	-	28,981,566
Gift Grants and Contracts	500,000	29,626	40,050	-	569,676
Investment	2,000,000	31,000	100,021	4,190	2,135,211
Sales & Services	500,000	9,005,333	185,762	126,630	9,817,725
Other Revenues	100,000	1,146,552	251,598	2,030,156	3,528,306
Total Revenues	70,046,566	11,163,926	2,037,761	2,274,110	85,522,363
Expenses					
Personnel	57,197,692	6,987,082	2,255,385	985,332	67,425,491
Services & Supplies	8,848,814	7,799,325	2,649,899	1,311,580	20,609,618
Capital Outlay	209,691	-	-	-	209,691
Total Expenses	66,256,197	14,786,408	4,905,284	2,296,912	88,244,800
Net Transfers	5,093,785	(1,299,073)	(1,779,599)	750	2,015,863
Net Budget	(1,303,416)	(2,323,409)	(1,087,924)	(23,552)	(4,738,301)

Western Oregon University / FY21 Proposed Adjusted Budget				
Approved by WOU Board of Trustees 11/18/20	FY20 Actuals	FY21 (Adopted June 10, 2020 BOT Meeting) Budget	FY21 Proposed Adjusted Budget	Difference FY21 Adopted Budget to FY21 Proposed Adjusted Budget
Tuition & Fees				
Undergraduate Tuition				
Resident	17,751,958	22,237,000	21,650,000	(587,000)
WUE	6,449,685	7,467,000	7,630,000	163,000
Non-Resident	2,111,435	2,524,000	1,740,000	(784,000)
Online	6,338,772	-	-	-
Total Undergraduate Tuition	32,651,851	32,228,000	31,020,000	(1,208,000)
Graduate Tuition				
Resident	653,689	579,800	370,000	(209,800)
Non-Resident	311,817	443,400	250,000	(193,400)
Online	3,352,436	3,253,800	3,650,000	396,200
Total Graduate Tuition	4,317,942	4,277,000	4,270,000	(7,000)
Summer				
Undergraduate	1,750,564	1,870,000	1,870,000	-
Graduate	1,021,925	680,000	680,000	-
Total Summer	2,772,489	2,550,000	2,550,000	-
Other Tuition	387,856	365,000	350,000	(15,000)
Total Tuition	40,130,138	39,420,000	38,190,000	(1,230,000)
Fees				
Matriculation	637,490	650,000	575,000	(75,000)
Course	427,793	500,000	300,000	(200,000)
Application	151,571	205,000	100,000	(105,000)
Online	-	1,875,000	5,500,000	3,625,000
Other	171,585	350,000	350,000	-
Total Fees	1,388,439	3,580,000	6,825,000	3,245,000
Fee Remissions	(6,583,183)	(7,050,000)	(7,050,000)	-
Total Tuition & Fees (net of remissions)	34,935,394	35,950,000	37,965,000	2,015,000
Government Resources & Allocations				
Student Success & Completion (SSCM)	26,846,062	23,890,379	28,291,650	4,401,271
Engineering Technology (ETSF)	288,045	261,160	307,728	46,568
Small-Energy Loan Program (SELP)	382,188	382,188	382,188	-
Total Government Resources & Allocations	27,516,295	24,533,727	28,981,566	4,447,839
Other Revenues				
Gift Grants and Contracts	745,051	750,000	500,000	(250,000)
Interest Earnings/Investment	2,876,412	3,000,000	2,000,000	(1,000,000)

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Sales & Services	420,237	500,000	500,000	-
Other Revenues	439,241	100,000	100,000	-
Total Other Revenues	4,480,941	4,350,000	3,100,000	(1,250,000)
Total Revenues	66,932,630	64,833,727	70,046,566	5,212,839

Expenses Personnel				
Faculty Salary & Wages	19,752,730	19,674,065	18,747,194	(926,871)
Unclassified Salary & Wages	10,799,701	9,499,321	9,138,951	(360,370)
Classified Salary & Wages	7,674,500	7,320,218	6,264,374	(1,055,844)
Student Pay	1,537,295	1,694,177	1,720,177	26,000
Reserve for Vacation Payouts	-	-	600,000	600,000
Unemployment Insurance	-	200,000	100,000	(100,000)
Other Payroll Expenses (OPE)	22,648,736	21,798,275	20,626,996	(1,171,279)
Total Personnel	62,412,962	60,186,055	57,197,692	(2,988,363)
Services & Supplies				
Services & Supplies	12,063,572	11,661,106	11,977,076	315,970
Internal Sales	(4,253,166)	(4,135,217)	(3,128,262)	1,006,955
Total Services & Supplies	7,810,405	7,525,889	8,848,814	1,322,925
Capital Outlay	411,109	209,691	209,691	-
Total Expenses	70,634,477	67,921,635	66,256,197	(1,665,438)
Net Transfers				
Foundation Endowment Earnings	-	(8,893)	(8,893)	-
Athletics Subsidy	3,214,552	3,103,418	2,772,874	(330,544)
Child Development Center Subsidy	150,000	150,000	150,000	-
Jensen Endowment Fund Match	-	4,804	4,804	-
SELP Funding Match	-	175,000	175,000	-
Salem Vick Building Purchase	2,698,042			-
Misc. Other Transfers	(177,008)			-
Incidental Fee Subsidy	-2,000,000			2,000,000
Total Net Transfers	5,885,586	3,424,329	5,093,785	1,669,456
Net	(9,587,433)	(6,512,237)	(1,303,416)	5,208,821
FY20 Ending Fund Balance			6,240,178	
Projected FY21 Ending Fund Balance			4,936,762	
Fund Balance as a Percentage of Revenues			7.05%	

7. Retrenchment Update, Rex Fuller

The draft Article 15 report was provided to WOUFT and the Faculty Senate Executive Committee with a response due November 23rd. It was also presented to the Board of Trustees at their November 18 meeting with extensive discussion.

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The feedback provided by each of these groups, along with the emails that were received by the board, will all be taken into consideration as the report is finalized. The proposed timeline is included in the report.

The task force included President Fuller, Rob Winningham, Sue Monahan, Deans Batchelor, Cassity, Girod, and Fouts, Ryan Hagemann, and Ana Karaman.

In closing, council members were asked to forward agenda items for the January 22 meeting.

Upcoming meetings:

Winter 2021: January 22, February 19

Spring 2021: April 16, May 21