
Board of Trustees Minutes

Trustees Present:

John Davis, Chair	Kathleen Hill	Phone Nguyen	Michele Vitali
Jeremy Brown	Vince Jones	Mason Wichmann	Stefan Bird
Jill Mason	Fred Ziari	Phong Nguyen	
Kelley Minty	Nagi Naganathan (<i>ex officio</i>)		

Trustees Unable to Attend:

Kanth Gopalpur	Celia Nunez	Mike Starr
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University Staff and Faculty Present in person:

Abdy Afjeh, Vice Provost-Research & Academic Affairs
Alan Polaski, President– Oregon Tech Foundation
Josephine Ness, Director of Admissions
Ken Fincher, Vice President University Advancement
Erin Foley, Vice President of Student Affairs & Dean of Students
David Groff, General Counsel & Interim Board Secretary
John Harman, Vice President Finance & Administration
Billy Kimmel, President of ASOIT – Portland-Metro
Nate Bickford – Natural Sciences Department Chair
Tom Keyser, Dean - College of Engineering, Technology and Management
Michelle Meyer, Director of Audit & Compliance-Business Affairs
Joanna Mott, Provost & VP of Academic Affairs
Adria Paschal, Senior Executive Assistant to the President
Dan Peterson, Dean – College of Health, Arts & Sciences
Sasha Rabich – ASOIT President
Lori Garrard, Executive Assistant to the VP of University Advancement
Bryan Wada, Information Technology Consultant 2
Riley Ambrose, Oregon Tech

1. **Call to Order/Roll/Declaration of a Quorum** *Chair John Davis*
Chair Davis called the meeting to order at 1:15 pm. The Board Secretary called roll and a quorum was declared.

Chair Davis advised that the DICE report will be written only, with no faculty senate report. There will be an adoption of the academic master plan, and the correction of the incidental fee will be added to the agenda.

2. Reports

2.1 President, *President Naganathan*

- **Dr. Naganathan** reviewed his PowerPoint presentation. President Naganathan Naganathan acknowledged the loss of two students and one staff member on the Klamath Falls campus, and the trustees observed a moment of silence.
- **President Naganathan** talked about the expansion of the Oregon Tech honors program and many successful campus events.
- **President Naganathan** discussed the climate assessment follow up that includes meetings and shared governance steps.
- **President Naganathan** talked about community engagements consisting of media appearances and meetings with legislators. **Chair Davis** acknowledged the number of trips that President Naganathan has made back and forth between the Klamath Falls and Portland Metro Campus and how they meet almost weekly to discuss board business.
- **President Naganathan** talked about the Owl Citizenship Awards, sharing the recent recipients.
- **President Naganathan** shared updates from the Oregon Tech Foundation. The Foundation crossed the \$1 Million threshold for annual scholarships and raised \$141,669 on Giving Tuesday.
- **President Naganathan** advised that there is progress on the track and field stadium project and Boivin Hall, and they are on schedule.
- **President Naganathan** spoke about institutional goals, including the NWCCU comprehensive review and site visit, increased degree-seeking undergraduate students, and Portland-Metro Campus Enrollment growth.
- **President Naganathan** advised that enrollment management is a composite outcome of recruitment, retention, and graduation. The Klamath County school district attended an event at Oregon Tech to discuss collaboration to make high school students more aware of Oregon Tech. Oregon Tech is tracking transfers.
- **President Naganathan** spoke about 2022-23 institutional goals, including increasing research proposals. **Chair Davis** commented on the correlation of proposals made by the departments that the Board has highlighted in recent years. Oregon Tech has successfully obtained federal appropriations for research in FY2023, securing \$2.4 million in grants. Other institutional goals include a facilities master plan, two new academic degree programs, examining the current organization of academic units and departments, and a capital campaign.
- **President Naganathan** talked about the meeting theme: Industry's University.
- **President Naganathan** shared about the Boeing Collaboration Lab on the Klamath Falls campus, which will create internships for students with Boeing. President Naganathan explained that students can work on real-life projects for Boeing while remaining full-time students. **Trustee Ziari** acknowledged President Naganathan's efforts to make Oregon Tech Oregon's Polytechnic University. After visiting OMIC today, he sees the future of Oregon Tech and how an entity like OMIC is our foundation.

2.2 Foundation Report *Chair Alan Polaski*

Chair Alan Polaski shared efforts to bring the Board of Trustees and Foundation Board together with information sharing.

- The Foundation awarded \$1 million in annual scholarships and reached the \$10 million total given in scholarship dollars.
- He advised that Give a Hoot Day is Oregon Tech-focused for fundraising on April 19 and encouraged the trustees to give that day, asking for 100% giving participation from the Board of Trustees.
- The Foundation has been preparing a strategic plan for a comprehensive capital campaign. **Chair Davis** stated that the timing for the Foundation's strategic plan and campaign is very timely and aligned with Oregon Tech's goals and objectives.
- **Trustee Brown** asked about the status of the economy and possibly an impending recession and how it will affect the Foundation's spending. Chair Polaski advised that the Foundation recently adjusted our spending and feels that we are stable and will be able to continue to award the number of scholarships we have in the past as we continue to bring in donations.
- **Trustee Brown** asked about alumni giving rates and if Oregon Tech is working on increasing that percentage. Chair Polaski stated that giving days help increase participation.
- **Trustee Brown** asked about the idea of a capital campaign and setting reachable/stretch targets for a campaign. **Chair Polaski** stated the Foundation will have experts to assist, and we will dream big to make it happen. A feasibility study will be conducted before a campaign is launched. **Chair Polaski** encouraged having Trustees on a task force to create a successful campaign.

2.3 ASOIT Presidents *Sasha Rabich (KF) and Billy Kimmel (PM)*

- Portland-Metro: President Kimmel reviewed his PowerPoint presentation and discussed their 2022-23 priorities, including student advocacy, approachability, events, campus presence, transparency/communication, and professional development.
- President Kimmel conveyed that in regard to the previous year's concerns resulting in the ASOIT resolution on a vote of confidence, students are now feeling heard based on discussions in the regularly held meetings between ASOIT, Chair Davis, and President Naganathan. He stated that any remaining issues are minor and will be discussed as appropriate. **Chair Davis** advised that the message from students about scheduling classes and the related difficulties has been discussed and will continue to be addressed.
- President Kimmel talked about the priorities for the winter term and the tuition setting process including the incidental fees.
- President Kimmel was asked about safety on Campus in Portland-Metro. He replied that the university has hired security for the building and given the Portland Metro campus is relatively small, he feels safe while on Campus.
- **Trustee Brown** stated that he was impressed with President Kimmel and the time and effort he obviously put into this presentation on top of his studies. He asked how we can let students know that Oregon Tech will have a two-year cycle of classes to ensure they finish their degrees on time. **President Kimmel** advised that the academic advisors

would be the best to get the messages to students, and also continued town hall meetings with students will increase awareness.

- **President Naganathan** asked President Kimmel about being a student before the pandemic and now after the pandemic. President Kimmel said that he feels like the Portland Metro feels empty now and that faculty are not as accessible because there are still many remote classes options.
- **Klamath Falls: President Sasha Rabich** shared his presentation and summarized events on the Klamath Falls campus.
- **President Rabich** talked about events this term, including elections, blackout for hunger basketball game, and a new hire.
- The Tuition Recommendation Committee will meet soon.
- **President Rabich** also addressed the previous year's vote of no confidence and stated the Klamath falls Campus ASOIT is pleased with the degree of transparency from the Board.
- **Trustee Brown** asked ASOIT to be a unified voice for more funding for higher education in Oregon. Students' voices are essential; it is an excellent way to get students engaged in the discussion, and the more likely we are to be heard.
- **Trustee Wichmann** thanked both presidents for their willingness and engagement with the Board and encouraged them to continue their efforts.

2.4 Faculty Senate *President Terri Torre*
No report was given

2.5 Diversity, Equity, and Cultural Engagement *Executive Director Dr. Jennifer Wilson*
(written report only)

2.6 Enrollment Management Report *Director Josephine Ness*

Josephine Ness shared her presentation and stated there has been an improvement in enrollment. She shared background dating back to 2016. **Trustee Ziari** commented that we seem to have high retention, which are good numbers.

- **Director Ness** talked about the current efforts and what admissions is doing to recruit new students.
- **Trustee Brown** asked if they keep record data for contacts and if they weigh the price of attending events and visits to certain areas. Director Ness advised that they do, and they adjust to the needs and costs.
- **Director Ness** discussed new initiatives by expanding prospect sources, engagements, online marketing, digital ad campaigns, and social media platforms. Director Ness advised they are increasing their digital campaigning by partnering with the marketing department.
- Admissions have a short-term goal to stabilize enrollment at the Portland Metro Campus, with at least a 2% growth in the fall of 2023.

2.7 Academic Quality and Student Success Committee *Trustee Jeremy Brown*

Trustee Brown summarized the reports and presentations made at the AQSS Committee meeting.

- By March 1, we will have a self-study accreditation report.

- There are significant staffing issues; 30 faculty searches are underway, as well as searches for openings in admissions. Obtaining a diverse pool of applicants has been a challenge.
- Oregon Tech currently has 83% tenured and tenure track faculty, which is way above the average for the state of Oregon. The number to aim for is about 66%.
- We are moving forward with common course numbering for general education classes. Oregon Tech Academic Affairs has in place a two-year schedule coordinated by the Registrar.
- Staffing issues remain, and we are considering researching current openings, possibly redefining the positions, and recasting the search.
- The DPT program will hopefully be launched soon.
- President Naganathan has been successful in establishing a partnership with Rogue CC in Medford.
- **Trustee Brown** advised the committee heard a presentation from Career Services and learned that our students get jobs in high numbers and Oregon Tech grads have the highest salaries.
- The academic master plan was discussed and runs parallel with the strategic plan.
- **Trustee Ziari** asked about the 30 open faculty positions, and Trustee Brown mentioned that it was approximately the same as the previous year. Trustee Ziari advised we need to be thoughtful in the hiring process and know what we want. Trustee Minty asked if Oregon Tech is reviewing the open positions and vetting if they are genuinely needed positions and suggested that every position be reevaluated.

2.8 Finance and Facilities Committee *Vice Chair Vince Jones*

Chair Jones summarized the reports and presentations given at the Finance & Facilities Committee meeting.

- **Trustee Jones** advised that Professor DeSaro from FOAC gave a report. Prof. DeSaro is working with VP Harman on ideas the University can engage in generating more revenue and increasing enrollment.
- VP Harman presented the quarterly finance and facilities report. The report was optimistic. Budget revenue shortfalls are being offset with responsible spending trends.
- VP Harman reported on investments and FY 2022 annual ratios.
- Director Thom Darrah reported on capital projects. All current projects are on track and within budget.
- The written internal audit report was shared by VP Harman.
- Four action items were considered and will be forwarded to the full Board for approval, as they were all approved by the committee.
- VP Harman also talked about the forecast for FY2023 and state funding.
- Jean Bushong from CLA presented the audit.
- **VP Harman** announced that TRU day is May 4th and is an opportunity for students and faculty to talk to the legislature about Oregon Tech.

2.9 Executive Committee Report *Chair Davis*

Chair Davis talked about the presentation and tour of OMIC from Craig Campbell. Since 2018, \$65 million of investments has been attracted by OMIC. He also mentioned that Oregon Tech Board is also serving as the fiduciary agent for OMIC..

3. Consent Agenda *Chair, John Davis*

3.1 Approval of the Minutes of the October 2022 Meeting

No changes voiced. The minutes were approved as submitted.

3.2 Approval of the Minutes of the December 2022 Meeting

No changes voiced. Minutes approved as submitted.

3.3 Academic Master Plan

Trustee Brown advised that the academic master plan will challenge the academic team. There were many collaborators in the plan. The plan contains many charges, goals, and timelines to work towards the goals progressively. Chair Davis asked if there were any amendments to the plan. There were none offered.

Motion to approve the academic master plan.

Trustee Minty moved to approve the academic master plan.

Seconded by Trustee Brown

With all persons present voting aye, the motion passed unanimously.

4. Action Items

4.1 Board Policy on Quasi-Endowment *VP John Harman*

VP Harman advised that the proposed revisions change the annual spending (distribution) from the required 4% to a range between 0 and 10%, but not to exceed \$1 million annually unless otherwise authorized by the Board. This revision will provide strategic flexibility to management to preserve the Quasi-Endowment corpus, especially during a pronounced or prolonged market decline, meeting the policy's investment objectives with emphasis on capital preservation and maintenance of purchasing power over long periods of time.

Action Item: Revisions to the Board Policy on Quasi-Endowment Investment be adopted and approved.

Motion: Trustee Ziari

Second: Trustee Wichmann

With all trustees present and voting aye, the motion passed unanimously.

4.2 Request to issue RFP and Execute Agreement for Internal Audit Services *VP John Harman*

VP Harman reviewed his PowerPoint presentation. Although there is an option in the current agreement for two additional one-year extensions, staff believe this enhanced scope of services is necessary to adequately respond to increasingly complex regulatory compliance and governmental accounting standards. The RFP should include proposals for internal audit services, including additional consulting services focused on emerging operating and technical accounting needs specific to higher education and governmental

entities. These more comprehensive services will provide additional value when consultation is needed on emerging issues affecting the University.

Motion authorizing the issuance of an RFP for expanded internal audit services with delegation to the President or their designee, in collaboration with the Audit Committee Chair, to negotiate and execute a multi-year agreement for services to begin on or about July 1, 2023, and extend through June 30, 2027, with an option for two (2) successive two (2) year renewals thereafter.

Motion: Trustee Vitali

Second: Trustee Hill

With all trustees present and voting aye, the motion passed unanimously.

4.3 2021-22 Annual Financial Report *Jean Bushong, CLA*

- Jean Bushong shared her presentation and talked about the external audit process. She said that the financial statement has no significant deficiencies or material weaknesses. There were no difficulties in performing the audit, and nothing concerning happened during the audit process.
- Jean Bushong also reviewed required communications from auditors to include qualitative aspects of accounting practices, difficulties encountered in performing the audit (none), corrected misstatement (HEERF adjustment), and that there were no other issues that needed reporting.
- The only disclosure in the letter was the matter of the geothermal plant, as it is being reported by management as unrepaired, and management either needs to bring it back online or write it off.
- Jean Bushong thanked the team and appreciated the working relationship with the Oregon Tech team.

Action Item: Motion to accept and approve the Oregon Tech FY 2022 annual financial report.

Motion: Trustee Ziari

Second: Trustee Wichmann

No discussion a

With all persons present voting aye, the motion passed unanimously.

4.4 Incidental Fee Correction *VP Harman*

VP Harman talked about an unintended overcharge discovered by students of the Portland Metro student regarding incidental fee. Students were to pay \$80 a term starting the fall of 2022. Students who only had more than 6 credits per term were intended to pay \$80. However, everyone was charged \$80, and now there is a reimbursement due to those students that enrolled in less than 6 credit hours. The total number of students is 74. It will cost \$2,200 for the University to reimburse those adversely affected, and the corrected fees will begin in spring 2023. He said President Naganathan advised that we address this immediately with appropriate Board action.

Action item: **Motion recommending approval for a technical correction to revise the 2022-23 Portland -Metro campus incidental fee to \$50 from \$80 per term for students enrolled in fewer than 6 credit hours per term as well as authorization for staff to refund the difference in the two rates to each student impacted during the 2022 fall and 2023 winter terms.**

Motion: Trustee Minty

Second: Trustee Wichmann

No discussion

With all persons present voting aye, the motion passed unanimously.

5. Discussion Items

5.1 Faculty Research Presentation *Natural Sciences Chair Dr. Nate Bickford*

- **Dr. Bickford** provided a summary of his background.
- His department has two majors: Bio Health Science and Environmental Science.
- They have identified avenues to help with recruitment and retention of new faculty as well as peer mentoring for them.
- They are seeing a greater interest in biological research and students who want to go into cell/molecular research. They have been working on adding more elective classes and programs, such as a proposed new graduate program in Bio-Medical Health. This new program will come before the Board in the near future for approval.
- Many research projects are being conducted by faculty. There is collaboration with other faculty and engineers, not just individual projects.
- Dr. Bickford talked about the Environmental Science program. It has a 70% retention with high placement rates.
- They are reorganizing the tracks in the program to represent the strengths and needs of the region, including wildlife, fisheries, water, wetland, etc. They have strong agency support for this program and the development of a graduate program in Natural Resources, including the Klamath Tribes, USFW, USFS, and so on.
- They are also building a graduate program for environmental sciences.
- There are also many research projects in environmental sciences by faculty, including endangered bird species, bees, air quality, etc.
- **Trustee Bird** commented on the possible industry collaborations in the natural sciences field. Trustee Bird asked about the Klamath River restoration and dam removal and if any direct activities are related to that effort and Oregon Tech. Dr. Bickford advised he is developing a research project regarding that, and they want to actively pursue projects in this area.

5.2 Student Industry Presentation *DeArmond Fellow Trent LaMont*

- **Fellow LaMont** advised he is a DeArmond fellow. He joined the first cohort in 2019 and has been at OMIC every summer.
- He participated in many projects while at OMIC, creating many experiences and confidence.
- He began developing his senior project at OMIC. His senior project is additive manufacturing post-processing methods by investigating the potential effect of thermal post-processing on additively manufactured parts in collaboration with Oregon Tech.

- He advised that the benefits of his time with OMIC R&D include personal and professional opportunities to grow, experience in individual and team engineering projects, opportunities to interact with industry partners, learning what industry collaboration looks like, and working with driven individuals who inspired him to be improving continually.
- Dr. Foley asked Trent to share other activities that he is involved in at Oregon Tech. He said he works for resident housing, is a senior head resident, works at the radio station, and is on several committees at Oregon Tech.
- **Trustee Brown** asked what skills he gained from his experience at Oregon Tech. Trent advised the most valuable is flexibility, adapting, and not being afraid of change.
- Trustee Vitali shared how proud they are of Trent at OMIC and how much he has grown.
- **Dr. Fincher** asked what he wanted to do upon graduation. Trent LaMont said he wants to work at OMIC and do something valuable for the industry. **Director Campbell** said students like Trent are what makes them excited about what they do.

5.3 Portland Metro Growth Plan Update

- **President Naganathan** shared his presentation and showed the enrollment trends at the PM campus since Oregon Tech opened in Wilsonville. He shared tables regarding the enrollment for each program offered at Portland Metro and the impact of declining transfers.
- The short-term goal is to develop action steps for immediate implementation to stabilize enrollment at PM Campus, with at least a 2% growth in the fall of 2023. The long-term goal is to utilize campus facilities and resources better and become an urban portal for the industry's University.
- The approach will be to encourage new students and transfers, build on the EPO and admissions efforts in outreach and build appropriate campus services to respond to the needs of prospective and current students.
- Josephine Ness advised they are looking at a PM-specific communications plan, and everything she discussed earlier will apply to both campuses. The difficulty is identifying those students, especially first-year students, that want to attend Portland Metro only.
- **Chair Davis** said he would like to see a 30/90/180 day plan from the task force to show the approach to gaining more students at the Portland Metro Campus.

5.4 Board Development *Chair John Davis*

- **Chair Davis** advised there will be open positions on the Board, so discussions need to be started to recommend potential trustees. The Board should be aware that there are at least one, if not more, legislative proposals regarding changing the composition of boards of trustees. We need representation in the Klamath Falls region and the tribes, and proposed nominees should be submitted to Board Secretary Dr. Ken Fincher.

6. **Other Matters** – none

7. **Public Comment** – none

8. **Adjournment** (5:57 pm)

Respectfully submitted,



Dr. Ken Fincher

Vice President University Advancement & Interim Board Secretary Oregon Tech Board of Trustees

