

**Board of Trustees
Agenda
June 29, 2016**

1. Call to Order/Roll/Declaration of a Quorum (4pm) *Chair Graham*
 2. Reports
 - 2.1 University (20 min) *Interim VPFA Kenton*
 - 2.2 Faculty Senate (4:20pm - 20 min) *Hugh Jerrard, Paramedic – via telephone*
 - 2.4 Academic Quality and Student Success Committee (4:40p - 20 min) *Trustee Brown*
 - 2.5 Finance and Facilities Committee (5pm - 20 min) *Vice Chair Sliva*
 - 2.6 Executive Committee (5:20pm - 20 min) *Chair Graham*
 - 2.7 Presidential Search Committee (5:40pm - 10 min) *Trustee Minty Morris*
 3. Adjournment to June 30, 2016 at 8:00am (5:50pm)
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**Board of Trustees
Agenda
June 30, 2016**

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|--|-------------|
| 1. Call to Order/Roll/Declaration of a Quorum (8am) <i>Chair Graham</i> | |
| 2. Consent Agenda (5 min) <i>Chair Graham</i> | |
| 2.1 Approval of Minutes from June 8, 2016 Meeting | 1 |
| 2.2 Adoption of Amended Tuition and Fee Policy | 6 |
| 2.3 Approval of Cornett Hall Renovation Project | |
| 2.4 Adoption of Presidential Evaluation Process Policy | 10 |
| 2.5 Approval of the Sale of the President’s Residence | |
| 3. Action Items <i>Interim VPFA Kenton</i> | |
| 3.1 Request to Adopt the 2016-17 Education and General Fund Budget
(8:05am - 30 min) | 13 |
| 3.2 Oregon Manufacturing Innovation Center (OMIC) Due Diligence Report
and Decision Regarding Moving Forward with Phase II Due Diligence
(8:35am – 60 min) | 20 |

4. Discussion

4.1 Overview of Initiative Accomplishments

4.1.1 Rural Health Initiative and Innovation in Healthcare Program
Portfolio (9:35am - 60 min) *Dean Maupin*

BREAK 10:35am-10:45am

4.1.2 Strategic Enrollment Management (10:45am – 40 min) *VP McKinney*

4.1.3 [Academic, Community and Industry Partnerships and Outreach](#)
(11:25am – 40 min) *AVP Colligan* 32

BREAK 12:05pm - 12:20pm

WORKING LUNCH 12:20pm - 1pm

4.1.4 [Campus Improvements and Image](#) (12:20pm – 40 min)
Interim VPFA Kenton 37

4.2 [Work Plan](#) and Calendar Scheduling (1pm – 30 min) *Interim VPFA Kenton* 38

5. Other Business/New Business (1:30pm)

6. Public Comment (1:45pm)

7. Adjournment (2pm)

2p-3p Trustees are invited to tour the geothermal and solar facilities with Pacific Power



**Special Meeting of the
Oregon Tech Board of Trustees
Telephone Conference**

Public sites: Room 225 Wilsonville; Diamond Peak Klamath Falls

May 6, 2016

8am-10am

Draft Minutes

Trustees Present:

Lisa Graham, Chair
Steve Sliwa, Vice Chair
Jeremy Brown
Bill Goloski

Jessica Gomez
Kathleen Hill
Jill Mason
Kelley Minty Morris

Celia Núñez
Dan Peterson
Paul Stewart
Fred Ziari

Other Trustees Present:

University Staff and Faculty Present:

Lita Colligan, AVP Strategic Partnerships
Erin Foley, VP of Student Affairs/Dean of Students
Jay Kenton, Interim VP Finance and Administration
Laura McKinney, VP Wilsonville
Michelle Meyer, Director Business Affairs
Tracy Ricketts, AVP Development and Alumni Relations
Paul Rowan, AVP Information Technology Services/CIO
Di Saunders, AVP Communications and Public Affairs

Others Present:

Bill Gerry, Boeing

1. Call to Order/Roll/Declaration of a Quorum

Chair Graham called the meeting to order at 8:05am. The Secretary called roll and a quorum was declared.

2. Reports

2.1 Finance and Facilities Committee

Vice Chair Sliwa stated the F&F committee met on May 4, 2016 and selected an external auditor, CliftenLarsenAllen; recommended Board approval to retroactively approve corrected 2015-16 mandatory fee schedule for Wilsonville students; heard information regarding the OHSU/SLMC/OIT rural health center; endorsed the Oregon Manufacturing Innovation Center (OMIC) project and worked with staff to draft a resolution for the Board's consideration; reviewed proposed capital facilities projects including an update on the Cornett/Center for Excellence in Engineering and Technology; discussed internal audit options of hiring out or handling internally; reviewed the proposed administration delegation strategy; received an update on the budget and viewed a

forecasting model which will be available monthly and at board meetings; and heard a status update on the search for VP of Finance and Administration.

2.2 Executive Committee

Chair Graham gave an overview of the Executive Committee held May 5, 2016. The Committee chose the search firm Witt/Kieffer for the presidential search firm, discussed the need to have an adequate pool of candidates, and authorized staff to issue a Notice of Intent and to enter into a contract with the chosen firm. The committee also discussed the proposed slate of members to serve on the search committee and made a recommendation to the Board. The Chair gave an update on the presidential transition plan and will bring the agreed upon plan to the Executive Committee for approval.

3. Consent Agenda

3.1 Approval of Minutes from March 18, 2016 Meeting

3.2 Approval of Corrected 2015-16 Mandatory Fee Schedule for Wilsonville

Trustee Minty Morris moved to approve the consent agenda. **Trustee Gomez** seconded the motion. With all Trustees present voting aye, the motion passed unanimously.

4. Action Items

4.1 Recommendation to Approve a Resolution Appointing Dr. Jay D. Kenton as Interim President and Authorizing the Board Chair to Negotiate Appropriate Terms and Conditions for Interim President Employment

Chair Graham stated the executive committee met April 13, 2016 and recommended the Board appoint Dr. Kenton to the interim president position. **Board Secretary** read the 'whereases' of the proposed resolution.

Trustee Stewart moved to approve the resolution appointing **Dr. Jay D. Kenton** as **Interim President** and authorizing the **Board Chair** to sign the employment contract.

Confirmation that the travel expenses for the interim president will be calculated out of Corvallis as Dr. Kenton proposes his residence be his main work site.

Vice-Chair Sliwa stated that the process of the executive committee identifying a candidate worked well and allowed trustees time to obtain feedback on the proposed appointment. **Trustee Peterson** stated the interactions between Dr. Kenton and individuals and groups on campus have been positive, appreciated and are creating trust; many faculty are impressed by his decision making regarding finances on campus. **Trustee Goloski** appreciated the commitment of Dr. Kenton towards transparency and accountability; he has heard only positive comments.

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

4.2 Recommendation to Establish and Appoint Members to the Presidential Search Committee (8:37am)

Trustee Minty Morris stated the slate of members proposed for the search committee is very comprehensive and acknowledged that she looked for participants with new voices, perspectives, and varying backgrounds. She read the names on the proposed list. **Chair Graham** added the board is required to have an Oregon Public University President serve on the presidential search and to work with the Governor's office. **Trustee Minty Morris** addressed the differences in the proposed list before the board as compared with that of the list brought to the Executive Committee for consideration yesterday; some of the names recommended were removed based on feedback received, and additional university voices were added. She walked through the proposed slate of members and the matrix.

Chair Graham feels the list captures the key voices but we need to keep in mind the size of the committee; input from stakeholder groups can be acquired through various means during the process. Discussion on the various means to request input and the need to avoid a quorum of Trustees.

Secretary Fox read the Proposed Charge:

The Board of Trustees ("the Board") of the Oregon Institute of Technology ("the University") has created a Presidential Search Committee ("the Committee") to conduct a search for the University's next president who should be available to assume the position as soon as practical but no later than by November 1, 2017. The Board directs the Committee to conduct the search in the manner set forth in this Charge for the purpose of advising the Board on the exercise of its responsibility under ORS 352.096 for appointing the president. The Committee shall dissolve upon the successful completion of the search and election of a president, or sooner if dissolved consistent with board policies).

The Committee shall work with search consultants to conduct an open and inclusive nationwide search which will identify a highly qualified and diverse candidate pool. The Committee shall gather input on a position advertisement, institutional profile and other suitable search materials which shall include a description of the leadership opportunity; the University and its mission; and the desired attributes and qualifications for the next president. Candidates shall be assessed according to the specifications of the position profile, their understanding of and commitment to the University's mission, and other qualifications.

After establishing a candidate pool, the Committee shall identify a body of qualified applicants to be invited for initial interviews, from which the Committee shall identify a limited number of qualified candidates for campus visits. The Committee shall then develop a process by which feedback can be collected from key stakeholder groups on the Klamath Falls and Wilsonville campuses. After assessment of the feedback from the campus visits the Committee shall recommend one or more finalists to the Board.

The Committee and each of its members shall act in the best overall interests of the University, rather than on behalf of any specific constituency. The Committee shall seek input from a broad representation of the University community, including students, faculty, staff, alumni, and others, as appropriate. The Committee shall be authorized to take such actions as are reasonably necessary to advance the presidential search process consistent with this Charge.

Throughout the search, the Committee shall strive to make the process as transparent as possible but consistent with the standard of confidentiality necessary to attract the best candidates. Accordingly, the Committee shall commit to complete confidentiality as to the names of the candidates, the nature of the committee's deliberations, and the details pertaining to the selection.

The Committee, through Chair Kelley Minty Morris, shall report to the Board on the search's progress at milestones, and the chair of the Board of Trustees, Dr. Lisa Graham, will provide updates to the University community as appropriate.

Trustee Sliwa moved to establish and appoint the following members to the presidential search committee and approve the charge to the committee:

Dianne Appell

Allison Brosterhous

Dr. Jeremy Brown

John Davis

Kristen Marsters

Laura McKinney

SophiaLyn Nathenson

Celia Núñez

Paul Stewart

Dr. Wangping Sun

Dr. David Thaemert

Dee Thompson

Bob Wynne

Ruth Young

University President to be named

Trustee Ziari seconded the motion.

Trustee Peterson stated that one of the groups missing is the unclassified staff. **Trustee Goloski** stated that there will be time to obtain input from the various groups that might not be represented now on the proposed committee.

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

Trustee Sliwa moved to authorize Search Chair Minty Morris to backfill vacant positions, in consultation with the Board Chair. Trustee Gomez seconded the motion. With all trustees present voting aye, the motion passed unanimously.

4.3 Oregon Tech Participation in the Oregon Manufacturing Innovation Center (OMIC)

VP McKinney outlined the opportunity for Oregon Tech to participate in the purchase of property to support the research and development associated with the Oregon Manufacturing Innovation Center project. She introduced **Bill Gerry**, Boeing Co, who represents Boeing's research and technology in Seattle. **Mr. Gerry** explained the background and components of the project, the partnerships and resources, and the importance of the location of the property proposed for purchase.

Trustee Sliwa moved to approve Resolution 16-3 authorizing staff to develop and execute a purchase agreement with contingencies for the Jersey building and

property in Scappoose, Oregon as part of the Oregon Manufacturing Innovation Center project. Trustee Gomez seconded the motion.

Trustee Sliwa explained the contingencies proposed with the draft purchase agreement.

Trustee Peterson voiced concern about the distance between Wilsonville and Scappoose and the accessibility for students and staff. **VP McKinney** explained the proposal supports the hub and spoke model/strategy of the campus to make Oregon Tech's programs accessible to the Portland Metro area; and stated the Wilsonville campus does not have adequate space to accommodate the need of this project. **Mr. Gerry** stated knowledge transfer is extremely important from the industry perspective and is necessary to work on the machinery that is used in the industry.

Discussion regarding contingencies, the effect this project could have on other projects, the ability to purchase vacant land and build, the effect on and requirements of faculty.

Trustee Gomez stated that she sits on the Oregon Business Council which is supportive of the project regardless of who owns the property.

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

5. **Discussion** - none
6. **Other Business/New Business** - none
7. **Public Comment** - none
8. **Adjournment**
Meeting adjourned at 9:52a.m.

Respectfully submitted,



Sandra Fox
Board Secretary

CONSENT

Agenda Item No. 2.2

Amended Tuition and Fee Policy

DRAFT Board Policy on Tuition and Fee Process **Board of Trustees of Oregon Institute of Technology**

1.0 Purpose

It is the policy of Oregon Institute of Technology that tuition, fees, fines and other charges are to be developed, approved, issued and communicated in a transparent and consistent manner, with the engagement of appropriate University stakeholders. The purpose of this policy is to outline and clarify the process for setting tuition, fees, fines and other charges at the University.

2.0 Background

2.1 Tuition and Mandatory Enrollment Fees. ORS 352.102(2) requires the Board of Trustees to establish a process for determining tuition and mandatory enrollment fees. Some of these fees (primarily the incidental and health service fees) will be different between Klamath Falls and Wilsonville due to the availability and extent of services provided at each campus.

2.2 Incidental Fees. ORS 352.102(3) requires the institutional president to submit the joint recommendation of the president and the Associated Students of Oregon Institute of Technology (ASOIT) prior to the Board taking action on incidental fees. ORS 352.105 requires the Board to collect mandatory incidental fees upon the request of ASOIT, except in certain circumstances. ORS 352.105(1) requires that ASOIT consult with the Board in the establishment of a process for requesting mandatory student incidental fees.

2.3 Health Service Fees. Set each year upon recommendation by the Health Service Advisory Committee to the presidents of both ASOIT and OIT. Assessed to enrolled students who are recipients of health services.

2.4 Building Fees. Historically this fee was set by the Legislature and funds were used to pay for bond debt service associated with projects for student facilities, such as student unions, etc. However, with the change in governance, this fee is now set by the institution to be used for various building projects. Set each year by the Board upon recommendation by the institutional president.

2.5 Other Mandatory Fees. Currently there are none, however, should students decide to pass a referendum for a recreation center fee or for other projects or purposes this could be a new category of mandatory fee assessed to all students in certain locations or based on other attributes. To be set based on a successful referendum and vote of the students and upon recommendation of the institutional president with approval by the Board.

3.0 Definitions

3.1 Associated Students of Oregon Institute of Technology (ASOIT) The recognized student government of the University.

3.2 Incidental Fee Committee The ASOIT committee responsible for recommending the amount and allocation of the Incidental Fee to ASOIT and the President and for developing Student Fee Guidelines which are subject to review and approval by the President and are to be provided at least annually to the Board's Finance and Facilities Committee.

3.3 Tuition Recommendation Committee This committee is responsible for recommending the tuition and mandatory fee rates to the institutional president. Comprised of six students representing both campuses appointed by the ASOIT president(s); and the chair of the Fiscal Operations Advisory Council (FOAC) with support from senior administrators.

3.4 Fiscal Operations Advisory Council (FOAC) - The Fiscal Operations Advisory Council is a faculty/administrative council for the purpose of advising the President on budget and financial matters. The Council will recommend fiscal management priorities to align with strategic goals of Oregon Tech. It will review the institution's annual budget and advise the President on the development of new budget initiatives and allocations. The Council will function as an integral group in strategic planning activities. Members of the Council include the Provost, the Vice President for Wilsonville, the Vice Presidents for Finance & Administration, and Student Affairs, a member of the Faculty Senate Executive Committee, a member of Academic Council, a representative of the Administrative Council, a representative of the Budget and Resource Planning, the ASOIT President and designee, and four senior faculty members appointed jointly by the President and the Faculty Senate President. The chair is appointed by the president.

4.0 Roles and Responsibilities

4.1 The Board of Trustees retains authority and responsibility to annually establish Tuition and Mandatory Student Fees.

4.2 The Board delegates to the President, who may further delegate to the Vice President for Finance and Administration, authority and responsibility to annually establish other fines, fees, and charges, as provided in Section 6.0 of this policy.

5.0 Setting of Tuition and Mandatory Student Fees, and Incidental Fees

Tuition and Mandatory Enrollment Fees, and Incidental Fees, are established annually by the Board, generally at the Board's meeting in March prior to the applicable academic year in accordance with the requirements of ORS 352.102 and ORS 352.105.

5.1 Process for Setting of Tuition and Mandatory Enrollment Fees. The Tuition Recommendation Committee will meet at least twice between January and February prior to providing the President advice and comment on proposed tuition and mandatory fee rates for the upcoming academic year. A minimum of one public forum will be held at each campus

location to discuss and obtain input on the proposed tuition and mandatory fees; and broad notification of the forum will be made to the university community.

When advising the president, the Tuition Recommendation Committee will include input received at the public forum and considerations regarding historical tuition and fee trends, comparative data for peer institutions, the University's budget and projected cost increases, and anticipated state appropriation levels. The President will bring the recommendation to the Board for approval.

When setting tuition and fees, the Board may consider a number of factors, including the desire to (a) create affordable access to degree programs, (b) create a diverse student body, (c) maintain strong degree programs at every level, (d) develop and maintain the human and physical infrastructure necessary to support the university's educational outcome goals, and (e) maintain the fiscal integrity of the institution.

5.3 Process for Setting of Incidental Fees. An incidental fee is assessed each term to support institutional student programs that enhance the academic mission and function of the University. Funds generated by the incidental fee are used to fund college union operations, student clubs and programs, and athletics.

The Incidental Fee Committee is responsible for recommending the amount and allocation of the incidental fee to the ASOIT and the President, pursuant to the Student Fee Guidelines. ASOIT and the President are to work together to reach agreement regarding a joint recommendation regarding the incidental fee. Once approved, the President will bring the joint recommendation to the Board for consideration.

5.4 Limits on Tuition and Mandatory Student Fees Increases. When setting Tuition and Mandatory Student Fees, the Board shall consider the following limits:

5.4.1 The Board may not increase the total of Tuition and Mandatory Student Fees by more than five percent annually unless the Board first receives approval from the Higher Education Coordinating Commission or the Legislative Assembly (ORS 352.102(4)(a)).

5.4.2 The Board will attempt to limit the annual increases in Tuition and Mandatory Student Fees for undergraduate students who are enrolled in a degree program and have established residency in Oregon to a percentage that is not greater than the percentage increase in the Higher Education Price Index, as compiled by the Commonfund Institute (ORS 352.102(4)(b)).

5.5 Fee Remissions. Tuition rates set by the Board shall also include an allowance for fee remissions to be used for access, affordability, athletic and merit purposes. We shall strive to remit ~12% of tuition in order to maintain a predictable level of fee remissions each year.

6.0 Setting of Other Fines, Fees and Charges

6.1 Process for Setting Other Fines, Fees and Charges. The President is authorized to establish other fines, fees and charges to cover specified costs of the University or for other purposes. Such other fines, fees and charges are to be reconsidered annually.

Provided for reference only – Statutory guidance on tuition and mandatory fees:

352.102 Tuition and mandatory enrollment fees. (1) Except as set forth in this section, the governing board may authorize, establish, eliminate, collect, manage, use in any manner and expend all revenue derived from tuition and mandatory enrollment fees.

(2) The governing board shall establish a process for determining tuition and mandatory enrollment fees. The process must provide for participation of enrolled students and the recognized student government of the university.

(3) The governing board shall request that the president of the university transmit to the board the joint recommendation of the president and the recognized student government before the board authorizes, establishes or eliminates any incidental fees for programs under the supervision or control of the board and found by the board to be advantageous to the cultural or physical development of students.

(4) In determining tuition and mandatory enrollment fees for undergraduate students who are enrolled in a degree program and are qualified to pay resident tuition:

(a) The governing board may not increase the total of tuition and mandatory enrollment fees by more than five percent annually unless the board first receives approval from:

(A) The Higher Education Coordinating Commission; or

(B) The Legislative Assembly.

(b) The governing board shall attempt to limit annual increases in tuition and mandatory enrollment fees for undergraduate students who are enrolled in a degree program and have established residency in Oregon to a percentage that is not greater than the percentage increase in the Higher Education Price Index, as compiled by the Commonfund Institute.

(5) The governing board may not delegate authority to determine tuition and mandatory enrollment fees for undergraduate students who are enrolled in a degree program and are qualified to pay resident tuition. [2013 c.768 §10]

Note: Section 30, chapter 840, Oregon Laws 2015, provides:

Sec. 30. (1) Notwithstanding any law limiting tuition and mandatory enrollment fee increases at public universities listed in ORS 352.002, if a public university listed in ORS 352.002 increases either resident undergraduate tuition or mandatory enrollment fees by more than three percent for the 2016-2017 academic year, the public university must report the justification for the increase to the Higher Education Coordinating Commission and the Joint Committee on Ways and Means, or the Joint Interim Committee on Ways and Means.

(2) Subsection (1) of this section does not apply to public universities currently subject to existing financial agreements or plans with the Higher Education Coordinating Commission, or to four-year tuition guarantees or high cost, high demand degree programs that currently charge differential tuition.

(3) This section is repealed on December 31, 2018. [2015 c.840 §30]

CONSENT

Agenda Item No. 2.3

Presidential Evaluation Process Policy

DRAFT

Board Policy on Presidential Evaluation Process

Board of Trustees of Oregon Institute of Technology

1.0 Purpose

It is the policy of the Board of Trustees of Oregon Institute of Technology to conduct an annual evaluation of the performance of the President. In addition, the Board will conduct comprehensive performance reviews at intervals to be determined by the Board.

2.0 Background

The Board of Trustees is charged with the supervision of the President according to Oregon law (ORS 352.096). The Board has a fundamental responsibility to establish annual goals in collaboration with the President and to evaluate the achievement of goals and the leadership of the President annually.

In February 2016 the Board commissioned an open, inclusive and transparent process to gather stakeholders' perspectives about presidential leadership and the process of presidential evaluation. The Board gained valuable perspectives from the process of gathering stakeholders' perspectives and considered established best practices in higher education for annual and comprehensive presidential performance reviews in developing policy and processes for presidential evaluation.

3.0 Principles and Values

The Board embraces the following principles and values in fulfilling its responsibilities to support and evaluate the President:

- a. Feedback about performance provides an opportunity to identify strengths and areas for future professional development;
- b. Evaluation of the President is an integral part of continuous dialogue between the Board and the President about the strategic directions of the institution and role of the President;
- c. The Board intends to accomplish its evaluative goals through both Annual and Comprehensive Evaluation processes with the President;
- d. The Annual and Comprehensive Evaluation processes provide an opportunity to gain additional information to monitor the institution's progress in meeting strategic goals and assess the overall health of the institution;

- e. An Annual Evaluation will be conducted every year and a Comprehensive Evaluation will be conducted periodically with the timing being at the sole discretion of the Board (usually every 4-5 years);
- f. The Annual and Comprehensive Evaluation processes should be formal, written processes to assure the Board is meeting its accountability responsibility.
- g. Agreed-upon annual goals form the basis for the Annual Evaluation and the process provides an opportunity to re-set goals and establish new goals for the following year;
- h. Criteria for the Annual and Comprehensive Evaluation, agreed upon by the President and Board leadership upon hiring and at each evaluation, should reflect the dimensions of leadership that the Board and the President believe are most important to advance the mission;
- i. The President's self-assessment is an integral part of the Annual and Comprehensive Evaluation process;
- j. Establishing a policy for presidential performance evaluation does not imply that informal, on-going evaluations cannot or should not occur between the Board and the President; and
- k. The evaluation process will be confidential to the extent provided by Oregon law.

4.0 Evaluation Process and Timeline

4.1 Annual Evaluation

The annual review will be based on the President's Self-Assessment Report and will be conducted by the Board Chair and Vice Chair. The Board Chair and Vice Chair may invite comments from stakeholders. The Board Chair and Vice Chair will meet with the President to discuss the self-assessment and proposed goals for the following year.

The President is required to submit a Self-Assessment Report to the Board Chair and Vice-Chair by August 1st of each year or a mutually agreed upon date. The Annual Evaluation will be based on a Self-Assessment Report prepared by the President which includes:

- a. Progress on meeting goals established for the year, including relevant data where appropriate;
- b. Assessment of the strategic directions as described in the university's strategic plan;
- c. Assessment of the financial status of the university;
- d. Assessment of the opportunities and challenges facing the university;
- e. Commitment to shared governance (per Resolution 15-2);
- f. Identification of any professional development activities that the President wishes to pursue;
- g. Goals that the President proposes for the next year with descriptions of alignment with overall strategic directions where appropriate; and
- h. Other information requested by the Board Chair and Vice Chair.

The Board Chair and Vice Chair will review the Self-Assessment Report and complete their review by September 1st or within 30 days of the agreed upon date of each year and will present a report for discussion and evaluation to the full Board at the first regularly scheduled meeting of the Board following completion of their review. It is the responsibility of the full Board to draw conclusions about the report, develop feedback for the President, and approve the goals for the following year.

Following the Board meeting, the President will receive a written report documenting the evaluation and the agreed-upon goals for at least the next year.

4.2 Comprehensive Evaluation

The Comprehensive Evaluation will be conducted periodically (usually every 4-5 years), with the specific timing to be determined by the Board Chair in consultation with the full Board. The Comprehensive Evaluation process will be overseen by a small group of Board members appointed by the Board Chair (a Board oversight committee) and a qualified consultant, if desired by the Board Chair.

The Comprehensive Evaluation builds on the process of Annual Evaluation. In a year in which, the Board conducts a Comprehensive Evaluation, it will replace the Annual Evaluation.

The specific details for a Comprehensive Evaluation should be determined by the consultant and the Board oversight committee. The Comprehensive Evaluation process may involve contracting with an independent consultant who reviews prior annual evaluations, reviews key documents and data about the university and its strategic directions and achievements, and interviews key stakeholders. Typical stakeholders interviewed may include all Board members, direct reports to the President, members of the faculty, members of classified and unclassified staff, student representatives, and selected other constituents such as community and government leaders, alumni, and major donors. The process usually begins in February or March but may begin at another mutually agreed upon date, and is completed in May or June or within 3 months of the mutually agreed upon date when the consultant provides a report to the full Board.

The Comprehensive Evaluation process is based on a Self-Assessment Report prepared by the President which includes information similar to the Annual Self-Assessment Report, but encompasses a longer span of years. Specific content should be determined by the President, the Board oversight committee and the consultant. In addition to progress on strategic goals, the process should address multiple dimensions of the President's role such as vision and strategic leadership, communication abilities, management skills, and other aspects of leadership as specified by the Board.

5.0 Confidentiality

The provisions of Oregon law regarding confidentiality of personnel records will be followed for presidential evaluations.

ACTION

Agenda Item No. 3.1

Adoption of the 2016-17 Education and General Fund Budget

Background:

The Education and General fund operating budget is the primary budget for Oregon Tech. It includes revenues from tuition and fees, State General Fund appropriations and other income. These revenues are used to fund instruction, research, public service, academic support, student service, physical plant and administrative expenses of the institution. Adoption of this budget is one of the primary duties of the Board of Trustees each year.

Process:

The process used to adopt the budget included the following steps:

For revenues, using the projected 2015-16 revenues as a base:

1. We inflated tuition and fees based on the tuition and fee increase approved by the Board in March 2016. This increase averaged 3% which generated nearly \$975K in new revenues for the 2016-17 year.
2. We initially budgeted for a 2% enrollment increase for 2016-17 which also increased revenues by another ~\$650,000.
3. Fee remissions were budgeted at initially at 12% of gross tuition an increase over the approximate 10% from the prior year.
4. State appropriations are budgeted based on projections made by the HECC using the second year phased implementation of the new outcome based funding formula.
5. Other income was also increased based on enrollment growth and inflation in certain fees and higher cash balances which will generate increased investment earnings.

For expenses, again using the 2015-16 projected expenditures as the base:

1. We initially rolled forward the salary roster from 2015-16 which included 54 positions (15% of the total positons) that had been vacant in 2015-16. We also budgeted for salary increases included in our collective bargaining agreement with SEIU and budgeted for a 4% mid contract increase for all unclassified employees; however, this increase is predicated on achieving enrollment goals. Student pay was increased by 6.9% to reflect both an inflationary increase and the new State minimum wage based on region.
2. Other payroll expenses were indexed to salaries, but also included an inflationary adjustment to the cost of health care coverage.
3. Services and supplies were initially inflated by inflationary adjustments of 2%.
4. Capital outlay was increased to prior year levels as in 2015-16 many of these items were deferred.
5. Transfers were increased to fully fund the agreements made with athletics and the library which are recipients of this funding.

Once these two steps were completed the projected expenditures were compared to revenues and showed ~\$2.5 million more in expenditures compared to projected revenues. At that point the Executive staff engaged in a process to align the expense and revenue budgets. These adjustments included the following:

1. Increasing the enrollment forecast to 3%, thereby adding \$325,000 in revenues.
2. Reducing the Fee remissions to 11%, again adding \$325,000 in net revenues.
3. Eliminating 11 vacant positions from the salary roster saving ~\$1.0 million.
4. Reducing the services and supplies budgets by 5.5% or \$550,000.
5. Eliminating budgets for accounts that had no activity in the past three years saving \$140,000
6. Increasing other income by ~\$155,000.

Other Budget Items to be Highlighted:

This budget contains the following reserves totaling \$1,991,000:

	Total Amount
<u>General Reserve - YRV001</u>	
Accreditation Costs	\$ 85,000
Classroom Modification Budget Request	100,000
Equipment - RBC Award pool	159,000
Equipment Replacement – Academics	50,000
Equipment Replacement – Academics	391,000
Equipment Replacement - ETM Division	16,000
Equipment Replacement – Facilities	42,000
Equipment Replacement - HAS Division	16,000
Equipment Replacement Reserve - Labs - ITS	84,000
Executive Positions Search Costs – Estimated	250,000
General Reserve – Wilsonville	6,611
Small One-Time Projects on Campus	100,000
Small Rehab Projects – Facilities	30,000
Utility Reserve-Pacific Power Savings from Geothermal	250,000
Less 5% Services & Supplies Budget Reduction	(53,981)
Total General Reserve	\$ 1,525,630
<u>Payroll Reserve - YRV004</u>	
Unclassified Faculty COLA Reserve	\$ 247,454
Unclassified Administrative COLA Reserve	119,899
Retirement Expense – Faculty	46,769
Retirement Expense – Administrative	22,661
Other OPE – Faculty	19,549
Other OPE – Administrative	9,472
Total Payroll Reserve	\$ 465,804
Total Reserves Budget	\$ 1,991,434

Should enrollment fall below the 3% increase as noted above, the reserves will be concomitantly reduced to absorb this shortfall and salary increases for the current year will be reduced. These

reserves are also in addition to the projected carryforward fund balances at June 30, 2016 which are in excess of \$16.0M; thus we feel there are adequate safeguards in place should enrollment fail to materialize at projected levels.

The budget includes 10.97 FTE of new positions in the following areas:

New FY17 Positions	FTE
EERE Faculty	1.00
MMET Faculty – NWCSM	0.50
MMET Faculty – NWCSM	0.50
EMS Faculty	0.49
Library Tech 2	1.00
Library Tech 2	0.50
Associate Provost for Research	1.00
Web Online position	1.00
Lab Tech – Wilsonville	1.00
Add: DH Faculty	0.50
Add: MMET Faculty position .49 FTE	0.49
Add: Online position .5 FTE	0.50
Add: Senior Admissions Counselor	1.00
Add: Disability Services Specialist	0.49
Add: Academic Excellence position	1.00
New Positions Added in FY17	<u>10.97</u>

The 2016-17 budget also includes 10.0 FTE in new positions added in 2015-16 that were not filled in 2015-16 as follows:

New Positions in FY16-Never Filled	FTE
Risk & Strategic Procurement Analyst	1.00
ETIC - KF Position	1.00
ETIC - EERE-WLV-Power Engineering	1.00
ETIC - MMET-WLV	1.00
ETIC - CSET-WLV	1.00
Lab Manager – CSET	1.00
Receptionist/Events Coordinator in WLW	1.00
Vice President for Enrollment Management	1.00
Title IX Coordinator	1.00
MFT Clinical Director	1.00
Total New FY16 Positions Not Filled	<u>10.00</u>

We have also increased the salaries for the president, vice president, provost, deans and numerous other positions to ensure we can attract and retain quality candidates for these positions.

Planned Use of Carryforward Balances:

We have numerous requests to use carryforward balances as shown below and believe that more may be forthcoming. No decisions have been made regarding the use of these funds, however, promises were made for the significant equipment purchases after having been largely deferred in 2015-16 and some funds have been designated for student success initiatives. Decisions regarding the use of these funds will be made by the Executive Staff after Fall enrollment is more clear:

Index Title	Amount	Purpose
Academic Agreements	10,000	Work station, Oregon Tech promotional items for ACP/HST students
Retention Initiatives	150,000	Starting up Program
Disability Services	118,000	Assistive technology, upgrade classrooms to ADA, etc.
Peer Consulting (Tutoring)	10,345	Additional tutors and wage increases
Registrar's Office	59,000	Curriculum/Catalog Management Software
Small Campus Projects	166,000	Campus beautification, painting, flooring, ADA, etc.
Equipment	13,000	Transfer to PLT600 for Vehicle/Equip - Requested \$18K
Academic Equipment	666,600	Permission was granted to hold over to next year.
HAS Equipment Maint	100,000	Funding for equipment parts and services for maintaining our own medical equipment
Total Requested	1,292,945	
Additional Reserve	150,000	
Total Requests	<u>1,442,945</u>	

This budget has been reviewed with the Fiscal Operations Advisory Commission (FOAC). No issues were noted during this review, though they did ask for a history of spending by program and how this budget compared to past patterns of spending. Said analysis is shown in Attachment A – Budget and Expenses by Program.

As noted in this attachment, the significant increase in institutional support costs is due to Oregon Tech picking up the costs of shared services (payroll, benefits, financial statements, audits, treasury management, risk management, 5th Site administrative computing services, labor relations), board costs, legal, Title IX compliance, emergency management, increased administrative salaries and more fully staffing the development operations. Much of the reserves will be spent on academic equipment and salaries, thus bolstering that category when expended.

Comparing the proposed 2016-17 E&G budget to last year's budget and projected 6/30/16 actuals yields the following:

2016-17 Proposed Operating Budget**Education and General Fund**

Revised Projection as of May 31, 2016

	<u>2015-16 Budget as Approved</u>	<u>6/30/16 Projected Revenues and Expenses</u>	<u>2016-17 Proposed Budget</u>	<u>Difference 2016-17 to 2015-16 Projected Actuals</u>
Revenues:				
Gross Tuition	\$31,429,630	\$30,941,315	\$32,552,000	\$1,610,685
Fee remissions	<u>(\$3,698,761)</u>	<u>(\$3,080,000)</u>	<u>(\$3,415,000)</u>	(\$335,000)
Net Tuition	\$27,730,869	\$27,861,315	\$29,137,000	\$1,275,685
State Funding	\$24,955,580	\$24,830,169	\$26,135,000	\$1,304,831
Other Income	<u>\$786,482</u>	<u>\$908,281</u>	<u>\$1,053,000</u>	<u>\$144,719</u>
Total Income	\$53,472,931	\$53,599,765	\$56,325,000	\$2,725,235
Expenses:				
Unclassified	\$20,943,073	\$20,744,399	\$23,048,000	\$2,303,601
Classified	\$5,064,894	\$4,737,162	\$5,366,000	\$628,838
Student	\$663,044	\$724,117	\$739,000	\$14,883
GTA	\$40,000	\$33,159	\$40,000	\$6,841
OPE	\$13,292,333	\$12,065,357	\$13,717,000	\$1,651,643
S&S	\$10,190,631	\$8,982,476	\$9,902,000	\$919,524
Travel	\$546,814	\$918,003	\$977,000	\$58,997
Capital Outlay	\$829,183	\$434,807	\$807,000	\$372,193
Service credits	incl. above	(\$941,884)	(\$933,000)	\$8,884
Transfers	\$1,094,611	\$1,190,112	\$1,190,000	(\$112)
Debt Service	<u>\$1,610,362</u>	<u>\$1,610,362</u>	<u>\$1,472,000</u>	<u>(\$138,362)</u>
Total Expenses	\$54,274,945	\$50,498,070	\$56,325,000	\$5,826,930
Other Non-Recurring				
Harmony Sale		\$4,200,000		
Cornett Match			(\$435,000)	
OMIC		(\$50,000)	(\$1,700,000)	
Planned use of fund bal.			(\$1,442,000)	
Sale of Pres. Res.			\$250,000	
Net	(\$802,014)	\$7,251,695	(\$3,327,000)	
Fund Balance	\$9,394,318	\$16,646,013	\$13,319,013	

Recommendation:

The Finance and Facilities Committee reviewed the proposed Fiscal Year 2016-17 Budget at its June 29, 2016 meeting and was asked to recommend the Board approve and adopt the budget. Any proposed changes will be addressed at the June 30, 2016 Board meeting.

Attachment:

Budget and Expenses by Program.

ATTACHMENT A – Budget and Expenses by Program

Attachment A																									
Oregon Tech																									
Total Expenditures by Program																									
Education & General Funds (Fund Type 11)																									
Program	Title	2016-17 Budget as Proposed	% Total	5/31/16 YTD Actual	% Total	Jun-2015 YTD Actual	% Total	Jun-2014 YTD Actual	% Total	Jun-2013 YTD Actual	% Total	Jun-2012 YTD Actual	% Total	Jun-2011 YTD Actual	% Total	Jun-2010 YTD Actual	% Total	Jun-2009 YTD Actual	% Total	Jun-2008 YTD Actual	% Total	Jun-2007 YTD Actual	% Total	Jun-2006 YTD Actual	% Total
00000	Instruction & Dept Research	29,068,953	51.6%	23,857,136	51.2%	25,576,616	54.9%	24,603,854	57.8%	21,854,749	54.2%	21,789,522	58.3%	21,189,487	56.9%	19,833,624	57.6%	20,244,137	57.7%	18,503,470	54.3%	16,659,797	56.8%	16,089,704	57.4%
10000	Research	429,957	0.8%	172,398	0.4%	261,735	0.6%	271,987	0.6%	112,503	0.3%	71,049	0.2%	71,286	0.2%	48,755	0.1%	119,977	0.3%	115,006	0.3%	34,852	0.1%	5,576	0.0%
20000	Public Services	1,083	0.0%	575	0.0%	768	0.0%	585	0.0%	296	0.0%	48,466	0.1%	42,175	0.1%	42,951	0.1%	53,038	0.2%	60,613	0.2%	33,897	0.1%	25,794	0.1%
30000	Academic Support	6,456,320	11.5%	5,693,498	12.2%	5,563,558	11.9%	5,194,677	12.2%	6,403,277	15.9%	4,765,716	12.7%	4,786,729	12.9%	4,810,141	14.0%	4,705,256	13.4%	5,741,728	16.9%	3,674,539	12.5%	3,265,334	11.7%
40001	Student Services	4,329,629	7.7%	3,293,421	7.0%	3,793,692	8.1%	3,124,533	7.3%	2,797,203	6.9%	2,557,934	6.8%	2,129,781	5.7%	1,992,302	5.8%	2,315,224	6.6%	2,260,717	6.6%	1,888,721	6.4%	1,780,815	6.4%
45000	Auxiliary Services	1,174,298	2.1%	1,083,971	2.3%	814,091	1.7%	801,422	1.9%	505,796	1.3%	861,731	2.3%	846,599	2.3%	807,468	2.3%	752,958	2.1%	725,969	2.1%	696,306	2.4%	656,587	2.3%
50000	Physical Plant Oper & Maint	3,930,290	7.0%	3,409,899	7.3%	4,173,106	9.0%	3,549,003	8.3%	3,529,229	8.7%	2,852,633	7.6%	3,304,634	8.9%	2,795,215	8.1%	2,798,957	8.0%	2,530,004	7.4%	2,304,676	7.9%	2,255,132	8.1%
60000	Institutional Mgmt & Support	8,943,651	15.9%	6,511,443	14.0%	6,417,999	13.8%	5,254,601	12.4%	5,143,854	12.7%	4,450,065	11.9%	4,873,107	13.1%	4,081,402	11.9%	4,080,683	11.6%	4,110,374	12.1%	4,026,563	13.7%	3,932,414	14.0%
81000	Reserves	1,991,434	3.5%	26,364	0.1%	-	0.0%	(255,940)	-0.6%	-	0.0%	356	0.0%	-	0.0%	9,411	0.0%	(10,000)	0.0%	-	0.0%	-	0.0%	-	0.0%
	Total Expenditures	56,325,615	100.0%	44,038,705	94.5%	46,601,565	100.0%	42,544,722	100.0%	40,346,907	100.0%	37,397,472	100.0%	37,243,798	100.0%	34,421,269	100.0%	35,060,230	100.0%	34,047,881	100.0%	29,319,351	100.0%	28,011,356	100.0%

Note: Increase in FY17 Budget for Institutional Support is largely due to additional expense of \$1.5M for Shared Services operations, Board expenses, increased salaries, adding emergency management, Title IX compliance, legal, fully staffing development, etc.

	Total Amount
General Reserve - YRV001	
Accreditation Costs	\$ 85,000
Classroom Modification Budget Request	100,000
Equipment - RBC Award pool	159,000
Equipment Replacement - Academics	50,000
Equipment Replacement - Academics	391,000
Equipment Replacement - ETM Division	16,000
Equipment Replacement - Facilities	42,000
Equipment Replacement - HAS Division	16,000
Equipment Replacement Reserve - Labs - ITS	84,000
Executive Positions Search Costs - Estimated	250,000
General Reserve - Wilsonville	6,611
Small One-Time Projects on Campus	100,000
Small Rehab Projects - Facilities	30,000
Utility Reserve-Pacific Power Savings from Geothermal	250,000
Less 5% Services & Supplies Budget Reduction	(53,981)
Total General Reserve	\$ 1,525,630
Payroll Reserve - YRV004	
Unclassified Faculty COLA Reserve	\$ 247,454
Unclassified Administrative COLA Reserve	119,899
Retirement Expense - Faculty	46,769
Retirement Expense - Administrative	22,661
Other OPE - Faculty	19,549
Other OPE - Administrative	9,472
Total Payroll Reserve	\$ 465,804
Total Reserves Budget	\$ 1,991,434

ACTION

Agenda Item No. 3.2

Oregon Manufacturing and Innovation Center (OMIC) Due Diligence Report and Decision Regarding Moving Forward with Phase II Due Diligence

Background:

On May 25, 2016 the parties (Oregon Tech and Roll Tide Properties) entered into a purchase and sale agreement for \$4.2 million to purchase the “Jersey” property located at 33619 East Crown Zellerbach Road in Scappoose consisting of 10.18 acres with a ~32,000 sq. ft. facility. This agreement called for \$500,000 in earnest money to be deposited in trust, and which is fully refundable if the buyer backs out by the end of the initial due diligence period. If the buyer proceeds to the secondary due diligence period, 1% of the sale price or \$42,000 of this earnest money becomes non-refundable and the total amount of earnest money increases to \$1.5 million. The initial due diligence as outlined below is to occur within 45 days; and if successfully approved is to be followed by a secondary due diligence for 75 days to validate the partnership and funding arrangements. The initial due diligence period expires on July 11, 2016. Closing of the transaction is to occur within 30 days from the expiration of the secondary due diligence period, assuming we move forward with the purchase.

Preliminary Title Report Review:

Oregon Tech’s attorney, Miller Nash reviewed the preliminary title report and came to the following conclusions:

The Title Report does not reveal any issues of material concern. Below is a brief analysis of the information disclosed by the Title Report.

Analysis

- Vesting: As expected, the owner of the Property is listed as Roll Tide Properties ("Seller").
- Legal Description: The legal description is as expected and access will be insured to the Property under a title policy issued by Ticor Title.
- Exceptions 1-5: These are the standard exceptions included in title policies and will appear on the title policy to be issued at closing to OIT unless extended title insurance is purchased and a survey is obtained. As needed, Miller Nash can discuss the advantages of obtaining extended title coverage.
- Exception 6: This is a standard exception for properties with a boundary consisting of a waterway and relates to the impact a change in the course of a waterway can have on a property.
- Exception 7: This is a standard exception relating to the State of Oregon's ownership of waterways.
- Exception 8: The conveyance underlying this exception prohibits hog and pig-pens, and hogs and pigs, within 200 feet of the banks of Scappoose Creek.
- Exception 9: The document underlying this exception imposes an easement across the Property for a water pipe running from the City of Scappoose to a building to the north. The easement may be relocated to another portion of the Property if necessary for development.

- Exception 10: The document underlying this exception imposes so called Advance Development Reimbursement System charges for a waterline to the air park dating from 1996. The charges are imposed on various properties, including the Property. The City of Scappoose informed us that if the Property is connected to this waterline (which would happen upon annexation to the City) within approximately five years, an assessment in the amount of \$22,390.10 would become payable.
- Exceptions 11, 12, and 13: These exceptions relate to ingress and egress easements connecting the Property with Crown Zellerbach Road. Under these easements, the owner of the Property is responsible to repay 33 percent of maintenance costs incurred by Scott T. Parker, the owner of a nearby property, for the road and easement.
- Exception 14: This exception is a waiver of remonstrance, or right to object, to certain mining activities on the Property by the owners of property to the south of the Property.
- Exception 15: The easement underlying this exception is an easement across the property to the west to provide utilities to the Property. Under this easement, the owner of the Property is responsible for costs associated with the use of the easement, including usage and operating costs, self-maintenance costs, and maintenance costs of a third-party service, although the neighboring property owner is responsible for maintaining the condition of its sections of the easement in a safe and accessible manner.
- Exception 16: This exception relates to the existing deed of trust on the Property. The Seller has agreed to remove this on or before closing. This exception should not appear on the title policy.
- Exception 17: The document underlying this exception shows the partition of the Property into two parcels.

Initial Due Diligence Items per the Purchase and Sale Agreement:

1. The environmental condition of the Property:

Findings: On May 30, 2008 the owners contracted with Kleinfelder to perform an environmental level 1 assessment of the property. They first reviewed the historical uses of the property and found that it was originally used for agricultural purposes, which included two barns and a shed as on-site improvements. The site was excavated as an open pit mine by Scappoose Sand and Gravel between 1966 and 1977. According to the site's previous owner (Scott Parker), reclamation of the land with overburdens from other areas of the mine was conducted between the mid 1980s and mid-1990s. Kleinfelder assumes that some material may have been imported for fill besides overburden. The 10.18 acre site is a partition from the original, larger facility that was owned by the Parker family. The site surface was graded flat and rock placed in 2007 to prepare the site for purchase by John L. Jersey, Construction.

Kleinfelder noted subsurface staining (spotting) typical of heavy equipment (with hydraulics) that was parked on the site. The staining was limited to the upper couple of inches of the surface rock, and the staining was considered de minimis in nature. Kleinfelder recommended removing this stained soil and this was done and transported to the Hillsboro landfill as special waste.

As mentioned above, Kleinfelder noted the surface site was built up with approximately 50 feet of overburden and imported fill. The fill was uncontrolled in the sense that the sources were not specifically documented, and it is not known if there were environmental impacts. There is a potential recognized environmental condition if contaminated soils were placed on-site during the 1980s and 1990s.

Kleinfelder observed businesses to the west and south of the site that stored fuel and other petroleum products in above ground storage tanks and drums. There were no listings in the Oregon Department of Environmental Quality database indicating a release had been reported for these properties. At that time, there was no documented recognized environmental condition associated with the off-site, but adjacent locations. In addition, Kleinfelder noted that there were no underground storage tank facilities within 0.5 miles of the subject site that were considered to be recognized environmental conditions to this site. Finally, there were no state hazardous waste investigations located within 0.5 miles of the subject site that were considered a recognized environmental condition to the subject site.

Kleinfelder made two recommendations as follows:

- 1) Removal of oil-stained rock (and underlying soil if impacted) which was done.
- 2) If the client desired information about whether imported fill material on site had been impacted by contaminants, a Phase II Environmental Site Assessment should be conducted. The Phase II scope of work should be sufficient to screen subsurface soil and groundwater for petroleum hydrocarbons, volatile organic compounds, and metals. However, they noted this Phase II study was not an EPA regulatory requirement.

On July 1, 2008, the current owner retained GeoDesign, Inc. to excavate two 12 foot deep test pits, field screen soil samples and submit any samples viewed as suspicious to a lab for further analysis. The test pits encountered fill from silty sand with gravel to silt with gravel and silty gravel. Some wood debris were encountered in one pit at the depth of 3 feet. Field screening indicated that some fill in test pit 1 indicated a slight odor, slight sheen, and a PID reading of 1.3 parts per million in the soil from approximately 4.5 to 5.5 feet below the surface. Soil collected from 6 feet below grade did not exhibit field screening evidence of hydrocarbon impact. The soil collected from the second test pit at approximately 8-9 feet below grade had a slight odor but no sheen and no PID readings. Four soil samples collected were then subjected to further lab testing. Based on the testing results, the concentrations of metals were within regulatory screening limits and/or accepted background concentrations. Detected concentrations of diesel- and heavy oil-range hydrocarbons as less than the DEQ generic RBC's and PAH's were not detected in the soil sample above the laboratory MRL's.

On May 22, 2014 the owner contracted with Maul, Foster and Alongi to conduct another Environmental Phase I assessment on the property to support the Bona Fide Prospective Purchaser defense and the innocent purchaser defense. Their report found the following:

- a) that no recognized environmental conditions were identified for the property;
- b) that no historical recognized environmental conditions were identified on the property;
- c) that no controlled recognized environmental conditions were identified on the property;
- d) that minor surface soil staining was observed at a couple of locations on the south side of the property and that stained soils should be removed;

- e) the fill sources used to backfill the Property had not been documented, although John Jersey stated it consisted of clean fill from his construction sites. Regardless of the source of clean fill used for reclaiming the property, the data gaps are not considered significant and have no impact on the conclusions or recommendations of this report; and
- f) This Phase I assessment revealed no evidence of recognized environmental conditions in connection with the property.

2. The ingress and egress for the Property:

Current ingress/egress is documented via an easement through the gravel pit to the south of the property. However, Scott Parker is in the process of donating 2 plus acres of land to Columbia County for a new public street to be built to serve as ingress and egress to this and other parcels.

See memo from Chuck Daughtry – Attachment A for description of the pending gift and construction of a new public access road to the property.

3. The Property's situation with respect to the flood plain:

The property has been documented to be outside of the 100-year flood plain by both Columbia County Planning Department and by the Federal Emergency Management Agency. Though much of the adjacent access to the property is nominally within the flood plain, the property itself is outside of such. See attached map provided by Scappoose Planning Department.

4. The value of the Property as verified by one or more appraisals of the Property:

Columbia County July 1, 2015 – June 30, 2016 Property Tax Statement shows a real market value of this property at \$3,598,510.

Integra Realty Resources appraised the property on June 21, 2016 as follows:

Market Value Indications Cost Approach \$3,540,000 (\$104.68/SF)

Sales Comparison Approach \$3,620,000 (\$107.05/SF)

Income Capitalization Approach \$3,540,000 (\$104.68/SF)

Market Value Conclusion \$3,600,000 (\$106.46/SF)

5. The sufficiency of electrical power supplied to the Property for use in connection with the Project:

The electrical power is deemed sufficient from both the building inspector's perspective and the visit from Boeing engineers. Added capacity is available from the Columbia River PUD serving the area should it be needed to support added load to power equipment located on the property.

6. The sufficiency of the water serving the Property for use in connection with the Project (including without limitation a well log and quality test):

At the date of this writing, we are waiting for a contractor to finalize the pump test and water quality report. Building inspection found water pressure to be 80 psi; Boeing engineers felt 100 psi will be needed for most applications. This will be resolved if we connect to city water system after road construction.

7. The sufficiency of the septic/digester serving the Property for use in connection with the Project:

The septic system was inspected by A&S Septic Tank Service on June 11, 2016. The tank and pump were found to be in good condition, but a distribution box was clogged with roots blocking the affluent from entering the drain field when the pump was activated. This condition was addressed and on June 14, 2016 the system was found to be fully operational and in good overall condition. As noted below, the Boeing engineers felt that the type of industrial affluent that would be generated from the usage of this facility would be better handled by a city sewage system and could be problematic for a local septic system.

8. The sufficiency of the internet speed and connectivity to the Property for use in connection with the Project;

All data systems were found to be sufficient, with added capacity and speed available in the marketplace if needed.

9. The sufficiency of the improvements located on the Property for use in connection with the Project, including that the high-bay area floor is sufficient:

On June 9, 2016 the property was toured with two Boeing engineers (Richard Martin and Garrison Boye) from Boeing's Gresham plant. Although the particular types of equipment to be located at this site have yet to be determined, they made the following observations about the property:

- a) The high bay area will need both temperature and climate control. Neither exist today and they will need +/- 2 degrees for some of the precise calibrations needed. This could entail removal of overhead doors and replacing such with framing and insulation and other improvements.
- b) The property will need 24x7 security given the value of the equipment and sensitive research that could be conducted for DARPA or other agencies in this facility.
- c) As noted above, the power is currently sufficient until greater detail re. machinery and equipment to be located on this site is known.
- d) An emergency generator will be necessary – none currently exists.
- e) As noted above, Internet/data seems sufficient for now.
- f) Water – they will need 100 psi consistently. Building inspector found water pressure at 80 psi. Water tests are pending at the moment.
- g) Gases – they will need argon, liquid nitrogen and other. Will need to be purchased.
- h) The septic system will not be able to deal with the liquid waste from coolants, etc. used on the property, thus we will need to connect to city water and sewage eventually.
- i) Scrap collection and storage are needed and this storage will need to be out of the weather.
- j) Compressed air - will need a 300 horsepower compressor – none currently exists

- k) No overhead crane needed as most equipment will be moved via forklift.
- l) The footings and slab may need to be upgraded depending again on the type of equipment to be located at the facility.
- m) Will need a chemical management plan and director for the facility
- n) Natural gas will be needed, again suggesting that the property be annexed into the city once the new access road is constructed.
- o) Will need an elevator to make the facility fully compliant with ADA code.

10. The condition of the improvements located on the Property (including without limitation compliance with applicable laws, regulations, and other governmental requirements):

On June 5, 2016 TREK Building Inspection Services conducted an inspection of the improvements on the property at Oregon Tech's request. Their report made the following observations:

General Construction Information

Exterior Roofing: Metal

Skylight(s): None

Gutters and Downspouts: Continuous Aluminum Gutters

Siding: Metal Siding Chimney: None

Drainage: Underground System

Driveway: Gravel

Decks: NA

Interior Walls: Drywall & Texture

Ceiling: Drywall & Texture & Open Metal Framing

Floor Structure: Concrete

Windows: Vinyl Thermal Pane

Insulation: R-19 Walls, R-38 Ceilings, R-19 Floors

Floor Coverings: Concrete, Tile, Carpet

Exhaust Fans: All Working

Smoke Alarms: Fire Sprinkler System

Security System: Yes

Fireplace: NA

Furnace or Heating Unit: HVAC – Multiple Heat Pump Systems

Bathrooms: 7

Kitchen Cabinets: Hardwood Oak Face Frames

Dishwasher: NA

Disposal: No

Compactor: No

Lighting: Good Doors and Trim Work: Solid Core Doors & Wood Trim

Electrical Circuit Breaker Panel: General Electric 600amp 480v 3Phase

Type of Wiring: All Copper Wiring Outlets: Three Prong Buss Voltage: 480v, 277v, 208v, 120v Grounds/GFCI: Yes

Plumbing

Type of Plumbing: Copper & PEX

Plumbing Leaks: Small leak at conference room spray nozzle.

Water Pressure: 70psi

Hot Water Temperature: 108F

Faucets: Average
Toilets: All Secured
Bathtubs/Shower: Fiberglass
Water Heater: Electric
Sinks: Good
Drains: PVC & Metal
Water Supply: Private Water System
Septic System: Private Septic System
Structure
Full Basement: No
Crawl Space: NA
Attic Access: Folding Stair Systems
Settlement Noted: None Observed
Foundation Cracks: None Observed
Floors Deflection/Springy: Solid
Roof Structure: Engineered Metal Trusses

Major Concerns:

1. Wood Rot & Pest Related Issues:

A. There is wood rot at these vent mounts on the west side. Have these caulked and painted to prevent water intrusion.

2. Electrical Issues: A. Unterminated wiring in electrical room needs to be corrected ASAP.

3. Roof Issues:

A. The ridge cap is leaking at several points along the ridge. The cap should be lapped for weather coming from the west, not weather coming from the east side

B. There was water present at ridge cap joint during inspection.

C. The pulled down insulation along the ridge indicates a roof leak issue.

D. There are signs of the roof ridge cap leaking at West end attic area.

4. Misc. Issues:

A. Road access to the building at this time is limited and the road is not paved.

B. Parking lot area is not asphalted.

C. Cut back the trees near the Condenser units on the east side to prevent HVAC failures.

5. Safety Issues:

A. Insulation blocks are missing at the roof to attic wall junctions on the east end between the shop area and attic space. Have these installed, this is a fire code issue.

Other:

A certificate of occupancy was granted for the improvements on this property on 2/13/09.

11. The soils and geoen지니어ing of the Property:

On September 27, 2008 the current owners retained GeoDesign, Inc. to conduct an analysis of soils on the site in order to determine the feasibility of constructing the facility on this site. Their field investigation consisted of three borings to depths of 56.5 feet below ground.

The fill extends to depths of 44 – 51 feet below grade. The surface of the site is covered by a layer of loose, well graded gravel that extends to a depth of approximately 1 foot below grade. The gravel fill is underlain by various fill materials consisting of loose to very dense, silty gravel, very loose, clayey sand; and soft to hard silt with small amounts of sand and gravel. The fill contains variable amounts of brick, concrete and organics (wood fragments). The various fill materials generally extend to depths ranging from 23-28.5 feet below grade. Laboratory testing on samples of the course grained fill indicate moisture content between 18-34% with a fines content of approximately 42%. Laboratory testing on samples of fine grained fill indicate moisture contents are between 20-32 percent.

The variable fill material is underlain by fine-grained fill material consisting of soft to hard silt with small amounts of sand, gravel, blocks of concrete, wood fragments and metal. The silt fill contains medium dense gravel fill layer that extends from 39-44.5 feet below grade with moisture contents between 20-37%. Groundwater was observed at depths ranging from 14-15.5 feet below grade. Their conclusion was that the proposed project could be developed on this site.

12. The zoning and other governmental restrictions on the use of the Property and the feasibility for Buyer's intended use:

Awaiting Miller Nash's report on zoning. Due Friday, June 24, 2016. No issues expected as currently zoned industrial which will accommodate education and research.

13. The absence or presence of radon at the Property in concentrations acceptable to Buyer:

Cascade Radon conducted a study of radon on the premises in June 7-9, 2016. Test was a "Short-Term" one, with duration of 48 hours. Note that all twenty-seven (27) locations tested had results below the EPA Action Level of 4.0 pCi/L. No mitigation action is recommended at this time. While the EPA recommends buildings be fixed if the radon level is 4.0 pCi/L or more, because there is no known safe level of exposure to radon, EPA also suggests individuals consider fixing buildings for radon levels between 2.0 pCi/L and 4.0 pCi/L. The concentration of radon gas in indoor air can vary widely. It may fluctuate from day to day, week to week, and season to season. Indoor radon levels may be affected by barometric pressure, strong winds, rain-soaked ground, snow cover, heating and A/C systems, house construction, open windows, and the like. It is also noted that the garage area was not maintained under "closed house" conditions due to business operation. For further confirmation of average, long-term radon levels, it is suggested a long-term, Alpha-Track type radon test be performed.

14. Buyer's board of trustees gives approval, as determined in its sole discretion, to move forward with the purchase of the Property, as evidenced by a formal resolution.

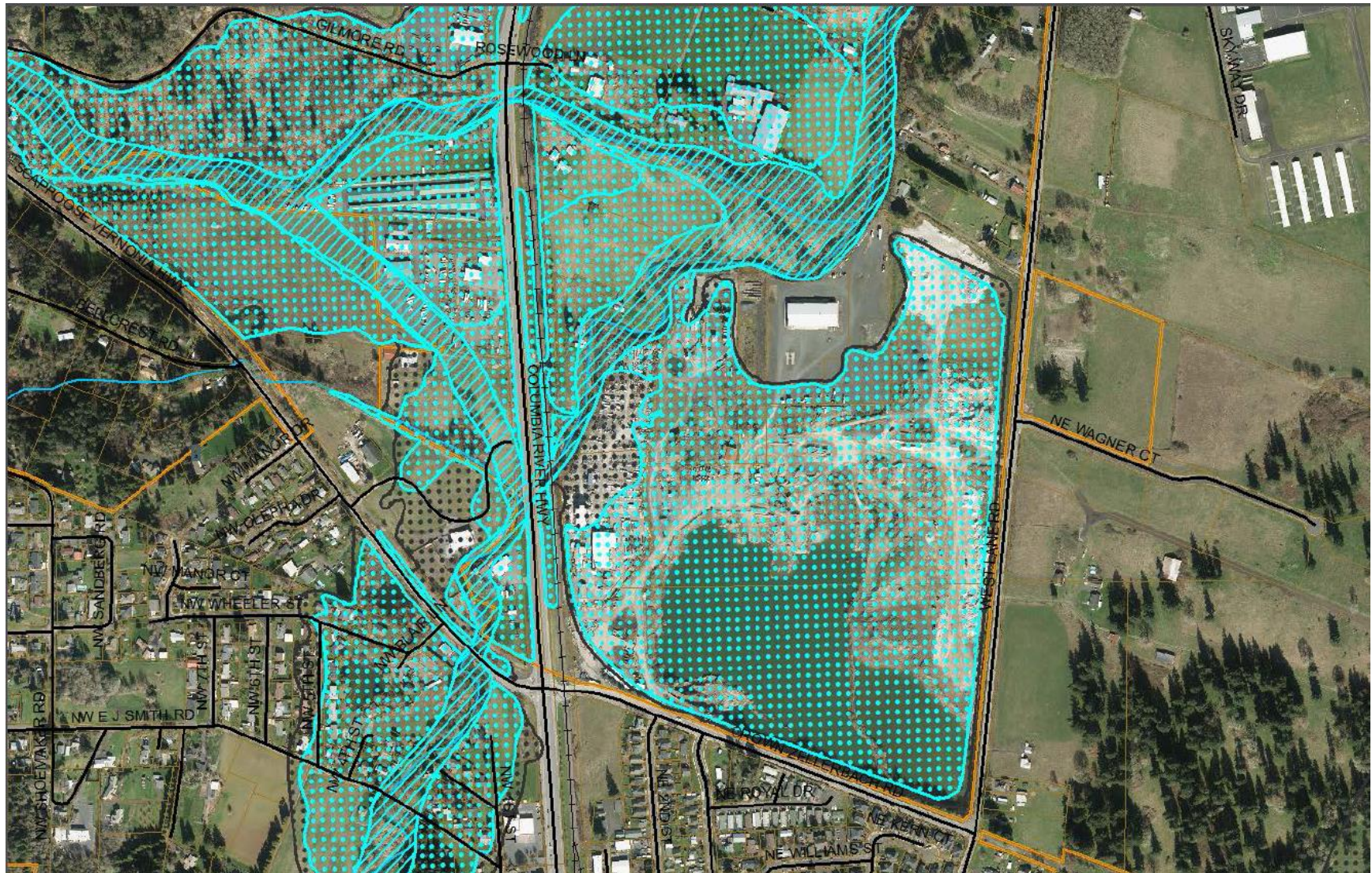
As noted above, it is recommended that this property be annexed into the city limits of Scappoose. Once the new access road is built the property will be contiguous with the city limits and the owner can request annexation at that time. This process will take months to complete and will be done at the expense of the property owner, however, doing so will facilitate connection to city water and sewer systems as well as bringing natural gas and other utilities to the property.

Staff Recommendation:

To be discussed at the Board meeting.

Attachments:

- Floodplain map
- Memo re: land donation for new access road



COLUMBIA COUNTY ECONOMIC TEAM

Wednesday, June 22, 2016

TO: JAY KENTON, OREGON INSTITUTE OF TECHNOLOGY
FROM: CHUCK DAUGHTRY
SUBJECT: NEW ACCESS TO OIT'S JOHN JERSEY BUILDING

On June 9, there was a meeting at the John Jersey Building. In attendance were Scott Parker, owner of Scappoose Sand & Gravel, County Commission President Tony Hyde, Business Oregon Development Officer Dennie Houle, John Jersey, Tony Maris and myself. Mr. Jersey and Mr. Maris own the building. At that meeting Mr. Parker agreed in principal to donate right of way access off West Lane Road to the Jersey Building. The current access to the facility is inadequate and an improved access is required as a condition of the sales agreement between OIT and John Jersey, seller of the building.

The Columbia County Economic Team has solicited the services of Don Hanson of OTAK Engineering to develop a preliminary concept plan for accessing the John Jersey Building and a cost analysis. The information received from OTAK will be used as the basis to apply for an ODOT Immediate Opportunity Fund grant to construct the road.

CCET has received a preliminary concept map of the new access, which is attached. The access is approximately 1,300 linear feet and 60 feet wide. The area of the new access is estimated to be 78,000 square feet or 1.79 acres. The access may need to be increased to a width of 80 feet in order to accommodate future utilities, which would increase the right of way to 2.39 acres. CCET is awaiting the cost estimate from OTAK.

The next available meeting of the Oregon Transportation Commission is August 18-19, 2016 in Klamath Falls. The deadline for submission of the application package is July 26th. Columbia County will be the applicant for this project. ODOT will require a 50% match on the project. CCET is working on identifying potential funding sources for the match.



TITLE TITLE

JUNE 16, 2016

2,3875,000

104,000

4.0625

4 1/4

1,300 LINE
FEET



0' 200' 400'
SCALE IN FEET

1/4" = 400'



DISCUSSION

Agenda Item No. 4.1.3

Academic, Community and Industry Partnerships and Outreach



Oregon TECH
Board of Trustees

Academic, Community and Industry Partnerships and Outreach

Lita Colligan
Associate VP for Strategic Partnerships and Government Relations

Board of Trustees, June 30, 2016

Board Direction on Strategic Initiative

- Business-serving university: “outside in, not inside out.” (Community and Business Partnerships – outward-facing, market responsive)
- Building a culture that supports applied research, invention, entrepreneurship, responsiveness to market opportunities
- Building administrative and faculty infrastructure to support this work.



Associate Provost for Research

- Oversees the Offices of Sponsored Projects & Grants Administration, Innovation & Tech Transfer, Institutional Review Board (IRB), Oregon Tech Graduate Council
- Oversees Research Centers: Oregon Renewable Energy Center (OREC), Oregon Manufacturing Innovation Center (OMIC), Population Health Research Center
- Serves as the Authorized University Official with signature authority over Sponsored Projects, Grant-related agreements, Intellectual Property Agreements, Patentable Subject Matter, and Research Administration & IP
- Represents Oregon Tech in external Councils and Boards with the other Oregon VPRs
- Provides faculty support to secure external funding by encouraging investment in research infrastructure and promoting scholarship

Oregon **TECH**
Board of Trustees



System Supports for Faculty and Staff

- **Director of Sponsored Projects and Grants Administration:**
Search underway to fill this summer.
Oversees pre and post-award administration.
Supports faculty who apply for grants.
- **Scholarship track for faculty (Academic Master Plan)**
Approved by Faculty Senate.
Provides opportunities for faculty to engage in applied research and scholarship, and to be recognized in annual performance evaluations, tenure and promotion.
- **Release time and professional development (AMP)**
Increase in professional development funds (\$80,000/year) with direct correlation to enrollment.
- **IP policies** are progressive and conducive to business partnerships.

Oregon **TECH**
Board of Trustees



New Grants and Sponsored Projects Awarded since December 2015

Univ of Washington - NASA through OSU	STEM Hub Support	Melissa Dubois	\$260,578
National Science Foundation	Research	Robyn Wilde	\$26,314
Oregon Department of Education	STEM Hub Support	Melissa Dubois	\$194,777
Oregon Department of Education	STEM Hub Support	Melissa Dubois	\$106,721
Oregon Department of Education	STEM Hub Support	Melissa Dubois	\$64,000
Oregon Talent Council - Cybersecurity	Curriculum/Program Launch	Kris Rosenberg	\$340,057
Oregon HECC - Multi-state Collaborative	CTE for Faculty	Sandra Bailey	\$3,000
Oregon HECC - HST Expansion	Student Programs	Carleen Drago	\$184,960
OHSU Collaborative	Pop Health Research	Sophie Nathanson	\$52,132
	Crater Lake Sci Ctr Faculty		
Oregon Community Foundation	Support	Jherime Kellerman	\$71,486
NWCSM 2015-2017	Applied Research	Jeffrey Hayen	\$191,500
		Stephanie	
YMCA Park n Play	Pop Health Research	Machado	\$10,560
			\$1,506,085

Oregon **TECH**
Board of Trustees



Innovation & Entrepreneurship

- **Innovation in Curriculum**
 - Enhance Management Department curriculum and develop innovation-based curriculum
 - Establish Center for Interdisciplinary Innovation and collaborative learning spaces
 - Activate the Program Incubator Team or PIT Crew
 - Transform Essential Studies General Education

- **Innovation in Applied Research**
 - Revitalize the Oregon Renewable Energy Center
 - Partner with the Northwest Collaboratory for Sustainable Manufacturing to develop the Oregon Manufacturing Innovation Center (OMIC)
 - Expand the Population Health Management Research Center and other centers of expertise

- **Building Partnerships to Support an Invention & Entrepreneurship Culture**
 - Catalyze Klamath Falls Challenge
 - Klamath County Innovation Ecosystem Study (needs grant support)
 - Initiate an Oregon Tech Alumni Mentor Network (need grant support)
 - Build Community Partnerships that Support I&E (Klamath IDEA, KCEDA, SCOEDD, etc)

Oregon **TECH**
Board of Trustees





- Authorized in statute in 2001; never received a direct state appropriation; public purpose mission
- Oregon Tech raised over \$11.7M in affiliated grants since 2001
- OREC Revitalization Task Force report in July
- Envisioned as an approach-specific applied research and talent development center
- Work with companies on clean tech prototyping, testing, materials selection – TRL 4 - 7
- Seeking a Policy Option Package (POP) for \$985K
- Goals for Oregon Tech: Increase in external revenue, experiential learning for students, start-ups and licensing revenue



Innovation Centers: OMIC

Build an advanced manufacturing research and education center in Portland to support Oregon metals manufacturers in meeting global needs for advancement in materials, manufacturing and processes.

- The OMIC has twin components:
 - advanced research and development center that provides applied research to mature key technologies for use;
 - training center which educates the next generation of skilled technicians and engineers.
- The team pursuing this initiative includes:
 - **Industry:** (Boeing and others) and the industry-led NW Collaboratory for Sustainable Manufacturing Greater Portland Inc.
 - **State of Oregon:** Oregon Economic Development Department (Business Oregon), Oregon Employment Department, Governor’s economic policy advisor and workforce policy advisor, legislators (Sen. Betsy Johnson).
 - **Academia:** Portland State University, Oregon State University, Portland Community College, Oregon Tech.
- The overall goals of the OMIC initiative for Oregon Tech are:
 - Expand business engagement with Oregon’s advanced manufacturing industry, resulting in applied research;
 - Build a nationally distinguished mechanical, manufacturing and business education offering in Portland metro area;
 - Relieve space issues, particularly with labs, at the Wilsonville campus;
 - Complement Oregon Tech’s technical expertise and reputation by deepening applied research connections with industry, PSU and OSU.



Academic Agreements and Outreach

- **HECC Grant (185K) to expand work with High School Transition students in STEM June 2016-June 2017**
 - Target underserved, including rural students
 - Targeted Summer courses in Wilsonville & Klamath Falls
 - Guided advising during and after coursework
 - Hiring advisor (1 year position) in Fall to continue guided advising and recruit for regularly offered
- **Partnering with PLTW and NW Promise in multiple schools to offer more Dual Credit. Dual Credit on track to increase 10% next year.**
- **Collaborating with Klamath and N. California tribes to offer academic and field work to prepare students for a Native American Climate Change Workshop in D.C.**
- **Southern Oregon STEM Hub and College and Career for All work of Southern Oregon Promise multi-school and agency work progressing well.**
- **Expanded LEGO and Robotics Camp for Elementary and Jr. High and plan to also offer in Wilsonville next year.**
- **Crafting an implementation plan for new General Education requirements to ensure that Transfer Students do not encounter barriers.**

Thanks to Trustees who brought such positive greetings to all the June Commencements.



Questions?

- Is this what the board envisioned as an outward-facing, business-serving, market-responsive university?
- Are there questions about how the university supports faculty and staff who are engaged in innovation and entrepreneurship, or applied research and scholarship activities?



DISCUSSION
Agenda Item No. 4.1.4
Campus Improvements and Image

Under Separate Cover: [Oregon Tech Concept Design Report](#)

	June 29-30 (changed from May 23-24)	SUMMER 2016	July 28-29, 2016 CHANGE TO WEEK OF SEPTEMBER 19	20-Sep-16	November 14-15, 2016
Location	Klamath Falls		Klamath Falls/Teleconference	Klamath Falls	Wilsonville (changed from KF)
Type of Function	Board Meeting	Irregular Meetings	Board Meeting CONVOCATION	Convocation	Board Meeting
Actions	<p>CONSENT</p> <p>Adopt Policies:</p> <ol style="list-style-type: none"> 1. Amended Tuition and Fee Process Policy 2. Presidential Evaluation Process Policy 3. Approve Cornett Hall Renovation Process 4. Approve sale of president's house <p>ACTION</p> <p>Approval of 2016-17 budget</p> <p>Decision on OMIC</p>	<p>OMIC Phase I due diligence (and Exec)</p> <p>OMIC approvals for bridge financing, leases, etc. (and Exec)</p>	<p>Approve University Policy Approval Process (per section 3.5 of the Board Policy on Categories of Authority)</p>		<p>New policies to be implemented</p> <p>Select architect for Cornett (and F&F)</p> <p>OMIC Phase II due diligence (and Exec)</p> <p>OMIC approvals for bridge financing, leases, etc. if not done in Summer (and Exec)</p> <p>Possible student referendum for rec center (and AQ&SS and F&F)</p> <p>Renew Values Statement</p>
Discussion	<p>Focus on Goal #2 from Board Retreat - overview of Initiative accomplishments:</p> <p>Rural Health Initiative and Innovation in Healthcare Program Portfolio</p> <p>Strategic Enrollment Management</p> <p>Academic, Community, and Industry Partnerships and Outreach</p> <p>Leading-edge Campus Improvements and Image</p> <p>Work plan and calendar scheduling</p>	<p>Presidential Search Committee activities and updates</p> <p>Other search updates: Provost, VPEM, Deans, etc.</p>	<p>Dashboard Update</p> <p>Annual Succession Memo (Pres to Board), per Article VI of Bylaws, and who has signing authority</p>		<p>Student recruitment and enrollment window</p> <p>Summative evaluation of preceding year (what went right/what didn't)</p> <p>Capital budget discussion (and F&F)</p> <p>Legislative Preparations</p> <p>Dashboard update - enrollment, financial, academic success, etc.</p> <p>Marketing Update</p> <p>Annual Foundation Report</p> <p>Coordination with other TRUs - overview</p> <p>Campus safety presentation and overview of emergency response plan</p> <p>Annual ethics and conflict of interest training (or in November)</p>
AQ&SS Committee	<p>DISCUSSION:</p> <p>Enrollment Management presentation</p> <p>Oregon Manufacturing Innovation Center presentation</p> <p>Accreditation Report update</p> <p>Faculty compensation study update including adjunct pay</p>		<p>Student Support service - mental health discussion</p> <p>Recruitment, enrollment, retention and graduation (Trustee Brown would like an entire session on retention - by credit hours, students on probation, etc.)</p>		<p>New policies to be implemented</p> <p>Faculty compensation report from MGT (and F&F)</p> <p>Possible student referendum for rec center (and F&F and Board)</p> <p>Priorities from a student perspective</p> <p>Dashboard for monitoring progress towards University's Achievement Compact and other academic performance measures</p>
F&F Committee	<p>ACTION:</p> <ol style="list-style-type: none"> 1. Request to select internal auditor and authorize staff to enter into a contract 2. Recommend adoption of an amended tuition and fee policy to the board 3. Recommend approval of the Cornett Hall renovation project to the Board 4. Recommend approval of the 2016-17 budget to the board <p>DISCUSSION:</p> <p>VPFA Selection update</p> <p>June 30, 2016 E&G Budget Projection</p> <p>Adjunct Pay</p> <p>Recreation Center update</p> <p>Soccer Field Project Update</p>		<p>Insurance ranking (requested by Sliwa in October)</p>		<p>Risk analysis for internal audits (auditors present at mtg)</p> <p>Financial reports for prior year</p> <p>New policies to be implemented</p> <p>Capital budget discussion (and board)</p> <p>Financial statement preparation and associated audit activities</p> <p>Select architect for Cornett (and board)</p> <p>Faculty compensation report from MGT (and AQ&SS)</p> <p>Possible student referendum for rec center (and AQ&SS and Board)</p> <p>Internal Assessment of University Space Standards</p> <p>Risk Management Update - list of university wide issues, status of each (% complete, etc.) or a discussion on one section of risk a list of risks and a self-assessment of how the university, not each individual department, ranks. Items to address include: natural disasters, a safety incident, a public relations incident, etc. Staff should ensure processes to address these issues are in place</p>
Exec Committee	<p>ACTION:</p> <ol style="list-style-type: none"> 1. Request to recommend approval to adopt the Presidential Evaluation Policy to the Board 2. Recommend approval of sale of President's house <p>DISCUSSION:</p> <p>Update on University and Foundation Agreement</p> <p>Enrollment projections</p> <p>Board evaluation process</p> <p>Trustee self-evaluation process</p> <p>Trustee Orientation process</p>	<p>OMIC Phase I due diligence (and Board)</p> <p>OMIC approvals for bridge financing, leases, etc.</p>	<p>program opportunities and where we see potential pushback from other universities</p> <p>strategy to present evaluation material to HECC</p>	<p>State of the University</p> <p>Goals for upcoming year</p>	<p>New policies to be implemented</p> <p>New academic program planning</p> <p>OMIC Phase II due diligence (and Board)</p> <p>OMIC approvals for bridge financing, leases, etc. if not done in summer (and Board)</p> <p>Philanthropy/trustee donation policy discussion</p> <p>OT's impact on PSU given the location in Wilsonville (in part with discussion about potential payroll tax to fund PSU students)</p>
EXECUTIVE SESSION					<p>Litigation Updates</p> <p>Presidential Hire</p>

	WINTER 2017		SPRING 2017 (mid May?)		SUMMER 2017 (before commencement)	ODD-YEARS (cross-biennia) FALL 2017
Location		Teleconference		Teleconference		
Type of Function	Board Meeting/OMIC opening (?)		Board Meeting		Board Meeting	Board Meeting RETREAT - focus on transition planning and results CONVOCATION PRESIDENTIAL INVESTITURE
Actions	New president welcome and launch to internal and external stakeholders Tuition preparation and review - tuition committee (and F&F) New academic program approval (and AQ&SS) Select contractor for Cornett project Bid and select contractor for College Union storm water project	Possible legislative issues will need immediate attention	Tuition approval (and F&F) Budget approval and submission (and F&F)	Possible legislative issues will need immediate attention	Presidential Evaluation (after Exec Session) Board Evaluation Trustee self-evaluation	New policies to be implemented
Discussion	Provost selection (and AQ&SS) Legislative updates, testimony, advocacy Faculty/Admin compensation based on enrollments (and AQ&SS) Dashboard update Student recruitment and enrollment window (and AQ&SS) Foundation and alumni association update		Legislative updates, testimony, advocacy Dashboard update Campus Master Plan update launch (need new pres.) IT strategy report and update		Progress reports on major initiatives Legislative results Dashboard update	Student recruitment and enrollment window (and AQ&SS) Summative evaluation of preceding year Campus Master Plan update Dashboard reset and update
AQ&SS Committee	Provost selection (and Board) New academic program approval (and Board) Faculty/Admin compensation based on enrollments (and Board) Student recruitment and enrollment window (and Board)		Student government elections for subsequent year		Program reports	Student recruitment and enrollment window (and Board) New policies to be implemented New academic program planning
F&F Committee	Tuition preparation and review - tuition committee (and Board) Budget preparation and review Financial reports - current year Financial statement and compliance auditor annual report Internal audit update		Tuition approval (and Board) Budget approval and submission (and Board) Financial reports - current year Internal audit update		Financial reports - current year Cornett renovation begins Year-end closing Internal audit update	Risk analysis for internal audits New policies to be implemented Financial reports for prior year Capital budget discussion Financial statement preparation and audit activities
Exec Committee						Convocation/state of university - opening of the academic year - goals for coming year New policies to be implemented
EXECUTIVE SESSION					Presidential Evaluation	

	WINTER 2018		SPRING 2018 (mid May?)	SUMMER 2018 (before commencement)
Location		Teleconference		
Type of Function	Board Meeting		Board Meeting	Board Meeting
Actions	Tuition preparation and review - tuition committee (and F&F) New academic program approval (and AQ&SS)	Possible legislative issues will need immediate attention	Tuition approval (and F&F) Budget approval and submission (and F&F)	Presidential Evaluation (after Exec Session) Board Evaluation Trustee self-evaluation
Discussion	Provost selection (and AQ&SS) Legislative updates, testimony, advocacy Faculty/Admin compensation based on enrollments (and AQ&SS) Dashboard update Student recruitment and enrollment window (and AQ&SS) Foundation and alumni association update		Legislative updates, testimony, advocacy Dashboard update Campus Master Plan update launch (need new pres.) IT strategy report and update	Progress reports on major initiatives Legislative results Dashboard update
AQ&SS Committee	Provost selection (and Board) New academic program approval (and Board) Faculty/Admin compensation based on enrollments (and Board) Student recruitment and enrollment window (and Board)		Student government elections for subsequent year	Program reports
F&F Committee	Tuition preparation and review - tuition committee (and Board) Budget preparation and review (operating and capital) Financial reports - current year Financial statement and compliance auditor annual report Internal audit update		Tuition approval (and Board) Budget approval and submission (and Board) Financial reports - current year Internal audit update	Financial reports - current year Cornett renovation final phase Year-end closing Internal audit update
Exec Committee				
EXECUTIVE SESSION				Presidential Evaluation

**OTHER ITEMS
VARIOUS CYCLES**

Institutional accreditation
Programmatic accreditation
Special requests