

ATTENDANCE

Richard Bailey, Chair	Department of Business Management, ETM	Klamath Falls
Abdy Afjeh	Associate Provost for Research	Portland-Metro
Jeff Dickson	Department of Business Management, ETM	Klamath Falls
Erin Foley	Vice President for Student Affairs and Dean of Students	Klamath Falls
Brian Fox	Vice President for Finance and Administration	Klamath Falls
David Hammond	Department of Mathematics, HAS	Portland-Metro
Gary Kuleck	Provost and Vice President for Academic Affairs	Klamath Falls
Debbie McCollam	Department of Medical Imaging Technology, HAS	Klamath Falls
Johnathan Nguyen	ASOIT President	Portland-Metro
Stephanie Pope	Director for Budget and Planning	Klamath Falls
Paula Russell	Department of Dental Hygiene, HAS	Klamath Falls
Matthew Sleep	Department of Civil Engineering, ETM	Klamath Falls
Erika Veth	Associate Vice President for Strategic Enrollment Management	Klamath Falls
Junmin Yee	ASOIT President	Klamath Falls

ABSENT

Sandi Hanan	Senior Human Resources Consultant	Klamath Falls
Mason Terry	Department of Electrical Engineering and Renewable Energy, ETM	Klamath Falls

MINUTES**1. Meeting called to order**

- a. Chair Bailey called the meeting to order at 7:01 am.

2. Reports**a. Capital Projects Update (Thom Darrah, 20 minutes)**

Thom Darrah provided a PowerPoint presentation regarding the Capital Projects Update. Current Projects include: North 12kV Upgrade, Cornett Renovation Phase 1 and 2, Emergency Storm Phase 2a, Athletics Exterior Renovation, New CEET Building, Softball Complex Renovation, Student Rec Center, and Emergency Storm Phase 2b. Upcoming Projects include: Storm Phase 3a and 3b, LRC/PE Transformer Replacement. Capital Repair and Renewal projects were discussed.

Matthew Sleep provided an update on the progress of keeping track of the temperatures in the Cornett Hall East Wing. The monitoring will continue and adjustments will continue based on this data. There are a few ideas for individual spaces that need specific cooling for lab spaces. Overall all parties are optimistic about the progress and appreciative of the data sharing.

Junmin Yee provided an update on the Student Rec Center design of the bottom floor which will include a cardio space, multi-purpose gym floor, and new locker rooms and the main floor which will start with the move of coach's offices. *Brian Fox* commented that if there are funds leftover there are many other projects for consideration: the Handicap entry needs to be replaced (\$250,000), the rebuild of the track facility, Main Lobby upgrades including guest bathrooms and heat and power upgrades to all levels.

Thom Darrah shared that a future goal for Athletics is to use the plans from the Softball Concession Stand/Bathroom building to use and repeat this construction at the Oregon Tech Soccer Field.

David Hammond asked for the process of priority of deferred maintenance. *Thom Darrah* replied that the process starts with prioritizing the identified list and balancing emergencies that come up. Oregon Tech commissioned an analysis of building and campus infrastructure systems to prioritize major projects that need to be addressed. One challenge is that deferred maintenance dollars will likely go down, while needs will continue.

Gary Kuleck asked about the role for Facilities Planning Commission. *Brian Fox* replied that their role is for the longer term in facilities master planning and larger projects.

Richard Bailey asked for an update on the Capital Projects Campaign. *Brian Fox* replied that for the \$4 million dollar projects, we are at \$3.7 million and we have a \$2 million dollar match required for issuance of the bonds in March. Oregon Tech expects this to be in hand.

3. Wilsonville Margin Analysis (Stephanie Pope, 10 minutes)

Stephanie Pope provided a PowerPoint presentation regarding the Wilsonville Margin Analysis. She shared that the report will be re-engineered to be able to see a comparison for FY17 and FY18.

Richard Bailey asked about normalizing the parking fees at both campuses so that Portland-Metro would have funds for parking maintenance in the future. *Erin Foley* replied that the lots are in better shape and that this has not been considered yet since it is a longer term issue but that some transportation fee exists at the Portland-Metro campus.

David Hammond asked about the increase in depreciation. *Richard Bailey* replied that with more assets, depreciation increases. There is not enough cash flow being created to fund the depreciation across the university. There will be a need for setting aside dollars for academic equipment and labs and each building as well as for the general physical plant.

4. Q1 FY 2019 Quarterly Report (Stephanie Pope, 20 minutes)

Stephanie Pope provided a PowerPoint presentation regarding the Quarter 1 Budget for FY19.

5. Enrollment Update (Erika Veth, 20 minutes)

Erika Veth provided a PowerPoint presentation regarding the Enrollment Update.

Other discussion included: budget request for \$755,000 and a comparison for what other universities spend on recruitment and clarification on remissions. The Commission was supportive of the investment.

6. Multi-Year Budget Trends (Stephanie Pope, 20 minutes)

This was an informational spreadsheet only.

7. OMIC Update [Written Report only]

Richard Bailey asked about the benefit to Oregon Tech Students in regards to OMIC. *Brian Fox* and *Thom Darrah* replied with details that are coming from OMIC including internship opportunities and donor relations.

Richard Bailey asked for a student use measurement of OMIC.

Matthew Sleep raised concern for changing price and numbers for comparison tools. Overhead is 50% which makes it look like we will be competing with ourselves. There should be a structure to overhead rates for research in CEET versus OMIC.

8. Meeting adjourned

- a. Chair Bailey adjourned the meeting at 8:30 am.

9. Next Meeting

- a. Winter term meeting schedule arrangements will be made.

Respectfully submitted,
Nellie Stewart