**March**

OREGON INSTITUTE OF TECHNOLOGY  
Faculty Administrator Meeting

**March 16, 2010**

**ANNOUNCEMENT AND COMMUNICATIONS**

***Portland Campus***  
Brad Burda provided a brief Power Point presentation regarding the Portland consolidation.  Oregon Tech is currently negotiating a letter of intent (LOI), which is a non-binding legal document that details the lease with an option to buy. The purchase price is $20,600,000 and OIT’s projected purchase date is 2013.  The building is currently configured as an office building and will need to be reconfigured to bring the building up to a classroom standard which will bring the total purchase price to $30,000,000.

The building will be paid for through a fundraising campaign of $3.8 million; $6.2 million from the sale of the Harmony Campus; $15 million in G-Bonds; and $5 million in lottery Bonds.

The purchase will not increase the institutional debt service.  The Pro forma is not based on student enrollment increases, tuition differential or leasing part of the building.

President Maples is scheduled to meet with the Portland Higher Education Task Force on Thursday to prioritize our project with higher education and the city of Portland priorities.

Listed below is the projected time line:

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **ACTION** |
|  | 2/4/2010 | Preliminary Planning Began |
|  | 3/17/2010 | Signing of Letter of Intent (LOI) |
|  | 6/1/2010 | Execution of Lease |
|  |  | Marketing of the Harmony Building |
|  | 10/1/2010 | Space Design Phase Begins |
|  | 3/1/2011-7/1/2011 | Commencement of Build out |
|  | 6/30/2011 | Approval/Disapproval of Bond funding |
|  | 9/1/2011 | Commencement of Lease |
|  | 1/1/2012 | Move-in begins over next 6-8 months |
|  | 5/31/2012 | Termination of Amber Glen Lease |
|  | 8/1/2012 | Moves Completed |
|  | 1/1/2013 | Purchase of Building |

**Question**: Is there a buyer for the Harmony Campus?  
**Answer**:  Clackamas Community College owns a part of the Harmony Campus and they have expressed interest in purchasing the building.

**Q**.  Is there a potential that we could lease one of the floors to Clackamas?  
**A**.  I am trying to negotiate a lease agreement with Chemeketa Community College; they requested $2.00 per square foot.  We would need approximately $14.00 per square foot to remain competitive.

**Q**.  If this is such a good idea, how come anyone else isn’t interested in buying the building?  
**A**.  That is an excellent question; it is because of the market.  Nobody has the funds to take advantage of such an opportunity.  As a state agency, we have much more flexibility and if you look around the state, Portland State University is buying up blocks of downtown Portland.

**Q**.  In terms of looking at the building, will you be looking at the sustainability issues?  
**A**.  Part of the improvements will include making it a LEED-certified building.  We would like to make sure that we leave roof access for solar panels, student access.  There are a lot of possibilities, and, yes, we would like to incorporate sustainability.

**Q**.  How does this compare to the CHP?  
**A**.  The Center for Health Professions was $38 million with equipment and building for 99,000 square feet.  The InFocus building will total $30 million for 131,000 square feet.

**Q**.  Does the 131,000 include all floors?  
**A**.  Yes, but we would only need approximately 60,000 square feet on the first two floors and we would try to leave the 3rd floor.  It was set up with a kitchen and eatery and we would like to maintain that space and lease it out.

**Q**.  Would we lease all floors during the lease with the option to buy?  
**A**. Correct.

***2010-11 Budgets***  
At the beginning of this biennium, Oregon Tech planned to expend the fund balance below the minimum set by the State Board of Higher Education.  The passage of measure 66 and 67 allowed Oregon Tech to maintain the institution at the financial level required by the state.

It is projected that the Oregon University System will see a 25% decrease in funding for the next biennium.  The university system has asked each university to complete budget exercises modeling a 25% reduction.   Brad stated that the numbers may be closer to a 10-15% reduction, but it is too early to predict that actual numbers at this time.

***Development and Alumni Update***  
Robin Thompson reported that the Development Department is searching for a part-time accounting manager and a full-time data-base manager.  Robin has offered the major gift officer position to a candidate and is still waiting to receive a response.

Robin introduced Tracy Ricketts as the temporary alumni associate. The alumni associate position will be opened and advertised soon.

Tracy reported that she is currently reconnecting with the alumni and working on appeal letters, family weekend, alumni newsletters, and reconnecting with local business and organizations.

Tabatha Cooke was hired as the office specialist for Public Relations.  The web content manager is in the interview process.

All of the positions will be funded by the Oregon Tech Foundation and Development department.

Amy Brown will continue as the fundraising consultant in the Portland area.

***Dining Services and event planning update***  
Mary Ann provided a brief update regarding dining services and events.  Oregon Tech is trying a different approach with the overall marketing and coordination of events within Oregon Tech and the community by offering a higher quality of food and catering services.

Rob Hughes was hired as the executive chef for Campus Dining.

Mary Ann introduced David Brownell as the manager of Campus Dining.

Chris Dalla was moved into the director of the College Union.

**REPORTS**

***Faculty Senate- Debbie Caldwell***  
Debbie Caldwell reported that Senex is revising the PREC policy.

Senex met with the chair of the Mission Statement Committee and the chair of the Sustainability Committee to discuss whether or not to include language related to sustainability in the Oregon Tech Mission Statement.  Senex held lengthy discussion regarding the themes and voted to approve the addition of the sustainability language.

The Welfare Committee completed a survey to determine whether the survey process should be submitted online.  At this point the committee decided against pursuing online evaluations.  The students are still allowed to submit type written comments.

Senex is working with Barb DeKalb to incorporate the Adjunct Faculty Policy into Distance Education.

***Administrative Council – Tony Richey***  
No report.

***Academic Council – Brad Burda***  
No report.

***Facilities update – Mary Ann Zemke***

* The sterilization project in Semon Hall is almost completed
* The Owens Hall renovation still needs the 1% art; the Oregon Arts Council will make the selection, and it is anticipated that this project will be completed by the end of summer
* The Portland Harmony campus gym renovation will be complete by fall 2010
* The renovation for the former University Advancement office for the new Student Health Center is anticipated by the fall 2010, with a move in date of September 1.
* The Snell parking lot upgrade will begin in June 2010

**Q**.  What will the Student Health Centers current location be used for when they move to the renovated building?  
**A**.  There is currently no funding available to renovate or remodel the space.

Meeting adjourned 2:56 p.m.

Respectfully submitted,  
Marilyn Dyrud  
adp