OREGON INSTITUTE OF TECHNOLOGY
Faculty-Administrator Meeting Minutes
November 25, 2008

Dr. Christopher Maples, president, called the meeting to order at 2:04 p.m. and announced that a quorum was present.

**APPROVAL OF MINUTES**The minutes from the May 20, 2008 meeting were approved.

**ANNOUNCEMENTS AND COMMUNICATIONS**

2008 Shaw Library Journal
Anne Hiller-Clark presented Volume 22 of the Shaw Library Journal, "Wings that Fill the Sky: America's First Waterfowl Refuge." The journal is available online or in the library for $17.50 each. The issue covers all aspects of the local wildlife refuges and the Klamath Irrigation Project. Ann thanked the US Fish and Wildlife Service for their support in publication of this issue.

Smoke Free Workplace Law
Melissa Klegseth, health educator for the Tobacco Prevention Program at the Klamath County Health Department, provided a PowerPoint presentation regarding changes to Oregon's Smoke Free Workplace Law. The law will become effective on January 1, 2009. The presentation detailed the exclusions, compliance, enforcement and penalties associated with the law.

The law applies to any business or organization that has one or more employees. It prohibits smoking indoors and within 10 feet of any entrance, exit, window, or ventilation area.

The responsibility of maintaining a smoke free environment will be placed on the business. Melissa made a recommendation to develop an internal policy to address compliance with the law. If a business fails to comply, a citation will be issued in the amount of $500 per violation with a maximum of $2,000 in penalties per month.

The purpose of the law is to create a healthier environment for everyone. For additional information regarding the law please visit www.healthoregon.org/smokefree or call the Klamath County Public Health Department at 541.882.8846.

**REPORTS**

***Faculty Senate***- Marla MillerMarla Miller, president, reported that the pay increases will be included in the next pay check.

The Welfare Committee is reviewing all the policies associated with the faculty evaluation process. The committee is looking for inconsistencies and opportunities to improve the Faculty Evaluation, Indefinite Tenure Selection, Academic Rank and Promotion Review, Post Tenure Review and Faculty Merit Pay policies. The committee forwarded their recommendations to Faculty Senate for approval. Policies are available at [www.oit.edu/hr/policies/faculty-staff](http://www.oit.edu/hr/policies/faculty-staff) or [www.oit.edu/faculty-senate/](http://www.oit.edu/faculty-senate/).

***Administrative Council***- Greg StewartAdministrative Council is continuing work on the computing use policy revision. The council had been waiting to receive direction from OUS regarding the umbrella computing use policy. Information Technology is reviewing the acceptable use and privacy policies to determine how they apply to the umbrella policy. Andy Abbott, chief information officer, is in the process of appointing a committee to review the policy. The committee will forward its recommendation to Administrative Council for approval.

***Academic Council***- Charlie Jones
The site visit for the Northwest Commission on Colleges and Universities (NWCCU) occurred the first part of November. Charlie Jones announced that Oregon Tech received a positive accreditation report from NWCCU regarding the assessment work that was led by Beth Murphy. It is anticipated that the final report will be received in February.

The site visit for the Accreditation Board for Engineering and Technology (ABET) occurred in October. Charlie will coordinate with departments to respond to the ABET concerns. Beth Murphy agreed to assist with the assessment piece of the report.

Charlie provided a brief update regarding the recent structure changes in the Provost's Office. Gary Naseth accepted the general education program director for Portland; the director of faculty support position was eliminated; Donna LaBudda accepted the executive assistant to the provost; and Diana Kellstrom accepted a position in CFLAT.

The mission statement for Oregon Tech will be revised with input from the campus community and presented to the OUS Board of Higher Education this spring. The Board of Higher Education will review mission statements and use them as a guide for new programs and degrees for each institution. Additional details will be forthcoming.

A number of candidates will participate in interviews for the vice president of Student Affairs and Enrollment Management next week.

**Q&A WITH PRESIDENT MAPLES**

President Maples thanked Beth Murphy for her assistance with creating an exemplary assessment piece for NWCCU.

**Question:** Can you expand on the recent enrollment increase?

**Answer:** Although the enrollment increase of 6% is high compared to the other OUS institutions, the community colleges are reporting up to a 21% increase across the state. Oregon Tech should continue to see an increase in enrollment over the next 4-5 years. The retention rate between Fall 07 to Fall 08 showed a slight decrease to 69.1% compared to the previous year retention rate of 75.8%. I am trying to get a handle on the retention rates and identify why they are occurring.

**Q:** Can you share how Oregon Tech is planning to raise its profile on a national level given the economy?

**A:** Oregon Tech is working on raising its profile by getting the word out through meetings, the Oregon Tech website, press releases, and coordination with lobbyists regarding federal initiatives.

Bob Nettles reported that the Oregon Tech Renewable Energy Park is receiving a lot of conversation in the Governor's Office.

**Q:** Will a renewable energy coordinator be hired?

**A:** A request for a renewable coordinator position would need to be evaluated and the budget for this position would need to be addressed.

**Q:** Can you address the potential budget reductions and if the enrollment increase will offset a shortfall?

**A:** I am scheduled to attend a meeting next week to get a better understanding of the RAM model. It is not worthwhile to get excited about a potential cut that may not come at a magnitude that it is predicted. The potential budget reduction will be addressed once credible predictions have been received.

Meeting adjourned at 2:51

Respectfully submitted,

Marilyn Dyrud
/adp