



**Board of Trustees of Southern Oregon University  
Finance and Administration Committee Meeting  
Thursday, October 18, 2018**

**MINUTES**

**Call to Order/Roll/Declaration of a Quorum**

Committee Members:

|                      |         |                   |         |
|----------------------|---------|-------------------|---------|
| Sheila Clough        | Absent  | Shanztyn Nihipali | Present |
| Les AuCoin           | Present | Bill Thorndike    | Absent  |
| Shaun Franks         | Present | Steve Vincent     | Present |
| Megan Davis Lightman | Absent  |                   |         |

In Chair Sheila Clough's planned absence, Trustee Steve Vincent called the meeting to order at 4:00 p.m. in the DeBoer Room of the Hannon Library. The secretary recorded the roll and a quorum was verified.

**Public Comment**

Kelly Marcotulli, Ivy Ross, Frances Dunham, Vicki Simpson and Allan Peterson, all from Oregon for Safer Technology, provided comments on the dangerous health effects of cellular phones and towers, mentioned research on their biological effects and urged caution in making a decision on whether to erect a cellular tower on the SOU campus.

Tom Battaglia, SOU's Chief Information Officer, provided comments in support of erecting a cellular tower on campus. He contacted peer institutions in the northwest and the eight that responded host cellular antennas on their campuses. Mr. Battaglia highlighted the importance of being able to communicate during emergencies.

**Vice President's Report**

Greg Perkinson introduced new team members: Tom Battaglia, Andrew MacPherson, Josh Lovern and Beau Belikoff.

Committee Dashboard

Mr. Perkinson reviewed the financial dashboard included in the meeting materials.

Organizational Update

Mr. Perkinson mentioned key vacancies, which provide an opportunity to review the organizational structure. Regarding employee strength, he mentioned improving how both how SOU communicates as well as trust between employees and managers. Mr. Perkinson conducted an organizational assessment for various finance and administration functions, including institutional effectiveness, financial management and contracts administration.

Cellular Antenna

Greg Perkinson said he has met twice with some of the individuals who spoke during the public comment period and described the current situation regarding the cellular antenna. He received complaints about poor signal strength, which drove the initial requirement, and considered feedback from members of the local community. In

conducting his assessment of the situation, he reviewed scientific reports, including one from the World Health Organization, and coordinated with Dr. John Roden, Dr. Sherry Ettlich, Tom Battaglia and other staff members. Mr. Perkinson said he ultimately recommended installation of the antenna, which was approved by President Linda Schott as well as the city planning committee.

Mr. Perkinson summarized the results of the campus-wide survey regarding cellular coverage on campus and whether there were any concerns about the installation of an antenna. His recommendation was based only in part, on the survey results.

#### Fiscal Year 2017-18 Year-end Update

Focusing on entries that were +/- 10 percent in variance from the initial budget, Mr. Perkinson discussed the periodic management report, which compares the final results of fiscal year 2017 with the initial and final budget for fiscal year 2018.

#### **Consent Agenda**

Trustee AuCoin moved to approve the minutes from the June 21, 2018 and August 15, 2018 meetings, as presented. Trustee Nihipali seconded the motion and it passed unanimously.

#### **Action Items**

##### Amendment to Student Incidental Fee for AY 2018-19

Alexis Phillips said ASSO held a second special election from September 28 through October 10, to vote on whether to continue to assess the \$13 fee to support the Schneider Children's Center, which has closed. The results were pending verification at the time of the meeting. However, the unofficial results were that enough students participated in this election to make it valid and a majority voted to discontinue the fee.

Trustee Vincent presented proposed amendments to the resolution included in the meeting materials. The fourth paragraph will be amended as follows: "Whereas on October 18, 2018, the election results were a total of 288 valid respondents with a majority voting in favor. The results will be clarified after the Judicial Branch certifies the results." In the penultimate paragraph, the following will be added at the beginning: "pending certification of a successful special election."

Trustee Franks moved to approve the resolution, as amended. Trustee AuCoin seconded the motion and it passed unanimously.

#### **Information and Discussion Items**

##### Committee Meeting Schedule and 2018-19 Budget Calendar

Trustee Vincent provided an overview of the current meeting schedule and said the proposal was to continue the same schedule through the end of the 2019-20 academic year. There were no comments from the committee members regarding the schedule.

##### First Quarter Forecast and Pro Forma

Greg Perkinson said SOU uses the pro forma as a forecasting model and to compare the Board-approved budget to current execution. The key measures are the ending fund balance and the percent of operating revenue. This tool provides an educational component in the tuition setting and budget approval processes.

Mr. Perkinson addressed key revenue and expense drivers, figures in the pro forma and the current service level. He said students are covering 70 percent of their educational costs, with the state covering 30 percent. As the agency's recommended budget is being built, the public universities are showing the impact different funding levels will have on students. The universities estimate they will need \$130 million to maintain the current service level.

Mr. Perkinson stressed a few final points: Without current service level funding, SOU cannot sustain low tuition rates; the enrollment decline is straining the fund balance; and staff are developing mitigation plans to control discretionary costs.

#### Future Meetings


The next regularly scheduled committee meeting will be on January 17.

#### **Adjournment**

Trustee Vincent adjourned the meeting at 5:57 p.m.

Date: January 17, 2019

Respectfully submitted by,



Sabrina Prud'homme  
University Board Secretary