



May 21, 2015

TO: MEMBERS OF THE WESTERN OREGON UNIVERSITY BOARD OF TRUSTEES

The Western Oregon University (WOU) Board of Trustees will meet on Wednesday, May 27, 2015. The Board will hear from campus officers and representatives of the Faculty Senate, Staff Senate, and Associated Students of Western Oregon University. Per the recently approved Board Statement on Committees, the Board will also discuss standing committee charters and, during the course of the meeting, break into smaller groups in anticipation of the appointment of its standing committees (Executive, Governance, and Trusteeship; Finance and Administration; and Academic and Student Affairs). This call-to-meeting notice should also serve as technical notice to the extent the smaller group meetings would be considered a public meeting of the standing committee. The meeting will be held in accordance with the time, location, and schedule listed below:

Wednesday, May 27, 2015

2:00pm – 6:00pm Werner University Center
Columbia Room

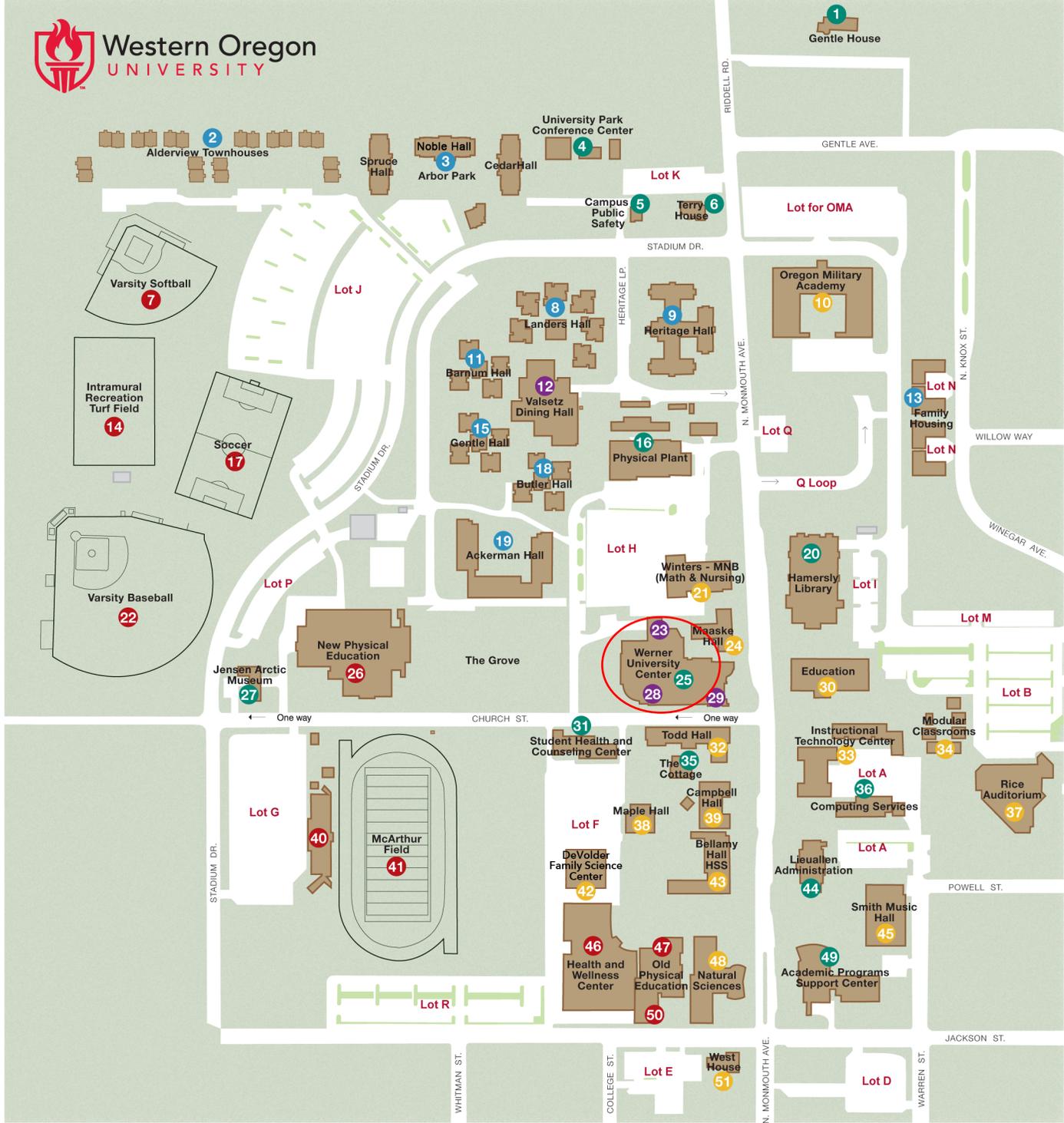
The Werner University Center is located on the WOU campus, 345 N. Monmouth Avenue. Telephone messages for board members and institution officials attending the meeting may be called to (503) 838-8888. If special accommodations are required, please contact the President's Office at (503) 838-8888.

Sincerely,

Ryan James Hagemann
Vice President & General Counsel



↑ Intramural Fields / Lacrosse and Rugby Fields
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Academic facilities

- 43 Bellamy Hall (humanities/ social sciences)
- 39 Campbell Hall
- 42 DeVolder Family Science Center (coming fall 2013)
- 30 Education
- 33 Instructional Technology Center
- 38 Maple Hall
- 24 Maaske Hall
- 34 Modular classrooms
- 48 Natural Sciences
- 10 Oregon Military Academy
- 37 Rice Auditorium
- 45 Smith Music Hall
- 32 Todd Hall
- 51 West House
- 21 Winters Building (math and nursing)

Administrative facilities

- 49 Academic Programs and Support
- 25 Bookstore
- 36 Computing Services
- 35 The Cottage
- 1 Gentle House
- 20 Hamersly Library
- 27 Jensen Arctic Museum
- 44 Lieuallen Administration Building
- 5/44 Parking Services
- 16 Physical Plant
- 5 Public Safety
- 31 Student Health/Counseling Center
- 6 Terry House
- 4 University Park Conf. Center
- 25 Werner University Center

Athletic facilities

- 50 Aquatic Center
- 22 Baseball field
- 41 Football/track
- 46 Health and Wellness Center
- 40 McArthur Stadium
- 47 Old P.E.
- 17 Soccer field
- 7 Softball field

Dining services

- 29 Caffè Allegro
- 12 Valsetz Dining Hall
- 28 Wolf Express
- 23 Wolf Grill and Deli

Housing

- 19 Ackerman Hall
- 2 Alder View Townhouses
- 3 Arbor Park Apartments
- 11 Barnum Hall
- 18 Butler Hall
- 13 Family housing
- 15 Gentle Hall
- 9 Heritage Hall
- 8 Landers Hall



**Western Oregon University Board of Trustees
Regular Meeting
Wednesday May 27, 2015
2:00-6:00 pm
Werner University Center, Columbia Room
Call-in number: 1-503-838-9100; Access code: 052715**

- (1) Call-to-Meeting/Roll Call
- (2) Welcome
- (3) President's Report
- (4) Shared Governance Reports
 - (a) Dr. Laurie Burton, Faculty Senate President
 - (b) Elayne Kuletz, Staff Senate President
 - (c) Corbin Garner, ASWOU President
- (5) Election of Board Chair/Process for Vice Chair
- (6) Break
- (7) Standing Committees/Overview
- (8) Committee Work Sessions/Committee Charters
- (9) Committee Charters—Full Board Discussions
- (10) Future Board Meetings/Calendar

**Western Oregon University Board of Trustees
Executive, Governance, and Trusteeship Committee (EGTC) Charter**

MISSION

The Executive, Governance, and Trusteeship Committee (EGTC) of the WOU Board of Trustees is charged with ensuring effective Board and presidential performance, empowering University staff to position the University strategically with external audiences, and monitoring legal and compliance risk to the Board and University. The EGTC is responsible for making recommendations to the Board, consistent with Board Statements and University policy, regarding presidential employment, board evaluation and performance, the University's strategic plan, advancement and advocacy, and litigation and legal services.

AUTHORITY AND RESPONSIBILITIES

Employment of the President

The EGTC is responsible for any and all recommendations to the WOU Board of Trustees regarding the employment of the President, including, but not limited to, performance evaluations, including the form, process, and factors on which the President will be evaluated, terms and conditions of employment, contract negotiations, discipline or termination of the President, and, when necessary, the conduct of a search for a new President or the appointment of an interim or acting President.

Strategic Plan

The EGTC is responsible for advising, reviewing, and recommending the form, direction, and content of the University's strategic plan to the President of the University so that the President may present the strategic plan to the WOU Board of Trustees for adoption.

Board Self-Evaluation

The EGTC is responsible for recommending and organizing evaluative activities to the WOU Board of Trustees to improve Board performance, effectiveness, and efficiency.

Board Retreat

The EGTC is responsible for organizing and recommending the structure of the retreat of the WOU Board of Trustees.

Board Membership

The EGTC is responsible for surveying the interests, skills, and abilities of current Trustees so that the Board chair may advise the Governor of the Board's needs when a vacancy should occur.

Advancement and Advocacy

The EGTC is responsible for advising and recommending strategies to the President and Vice President & General Counsel in order to enhance the University's position with external audiences, including, but not limited to the Governor, legislators, and donors. To the extent necessary, the EGTC is responsible to recommend legislative concepts to the WOU Board of Trustees for approval so that the President and/or the Vice President & General Counsel may advocate for them in the Oregon Legislative Assembly.

Litigation and Legal Services

The EGTC is responsible, consistent with other Board Statements, any and all recommendations regarding to litigation or settlement of claims, to the WOU Board of Trustees. The EGTC is responsible for accepting any and all reports with regard to legal services or compliance from the Vice President & General Counsel, and to the extent not covered by the Board's Finance & Administration Committee, reports on risk management and insurance.

Policies

The EGTC is responsible for any and all recommendations to the WOU Board of Trustees regarding Board Statements including, but not limited to presidential employment, including evaluation, presidential searches, and presidential contracts, legal services, trusteeship, board evaluation, conflict of interest, ethics, compliance, and work with government officials, including, but not limited to the Governor, Oregon Secretary of State, Treasurer, Attorney General, or legislators.

ORGANIZATION

Membership; Structure; Quorum

The EGTC, consistent with the Board Statement on Committees, will consist of five members. The Board chair will serve as the EGTC chair. The Board chair appoints the other four members of the EGTC, one of whom will be the President of the University in his or her capacity as a non-voting, ex officio member of the Board of Trustees. A quorum of the EGTC will be three committee members, excluding the President of the University.

Meetings

The EGTC will meet at least six times each year. EGTC meetings will be conducted in substantial compliance with the Board Statement on the Conduct of Public Meetings. Because committees meet more frequently than the full Board of Trustees, the Chair or staff are encouraged to convene meetings by telephone or videoconference for the convenience of the committee members.

Agenda, Minutes, and Reports

The chair, in collaboration with the staff designee, is responsible for establishing the agendas for meetings. An agenda, together with relevant materials, will be sent to committee members at least seven (7) days in advance of the meeting. Minutes for all meetings shall be drafted by the staff designee, reviewed by the Secretary to the Board, reviewed by the committee chair, and approved by committee members at the following meeting.

Staff Designee

The Vice President & General Counsel and his/her designee will be staff to the EGTC.

Review of Charter

This charter shall be reviewed and reassessed by the EGTC at least annually, and any proposed changes shall be submitted to the board for approval.

Document History

WOU EGTC Committee Charter DRAFT (2) 150522.doc

Western Oregon University

Academic and Student Affairs Committee Charter

MISSION

The Academic and Student Affairs Committee (ASAC) of the WOU Board of Trustees is charged with ensuring effective operations related to teaching, research and public service programming of the university as well as programming and policy decisions in support of campus life. The ASAC is responsible for making recommendations to the Board, consistent with Board Statements and University policy.

AUTHORITY AND RESPONSIBILITIES

Academic Curriculum

The ASAC is responsible for review of and recommendation to the WOU Board of Trustees actions on the introduction of new degree, certificate or minor programs and assurance of maintenance of appropriate standards for academic accreditation.

Educational Policy

The ASAC is responsible for advising, reviewing, and recommending actions to the WOU Board of Trustees on admissions requirements, enrollment strategies, educational delivery methods and curricular program collaborations external to the university.

Academic Organization

The ASAC is responsible for review of and recommendation to the WOU Board of Trustees actions on academic operational organization in support of students and faculty.

Student Co-Curricular Programming

The ASAC is responsible for reviewing, advising and making recommendations to the WOU Board of Trustees regarding the program and service offerings that affect the overall quality, satisfaction and outcomes of the student experience.

Student Health and Safety

The ASAC is responsible for reviewing, advising and recommending actions to the WOU Board of Trustees on policies and programs related to student health and safety.

Policies Governing Student Conduct and Student Organizations

The ASAC is responsible for reviewing, advising and recommending actions to the WOU Board of Trustees on policies related to student conduct and student organizations. The committee should represent student interests in all policy decisions made by the Board.

ORGANIZATION

Membership; Structure; Quorum

The ASAC, consistent with the Board Statement on Committees, will consist of five members from the Board of Trustees. The chair of the ASAC will be appointed by the Board chair. A quorum of the ASAC will be three committee members, excluding the Vice President for Academic Affairs and the Vice President for Student Affairs.

Meetings

The ASAC will meet at least six times each year. ASAC meetings will be conducted in substantial compliance with the Board Statement on the Conduct of Public Meetings. Because committees meet more frequently than the full Board of Trustees, the Chair or staff are encouraged to convene meetings by telephone or videoconference for the convenience of the committee members.

Agenda, Minutes, and Reports

The chair, in collaboration with the staff designee(s), is responsible for establishing the agendas for meetings. An agenda, together with relevant materials, will be sent to committee members at least seven (7) days in advance of the meeting. Minutes for all meetings shall be drafted by the staff designee(s), reviewed by the Secretary to the Board, reviewed by the committee chair, and approved by committee members at the following meeting.

Staff Designee

The Vice President for Academic Affairs and the Vice President for Student Affairs will be staff to the ASAC.

Review of Charter

This charter shall be reviewed and reassessed by the ASAC at least annually, and any proposed changes shall be submitted to the board for approval.

Document History

First draft, May 27, 2015 (Dukes/Scheck).

Western Oregon University Board of Trustees

Finance and Administration Committee (FAC)

MISSION

The Finance and Administration Committee (FAC) of the WOU Board of Trustees is charged with ensuring effective operations and sound stewardship of the university's financial, human, technology, and physical assets in support of the university's mission. The FAC is responsible for making decisions delegated to it and making recommendations to the Board, consistent with Board Statements and University policy.

AUTHORITY AND RESPONSIBILITIES

General Responsibilities:

Under the guidance of the full board, develop and recommend policies necessary to ensure university resources are managed prudently, efficiently, and effectively.

Develop and recommend, for Board adoption, the policy for operational and transactional authority to be delegated to the President and Vice President for Finance and Administration including reporting requirements and evaluation mechanisms.

Develop and monitor a set of financial performance and accountability measures for the university, including reporting requirements and evaluation mechanisms.

Develop and monitor a set of personnel standards regarding the education, experience, and certifications, if any, needed for all senior finance and administrative personnel in the university to efficiently and effectively discharge their duties and responsibilities.

Ensure a rigorous control environment and internal control structure that protects and safeguards institutional assets against losses.

The Chair of the Committee shall have the prerogative to defer Committee actions, where, in his/her opinion, the matter at hand is better suited for full Board consideration.

The Chair of the Committee shall provide a standing report at each Board meeting as to the Committee's activities in the interim.

Operating budget and general finance issues:

Advise the Board on the management of the ongoing financial and administrative affairs of the university

Evaluate, monitor, and advise the Board on financial risk posed by, but not limited to, capital projects, debt, and budget allocations.

Conduct the annual tuition and fee approval process that: 1) ensures resident student access and affordability are maximized to an extent feasible by meeting the Board's affordability goals; 2) includes significant student involvement and input in both the formulation and approval processes each year; and 3) combines the approval processes for both the academic year and summer session into one action in June each year.

Review and recommend the annual operating budget to the Board and approve any changes above Board thresholds thereto each year.

Approve quarterly budget management reports for the university.

Approve the annual management report and the annual financial statement analyses.

Review and approve treasury management policies.

Approve bond sales, including issuing determinations that a project is self-supporting and self-liquidating where applicable to the extent permitted by law, Certificate of Participation (COP) sales, and other financing agreements.

Review and approve the investment policy guidelines as needed.

Approve the quarterly and annual investment reports.

Capital budget issues:

Review and recommend the capital construction budgets and project prioritization criteria to the Board for submission to the HECC each biennium.

Approve changes to capital project budgets.

Approve transfers of interest in university-owned real property in accordance with Board Statements or University policies.

Approve all capital construction projects as required by Board Statements or University policies.

Human resources:

Develop and recommend policies addressing human resources and labor relations; including, but not limited to, diversity, grievance procedures, sexual harassment, criminal background checks, collective bargaining, classification/compensation, employee health insurance options/programs, and recruitment processes.

Provide oversight to personnel development plans for all senior finance and administration personnel to ensure that they are evaluated periodically and have the requisite education, experience, and certifications, if needed, to efficiently and effectively perform their duties.

Business operations:

Focus the business functions of the university on supporting the university's mission and the Board's priorities.

Provide oversight of the procurement and contracting policies, including, but not limited to monitoring minority, women-owned and emerging small business utilization, the TRU retainer contract program, certain sole source contract approvals, special procurement processes, and emergency procurements.

Provide oversight of WOU risk management policies.

University computing operations:

Provide oversight of information security policies; including, but not limited to System standards, disaster recovery plans, and incident response plans.

ORGANIZATION

Membership; Structure; Quorum

The FAC, consistent with the Board Statement on Committees, will consist of five members from the Board of Trustees. The chair of the FAC will be appointed by the Board chair. A quorum of the FAC will be three committee members, excluding the Vice President for Administration.

Meetings

The FAC will meet at least four times each year. FAC meetings will be conducted in substantial compliance with the Board Statement on the Conduct of Public Meetings. Because committees meet more frequently than the full Board of Trustees, the Chair or staff are encouraged to convene meetings by telephone or videoconference for the convenience of the committee members.

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Staff Designee

The Vice President for Finance and Administration will be staff to the FAC.

Review of Charter

This charter shall be reviewed and reassessed by the FAC at least annually, and any proposed changes shall be submitted to the board for approval.

Document History

First draft, May 27, 2015 (Yahnke).