



**PUBLIC MEETING OF THE WOU BOARD'S
EXECUTIVE, GOVERNANCE AND TRUSTEESHIP COMMITTEE (EGTC)**

Meeting No. 40

April 5, 2024 | 9:00-11:00 am

Public Meeting: [Zoom](#)

Meeting ID: 873 8656 6181 | By Phone: 1-253-215-8782

AGENDA

I. CALL-TO-MEETING AND ROLL CALL

II. CHAIR'S WELCOME AND ANNOUNCEMENTS

III. CONSENT AGENDA

1) [Approval of meeting minutes from Feb 2, 2024](#)

IV. REPORTS & DISCUSSION ITEMS:

1) [Internal Audit Update](#) | David Terry, CPA, CFE, CIA & Ryan Schnobrich CPA, CIA

2) [Discuss Proposed Board of Trustees Schedule for 2024-2025 & 2025-2026](#)

3) Update on SB 273 Governance Changes to Board Statements

4) Discussion of Self-Evaluation of the Board Process

5) Discussion of the Chair & Vice Chair Election Process

6) Discussion of the President's Evaluation Process

V. ADJOURNMENT



**PUBLIC MEETING OF THE WOU BOARD'S
EXECUTIVE, GOVERNANCE AND TRUSTEESHIP COMMITTEE (EGTC)
Meeting No. 39
February 2, 2024 | 1:00 pm – 2:30 pm**

Draft Minutes

I. CALL-TO-MEETING AND ROLL CALL

Chair Komp calls the meeting to order at 1:00pm and asks Secretary Sorce to call the roll.

The following Trustees are present: Trustee Jerry Ambris, Trustee Susan Castillo, Trustee Gayle Evans, Trustee Kari Nelsestuen, Chair Betty Komp.

Other Staff Present: President Jesse Peters, Evan Sorce, David Terry, Ryan Schnobrich

II. CHAIR'S WELCOME AND ANNOUNCEMENTS

Chair Betty Komp gave a warm welcomed everyone attending the meeting. Chair Komp mentioned that there is a full agenda and a short amount of time. then walked through the agenda.

III. CONSENT AGENDA

1) Approval of meeting minutes from November 2, 2023

Trustee Nelsestuen moves the approval of the November 2, 2023 meeting minutes and Trustee Ambris seconds the motion. There was no additional discussion. The motion passed unanimously.

IV. ACTION ITEMS:

1) Recommend the Approval of the Western Oregon University Strategic Plan 2024-2030.

Chair Komp asked Dr. Peters to brief the committee on the status of the strategic plan. The strategic plan for review is located on page 4 of the docket. Chair Komp mentioned that it is her understanding that the Senior Leadership Team plans to provide semiannual updates to the board. Secretary Sorce then walked the committee through a PowerPoint presentation that Associate Provost Dr. Judy Sylvia put together regarding the implementation and assessment framework. Trustee Ambris asked how the university plans to measure the outcome of students' feeling connected to a larger community. Dr. Peters said that specific outcomes will be connected to numerous academic divisions' strategic plans, for example. The university can measure the amount of activity as one thing but can also engage in student feedback through surveys or focus groups. We should also have baseline data, which could be obtained through the campus climate survey. Trustee Castillo mentioned that specific measurement Trustee Ambris mentioned is such a critical outcome that business leaders will love to see in WOU's strategic plan because it is something they say a lot, what is the relevance of their academic pursuit.

Trustee Ambris emphasized the importance of the strategic plan being a living document that can evolve and be changed if some of the measurements or outcomes are no longer relevant. President Peters agreed. The University Council will facilitate pushing for the data and ensuring those plans are being realized. This empowers the entire campus community to strive to work together to achieve the outcomes of the strategic plan. Trustee Nelsestuen asked how often the outcome assessment report is going to be released. President Peters responded by mentioning that the outcome assessment report will be updated once per year.

Trustee Ambris moves, and Trustee Evans seconds that the Western Oregon University Executive, Governance, and Trusteeship Committee Recommends the approval of the Western Oregon University Strategic Plan 2024-2030 Education, Innovation, Community to the Western Oregon University Board of Trustees. There was no additional discussion. The motion passes unanimously.

V. REPORTS & DISCUSSION ITEMS:

1) Internal Audit Update | David Terry, CPA, CFE, CIA & Ryan Schnobrich CPA. CIA

a) Vender Master File Review Project Report

Chair Komp asked Mr. Terry and Mr. Schnobrich to present their report, which is on page 9 of the docket. There were no questions about the Internal Audate Update. Mr. Terry and Mr. Schnobrich transitioned into giving a presentation of the Vendor Masterfile Project Report, which can be found on page 16 of the docket for review. Trustee Evans asked Mr. Terry if the Trustee's names and businesses were reviewed against the master vendor list for potential conflict of interest. Mr. Terry answered yes; the team reviewed statements of economic interests to check for conflicts and found none. Secretary Sorce mentioned that the General Counsel and I will be working on addressing the policy recommendation. Chair Komp thanked Mr. Terry and Mr. Schnobrich for their work.

2) Discussion of Recruitment Process for Potential Trustees

Secretary Sorce reviewed the recruitment process that is currently being undertaken. Secretary Sorce has updated a master list of Trustees, including their expiration dates. The Chair and Vice Chair are updating a letter to send out to prospective Trustees and creating a list of potential trustees that Secretary Sorce will make the initial contact; Vice Chair Nelsestuen will follow up as a second reach out and an invitation to meet to have a conversation about becoming a Trustee and then follow up with a meeting with Chair Komp and President Peters—decided to have a brief discussion at the full board meeting about the characteristics of potential trustees as well as recommendations for possible new trustees.

VI. ANNOUCEMENTS:

(1) Setting Next EGTC Meeting:

After brief conversation it was decided that the EGTC April 5th is the best date to meet for our April Board meeting.

VII. ADJOURNMENT

Chair Komp adjourned the meeting at 2:20pm.

Internal Audit Update

Presented by David Terry, CPA, CFE, CIA
April 2024

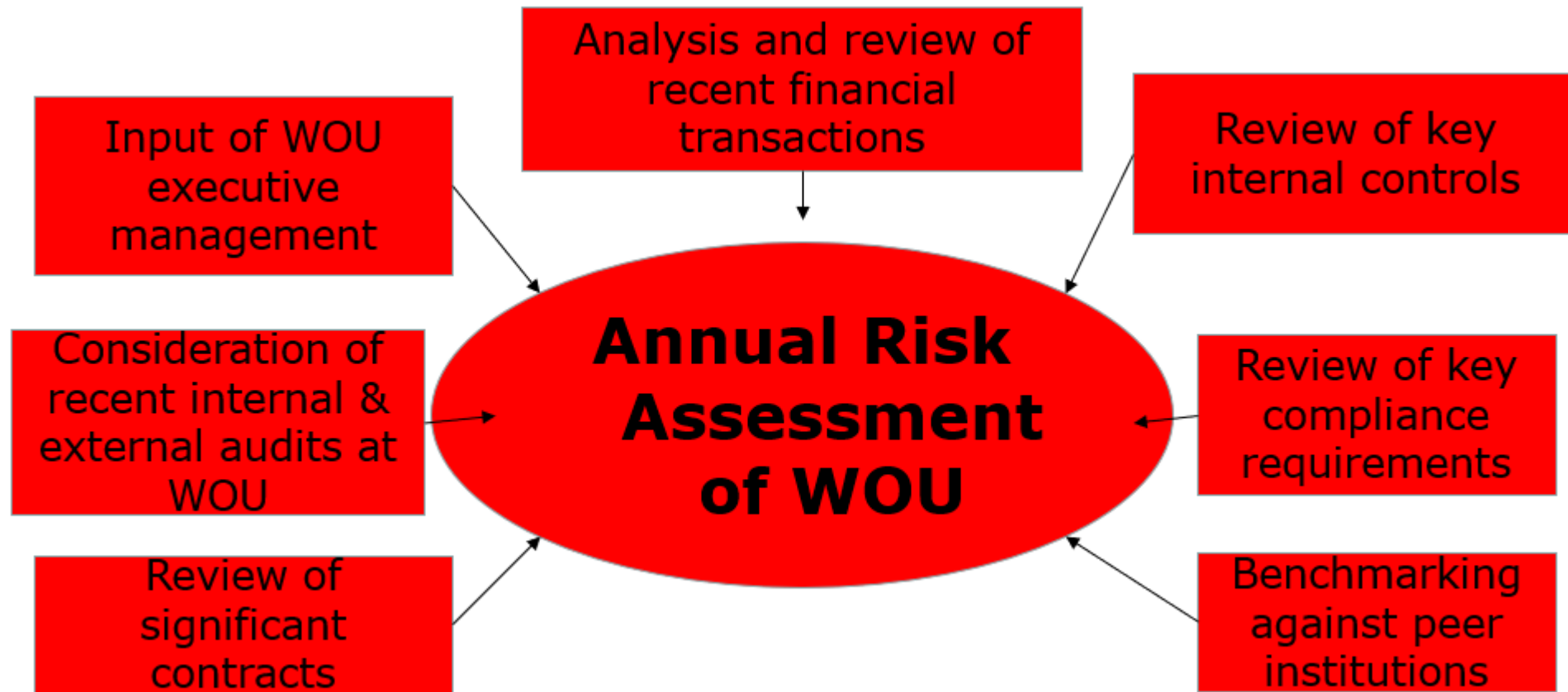
Objectives of Update

- 1) Update on Internal Audit Plan.
- 2) Overview of annual risk assessment & audit plan process.
- 3) Open discussion.

Objective 1 – Update on Internal Audit Plan

- 1) **Vendor Master File Project** – Project completed.
- 2) **Financial Aid Agreed Upon Procedures** - ~80% complete at this time. Project delayed slightly largely due to hiring new personnel in Financial Aid and heavy workload with new FAFSA process.
- 3) **Clery Act Compliance Review** - ~66% complete at this time. Fieldwork testing underway and physical site visit testing conducted in March 2024.

Objective 2 – Annual Risk Assessment Process Overview.



Objective 2 – Example Risk Assessment

Auditable Entity / Unit	Total Risk	Risk Ranking	Risk Category
Office of Information Technologies (IT)	37.0	1	High
Financial Aid Office	37.0	2	High
Enrollment Management and Student Affairs	36.0	3	High
Equity, Diversity, and Inclusion	35.3	4	High
Payroll and Human Resources	33.0	5	High
Environmental Health and Safety	31.5	6	High
Athletics	30.4	7	High
Student Health Center	29.0	8	Moderate
Housing, Family Housing, and Food Services	29.0	9	Moderate
Title IX	28.9	10	Moderate
Division for Business, Communications, and Environmental Science	28.8	11	Moderate
College of Arts & Sciences	28.8	12	Moderate
Division of Education Health and Leadership	28.8	13	Moderate
Division of Social Sciences	28.8	14	Moderate
Division of Science, Tech., English, & Math	28.8	15	Moderate
Facilities, Maintenance, and Plant	27.8	16	Moderate
Provost Office and Bridge Program	27.6	17	Moderate
Division of Humanities and Culture	27.6	18	Moderate
Division of Undergrad Studies	26.4	19	Moderate
Finance and Administration	25.3	20	Moderate
Dean of Students, Gender & Sexuality Justice	25.2	21	Moderate
Honors College	25.2	22	Moderate
Office of International Programs	25.2	23	Moderate
Campus Public Safety Office	19.9	24	Low
JRP (Jackson Public Radio)	19.8	25	Low
Registrar's Office and Admissions	19.8	26	Low
University Advancement and Grants Administration	19.8	27	Low
President's Office	18.9	28	Low
Student Activities and Clubs	18.9	29	Low
Parking Services	18.9	30	Low
Schneider Museum of Art	15.1	31	Low
Hannon Library	13.2	32	Low
Office of Institutional Research	12.6	33	Low
Bookstore (Barnes and Noble)	12.6	34	Low

Objective 2 – Example Risk Assessment

At next audit committee meeting, we will:

- 1) Discuss results of risk assessment;
- 2) Discuss potential project(s) list and priority of projects;
- 3) Discuss any specialized project assistance needs.

Questions?

Option 1

Board of Trustees Schedule 2024-2025 Academic Year							
	ASAC	DEIAC	EGTC	FAC	Full Board Meeting	SLC Reports Due to Board Secretary	Full Board Prep Meeting
Q1 Meeting Dates	10/29/2024	10/15/2024	10/22/2024	11/5/2024	November 19-20 2024	11/7/24	11/12/24
Q2 Meeting Dates	2/4/2025	1/21/2025	1/28/2025	2/11/2025	February 25-26 2025	2/13/25	2/17/25
Q3 Meeting Dates	4/8/2025	3/18/2025	4/1/2025	4/15/2025	April 22-23 2025	4/10/2025	4/14/25
Q4 Meeting Dates	5/20/2025	5/6/2025	5/13/2025	5/20/2025	June 3-4 2025	5/22/2025	5/27/25
Board of Trustees Schedule 2025-2026 Academic Year							
	ASAC	DEIAC	EGTC	FAC	Full Board Meeting	SLC Reports Due to Board Secretary	Full Board Prep Meeting
Q1 Meeting Dates	10/28/2025	10/14/2025	10/21/2025	11/4/2025	November 18-19 2025	11/6/25	11/10/25
Q2 Meeting Dates	2/3/2026	1/20/2026	1/27/2026	2/10/2026	February 24-25 2026	2/12/26	2/16/26
Q3 Meeting Dates	4/7/2026	3/17/2026	3/31/2026	4/14/2026	April 21-22 2026	4/9/2026	4/13/26
Q4 Meeting Dates	5/19/2026	5/5/2026	5/12/2026	5/19/2026	June 2-3 2026	5/21/2026	5/26/26
Notes:							
All Subcommittees Start at 1pm							
Proposed Board Retreat Date for 24-25 Academic Year: Sept 26-27 (Thursday & Friday) or Oct 3-4 (Thursday & Friday)							

Option 2

Board of Trustees Schedule 2024-2025 Academic Year							
	ASAC	DEIAC	EGTC	FAC	Full Board Meeting	SLC Reports Due to Board Secretary	Full Board Prep Meeting
Q1 Meeting Dates	10/31/2024	10/17/2024	10/24/2024	11/7/2024	November 19-20 2024	11/7/24	11/12/24
Q2 Meeting Dates	2/6/2025	1/23/2025	1/30/2025	2/13/2025	February 25-26 2025	2/13/25	2/17/25
Q3 Meeting Dates	4/10/2025	3/20/2025	4/3/2025	4/17/2025	April 29-30 2025	4/17/2025	4/21/25
Q4 Meeting Dates	5/22/2025	5/8/2025	5/15/2025	5/22/2025	June 3-4 2025	5/22/2025	5/27/25
Board of Trustees Schedule 2025-2026 Academic Year							
	ASAC	DEIAC	EGTC	FAC	Full Board Meeting	SLC Reports Due to Board Secretary	Full Board Prep Meeting
Q1 Meeting Dates	10/30/2025	10/16/2025	10/23/2025	11/6/2025	November 18-19 2025	11/6/25	11/10/25
Q2 Meeting Dates	2/5/2026	1/22/2026	1/29/2026	2/12/2026	February 24-25 2026	2/12/26	2/16/26
Q3 Meeting Dates	4/9/2026	3/19/2026	4/2/2026	4/16/2026	April 28-29 2026	4/16/2026	4/20/26
Q4 Meeting Dates	5/21/2026	5/7/2026	5/14/2026	5/21/2026	June 2-3 2026	5/21/2026	5/26/26
Notes:							
All Subcommittees Start at 1pm							
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