**Budget & Planning/TAC Committee**

**Meeting Minutes**

**Zoom Meeting**

**January 25, 2022**

**3:15pm**

Chair Vitor Pedrosa called the meeting to order at 3:16pm

**Present:** Vitor Pedrosa, Lyle Henderson, Linda Jerofke, Karyn Gomez, Tony Tovar, Katie Townsend, Kris Martens, Tressa Seydel, Cedric Riel, Isaac Insko, Emily Adams and Alexa Jamison

**Ex-Officio:** Lara Moore and LeeAnn Case

**Others:** John Garlitz and Tonya Evans

**Absent:** Scott McConnell and Helen Moore

**ACTION ITEMS**

**Approval of November 23, 2021 Meeting Minutes:**

**Motion:** Karyn Gomez moved to approve the minutes as presented.

**Second:** Cedric Riel

**Discussion:** None

**Action:** Motion passed

**DISCUSSION ITEMS**

**FY23 Tuition/Budget Update**

LeeAnn presented a review of the FY23 E&G Budget process, which included a review of FY22 and helps set the stage for future tuition and budget discussions. The FY22 E&G budget has been slightly revised to recognize a down turn in tuition and an increase in state funds. The lost tuition will be offset with additional CARES/HEERF funding. The current financial status as of December 31, 2021 was presented as well as current fiscal year savings and commitments. Committee members asked for clarification on the grant writer expense. LeeAnn explained the expense is a contract for services and is paid when the contractor is successful in securing grant funds, such as the current Title III grant.

Lara presented reviewed the FY23 Tuition/Budget Update and provided background for planning in FY23. This included a reminder of the investments made, the need to execute on enrollment goals, and curtail costs as much as possible to reverse the trend of using fund balance. She also reminded the committee of the impact the pandemic has had on the university financials. She reported estimated revenue based on state funding, and that we are estimating about two million in tuition revenue based on our current enrollment projection. Unlike some years, this year we know how much state funding we will receive. Lara also explained how enrollment incline/decline reflects in dollars. She stated that fiscal year 23would not be a year of significant investment.

Karyn Gomez ask about OTP fee remission and requested that the slides that were presented be attached to the agenda so that the members had the information.

* [2nd Quarter Management Report](https://drive.google.com/file/d/1H0zdC3CHx6r3C31COwsbClPsYhpTtpCc/view)

LeeAnn presented the Q2 Management report, which includes an overview of E & G, Auxiliary Enterprises, Designated Operation and Service Departments and reported to the group that all funds are performing as they should be and as we would expect.

2023-25 Capital Project Proposal

Lara presented Capital Projects and Proposals, beginning by explaining the Capital Process and guiding principles used when we request funds for large projects. She explained that Capital project funding is requested biannually and how the timeframe for fund requests works, beginning with board review and approval prior to being submitted to HECC. Lara explained that guiding principles for capital planning are driven by facility condition assessments and campus feedback. Project accomplishments and progress were reported.

Remaining projected projects are:

* Loso Hall renovation
* Ackerman renovation
* Grand Staircase
* Baseball Facility

Of these there will be a review of those that are new, in question and needing refinement.

Next Steps- Lara shared that the last Comprehensive Master Plan was done in 2012 and is revised every ten years making 2022/23 the next revision. She is proposing that we begin to look out further as the revision of the plan is reviewed.

The committee members asked Where are we on the Fieldhouse? Lara responded, it t should be complete and ready for fall. Committee members also inquired about funding for the Grand staircase? Lara explained because of the current process and criteria for capital projects, HECC will never score the Grand Staircase high enough. However, President Insko continues to search out optional funding but at this time it is on hold.

* [HECC DRAFT Financial Conditions Overview](https://drive.google.com/file/d/1GZmZpipoJTSmRqgtyq253IOmDp464PfH/view)

Lara explained the DRAFT Financial Conditions report prepared by HECC; how it is prepared, the contents and usage of the report. When it is complete it will be a review of all of the Oregon universities. She reported that we are performing well. The report will be presented to the EOU BOT Finance and Administration Committee on Wednesday, January 26, 2022.

There were no questions from the committee and the meeting was adjourned at 4:24PM

**Meeting Schedule**

The next meeting is scheduled for February 22nd.

Respectfully Submitted

Tonya Evans