



**MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE  
OF THE BOARD OF TRUSTEES OF EASTERN OREGON UNIVERSITY  
October 22, 2015, 1:45 p.m. – 5:00 pm  
Ackerman Alumni Room, Ackerman Hall**

**Board Members:**

*Present:* Richard Chaves, Ray Brown, Holly Kerfoot, Abel Mendoza and Bill Johnson

*Absent:* Tom Insko

*Quorum present:* Yes

*Others Present:*

Lara Moore, LeeAnn Case and Teresa Carson-Mastrude

**Proceedings:**

Meeting called to order at 1:50 p.m. by Acting Chair, Richard Chaves

*Announcements:*

Lara Moore introduced LeeAnn Case (Director of Budget and Payroll) to committee.

*Action Items:*

Recommend Committee Charter Approval to Board– The committee discussed the charter and proposed only change (regarding purchase or sale of property in excess of \$1,000,000).

**Motion:** Ray Brown moved to accept the proposed change.

**Second:** Abel Mendoza

**Action:** Motion passed

*Discussion Items:*

FY 16 Draft Operating Budget , Schedule for Budget Monitoring, Budget-to-Actual Report, Quarterly Management Report Proposed Format – (See Attached Documents) EOU Vice President Lara Moore reviewed the Draft Budget and other reports with the committee. The group had suggestions for formatting to enable them to have a better understanding.

Schedule for Budget Monitoring – VP Moore explained that the reports are drafts and at this time as we do not have current enrollment numbers.

Financial Reporting to Full Board – The group discussed financial reporting to the Full Board and agreed that the reports given to the board would be condensed.

SEIU Contract Cost Update – VP Moore reported to the committee that the SEIU Agreement calls for yearly step increases and yearly COLAs. This amounts to approximately a \$540,000 increase this year which has been subsidized by the state. EOU Faculty and Administrative Staff were also granted raises which amounts to approximately \$65,000 for the year.

Eastern Promise – VP Moore will be meeting with Provost Witte and President Insko next week to discuss funding for Eastern Promise. Previously the program was funded by a grant which has ended.

Information Technology Presentation – (See Attached) IT Director Jeff Carmen gave a presentation of the department.

Internal Audit RFP – Lara Moore reported to the committee that there have been no responses to the RFP thus far. Richard Chaves and Bill Johnson have requested that Moore email the RFP to them and they will reach out to a few contacts. The External Audit RFP will be posted in November.

Decision Model Tool Update – President Insko has requested external assistance in the preparation of this tool. Greg Howard (former CFO of Boise Cascade) will be working with Lara Moore and LeeAnn Case to create a tool that better fits the needs of EOU in working with the HECC Funding Model.

Other- The committee will be meeting from noon to 3:00pm on November 19, 2015.

Meeting adjourned at 3:50 p.m.

Minutes submitted by Teresa Carson-Mastrude