Portland State University Board of Trustees
Regular Meeting of the Full Board
December 11, 2013

MINUTES

Board members present included: Swati Adarkar, Erica Bestpitch, Pam Campos-Palma, Gale Castillo, Sho Dozono, Maude Hines, Thomas Imeson, Fariborz Maseeh, Rick Miller, Pete Nickerson, Peter Stott, Christine Vernier, and Wim Wiewel.

University staff present included: Lois Davis, David Reese, Rachel Martinez and Annie Kirk.

Others present included: Margaret Kirkpatrick and Buzz Shaw.

1. CALL TO ORDER/ROLL CALL/DECLARATION OF QUORUM

In the absence of a Board Chair, David Reese, Acting Secretary, called the meeting to order at 8:15 a.m. and took roll. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

2. INTRODUCTIONS

President Wiewel introduced Buzz Shaw, Consultant from the Association of Governing Boards (AGB), and asked the Board Members to introduce themselves.

3. STEPS TO BECOMING A HIGH PERFORMING BOARD

Buzz Shaw provided an introduction to the Board entitled High Performance Boards during a Time of Change.

4. MEETING BASIC BOARD RESPONSIBILITIES

Buzz Shaw led the Board in a discussion regarding the basic responsibilities of academic governing boards.

5. NURTUREANCE: HAVING A PRODUCTIVE AND CARING CULTURE

Buzz Shaw led the Board in a discussion regarding good attitudes and habits for governing boards and presidents.
6. **Lunch Discussion: Ethics for Public Board Members**

David Reese, General Counsel, provided information regarding Oregon’s government ethics, public meetings and public records laws and liability protections for public bodies and University trustees.

7. **Campus Tour**

Dan Zalkow, Executive Director of Planning, Construction & Real Estate, led the trustees on a campus tour.

8. **Establishing the Fundamentals for Board Governance**

a. David Reese provided an overview of Senate Bill 270 and the Board’s general responsibilities.

b. President Wiewel began a discussion regarding the need for an interim chair and interim vice chair and suggested Pete Nickerson and Tom Imeson, respectively, for the officer positions.

ACTION: Sho Dozono and Peter Stott made and seconded a motion, respectively, to elect Pete Nickerson as Interim Chair and Tom Imeson as Interim Vice Chair, effective immediately, for a term ending June 30, 2014 and for the Board to elect a regular chair and vice chair at its March meeting for full terms beginning July 1. The motion was adopted. Chair Nickerson assumed the gavel for the remainder of the meeting.

c. Chair Nickerson began a discussion regarding the need for bylaws and board policies. David Reese reviewed and led a discussion regarding draft bylaws. Board members were asked to provide comments regarding the draft bylaws prior to the next meeting.

ACTION: Gale Castillo and Peter Stott made and seconded a motion, respectively, for Reese to revise the draft bylaws and prepare additional board organizational policies and to present them at the January board meeting. The motion was adopted.

d. Chair Nickerson began a discussion regarding whether board meetings should be audio recorded. The preference of the trustees is to rely on written minutes of meetings and to not make or retain audio recordings.

ACTION: Christine Vernier and Peter Stott made and seconded a motion, respectively, to dispense with the audio recording of board meetings until such time as the Board may reconsider. The motion was adopted.
e. Chair Nickerson began a discussion regarding Board committees. Nickerson suggested that the Board start with three standing committees: Academic and Student Affairs, Executive and Audit, and Finance and Administration.

ACTION: Christine Vernier and Fariborz Maseeh made and seconded a motion, respectively, to move forward with the three committees discussed and for Reese to draft committee charges for discussion and adoption at the January board meeting. The motion was adopted.

9. SHARED GOVERNANCE IN ACADEME

Buzz Shaw led the Board in a discussion regarding university shared governance, levels of policy making and frequent sources of tension between boards and universities.

10. PARTNERS IN POSITIVE CHANGE

Buzz Shaw led the Board in a discussion regarding high performing boards and “What Makes Great Boards Great.”

11. ADJOURNMENT

With no further business proposed, the meeting was adjourned at 5:20 p.m.
MINUTES

Board members present included: Chair Pete Nickerson, Vice Chair Thomas Imeson, Swati Adarkar, Erica Bestpitch, Pam Campos-Palma, Gale Castillo, Sho Dozono, Maude Hines, Fariborz Maseeh, Rick Miller, Peter Stott, Christine Vernier, and Wim Wiewel.

University staff present included: Lois Davis, David Reese, Rachel Martinez and Annie Kirk.

Others present included: Margaret Kirkpatrick.

1. CALL TO ORDER/ROLL CALL/DECLARATION OF QUORUM

Chair Pete Nickerson called the meeting to order at 8:15 a.m. and took roll. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

2. THE MISSION, VISION AND ORGANIZATION OF THE UNIVERSITY

President Wiewel gave a presentation on Portland State University’s mission statement, vision, guiding themes, strategic plan, diversity and organization.

3. THE ACADEMIC PROGRAM OF THE UNIVERSITY

Provost Sona Andrews gave a presentation regarding the schools and colleges that comprise the University, the overall academic program, the role of the Office of Academic Affairs, accreditation, the University’s completion agenda and achievement compact, portfolios, student success initiatives and statistics, and the Provost’s Challenge. Leslie McBride, Presiding Officer of the Portland State Faculty Senate, joined Andrews for a discussion regarding shared governance at the University and the role and organization of the Faculty Senate.

4. THE STUDENT PROFILE AND SERVICES AT THE UNIVERSITY

Jackie Balzer, Vice President of Enrollment Management and Student Affairs, gave a presentation on the demographics of the University’s student body, recruitment, admissions standards, tuition and fees, financial aid and scholarships, advising, student support services, experiential learning, leadership opportunities, athletics and campus recreation. Rayleen McMillan, University Affairs Director of the
Associated Students of Portland State University (ASPSU) joined Balzer for a
discussion regarding the role and organization of ASPSU.

5. **Lunch Discussion: The SBHE, HECC and OEIB**

Ben Cannon, Executive Director of the Higher Education Coordinating Commission,
and Matt Donegan, President of the State Board of Higher Education and member of
the Oregon Education Investment Board, discussed the roles of their respective
organizations and the importance of interacting closely with our partners in
Oregon’s system of higher education.

6. **Supporting the University**

Monica Rimai, Vice President of Finance and Administration, gave a presentation
regarding campus operations, the role of Finance and Administration, the physical
plant, the workforce, collective bargaining units, the operating budget, performance
based budgeting, capital projects and the capital budget, and the University’s debt
profile.

7. **Research and Strategic Partnerships at the University**

Jon Fink, Vice President of Research and Strategic Partnerships, gave a presentation
regarding the University’s research activities, research administration, research
expenditures and growth, and future.

8. **Philanthropy, Advancement and the PSU Foundation**

President Wiewel, Françoise Aylmer, Vice President of Advancement, and Fred
Granum, President of the Portland State University Foundation, gave a presentation
on the mission and vision of University Advancement, fundraising, major gifts,
comprehensive campaign, endowment, and the role and organization of the PSU
Foundation.

9. **Public Comment**

No public comments were made.

10. **Adjournment**

With no further business proposed, the meeting was adjourned at 4:30 p.m.