



**OSU Board of Trustees**  
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October 6, 2023

**To:** Finance & Administration Committee  
**From:** Román Hernández, chair  
**Re:** 2024 Committee Work Plan

Committee members,

Please find enclosed attachments for the work plan discussion scheduled at our next committee meeting.

Note that committee and board self-assessments will be conducted after the October meetings to capture feedback from trustees who recently joined the board.

In Attachment 1, you will see the work we accomplished this year. My compliments to you and the university staff for ensuring this important work of the university was completed.

In Attachment 2, you will find the proposed work plan for next year. You will see that we are proposing a similar work plan, guided by our [committee charter](#) responsibilities.

I look forward to our discussion.

Román Hernández  
FAC chair



## Finance & Administration Committee 2023 Work Plan

Annotated to reflect work completed  
(completed indicated with ✓, adjustments and additions shown in red)

Meeting Dates 2023	Item	Link to Charter/ Policy
<b>Jan 19, 2023</b>	FY2023 Q1 Operating Management Report (Accept) ✓	Charter: (1) Monitor financial performance
	FY2023 Q1 Investment Reports (Accept) ✓	Charter: (1) Monitor financial performance
	FY2022 Annual Financial Statements (Joint Review with Executive, Audit and Governance Committee) ✓	Charter: (4) Ensure accurate and complete financial records are maintained; (6) Ensure accurate and complete financial info presented to Board
	Preliminary FY2024 Tuition Scenarios and Education and General Budget Planning ✓	Charter: (2) Review annual and long-term operating and capital budgets
	Update on the Corvallis Shared Responsibility Budget Model Review ✓	Informational item relating to the university's approach to allocating education and general funds
	Internal Bank Annual Report (Accept) and Investment Management Review ✓	Charter: (1) Monitor financial performance
	2022 Financial Metrics Update ✓	Charter: (1) Monitor financial performance
<b>Apr 13, 2023</b>	FY2023 Q2 Operating Management Report (Accept) ✓	Charter: (1) Monitor financial performance
	FY2023 Q2 Investment Reports (Accept) ✓	Charter: (1) Monitor financial performance
	FY2024 Tuition Rates, Mandatory Fees and Student Incidental Fees (Recommend to Board) ✓	Charter: (2) Review annual and long-term operating and capital budgets
	FY2024 Operating Budget Outlook ✓	Charter: (2) Review annual and long-term operating and capital budgets
	Capital Project Stage Gate II: OSU-Cascades Student Success Center (recommend to board) ✓	Policy: Approval of Capital Projects  Charter: (2) Review annual and long term operating and capital budgets
	Finance and Administration Division Update: <span style="color: red;">Insurance and Risk Management Update</span> ✓	Charter: Oversight of the integrity of the University's financial operations

*October 19-20, 2023 Board of Trustees Meetings*

Meeting Dates 2023	Item	Link to Charter/ Policy
	Ten-Year Business Forecast (Recommend to Board) ✓  (includes FY2023 Financial Statement Analysis and Self- Support Unit Forecasts)	Charter: (2) Review annual and long- term operating and capital budgets
<b>June 1, 2023</b>	FY2023 Q3 Operating Management Report (Accept) ✓	Charter: (1) Monitor financial performance
	FY2023 Q3 Investment Reports (Accept) ✓	Charter: (1) Monitor financial performance
	FY2024 Operating Budget (Recommend to Board) ✓	Charter: (2) Review annual and long- term operating and capital budgets
	Risk Management Report – <b>Human Resources Administration</b> ✓	Matter referred to committee
	<b>Administrative Modernization Program</b> (recommend to board) ✓	Charter: Oversight of the integrity of the University’s financial operations
	<b>Capital Project Stage Gate II: Jen- Hsun and Lori Huang Collaborative Innovation Complex</b> (recommend to board) ✓	Policy: Approval of Capital Projects  Charter: (2) Review annual and long term operating and capital budgets
	<b>Capital Project Stage Gate II: Newport Housing</b> (recommend to board) ✓	Policy: Approval of Capital Projects  Charter: (2) Review annual and long term operating and capital budgets
<b>Oct 19, 2023</b>	FY2023 Q4 Operating Management Report (Accept)	Charter: (1) Monitor financial performance
	FY2023 Q4 Investment Reports (Accept)	Charter: (1) Monitor financial performance
	Capital Project Status Report	Charter: (1) Monitor financial performance; (2) Review annual and long-term operating and capital budgets
	<b>FY2024 Operating Budget Update</b>	Charter: (2) Review annual and long- term operating and capital budgets
	<b>2023 Board Assessment Results</b> (moved to January 2024 agenda)	Bylaws of the Board of Trustees
	2024 Committee Work Plan (Accept)	Policy: Board Officers



## Finance & Administration Committee 2024 Work Plan

The Finance & Administration work plan provides a general road map to ensure the committee meets its charter obligations and responsibilities assigned in Board policies. Stage gating of capital projects will be scheduled as they reach each stage.

Meeting Dates 2023	Item	Link to Charter/ Policy
<b>Jan 18, 2024</b>	FY2024 Q1 Operating Management Report (Accept)	Charter: (1) Monitor financial performance
	FY2024 Q1 Investment Reports (Accept)	Charter: (1) Monitor financial performance
	FY2023 Annual Financial Statements (Joint Review with Executive, Audit and Governance Committee)	Charter: (4) Ensure accurate and complete financial records are maintained; (6) Ensure accurate and complete financial info presented to Board
	Preliminary FY2025 Tuition Scenarios and Education and General Budget Planning	Charter: (2) Review annual and long-term operating and capital budgets
	Update on the Corvallis Shared Responsibility Budget Model Review	Informational item relating to the university's approach to allocating education and general funds
	Internal Bank Annual Report (Accept) and Investment Management Review	Charter: (1) Monitor financial performance
	2023 Financial Metrics Update	Charter: (1) Monitor financial performance
	2023 Board Assessment Results (moved from the Oct 2023 agenda)	Bylaws of the Board of Trustees
<b>Apr 4, 2024</b>	FY2024 Q2 Operating Management Report (Accept)	Charter: (1) Monitor financial performance
	FY2024 Q2 Investment Reports (Accept)	Charter: (1) Monitor financial performance
	FY2025 Tuition Rates, Mandatory Fees and Student Incidental Fees (Recommend to Board)	Charter: (2) Review annual and long-term operating and capital budgets
	FY2025 Operating Budget Outlook	Charter: (2) Review annual and long-term operating and capital budgets
	Finance and Administration Division Update	Charter: Oversight of the integrity of the University's financial operations

*October 19-20, 2023 Board of Trustees Meetings*

Meeting Dates 2023	Item	Link to Charter/ Policy
	Ten-Year Business Forecast (Recommend to Board)	Charter: (2) Review annual and long-term operating and capital budgets
<b>May 16, 2024</b>	FY2024 Q3 Operating Management Report (Accept)	Charter: (1) Monitor financial performance
	FY2024 Q3 Investment Reports (Accept)	Charter: (1) Monitor financial performance
	FY2025 Operating Budget (Recommend to Board)	Charter: (2) Review annual and long-term operating and capital budgets
	Enterprise Risk Report (topic to be determined)	Matter referred to committee
<b>Oct 24, 2024</b>	FY2024 Q4 Operating Management Report (Accept)	Charter: (1) Monitor financial performance
	FY2024 Q4 Investment Reports (Accept)	Charter: (1) Monitor financial performance
	Capital Project Status Report	Charter: (1) Monitor financial performance; (2) Review annual and long-term operating and capital budgets
	FY2025 Operating Budget Update	Charter: (2) Review annual and long-term operating and capital budgets
	2024 Board Assessment Results	Bylaws of the Board of Trustees
	2025 Committee Work Plan (Accept)	Policy: Board Officers