

MINUTES

Oregon WIN Board Meeting
June 26, 2003, 1:00 – 3:00 PM
Oregon State University, Corvallis

Members: John Greydanus, Alan Heywood, Mark Kramer, Cynde Leathers, Larry Pribyl, Tom Matney, and Paul Snyder.

I. 2003-2004 Budget

A. Background

John Greydanus reviewed several goals used to craft Oregon WIN budgets including:

- Eliminating pay-per-use network fees that limit program development. The goal is to provide central support for network operations to ensure members do not face fees for instructional programs.
- Returning a large portion of royalties to members for program development. Past budgets returned to members all signing fees related to the 2001 Amended and Restated Lease Agreement and 2/3 of all monthly royalties (\$108,000 per year from a yearly total of \$172,800).

Network operations have been funded with \$64,800 of centrally retained royalties. Operation costs exceeded retained funds during the 2002-2003 budget and the Board agreed to increase the operation budget by increasing network revenue. The projected \$25,000 in network revenue was not realized, leaving an estimated \$16,580 deficit for 2002-2003. The 2002-2003 deficit will be paid with OUS royalties identified as OPAN network use fees.

B. Network Operations Deficits

The proposed 2003-2004 WIN Operations Budget of \$88,306 also exceeds retained revenues and includes a network revenue projection of \$25,000. The Board discussed options available if the projected network revenue falls short again in 2003-2004. Possible solutions included:

- Reducing the operations budget. There appears little room to reduce the operations budget.
- Charging members for network use. This would be in opposition to a central budgeting goal of the WIN Board. The Director noted that due to limited engineering support and a limited supplies budget, WIN would start charging for any requested network expansions. Engineering support covers network maintenance only.
- Retaining additional royalties for network operations. Retaining an additional \$200 per month would generate an additional \$21,600 per year for network operations. It was noted this option would

create serious problems for some members due to the resulting reduction in staff time tied directly to program development.

- Asking members to play a more active roll in generating revenue. There was general agreement with this approach. The Director noted this would require ongoing coordination. The Director will start invoicing members for billable use of the network as opposed to members collecting and forwarding fees to WIN.

To better assess options for resolving the deficit the Board agreed to review not only the network operations budget, as done on a yearly basis, but also review WIN funds returned to the campuses. A roundtable discussion revealed that most of the signing fees returned to members were spent on hardware and facilities required to produce WIN programs. Most members are investing monthly royalties in staff positions related to supporting video production facilities or as seed money to support new programs.

The Board's discussion of the possible budget deficit was inconclusive. There was agreement that the Board will assist in generating network revenue and will revisit the issue in January 2004 to see if additional action is needed.

C. Board Action on the 2003-2004 Budget

1. Board members agreed to provide a yearly statement of how signing fees and royalties returned to the campuses are invested and provide projections for the upcoming year.
2. The Board unanimously passed the 2003 – 2004 budget as presented with agreement to revisit the question of network revenue no later then in January 2004.

II. Board Leadership

As set forth in the Intergovernmental Agreement, the Board recognized Larry Pribyl, Vice Chair for 2002-2003, as Chair for 2003-2004. As also set forth in the Agreement, the Board accepted nomination for Vice Chair for 2003 – 2004. Tom Matney was nominated as Vice Chair and was unanimously approved by the Board.

It was announced the Alan Heywood, the outgoing Chair, was retiring from Western Oregon University (WOU) and would no longer serve as the WOU Board representative. The Board presented Alan with a plaque and gift certificate in recognition of Alan's long support and involvement with Oregon WIN. It was announced that Don Olcott, Executive Director of Extended Programs at WOU, would replace Alan.

III. Evaluation of Director

As set forth in the Intergovernmental Agreement, the Board must evaluate the Director on a yearly bases and notify the OUS Chancellor's Office if the Board wishes to retain the Director or to request a new appointment.

The Board voted unanimously to retain John Greydanus as the Oregon WIN Director for the 2003 -2004 term. Larry Pribyl agreed to forward the Board's recommendation to the OUS Chancellor's Office.

IV. Other Topics

A. FCC action

John noted that the FCC has posted the NPRM relating to the new ITFS band plan at the Federal Registrar initiating a 90-day comment period. John noted that the Oregon WIN Board may be required to respond to information requests during the summer in order to support recommendations to the FCC.

B. Scheduling Software

John reported that LBCC has agreed to move forward on a plan to demonstrate a web-based scheduling platform for Oregon WIN that is based on a platform under developed by LBCC and LCC to assist in sharing telecourses.

V. Adjournment

The meeting was adjourned at 3:30 pm