



OFFICE OF THE BOARD OF TRUSTEES

## Public Meeting Notice

June 11, 2026

TO: Southern Oregon University Board of Trustees, Executive, Audit, and Governance Committee

FROM: Sabrina Prud'homme, University Board Secretary

RE: Notice of Regular Meeting of the Executive, Audit, and Governance Committee

The Executive, Audit, and Governance Committee of the Southern Oregon University Board of Trustees will hold a regular meeting on the date and at the location set forth below.

Action items on the agenda include the Fiscal Year 2027 Internal Audit Plan.

The committee will discuss an Internal Audit report and the process for the university president's 2026 performance evaluation.

Two agenda items will be discussed in executive session pursuant to ORS 192.660 (2)(f)(p) and ORS 192.660 (2)(f), respectively. No final decisions will be made in an executive session.

Thursday, June 18, 2026

9:00 a.m. to 11:30 a.m. (or until business concludes)

Visit [governance.sou.edu](https://governance.sou.edu) for the meeting materials.

SOU Ashland Campus, Hannon Library, DeBoer Room

1290 Ashland Street, Ashland, OR, 97520

To view the proceedings remotely, visit <https://sou.zoom.us/j/81300549470> at the time of the meeting.

**If accommodations for persons with disabilities are required, please contact Holly Frazier at (541) 552-8055 or email [trustees@sou.edu](mailto:trustees@sou.edu). Accommodation requests should be made at least 48 hours in advance.**

## Public Comment

The Board of Trustees welcomes public comments. Members of the public who wish to provide live public comments in person or remotely during the meeting are invited to sign up to speak at least 24 hours in advance of the meeting.

- Public commenters may sign up to speak to the Board of Trustees at [trustees@sou.edu](mailto:trustees@sou.edu) or by phone at (541) 552-8055.
- Written comments can be submitted via email to [trustees@sou.edu](mailto:trustees@sou.edu). Please include “Public Comments” in the subject line. Written public comments may also be delivered by hand or mailed to the SOU Board of Trustees, 1250 Siskiyou Boulevard, Churchill Hall, Room 107, Ashland, OR 97520.

Those who sign up will need to provide their name, email address, phone number, relationship to SOU, and the subject of their public comments.



**Executive, Audit, and Governance  
Committee Meeting**

**June 18, 2026**

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# **Call to Order / Roll / Declaration of a Quorum**



**Board of Trustees  
Executive, Audit, and Governance Committee Meeting**

**Thursday, June 18 2026  
9:00 a.m. – 11:30 a.m. (or until business concludes)  
DeBoer Room, Hannon Library, SOU Campus  
Zoom: <https://sou.zoom.us/j/81300549470>**

**AGENDA**

Persons wishing to provide live public comments in the meeting or in writing may sign up in advance at [trustees@sou.edu](mailto:trustees@sou.edu).  
Please note: times are approximate and items may be taken out of order.

9:00 a.m.	<b>1</b>	<b>Call to Order/Roll/Declaration of a Quorum</b>	Chair Sheila Clough
	1.1	Welcome and Opening Remarks	
	1.2	Roll and Declaration of a Quorum	Sabrina Prud'homme, SOU, Board Secretary
	1.3	Agenda Review	Chair Sheila Clough
9:05	<b>2</b>	<b>Public Comment</b>	
	<b>3</b>	<b>Reports</b>	
9:20	3.1	Fiscal Year 2026 Internal Audit Update	Mila Bekwinknoll, PSU, Internal Audit Associate
	<b>4</b>	<b>Action, Information, and Discussion Items</b>	
9:35	4.1	Fiscal Year 2027 Internal Audit Plan (Action)	Mila Bekwinknoll; Dr. Carson Howell, SOU, Vice President for Finance and Administration
9:55	4.2	University President's 2026 Performance Evaluation Process	Chair Sheila Clough
10:05	4.3	Future Meetings	Chair Sheila Clough
10:10	4.4	[Executive Session Pursuant to ORS 192.660 (2)(f)(p)]	
10:30	4.5	[Executive Session Pursuant to ORS 192.660 (2)(f)]	
11:30 a.m.	<b>5</b>	<b>Adjournment</b>	Chair Sheila Clough

# Public Comment

# **Fiscal Year 2026 Internal Audit Report**



# Internal Audit Update

Presented by

Mila Bekwinknoll, Internal Audit Associate

June 18, 2026

# Internal Audit Update



## Objectives of Update

1. Internal Audit Services Update
2. EthicsPoint Hotline Update
3. Fiscal Year 2026 Internal Audit Plan Update
4. Fiscal Year 2027 Internal Audit Plan (action item)
5. Questions and Open Discussion

# Objective 1 – Internal Audit Services Update

- **Meetings with Management –**  
Periodic discussions with the General Counsel, VPF&A/CAE, and Board Secretary.
- **Periodic Update Meetings with Chair Clough –**  
Periodic discussions with the Chair helps to support internal audit *Standards* of independence and the dual reporting structure of internal audit to the Board of Trustees and the President.

# Objective 2 – EthicsPoint Hotline Update

- 0 hotline reports received since the last committee meeting.
- Internal Audit continues to work closely with the President, General Counsel, Director of Human Resources, and Provost on previously reported concerns.

# Objective 3 – FY 2026 Internal Audit Plan Update

- 1) Human Resources – Employment Eligibility - Completed
- 2) Human Resources – University Background Check Controls & Fair Credit Reporting Act Compliance - In Progress
- 3) Internal Audit Charter Update - Completed
- 4) VPF&A - Enterprise Risk Management and Policy Review Advisory Services
- 5) Information Technology/CISA – PCI Compliance Advisory Services
- 6) FY2027 Risk Assessment and Draft Internal Audit Plan - Completed

# Objective 4 – FY 2027 Draft Internal Audit Plan

## Proposed Projects for Fiscal Year 2027:

- 1) Business Services - Purchase Card Audit
- 2) Enrollment Services - Fraud Risk Management Audit
- 3) General Counsel – EthicsPoint Hotline
- 4) Advisory Services:
  - Service Center - Purchasing/Contract Services
  - VPF&A - Enterprise Risk Management & Policy Review
  - Information Technology/CISA – PCI Compliance & Sensitive Data
- 5) FY 2028 Risk Assessment and Internal Audit Plan

# Internal Audit Update



Questions and Other Discussion?

# **Fiscal Year 2027 Internal Audit Plan (Action)**

Southern Oregon University  
Fiscal Year 2027 (FY27)  
Internal Audit Plan



Prepared by:  
Ryan Schnobrich, CPA, CIA, CFE  
*Portland State University  
Center for Internal Audit*

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# PLAN OVERVIEW

## **AUDIT PLAN – Exhibit A**

The internal audit plan covers a 12 month period beginning July 1, 2026 through June 30, 2027. This plan includes internal audit services selected based on the results of the entity wide risk assessment performed by Portland State University’s (PSU) Center for Internal Audit (C4IA), who has been contracted by Southern Oregon University (SOU) to provide internal audit services, and discussions with SOU’s Chief Audit Executive (CAE) and Vice President of Finance and Administration (VPF&A), Dr. Carson Howell.

## **PRIORITIZED POTENTIAL AUDITS – Exhibit B**

C4IA prioritized the university’s departments, or auditable units, by sorting the units from highest risk to lowest risk based on scoring criteria used for the entity wide risk assessment. The C4IA analyzed the results to determine if risk ratings were consistent with what professional judgment would expect. In addition, the C4IA considered significant changes in processes auditable units are currently undergoing and/or will be undergoing in the near future to help identify the timing of when an internal audit could occur. This resulted in the prioritized ranking of internal audit services. Please note that the Honors College was removed as an auditable unit for next year.

## **RISK FACTOR DEFINITIONS AND SCORING CRITERIA – Exhibit C**

C4IA established risk criteria, based on best practices implemented by other internal audit providers throughout higher education, to be used in determining the overall risk for each potential audit unit. C4IA scored risk for each auditable unit by: receiving input from key stakeholders throughout the university; scoring the complexity of each unit; scoring the significance of the impact an error and/or weakness would have to the university as a whole if a detrimental event were to occur in that unit; scoring the significance of expenditures flowing through the unit; scoring risk based on the amount of time that has elapsed since an internal audit has occurred in the respective audit unit, and; scoring risk based on the C4IA’s professional judgment.

## **AUDIT ENTITIES – Exhibit D**

Exhibit D provides an overview of the audit universe at the university (i.e., “what is auditable”). Defining the audit universe is a critical step in helping plan future internal audits at the university. Each auditable unit must be distinct and contain activities structured to obtain common objectives. For the FY27 entity wide risk assessment, there are 33 auditable units.

# FY27 INTERNAL AUDIT PLAN

## EXHIBIT A

**July 1, 2026 through June 30, 2027**

Engagement #	Engagement Title	Timeframe*	Comments
Annual Risk Assessment	FY28 Annual Risk Assessment	March - April 2027	Required annually by IIA <i>Standards</i> . Management Survey
<b>Planned Audit</b>			
2027-1	Business Services - Purchase Card Audit	July - December 2026	
2027-2	Enrollment Services - Fraud Risk Management	January - June 2027	
<b>Other Services</b>			
Investigatory Services	General Counsel - EthicsPoint Hotline Administration	Fiscal Year 2027	Monitor hotline, triage reports, investigate fraud/waste/abuse.
Advisory Services	Service Center - Purchasing/Contract Services	Fiscal Year 2027	
Advisory Services	VPF&A - Enterprise Risk Management	Fiscal Year 2027	
Advisory Services	Information Technology - 4.1 Payment Card Industry (PCI) Compliance	Fiscal Year 2027	
Advisory Services	VPF&A - General & Financial Policy Review	Fiscal Year 2027	
Advisory Services	Information Technology - Sensitive Data	Fiscal Year 2027	

\* Dates may be adjusted as needed to avoid a negative impact on SOU projects, available staff and resources.

## Description of Engagements

Audit #	Description
2027-1	C4IA will plan and perform an audit in Business Services to obtain reasonable assurance that internal controls related to SOU's purchase card program are effective and operating as designed.
2027-2	C4IA will plan and perform an audit in Enrollment Services to obtain reasonable assurance that internal controls related to fraud risk mitigation, prevention, detection and deterrence are effective and operating as designed.
Risk Assessment	The annual risk assessment forms the basis of the next fiscal year's internal audit plan. This is required to demonstrate conformance to the <i>Standards</i> .
Investigatory Services	The internal audit plan includes time to triage the EthicsPoint hotline reports and review areas of concern. This work involves preliminary review, documentation, and coordination with management to ensure issues are appropriately assessed and incorporated into existing processes.
Advisory Services	Advise the Service Center regarding purchasing/contracting service delivery, best practices, university process integration and internal control.
Advisory Services	Advise the VPF&A regarding enterprise risk management functional maturity, university/compliance function integration, governance reporting, etc.
Advisory Services	Advise CISA on 4.1 Payment Card Industry (PCI) Compliance, integration with revenue activities, and internal control.
Advisory Services	Advise the VPF&A regarding general and financial policies including best practices, research, functional integration and internal control.
Advisory Services	Advise CISA on sensitive data process locations, policy review, and internal control.

# FY27 ENTITY WIDE RISK ASSESSMENT

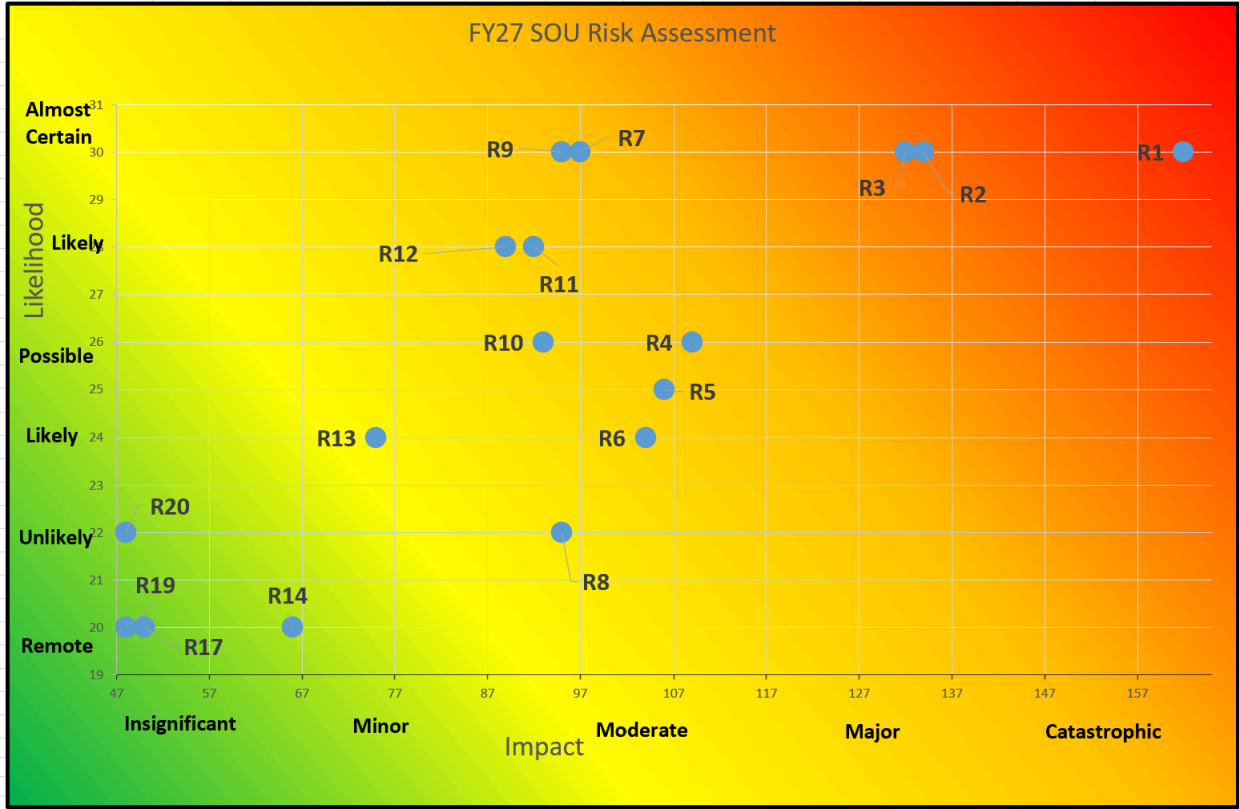
## EXHIBIT B

### FY27 Prioritized Audit Risk Model – Auditable Units

Auditable Unit	Risk Assessment Survey Score	Complexity of Department and Impact to University	Last Time Audited Score	Financial Significance Score	FY27 Risk Score	Risk Ranking	Risk Category	FY27 C4IA Plan
Office of Information Technology (IT)	30	5	-	10	162	1	H	Yes^
Enrollment Management and Student Affairs	30	3	-	20	134	2	H	No^
Finance and Administration	30	2	25	10	132	3	H	Yes^
Office of Institutional Research	26	1	25	10	109	4	H	Yes^
University Advancement and Grants Administration	25	1	7	20	106	5	H	No^
Provost Office and Bridge Program	24	1	25	10	104	6	H	No
Financial Aid Office (FAO)	30	1	25	10	97	7	M	No^
Payroll and Human Resources	22	1	25	10	95	8	M	No^
Equity, Diversity, and Inclusion (EDI)	30	1	25	10	95	9	M	No
President's Office	26	1	25	10	93	10	M	No
Athletics	28	1	25	10	92	11	M	No
Registrar's Office and Admissions	28	4	7	20	89	12	M	No
Oregon Center for the Arts	24	1	25	10	75	13	M	No
Dean of Students, Gender & Sexuality Justice	20	3	5	5	66	14	M	No
Title IX	16	1	9		57	15	M	No
Jefferson Public Radio (JPR)	12	4	-	20	51	16	M	No
Student Health and Wellness Center	20	3	-	20	50	17	M	No
Hannon Library	12	2	25	5	49	18	L	No
Student Activities and Clubs	20	2	9	10	48	19	L	No
Parking Services	22	-	25	5	48	20	L	No
Housing, Family Housing, and Food Services	18	2	25	20	46	21	L	No
Schneider Museum of Art	18	5	-	20	43	22	L	No
Environmental Health and Safety	15	3	25	20	41	23	L	No
Division of Undergrad Studies	10	2	-	10	36	24	L	No
Division of Social Sciences	10	2	25	10	35	25	L	No
Division of Science, Technology, English, and Math	10	1	25	10	35	26	L	No
Division of Education, Health, and Leadership	10	4	-	20	35	27	L	No
Division of Humanities and Culture	10	3	15	5	35	28	L	No
Division for Business, Communications, and Environmental Science	10	3	25	20	35	29	L	No
Bookstore (Barnes and Noble Outsourced)	10	3	-	20	35	30	L	No
Office of International Programs	14	1	25	10	29	31	L	No
Campus Public Safety Office (CPSO)	20	2	7	10	28	32	L	No
Honors College								
Facilities, Maintenance, and Plant (FMP)	15	3	7	10	24	33	L	No

“^” highhat definition: External audit testing provides some coverage for these auditable units by either auditing financial transactions or compliance via the university's external auditing firm or the Secretary of State Oregon Audits Division. For example, Information Technology receives some review each year under the external audit for Gramm-Leach-Bliley Act compliance requirements.

Please note the significant scoring methodology change between FY26 and FY27 to create a greater range of risk score sensitivity. For this reason, the FY26 risk score was removed from this fiscal year's table.



Risk Factors	Risk Name	Impact	Likelihood
<b>R1</b>	Office of Information Technology (IT)	162	30
<b>R2</b>	Enrollment Management and Student Affairs	134	30
<b>R3</b>	Finance and Administration	132	30
<b>R4</b>	Office of Institutional Research	109	26
<b>R5</b>	University Advancement and Grants Administration	106	25
<b>R6</b>	Provost Office and Bridge Program	104	24
<b>R7</b>	Financial Aid Office (FAO)	97	30
<b>R8</b>	Payroll and Human Resources	95	22
<b>R9</b>	Equity, Diversity, and Inclusion (EDI)	95	30
<b>R10</b>	President's Office	93	26
<b>R11</b>	Athletics	92	28
<b>R12</b>	Registrar's Office and Admissions	89	28
<b>R13</b>	Oregon Center for the Arts	75	24
<b>R14</b>	Dean of Students, Gender & Sexuality Justice	66	20
<b>R15</b>	Title IX	57	16
<b>R16</b>	Jefferson Public Radio (JPR)	51	12
<b>R17</b>	Student Health and Wellness Center	50	20
<b>R18</b>	Hannon Library	49	12
<b>R19</b>	Student Activities and Clubs	48	20
<b>R20</b>	Parking Services	48	22
<b>Action Category</b>			
	Make Due		
	Manage		
	Modify		
	Monitor		
	Mitigate		

# FY27 RISK FACTORS, SCORING CRITERIA, & INTERNAL AUDIT PLAN APPROVAL PROCESS

## EXHIBIT C

### Overview of Entity Wide Risk Assessment

**Management Risk Assessment Survey Score** – In FY26, C4IA coordinated an improved risk assessment survey of 16 managers, and 4 staff with compliance responsibilities to get input on risks. C4IA scored the responses based on the C4IA’s collective professional experience, observations of these auditable units, and related risks in higher education to arrive at the **likelihood score** (y/vertical axis). The highest score possible for this section of the risk assessment was 30 points and the lowest was 10 points.

This year the following auditable units were defaulted to the highest range:

- Finance and Administration
- Office of Information Technology
- Financial Aid Office
- Enrollment Management & Student Affairs
- Equity, Diversity, and Inclusion (EDI)

**Risk Assessment Interview Score** – C4IA held 6 interviews with executive management to help gain an understanding of risks and obstacles each auditable unit was facing and to gain a more thorough understanding of the duties and responsibilities of each. C4IA asked stakeholders questions on where these managers saw both internal and external risks. C4IA indicated a complexity/impact score of 0 or 1 on strategic, operational, financial, information technology, and legal/compliance. With each auditable unit scoring 1-5, the result of which multiplies the management risk assessment survey score.

**Financial Significance Score** – Where we had divisional financial data, C4IA modified auditable unit risk scores by 0-10% based on a range of expenditures the auditable unit processed during FY26. The primary concept of the risk scoring for this attribute was that as the value of expenditures increases in a unit, the risk for that unit directly increases. Some auditable units are manually adjusted either due to insufficient data, data affected by

timing such as period 9 versus 14, or are defaulted to a higher range based on experience.

<b>Financial Impact</b>	<b>Multiplier</b>
> \$10,000,000	110%
\$9,999,999 to \$5,000,000	108%
\$4,999,999 to \$2,500,000	106%
\$2,499,999 to \$1,000,000	104%
\$999,999 to \$0	102%

**Last Time Audited Score** - C4IA assigned a risk score to each auditable unit based on how much time has elapsed since an internal or external audit was conducted over a portion of the respective auditable units. As we believe full, rotating audit coverage is no longer a realistic possibility in higher education in the current resource environment with significant changes in highly complex regulatory compliance, this risk score of 0, 5, 7, 9 or 25 points, based on a relative range, is being added to the total risk score rather than being a 0-20% multiplier in previous years.

<b>The Last Time an Internal Audit was Performed</b>	<b>Risk Points</b>
Never Audited	25
Audited 10+ yrs. Ago	15
Audited 8-9 yrs. Ago	9
Audited 5-7 yrs. Ago	7
Audited 3-4 yrs. Ago	5
Audited within last 2 years	0

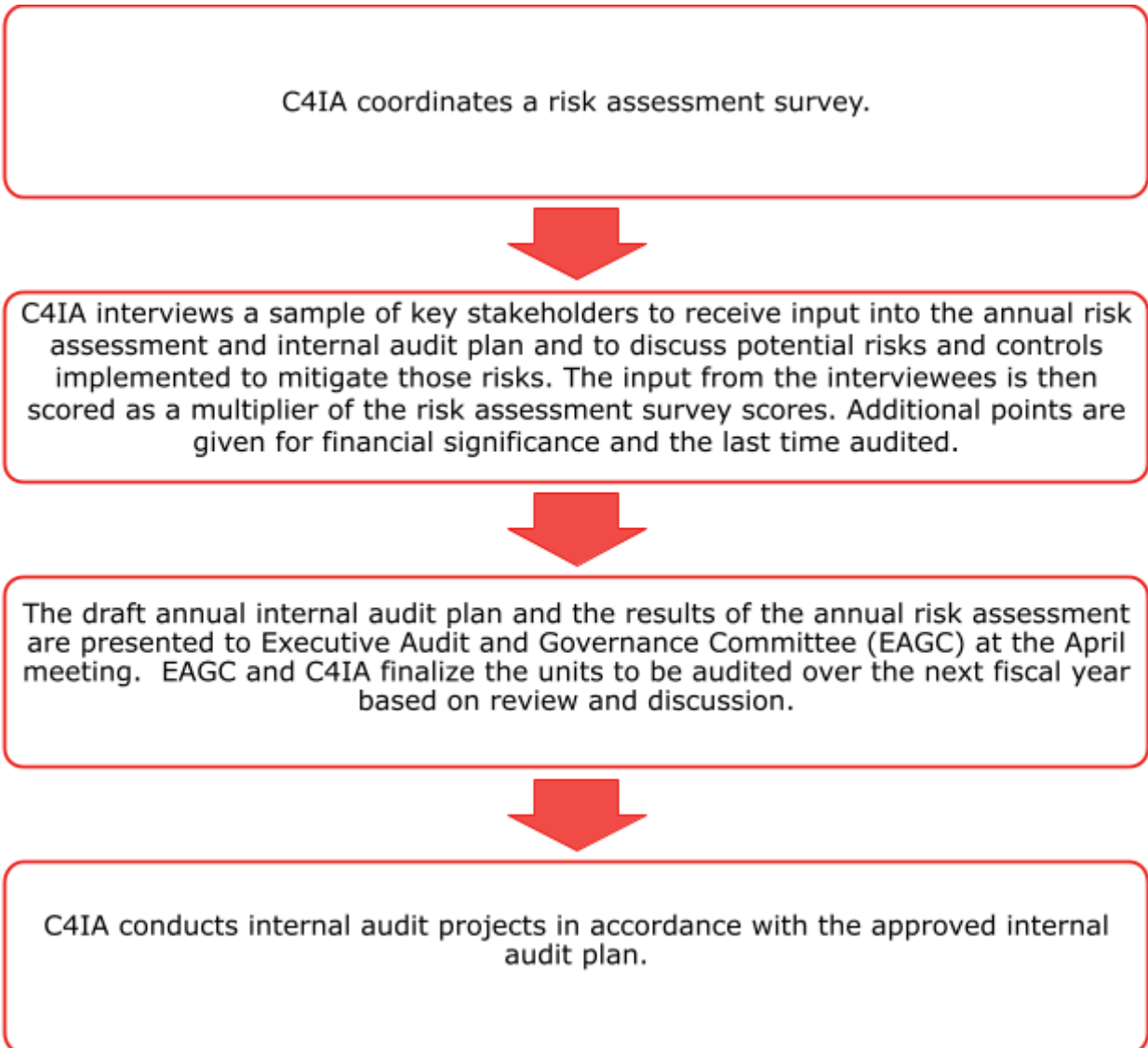
**Total Risk Score** - To obtain the total risk score for each auditable unit, C4IA took the auditable unit's survey scoring, multiplied it by the interview modifier, then added a financial significance score, and then added a last time audited factor. This is the **impact score** (x/horizontal axis).

The greatest possible total risk points is  $(30*5)(110\%)+25 = 190$ .

The least possible total risk points is  $(10*1)(102\%)+0 = 10.2$  rounded to 10.

Finally, to help designate high, moderate, and low risk auditable units, C4IA used a formula with conditional formatting.

# Internal Audit Plan Approval Process Flowchart



# AUDITABLE UNITS DEFINED

## EXHIBIT D

### **Auditable Units Summary Descriptions**

- 1. Athletics** – Athletics includes: Athletic Administration and general athletic operations; men’s sports program, women’s sports programs, Sports Information, sport camps, Marketing Department, Raider Athletics, Dance Team, Cheerleading, Sports Band, IFC Revenue Pool, Athletic Game Management, sports travel, and the Trainer department. Athletics is budgeted under Organization Codes 261100 through 270000.
- 2. Bookstore (Barnes and Noble)** – This audit unit encompasses the outsourced bookstore operations and the contractual agreement with Barnes and Noble for outsourced bookstore services.
- 3. Campus Public Safety Office (CPSO)** – CPSO provides a safe and secure environment for SOU students, employees and visitors to express freedom of intellectual growth and responsible global citizenship. CPSO is budgeted under Organization code 481000.
- 4. Dean of Students, Gender & Sexuality Justice** - The Office of the Dean of Students, along with the various resource centers offered to students, helps to support the campus community and promotes individual student success and retention. This audit unit is budgeted under Organization Codes 510000 through 533000.
- 5. Division for Business, Communications, and Environmental Science** – This auditable unit represents one of the seven academic divisions and includes all academic courses and financial transactions under the Division for Business, Communications, and Environmental Science. This audit unit is budgeted under Organization Codes 354000 through 354030.
- 6. Division of Education, Health, and Leadership** – This auditable unit represents one of the seven academic divisions and includes all academic courses and financial transactions under the Division of Education, Health, and Leadership. This auditable unit is budgeted under Organization Codes 355000 through 355022.

7. **Division of Humanities and Culture** – This auditable unit represents one of the seven academic divisions and includes all academic courses and financial transactions under the Division of Humanities and Culture. This auditable unit is budgeted under Organization Codes 356000 through 356022.
8. **Division of Science, Technology, English, and Math** – This auditable unit represents one of the seven academic divisions and includes all academic courses and financial transactions under the Division for Science, Technology, English, and Math. This audit unit is budgeted under Organization Codes 357000 through 357025.
9. **Division of Social Sciences** – This auditable unit represents one of the seven academic divisions and includes all academic courses and financial transactions under the Division of Social Sciences. This auditable unit is budgeted under Organization Codes 358000 through 358025.
10. **Division of Undergraduate Studies** – This auditable unit represents one of the seven academic divisions and includes all academic courses and financial transactions under the Division of Undergraduate Studies. This auditable unit is budgeted under Organization Codes 359000 through 359100.
11. **Enrollment Management and Student Affairs – Enrollment Management and Student Affairs helps to provide access to students interested in attending SOU.** Departments included in this unit include Veterans Services, Disability Resources, Recreation Center, Student Union, eSports Program, Career Fair, and Sign Interpretation. This audit unit is budgeted under Organization Codes 536010 through 544241 and includes 583000 through 586300, but excludes 543100 through 543761 and 544211.
12. **Environmental Health and Safety** – Environmental Health and Safety helps to ensure a SOU is safe for employees, students, visitors and the environment. Environmental Health and Safety is budgeted under Organization Code 482000.
13. **Equity, Diversity, and Inclusion (EDI)**- EDI is committed to promoting an inclusive process by working together to ensure equitable access to opportunities, benefits, and resources for all faculty, administrators, students, and community members. EDI is budgeted under Organization Codes 110021 and 321300.

- 14. Facilities, Maintenance, and Plant (FMP)** – FMP strives to expertly maintain the SOU campus and provide exceptional services to support the education and development of SOU students. FMP includes surplus property sales, fleet management, and campus sustainability. FMP is budgeted under Organization Codes 471009 through 476400.
- 15. Finance and Administration-** The Finance and Administration audit unit includes the Budget Office, Business Services, Departmental Services, the Service Center, Student Services, Printing & Copy Services, Mail Services, Campus Planning, and the budget for the SOU Board. Finance and Administration is budgeted under Organization Codes 422100 through 460910 and includes Organization Codes 476500, 484200, and 484210.
- 16. Financial Aid Office (FAO)** – The Financial Aid Office assists SOU students with merit scholarships, departmental scholarships, and external scholarships. FAO is budgeted under Organization Codes 560000 and includes all Title IV financial aid and state aid funds. **Note - The Internal Audit Office broke the Financial Aid Office out separately from Enrollment Management and Student Affairs as Financial Aid has unique federal regulations to comply with related to the handling of Title IV federal financial aid funds.**
- 17. Hannon Library** – SOU’s Hannon Library is integral to the success of all learners at SOU. The Hannon Library helps to advance information literacy and lifelong learning by teaching diverse learners to navigate and understand increasingly complex information environments. The library is budgeted under Organization Codes 361100 through 366100 and 544211.
- 18. Housing, Family Housing, and Food Services** – This audit unit includes Housing Administration, Housing Conferences, Residence Life, Food Services & Contracted Food Services, Residence Hall Maintenance, and the EAAC Bike Program. These functions are budgeted under Organization Codes 543100 through 543700 and 547100 and 336100.
- 19. Jefferson Public Radio (JPR)-** The mission of the JPR is to help feed the human intellectual and creative spirit of Southern Oregon and Northern California communities striving to build a diverse community of informed citizens through fact-based journalism and programs that stimulate civic discourse, inspire community engagement, celebrate music and foster the art of storytelling. JPR is budgeted under Organization Codes 231000 through 237000.

- 20. Office of International Programs** – International Programs is SOU’s resource for international educational activities and works closely with faculty, staff, students, scholars, the local community, and international alumni in supporting initiatives to internationalize the university. This unit also is responsible for SEVIS compliance at SOU. International Programs is budgeted under Organization Code 325100.
- 21. Office of Information Technology (IT)** – SOU IT helps to support students and employees with their technology needs at SOU. In addition to supporting students and staff, IT provides enterprise system support, cybersecurity and training, assistance with software and telecommunication needs, and general IT governance at SOU. IT is budgeted under Organization Codes 371000 through 378680.
- 22. Office of Institutional Research** – The Office of Institutional Research provides timely and accurate statistical analyses that are integral to the strategic planning process for SOU including support for internal decision making and overall institutional effectiveness. The Office of Institutional Research is budgeted under Organization Code 255100.
- 23. Oregon Center for the Arts**– This audit unit covers all academic departments under the Oregon Center for the Arts. This audit unit is budgeted under Organization Codes 335000 through 335013.
- 24. Parking Services** – The Parking Services department provides parking services for the campus community through the use of creative, innovative and proactive measures that support the SOU mission. Parking Services is budgeted under Organization Code 483000.
- 25. Payroll and Human Resources** – Payroll and Human Resources is part of the Division of Finance and Administration. Human Resources contributes to the educational mission of SOU by developing, implementing, and administering a wide range of personnel programs within the guidelines provided by State and Federal regulations, University Shared Services Enterprise, and SOU. Payroll functions as part of the broader Business Services Administrative Support Unit for SOU. Payroll is responsible for handling all aspects involving the processing of payroll for the campus, ensuring the accuracy of all compensation, deductions, benefits, the fundamental application of the collective bargaining agreements and complying with all State and Federal regulations. Payroll and Human Resources is budgeted under

Organization Codes 461000 through 464300. **Note - The Internal Audit Office broke Payroll and Human Resources out separately from the Finance and Administration audit unit as Payroll and Human Resources have unique State and Federal regulations to comply with related to the hiring, employing, and paying for employee services at SOU.**

- 26. President's Office** - The President's Office includes Government Relations, the Office of General Counsel, and Internal Audit at SOU. The President's Office is budgeted under Organization Codes 110000 through 110070, but excludes 110021.
- 27. Provost Office and Bridge Program** – The Provost Office plays a leading role in sustaining an environment of academic excellence at SOU with a strategic focus on the academic success of SOU students. The SOU Bridge Program is available to students graduating from an Oregon high school and is designed to help incoming students be successful via a pre-Fall session program. The Provost Office and Bridget Program is budgeted under Organization Codes 311000 through 313110, 321300 through 325999, and 359100; however, this audit unit excludes 313150 through 313207, 321300, and 323100.
- 28. Registrar's Office and Admissions** – The Registrar's Office assists both the university and students with many different services including, but not limited to, student records, FERPA compliance, coordination of course schedules and the course catalog, and review of graduation requirements for students. The Admissions Office assists students interested in attending SOU with the application process. The Admissions Office also provides resources to the parents of students interested in SOU or students attending SOU. The Registrar's Office and Admissions is budgeted under Organization Codes 351000 through 352000.
- 29. Schneider Museum of Art** – The Schneider Museum of Art, part of the Oregon Center for the Arts at SOU, is a vital force in the intellectual life of SOU that promotes an understanding of the visual arts within a liberal arts education. The Schneider Museum of Art is budgeted under Organization Code 380000.
- 30. Student Activities and Clubs** – Student Activities and Clubs serve as a means to connecting with other students, providing leadership development and opportunities, appreciating diversity, encouraging civic engagement, and enhancing students' college experience.

Student Activities and Clubs is budgeted under Organization Codes 544242 through 544810.

- 31. Student Health and Wellness Center** – The Student Health and Wellness Center provides access to a wide range of health services including primary medical care, mental health care, psychiatric care, preventive services and campus-wide health promotion. The Student Health and Wellness Center is budgeted under Organization Code 570000.
- 32. Title IX** – SOU is committed to a timely, thorough and thoughtful response to concerns of alleged equity violations. SOU is also committed to providing an educational environment that is safe and accessible to all. In addition, SOU values due process, clarity of procedure and strives to ensure equal access for all members of the campus community. Title IX is budgeted under Organization Code 465000.
- 33. University Advancement and Grants Administration** – University Advancement and Grants Administration helps SOU with donor and alumni relations and the administration of state, federal, and local grants that SOU may receive. University Advancement and Grants Administration is budgeted under Organization Codes 210000 through 220000 and 323100.

# University President's 2026 Performance Evaluation Process

## **Board Statement on Evaluation of the University President Board of Trustees of Southern Oregon University**

### **1.0 Purpose**

It is the responsibility of the Board of Trustees of Southern Oregon University (“Board”) to review the performance of the President annually.

The primary purposes of the annual review are to enable the President to strengthen their performance and effectiveness in leading the institution to success and to allow the President and the Board to set mutually agreeable goals. The review process is not intended as a substitute for regular and ongoing communication about progress toward goals between the President and the Board.

Annual reviews will inform decisions regarding compensation, although compensation adjustments are not necessarily awarded simultaneously with a positive performance review. Adjustments to, or renewal of, the President’s contract will be handled as a separate matter, taking into account presidential performance, peer-group comparisons and other factors.

The annual review process will occur on a July 1 to June 30 cycle. The annual review will cover the preceding year.

### **2.0 Criteria**

2.1 The criteria for evaluation and information responsive to those criteria will be based principally on the President’s self-assessment with respect to goals mutually set by the Board and President for the year in review.

2.2 The retrospective elements of the President’s self-assessment customarily will include:

- A. A copy of the mutually-agreed upon goals, with a description of efforts to meet them and the President’s progress assessment, including the identification of significant challenges;
- B. A description of other personal or institutional achievements of which the Board should be aware; and
- C. Comments regarding university officers and other campus leaders who report directly to the President, as they pertain to the President’s goals or achievements.

2.3 The prospective elements of the President’s self-assessment customarily will include:

- A. Goals the President proposes for their individual performance over the course of the upcoming year;
- B. The President's professional development plans and any associated requests of the Board; and
- C. Key areas in which the President would especially benefit from Board support.

### **3.0 Review Process**

3.1 President's Self-Assessment. The President will submit their self-assessment to the Board Chair before September 1 of each year. The Board Chair, Vice Chair, and the President will then meet to discuss the self-assessment. The President's self-assessment will be provided to the Board, along with any other information determined by the Board Chair.

3.2 Board Chair's Evaluation. The Board Chair will prepare an evaluation of the President. The evaluation and self-assessment will be provided to the Board of Trustees prior to any meeting in which the Board or committee of the Board will discuss the evaluation.

3.3 Evaluation of the President. The Executive, Audit, and Governance Committee may meet in executive session for the purpose of evaluating the President, during which the President is to present their self-assessment and engage in a discussion with the committee regarding both the retrospective and prospective elements of the assessment. The President may be excluded from any portion of such an executive session at the discretion of the Board Chair.

At the Board's fall meeting, or as soon thereafter as the Board's calendar will reasonably allow, the Board of Trustees may go into an executive session to discuss the evaluation of the President. The President may be excluded from any portion of such an executive session at the discretion of the Board Chair.

3.4 Presentation and Approval of Goals. After the Board discusses the evaluation of the President, the President will then present to the Board for approval the goals that the President proposes for their individual performance for the upcoming year. The President's presentation of their goals and the Board's consideration of such goals shall take place in a public session.


3.5 Board Feedback to the President. After the meeting in which the evaluation of the President takes place, the Board Chair will meet with the President to communicate verbally and/or in writing to the President the conclusions of the evaluation and any recommendations, concerns, or priorities arising out of the evaluation.


#### 4.0 Additional Considerations

The Executive, Audit, and Governance Committee may, at its discretion, perform a comprehensive performance review of the President, including a 360-degree review. A comprehensive review of this nature should generally be performed prior to consideration of the renewal of the President’s contract. When a comprehensive review is performed, it is to be incorporated into the annual review process described above, with such adjustments to the schedule as may be necessary.

Pursuant to Oregon Law, documents regarding the President’s performance, including the President’s self-assessment, the Board’s evaluation, and the 360-degree review are faculty personnel records and are not public records.

The Board periodically will review and, as necessary or desirable, revise this policy and its associated procedures in light of experience gained, best practices, and legal developments as applicable.

  
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Sabrina Prud’homme  
University Board Secretary

  
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Daniel P. Santos  
Chair, Board of Trustees

<b>Revision</b>	<b>Change</b>	<b>Date</b>
	Initial Version	January 20, 2017
1	Revisions to simplify process and number of board actions	June 21, 2019
2	Basic edits for clarity, formatting	June 16, 2023

# Future Meetings

## **Executive Session Pursuant to:**

- **ORS 192.660 (2)(f)(p)**
- **ORS 192.660 (2)(f)**

**Adjournment**