

**Board of Trustees Meeting  
Agenda  
Theme: Industry's University**

1. **Call to Order/Roll/Declaration of a Quorum** (1:15 pm) (10 min) *Chair John Davis*
2. **Reports**
  - 2.1. **President's Report** (1:25 pm) (30 min) *President Nagi Naganathan*
  - 2.2. **Foundation Report** (1:55 pm) (5 min) *Chair Alan Polaski (Verbal)*
  - 2.3. **ASOIT** (2:00 pm) (15 min) *Presidents Sasha Rabich (KF) and Billy Kimmel (PM)*
  - 2.4. **Faculty Senate** (2:15 pm) (15 min) *President Terri Torres*
  - 2.5. **Diversity, Equity, and Cultural Engagement** (2:30 pm) (5 min) *Exec. Director Dr. Jennifer Wilson (Written Report)*
  - 2.6. **Enrollment Management Report** (2:35 pm) (15 min) *Provost & VP SEM Dr. Joanna Mott*
  - 2.7. **Academic Quality and Student Success Committee Report** (2:50 pm) (10 min) *Trustee Jeremy Brown*
  - 2.8. **Finance and Facilities Committee Report** (3:00 pm) (10 min) *Trustee Vince Jones*
  - 2.9. **Executive Committee Report** (3:10 pm) (5 min) *Chair Davis*
3. **Consent Agenda** (3:15) (15 min) *Chair Davis and Trustee Brown*
  - 3.1. **Approve Minutes of October 2022 meeting**
  - 3.2. **Approve Minutes of December 2022 meeting**
  - 3.3. **Academic Master Plan**
4. **Action Items**
  - 4.1. **Board Policy on Quasi-Endowment** (3:30 pm) (10 min) *VP Harman*
  - 4.2. **Request to Issue an RFP and Execute Agreement for Internal Audit Services** (3:40 pm) (10 min) *VP Harman*
  - 4.3. **2021-22 Annual Financial Report** (3:50 pm) (15 min) *Jean Bushong, CLA*
  - 4.4. **Incidental Fee Correction** (4:05 pm) (10 min) *VP Harman*
5. **Discussion Items**
  - 5.1. **Faculty Research Presentation** (4:15 pm) (15 min) *Natural Sciences Chair Dr. Nate Bickford*
  - 5.2. **Student Industry Presentation** (4:30 pm) (15 min) *DeArmond Fellow, Trent Lamont*
  - 5.3. **Portland Metro Growth Plan Update** (4:45 pm) (30 min) *President Naganathan & Provost Mott*
  - 5.4. **Board Development** (5:15 pm) (10 min) *Chair Davis*
6. **Other Matters**
7. **Public Comment** (5:25 pm) (15 min)
8. **Adjournment** (5:40 pm)

# Oregon **TECH** ASOIT Portland-Metro

PORTLAND-METRO ASOIT OFFICER  
*President*



**Billy  
Kimmel**  
REE

PORTLAND-METRO ASOIT OFFICER  
*Vice President*



**Josh  
Wray**  
MET

PORTLAND-METRO ASOIT OFFICER  
*Administrative*



**Kailea  
Boerste**  
Pre-MLS

PORTLAND-METRO ASOIT OFFICER  
*Student Outreach*



**Nawaf  
AlWahaibi**  
REE

Co-Advisors: Josie Hudspeth & Kim Faks

Oregon **TECH**  
**ASOIT** Portland-Metro

# 2022-2023 Priorities



Student Advocacy



Approachability/ Outreach



Events/ Campus Presence



Transparency/ Communication



Professional Development/ Team Building

# Fall Term

Week of  
Relaxation

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Talk Sheet

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Baby Goats

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Scavenger Hunt

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Bob Ross Paint-along

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Approachability/ Outreach



Events/ Campus Presence

# Fall Term



# Memory Wall



Approachability/ Outreach



Events/ Campus Presence

# Fall Term

## Student Petition

- 139 signees to gain access to specific classrooms
- ASOIT met with petition organizer
- Worked with PM Leadership on a solution
- Resolved!



Student Advocacy



Transparency/ Communication

**2021 –  
2022**

# Vote of No Confidence

- Current ASOIT feels heard by BoT
- Any remaining concerns are minor & will continue to be discussed



Student Advocacy



Transparency/ Communication

# Winter Term



Student Advocacy



Approachability/ Outreach



Events/ Campus Presence



Transparency/ Communication



Professional Development/ Team Building

## ASOIT Parliament

**DON'T MISS OUT ON THESE  
ACTIVITIES EVERY WEDNESDAY**

**4:00 PM – 5:30 PM**

**FOOD AND  
DRINKS  
AVAILABLE**



Bite-Size Conversation

Skill building Workshop

**SIB Event**



# Winter Term



Student Advocacy



Approachability/ Outreach



Events/ Campus Presence



Transparency/ Communication



Professional Development/ Team Building

Tuition  
and  
Budget



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## TRC Open Forum

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## Incidental Fee Process

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# Winter Term



Student Advocacy



Approachability/ Outreach



Events/ Campus Presence



Transparency/ Communication



Professional Development/ Team Building

Academics

# Course Modality Survey

## Town Hall

**TOWN HALL  
MEETING**

**JOIN US**

**Tuesday, January 24th at 5:00pm**

**Pizza and Drink Available**

**Submit  
questions that  
you would like  
ASOIT to ask on  
your behalf.**



# Student Government Presidents & Oregon Council of Presidents

Recommended Legislative priorities:

- PUSF
  - Work force incentives
  - Treating Higher Ed as a right
- Increase campus accessibility and safety
- Expand funding for Basic Needs Navigators



Student Advocacy



Transparency/ Communication

Thanks



Student Advocacy



Transparency/ Communication



Professional Development



# Cultural Competence Education and Training for the Industry's University

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Board of Trustees- January  
2023

**Dr. Jennifer Wilson**  
Executive Director  
Office of Diversity, Inclusion, and Cultural Engagement  
(DICE)

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# Cultural Competence

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## Cultural Competency:

an understanding of how institutions and individuals can respond respectfully and effectively to people from all cultures, economic statuses, language backgrounds, races, ethnic backgrounds, disabilities, religions, genders, gender identifications, sexual orientations, veteran statuses and other characteristics in a manner that recognizes, affirms, and values the worth and preserves the dignity, of individuals, families, and communities.

-Oregon HB2864



# Diversifying Workforce

Census data predicts that the U.S. will be 52% minority populations, or “majority minority” by 2050.

Culturally diverse nation with a proportionately culturally diverse workforce

“Effective and successful companies understand that the business world is no longer as white-, European-, male-centric as it once seemed to be. Employees now function in a global marketplace, and diverse campuses are hothouses for growing employees who understand and can connect with individuals from across what used to be cultural divides.”

- Vicky Ayers, Senior Search Manager at RPI, inc.

# Benefits of a culturally competent workforce

Cultural Competency is vital to successful communication and collaboration

Higher levels of efficacy and productivity for the organization

Increased innovation and creativity in problem-solving

Employees that are open-minded to the views and perspectives of others

Psychological Safety for employees

Increase self-awareness of bias and stereotypes

- <https://www.insightintodiversity.com/why-cultural-competence-matters-to-recruiters/>

- The most culturally diverse quartile of companies performed 36% better than the least diverse quartile of companies.
- Diverse companies report 19% higher revenues
  - <https://www.mckinsey.com/featured-insights/diversity-and-inclusion/diversity-wins-how-inclusion-matters>
- 75% of these companies will surpass their financial goals
  - <https://www.pyramidanalytics.com/gartner-critical-capabilities>
- Diverse companies have 2.3 times higher cash flow per employee
  - <https://www.globenewswire.com/news-release/2022/08/09/2494604/0/en/Diversity-and-Inclusion-D-I-Global-Market-Report-2022-Diverse-Companies-Earn-2-5-Times-Higher-Cash-Flow-Per-Employee-and-Inclusive-Teams-Are-More-Productive-by-Over-35.html>
- Diverse and inclusive teams make better/more lasting decisions than individuals 87% of the time.
  - <https://www.peoplemanagement.co.uk/article/1742040/diversity-drives-better-decisions>



# Oregon Tech's shifting role

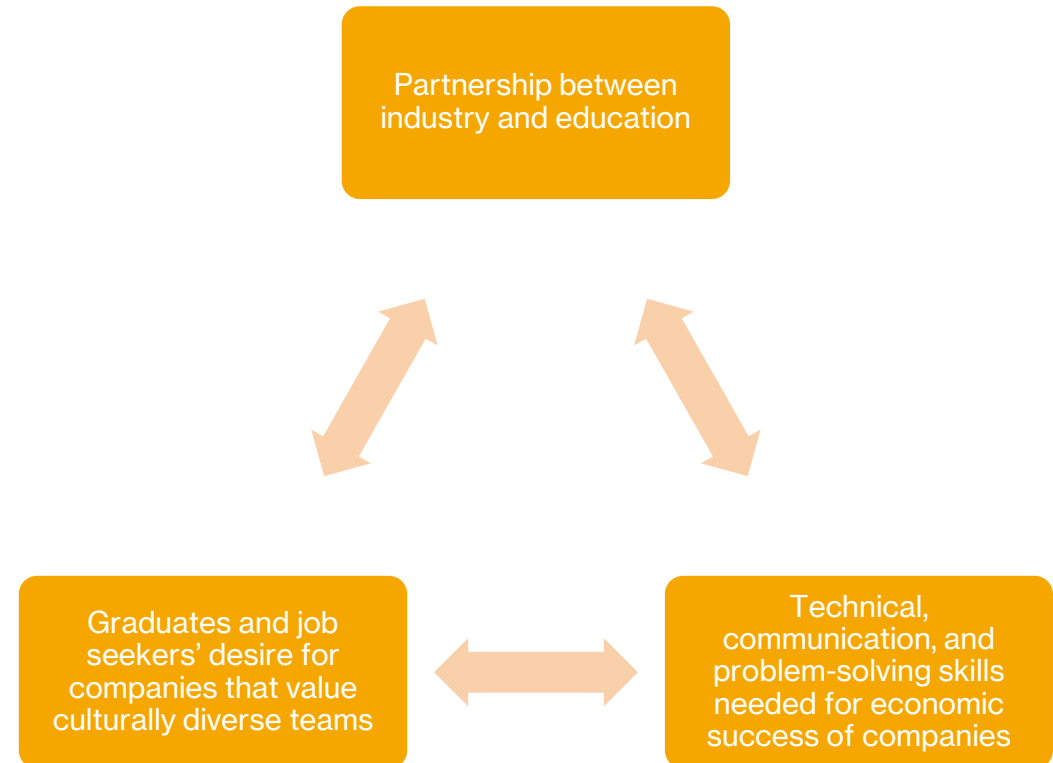
A vocational rehabilitation school for returning Veterans in Post WWII America

An accredited Bachelor's degree granting college (engineering, health technologies, management, communications and applied sciences)

Oregon's public polytechnic university committed to offering innovative, professionally-focused, and culturally relevant education that produces culturally conscious graduates for a diversifying economy.

# Oregon Tech plays a key role in this partnership

- Employers are prioritizing candidates who will add cultural consciousness and competence to their company culture and practice.
- “76% of job seekers considered diversity and inclusion important in evaluating an employer, and 32% said they would not apply for a position at a company lacking diversity”
  - Glassdoor survey, 2020.  
<https://www.glassdoor.com/employers/blog/diversity-inclusion-workplace-survey/>





# Oregon Tech's Vision & Values

## **Vision:**

Oregon Tech will be a student-centered, world-class polytechnic university that inspires students to become tomorrow's leaders.

## **Values:**

- Student Success: Prioritizing student and graduate success in every decision or action at every level of the University
- DEI: Welcoming and empowering individuals of differing backgrounds, identities, and life experiences.
- Service: Contributing to the well-being of our university and external



# Inclusive Excellence at OIT

“The more energy we put into diversity and inclusion education, we’re finding corporate recruiters are responding favorably. We work to make our students globally minded because diversity is already part of many recruiters’ goals.”

-Aaron Bruce, PhD, Chief Diversity Officer at San Diego State University.

Oregon Tech has recognized the necessity for and prioritized diversity education and leadership development as a key part of the student experience that will enhance their ability to create innovative, inclusive, and productive work relationships.

# Culturally aware and conscious faculty and staff are key to developing culturally competent graduates.

- Everfi/Vector (Coming Soon!)
  - Implicit Bias and Upstander training for faculty and staff
  - Title IX sex and gender-based discrimination training
    - Software tracks participation allowing goals to be set and monitored.
    - Establish a goal of 100% employee completion
      - Support with inclusion in evaluations

## Inclusive Teaching Workshops (DICE/CCT partnership)

- Workshops focus on inclusive classroom strategies and practices
  - aimed at improving student success, belonging, and cultural competence through inclusive pedagogical practice
  - Placed in Canvas accessible resource for anytime access.
  - Ability to track participation/access
    - Support with inclusion in APE
    - Support with Student evaluation

# Cultural Competence Education for Students

## Everfi/Vector

- Implicit Bias and Upstander training
- Title IX sex and gender-based discrimination training
  - Goal of 75% completion

## Racial Allyship Education

- Cultural Competence programming series for Health Science majors

## LGBTQIA+ Allyship Training

- Cultural Competence programming for student groups offered through the Treehouse

## Culturally Relevant Curriculum and Teaching

- Indigenous culture/history
- Inclusion of Minoritized voices and perspectives in course materials
- Pedagogical practices that foster inclusion and belonging

## Culturally Engaging events

- Celebrations (Black History, Hispanic Heritage, Native America History, Women's History...)
- Book clubs and movie viewings
- Indigenous and community educators and speakers
- Courageous Conversations



# **Student Success is the outcome**

By focusing on cultural competence, OIT is contributing to societal equity by providing our industry partners with candidates that bring the needed skills and the ability to thrive in our globalizing economy, to find innovative and lasting solutions to the emerging needs of and issues facing Oregonians as well as other national and international constituents.

# DICE Steering Committee

- Diversity Action Plan subcommittee:
  - Goal: Short-term Action Plan for remainder of 2023 (DAP creation)
  - Goal: Present DAP goals, action items and assessment strategy at Convocation
- Polytechnic Cultural Competency Plan subcommittee:
  - Goal: Create assessment tool for established PCC Goals
  - Goal: Present PCC divisional goals, action items, and assessment tool at Convocation
- Equity Scorecard Subcommittee:
  - Goal: Expand out data infrastructure to increase our capacity for equity-minded assessment
  - Goal: Create internal assessment tools for evaluating DEI efforts and effectiveness of cultural competency educational programming in partnership with NWCCU
- Klamath Tribes MOU Subcommittee:
  - Goal: To manage a collaborative MOU with Klamath Tribes that enhances communication, understanding, and cultural engagement between the Klamath Tribal leadership and community, the OIT community, and the larger community.
  - Goal: Create an internal review process to evaluate the impact of the MOU and revise annually.





Oregon Institute of Technology

OFFICE OF THE PROVOST

## **AQ&SS Committee January 27, 2022**

### **Academic Affairs and Strategic Enrollment Management Update**

This spring a top priority across campus is the Northwest Commission on Colleges and Universities (NWCCU) seven year accreditation report due March 1, and site visit in April. With the resignation of the AVP for Academic Excellence in the fall, Vice Provost Afjeh has taken the lead in writing the report with the assistance of Janette Isaacson. Vice President Foley, Vice Provost Afjeh and Janette Isaacson are serving as leadership for the preparation of the site visit.

Updated KPI dashboards are included in Attachment A. The employee information (HR) and student to faculty ratio remain to be updated, which will be done once the official numbers are available after reporting to IPEDS in early April this year.

Data comparisons between Oregon Tech and peer institutions is included as Attachment B. This information has been collated for our NWCCU Year 7 report and is included to provide the Board of Trustees some national perspective.

### **Staffing**

Human Resources data on Oregon Tech employee (faculty and staff) and applicant diversity are shown in Attachment C.

Academic Affairs and Strategic Enrollment Management continue to be stretched with both faculty and staff resignations, resulting in numerous searches, adding significant time commitment to those involved.

Several vacant leadership positions are currently being recruited including Dean of Online Education and Global Engagement, AVP for Academic Excellence, AVP for Strategic Enrollment Management and Retention, Executive Director for Center for Excellence in Applied Computing.

Most notably our Dean for Engineering, Technology and Management (ETM), Dean Keyser has accepted a new position and has resigned with an effective last day of March 17, 2023. We will begin searching for a new Dean very shortly.

Searches for two department chairs in ETM – Management and CSET are underway. The EERE chair is also stepping down.

Last year we filled 30 faculty positions to start fall 2022 – 12 tenure track, 6 non tenure track and 12 visiting lines (currently being re-searched for permanent TT/NTT positions); some late openings were filled with visiting instructors (one year). This fall approx. 30 faculty searches are underway, 13 in ETM, 17 in HAS, including searches to replace current one year visiting instructor positions.

In strategic enrollment management there has been a substantial turnover in staff and searches are increasingly less successful; currently the Director for Academic Advising and Retention position is vacant and the first search for a replacement failed. This is a key position that will have repercussions for the institution. We are also still short on admissions counselors with five of seven positions vacant and the Institutional Research Analyst position has also failed.

According to IPEDs data (Integrated Postsecondary Education Data System), fall 2021 faculty numbers at the seven Oregon universities were as follows:

(Excludes library and part time faculty)

University	All Faculty	Tenure/TenureTrack	Non-Tenure	% Tenure	Tenure:Non-Tenure
Oregon Institute of Technology	151	126	25	83.4%	5.04
Eastern Oregon University	111	80	31	72.1%	2.58
Oregon State University	1391	789	460	63.2%	1.72
Portland State University	725	489	236	67.4%	2.07
Southern Oregon University	137	113	24	82.5%	4.71
University of Oregon	946	724	222	76.5%	3.26
Western Oregon University	243	144	99	59.3%	1.45
GROUP AVERAGE	509	352	157	69.2%	2.25

**New and Developing Academic Programs (to be discussed as a separate agenda item)**

The Northwest Commission on Colleges and Universities (NWCCU) has approved the Geomatics Program (GIS and Surveying) being offered in online modality in addition to the current in-person program.

The Medical Laboratory Science program is planning to start an online completion program. This also requires no external state approval process as we have an existing program but we are requesting approval from NWCCU for the online modality.

Based on recent leadership conversations between OT and Rogue Community College regarding increasing collaborations, early notice for our three MMET degrees and a CSET degree will be submitted to Statewide Provost Council (SPC) for new location approval (Medford). These degree completion programs will provide Rogue Valley students the opportunity to complete a four year degree in these programs. Once early notice has been submitted, the new location proposals will be brought to the board for approval prior to submitting to SPC for HECC approval. The degrees are BS Manufacturing Engineering Technology, BS Mechanical Engineering, BS Mechanical Engineering Technology and BS Computer Software Engineering Technology.

A MS Mechanical Engineering program has been developed by the MMET department and they have initiated the internal approval process.

The MS Natural Resources and MS Bio-health Science degrees to be housed in Natural Sciences are moving through the Graduate Council approval process and should be ready for Board approval at the next meeting.

A Graduate Certificate in Population Health Innovation is under review.

Dental Therapy is still at discussion stage.

## **Accreditation updates**

### **ETM Programs**

#### *Geomatics Program*

Completed Accreditation in Summer of 2019. No non-compliant findings ('weaknesses or deficiencies') ABET-ANSIS. Next Review Fall of 2024.

#### *Electrical Engineering Technology Program*

Completed Accreditation in Summer of 2021. No non-compliant findings ('weaknesses or deficiencies') ABET-ETAC. Next Review Fall of 2026.

#### *Software, Computer and Embedded Systems Engineering Technology Programs*

Site visit Winter of 2021. Several non-compliant findings ('weaknesses or deficiencies') ABET-ETAC. Findings were addressed and non-compliant findings removed Fall 2022. Next Review Fall of 2026.

#### *Mechanical and Manufacturing Engineering Technology Programs*

Site visit Winter of 2021. Several non-compliant findings ('weaknesses or deficiencies') ABET-ETAC. Findings were addressed and non-compliant findings removed Fall 2022. Next Review Fall of 2026.

#### *Business Management Department*

Completed Accreditation in Spring of 2021. No findings discovered by International Accreditation Council for Business Education (IACBE). Next review 2027.

#### *Civil Engineering Program*

Completed Accreditation in Summer of 2022. No non-compliant findings ('weaknesses or deficiencies') ABET-EAC. Next Review Fall of 2027.

#### *Electrical Engineering Program*

Site visit Fall of 2022. Several non-compliant findings ('weaknesses or deficiencies') ABET-EAC. Findings were addressed, waiting for response from ABET. Program continues to be accredited.

#### *Mechanical Engineering Program*

Site visit Fall of 2022. Several non-compliant findings ('weaknesses or deficiencies') ABET-EAC. Findings were addressed, waiting for response from ABET. Program continues to be accredited. MS

#### *Renewable Energy Engineering Program*

Site visit Fall of 2022. Several non-compliant findings ('weaknesses or deficiencies') ABET-EAC. Findings were addressed, waiting for response from ABET. Program continues to be accredited.

## **HAS programs**

### *Doctor of Physical Therapy*

Candidacy status is in progress with the Summary of Action response due to CAPTE in March to provide more detail, and an oral hearing to the Commissioners to be held in April. OHSU is working collaboratively with OT on this work.

## **New and Ongoing Initiatives**

The Academic Master Plan will be presented separately. It is posted on the Provost site and an open forum was held at the end of November to discuss initial implementation steps.

The \$5.5 million funds allocated by the legislature are being used for several purposes, following the purposes stated in the bill. For the expansion of rural health initiative, funds are being expended to support the developing DPT program and infrastructure, and a camera was purchased for Medical Imaging Technology, with the understanding that this program will be planning for growth in enrollment. Funds will also be used for the relocation and likely renovations costs for the ABA clinic. The Center of Excellence in Applied Computing funds have been used to build out cybersecurity equipment on both campuses. It will also be used to fund the executive director salary and their needs once hired, to develop the center.

## **Industry Partnerships**

The Boeing Company (Boeing Commercial Airplanes) and Oregon Tech collaboration is progressing well with the establishment of a Collaboration Lab in the CEET building at Oregon Tech's Klamath Falls campus, providing a secure environment for Oregon Tech students completing projects for Boeing. The first project is scheduled to begin this spring.

## **Academic Facilities**

Boivin Hall renovations are on track for fall re-opening and Dean Peterson is coordinating furniture and fittings purchases with a group of stakeholders (faculty and staff).

Additional space in the basement of the Dow building is being renovated for NSF funded DPT faculty research.

The Behavior Improvement Group Applied Behavioral Analysis (**BIG ABA**) **Clinic** lease was not renewed last spring and since then, despite many efforts, a new location has not been identified. They are currently housed with the Foundation office but this space does not allow for full clinic operations. Finding an appropriate location is a high priority for OT and for the Klamath Falls community that the clinic serves.

## College News

### Engineering, Technology and Management

#### *OREC at Oregon Tech Named as Semifinalist in the American-Made Solar Prize*

OREC entered the competition with the CRACK CATCHER AI (artificial intelligence), a system of lasers and artificial intelligence to assess mechanical stress on PV (photovoltaic) cells inside solar modules, sensing and predicting fracturing in high volume PV manufacturing.

Representing Oregon Tech are OREC Director and Assistant Professor Arief Suriadi Budiman, Ph.D., as the Main Principal Investigator (PI); Manufacturing and Mechanical Engineering Technology Instructor Derrick Speaks, Ph.D.; and Manufacturing and Mechanical Engineering Technology Professor Tim Pasang, Ph.D.

“To enable more solar manufacturing in the United States, CRACK CATCHER AI enables smarter, more innovative way to sense and predict cracks in silicon solar cells using scientific principles, which has not been possible hitherto and will then lead to higher manufacturing yield as well as quality, and secure U.S. competitiveness in solar PV manufacturing worldwide,” PI Budiman said.

Publications:

*Dr. Tim Pasang -*

‘Tribological Characterization of Alumina Ceramic Manufactured by Solvent-Based Slurry Stereolithography’, *Journal of Materials Engineering and Performance*, December 2022.

‘Additive manufacturing of titanium alloys – Enabling re-manufacturing of aerospace and biomedical components’, *Microelectronic Engineering*, December 2022.

*Dr. Jintai Wang -*

‘Performance evaluation of high energy dynamic compaction on soil-rock mixture geomaterials based on field test’, *Case Studies in Construction Materials*, December 2022.

### Health, Arts and Sciences

Publications:

*Amber Lancaster -*

Lancaster, A. (November 2022). Localized Usability and Agency in Design: Whose Voice Are We Advocating. *Technical Communication*, 69, (4). Co-author/editor

*Kyle Chapman -*

Chapman KA, Machado SS, van der Merwe K, Bryson A, Smith D. (2022). Exploring Primary Care Non-Attendance: A Study of Low-Income Patients. *Journal of Primary Care & Community Health*.

*Ryan Madden -*

Madden, R. (October 2022). Does Citizenship Matter? The Case of the Aleut Relocation During the Second World War in Alaska. *Journal of Migration History*, 8, (3).

*Robyn Wilde & Myranda Selvage (OT student) –*

Wilde, R.S., Selvage, M.K. & Fabrikant, I.I. (September 2022). Positronium Collisions with Polar Molecules. *Physical Review A*. 106, (3).

#### Presentations and Invited Talks:

*Jesse Kinder*. (January 2023). Epidemic Modeling: Computational Physics in Interdisciplinary Undergraduate Research. *American Association of Physics Teachers National Meeting*. Portland, OR.

*Chapman, Kyle*. (2022). Oregon Tech's Center for Interdisciplinary Research on the Environment and Health. *Pacific Ecological Systems Division of the EPA*.

*Sophie Nathenson* (2022). "Non Pharmacological Approaches to Managing and Preventing Chronic Illness" at the Association for Rehabilitation Nurses virtual conference.

#### Leadership:

*Dawn Bailey*, Ph.D., has been named the 2022 president-elect of the Association of Professional Behavior Analysts (APBA), an international organization that supports the needs and interests of behavior analytic practitioners.

*Andrea McCracken* was appointed to the Western States Communication Association (WSCA) Executive Director Search Committee.

#### Students and Programs:

Two MLS Students (Valentina Cingel and Rosey Le) awarded two of only 18 National ASCLS Alpha Mu Tau Scholarships in 2022.

The DMS program - EduMed.org #5 ranking in Top Online Sonography & Ultrasound Tech Schools. The program is in the top 10 currently ranked number #8 in the nation of Best 15 Ultrasound Tech Schools in 2022.

### **Office of Honors Program and National Scholarships**

Director Dr. Christopher Syrnyk has been elected to the Board of Directors for the National Collegiate Honors Council. On October 25th, the national Phi Kappa Phi Chapter Development Committee recommended OT institution be advanced to the next step in the new chapter petitioning process. Honors program enrollment is 8% higher this year than last year, and continues to include a diverse group of students based on ethnicity and degree.

### **Registrar's Office**

The Registrar continues to be heavily involved in the HECC Transfer Council common course numbering initiative. This will significantly impact our lower division courses, particularly in general education, providing students with a more seamless transfer of these courses. The first round of courses have been approved by the Transfer Council and will be modified in our catalog. The Faculty Senate recommendation regarding the automatic waitlist are being incorporated into scheduling and should be in place for fall 2023. Also based on the recommendation voted on by Faculty Senate the summer schedule will be adjusted to 10 weeks with a 5 week option.

## **STRATEGIC ENROLLMENT MANAGEMENT – key accomplishments**

### **Financial Aid**

The Financial Aid office is operating smoothly. A new initiative to package and send financial aid information for prospective students much earlier, as a recruitment tool has been initiated; this will entail a second round of information to be sent out later in the process, significantly increasing workload, but hopefully improving enrollment for fall.

### **Educational partnerships and outreach (EPO).**

The expansion of MESA to the Klamath County area is progressing well. Dual credit enrollment has increased both for the fall and winter quarters. The Assistant Director at Klamath Falls resigned and the first search to fill the position failed.

### **Advising and retention**

Academic advising and retention working closely with faculty were able to retain 92% of the incoming fall 2022 students for the winter term (90.5% freshmen, 94.7% transfer students). They will now be reaching out to students who did not continue from last spring 2022 to fall 2022 to identify reasons and encourage students to register for spring or next fall. The retirement of the Director for the Academic Advising and Retention Office in December will be a challenge in developing new initiatives. The first search to fill the position failed. The new advising software “Inspire” is being implemented across campus in phases. The academic advisors are using it and faculty are being trained in using it effectively.

### **Admissions**

Enrollment data is included in the full board packet and will be discussed in the strategic enrollment management report. The impact of the community college enrollment drop continues to create uncertainty but early data indicates strong interest by potential freshmen for fall 2023.



## Student Affairs Update

### AQSS Committee, January 2023

The following report provides information about the Student Affairs division and highlights from individual offices for the KF and PM locations (as of January 13, 2023).

#### ASOIT

- **Academic Affairs Officer** resigned late fall term due to other commitments; Thomas Long has been selected as the new officer and will begin immediately
- Elections are planned for the next academic year **president and vice president positions** next month
- T-shirts for the **Black Out for Hunger** basketball game (Saturday, February 11) are being designed and ordered

#### Athletics

Fall Update: For the second-straight year, the **men's soccer team** advanced to the NAIA National Championships – dropping a first-round match-up in Olathe, Kan., against MidAmerica Nazarene. The squad finished 13-3-4 on the season, with Brock Rideout earning All-America honors. **The women's soccer team** advanced to the Cascade Conference Tournament for the seventh-straight year, dropping a first-round game to rival Southern Oregon. Maddie Miller earned first-team All-CCC, helping the Lady Owls to a 6-5-5 overall record. Nicole Reyes paced the **volleyball team** to a 15-13 overall mark, including a season sweep of SOU, with the senior earning the third All-CCC honor of her career. Jonas Hartline and Nick McMillen earned All-America honors in **cross country**, helping the men's side to a 21st-place finish at the NAIA Championships, while women's runner Kira Morrow earned an at-large bid to Nationals.

Winter Update: The Hustlin' Owls **men's basketball team** (7-8 as of Jan. 11) had the toughest non-conference schedule in program history, including a 3-game tour of Indiana, competing in the Crossroads/Cascade Classic. The **Lady Owls** (11-4 as of Jan. 11 with a 6-game win streak) opened the season 4-0 behind Olivia Sprague, who currently leads the league in scoring average, assists per game, steals per game, and 3-point percentage. Both teams will be at home for three weekends in January – Jan. 6-7, Jan 20-21, and Jan. 27-28...with January 21st the 12th annual Pink Out. Also, both the OIT men and women's teams lead the NAIA in attendance average... in fact, among all Oregon colleges and universities... only Oregon and Oregon State average more fans than the OIT women and only UO, OSU and U of Portland average more than the OIT men.

#### Campus Safety

- Assisted with **two student deaths** (November and January) that occurred on campus (emergency medical services, law enforcement, campus departments).
- Continued with the Klamath Falls **campus parking enforcement plan** while the Campus Safety Parking Representative was out on medical leave. This was performed by the full-time Campus Safety officers along with a student parking employee.



- Provided in-depth report regarding a resident student that violated the Oregon Tech gun policy. This resulted in this student losing the privilege to store his weapons on campus.
- Continued **reports and responses** to on-campus:
  - Harassments
  - Welfare checks
  - Transient/homeless individuals looking for areas on campus to settle
  - Marijuana/Minors in Possession of Alcohol etc.; the incidents this year have been much fewer so far, than in the past
  - Work with Facilities and their grounds department regarding snow and ice removal at the appropriate times
  - Cover special events and home basketball games as needed/requested
  - Medical transports with assistance from Student Health
  - Motor vehicle accidents on campus
  - Providing 24/7 coverage to our campus community
- The upcoming **Traffic Commission** meeting will consider budget priorities for the upcoming year of maintenance, fees, fines, and potential projects.

### Career Services

- Career Services Staff partnered with faculty to present **career readiness presentations** in academic classes scheduled throughout fall term.
- Hosted the **Medial Imaging Technology and Respiratory Care Networking and Info Fair** (October) - 11 employers recruited, and 183 students participated.
- Hosted the **Business, Government, & Nonprofit Career Fair at Klamath Falls** (November) - 19 employers recruited, and 35 students participated.
- Hosted the **Engineering & Technology Career Fair at Klamath Falls** (November) - 40 employers recruited, and 219 students participated.
- Hosted the **Engineering & Technology Career Fair at Portland Metro** (November) - 24 employers recruited, and 66 students participated.
- Hosting 2 **Career Fairs** (February) during winter term: the Health, Arts, & Sciences (HAS) and Engineering, Technology, & Management (ETM) all majors Career Fair at Klamath Falls and Portland-Metro campuses.
- Hosting 2 **Etiquette Dinner** events (February & March) during winter term for Portland Metro and Klamath Falls students.
- Collaborating with CSET faculty to host the **Computer Systems Engineering Technology Career Fair** (Spring Term).
- Collaborating with EMS faculty at Portland-Metro to host the **Emergency Medical Services Career and Networking Fair** (Spring Term).
- Collaborating with Management/ Business faculty to host the **Business Majors Networking Event** (Spring Term).
- Collaborating with **OHSU Nursing Program** to offer career readiness resources to nursing students.
- Collaborating with **Dental Hygiene Program** to offer career readiness resources to the students.

### College Union

- Facility challenges continue (mostly plumbing issues)
- Vendor back this week to continue the technology upgrades in meeting rooms
- Planning for Winter Wings event, February 17-20

- HVAC system rehabilitation moving towards contractor bid phase

### Disability Services

- Winter term currently has **278 active Disability Services** students.
- Launched our new **Faculty Notification Letters** this term. They now include an Etrieve form for faculty to fill out when wanting to make a claim that an accommodation is causing a fundamental alteration to their course, which creates a paper trail and a more organized due process whenever an accommodation is being denied to a student. So far, this is going well and seems to have remedied some faculty confusion surrounding the process.
- Meetings with each academic department will continue this term to answer any DS questions and provide an overview of our updates.

### Housing & Residence Life (HRL)

#### Fall Highlights:

Opened with **over 700 students**, retaining 706 students in residential housing through fall 2022. We opened with 685 number of residents winter 2023 for only a 3.3% loss from fall to winter term the smallest loss we have experienced in at least 10 years.

#### **Fall term 2022 grades** overview:

Average term gpa: 3.069

Average cum gpa: 3.13

class standing	Number of residents	4.0 term	4.0 cum
First-year student	265	35	1
sophomore	159	15	16
junior	132	14	14
senior	147	26	11
graduate	1	1	0
<b>Total</b>	<b>704</b>	<b>91</b>	<b>42</b>

Community	Term gpa	Cum gpa
Village	3.17	3.25
Res Hall	3.06	3.04
FYE community	3.07	3.08

#### Fall Programming:

At least 835 residential students participated in HRL programs this term, with the return of larger scale programming to help our residents make connections. **Fall Hall Crawl** was so popular we brought it back for Family Weekend as the **Dessert Crawl**. Both events encouraged residents and their families to wander through various locations across Housing facilities to play games, craft, watch a movie and enjoy a variety of snacks. We also took students bowling, ice skating, and to the Ross Ragland to introduce them to the Klamath Falls area and highlight some of our local entertainment venues.

#### Winter Programming:

**Tech Con**, a tradition since 2013, kicks off winter programming. The Oregon Tech community is invited to join us for two days (January 14 & 15) for tech driven entertainment with a Cyber Punk theme. From casino games, a Magic tournament, Dungeons and Dragons, and a variety of video games hosted by OTG, a movie marathon and costume contest-just to name a few activities, our goal is to provide something for all Oregon Tech students to join in on over the Martin Luther King 3-day weekend. History has shown our numbers of incidents involving residential students is much lower this weekend as we provide students with a safe and fun way to enjoy themselves over the three-day weekend.

**Housing applications** for 2023-24 will be available January 17, 2023. We are excited to do this work in a new housing management system and welcome a new and returning mix of 700+ students to our community in the fall of 2023!

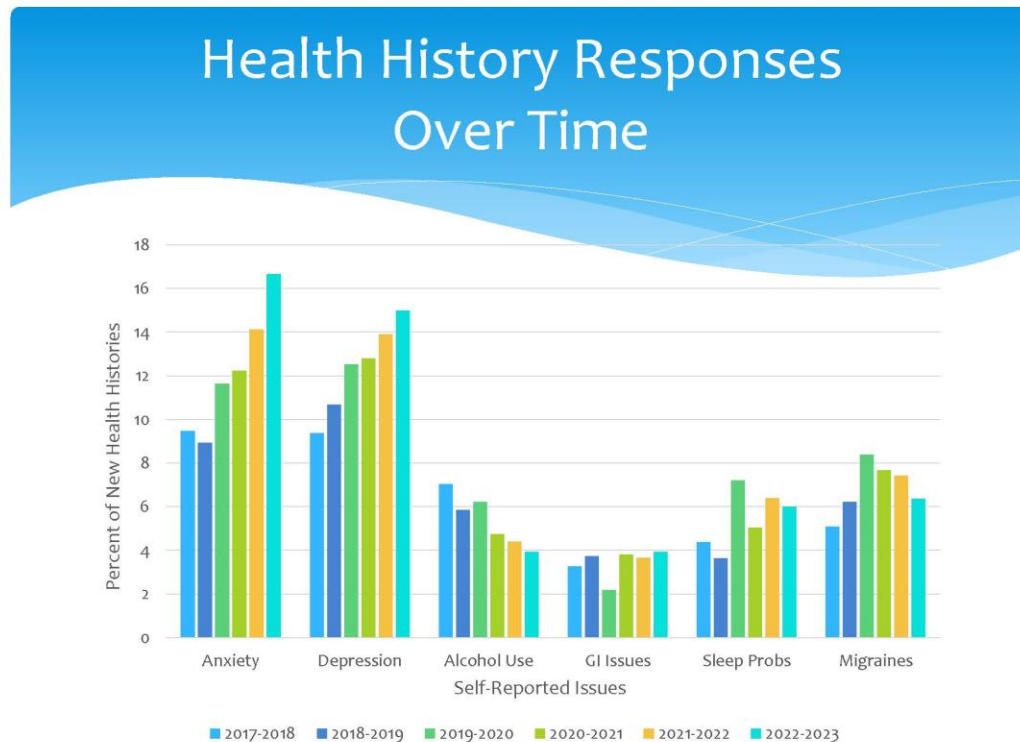
Finally, the entire housing community has been saddened by the **sudden loss of two students** this year, one in fall term and one winter term. The Housing and Residence Life team has come together along with campus partners to support each other and our community as we grieve these losses, and work to celebrate the amazing relationships and share the great experiences so many students, faculty, and staff had with these students. They are sorely missed in our community as we work through each day knowing they are no longer here with us.

## **Integrated Student Health Center**

### Mental Health Support:

- Total **mental health appointments** were lower, largely due to decreasing the hours of the Psychiatric Advanced Practice Nurse (who moved to Spain but continues to be licensed in Oregon and so continues to support our students); Fall 2022 completed appointments (n=483) were lower by 48 than Fall 2021 completed appointments (n=531).
- Total unique students supported for mental health was slightly lower; Fall 2022 unique students served (n=141) were 18 students fewer than Fall 2021 (n=159).
- **Crises** were comparable (n=20 in Fall 2022 and n=23 in Fall 2021).
- When comparing **the top concerns** discussed in counseling between the 2 terms:
  - While Anxiety and Depression are typically the most diagnosed mental health conditions at Student Health, Fall 2021 saw an all-time high of 73% of unique students seen struggling with Anxiety (and 65% reporting mood disorders, like Depression); note that these are not mutually exclusive categories. Fall 2022 saw a more typical pattern with 61% of unique students with Anxiety, and the same percentage (61%) meeting criteria for mood disorders (Depression and so on).
  - Students reported elevated interpersonal concerns in Fall 2021, with 88% of the unique students seen reporting issues with parents, friends, and significant others. In fact, close to half of the unique students seen in counseling specifically reported conflicts with their parents (41%). While interpersonal concerns were lower in Fall 2022 (60% of unique students seen), it remains elevated over prior years.
  - Academics represented the most frequent topic of focus in Fall 2021, with close to half of all unique students endorsing academic stress (47%); this lowered to 24% of unique students seen in Fall 2022 (which is a more typical percentage).
- Changes in our **electronic medical records system** now allow us to pull data from the **Health History Form** that each admitted student (excluding On-line Only) is required to complete. As a result, we now have improved access to both medical and mental health histories for cohorts of incoming students. Curious as to how COVID may have impacted several potentially stress-related symptoms, we pulled data from these cohorts starting in 2017 to present (**see chart**

**below**). Most notably (and not surprisingly) both Anxiety and Depression have increased significantly over time, particularly from the outset of COVID, while the other potentially stress-related symptoms seem to have been less affected. We will continue to explore the data to look for trends and patterns, and will now be able to better monitor incoming student issues in a much more complex way.



- Counseling staff have been working hard to support the campus community in the wake of **two student deaths**. Targeted outreach was made to student organizations, roommates, RA staff, friends, and other groups whose lives have been touched by the loss of these students. Drop-in counseling was offered for several days in both instances, as well as other efforts to connect with students and employees who were impacted. Further, employees were provided with EAP information for on-going support. There were several students who sought immediate support via crisis appointments, while others (who were already seeing the counseling staff) simply processed it during their usual sessions.

### Medical Services:

- **Medical appointments** for Fall 2021 were slightly increased (n=613) as compared to Fall 2022 (n=532) – this is largely because (consistent with the guidance at the time) students last fall had to obtain a negative COVID test before being seen in the clinic. Now, the medical team can work with ill students without COVID testing first.
- Total unique students supported by medical were significantly increased above last year; Fall 2022 unique students (n=432) were 49 students more than Fall 2021 (n=383).
- Due to a significant push among the **MIT students**, laboratory visits were up by close to half this Fall (n=114 as compared to 72 in Fall 2021). Student Health tracks and facilitates the completion of additional required vaccines and blood draws for the MIT students, and this summer we really focused on working with the in-coming Sophomore class so that they could begin the

process earlier than in past years. This resulted in an increase of blood draws for Fall term. As a result of this increased focus on the MIT Sophomore class, almost half (58 out of 122, 48%) have already completed their vaccine/blood draw requirements, which is an all-time high.

### International Student Services

- KF – 14 F1 students
- PM – 10 F1 students
- OPT – 11 F1 Alumni being supported by Oregon Tech through practical training
- All current students and alumni who are eligible for Non-resident alien tax filing can use tax filing service funded by ISS.

### Portland Metro Student Services

Student Services/ Student Success Team

- Supported **27 at-risk students** throughout fall term that were identified through Early Warning Report or through poor academic standing

Student Involvement & Belonging

- **Week of Welcome events** attracted about 150 students
- Collaborating with ASOIT PM to **provide weekly events for community building**
- **ASOIT PM** to drive conversations around 2023-24 budget and course delivery needs
- Incidental Fee setting process begins in February

Peer Tutoring

- **Tutoring** offered in-person on the 4<sup>th</sup> Floor and online in collaboration with KF Peer Tutoring and Math Lab

### Resilience, Emergency Management and Safety (REMS)

- REMS continues to coordinate efforts to develop a university-wide **Business Continuity, Disaster Recovery and Emergency Management plan** aimed at mitigating the impact of business disruptions on campus operations. B. Riley Advisory Services has been retained to provide consulting services in support of this initiative. The initial project planning meeting between the vendor and the university steering committee will take place in February 2023.
- On October 21, 2022, REMS released a new **campus-wide Earthquake procedure**. The procedure is accessible through the department's website as well as its *Procedures* tile in TECHweb.
- On October 17, 2022, the Office of the State Fire Marshal conducted a **fire and life safety inspection** of the Klamath Falls campus. Staff from Facilities Services and Resilience, Emergency Management and Safety participated in the inspection. Overall, no significant code violations were observed with most minor violations being corrected during the inspection.
- In partnership with Marketing, Communications and Public Affairs, REMS developed a **Standard Response Protocol (SRP) awareness and training video** for the campus community. The video will be made available to the campus community in January 2022 via the internet and various training platforms.
- On September 29, 2022, staff from REMS participated in **Stop the Bleed training** to increase its ability to render life saving measures during a medical emergency. The training was provided by a nurse trainer from Sky Lakes Medical Center.
- REMS continues to assess the **university's compliance** to regulations governing chemical hygiene/laboratory safety, laser safety and radiation safety. Oregon Tech policy assigns responsibility for these safety programs to appointed faculty. Findings suggest that the

university's compliance efforts would likely benefit from a more structured programmatic approach with an appropriate level of administrative oversight. A report entitled **University Safety Programs** was released in July with initial recommendations to executive leadership on the development of a comprehensive and integrated university-wide, risk-based safety model.

### **Student Involvement & Belonging**

- **New Registered Student Organizations** started by students during fall term:
  - 8 Ball Pool Club (KF)
  - Asian Culture Club (KF)
  - Business and Innovation Club (KF)
  - Hot Beverage Club (KF)
  - Pre-Medical Laboratory Science Club (KF)
  - Statistics and Research Club (KF)
  - Emergency Medical Services Club (PM)
- **Dr. Martin Luther King Jr. Week of Service** activities (January 17-20) planned for winter term to showcase community service volunteering to benefit 7 Klamath Falls local agencies and 2 Portland-Metro local agencies in-need.
- Diversity & Belonging Staff provided direct 1:1 advising and student support to over 65 **Leadership & Diversity Scholars** - guidance on leadership development, identity development, and awareness of intrapersonal skills.
- Collaborations with Office of Diversity, Inclusion, and Cultural Engagement (D.I.C.E.) and Portland-Metro Student Services for event offerings in recognition of **Black History Month** (February) and for event offerings in recognition of **Women's History Month**.
- **Community-Based Resources Coordinator** provided direct 1:1 support for food insecurities, housing insecurities, and access to basic necessities for over 65 students during fall term (KF & PM).
- A new campus-based student resource room for food pantry, clothing closet, and textbook accessibility, called **Basic Needs Hub**, located in the College Union (KF).

### **Veteran Student Services**

- KF Student Veterans Program (SVP) has maintained quality attendance in the VRC, consistently serving 62 individual students (current data collection process beginning in October 2022) across hundreds of encounters throughout the term.
- KF and PM students as well as all Military Connected Student specific staff attended the Student Veterans of America National Conference in Orlando, Florida:
  - 4 students from KF
  - 2 Students from PM
  - 2 Certifying Officials
  - Director
  - The event was sponsored by several STEM industry representatives most notably Oregon Tech partner Boeing, but they were joined by Northrup Grumman, General Dynamics, Raytheon, among other defense industry staples, but also multiple cybersecurity and IT professionals including Microsoft.
  - Oregon Tech students stood out as being uniquely positioned to capitalize on the face-to-face interactions with these industry reps as high performing polytechnical students.
- The Portland Metro VRC move is complete and there will be a Grand Re-Opening of the 1st floor space on January 25<sup>th</sup>.

- A program presented at the SVA NatCon by Author and Documentarian Sebastian Junger called “Vets Town Hall” could be highly valuable for the Klamath Falls and Portland Metro Communities. Oregon Tech military connected students have a great opportunity to demonstrate community building when we host these events in May and November at KF and PM respectively.
- At the end of the year, the KF SVP will be doing a donation collection as students move out of the residence halls. The collected items will go to support the Disabled American Veterans post in Klamath Falls to provide materials to veterans in need in Klamath County.

### **SA Staffing Update**

The Student Affairs division currently has 10 staff vacancies, which is fewer than previously as we have filled two positions (Athletic Trainer starts late spring and DS/Testing APA started last month). Several searches are in the interview phase (women’s soccer coach, PM Counselor, PM APA, and Career Advisor for PM) with others needed to be (re)posted (TOP Director, Disability & Testing Services Director, HRL positions).

Room 402, Portland-Metro Campus  
And virtually via Microsoft Teams  
October 18, 2022  
10:15 am – 4:50 pm

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**Board of Trustees**  
**DRAFT Minutes**

**Trustees Present:**

John Davis, Chair	Kathleen Hill	Phong Nguyen	Michele Vitali
Jeremy Brown	Vince Jones	Celia Núñez	Mason Wichmann
Kanth Gopalpur	Kelley Minty	Mike Starr	Nagi Naganathan ( <i>ex officio</i> )

**Trustees Unable to Attend:**

Stefan Bird	Jill Mason	Fred Ziari
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**University Staff and Faculty Present in person:**

Abdy Afjeh, Vice Provost, Research & Academic Affairs  
James Blair, Secretary, Oregon Tech Foundation  
Rebecca Burkeen, Chair, Administrative Council  
Ken Fincher, Vice President, University Advancement  
Erin Foley, Vice President of Student Affairs & Dean of Students  
David Groff, General Counsel & Interim Board Secretary  
Pam Grove, Assistant to University General Counsel & Interim Board Secretary  
John Harman, Vice President, Finance & Administration  
Lacey Jarrell, Executive Director of Marketing Communications & Public Relations  
Billy Kimmel, President, ASOIT – Portland-Metro  
Michelle Meyer, Director of Audit & Compliance, Business Affairs  
Joanna Mott, Provost & VP of Academic Affairs & VP for SEM  
Adria Paschal, Senior Executive Assistant to the President  
Dan Peterson, Dean, College of Health, Arts & Sciences  
Sasha Rabich, President, ASOIT – Klamath Falls  
Maureen Sevigny, Director of Distance Ed Program, Management Department  
Terri Torres, President of the Faculty Senate  
Bryan Wada, Information Technology Consultant 2



1. **Call to Order/Roll/Declaration of a Quorum** *Chair John Davis*

**Chair Davis** called the meeting to order at 10:16 am. The Board Secretary called roll, and a quorum was declared.

2. **Reports**

2.1 **President, *President Naganathan***

**Dr. Naganathan** reviewed his PowerPoint presentation which included his welcome to new Trustees Phong Nguyen and Mason Wichmann and Oregon Tech's celebration of its 75<sup>th</sup> anniversary. He also discussed the 2022 Convocation, which was well attended. Dr. Naganathan reviewed some of the past and present accomplishments made over Oregon Tech's 75 years. He highlighted the university's accomplishments over the last five years, which include the establishment of OMIC and OREC, the successful navigation of the COVID-19 pandemic, Oregon Tech becoming Oregon's Polytechnic University, the completion of the academic school years 2020-2021 awarding more than 800 degrees, and 805 in 2021-2022, achieving a 30-year record-high first-year new student enrollment in fall 2022 (4<sup>th</sup> increase in 5 years), and completion of all university processes for the DPT program. In addition, other accomplishments made during 2021-2022 include: implementing the new faculty contract, launching the Diversity, Inclusion, and Cultural Engagement (DICE) office, working with the Higher Education Coordination Committee (HECC) to secure about \$1 million more in PUSF allocation, completion of the CEET building with occupancy in January 2022, and securing additional state dollars in construction funds for Boivin Hall.

Additionally, Oregon Tech successfully pursued a funding opportunity by mobilizing a federal process to secure \$1 million in support of faculty research. Despite many challenges, Oregon Tech stewarded resources and processes to end the fiscal year with a net positive margin of \$1.9 million net of transfers within the Board approved budget of \$70.8 million for FY2021-2022. This was accomplished despite a significant tuition revenue shortfall of \$3.7 million. Dr. Naganathan also shared how shared governance is implemented through multiple committees and commissions at the university. Through conversations between Vice Presidents and appropriate shared governance groups, more than 40 University councils, committees, and commissions are active in the 2022-2023 academic year, resulting in substantial stakeholder input involving 545 shared governance voices. He discussed Oregon Tech's partnership with the Klamath Tribes, acknowledged the contributions of Mr. Don Gentry, who recently retired as Chair of Klamath Tribes, and welcomed Dr. Clay Dumont as the new Chair. He also recognized the Klamath Tribes for their generous offer of vaccines to Oregon Tech during the early stages of the pandemic while the supplies were scarce. Dr. Naganathan also shared with the Board that the University recently received a \$1 million grant for credit for prior learning, a grant of \$446,000 from the M.J. Murdock Charitable Trust to purchase state-of-the-art equipment for the Respiratory Care program, and a \$140,000 grant from Business Oregon/Oregon Innovation Council for planning a Regional Innovation Hub. Dr. Naganathan discussed the new \$14.8 million building at OMIC R&D and the Boeing Collaborative Laboratory. Dr. Naganathan provided an update on Fall 2022 enrollment and advised that retention of all degree-seeking students improved from last fall to the current fall. Retention of new full-time students for fall 2021 was 73.4%, while fall 2022 retention is 75.7%. Enrollment of new first-year students for fall 2022 reflects a 6% increase over last year at the same

time, which is the highest over the previous 30 years. He shared key action items for Academic Year 2022-2023 for the University, to include: a successful year-7 comprehensive review and site visit by the Northwest Commission of Colleges and Universities, increasing degree-seeking undergraduate enrollment overall – at least a 2% growth in new students and a 2% growth in the retention of continuing students, stabilizing enrollment at Portland-Metro Campus with at least a 2% growth, increasing engagement with industry for us to become a surrogate lab for innovation, and elevating student and employee health and well-being. He recognized Sandi Hanan as Oregon Tech’s new Associate VP of Human Resources, David Groff for his service as the Interim Board Secretary, and Pam Grove for her administrative support of Board activities. He also shared that Dr. Ken Fincher and Adria Paschal will step into those roles for future meetings.

## 2.2 ASOIT Presidents *Sasha Rabich (KF)* and *Billy Kimmel (PM)*

Portland-Metro: President Kimmel reviewed his PowerPoint presentation, which addressed the status of organizational matters, including changing the ASOIT Office into a student lounge and how clubs are run. He announced the return of the Stall-Street Journal and shared that Parliament meetings are scheduled once per month on Tuesdays during Fall, with significant preparation being worked on during the Summer. Mr. Kimmel also shared tasks envisioned for the future, such as student advocacy in light of the changing demographics of the Portland-Metro student population due to many freshmen, the return of a vibrant campus through events, discussion clubs, and working with other groups. He also mentioned that as a follow-up to the previous year’s ASOIT resolution expressing no confidence, ASOIT is planning to observe how the Board chooses to follow up.

Klamath Falls: President Sasha Rabich discussed the goals of the newly reorganized ASOIT cabinet in Klamath Falls. These goals can be narrowed down to increasing knowledge of campus resources and opportunities, strengthening students’ ties with the faculty and administration, and building better connections between Oregon Tech and the Klamath Falls Community. He expressed ASOIT’s excitement to amplify and utilize student voices for the betterment of Oregon Tech and is excited to see the work the Board of Trustees will accomplish in the coming year in terms of its impact on the student experience and the Oregon Tech community at large.

## 2.3 **Administrative Council**, *Chair Rebecca Burkeen*

**Chair Burkeen** provided the new Trustees with an overview of the Administrative Council. She explained that Administrative Council represents approximately 140 unclassified staff members across all campuses of the university. The Administrative Council’s mission is to represent the ideas and interests of these administrative staff members to the President and other campus constituencies. Chair Burkeen stated that the current Executive Board of the Administrative Council consists of Carl Agrifolio-Director of IT Operations, Sarah HendersonWong, Manager of Benefits, Leave, & Wellness, Gaylyn Maurer, Director of the Integrated Student Health Center, Zoe Smiley, New Student Program Coordinator, Carleen Drago, Director of Educational Partnerships & Outreach, Kelly Sullivan, Academic Advising & Retention Coordinator, and Desiree Wooten, Assistant Director of Career Services & Interim Director of the TOPS Program. In addition to those members, there is one Presidential appointee, John Harman, VP of Finance & Administration. The topics discussed at Administrative Council are those

important to unclassified staff to improve employee retention and create a community with employees on all campuses.

### 2.3 **Faculty Senate** *President Terri Torres*

**President Torres** provided the Trustees with some of her background and expressed the desire of the Faculty Senate that the Board Trustees listen to the perspectives of all stakeholders at Oregon Tech before making decisions. She acknowledged that Oregon Tech now has a Strategic Plan, which the Faculty Senate has asked of the previous administration. She mentioned that Oregon Tech's general education model requires to be updated since it is more than 40 years old. Torres reminded the Board of the Climate Assessment process, past faculty senate actions, and that much remains to be done. She is concerned that faculty are leaving, affecting instructional coverage. Torres said that the President's Council voted down the non-tenure track faculty without any explanation. To work together on a promotion policy for non-tenure track faculty is the number one request, and faculty has asked President Torres to strive for this during the year. Torres also reminded the Board of previous conversations about acquiring a camera for the Nuclear Imaging program and that these cameras must be purchased. Faculty Senate appreciates the comments made at the Convocation around shared governance and an atmosphere of working together. They are pleased with the Academic Master Plan and have high hopes for using it as a guide. Trustee Brown asked if the faculty felt safe on campus given the recent incidents across the country. Torres replied that yes she and her fellow faculty feel very safe on campus.

### 2.4 **Foundation Report** *Jim Blair*

**Secretary Blair** thanked the Board for its interest in the Oregon Tech Foundation, and on behalf of Foundation Board Chair, Alan Polaski sends his regrets for being unable to attend. Mr. Blair has served as the Secretary and Chair of the Committee on Directors for the past 12 years and has a long history with Oregon Tech. The Foundation operates today with 25 community and industry members who bring an amazing wealth of wisdom and experience from numerous professional backgrounds. The members are located throughout Oregon, Washington, Idaho, and Colorado. He explained that the Foundation operates through four standing committees that report to an executive committee, which provides overall governance and direction. These committees consist of the Finance & Investment Committee, Scholarship Committee, the Committee on Directors, and the Development Committee. The Foundation Board continues to prospect and always invites recommendations. The Foundation Board has begun developing its own strategic plan that will serve as a guide for the Foundation while advancing Oregon Tech's strategic plan. The Foundation thinks of itself as a collaborative group with the Board of Trustees in supporting the work that Oregon Tech is doing.

### 2.5 **Strategic Enrollment Management** *Provost and VP for Academic Affairs and Strategic Enrollment Management Joanna Mott*

**Dr. Mott** reviewed her PowerPoint presentation, which included a fall 2022 enrollment comparison with fall 2021 data, reflecting challenges in several areas of enrollment. She explained that current headcount enrollment is down 4.6%, including dual credit students. Without dual credit, headcount enrollment is down 5.8% and also down 5.8% in credit hours. Freshmen enrollment is up 6.3%. However, the challenge is with continuing enrollment which is down 3.4% and is directly related to retention. Enrollment in the

Portland-Metro Campus is down 8.0%. Headcount trends are up as of October 17, 2022, and slowly growing. Enrollment stabilized or increased at some community colleges and declined further at others. Compared to last year, community college enrollments are between 10% lower and 23% higher across the 17 community colleges in Oregon. However, compared to pre-pandemic levels in 2019, student enrollment in community colleges is still 12% to 40% less this fall. Dr. Mott advised that on-campus housing numbers are steadily increasing, with 710 students currently residing in on-campus housing. She explained that 2022-2023 enrollment goals are to increase degree-seeking undergraduate enrollment overall with at least 2% growth in new students, a 2% growth in the retention of continuing students, and to stabilize enrollment at the Portland-Metro Campus with at least a 2% growth. She shared that plans have been developed by Admissions, Advising and Retention, Financial Aid, Educational Partnerships and Outreach, and Academic Affairs to increase enrollment, with a specific plan focused on growth for the Portland-Metro Campus.

## **2.6 Academic Quality and Student Success Committee** *Trustee Jeremy Brown*

**Chair Brown** summarized the reports and presentations made at the AQSS Committee meeting, which included reports by Dr. Mott and Dr. Foley. A final draft of the Academic Master Plan will be posted on the website and disseminated via email for comments. In addition, an open forum will be scheduled to discuss the implementation of those objectives with metrics that have a timeline of 2022 or 2023. Dr. Foley's presentation included recognition of the academic achievements of the student-athletes, an update on the second Howard Morris OT Athletic Hall of Fame ceremony, the new-student orientation program (Flight School: Strong Start), and the appointment of the new Director of Veteran Student Services, Mr. Don Stockton.

## **2.7 Finance and Facilities Committee** *Vice Chair Vince Jones*

**Chair Jones** summarized the reports and presentations made at the Finance & Facilities Committee meeting, which included a report from VP Harman on various topics: finance operations, geothermal system, an update on the development of the facilities master plan, higher education funding in Oregon, FY 2021-2022 Single Audit, development of research space at Sky Lakes, and the emergency repair in the College Union. Thom Darrah provided an update on the various current and future Oregon Tech campus projects: Boivin Hall renovation, Stadium renovation, the OMIC New Additive Manufacturing Center, CEET Building, geothermal well rehabilitation, the OMIC R&D Retrofit, and the New Student Housing project. Kernutt Stokes provided a bi-annual Hotline Report. They also advised that Capital Projects Management and Title IX audits are currently underway, with an anticipated completion at the end of FY2022. In addition, Kernutt Stokes reported that the 2022/2023 Risk Assessment is underway and nearly completed. Chair Jones shared that the Finance & Facilities Committee approved a motion to recommend that the full Board authorize staff to negotiate and execute a multi-year Agreement with Clifton Larson, Allen, LLP to provide professional audit services to Oregon Tech and a separate recommendation on Summer Term 2023 Tuition and Fees for the Doctor of Physical Therapy program.

## **2.9 Campus Climate Assessment Update** *Dr. Naganathan*

**Dr. Naganathan** provided an update on the Campus Climate Assessment. He began by thanking all who participated in the Campus Climate Assessment and acknowledged that it is important to own the recommendations in the report and the areas for improvement. The recommendations identify four areas of improvement, including understanding board roles and responsibilities, understanding shared governance and implementation, understanding leadership roles, and the importance of increased communication. Dr. Naganathan identified action steps to be implemented as a result of the Climate Assessment to include: follow-up by the Board of Trustees on roles and responsibilities and shared governance through special meetings, President's periodic meetings with the leadership of constituent shared governance groups, at least one campus-wide forum each term hosted by the President and Senior Leadership, and the establishment of a Well-Being Committee of faculty, classified staff, unclassified staff, and members of the administration to help promote a healthier work environment, roll out of the Strategic Plan and the Academic Master Plan, additional meetings between the administration and representatives of the Faculty Senate, ASOIT, Administrative Council, and other stakeholder groups as appropriate, training workshops for skills and business literacy development beyond convocation, and additional direct communications with college-specific audiences between deans, chairs, faculty, and students.

#### **2.10 Executive Committee** *Chair John Davis*

**Chair Davis** summarized the reports and presentations made at the Executive Committee meeting. They included a discussion of the upcoming replacements of trustees who are term-limited, the Board Policy on Board Committees, and the Executive Committee's role in assessing the performance of the Board and Trustees. The Executive Committee also addressed the items in the June 15, 2022 ASOIT letter. The letter stated that there is a feeling that the board is disconnected. Chair Davis noted that the Board believes the actions taken at the July board retreat, the Ad Hoc Committee meetings, and the special meeting in August were all responsive to the concerns in the letter. This has been part of the board's discussions with respect to shared governance relating to the AGB Consulting Report on institutional governance. Chair Davis explained that the objective for putting this matter on the agenda is to state that the board has reviewed and considered the letter. Chair Davis discussed the President's contract and that the contract has been renewed through 2027. He explained that it is part of the Executive Committee's duties to evaluate the president and review the contract. The contract states that the Executive Committee will review compensation annually for the president, which has not been done. He explained that Dr. Naganathan started in 2017, and he has not received a compensation increase in his base salary since he started. He has only received a small increase in his housing allowance because the university does not have a president's residence. Chair Davis stated that during this same time period, there had been regular increases in salary for faculty, classified staff, and unclassified staff. For unclassified staff, there has been an increase equaling approximately 19%. During that time, President Naganathan took a voluntary pay reduction in 2020 during the pandemic, and he and his wife have also been very generous donors to the university. He stated that this matter has been brought to the board's attention because the board would be remiss if they did not regularly evaluate our Chief Executive's compensation and discuss reasonable increases. He also shared with the Board that the Executive Committee has voted unanimously to authorize him as Chair and

Trustee Jones as Vice Chair to negotiate with Dr. Naganathan regarding his compensation and to bring their recommendation to the full Board.

**3. Consent Agenda** *Chair John Davis*

**3.1 Approval of the Minutes of the July 19-21, 2022 Retreat Meeting**

No changes voiced. Minutes approved as submitted.

**3.2 Approval of the Minutes of the August 24, 2022 Special Meeting**

No changes voiced. Minutes approved as submitted.

**4. Action Items**

**4.1 Doctor of Physical Therapy (DPT) Program FY 2022-23 Tuition Recommendation**

*VP John Harman*

**VP Harman** reviewed his PowerPoint presentation, which addressed that the Board of Trustees is authorized under Oregon Revised Statute (ORS) 352.102 to establish tuition and mandatory enrollment fees each year. Oregon Tech’s Board Tuition and Mandatory Fees Policy further codifies the university’s tuition and mandatory fee-setting process. The Doctor of Physical Therapy (DPT) program is a new Oregon Tech graduate degree program, importantly Oregon Tech’s first doctoral program, open to both resident and non-resident students. The DPT program tuition and fees were not included in the tuition and fees recommendation submitted for consideration by the Board at its April 7, 2022 meeting, as at that time, it was not anticipated that DPT students might begin classes as early as Summer Term 2023. VP Harman stated that because many professional degree programs, particularly professional doctorate programs, are configured as a cohort, tuition is often established as block tuition. In this case, the same amount is charged per term during the 12-month university tuition & fees schedule rather than by credit hour. As such, and to assist students while comparing program options, the Dean and Program Director applied this concept to arrive at the recommended tuition for Summer Term 2023. President Naganathan has endorsed this proposal in his memo to the Board (Please see Attachment-A).

**Motion that the full Board set the Summer Term 2023 Tuition and Fees for the Doctor of Physical Therapy program in accordance with the President’s recommendation memo (Attachment A, with the tuition and fees numbers restated below in Tables 1 &2) and authorize the President or their designee, as available under policy and law, to make minor and technical adjustments to these proposed rates as necessary to correct mathematical rounding, errors, inconsistencies, or omissions and execute the Board’s directives.**

Table-1

Oregon Tech New Program Tuition Recommendation	
Doctor of Physical Therapy Klamath Falls Campus	Summer Term 2023 Tuition
Resident	\$6,942.37

	Non-Resident	\$11,654.49
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Table-2

Mandatory Fees approved by the BOT in its April 2022 meeting		
FY 2022-23 Fees		
(Some Fees may be prorated for Summer Term)		
<b>Klamath Falls</b>	Building	\$45.00
	Incidental	\$397.50
	Health Services	\$195.00
	Student Rec Center	\$69.00

Attachment A- Tuition Recommendation Memo – President Naganathan

**Motion: Vince Jones**

**Second: Kelley Minty**

**With all trustees present and voting aye, the motion passed unanimously.**

ATTACHMENT A

DPT Program Tuition Recommendation Memo – President Naganathan



**Oregon Institute of Technology**  
OFFICE OF THE PRESIDENT

3201 Campus Drive, Klamath Falls, OR 97601  
541.885.1100 (office) 541.885.1101 (fax) [www.oit.edu/president](http://www.oit.edu/president)

To: Oregon Tech Board of Trustees  
From: President Nagi Naganathan  
Re: Recommendation for Summer Term 2023 Tuition & Fees for the  
Doctor of Physical Therapy (DPT) program  
Date: October 10, 2022

As required by statute and Board Policy through this memorandum, I submit my recommendation for Summer Term 2023 tuition and fees for the Doctor of Physical Therapy (DPT) program to the Oregon Tech Board of Trustees.

The DPT is a new Oregon Tech graduate degree program, importantly Oregon Tech's first doctoral program, open to both resident and non-resident students. DPT program tuition and fees were not included in the tuition and fees recommendation submitted for consideration by the Board at its April 7, 2022 meeting. This is because, at that time, it was not anticipated that DPT students may begin classes as early as Summer Term 2023.

The Dean of Health, Arts, and Sciences and the DPT Program Director conducted a regional and state comparative analysis and arrived at the appropriate tuition proposal for the new DPT Program beginning the Summer Term of 2023. The focus of pricing tuition for the new program was on maintaining student affordability and market competitiveness while still appropriately reflecting the value of the program.

Because many professional degree programs, particularly professional doctorate programs, are configured as a cohort, tuition is often established as block tuition where the same amount is charged per term during the 12-month university tuition & fees schedule, rather than by credit hour. As such, and to assist students while comparing program options, the Dean and Program Director applied this concept to arrive at the recommended tuition for Summer Term 2023.

Please see the recommended Summer Term 2023 tuition recommendation in Table-1 below.



**Table-1**

Oregon Tech New Program Tuition Recommendation		
Doctor of Physical Therapy Klamath Falls Campus		Summer Term 2023 Tuition
	Resident	\$6,942.37
	Non-Resident	\$11,654.49

The Board had already approved mandatory fees for the Klamath Falls campus through Summer Term 2023 at its April 2022 meeting, which is applied to the new DPT program for Summer Term 2023. They are included in Table 2 below for your immediate reference.

**Table-2**

Mandatory Fees approved by the BOT in its April 2022 meeting		
FY 2022-23 Fees		
(Some fees may be prorated for Summer Term)		
Klamath Falls	Building	\$45.00
	Incidental	\$397.50
	Health Services	\$195.00
	Student Rec Center	\$69.00

After careful consideration and in consultation with the executive staff and members of the university, I am recommending Summer Term 2023 Tuition for the Doctor of Physical Therapy program as outlined in Table-1 above and the Summer Term 2023 Fees for the Doctor of Physical Therapy program as outlined in Table-2 above. Further, I request delegation of authority to the president or their designee, as available under policy and law, to make minor and technical adjustments to these proposed rates as necessary to correct mathematical rounding, errors, inconsistencies, or omissions and execute the Board’s directives.

If this recommendation for Summer Term 2023 tuition and fees is approved by our Board, in subsequent years, the rate will be subject to change when the Board adopts adjustments to tuition and mandatory fees.

With this recommendation, inaugural tuition for the new Oregon Tech DPT program tuition will be competitive with other institutions featuring similar programs within and outside the state and the region. Thank you for your consideration of this recommendation. ■

4.2 [Authorization for Staff to Negotiate and Execute a Multi-year Agreement for Professional Audit Services](#) *VP John Harman*

**VP Harman** reviewed his PowerPoint presentation, which provided background and addressed that as an independent public body, Oregon Tech is required to have an annual independent audit of the financial statements for each fiscal year. He noted that at the June 2022 Board of Trustees meeting, staff were asked to proceed with a statement of work to incorporate into an open request for proposals (RFP) and to seek authorization at the Fall meeting to negotiate and execute a multi-year agreement for professional audit services with the firm chosen by the RFP selection committee. Oregon Tech released the RFP in July of 2022 and received proposals from qualified contractors to perform professional audit services. Following a review and careful consideration of proposals in August, the selection committee chose Clifton, Larson, Allen, LLP as the vendor best suited to perform the services outlined in the RFP scope of service.

After considerable discussion among the trustees about the selection process and the final staff recommendation, Trustee Vince Jones moved that the full Board authorizes staff to negotiate and execute a multi-year Agreement with Clifton Larson, Allen, LLP to provide professional audit services to Oregon Tech, for a term to begin on or about February 1, 2023, and extend to January 31, 2028, with an option for two additional one-year periods thereafter. Trustee Kelley Minty seconded it. With all trustees present voting aye, the motion passed unanimously.

5. Discussion Items

5.1 [Strategic Plan](#) *Provost and VP for Academic Affairs and Strategic Enrollment Management Joanna Mott & Pillar Chairs*

**Dr. Mott** reviewed her PowerPoint presentation to include background information. Dr. Mott shared that the 25-member inclusive Steering Committee consisted of eight faculty members, two students, eight staff members, one member of the Board of Trustees, three members of the Alumni Association and Foundation Boards, and one community member. The Steering Committee's deliberations were facilitated by Ginny Lang and co-chaired by President Naganathan and Dean Keyser. The Board approved the Vision and Mission of Trustees in May 2019, and the mission was also formally endorsed by the Higher Education Coordinating Committee (HECC) in August 2019. Dr. Mott noted that the Board approved the Strategic Plan of Trustees in June 2020. The Strategic Plan is built around four pillars: Student Success, Innovation, Community Engagement, and Institutional Excellence. Implementation has begun since Board approval.

Co-leaders from different divisions and a broad committee were assembled for each pillar. Each committee is comprised of students, faculty, staff, and administration. Each committee is responsible for data collection, analysis, and continuous improvement initiatives associated with the execution of the plan. Currently, the Pillar co-leads are evaluating metrics and identifying progress in data collection, identifying what data is already available and collected, what data needs to be tracked, and what metrics may need to be adjusted or replaced. She explained that the Pillar groups are working with library staff to ensure there is a reliable place to store and access pillar measures. Additionally, data for NWCCU accreditation falls primarily within Pillar 1 – student success. Further, information on student success in courses is also needed and will be included during collection. Dr. Mott identified the themes and associated metrics for each of the pillars.

Pillar 1: Student Success Metrics include recruitment, retention, graduation, career success, and cultural competency. Pillar 2- Innovation Metrics include experiential learning, research, discovery and creativity space, industry collaboration, and employment opportunities. Pillar 3 – Community Metrics include university community, local communities, valued presence, and culture of philanthropy. Pillar 4 - diversity, equity, inclusion, branding and image, facility master plan, and awards recognition. She explained that the next steps are for Pillar co-leads to work with their committees to review metrics, and determine what supplemental data collection may be required, ITS and library staff will organize data collection templates for all Pillar, Pillar co-leads will continue meeting with the Provost to provide status updates, and discuss resource needs, and continue to report annually to the Board of Trustees.

## 5.2 **Board Outreach** *Chair John Davis*

**Chair Davis** reminded the University Community how the Trustees have spoken about continuing to be accountable and increasing communication in interactions with University Stakeholders and the community. Multiple ways were discussed at the last meeting. First, the Board has increased the length of meetings to two days to allow for formal learning sessions for faculty, staff, and students. During the current meeting, the Board has participated in tours, visited with two departments, and listened to presentations by those departments. Over the last two days, the board has had multiple informal interactions with students, faculty, and staff, including lunch with students, staff, and faculty and a reception following the October 17<sup>th</sup> Board meetings. Chair Davis thanked the Trustees for their commitment to an additional day out of their schedules for a two-day Board meeting. The Executive Committee also encourages Trustees to attend university activities such as IdeaFest, athletic events, and other student and faculty events. The Trustees are on the public release list for newsletters, etc., so Trustees may be informed of campus activities at Oregon Tech. The board is considering selecting a theme for each regularly scheduled board meeting, as well as public comment response at regularly scheduled board meetings. Chair Davis explained that the board plans to coordinate the Spring board meeting with IdeaFest and the Foundation Board meeting to allow for additional interactions. There will be additional board training, orientation sessions, and learning sessions for faculty, staff, and students about the board's role relative to that of the administration and the university, the board's fiduciary duty, processes and policies.

## 5.3 **Board Dashboard Conversation** *Provost and VP for Academic Affairs and Strategic Enrollment Management Joanna Mott & Pillar Chairs*

**Dr. Mott** reviewed her PowerPoint presentation, which addressed 27 key performance indicators. Nine are related to student credit hours, seven are related to courses and degrees, and nine are related to funding and a breakdown of employees by classification. Trustee Gopalpur asked if it would be possible to come up with fewer indicators. President Naganathan said while it could be challenging to reduce the number of indicators to a very small number, staff will explore this further and bring it back to the Board for discussion at a future Board meeting.

## 5.4 **Board Development – Trustees Fiduciary Role** *Chair John Davis*

**Chair Davis** reviewed his PowerPoint presentation, which addressed the Legislature's Charge, which states that governing boards provide transparency, public accountability,

and support for the university, are close to and closely focused on the individual university, lead to greater access and affordability for Oregon residents and do not disadvantage Oregon students relative to out-of-state students, act in the best interests of both the university and the State of Oregon as a whole, and promote the academic success of students in support of the mission of all education beyond high school. He also addressed the university's mission statement, the Board Policy on Delegation of Authority, the Board of Trustees' duties, and shared governance.

**6. Other Matters** – none

**7. Public Comment** – none

**8. Adjournment** (4:04 pm)

Respectfully submitted,

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**Board of Trustees**  
**DRAFT Minutes**

**Trustees Present:**

John Davis, Chair	Phone Nguyen	Michele Vitali	Mason Wichmann
Jeremy Brown	Vince Jones	Celia Núñez	Nagi Naganathan ( <i>ex officio</i> )
Kanth Gopalpur	Kelley Minty	Mike Starr	

**Trustees Unable to Attend:**

Kathleen Hill

**University Staff and Faculty Present in person:**

Abdy Afjeh, Vice Provost-Research & Academic Affairs  
Ken Fincher, Vice President University Advancement & Interim Board Secretary  
Erin Foley, Vice President of Student Affairs & Dean of Students  
David Groff, General Counsel  
John Harman, Vice President Finance & Administration  
Joanna Mott, Provost & VP of Academic Affairs  
Adria Paschal, Senior Executive Assistant to the President  
Bryan Wada, Information Technology Consultant 2

- 1. Call to Order/Roll/Declaration of a Quorum** *Chair John Davis*  
Chair Davis called the meeting to order at 2:05 pm. The Board Secretary called roll and a quorum was declared.
- 2. Reports**
  - 2.1 Fall Census Enrollment Update, Dr. Joanna Mott**  
Chair Davis notes that today is the last day of classes for this term and a discussion on enrollment is topical and that there are a few important action items for the university that will be discussed. He started the meeting sharing that this is an effort to continue the engagement of trustees even more often than the regular board meetings. He reported that many of the board members and administrative staff attended the Oregon Business Summit, and it was a great event and opportunity to meet with many important state leaders in person. Education is a top line discussion topic for the year. Chair Davis also noted that everything printed to be discussed today would be posted on the Oregon Tech Board of Trustees website.

**Provost Mott shared her presentation on the Fall 2022 Census Enrollment Report.**

Provost Mott discussed the fall enrollment census, shared the resident housing numbers, head counts, and the pattern of enrollment. She noted dual credit numbers and that dual credit often does not have a sufficient impact on tuition revenue. Dr. Mott also reviewed the student enrollment by location and by year. Dr. Mott shared a roster of the highest enrolled majors by campus, and our online enrollment numbers. Chair Davis asked where we see trends; Dr. Mott answered it is all over the place and there are some programs that are small and others we need to look at and that this is a question worthy of further discussion as we are able to evaluate the data. Chair Davis asked about the highs, lows, and middles on enrollment. Dr. Mott answered our freshman enrollment is a very strong piece for us, and that is a real strength, our challenge is to retain those students. However, a big drop is shown in the transfer students and work is being done with the community colleges. Chair Davis asked if the transfer “portal” has been strained; Dr. Mott answered it has been down and all Oregon Public Universities that depend on transfer students are suffering and this is not unique to us. Trustee Brown asked about the demographics of the students and is there anything that jumps out at us. Dr. Nagi added that we saw a considerable spike in Hispanic enrollment with our dual enrollment. Trustee Phong asked which major is the highest major at Portland Metro and reported personally that he has noticed significant increase in diversity in his courses on the Portland-Metro campus. He also noted the current Governor and other entities are working to support underserved and it shows in the student population. Trustee Brown shared it would be helpful to see the surrounding states and what majors do we offer that are not offered in those states. How far can we go to recruit and offer programs where there is little to no competition. Trustee Brown perhaps we review two-year program where we could have good opportunities to develop partnership and degree completion programs. Dr. Mott added there are some degree completion programs in dental hygiene and some other majors. Chair Davis asked if at perhaps another meeting we could examine what programs are we actively recruiting for. Dr. Mott agreed. Trustee Ziari asked about engineering majors. Dr. Mott answered that our renewable energy is down in particular. She noted decrease in the number of faculty in that area in the recent past and that we are conducting a cluster hire for the fall. It is one area we are focusing on. Trustee Brown added that after some research on the website, he noted psychology may be morphing into business psychology, and whether we have programs that are appropriately named. Dr. Mott agreed there are programs such as Population Health Management that do need to be reviewed for name change [as they are not well understood]. Dr. Mott reported on retention numbers and retention initiatives. She noted there is an uptick on our retention number, but we are not back to our pre-covid numbers. Trustee Brown commented we should be mindful of the significance of the retention efforts as to whether the retention numbers are significant enough to pay attention to. He added what we are hearing from students that was affecting retention is the offering of classes so they can finish on time. He noted the need for the university to offer a pathway (commitment) for students to finish their program on time. Dr. Mott answered that 2-year schedules posted and are available, and she is working with the advisors and academic leadership to firm up the process.

Chair Davis thanked Dr. Mott and shared with the board that the reason these conversations are taking place now is because enrollment and the President’s Goals are typically discussed at the November board meeting, but that meeting was moved up to October and the final data was not yet available.

### 3.0 Action Items

#### 3.1 2022-2023 Institutional/President's Goals, *Chair John Davis*

Chair Davis shared that he and Vice Chair Jones have met and discussed this action items between themselves as well as with President Naganathan. Chair Davis thanked Trustee Jones and President Naganathan for their work in developing the Institutional/President's Goals. Chair Davis shared the positive growth in degrees awarded, and freshman class enrollment. Chair Davis noted the strong job market is a challenge for the university and there is a challenge to be faced concerning the number of college-bound students. President Naganathan noted several 'firsts' at Oregon Tech: the DICE Office; the Climate Assessment; negotiations with the HECC; the faculty union negotiations; regional innovation hub, fundraising, research, and other first initiatives and related accomplishments. Chair Davis added when contrasted with other universities shows budget stability and financial achievements, while creating such results. Trustee Jones added it has been a collaborative effort to develop and work out the goals. From his perspective he asked that we focus on looking at the university's academic programs and our footprint, and as always, our financial condition. He added there are some critical facilities updates that are needed. Trustee Brown added an additional compliment that President Naganathan is still here with us and has chosen to make some difficult and unpopular decisions. Chair Davis added that President Naganathan is the longest serving President of the Oregon Public Universities. He noted how traumatic and disruptive a change of Presidents can be to a university, and how important it is to have stability. He added while we are not being pollyannish, there have been challenges, we have emerged intact. He then asked President Naganathan to present the goals to the Board. President Naganathan summarized the 8 goals for the Board's consideration. The goals relate to accreditation, enrollment growth, facilities planning, research, new degree programs, organizational effectiveness, and a comprehensive capital campaign. These goals all compliment the university's strategic plan. Trustee Gopalpur indicated he liked the goals and asked if there would be mid-year check in reports. President Naganathan answered that every meeting between now and the end of the year a dashboard will show progress on these goals. Chair Davis added that he and Vice Jones meet routinely with President Naganathan to discuss the strategic plan and expectations. Trustee Ziari asked about the two new degree programs and how it compares with the goal of being a polytechnic university and are we working with industry on these degrees. President Naganathan answered that one component will be the relevance to Oregon Tech and there is a process to roll out new programs, and we will work with the Executive Think Tank to assess industry needs. Trustee Ziari agreed it is important to bring it to the board's attention. Trustee Brown asked if the new programs being added will impact enrollment, and will programs be dropped as new ones are added. Also, there has been a lot of talk about Portland Metro and enrollment. He asked what our plan for Portland Metro is, and there needs to be a definition of what we see Portland Metro to be and will be. He also mentioned the need to carve some funds out of the budget to allow for a successful capital campaign because there are a lot of steps to a capital campaign. It would be appropriate to provide the president resources if there is a goal such as the capital campaign.

**Trustee Ziari moved to approve the 2022-23 university/president's goals as presented.**

**Seconded by Trustee Starr and Trustee Gopalpur.**

**With all persons present voting aye, the motion passed unanimously**

### **3.2 President's Contract** *Chair Davis*

Chair Davis provide the background on the reason for the President's contract review at this time highlighting Dr. Nagi's service at Oregon Tech and that his compensation is subject to Board's discretion and include benefits typically provided to all university president. Dr. Nagi's salary and compensation have remained the same since he came to Oregon Tech, except for a housing stipend increase. Chair Davis noted that President Naganathan also took a voluntary salary reduction during the pandemic as part of the cost cutting process the university implemented. His achievements were discussed including his consistent ability to maintain a positive budget, his ability to work effectively with the legislature, increase in graduation and the adoption of Oregon Tech as Oregon's Polytechnic University, which is important, given that at one time there was a concern Oregon Tech would be combined with the regional universities. Chair Davis also shared Dr. Nagi's strong relationships with legislators, donors, stakeholders, and provides leadership to higher education organizations in Oregon. Trustee Jones added that President Naganathan has been able to maneuver through the challenges and Oregon Tech has been able to maintain fiscal health and the financial reports are all positive. There have been considerable facility improvements and challenges and that President Naganathan has been proactive. Chair Davis pointed out that when he visited campus as a legislator, the Klamath Falls campus looked tired. He then named a number of improvements, new buildings, and renovations. Chair Davis provided the background for the three-part written motion related to Dr. Nagi's compensation including the contributions to his retirement plans. Chair Davis noted that outside legal counsel provided guidance on how to fulfill the motion related to retirement compensation. Chair Davis opened the floor for discussion. Trustee Brown noted his concern that the board has not addressed this issue in the past, he suggested the board think seriously about making this an annual discussion with the board. Trustee Brown said the Board should be willing to consider a percentage higher than 2%, that an annual increase should be negotiated and tied to the president's performance, that if others on campus receive a larger increase, then we will see that our president is falling behind campus and perhaps others throughout the state. Chair Davis answered it is well taken advise and perhaps it could happen during the summer session. Trustee Jones also added it would be a good discussion to have in the Executive Committee as well.

**Motion to accept the motion with a supplement to the motion for the Chair to negotiate the final language and to sign the agreed upon contract.**

**Motion: Trustee Starr**

**Second: Trustee Mason**

**With all persons present voting aye, the motion passed unanimously.**

## **4.0 Discussion Items**

### **4.1 Oregon Tech Legislative Priorities** *Vice President John Harman*

Vice President Harman reviewed the Consolidated Higher Education Funding Request and the need for the state to make an increased investment in higher education. There are a number of programs that need funding which will in turn provide for an affordable and accessible higher education experience for Oregonians. VP Harman also reviewed



Other State Funding Appropriations that also have a significant impact on our funding. VP Harman also reviewed our Capital Projects Funding which includes an ask for funding for a new Center for Student Success as well as renovations to the Learning Resource Center, and Semon Hall. VP Harman also shared our ask for an Oregon Tech 75<sup>th</sup> Anniversary Proclamation.

#### **4.2 Geothermal System Discussion** *VP Harman*

VP Harman reviewed the geothermal infrastructure and its history at the university. There is major risk of failures due to its age (60+ years). \$14m in improvements have been identified, which will grow to \$18m due to anticipated cost increases. Over 2.4 million dollars have been spent on maintenance over the past few years. Support for this endeavor will need to come through a legislative ask as there is no other resource within the state funds for such a project. This would be a multi-year project, there is precedent, and we need to articulate our message well. Trustee Davis asked what the process is to undertake to ask for these funds. VP Harman answered the marketing team will produce a compelling case to be shared with the legislature, we will work with our legislative partners and peers at other institutions as well. We will show our due diligence and show proof that this is the best value for the university and state and will be cleaner (green) energy as well. He also noted this is representative of what we teach in our programs. Chair Davis shared the reason this is brought to the board is to have the board use the influence they have to advocate for support from the legislator.

#### **4.2 Legislative Outlook** *VP Harman*

VP Harman credited our external consultant Drew Hagedorn for his support in developing our legislative priorities. He reviewed the new executive and legislative personnel and positions. He also reviewed the new governor's budget plans as best we know now. There is no longer a super majority in either house of the legislature. He also shared the renovation at the capital building in Salem will most likely cause more work to be done remotely. There may be more joint committee meetings as well. Speaker Rayfield is considering a new Higher Education Committee in the House. Trustee Davis mentioned at the business summit higher education was touted as a means to boost for economic development.

Trustee Gopalpur added that it will be interesting to see how they will follow through. He added the governor indicated education as one of her 3 priorities and whether it means k-12, higher ed, or both. Chair Davis added that this is a unique situation in Oregon politics with many new persons in positions. He added that during his time in the legislature, Oregon Tech was the only entity that could come to him unapologetically. Trustee Gopalpur added that he was also aware of discussions around workforce development. President Naganathan shared that we have a lot of ambassadorship opportunities here and we are beginning to host some of the new legislators. He was able to greet the Governor-elect briefly. Her priorities include housing and homelessness, mental health, education, and accountability. He indicated there is an opportunity in the newness and there is a lot of work to do. Chair Davis added that k-12 often takes up all the air in the room because it is such a large budget item, and he sees possibilities and hope. President Naganathan added that the board secretary will reach out to the board members regarding the dates for the January board meeting. As such, the next Oregon Tech Board of Trustees meeting is planned for Wednesday, January 25, 2023, at the Portland-Metro campus in Wilsonville and at OMIC in Scappoose on Thursday, January 26, 2023. Chair Davis thanked the staff

for their support of the board. There being no other business the board adjourned.

**5. Adjournment (3:54pm)**

## Attachment D

### Board Policy on Quasi-Endowment Investment Board of Trustees of Oregon Institute of Technology

#### 1.0 Purpose

- 1.1 The purpose of the Quasi-Endowment Investment Policy is to govern the investment of the Oregon Tech's Quasi-Endowment Fund ("Quasi-Endowment).
- 1.2 The policy ensures that:
  - 1.2.1 The Board, the Investment Advisor and others entitled to such information may be made aware of the Policy of the Quasi-Endowment with regard to the investment of its assets.
  - 1.2.2 There will be a clear understanding by the Board, the Investment Advisor and staff of the investment goals and objectives of the Quasi-Endowment.
  - 1.2.3 The Board and management have a basis for evaluation of the investment managers.
  - 1.2.4 The investment managers be given guidance and limitation on investing the funds.
- 1.3 It is intended the objectives in this policy to be sufficiently specific to be meaningful, but flexible enough to be practical. It is expected that the policy and objectives will be amended as necessary to reflect the changing needs of the endowment; however, all modifications shall be made in writing and approved by the Board.

#### 2.0 Oregon Tech Quasi-Endowment Fund

The Quasi-Endowment is expected to operate over a long-term time horizon and as such these funds will be invested in asset classes which support long-term preservation of capital and income generation. It is important to follow coordinated policies regarding spending and investments to protect the principal of the Quasi-Endowment and produce a reasonable return.

#### 3.0 Responsibility of the Board

The role of the Board is to recommend broad investment goals to the Investment Advisor, as outlined in this Policy, including spending rate information and to provide input into the asset allocation process.

#### 4.0 Investment Advisor Responsibility

The Investment Advisor, and/or a designee, serves as consultant to the Board and will have the responsibility and authority to establish the asset allocation for the Quasi-Endowment and approve the retention and termination of all investment managers. The Investment Advisor, and/or a designee, will recommend to the Board a specific asset mix reflecting judgments of the investment environment as well as the specific needs of the Quasi-Endowment. Other duties assigned to the Investment Advisor, and/or a designee, include:

## Attachment D

- Recommending professional investment managers;
- Negotiating and/or monitoring Quasi-Endowment investment expenses;
- Monitoring investment managers, on an ongoing basis;
- Assuring proper custody of the investments; and
- Reporting to the Board, on a quarterly basis, the Quasi-Endowment's investment results, its composition and any other information the Board may request.

### 5.0 Spending Policy

The amount of Quasi-Endowment available for spending (distribution) is ~~4%~~ 0 – 10% per year, **not to exceed \$1 million annually**, unless otherwise authorized by action of the Board. These funds are to be transferred on a yearly basis to the General Fund of the University. **See Exhibit B for spending (distribution) computation.**

### 6.0 Investment Policy Guidelines

#### 6.1. Asset Allocation

The most important component of an investment strategy is the allocation among the various classes of securities available to the Quasi-Endowment. The Investment Advisor, in consultation with the Board, will establish the target asset allocation for the investments that will mostly likely achieve the investment goals of the Quasi-Endowment.

- 6.1.1 The risk/return profile shall be maintained by establishing the following long-term "target" strategic asset allocations:

<u>Asset Class</u>	<u>Policy</u>	<u>Target</u>	<u>Benchmark</u>
Fixed Income	100%	100%	See Exhibit A
Cash	0-3%	0%	91 Day T-Bill

#### 6.2 Investment Time Horizon

- 6.2.1 In making investment strategy decisions for the Quasi-Endowment, the focus shall be on a long-term investment horizon that encompasses a complete business cycle (usually three to five years). An interim evaluation will be performed by the Investment Advisor, and/or a designee, if a significant change in fees, manager personnel, investment strategy or manager ownership occurs.
- 6.2.2 While the quantitative assessment of managerial competence will be measured over a complete market cycle, the Board anticipates that the Investment Advisor will make period qualitative assessments as well. Specific qualitative factors considered by the Investment Advisor may include, but are not limited to, fundamental changes in the manager's investment philosophy, changes in the manager's organizational structure,

## Attachment D

financial condition and personnel, and any changes, relative to peers, in a manager's fee structure. Adopted: 02/23/17 Page 3 of 5

### 7.0 Prudence and Ethical Standards

#### 7.1 Prudence

All participants in the investment process shall act responsibly. The standard of prudence to be applied by the Board, the Investment Advisor, selected designees, Oregon Tech staff and external service providers shall be the "prudent investor" rule, which states: "Investments shall be invested and the investments managed as a prudent investor would do, under the circumstances then prevailing and in light of the purposes, terms, distribution requirements and laws governing each investment fund."

#### 7.2 Ethics and Conflicts of Interest

Board members, Investment Advisory staff, selected designees, Oregon Tech staff and external service providers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. These parties are required to reveal all relationships that could create or appear to create a conflict of interest in their unbiased involvement in the investment process.

### 8.0 Investment Objectives

The investment objective of the Quasi-Endowment is to seek consistency of investment return with emphasis on capital preservation and maintenance of purchasing power over long periods of time, notwithstanding Board authorized distributions. In keeping with the performance goals included in the Policy, achievement of this objective shall be done in a manner that, over a long-term planning horizon, will meet the spending rate established by the Board (under Section 5).

### 9.0 Manager(s) Responsibilities

#### 9.1 Legal Compliance

9.1.1 The investment manager(s) is (are) responsible for strict compliance with the provisions of their investment management agreement.

#### 9.2 Authority of Investment Manager(s) in the Managed Accounts

9.2.1 Subject to the terms and conditions of this Policy and the investment management agreement, manager(s) shall have full discretionary authority to direct investments of assets in the managed accounts. The Investment Advisor, and/or a designee, will recommend changes to this Policy when the advisor(s) views any part of this Policy to be inconsistent with overall market, economic conditions, or investment policies.

## Attachment D

- 9.2.2 The Investment Advisor directs all managers to vote proxies and to vote them in the best economic interest of the Quasi-Endowment. When requested, managers will report to the Investment Advisor regarding how proxies were voted.
- 9.2.3 Meetings between Quasi-Endowment managers and the Investment Advisor will occur consistent with the policies established for the Investment Advisor's other managers, to discuss items including, but not limited to, the manager's performance, outlook, and investment decision process.

### 10.0 Reporting Requirements

10.1 Investment results will be regularly monitored by the Investment Advisor, selected designee and Oregon Tech staff.

10.2 A representative of the Investment Advisor, and/or a designee, shall report investment results, or other information, to the Board no less frequently than annually, if requested. Any material non-compliance with the Investment Policy, Guidelines and Objectives of the Quasi-Endowment or with the investment management agreement will be reported to the Board immediately.

### 11.0 Investment Guidelines

11.1 Cash: The Quasi-Endowment shall maintain minimal cash, consistent with short-term requirements. Short term cash will be invested in a liquid cash equivalent investment.

11.2 Fixed Income: Fixed-income securities, for purposes of these guidelines, shall mean the Oregon Short-Term Fund, Oregon Intermediate-Term Pool, Public University Fund or individual securities of mutual funds with similar characteristics.

11.3 Performance: Performance expectations for each of the asset classes are described in Exhibit A.

### 12.0 Asset Custody and Securities Lending

Custodial responsibility for all securities is to be determined by the Board or its designee(s).

### 13.0 Conclusion

Implementation of this Policy, including investment manager selection, shall be the responsibility of the Investment Advisor, subject to the necessary approvals from the Board.

This Policy shall be reviewed by the Board at least every two years.

### Document History

- Adopted by the Board of Trustees on February 23, 2017
- Amended by the Board of Trustees on January 26, 2023

## Attachment D

### EXHIBIT A

#### Performance Monitoring

Fixed Income accounts are expected to meet or exceed the total return of the ~~Barclays U.S. Aggregate 3-5 Years~~ **Bloomberg Intermediate U.S. Government/Credit Index** by 0.5 percent (after fees) over a market cycle for core bond investments.

## Attachment D

### Exhibit B

#### Spending (Distribution) Computation

The spending (distribution) will be based upon a 20-quarter moving average of the Quasi-Endowment's market value.



## **ACTION ITEM**

### **Agenda Item No. 4.2**

## **Request to Issue an RFP and Execute Agreement for Internal Audit Services**

### **Background**

The Oregon Tech Board of Trustees (Board) chose to engage an external firm to provide internal audit services following the dissolution of the Oregon University System (OUS) in 2016. Internal Audit reports to the Board's Audit Committee, with most operational interaction flowing through the Chair of the Finance and Facilities Committee, acting in their capacity as Chair of the Audit Committee. Functionally, Internal Audit reports to the Vice President of Finance and Administration. Internal Audit meets monthly with the Director of Audit and Compliance, Vice President for Finance and Administration and the President to discuss ongoing matters as well as with the General Counsel on a case-by-case basis.

Oregon Tech's (University's) internal audit services are currently provided under agreement with Kernutt Stokes, LLP (KS), a public accounting firm based in Eugene. They have served as the University's internal auditor since 2016, when the University became an independent public body with a governing board under ORS 352.033. The current contract with KS is scheduled to expire on June 30, 2023.

Although there is an option in the current agreement for two additional one-year extensions, staff believe Oregon Tech requires an enhanced scope of services in response to increasingly complex regulatory compliance and governmental accounting standards. As a result of these expanding needs, staff recommends that a Request for Proposal (RFP) be released for internal audit services, including additional consulting services focused on emerging operating and technical accounting needs specific to higher education and governmental entities. These more comprehensive services will provide additional value when consultation is needed on emerging issues affecting the University.

As the scope of services provided through the University Shared Services Enterprise (USSE) continues to change, the University expects an increasing need for consulting resources on technical topics affecting higher education, regulatory compliance, governmental accounting and financial reporting.

### **Staff Recommendation**

After review of the draft RFP and related documents, staff requests a **Motion for approval by the full Board authorizing the issuance of an RFP for expanded internal audit services with delegation to the President or their designee, in collaboration with the Audit Committee Chair, to negotiate and execute a multi-year agreement for services to begin on or about July 1, 2023 and extend through June 30, 2027 with an option for two (2) successive two (2) year renewals thereafter.**

**Attachments and Additional Information**

Attachment A – Draft RFP for Internal Audit Services



# Oregon Tech

Fiscal Year 2022 Financial Audit Results

*We'll get you there.*



# Agenda



Scope of the Engagements



Responsibilities under GAAS



Unique Audit Items



Financial Statement Audit Results



Required Communications



Single Audit Update



Questions



# Scope of the Engagements



## Financial Statement Audit



## Single Audit

Fiscal Year 2021 – Issued September 2022

Fiscal Year 2022 – Anticipated Issuance  
prior to March 31, 2023



# Responsibilities under US Generally Accepted Auditing Standards (GAAS)

## Auditors responsible for:

- Expressing opinions whether financial statements are in conformity with US GAAP in all material respects.
- Expressing opinions only over information identified in our report.
- Performing audit in accordance with required auditing standards.
- Communication of significant matters related to audit, information required by law/regulations, or other information agreed upon.



# Responsibilities under GAAS (cont'd)

## An audit in accordance with GAAS:

- Does not relieve management of responsibilities.
- Includes consideration of internal control as basis for audit procedures, but do not to opine on effectiveness of internal controls.
- Is designed to obtain reasonable, but not absolute, assurance about whether statements are free of material misstatement.
- Includes Generally Accepted Government Auditing Standards.



# Unique Audit Items



NEW SUITE OF AUDITING  
STANDARDS



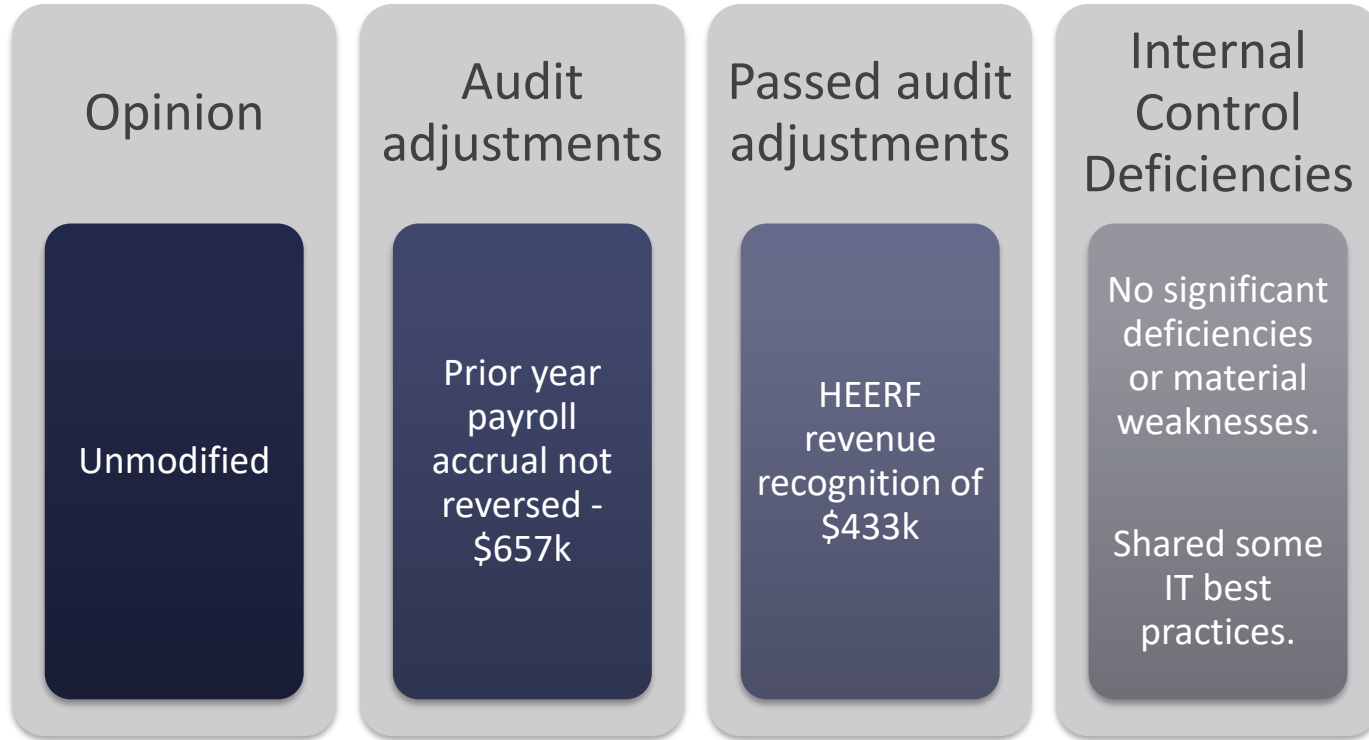
GASB 87, LEASES



CONTINUED HIGHER  
EDUCATION EMERGENCY  
RELIEF FUNDS (HEERF)



# Financial Statement Audit Results



# Presentation of Financial Statements



# Required Communications



## Qualitative Aspects of Accounting Practices

New policy: GASB 87

Accounting Estimates

Financial Disclosures – treatment of geothermal power plant as idle (vs impaired)



## Difficulties Encountered in Performing the Audit – None



## Uncorrected Misstatements:

- HEERF revenue recognition of \$433,000



## Corrected Misstatements:

Reversal of PY payroll accrual of \$657,800



# Required Communications



Disagreements with Management

None



Management Representations



Management Consultations with other  
Independent Accountants

None



Significant Issues Discussed with  
Management Prior to Engagement

None



Other Audit Findings or Issues

None



# Federal Awards Audit Update

## 2021 Single Audit Findings

HEERF

Student Financial Aid

Procurement,  
Suspension &  
Debarment

COD Reporting

Student Status  
Changes (NSLDS)



# Federal Awards Audit Update

## 2022 Single Audit

Testing in progress

Estimated  
issuance – prior to  
March 31, 2023



# Thank You!



Management was (and continues to be) very helpful throughout the audit process. Thank you!



# Questions?





## **Jean Bushong, CPA**

Principal

[jean.bushong@CLAconnect.com](mailto:jean.bushong@CLAconnect.com)

## **Bryan Simkanich, CPA**

Signing Director

[bryan.simkanich@claconnect.com](mailto:bryan.simkanich@claconnect.com)



CLAconnect.com



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## **ACTION**

### **Agenda Item No. 4.4**

## **FY 2022-23 Portland Metro Campus Incidental Fee- Technical Correction**

### Background

The Associated Students of Oregon Institute of Technology (ASOIT), through the Incidental Fee Commission (IFC), at the Wilsonville (Portland-Metro) campus recommended in its report to the President, dated March 20, 2022, that the 2022-23 incidental fee for that campus be increased from \$50 per term to \$80 per term for students enrolled in 6 or more credit hours per term. (Attachment A). In the same recommendation, the IFC recommended that the \$50 rate per term remain in place for students enrolled in fewer than 6 credit hours per term. It was further recommended that the \$50 per term rate be applied during summer term to students regardless of the number of enrolled credit hours.

It was recently discovered that language specifying the \$50 rate per term beginning fall 2022 for students enrolled for fewer than 6 credit hours per term at the Portland-Metro campus was not delineated in the Board Agenda Item or accompanying tables provided to the Board at its April 7, 2022 meeting where FY 2022-23 tuition and fee rates were considered and approved.

Since this was an oversight and staff intended to support the recommendation of the Portland-Metro IFC and to include specific language requesting the incidental fee at the Portland Metro Campus remain at \$50 per term for students enrolled in fewer than 6 credit hours per term, staff is recommending that the difference (\$30) per term be refunded to students who were charged the \$80 incidental fee rate, but should have been assessed the \$50 incidental fee rate. This adjustment will apply to both fall and winter term students. The fee will be updated on the Oregon Tech Tuition and Fees website and tuition and fee tables to reflect the revised amount.

### Staff Recommendation

After reviewing the related documents, and with the recommendation of the Finance and Facilities Committee, staff requests a **Motion to approve a technical correction to revise the 2022-23 Portland-Metro campus incidental fee to \$50 from \$80 per term for students enrolled in fewer than 6 credit hours per term as well as authorization for staff to refund the difference in the two rates to each student impacted during the 2022 fall and 2023 winter term.**

### Attachments

Attachment A- Portland-Metro 2022-23 Incidental Fee Commission Recommendations



**MEMORANDUM**

**Date:** 03/20/2022  
**To:** Dr. Nagi Naganathan, President, Oregon Institute of Technology  
**From:** Jack Zoucha, President, ASOIT-PM  
**CC:** Dr. Erin Foley, Taylor Burke, Josie Hudspeth

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**RE: 2022-2023 Incidental Fee Commission Recommendations**

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ASOIT PM held an open Executive Meeting on February 18, 2022, to discuss an increase to the incidental fee at the Wilsonville campus. A proposal from the Portland-Metro Student Services Department asked ASOIT to consider funding 0.5 FTE of a student involvement coordinator from incidental fees. A few weeks later, ASOIT was informed by student services that the mental health counselor position on the Portland-Metro campus could not be funded from the E&G budget. A vote passed to change the recommendation to take some of the incidental fee increase and put it into the health fee to cover the counselor position.

One of our goals all year has been to increase engagement and community on campus, and we strongly believe this proposal will not only help us realize this goal for years to come, but also allow future ASOIT cabinets to focus on other aspects of the experience that are just as important to many Oregon Tech attendees. The incidental fees used to cover 0.5 FTE of the student involvement coordinator position will be an investment in the cultural development of students on the Portland-Metro campus. Having the year-to-year continuity in social events on campus will allow ASOIT to focus on other aspects of the student experience that are just as important to their well-being. The addition of a mental health counselor on the Portland-Metro campus is something the students need and will ensure their funds are being used for their direct physical development.

**2022-2023 IFC Fees**

The original increase was proposed to be \$150 for all students, but after thorough review, ASOIT PM recommends an increase to the Portland-Metro Incidental Fee to **\$80** per term for every student enrolled in 6+ credits, and remain at \$50 per term for all students with fewer than 6 credits. Looking at participation from the previous two terms, we found that students who enrolled less than half time represented only a small fraction of total attendance and participation, and simply cannot justify any increase to their fees at this time. The incidental fee will remain at \$50 per student for all students enrolled in the summer term.

**2023 Summer IFC Fees**

The summer 2023 Incidental Fee for Portland-Metro students will remain \$50, regardless of the number credit hours enrolled.

**2022-2023 Health Fees**

ASOIT recommends the health fee be increased to \$63 per student per term all year.



**Financial Data:**

IFC Funding Areas	2021-2022		2022-2023 Recommended		
	\$ Budgeted	% of Total	\$ Budgeted	\$ Inc./ (Dec.)	New Allocation %
ASOIT	<b>\$40,204</b>	39.42%	<b>\$43,970</b>	\$3,766	33.50%
Registered Student Organizations	<b>\$2,400</b>	2.35%	<b>\$7,400</b>	\$5,000	5.64%
Student Involvement & Belonging	<b>\$59,396</b>	58.23%	<b>\$79,880</b>	\$20,484	60.86%
<b>Totals:</b>	<b>\$102,000</b>	<b>100%</b>	<b>\$131,250</b>	<b>+ \$49,370</b>	<b>100%</b>

Hopefully, as we exit the worst of COVID, an increased enrollment could soon allow for a reduction in incidental fees, as the given recommendation is actually based on a decrease in enrollment of 10%, in line with the previous two academic years. A return to approximately 700 students could reduce fees back down to \$50 per term for all students, or the additional revenue could be used to further engage Oregon Tech and the community. I do hope the university will reciprocate the same considerations when exploring tuition increases next year, with the shortfall in funding being eased by increasing enrollment instead of increasing the burden on Oregon Tech students.

I appreciate your consideration, and I welcome all questions you may have. Please feel free to reach out if you have any concerns, I would like to say that this proposal for an increase in fees was before the tuition committee voted for 8% instead of 5% as discussed in the forums!

Thank you for your time,

Jack Zoucha  
**PM-ASOIT President**