

Finance and Facilities Committee Agenda

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1. Call to Order/Roll/Declaration of a Quorum (11:00 am) (5 min) <i>Chair Vince Jones</i>	1
2. Consent Agenda (11:05 am) (5 min) <i>Chair Vince Jones</i>	
2.1 Approve Minutes of October 2023 meeting	2
3. Reports	
3.1 FOAC Report (11:10 am) (5 min) <i>Professor Don DaSaro (Verbal only)</i>	
3.2 Quarterly Finance, Facilities and Audit Report	12
• 3.2.1 FY 2023 Management Report YTD November (A) (11:15 am) (10 min) <i>VP John Harman</i>	13
• 3.2.2 Q-1 Investments Report (B) (11:25 am) (15 min) <i>VP John Harman</i>	14
• 3.2.3 FY 2022 Annual Financial Statement Ratios (C) (11:40 am) (15 min) <i>VP John Harman</i>	23
• 3.2.4 Q-1 Capital Projects Update (D) (11:55 am) (10 min) <i>Director Thom Darrah</i>	33
• 3.2.5 Internal Audit Status (written report)	48
4. Action Items	
4.1 Board Policy on Quasi-Endowment (12:45 pm) (20 min) <i>VP Harman</i>	50
4.2 Request to Issue an RFP and Execute Agreement for Internal Audit Services (1:05 pm) (20 min) <i>VP Harman</i>	69
4.3 2021-22 Annual Financial Report (1:25 pm) (20 min) <i>Jean Bushong, CLA</i>	132
4.4 Incidental Fee Correction <i>VP Harman</i> (1:45 pm) (10 min)	148
5. Discussion Items	
5.1 Financial Planning and Forecast for FY 2023 and looking forward to FY 2024 (1:55 pm) (25 min) <i>VP Harman</i>	
6. Other Business/New Business (2:20 pm) (5 min) <i>Chair Jones</i>	
7. Adjournment (2:25 pm)	

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, staff requests a **Motion to the full Board recommending approval for 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

RE: 2022-2023 Incidental Fee Commission Recommendations

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	\$40,204	39.42%	\$43,970	\$3,766	33.50%
Registered Student Organizations	\$2,400	2.35%	\$7,400	\$5,000	5.64%
Student Involvement & Belonging	\$59,396	58.23%	\$79,880	\$20,484	60.86%
Totals:	\$102,000	100%	\$131,250	+ \$49,370	100%

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,

A handwritten signature in black ink, appearing to read "Jack Zoucha".

Jack Zoucha
PM-ASOIT President