

POSITION	TERM	NAME	DEPARTMENT/DIVISION
Chair	2023-24	John Harman	Finance and Administration
Assoc. Vice President, ex officio	2023-24	Mandi Clark	Student Affairs
Assoc. VP/Controller	2023-24	Alicia Dillon	Finance and Administration
Administrator 1	2023-24	Joanna Mott	Academic Affairs
Administrator 2	2023-24	Josephine Ness	Admissions
Administrator 3	2023-24	Kendal Marks	Registrar/Financial Aid
Budget & Planning Rep.	2023-24	Anna Clark	Budget Office
Faculty 1, FOAC Chair	2021-24	Don DaSaro	Business Management
Faculty 2	2021-24	Feng Shi	Electrical Engineering and Renewable Energy Technology
Klamath Falls ASOIT President	2023-24	Riley Ambrose	ASOIT
Portland-Metro ASOIT Representative	2023-24	Taylor Jacobs	ASOIT
Klamath Falls Student 1	2023-24	Jordan Spencer	Student
Klamath Falls Student 2	2023-24	Graeme Wiltrout	Student
Klamath Falls Student 3	2023-24	Mike Duncan	Student
Portland Metro Student 1	2023-24	Ryland White	Student
Ex Officio Member	2023-24	Maria Depuy	Budget and Planning Office
Administrative Support	2023-24	Helen Drewel	Finance and Administration

Minutes

In Attendance: John Harman, Mandi Clark, Alicia Dillon, Joanna Mott, Kendal Marks, Anna Clark, Don DaSaro, Feng Shi, Riley Ambrose, Taylor Jacobs, Jordan Spencer, Graeme Wiltrout, Mike Duncan, Ryland White, Maria Depuy

Additional Attendees: Helen Drewel, Bryan Wada, Nathaniel Joseph, Victoria Seward, Karissa Sultan, Bruce Taggart, Cassidy DeHague, Phong Nguyen, Lacey Jarrell, Thomas Arce, Neslihan Alp, Kelly Sullivan

Meeting called to order at 4:00pm.

1. **Welcome-** VP Harman welcomed everyone to the second TRC meeting and thanked them for participating.
2. **Introduction of Interim CIO-** VP Harman introduced Interim Chief Technology Officer, Bruce Taggart.
3. **University Budget Types-** VP Harman explained the 3 types of University Budgets:
 - a. General Fund Budget
 - b. Special General Funds
 - c. Auxiliary Services
4. **FY24 Board Adopted Budget was discussed.** No questions were asked.
5. **FY24 Management Report Summary was discussed.** No questions were asked.

6. **Major Components of FY24 E&G Budget were discussed-** No questions were asked.
7. **Public University Public University Support Fund (PUSF)** – Reviewed by VP Harman.
 - a. Jordan Spencer asked if the funding threshold of 3,500 students is based on total enrollment. Anna replied that it is based on full-time equivalents (FTE).
 - b. A student asked whether Outcomes-Based Funding is affected by the length of time it takes to complete a degree. In response, VP Harman stated that graduation time is not used as a metric. It is based on the reporting statistics that are issued by the Provost's Office.
 - c. Graeme Wiltrout asked if SOU has had enrollment stabilized.
 - i. A HECC report pertaining to trended enrollment at Oregon public universities will be distributed to this committee by VP Harman.
8. **State Appropriations – Historical Lookback-** Reviewed by VP Harman. No questions were asked.
9. **Tuition Historical Lookback** - Reviewed by VP Harman
 - a. VP Harman noted that the amount of state funding is increasing, but it is not doing so at a pace that keeps up with the increasing costs. Nearly 20 years ago the state funded nearly 70% of the cost of education, but it is now closer to 30% based on a blend for all 7 public universities in the state. The difference is therefore being absorbed by students and their families.
10. **PERS – Historical Lookback and Projection** – Reviewed by VP Harman. No questions were asked.
 - a. OPE: PERS Rate Expansion - Reviewed by Anna Clark.
 - b. VP Harman explained the 2 different types of retirement plans:
 - i. Optional Retirement Plan (ORP).
 - ii. Public Employee Retirement System (PERS).
 - c. We are not facing an increase in our PERS for FY25 but we will have an increase in FY26. The FY26 increase amount has not yet been determined.
11. **Oregon Tech Employee Health Insurance Expense Historical Lookback** - Reviewed by VP Harman. No questions were asked.
12. **General Fund Balance** – Reviewed by VP Harman.
 - a. A student asked whether the Board would consider opening the reserve fund in order to cover some of the costs. In response, VP Harman stated that we are likely to be required to rely on a combination of additional reserve funds and cost reduction strategies. Reserve funds should be maintained at 10-15% of operating expenditure, following Board policy. There is a deep dive being conducted by the leadership team on ways to achieve savings.
13. **Questions & Other Business** - VP Harman opened the floor for additional questions and comments.
 - a. A discussion was held regarding the factors contributing to statewide decreasing enrollment as well as measures to increase enrollment going forward.
 - i. Mike Duncan stated that Oregon Tech is an "affordable" institution, and a decrease in tuition could help attract more non-resident students. Alicia Dillon added that this is something currently being discussed.
 - ii. A student noted that social media marketing and advertisements should focus on the student experience, and we should investigate what drives student engagement and apply that to marketing strategy.

- iii. Prof. Feng Shi asked whether inflation in the US dollar has an impact. VP Harman mentioned that inflation at the University level is influenced by several factors, including collective bargaining agreements, employee benefits, vendor contracts, and payroll.
 - iv. Dr. Mott mentioned that more targeted marketing is being discussed and Dr. Naganathan has provided Marketing with strategic investment funds to do more branding, etc. Research revealed that many people don't know Oregon Tech exists, and we need to explore ways to increase our visibility. Lacey Jarrel commented that they are exploring strategies to saturate the market, including television and streaming.
 - v. Graeme Wiltrout expressed frustration about the seemingly high levels of faculty turnover. He inquired why we are losing faculty members at the rate we are. VP Harman replied that while Human Resources does contact each employee that is leaving to request information about the contributing factors in their decision to depart from Oregon Tech, their response is voluntary. Many reasons were discovered such as family relocation, hands-on work in their field of expertise, promoted positions, etc. Dr. Mott and VP Harman also discussed that our levels of faculty turnover are about level nationally, as was reported to the Board at its January 2023 meeting. Graeme noted that he is working on a survey with departed faculty to examine contributing factors for leaving. Many members of this Committee expressed interest in reviewing the results when ready.
 - vi. Don DaSaro inquired about recruiting non-US-based students to Oregon Tech. Dr. Mott replied that we have a new Dean that is looking into it but it should be understood that this is a time-consuming and costly endeavor.
 - vii. There will be an academic forum for students next Wednesday to discuss the drop in enrollment, as noted by Dr. Mott. It is also being investigated whether updated prerequisites and modified curriculums can be implemented so that students can complete their courses more quickly. As stated by VP Harman, Coursedog will be implemented soon by Academic Affairs to assist in optimizing class availability and scheduling.
- b. TRC Student Forums are scheduled:
 - i. ASOIT Klamath Fall will be held on February 19, 2024
 - ii. ASOIT Portland Metro will be held on February 21, 2024
 - c. VP Harman reminded the group that by the final meeting of the TRC on March 6, 2024, this committee must provide a recommendation for the tuition and mandatory fee rates to President Naganathan.

Meeting adjourned at 5:28pm