

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, Alicia Dillon, Joanna Mott, Josephine Ness, Kendal Marks, Anna Clark, Don DaSaro, Feng Shi, Riley Ambrose, Taylor Jacobs, Jordan Spencer, Graeme Wiltrout, Ryland White, Maria Depuy
Additional Attendees: Celia Green, Zoe Smiley, Josie Hudspeth, Shawni Cayetano-Ramos, Thomas Arce, and multiple students

Meeting called to order at 4:00pm.

1. **Welcome-** VP Harman welcomed everyone to the first TRC meeting and thanked them for participating.
2. **Committee Member Introductions-** each committee member in attendance introduced themselves.
 - a. VP Harman also discussed the TRC website. Meeting materials as well as a survey link can be found here: <https://www.oit.edu/finance-administration/tuition-recommendation-committee>
3. **Origin and background of Tuition Recommendation Committee (TRC) process-** VP Harman explained the history of the TRC and the reasoning behind the committee. The Board of Trustees created a policy that outlined the process in detail.
4. **TRC Charge was discussed.** No questions were asked.
5. **TRC Committee Principles were reviewed.** No questions were asked.

6. **Tuition Setting Timeline-** No questions were asked.
7. **Student Forums and Student Feedback-** ASOIT forums ideally will be scheduled for the week of February 19th with the forums for each campus scheduled on different days.
 - a. Grame Wilttrout stated that he would like to find ways to reach more people. One of the ASOIT representatives last year spent an entire day in a high traffic area talking to students about TRC. He provided information and listened to and talked to students about their questions and concerns. That might be something student representatives could do again this year. VP Harman said he encourages this as it gives more people a voice in the process. Anna Clark added that gathering data from students that can be shared with Finance & Administration in advance of the next meeting would provide time for OT to gather the data needed to respond. AVP Dillon mentioned that her only concern would be that all people would not be provided with the same information at the same time. Gathering questions is a great idea. They can be consolidated and then everyone will get to hear the answers.
 - b. Anna Clark explained that historically, the ASOIT Presidents were the ones who presented during the forums. VP Harman, AVP Dillon, and Anna Clark helped prepare the slides and attend the meeting to answer any questions.
 - c. ASOIT in Klamath Falls has their regular meeting on February 19th. They will incorporate the Open Forum into their meeting agenda.
 - d. Anna Clark added that students are able to attend the forum for either campus via Teams if they are not able to attend the one scheduled on their campus.
 - e. VP Harman stated that the Wilsonville campus only had one student show up to their forum. He asked that the Wilsonville ASOIT students do their best to increase participation in the forum.
 - f. Riley Ambrose asked if it would be acceptable to have a tabling event the week prior to the open forum where they could advertise as well as collect data and questions. VP Harman replied that yes, that would be a good idea.
8. **Other Questions:** VP Harman opened the floor for additional questions and comments.
 - a. Dr. Shi commented on the importance of being able to purchase equipment for classes as OT is a polytechnic institution.
 - b. Zoe Smiley commented that she feels it is important to keep in mind the infrastructure related to programs and processes as we go through the tuition setting process. If we are talking about things that can be done, we also need to think about the support and infrastructure that is required to support each endeavor. VP Harman agreed.
 - c. VP Harman added that all but two of Oregon's universities have seen a decline in enrollment over the past several years. Some of that is due to a decline in the population of traditional students within the state. Senior Leadership is working on how to address this trend. We have to be cognizant of the tuition aspect and the affordability aspect. There are things OT has to do in relation to state funding and adjust how we operate as a university.
 - d. Professor DaSaro mentioned that we have two sources of income- tuition and state funding. A question on infrastructure is great- how can we do what needs to be done with what we have. State funding may be difficult this year. There's only so much we can do to get the revenue stream up and running.
 - e. AVP Dillon commented on her observation from last year. One of the more frustrating pieces of this process is having to make the decision in a vacuum. The way OT creates its budget, we

are not able to give you a firm answer as to the implications of a decision. Vice Presidents make their own choices with their respective budgets. We will not be able to give you a direct impact; we will try our best to do what we can, but we will not have detailed answers available. VP Harman added that he is not the decision maker on our budget. Dr. Nagi is a collaborative decision maker on the budget with the Board of Trustees. All the different areas (Student Affairs, Marketing, and so on) need to figure out how they can adjust their operations to help us meet the budget. It is a peer driven process.

- f. Graeme Wiltout added that a frustration for him as a student is seeing the quality of service decline each year in terms of education and opportunities in general. Despite tuition increases, services continue to decline. VP Harman added that it is important that we have academic leadership at the meetings as they can explain what our different strategies are in terms of recruitment and marketing. Subject matter experts will be commenting as we move through the process. Someone asked last year about OT's strategic marketing plan. VP Harman is not personally aware of the details of the plan. Dr. Fincher will be invited to discuss this plan at a future meeting. Marketing is working on a strategic plan along with Admissions and enrollment. VP Harman added that we are receiving some state funding earmarked for sustainability funding. OT will be investing in Admissions initiatives and Online initiatives. Dr. Black, the new Dean of Online Learning, has a lot of great ideas for growth, including micro-credentialing and badging.
- g. A student participant added when marketing the forums to students, it would be a good idea to promote that students are able to directly get their voices heard by administration. They will be given an opportunity to provide direct feedback to administrators, which is not something they normally are able to do. A student asked if there would be a conflict of interest for Dr. Nagi to attend the forum. VP Harman stated that he did attend part of last year's Klamath Falls event.
- h. VP Harman mentioned that OT is looking into increasing their research via grants as a way to increase revenue, provide additional student opportunities, and attract faculty. Grants normally allow for indirect cost recovery which covers employee salaries, building and equipment use costs, and other expenses.
- i. Ryland White mentioned that he and Aaron Hill meet with Dr. Nagi each month. They relay student feedback to him directly.
- j. Dr. Shi discussed how graduate students, including our new PhD in Physical Therapy program, rely on grants for their research. Faculty applies the grants to support the programs and in turn, provide opportunities for graduate students. Both the university and students benefit from research grants. Graeme Wiltout commented that he has mixed feelings about grants. One of the big selling points of attending OT was being taught by leaders in the field instead of a graduate assistant or someone with a PhD who has only been doing research. Research creates revenue but it does not create the kind of experience you need when entering the workforce.

Meeting adjourned at 5:05pm