

POSITION	TERM	NAME	DEPARTMENT/DIVISION
Chair	2021-24	Don DaSaro	Business Management
Vice President of Finance & Administration	2023-24	John Harman	Finance and Administration
Provost / Vice President of Academic Affairs	2023-24	Joanna Mott	Academic Affairs
Vice President of Student Affairs	2023-24	Mandi Clark	Student Affairs
Dean College of ETM	2024-25	Neslihan Alp	Research and Academic Affairs
Administrative Council Representative	2023-24	Carleen Drago Starr	Educ. Partnerships & Outreach
Assoc. Vice President of Financial Operations	2023-24	Alicia Dillon	Finance and Administration
Senate Executive Representative	2023-24	Cristina Negoita	Faculty Senate
Univ. Admin/ Staff Rep. 1	2022-25	Ken Fincher	University Advancement
Univ. Admin/ Staff Rep. 2	2024-26	Anna Clark	Budget/Planning Office
Univ. Admin/ Staff Rep. 3	2023-26	Lara Pracht	Housing and Residence Life
Faculty 1	2022-25	Rose McClure	Natural Sciences
Faculty 2	2022-25	Dr. Neupert	Humanities & Social Science
Faculty 3	2022-25	David Hammond	Applied Mathematics
Faculty 4	2021-24	Dibyajyoti Deb	Applied Mathematics
ASOIT President, Klamath Falls des.	2023-24	Diana Escamilla	ASOIT
ASOIT President, Portland-Metro	2023-24	Aaron Hill	ASOIT

Minutes

FOAC Attendees: Anna Clark, Dr. Mandi Clark, Chair Don DaSaro, Dr. Dibyajyoti Deb, AVP Alicia Dillon, Carleen Drago Starr, Dr. Ken Fincher, Dr. David Hammond, VP John Harman, Prof. Rose McClure, Dr. Cristina Negoita, Dr. Dr. Neupert, Dr. Dan Peterson (proxy for Dr. Joanna Mott), Dr. Lara Pracht, Aaron Hill

Additional Attendees: Celia Green, Michelle Meyer, Victoria Seward, Helen Drewel, Maria Depuy

Meeting called to order – Chair DaSaro called the meeting to order at 2:02pm.

1. **Review Minutes from October 2023 Meeting-** Chair DaSaro reviewed the January 18, 2024, meeting minutes. Meeting minutes were approved unanimously.
2. **General Discussion** – The Council engaged in general discussions regarding the budget.
 - a. Dr. Neupert asked if we had a reduction in the overall cost of tuition as an aggregate for the student body last year. VP Harman responded that we experienced a dual setback due to a drop in enrollment when we had budgeted a flat enrollment based on information from the Office of the Provost and because student remissions were increased beyond budgeted levels by the Admissions Office. The additional revenue received from the state was offset by increased remissions and the drop in enrollment.
 - b. Prof. McClure and Dr. Neupert expressed interest in having FOAC meetings more frequently to keep the Council up to date on current budget situations.
 - c. Discussion was had regarding structural deficits and budget management. While some structural deficits can be planned, there are also external costs that we cannot control (e.g. increasing utility costs & increases in contracts for essential software). All budgets are managed at the VP level of each division.
 - d. Dr. Greg Stringer will be invited to a future meeting to discuss the remission strategy.

- e. The search for a Dean of the College of Health, Arts and Sciences Dean is ongoing.

3. Packet Review- Reports sent to the Council prior to the meeting were reviewed.

- a. **Tuition Recommendation Council (TRC) Update** – VP Harman provided an update on the TRC recommendation for tuition.
- b. **2nd Quarter Investment Update** – Reviewed by VP Harman and AVP Dillon
- c. **FOAC Budget Survey Results** – Reviewed by AVP Dillon
 - i. AVP Dillon commented that we do not subsidize OMIC and they have their own unique revenue streams. Dr. Neupert asked if we charge OMIC an overhead rate. AVP Dillon indicated that they are charged an indirect cost rate and Anna Clark further clarified that the indirect cost is charged at 50% on most grants. VP Harman indicated that OMIC is primarily funded through Workforce Oregon, state grants and partnership contributions with OSU and PSU as well as industry memberships; it is a self-contained department within the University that pays for itself.
 - ii. Dr. Neupert asked if there are service lines where we can engage in shared services. VP Harman indicated that the two most prominent services provided by USSE are treasury services and labor negotiations.
 - iii. Dr. Deb asked if the increases in fee remissions are under our control. AVP Dillon responded that remissions are offered as part of the admissions process, but the amount of incoming freshmen offered a remission is unknown until the time of the offer. Dr. Stringer is currently examining remissions models. We are trying to understand the correlation between fee remissions and increasing/decreasing enrollment.

4. Budget Planning Timeline – Reviewed by AVP Dillon

- a. The Budget Office met with the Vice Presidents to discuss high-level budgeting strategy. Each VP chose from three options for their budget planning approach:
 - 1. Centralized budget planning (at the leadership level)
 - 2. Zero-based budget planning
 - 3. Hybrid of centralized and zero-based budget planningBudget templates are due on April 12, 2024. VPs will present their budgets to the Senior Leadership team the week of April 22nd (or thereabout). A final budget will be created during the Senior Leadership team meeting(s) and presented to the FOAC.
 - i. Mark Neupert asked if there is a coherent plan across all divisions for budget reductions. AVP Dillon responded that we are currently working on a collaborative, structural budget approach for FY26.
- b. Each Vice President reviewed their budget planning approach:
 - i. Dr. Ken Fincher, VP of University Advancement, indicated that he expects his division will be able to meet the budget reduction goal of 5.7%. He is also currently working on the budget for the Foundation.
 - ii. Dr. Dan Peterson provided a budget planning update on behalf of Dr. Joanna Mott, Provost and VP of Academic Affairs. Dr. Peterson indicated that the division is working on a centralized budget model. Over the last 1-2 years Dr. Mott has made reductions primarily in the areas of S&S and equipment; there is no room to make further reductions in those areas. A decision was made to focus on positions that can remain vacant based on priorities set by the Deans and Dr. Mott. It should be noted that 9 positions were filled this year and Dr. Mott is still working on other positions to be funded.

1. Dr. Neupert asked when Courseedog will be implemented as it will provide great efficiencies. Dr. Peterson indicated that Wendy Ivie is the best point of contact for Courseedog.
 2. Dr. Neupert asked if we are going to cut positions. Dr. Peterson noted that Dr. Mott is keeping some vacant positions and their associated index numbers identified in the budget templates, so they remain visible.
- iii. John Harman, VP of Finance and Administration, reviewed the F&A budget plan. A zero-based approach was implemented, and each Director was charged with creating their budget from scratch.
 - iv. Dr. Mandi Clark, VP of Student Affairs, indicated that her division used a zero-based budget approach.
- c. Dr. Negoita asked what happened to the FOAC survey regarding the revenue and if there was anything actionable as a result? AVP Dillon replied that results were sent via email a few weeks ago and included in the packet sent to the FOAC prior to this meeting. This feedback will be provided to Senior Leadership for review.
- d. Dr. Negoita asked if there were any revenue measures being considered in the proposed budgets. AVP Dillon responded that there are new programs and certifications in the process of being finalized. These usually cost money in the first year or two and the revenue comes in the years following implementation.
- i. Chair DaSaro commented that students are concerned about the high cost of out-of-state tuition. There is a proposal in discussion where Oregon Tech would structure out-of-state tuition in such a way that non-resident students would pay in-state tuition and Sky Lakes would cover the difference. With an agreement in place that, upon completing the degree, the student will stay in the area and work for Sky Lakes for a predetermined period.
There is also a focus on the Construction Management Program that has already fundraised \$500,000. This will offer a bachelor's/master's degree in construction management as well as a certification for construction management. It is forecasted that this will bring in about 100 students.
Both proposals will require very little increase in faculty and are going before the Board of Trustees on April 12, 2024 for consideration and approval.
- e. Dr. Negoita asked for a status on the construction of the new dorm for students and if there is consideration to delay this project due to the decline in enrollment. Chair DaSaro responded that building projects are long-term and there isn't much to be gained by delaying the project. VP Harman continued that this endeavor was agreed to by the Board in 2021 when enrollment was stable. Funding was approved by the state in June of 2021 and bonds have already been sold by the state. Construction will begin in May of 2024, and it is projected to be completed in August of 2025. We are obligated to retire the bonds at a rate of about \$2.1M a year over 25 years; this is a \$35M project.
- f. Dr. Negoita asked how the funding we received for workforce development during the short session will be used. VP Harman responded that Behavioral Workforce Development has been allotted \$667,000 under House Bill 5204/Senate Bill 1592. Dr. Mott will determine how this money is spent.
Additionally, Semiconductor Funding has been allotted \$671,000 under House Bill 4154/Senate Bill 5701. This money is to be used for training and is also managed by the Provost.

Meeting adjourned at 3:14pm.