Meeting of the
Oregon Tech Board of Trustees
Klamath Falls, OR
Friday, April 12, 2024
11:00 am – 5:30 pm

Board of Trustees Meeting Agenda
Theme: Calibrating for a Sustainable Future

1. **Call to Order/Roll/Declaration of a Quorum** (11:00 am) (5 min) *Chair John Davis*
2. **Executive Session** (11:05 am)
   - **2.1.** *The Board will meet in Executive Session per ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations, and per ORS 192.660(2)(f) and ORS 40.225 Rule 503, to consider information or records that are exempt by law from public inspection, confidential communication subject to attorney-client privilege."*

Recess for Lunch (12:00 p.m. – 12:30 p.m.)

3. **Consent Agenda** (12:30 pm) (5 min) *Chair Davis*
   - **3.1. Approval of Minutes of January 12, 2024, Board Meeting**

4. **Public Comments & Regular Reports**
   - **4.1. Public Comment** (12:35 pm) (20 min) *Chair Davis*
     - **Invited Comments from OT-AAUP**
     - **Invited Comments from OT-SEIU**
     - **Additional Public Comment**
   - **4.2. Reports from Shared Governance Organizations**
     - **ASOIT** (12:55 pm) (15 min) *ASOIT Presidents: Devon Stokes (KF) and Aaron Hill (PM)*
     - **Faculty Senate** (1:10 pm**)** (10 min) *Senate President Terri Torres*
     - **Admin Council** (1:20 pm) (10 min) *Chair Gaylyn Maurer*
   - **4.3. President's Report** (1:30 pm) (25 min) *President Nagi Naganathan*
   - **4.4. Foundation Report** (1:55 pm) (10 min) *Chair Alan Polaski*

10 Minute Break

5. **Special Reports and Discussion Items**
   - **5.1. Strategic Enrollment Report** (2:15 pm) (15 min) *AVP for Strategic Enrollment, Dr. Greg Stringer and Provost and VP for Academic Affairs & SEM, Dr. Joanna Mott*
   - **5.2. Oregon Tech Athletics – Men's and Women's Basketball Teams – Presentation of the 2023-24 Seasons, and Oregon Tech Athletics Update –** (2:30 pm) (20 min) *Athletic Director, John Van Dyke*

6. **Board of Trustee Committee Reports**
   - **6.1. Academic Quality and Student Success Committee Report** (2:50 pm) (10 min) *Interim Chairs Davis & Jones*
   - **6.2. Finance and Facilities Committee Report** (3:00 pm) (10 min) *Finance & Facilities Chair Vince Jones*
   - **6.3. Executive Committee Report** (3:10 pm) (10 min) *Chair Davis*

10 Minute Break

7. **Action Item(s)**
    - 7.1. **BS in Construction Management** (3:30 pm) (20 min) *Dean Neslihan Alp, College of ETM*
    - 7.2. **Annual Financial Statement and Audit** (3:50 pm) (20 min) *Vice President Harman*
    - 7.3. **Single Audit (Federal Funds Compliance)** (4:10 pm) (20 min) *Vice President Harman*
    - 7.4. **Tuition and mandatory fees recommendation** (4:30 pm) (20 min) *Vice President John Harman*
8. **Additional Discussion** (4:50 pm) (20 min)
9. **Other Matters** (5:10 pm) (10 min) *Chair Davis*
10. **Adjournment** (5:20 pm)

All times are approximate.

This meeting will take place in the Board Room on the Oregon Tech Klamath Falls Campus, which is located on the second floor of the CEET building.

Meeting of the
Oregon Tech Board of Trustees
Full Board Meeting
Wilsonville, OR
And virtually via Microsoft Teams
January 12, 2024
9:00 am – 1:00 pm

Board of Trustees
Theme: Industry's University
DRAFT Minutes

Trustees Present:

John Davis, Chair	Kanth Gopalpur	Cec Amuchastegui
Don Gentry	Vince Jones	Mason Wichmann
Phong Nguyen	David Cauble	Johnnie Early
Celia Nũnez	Mike Starr	Vijay Dhir
Michele Vitali	Stefan Bird	Nagi Naganathan (*ex officio)*

University Staff and Faculty Present in person:

Abdy Afjeh, Vice Provost for Research and Academic Affairs, Interim Dean of ETM & Acting Provost
Neslihan Alp, Dean, College of ETM
Ruth Claire Black, Dean of Online Education and Global Engagement
Mandi Clark, Associate Vice President & Dean of Students & Interim VP for Student Affairs
Kim Faks, Assistant Director, Student Involvement and Belonging
Ken Fincher, Vice President of University Advancement & Interim Board Secretary
Andria Fultz, Associate Professor
Lori Garrard, Executive Assistant to the VP of University Advancement
David Groff, General Counsel
John Harman, Vice President Finance & Administration
Aaron Hill, ASOIT
Josie Hudspeth, Student Affairs Systems Manager
Taylor Jacobs, ASOIT
David Johnston, Assistant Professor
Kimberly Koops, AVP Government Relations
Thomas Long, ASOIT Student Engagement Officer
Gaylyn Maurer, Executive Director, Center for Wellbeing, Director, Integrated Student Health Center, Chair, Administrative Council
Josephine Ness, Director of Admissions
Adria Paschal, Senior Executive Assistant to the President
Dan Peterson, Dean, College of HAS
Alan Polaski, President– Oregon Tech Foundation
Terri Torres, President of Faculty Senate & Professor
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 9:02 am. The Board Secretary called roll and a quorum was declared.

2. **Consent Agenda** *Chair Davis*
   2.1 Approval of the Minutes of the October 13, 2023 Board Meeting
   No changes or objections were made, and the minutes were adopted.

3. **Board Reports**
   3.1 Public Comment *Chair Davis*
   - **Invited Comments from OT-AAUP** *Andria Fultz, Vice President OT-AAUP*
     - **Associate Professor Andria Fultz and Dr. David Johnston** spoke on successful collaborations and overcoming barriers together, coming to mutual and positive conclusions with President Naganathan and administration. They advised that they look forward to future success together.
   - **Additional Public Comment**
     None.

   3.2 Reports from Shared Governance Organizations
   - **ASOIT** *ASOIT Presidents Devon Stokes and Aaron Hill*
     - **PM ASOIT President Aaron Hill** talked about a survey that was presented to students regarding the availability of classes in relation to graduation. **Hill** shared findings from the survey.
     - **Hill** shared comparisons of other universities in Oregon, advising that Oregon Tech is successful.
     - **Klamath Falls ASOIT Student Engagement Officer Thomas Long** shared ASOIT's goals with the priority being improving student engagement.
   - **Faculty Senate** *Senate President Terri Torres*
     - **Terri Torres** gave a summary of the activities of the Faculty Senate, including campus climate, Senate Bill 273, accreditation, and failed searches.
     - She advised Faculty Senate has requested more presidential forums with a question-and-answer format.
     - **Terri Torres** talked about successful meetings with administration.
     - She advised that there was a resolution passed in the Faculty Senate regarding proctoring with a successful outcome.
   - **Admin Council** *Chair Gaylyn Maurer*
     - **Gaylyn Maurer** talked about the kudos recognition program, staff feedback, an update on the compensation study, and strengthening community relationships.
     - She gave an update on the Wellbeing initiative.

3.3 President's Report *President Nagi Naganathan*

- **President Naganathan** provided updates on 2023 and 2024 enrollment, Industry's University examples, which include PacificCorp projects, Cypress Creek Renewable scholarship recipients, and natural sciences partnerships.
- **President Naganathan** introduced new Dean of the College of Engineering, Technology and Management. **Dean Alp** shared her background and her enthusiasm about being part of Oregon Tech.
- President Naganathan shared about student career fairs and employer participation. He highlighted speaking engagements he participated in to promote Oregon Tech and higher education.
- **President Naganathan** recognized length of service employees, first generation students event, honors program, and family and alumni weekend.
- **President Naganathan** listed sustainability initiatives funded by the Oregon Legislature and other legislative activities.
- He provided spotlights on students and faculty members Don DaSaro and Trevor Petersen.
- **President Naganathan** talked about the Foundation scholarship awards banquet and Giving Tuesday fundraising event.
- **President Naganathan** shared about the successes of Oregon Tech athletics.
- **Trustee Dhir** requested that President Naganathan consider creating a task force to increase the graduation rate of Oregon Tech. Discussion ensued regarding Oregon Tech graduation rates.
- **Chair Davis** asked for an update on administrative and presidential forums and how he has been making himself available. **President Naganathan** shared how often the forums occur and their format. He explained how administration personnel attend other meetings and how available they are to the campus community.
- **Chair Davis** asked for an update on open positions and hiring searches. **President Naganathan** provided an update and examples. **Trustee Nguyen** talked about searches he has been a part of. Discussion ensued regarding hiring at Oregon Tech.

3.4 Foundation Report *Chair Alan Polaski*

- **Chair Polaski** gave an update on the Foundation's initiatives.

***Break* @ 10:37 am**

4. Special Reports and Discussion Items

4.1 Strategic Enrollment Report *Director of Admissions Josephine Ness*

- **Director Ness** shared headcount and credit hour comparisons from winter 2022, 2023, and 2024. She shared information about first-year students on both the Portland Metro and Klamath Falls campuses and provided details on transfer students.

- **Director Ness** provided an admission and enrollment update on the Doctor of Physical Therapy program. Discussion ensued regarding the DPT program.
- **Director Ness** identified successes in admissions. An update was given regarding direct admissions, digital upgrades, scholarships, and credit for prior learning.
- **Trustee Gopalpur** asked about dual credit students and admission as full credit students. **President Naganathan** provided information and clarification regarding dual credit students and **Director Ness** shared plans and initiatives that are in place regarding the dual credit student population.
- **Trustee Dhir** asked for clarification on prospect diversification which **Director Ness** provided.

4.2 Government Relations *Associate VP of Government Relations Kimberly Koops*
Written report submitted.

5. Board of Trustee Committee Reports

5.1 Academic Quality and Student Success Committee Report *AQSS Interim Chairs Davis & Jones*

- **Chair Davis** provided highlights from the December 15, 2023 and January 9, 2024 AQSS meetings. He shared about new hires and reports from Dean Ruth Claire Black, an update on the DPT program, master of science programs, Boeing collaboration lab, dual credit enrollment, and program assessments.
- **Chair Davis** shared about the presentation from Dr. Mandi Clark and the focus on student success, athletics and student athletes, new positions, industry partnerships, career fairs, and Student Involvement and Belonging.

5.2 Finance and Facilities Committee Report *F&F Chair Vince Jones*

- **Trustee Jones** provided highlights from the Finance and Facilities Committee meeting. He shared about the reports from Professor Don DaSaro and FOAC, budget report from VP Harman, Facilities Director Thom Darrah, Clifton Larson and their external audit report, Eide Baillys' internal risk assessment and audit report, and VP Harman's presentation on the facility master plan.
- **Trustee Dhir** asked about the facility master plan, priorities and funding. **Trustee Jones** and **VP Harman** addressed the questions.

5.3 Executive Committee Report *Chair John Davis*

6. Action Item(s)

6.1 Soderstrom – Facilities Master Plan Report *Vice President John Harman*

- **VP Harman** provided a background on the Facilities Master Plan and highlighted some priorities. He shared the campus "flyover" video that displays potential campus improvements. Trustees engaged in discussion regarding potential projects and improvements.

- **VP Harman** advised that the master plan is a living document that can be changed as needs change on campus. It will be reviewed periodically by the board to adjust priorities and provide input.
- **Trustee Dhir** requested an amendment to the motion to include language regarding review of the plan.

MOTION:

Motion for Approval by the full Board of the Facilities Master Plan, with direction from the full board to revisit the master plan as determined by the Finance and Facility Committee, with delegation of authority to the president or his designee to finalize report formatting and to coordinate capital projects and infrastructure improvements in collaboration with the Finance and Facilities Committee Chair.

Motion: Trustee Jones
Second: Trustee Wichmann

Roll Call Vote: Trustee Amuchastegui aye, Trustee Bird aye, Trustee Cauble aye, Chair Davis aye, Trustee Dhir aye, Trustee Early aye, Trustee Gentry aye, Trustee Gopalpur aye, Co-Chair Jones aye, Trustee Nguyen aye, Trustee Nũnez aye, Trustee Starr aye, Trustee Vitali aye, Trustee Wichmann aye

The motion passed unanimously.

6.2 Eide Bailly – Risk Assessment and Multi-Year Audit Plan *Vice President John Harman*

- **VP Harman** provided information regarding the Risk Assessment approach of Eide Bailly. He shared excerpts from the information shared at the Finance & Facilities Committee meetings.
- The usefulness of the risk assessment to the university was discussed.

MOTION:

Motion for Approval by the full Board of the Risk Assessment and Multi-Year Audit Plan with delegation of authority to the president or his designee to coordinate activities with the internal auditors in collaboration with the Audit Committee Chair.

Motion: Trustee Jones
Second: Trustee Vitali

Roll Call Vote: Trustee Amuchastegui aye, Trustee Bird aye, Trustee Cauble aye, Chair Davis aye, Trustee Dhir aye, Trustee Early aye, Trustee Gentry aye, Trustee Gopalpur aye, Co-Chair Jones aye, Trustee Nguyen aye, Trustee Nũnez aye, Trustee Starr aye, Trustee Vitali aye, Trustee Wichmann aye

The motion passed unanimously.

6.3 SB 273 Policy Revisions and Updates *Chair Davis & General Counsel Dave Groff*

- **General Counsel Groff** gave a background and overview of Senate Bill 273.
- Trustees engaged in discussion regarding the implementation of Senate Bill 273.
- **Chair Davis** proposed a wording change in the proposed resolution at article 1.4.

Motion:

Motion from the full board of trustees to adopt the proposed Resolution Implementing Senate Bill 273 (2023), amending, and adopting certain bylaws and policies in order to adopt statutory changes related to public university governing boards.

Chair Davis offered the motion with the slight amendment that was discussed.

Motion: Trustee Wichmann
Second: Trustee Dhir

Roll Call Vote: Trustee Amuchastegui aye, Trustee Bird aye, Trustee Cauble aye, Chair Davis aye, Trustee Dhir aye, Trustee Early aye, Trustee Gentry aye, Trustee Gopalpur aye, Trustee Jones aye, Trustee Nguyen aye, Trustee Nũnez aye, Trustee Starr aye, Trustee Vitali aye, Trustee Wichmann aye

The motion passed unanimously.

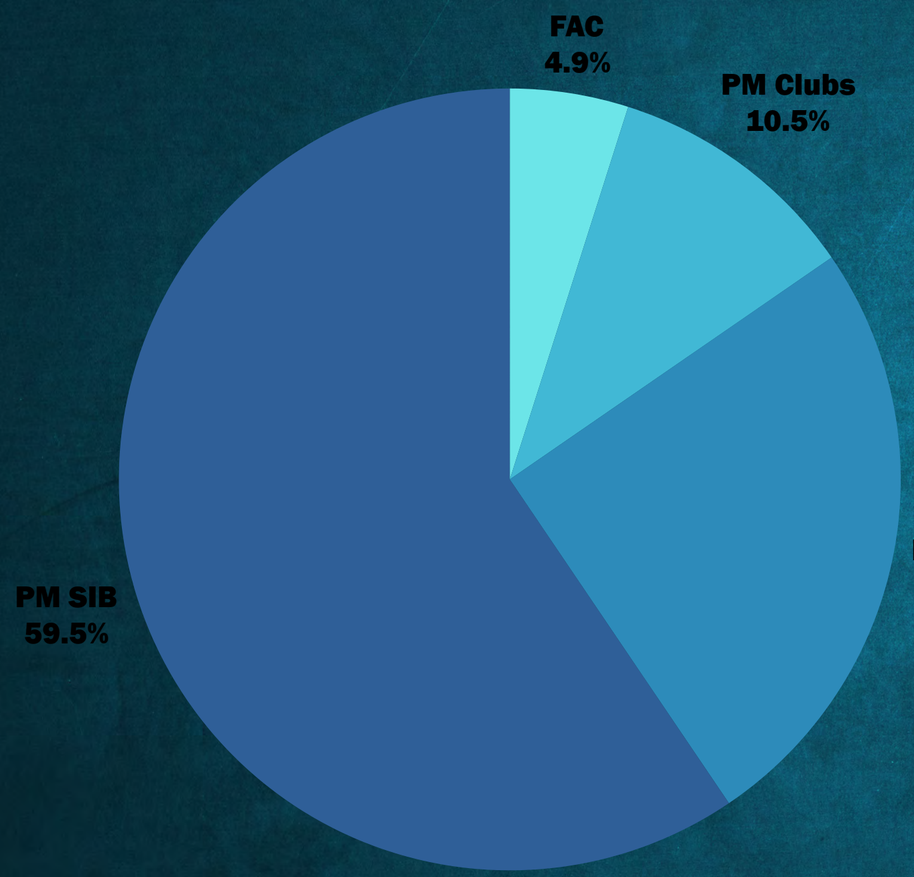
7. **Additional Discussion**
   None
8. **Other Matters** *Chair Davis*
   None
9. **Adjournment** (1:19 pm)

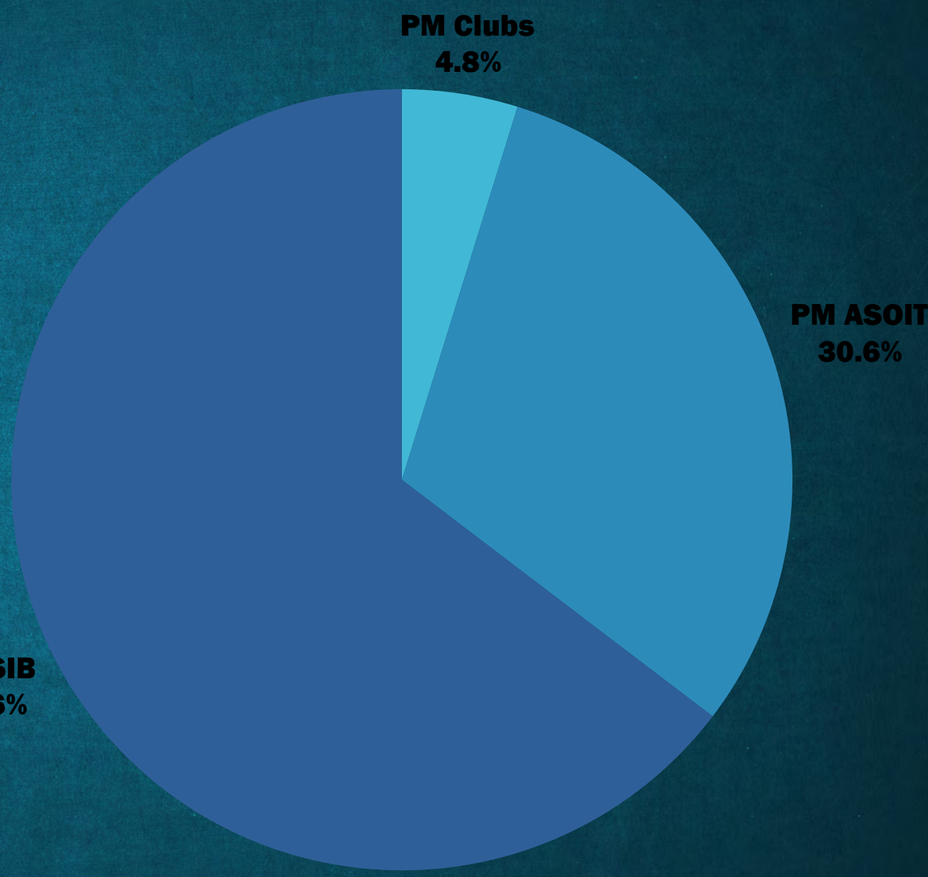
Financial Allocation Committee

ASOIT formed a committee involving two ASOIT reps and two Student reps.
Student Reps: Adin DeRosier, Amanda Critenden
ASOIT Reps: Griff Brandt, Ryland White

- All club budget proposals considered
- Committee chose to fund within projected budget
- Expected decrease based on 3% anticipated decline in enrollment
- Will reconvene to determine if changes should be made with incidental fee increase considered

Incidental Fee Recommendation - Parliament 2.22.24





PM IFC 2023-2024

Fee of $95/ Term

PM IFC 2024-2025

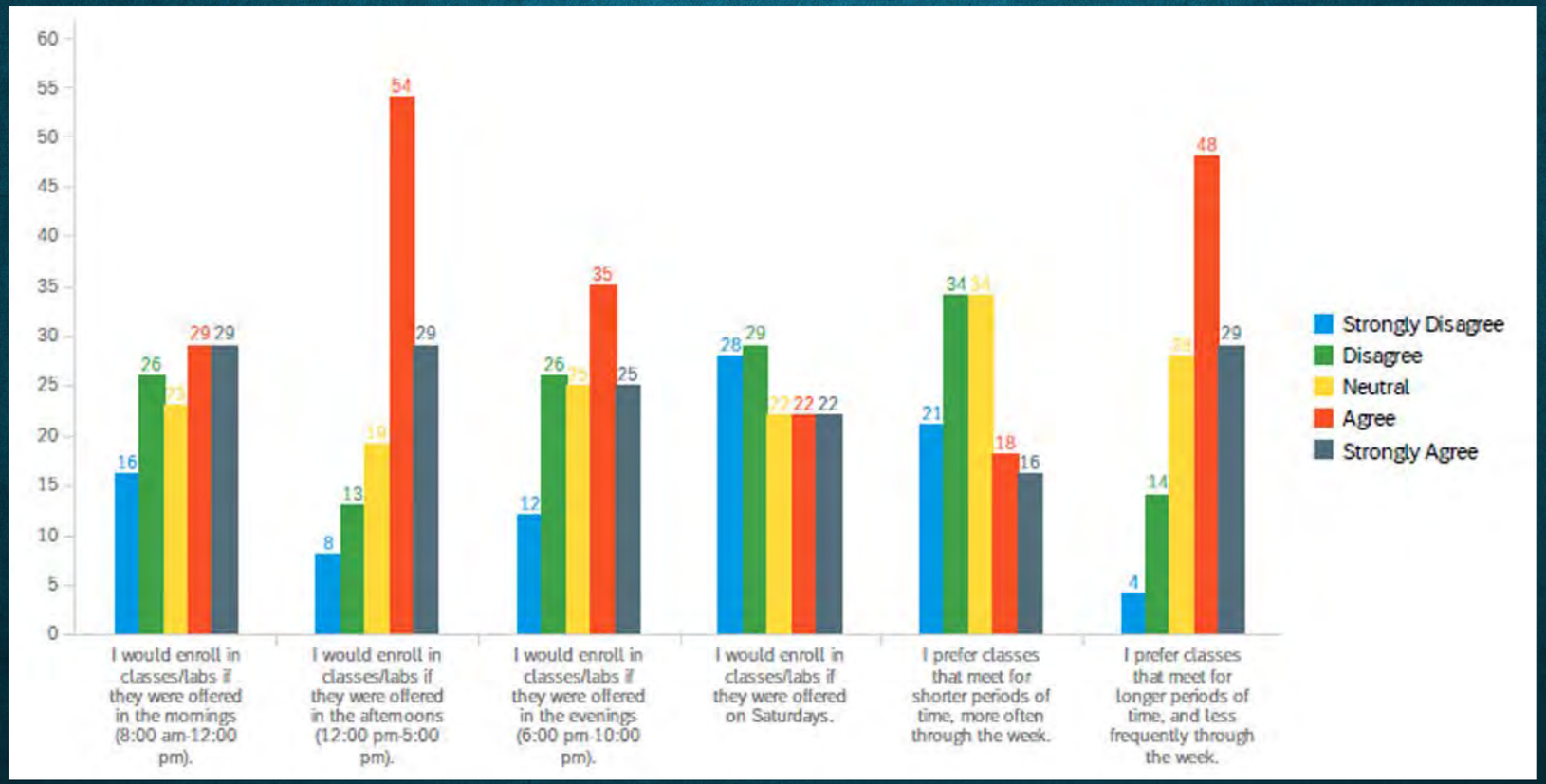
Fee of $100/ Term

Tuition Recommendation Committee

- Committee Reps: Taylor Jacobs and Ryland White
- Town Hall held 2/21/24
- Students desired minimal to no change in Tuition Rates
- The TRC held a vote and approved a 5%

Scheduling

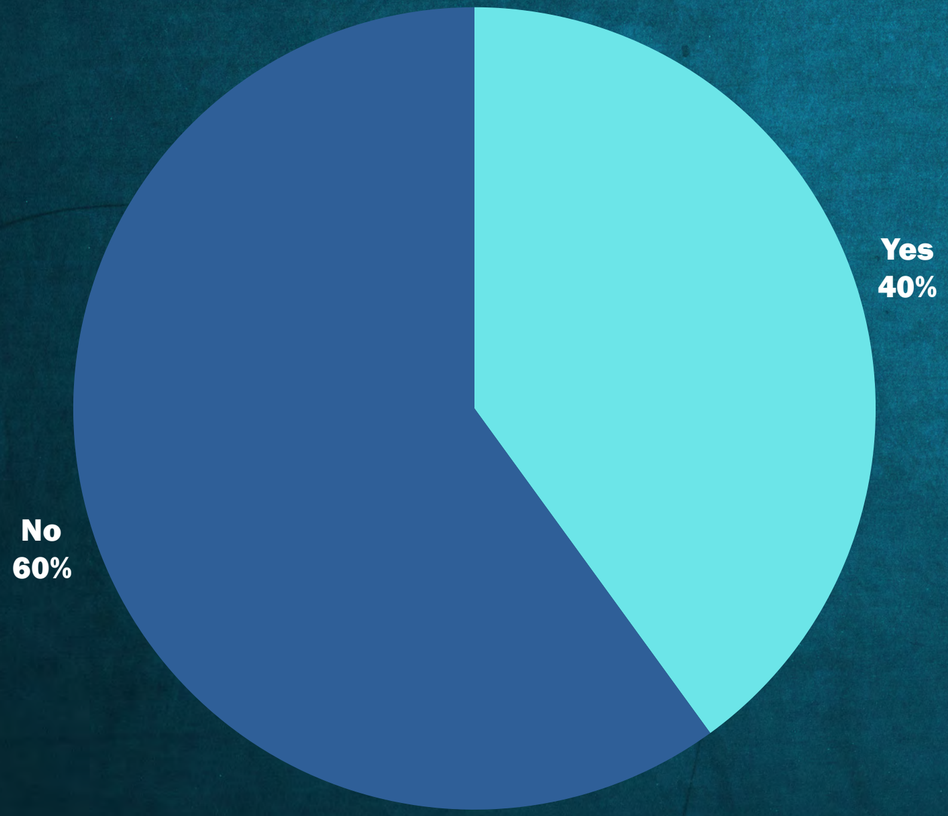
- Course conflicts and availability were identified as barriers to student success
  - Once-per-year offerings, overlaps, short scheduling notice
- Historically offered at times intended to serve the pre-pandemic student demographic



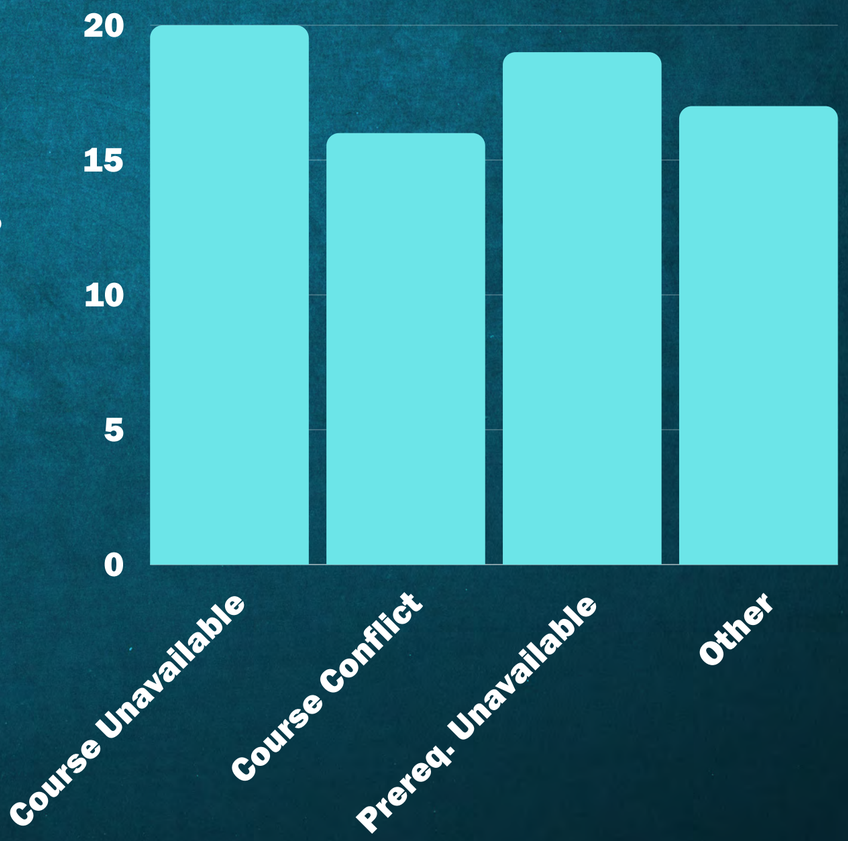
2023-2024 PM ASOIT Course Modality Survey

Scheduling

Has your expected date of graduation changed while you've been enrolled?



Select all choices that have affected your graduation date



Scheduling Results

- February 6th Academic Forum
  - Department chairs were invited to engage with students
  - Scheduling difficulties for students and faculty were discussed
    - Additional concerns about advising quality, accuracy and logistics
- “Scheduling Task Force” was established to organize discussion and promote collaboration between departments
- Full-year scheduling will be done instead of per-term
  - Alleviates solving situational or widespread course conflicts

Questions?

KF ASOIT

Full Board Meeting Report

April 12th, 2024

Oregon TECH Associated Students of Oregon Institute of Technology ASOIT

Oregon TECH
Oregon Institute of Technology

Blackout for Hunger

- Collaborated with the Athletics Department
- Gave away 500 shirts to local community and students
- Raised $411 and collected 502lbs of non-perishable donations

Klamath-Lake Counties FOOD BANK
www.klamathfoodbank.org

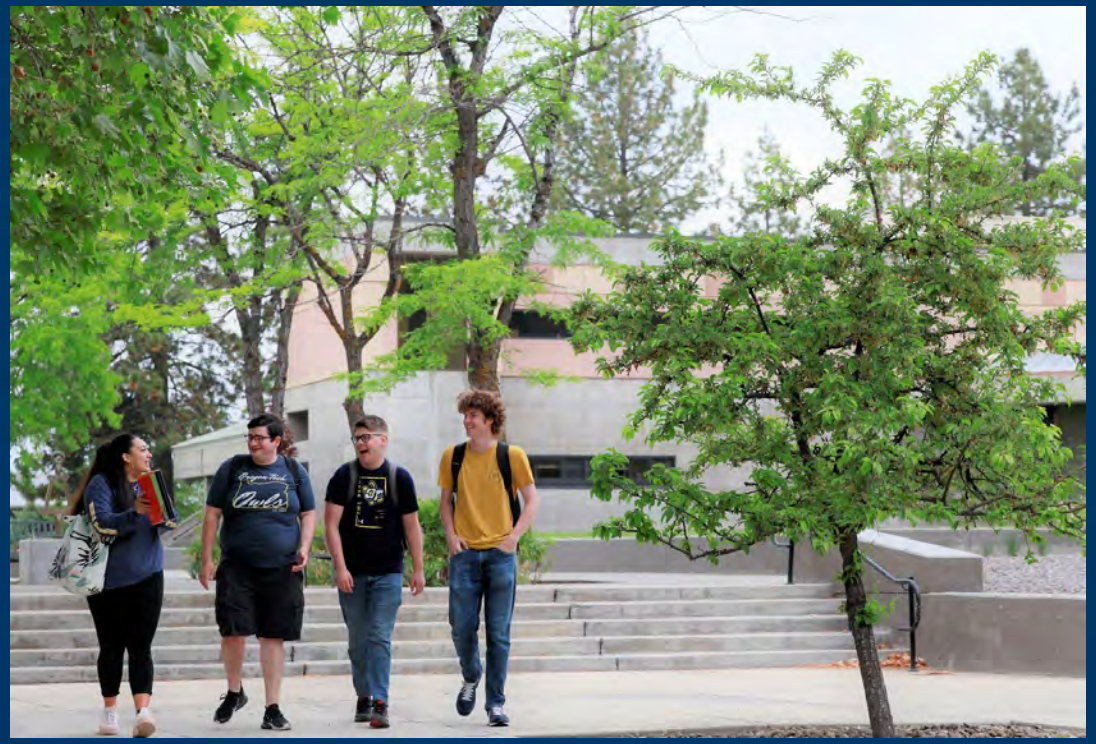
- Event Pictures

Oregon TECH Associated Students of Oregon Institute of Technology
ASOIT

Oregon TECH
Oregon Institute of Technology

TRC Forum / Recommendation

- Open forum counted around 100+ students in attendance
- Lots of administrative members were in attendance
- Many important questions were able to be answered
- Used all information from forums and TRC meetings to create the final recommendation



Oregon TECH Associated Students of Oregon Institute of Technology ASOIT

Oregon TECH
Oregon Institute of Technology

Student Trustee Nomination Process

- Selected three candidates to send to Governor's Office
  - Used a temporary expedited process due to time constraints
- Creating official process for remaining candidates
  - Aiming for Wednesday April 10th to have application ready
  - Application soft deadline of Friday April 26th
  - Application hard deadline of Sunday April 28th
  - Deliberations to be held on Monday April 29th

Board of Trustees

Oregon TECH Associated Students of Oregon Institute of Technology ASOIT

Oregon TECH
Oregon Institute of Technology

IFC Recommendation

- IFC Convened in the beginning of March
  - Increases matched the same allocations of last year

Oregon TECH Associated Students of Oregon Institute of Technology ASOIT

Oregon TECH
Oregon Institute of Technology

Upcoming Events for ASOIT

Working with SCOEDD

- The South-Central Oregon Economic Development District
  - Requesting assistance from OIT students to begin development of new five-year plan

Academic Forum

- Forum for students
  - To voice students' questions and concerns
  - Possibly relieve issues students may be facing

Oregon TECH Associated Students of ASOIT Oregon Institute of Technology

Oregon TECH
Oregon Institute of Technology

Thank You!

Oregon TECH Associated Students of Oregon Institute of Technology
ASOIT

Oregon TECH
Oregon Institute of Technology

Introduction:

Good Afternoon Board Members,

I am pleased to present the ASOIT report for the spring term board meeting. This report outlines our progress, achievements, challenges, and future plans as we navigate through what remains of the academic year.

Blackout for Hunger:

When we last met, we mentioned that we would be doing our annual Blackout For Hunger event. ASOIT collaborated with the Athletic Department to set up and achieve this event. This year we were able to give away 500 shirts to students and the community. In the end, we raised $411 along with 502lbs of non-perishable food donations. All proceeds went to the Klamath County Lakes Food Bank.

TRC Forum/Recommendation:

In February, ASOIT held a Tuition Recommendation Open Forum for students to attend so they could gain a further understanding of where the money comes from and goes throughout the University. Along with around 100 students, we had President Naganathan, VP of Finance and Administration John Harman, Provost Mott, Deans of HAS and ETM, and Board Secretary Ken Fincher. There were many great questions and conversation had between students and administration. This helped us create our recommendation that was sent to Dr. Naganathan, and gave the voting student members on the Committee some more insight about the student voice/opinion on tuition.

Student Trustee Nomination Process:

At the end of Winter Term, a committee was formed with the task of creating a process for the two new student trustee members that need to be filled. The committee had created a temporary expedited process for choosing of the voting Student Trustee member to be sent to the governor's

office before the deadline. Through the expedited process three recommendations were sent to Ken Fincher to help guide thee students through the application process. The committee has now resumed meeting again to create a more formal process with the necessary language for the upcoming years. This process will be used to select the non-voting member that still needs to be filled. The committee is aiming to have this process completed with an application ready to go by Wednesday April 10th, and also having all interested students to apply by Friday April 26th. With this the committee would like to have deliberations completed by April 29th and have everything sent out in ample time. Using this timeline for the process the current and future committees will be able to have all applicants ready to go long before the July 1st date.

IFC Recommendation:

At the beginning of March, the IFC convened and made their recommendation to increase the Incidental Fee to meet the same allocations as last year. The student representatives unanimously agreed that this was the best option for the upcoming 2024-2025 school year.

Upcoming Events for ASOIT

Working with SCOEDD:

The South Central Oregon Economic Development District reached to ASOIT to gain some insight from students about the new 5-year plan. They wanted a small group with a broad student demographic. They want to hold a forum during spring term to gain information that the can use for their new 5-yuear plan.

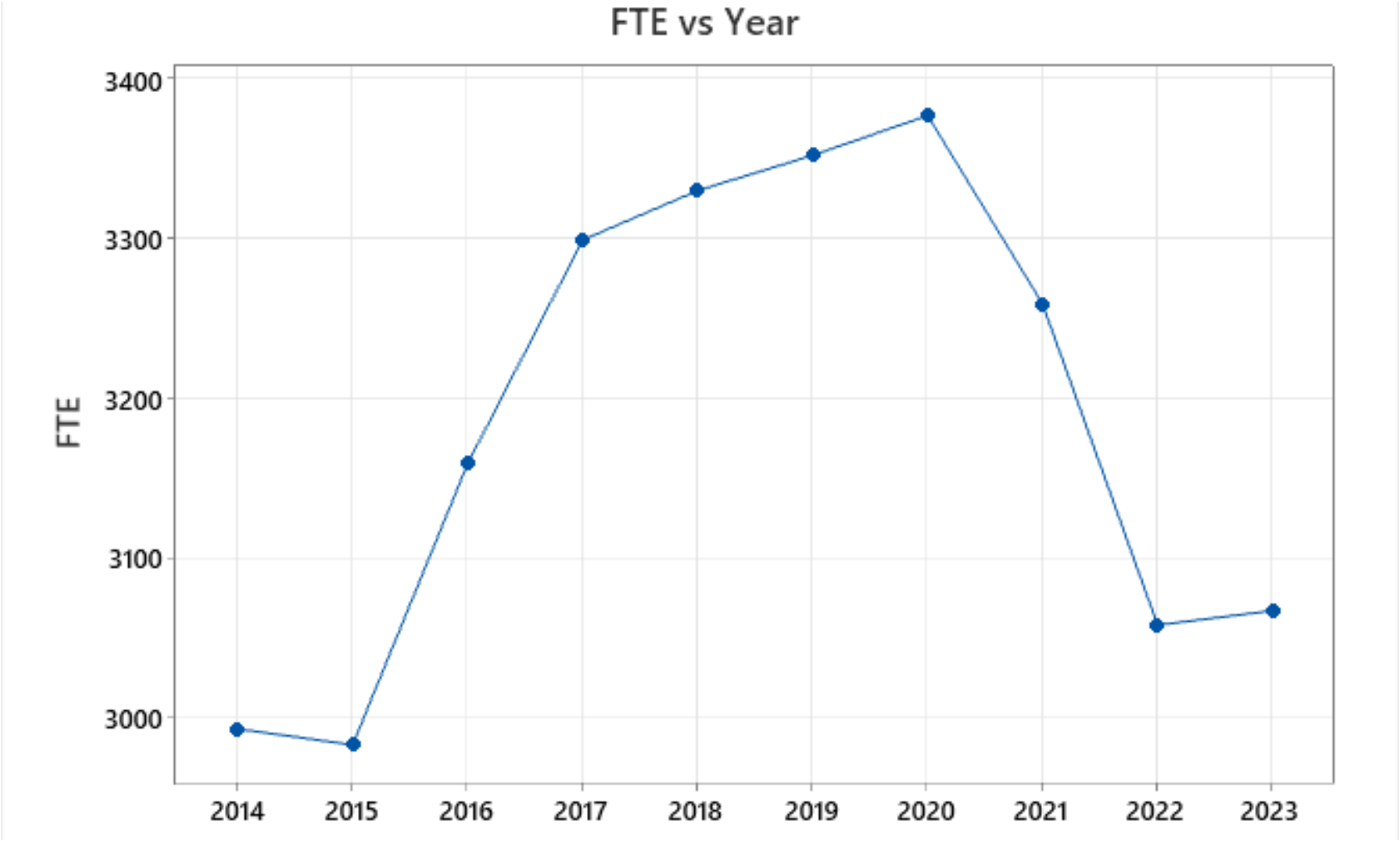
Academic Forum:

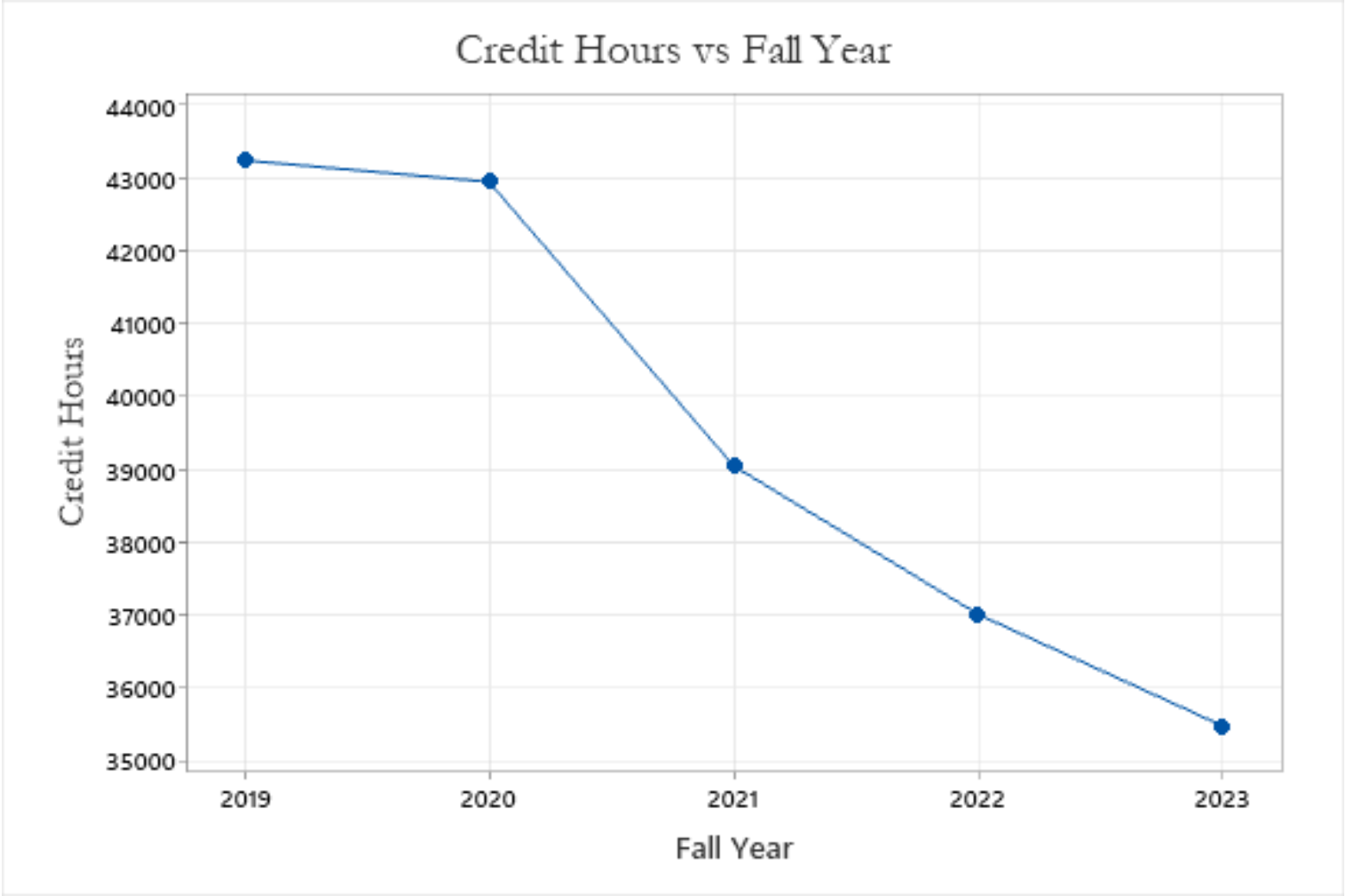
We will be holding an Academic Forum with the help of Provost Mott and our Department Chairs and deans to help answer student questions/concerns. We hope to help solve some issues before the upcoming academic year.

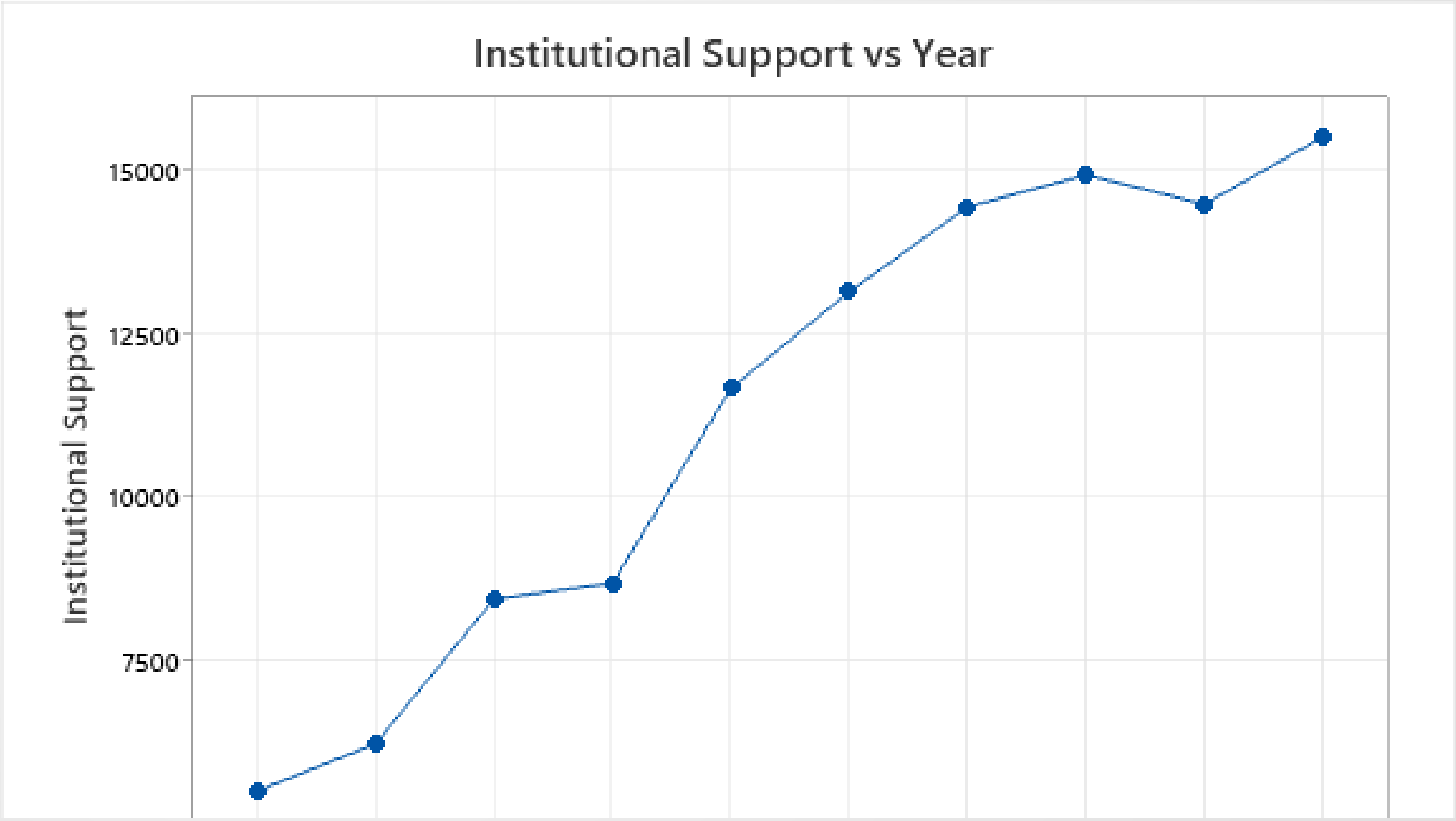
Thank you for your time.

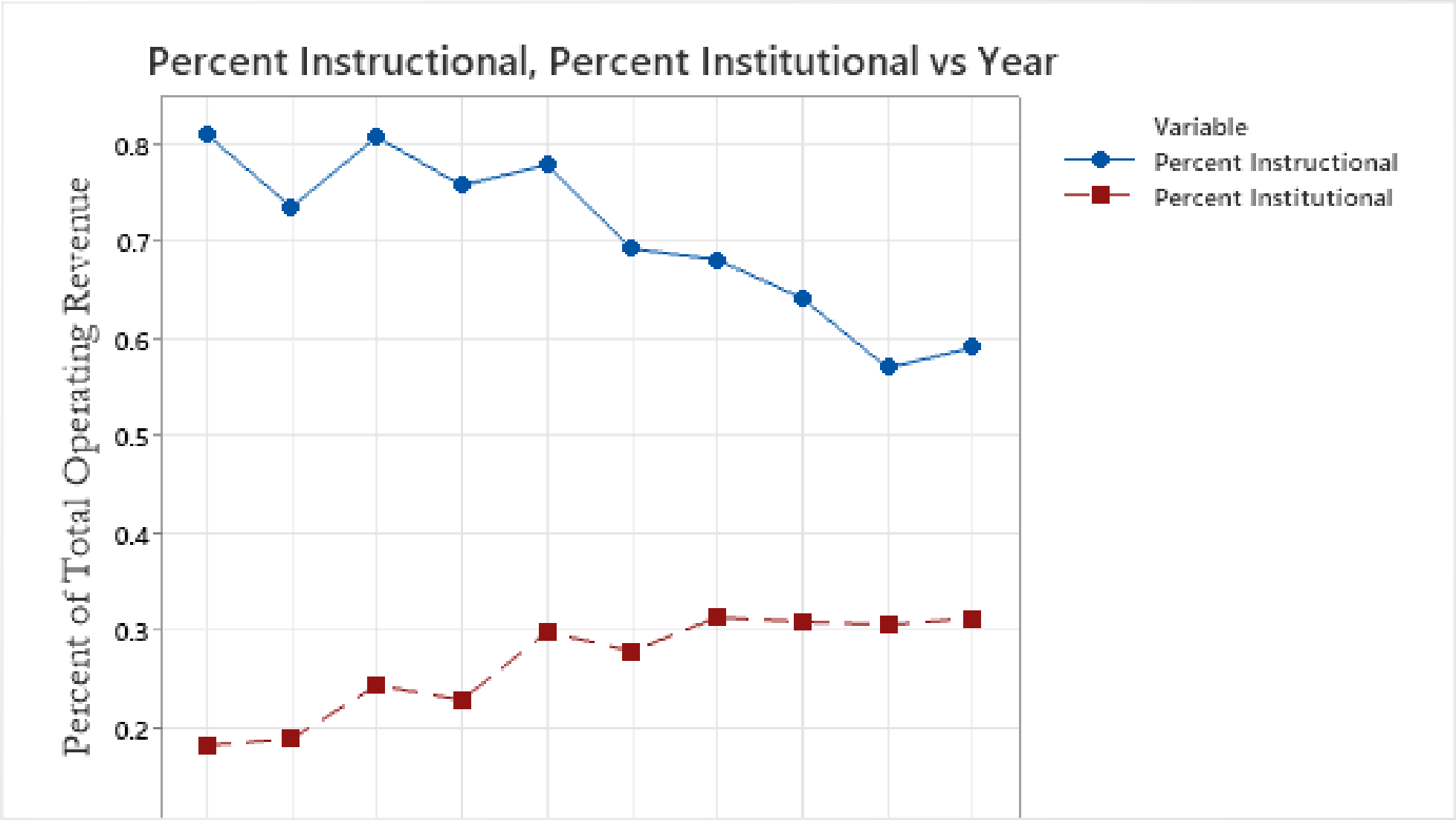
ACADEMIC RANK AND PROMOTIONAL POLICY FOR INSTRUCTIONAL FACULTY OIT-20-040

DR. MARK NEUPERT


FTE vs Year
FTE
3400
3300
3200
3100
3000
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023


Credit Hours vs Fall Year
Credit Hours
44000
43000
42000
41000
40000
39000
38000
37000
36000
35000
2019
2020
2021
2022
2023
Fall Year


Institutional Support vs Year
Institutional Support
15000
12500
10000
7500


Percent Instructional, Percent Institutional vs Year
Percent of Total Operating Revenue
0.8
0.7
0.6
0.5
0.4
0.3
0.2
Variable
Percent Instructional
Percent Institutional

Resolution

Administrative Council Report

Gaylyn Gaddy Maurer, MA, LPC
Executive Director, Health and Wellness
Chair, Administrative Council

Oregon TECH
Administrative Council

Kudos Recognition

* Awardees since last Board of Trustees Meeting:
  * Charlotte Waite – TOP Advisor (Klamath Falls Campus)
  * Ryan Henley , Coordinator of Disability Services and Testing (Portland Metro Campus)

Addressing Staff Feedback

* In light of the SEIU agreement, Unclassified staff expressed concern that:
  1) The administration would not be able to match the rate of compensation
  2) Some Classified staff members will be compensated at the same rate as their colleagues in Unclassified positions
* Sandi Hanan (Associate Vice President, Human Resources) and John Harmon (Vice President, Finance and Administration) attended March Admin Council meeting
  * Discussed current financial status of the university
  * Indicated they are feedback about suggestions for non-financial compensation

Addressing Staff Feedback (Continued)

* Close to 40 unclassified staff (about 25%) provided feedback that fell into six main themes:
  * Increased Remote Work Options
  * Campus Discounts (including reduced parking rate, on-campus food costs, and Tech Rec memberships)
  * Additional Leave
  * Flexibility of Schedules (Working four-10 hour days, adjusting work schedules)
  * Requests for Compensation Study results
  * Other Financial Suggestions

Other Current Initiatives

* Creating process for Board of Trustee nominations
  * Reaching out to other universities regarding their processes
  * Need to create a process which involves both Classified and Unclassified staff, so more complex
* Have formed a Policy Review Workgroup
  * Will be identifying the top 10 policies which impact Unclassified staff
  * Will update and revise to establish Oregon Tech-specific policies (moving away from those brought from the Oregon University System (OUS)
* Revisiting the idea of holding staff training sessions during the summer
  * Many staff are busy with preparation for Fall term during Convocation
  * Would like more opportunities for the Portland Metro and Klamath Falls campus staff to interact

Questions?
Thank you for your time!

Oregon TECH
Admin Council

April 12, 2024

Foundation Report to the Board of Trustees

1. A big day is approaching! Give A Hoot Day is on April 17 and is a 24-hour Give-A-Thon with a goal to raise over $250,000 that day. Over $60,000 has already been donated to be used as a match. Teams, clubs, programs, and scholarship donors are already queuing up to give that day, and I hope you will, too!
2. Thus far, the foundation has raised $2.3 million with several gifts in the process of being closed. That is 88.1% of our annual goal, and we expect to exceed our goal of $2,650,000 by the end of our fiscal year.
3. We are in the very early planning stages of our capital campaign. Campaign consultant firm CCS conducted 51 in-person interviews (the goal was 50) and had a 14.5% response rate to our electronic survey (their norm is 8-12 %). We are very happy with the results thus far and look forward to the final report from CCS, which they will deliver to us in May.
4. As many of you know, the Department of Education has delayed the FAFSA reporting, and that has impacted our scholarship awarding. We do expect to be able to complete our awarding on time, but we are seeing fewer applicants for scholarships than we have in past years and believe the delayed FAFSA to be a central cause.
5. Finally, we are pleased to report that our alum activities have remained strong with events at the Trailblazers, Mariners, and on campus events taking place and we look forward to hosting the Golden Owls at the upcoming commencement ceremonies.

SEM

Admissions, Financial Aid, Advising/Retention, & EPO

Oregon's Polytechnic University

Oregon TECH

AY23-24 (Recruitment for Fall 2024)

- Admissions General
  - New Regional Admissions Counselor position
  - New training, tools, and management for Admissions Counselors
  - Expanded efforts to recruit students of diverse backgrounds
  - Increase campus visitors, especially to larger recruitment events
- Admissions Operations
  - Optimization of Slate to improve processes, data quality, and reporting
  - Diversify data sources and “cut the fluff” from top funnel
- Recruitment Comms
  - Earlier outreach to nurture students and establish relationships prior to application launch
  - Increased segmentation and personalization of campaigns
  - Better rhetorical use of multiple email formats rather than relying solely on superior-performing raw text

AY24-25 Initiatives (Recruitment for Fall 2025)

- Admissions General
  - Coordinate recruitment efforts among campus partners
  - Overhaul website as a recruitment tool to align with industry standards (multimedia, RFI and App links on each page, standardized template for academic program pages)
  - Coordinate efforts with EPO for dual credit recruitment
  - Expand social media presence to align with industry standards and audience expectations
  - Remove barriers to entry to align with the quality and streamlined admission experience offered by other Oregon colleges
- Admissions Operations
  - Continue to optimize Slate and incorporate data retention policies
  - Enhance Slate-hosted forms and portals with branding and CSS so public-facing content feels modern and intuitive
- Recruitment Comms
  - Incorporate more academic department content in comms plan to satisfy audience demand
  - Begin serving students outside the primary comms flow (Online and Grad)
  - Update comms for admitted students as impacted by the FAFSA
    - This includes adjusting our deposit deadline from May 1 to June 1

Metrics

This recruitment cycle so far:

- Staffing:
  - We filled vacancies moving into this cycle with 4 new regional counselors and 2 new on-site counselors
  - We have an additional comms specialist starting April 1

- Enrollment numbers:
  - Year to date, the data is promising
    - We are up in key areas that typically yield high
    - We are up in applications and deposits

First Year - Klamath Falls & Portland-Metro

	Status				Decisions				Yield
Metric	Total	Submits	Completes	% Comp...	Denies	Admits	Declines	Confirms	Deposits
Fall 2024	5830	5208	4809	92.34%	211	4593	113	514	366
Fall 2023	6445	5182	4873	94.04%	370	4344	174	390	294

Transfer - Klamath Falls & Portland-Metro

For the purposes of this report, post baccalaureate and transfer students, which are not re-enrolling students, are combined. Re-enrolling stu

	Status				Decisions				Yield
Metric	Total	Submits	Completes	% Comp...	Denied	Admits	Declines	Confirms	Deposits
Fall 2024	594	530	405	76.42%	9	328	1	167	113
Fall 2023	547	470	328	69.79%	2	259	4	144	97

Hurdles for remainder of recruitment cycle:

- Staffing:
  - We still have a vacant position at the PM campus and a vacant AD of Recruitment and Yield

- Enrollment numbers:
  - Industry expects FAFSA delays to reduce enrollment overall
    - Delays make analysis of data less reliable, especially with deposits
    - FAFSA submission is the strongest indicator of a student's likelihood to come to Oregon Tech
  - Unknown impact of proctored ALEKS test on yield
    - Inability to reliably track impact data due to ongoing FAFSA issues affecting YTD trends

FINANCIAL AID

Free Application for Federal Student Aid (FAFSA®) Information

Award Year 2023 – 2024

TOTAL COUNT OF ISIRS	TOTAL UNDUPLICATED APPLICANTS	UNDUPLICATED PELL ELIGIBLE APPLICANTS	UNDUPLICATED APPLICANTS SELECTED FOR VERIFICATION
12,712	7,977	3,351	727

NOTE: Direct Loans/PELL 23-24 (spring not disbursed)

	Direct Loan	Pell Grant
Count of Awards Originated	2,460	1,071
Value of Awards Originated	$14,873,152	$6,311,073
Count of Funded Disbursements	4,687	2,187
Value of Funded Disbursements	$9,900,771	$3,271,495
Unduplicated Headcount	1,444	915

FA Events/Initiatives 2023-2024

We've done 4 Financial Aid informational Events/gatherings to engage students and to connect them with their Financial Aid Counselor.
156 attendees for scholarship night

For Owls Worth, we have offered four sessions a term. We will finish out the spring term with:
- Accepting Job Offers/Benefits
- Understanding the Cost of Student Loan Borrowing
- Understanding Mortgages
- Game of Kahoot

The Financial Aid team has worked efficiently while being understaffed/ without front desk personnel.

Visited 5 local high schools for FAFSA workshops and reached out to/connected with 3 others.

Oregon Tech Foundation scholarship process 24-25

We received 817 submitted applications for this process.

We will award 170 scholarships worth over $480,000 in this process.

There will also be a summer process, but we won't know those numbers until June.

Fall 2023 Fourth Week
(degree-seeking undergraduates only)

Categories	Students	Amount	% Population
Pell Grant	827	$1,514,471	28.40%
All Other Grants	686	$1,407,596	23.50%
Loans	1,120	$5,211,751	38.40%
Remissions	1,438	$2,444,732	49.30%
Scholarships	550	$1,144,733	18.39%
Workstudy	35	$46,643	1.20%
Other	11	$15,224	0.40%
Unduplicated students	2,086	$11,782,150	71.35%
* IR Data			

Veterans Certifying Officials

Klamath Falls/Online/Chemeketa Campuses

KF/Online/Chemeketa				
202101	202201	202301		
109	112	115		
202102	202202	202302		
118	117	124		
202103	202203	202303		
113	110	79	As of 3/21/24	
202104	202204	202304		
43	49			

Portland-Metro Campus

PM Numbers				
202101	202201	202301		
66	53	46		
202102	202202	202302		
61	48	51		
202103	202203	202303		
61	35	36	As of 3/21/24	
202104	202204	202304		
36	22			

Financial Aid: 2024-2025 Goals-Initiatives

- Award Financial Aid by the end of April
- Assist Admissions in avoiding Melt
- Successful summer OTF Scholarship Process
- Plan and Host successful Financial Aid Informational Events through the year

ADVISING AND RETENTION

PROCESSES (2024-2025)

Enhanced staff capacity at Portland Metro Campus
Physical relocation of advisor from KF to PM
Strengthened peer tutoring
Speed to intervention

PLATFORMS

Expansion of *INSPIRE* for responsive retention practices and outreach
Alignment of communication plan with industry best practices and efficacy

Implementation of *Inside Track* coaching platform at KF focused on traditionally underserviced and/or retention risk student populations. (2024 Strong Start funding)

Educational Partnerships and Outreach (EPO)

Initiatives

Transfer Pre-Advising/Transfer Recruiting

Dual Credit

- From HS Dual Credit to OT Full Time
  - Focused marketing campaign (sustainability funds) to move Dual Credit students to matriculation as first-time, full-time OT students. Seeking a 25% increase in current DC to OT matriculation rates.

Increase transfer student enrollment through EPO-Admission collaboration

- Leverage strong pre-advising connections to facilitate on-campus recruiting and establish brand awareness

OREGON TECH ATHLETICS

SPRING 2024

SUCCESS IN THE CLASSROOM

121 STUDENT-ATHLETES NAMED TO THE CCC ALL-ACADEMIC TEAM

SO | JR | SR – 3.20 CUMULATIVE GPA

87 STUDENT-ATHLETES NAMED TO THE NAIA SCHOLAR-ATHLETE TEAM

SO | JR | SR – 3.50 CUMULATIVE GPA

23 STUDENT-ATHLETES NAMED TO CSC ACADEMIC ALL-DISTRICT TEAM

SO | JR | SR – START 90% OF GAMES | 3.50 CUMULATIVE GPA

3 PLAYERS NAMED TO NAIA ACADEMIC ALL-AMERICA TEAM

MEN'S BASKETBALL (27-6)

CASCADE CONFERENCE TOURNAMENT CHAMPIONS
ADVANCED TO 2ND ROUND OF NAIA TOURNAMENT
SET SCHOOL RECORD WITH 14 ROAD VICTORIES
31ST CONSECUTIVE POSTSEASON APPEARANCE

JAMISON GUERRA
3RD TEAM NAIA ALL-AMERICA
ALL-CASCADE CONFERENCE
LED NAIA WITH 227 ASSISTS

WOMEN'S BASKETBALL (27-5)

STARTED SEASON 14-0 (BEST START EVER)
THREE TOP-25 VICTORIES, INCLUDING OVER #6 LC STATE
EARNED AT LARGE BID TO NAIA CHAMPIONSHIPS, 1ST SINCE '19
WON THIRD ALL-TIME NATIONAL TOURNAMENT GAME
FINISHED WITH BEST WIN PERCENTAGE IN SCHOOL HISTORY

OLIVIA SPRAGUE

3RD TEAM NAIA ALL-AMERICA
ALL-CASCADE CONFERENCE
SCORED 572 POINTS, MOST IN 38 YEARS

TRACK AND FIELD

HOSTED FIRST HOME MEET IN 12 YEARS ON MARCH 22-23 | HAD 3 NATIONAL QUALIFIERS

BRINGING HOME THE GOLD RIBBON CUTTING
MOEHL STADIUM | MAY 9 | 5-7 P.M.

HOST CCC CHAMPIONSHIPS FDR1ST TIME SINCE 2012

MUEHL STADIUM | MAY 10-11

TRACK & FIELD 2024 CHAMPIONSHIPS
CASCADE CCC COLLEGIATE CONFERENCE

SPRING SPORTS UPDATES

RANKED #4 IN NAIA TOP-25 POLL
26-6 OVERALL RECORD, LEAD CCC IN BATTING AVG
KAILA MICK HITTING .543 | #1 IN NAIA

TIED FOR 1ST-PLACE IN CCC STANDINGS
23-13 OVERALL RECORD, LEAD CCC IN BATTING AVG
TYLER HORNER LEADS CCC WITH 11 HR 45 RBI

WOMEN'S TEAM RANKED #16 IN NAIA
MEN AND WOMEN FINISHED 2ND AT SIMPSON INVITATIONAL
THREE WOMEN'S PLAYERS HAVE EARNED CCC WEEKLY AWARDS
TEAM HEADS TO IDAHO FOR TOURNEYS IN NAMPA AND LEWISTON

FOR MORE INFORMATION ON OREGON TECH ATHLETICS

VISIT

OREGONTECHOWLS.COM

Action Item 7.1

B.S. in Construction Management

HIGHER EDUCATION COORDINATING COMMISSION

Proposal for a New Academic Program

Institution: Oregon Institute of Technology (Oregon Tech)

College/School: College of Engineering, Technology and Management

Department/Program Name: Business Management

Degree and Program Title: Bachelor of Science in Construction Management

1. Program Description

a. Proposed Classification of Instructional Programs (CIP) number.
52.2001. A program that prepares individuals to manage, coordinate, and supervise the construction process. Includes instruction in commercial, residential, mechanical, highway/heavy civil, electrical, environmental, industrial, and specialty construction; facilities management; budgeting and cost control; logistics and materials management; organization and scheduling; personnel management and labor relations; site safety; construction contracting; construction processes and techniques; and applicable codes and regulations.

b. Brief overview (1-2 paragraphs) of the proposed program, including its disciplinary foundations and connections; program objectives; programmatic focus; degree, certificate, minor, and concentrations offered.
We propose a new Bachelor of Science in Construction Management (with options in Construction Management and in Heavy Construction Management) at the Oregon Institute of Technology (Oregon Tech).

This will be an addition to our existing programs offered by the Management Department and will be supported by other departments like Civil Engineering, Geomatics, Electrical Engineering, and Mechanical Engineering. The program will play a vital role in supporting the growing demand for qualified professionals in the construction field. With infrastructure development projects on the rise, there is an increasing need for individuals who can effectively plan, execute, and manage these projects while adhering to industry standards and regulations. This program helps bridge this skills gap by producing well-prepared graduates to meet the industry's demands.

c. Course of study – proposed curriculum, including course numbers, titles, and credit hours.
Bachelor of Science in Construction Management consists of 180 total credit hours. Two options are offered: construction management or heavy

construction management. A minor in heavy construction management and an online certificate in heavy construction management essentials will be offered.

Freshman Year - Fall

CM 101	Introduction to Construction Management	4 credit hours
GIS 103	The Digital Earth	3
MATH 111Z	College Algebra	4
WRI 121Z	English Composition	4

Total: 15 credit hours

Winter

GIS 134	Geographic Info Systems	3
MIS 102	Spreadsheet Software Lab	1
ECO 201	Principles of Microeconomics	3
MATH 112Z	Trigonometry	4
CM 226	Construction Law (x-list with BUS 226)	4

Total: 14 credit hours

Spring

CE 203	Engineering Graphics	3
SPE 111	Public Speaking	4
WRI 227	Technical Report Writing	4
Laboratory Science Elective		4

Total: 15 credit hours

Sophomore Year - Fall

CE 212	Civil Engineering Materials	4
GME 161	Plane Surveying	4
BA 211Z	Prin of Accounting	4
General Elective		3

Total: 15 credit hours

Winter

CM 315	Building Information Modeling	4
BUS 356	Business Presentations	4
Communication Elective		3
Humanities Elective		3

Total: 14 credit hours

Spring

CM 320	Mechanical, Electrical, and Plumbing Systems	4
BA 213Z	Principles of Managerial Accounting	4
ECO 202	Principles of Macroeconomics	3
MATH 361	Statistical Methods	4

Total: 15 credit hours

Summer

CM 280	Construction Internship	4

Total: 4 credit hours

Junior Year - Fall

MGT 321	Operations Management	3
BUS 308	Principles International Business	3
CM 410	Simplified Structural Analysis and Design	4
CM 331	Heavy Construction Project Scheduling	4

Total: 14 credit hours

Winter

ENV 314	Env Policy & Law	3
CM 341	Heavy Construction Cost Estimating & Control	4
MGT 322	Supply Chain Management	3
BUS 349	Human Resource Management	3

Total: 13 credit hours

Spring

CM 335/MGT335	Const Project Mgmt	4
ENGR 415	Occupational Safety	3
CM 351	Heavy Const. Equip, Methods, & Materials	4
Humanities Elective		3

Total: 14 credit hours

Summer

CM 380	Heavy Construction Internship /Senior Project	4

Total: 4 credit hours

Senior Year - Fall

CM 451 / 551	*CM Technical elective*	*4*
CM 461 / 561	*CM Technical elective*	*4*
BUS 441	Leadership I	3
PHIL 331	Ethics in the Professions	3

Total: 14 credit hours

Winter

CM 480	Construction Management Senior Project	4
ACC 325	Finance	4
ANTH 452	Globalization	3
MIS 334	Business Analytics	4

Total: 15 credit hours

Spring

CM 471 / 571	*CM Technical Elective*	*4*
BUS 478	Strategic Management	3
PSY 347	Organizational Behavior	3
Communication Elective		3

Total: 13 credit hours

Total for a B.S. in Construction Management: 180 Credit Hours

Two options for BS in Construction Management are as follows:

OPTION IN CONSTRUCTION MANAGEMENT

CM 330	Construction Planning & Scheduling	4
CM 340	Construction Budgeting & Takeoffs	4
CM 350	Const. Equipment, Methods, and Materials	4

OPTION IN HEAVY CONSTRUCTION MANAGEMENT

CM 331	Heavy Construction Project Scheduling	4
CM 341	Heavy Construction Cost Estimating & Control	4
CM 351	Heavy Const. Equipment, Methods, & Materials	4

Technical Electives for Construction Management are:

Even Year	**Technical Electives**	
CM 450/550	Building Energy Management	4
CM 460/560	Smart City Transformations	4
CM 470/570	Special Topics in CM	4

Odd Year	**Technical Electives**	
CM 451/551	CSR & Sustainable Construction	4
CM 461/561	Infrastructure Security	4
CM 471/571	Infrastructure & Utility Management	4

Minor in Heavy Construction Management – 18 credits

Required: 11-12 credits

CM 101 or BUS 304	Intro Cons Mgmt or Eng Mgmt
CM 331	Heavy Construction Project Scheduling
CM 341	Heavy Construction Cost Estimating & Control

Electives: 6-7 credits

CM 351	Heavy Const. Equipment, Methods, and Materials
CM 315	Building Information Modeling
CM 320	Mechanical, Electrical, and Plumbing Systems
ENGR 415	Occupational Safety
GME 161	Plane Surveying
GIS 134	Geographic Info Systems
CE 212	Civil Engineering Materials
CE 203	Engineering Graphics
CM 460/560	Smart City Transformations
CM 461/561	Infrastructure Security
CM 471/571	Infrastructure & Utility Management
CM 450/550	Building Energy Management
CM 451/551	CSR & Sustainable Construction
CM 470/570	Special Topics in CM

Online Certificate in Heavy Construction Management Essentials

The online heavy construction management certificate provides you with entry-level skills and foundational knowledge for a career in heavy construction management. Most certificate students will be able to complete the certificate within six academic quarters. Well-trained construction managers are needed to oversee projects to completion due to the increase in megaprojects worldwide. Project growth is in all areas from residential, commercial, to infrastructure.

This certificate program is designed for professionals working in the heavy or related construction fields, who are interested in pursuing a more advanced management role or those interested in learning more about the opportunities in construction and heavy construction management. Certificate program is also ideal for current field or office staff seeking a practical understanding of the construction industry or looking to earn credit toward a construction management or heavy construction management degree. Also, those interested in a career change into the construction industry.

For the Online Certificate in Heavy Construction Management Essentials a minimum 18 Credits must be taken from the course list based on the requirements and for the honors option a total of 21 credits must be taken from the course lists based on the certificate requirements.

CM 101 or BUS 304 must be taken as the first course in the certificate. At least 6 credits and a maximum of 9 credits must be taken from the 200-300 Level Elective list. And at least 6 credits must be taken from the 300-400 Level Elective list. For the Honors version of the certificate, 21 credit hours are required with a cumulative GPA of 3.5 in the selected certificate courses out of which at least 6 credits and a maximum of 9 credits from the 200-300 Level Elective list and at least 12 credits from the 300-400 Level Elective list.

Required Course: 3-4 Credits
CM 101/BUS 304 Intro Cons Mgmt or Eng Mgmt

200-300 Elective Course List: 6-9 credits
ACC 201 Principles of Accounting
ECON 201 Macro Economics
CM 226 Construction Law
BUS 349 Human Resources

300-400 Elective Course List: 6-9 credits
CM 331 Heavy Construction Project Scheduling
CM 341 Heavy Construction Cost Estimating & Control
CM 351 Heavy Const. Equipment, Methods, and Materials
CM 320 Mechanical, Electrical, and Plumbing Systems

e. Manner in which the program will be delivered, including program location (if offered outside of the main campus), course scheduling, and the use of

technology (for both on-campus and off-campus delivery).

The program will be delivered on campus and online on both Klamath Falls and Portland-Metro campuses.

f. Adequacy and quality of faculty delivering the program.

Program Director: 50% administrative and 50% faculty teaching load

Current faculty: Two full-time faculty. Four part-time faculty.

g. Adequacy of faculty resources – full-time, part-time, adjunct.

Coursework supporting the degree is currently developed and delivered by the existing full-time and part-time faculty with expertise in construction management and heavy construction industries. Plans for hiring in AY25 include 1 full-time director who will have 50% teaching and 50% leading responsibilities. As the program achieves the desired growth, the program may need to hire additional faculty. Adjuncts will be hired to reach developed courses when needed.

h. Other staff.

In addition to the faculty dedicated to the program, dedicated support to the program resides in each of the staff groups on campus. The advising duties will be supported by the existing advising team within the College of Engineering, Technology and Management.

i. Adequacy of facilities, library, and other resources.

Library, space, and facilities have been deemed to be adequate by the appropriate Oregon Tech Library staff and Facilities Management.

j. Anticipated start date.

Fall 2025.

2. Relationship to Mission and Goals

a. Manner in which the proposed program supports the institution's mission, signature areas of focus, and strategic priorities.

The Construction Management degree aligns with Oregon Tech's vision as a student-centered, world-class polytechnic university that inspires students to become tomorrow's leaders.

Heavy Construction is a sector that deals with complex construction projects that include highways, bridges, tunnels, waste management, and other massive city or government projects. The establishment of a Construction Management program with an emphasis in Heavy Construction is crucial for several reasons. Firstly, it addresses a significant gap in the education and training of professionals in the construction industry, particularly in the heavy construction sector. By offering specialized coursework and training, this program equips individuals with the specific skills and knowledge required for managing complex heavy construction projects efficiently and safely.

b. Manner in which the proposed program contributes to institutional and statewide goals for student access and diversity, quality learning, research, knowledge creation and innovation, and economic and cultural support of Oregon and its communities.

Both on-campus and online natures of the program will allow different types of students from any part of Oregon to participate, without the need to commute or relocate. Traditional students can stay on campus and non-traditional students may continue their current employment, integrating knowledge from the program into Oregon organizations and communities.

c. Manner in which the program meets regional or statewide needs and enhances the state's capacity to:

i. improve educational attainment in the region and state;

Employment of construction managers is projected to grow 5 percent from 2022 to 2032, faster than the average for all occupations according to the 2023 U.S. Bureau of Labor Statistics.

About 38,700 openings for construction managers are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or retire. Currently, there are 3,230 job openings in the construction managers field in the state of Oregon with a $105,000 median annual salary according to the 2023 U.S. Bureau of Labor Statistics.

ii. respond effectively to social, economic, and environmental challenges and opportunities; and

This program allows students to continue to advance their education, without disrupting their lives or their careers. Moving to a new city to begin graduate school can mean losing key support relationships. Allowing students to remain in their home communities ensures those relationships remain intact. The flexibility of the program allows students the opportunity to continue to work, minimizing economic impact. Over 75% of our students are given tuition help by their employers. The online program means students are not using physical resources on the Oregon State University campus or engaging in increased travel to visit their home communities, reducing environmental impacts.

iii. address civic and cultural demands of citizenship.

The curriculum of this program is intended to engage students at a global level. Courses are offered in leadership, ethics, and legal aspects of management. The challenges facing all communities continue to grow. This is also addressed in the tech focused elective courses such as smart city transformations and infrastructure security. This program strives to create graduates who will not only be aware of those, modern day, challenges but be prepared to address them.

3. Accreditation

a. Accrediting body or professional society that has established standards in the area in which the program lies, if applicable.

American Council for Construction Education (ACCE) will be sought as soon as the program starts. The program will also be accredited under the Management department's IACBE accreditation.

b. Ability of the program to meet professional accreditation standards. If the program does not or cannot meet those standards, the proposal should identify the area(s) in which it is deficient and indicate steps needed to qualify the program for accreditation and date by which it would be expected to be fully accredited.

The program is designed based on the ACCE accreditation requirements as well as meeting the existing IACBE accreditation requirements.

c. If the proposed program is a graduate program in which the institution offers an undergraduate program, the proposal should identify whether or not the undergraduate program is accredited and, if not, what would be required to qualify it for accreditation.

N/A

d. If accreditation is a goal, the proposal should identify the steps being taken to achieve accreditation. If the program is not seeking accreditation, the proposal should indicate why it is not.

- Initial accreditation begins with the application for candidacy.
- The Program is considered an Applicant Program upon completing the application fee payment.
- When the Program has completed this submittal, the Candidate Application Screening Committee shall review the documents and decide if the Program shall be admitted to Candidate status.
- A Program remains in candidacy status until it can demonstrate that it meets the ACCE Standards requirements.
- The Self-Evaluation Study (SES) documents the compliance with ACCE standards. After completion of the SES report, ACCE sends a Visiting Team, composed of academics and industry professionals, to verify information provided in the SES, assess factors that cannot be documented, and inspect physical facilities.
- The Visiting Team prepares a report to record its impressions, opinions, and observations. This report is then reviewed by the Accreditation Committee and Board of Trustees for a final accreditation decision.

4. Need

a. Anticipated fall term headcount and FTE enrollment over each of the next five years.

1st Year	2nd Year	3rd Year	4th Year	5th Year
20	40	60	80	100

b. Expected degrees/certificates produced over the next five years.

1st Year	2nd Year	3rd Year	4th Year	5th Year
-	5	10	20	30

c. Characteristics of students to be served (resident/nonresident/international; traditional/ nontraditional; full-time/part-time, etc.).

Students served by the Construction Management program include: Oregon residents, out-of-state students, transfer students, and international students.

d. Evidence of market demand.

The Bureau of Labor (2023) identified the following data for construction managers:

- 2023 median pay: $105,000/year
- Job outlook for construction managers: 2022-2032: 5% growth

This program is crucial because it addresses a specific industry need, supports workforce development, and contributes to the ongoing progress and excellence within the heavy construction sector.

e. If the program's location is shared with another similar Oregon public university program, the proposal should provide externally validated evidence of need (e.g., surveys, focus groups, documented requests, occupational/employment statistics and forecasts).

N/A

f. Estimate the prospects for success of program graduates (employment or graduate school) and consideration of licensure, if appropriate. What are the expected career paths for students in this program?

This degree will help students transition to roles such as:

- Construction manager
- Heavy construction manager
- Construction superintendent
- Construction estimator
- Contractor

5. Outcomes and Quality Assessment

a. Expected learning outcomes of the program.

Upon graduating, Management Department graduates should be able to:

- Apply core concepts in a business environment.
- Apply the legal, social, ethical, and economic environments of business in a global context.
- Contribute to the development of a team-oriented and collaborative environment.
- Solve business problems using decision-support tools and/or research skills.
- Demonstrate professional communication skills using a variety of delivery methods.
- Analyze business concepts and apply strategic planning skills to effect change in an integrated manner.

Upon graduation from an accredited bachelor's degree program, ACCE requires that all graduates shall be able to:

1. Create written communications appropriate to the construction discipline.
2. Create oral presentations appropriate to the construction discipline.
3. Create a construction project safety plan.
4. Create construction project cost estimates.
5. Create construction project schedules.
6. Analyze professional decisions based on ethical principles.
7. Analyze methods, materials, and equipment used to construct projects.
8. Apply electronic-based technology to manage the construction process.
9. Apply basic surveying techniques for construction layout and control.
10. Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.
11. Understand construction accounting and cost control.
12. Understand construction quality assurance and control.
13. Understand construction project control processes.
14. Understand the legal implications of contract, common, and regulatory law to manage a construction project.
15. Understand the basic principles of sustainable construction.
16. Understand the basic principles of structural behavior.
17. Understand the basic principles of HVAC, electrical and plumbing systems.

Methods by which the learning outcomes will be assessed and used to improve curriculum and instruction.

All program learning outcomes must be assessed on a two-year cycle. Each learning outcome will be assessed using both direct and indirect methods. The process is led by the program director and will require input from all relevant faculty.

b. Nature and level of research and/or scholarly work expected of program faculty; indicators of success in those areas.

At this time, the director position description will not include any expectation of future research and/or scholarly work.

6. Program Integration and Collaboration

a. Closely related programs in this or other Oregon colleges and universities.

Oregon State University (OSU) offers a BS degree in Construction Engineering Management. That program is more engineering than management and is housed in the engineering department. Also, the OSU program is only offered on campus.

b. Ways in which the program complements other similar programs in other Oregon institutions and other related programs at this institution. The proposal should identify the potential for collaboration.

The Heavy Construction Management program is open to the potential for collaboration with other programs as appropriate.

c. If applicable, the proposal should state why this program may not be collaborating with existing similar programs.

N/A

d. Potential impacts on other programs.

The program will complement other related programs in the state. We anticipate no negative impacts on other programs.

7. External Review

N/A

Revised March 2024 |

Construction Management

Degree Offered

- Bachelor of Science in Construction Management with options in:
    - Construction Management
    - Heavy Construction Management

Objectives

The BS in Construction Management prepares graduates for a variety of career options in the rapidly growing construction field. With infrastructure development projects on the rise, there is an increasing need for individuals who can effectively plan, execute, and manage these projects while adhering to industry standards and regulations. This program helps bridge this skills gap by producing well-prepared graduates to meet the industry's demands. The Construction Management degree aligns with Oregon Tech's vision as a student-centered, world-class polytechnic university that inspires students to become tomorrow's leaders.

The option in Heavy Construction is a sector that deals with complex construction projects that include highways, bridges, tunnels, waste management, and other massive city or government projects. The establishment of a Construction Management program with an emphasis in Heavy Construction is crucial for several reasons. Firstly, it addresses a significant gap in the education and training of professionals in the construction industry, particularly in the heavy construction sector. By offering specialized coursework and training, this program equips individuals with the specific skills and knowledge required for managing complex heavy construction projects efficiently and safely.

Two internships are required. One in construction management and the second in heavy construction management. Students will complete a capstone course and a senior project. Oregon Tech's Construction Management degree includes two options to meet the student's specific needs and interests.

The BS in Construction Management is offered in Klamath Falls, Portland-Metro, and through Oregon Tech Online.

Program Learning Outcomes

Upon graduating, Construction Management graduates should be able to:

- Apply core concepts in a business and construction environment.
- Apply electronic-based technology to manage the construction process.
- Apply basic surveying techniques for construction layout and control.

- Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.
- Understand the basic principles of sustainable construction.
- Apply the legal, social, ethical, and economic environments of business and construction management in a global context.

Student Preparation and Admissions

Students must meet the standard Oregon Tech admission requirements. Transfer students must arrange for official transcripts from each college and university attended to be sent to Oregon Tech.

Note: The Portland-Metro campus is a laptop-required campus. Laptop specifications, financial aid, and helpful instructions may be found at http://www.oit.edu/portland-metro/college-costs/bring-your-own-device.

Career Opportunities

Graduates of the construction management program work as Careers as construction managers, construction superintendents, construction estimators, and contractors. These professionals are called upon to design and use emerging information technologies in the construction field.

For the Heavy Construction Management, Option

Program Learning Outcomes

Upon graduating, Heavy Construction Management graduates should be able to:

- Apply core concepts in a business and heavy construction environment.
- Apply electronic-based technology to manage the construction process.
- Apply basic surveying techniques for heavy construction layout and control.
- Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.
- Understand the basic principles of sustainable construction.
- Apply the legal, social, ethical, and economic environments of business and construction management in a global context.

Career Opportunities

Graduates of the construction management program work as Careers as construction managers, heavy construction managers, construction superintendents, construction

estimators, and contractors. These professionals are called upon to design and use emerging information technologies in the construction field.

Student Preparation and Admissions

Students must meet Oregon Tech general admissions requirements. Transfer students must arrange for official transcripts from each college and university attended to be sent to Oregon Tech.

Note: The Portland-Metro campus is a laptop-required campus. Laptop specifications, financial aid, and helpful instructions may be found at http://www.oit.edu/portland-metro/college-costs/bring-your-own-device.

Approval to Proceed: Bachelor of Science in Construction Management | Curriculog

CM - 101 - Intro Cons Mgmt - CM - 101 - Introduction to Construction Management | Curriculog

CM - 226 - Construction Law - CM - 226 - Construction Law | Curriculog

CM – 280 - Construction Internship - CM - 280 - Construction Internship | Curriculog

CM - 315 - Building Information Modeling -CM - 315 - Building Information Modeling | Curriculog

CM - 320 - Mechanical, Electrical, and Plumbing Systems -CM - 320 - Mechanical, Electrical, and Plumbing Systems | Curriculog

CM - 330 - Construction Planning & Scheduling - CM - 330 - Construction Planning & Scheduling | Curriculog

CM - 331 - Heavy Construction Project Scheduling - CM - 331 - Heavy Construction Project Scheduling | Curriculog

CM – 335 - Const Project Mgmt - CM - 335 - Construction Project Management | Curriculog

CM - 340 - Construction Budgeting & Takeoffs - CM - 340 - Construction Budgeting & Takeoffs | Curriculog

CM - 341 - Heavy Construction Cost Estimating & Control -CM - 341 - Heavy Construction Cost Estimating & Control | Curriculog

CM - 350 - Const. Equipment, Methods, and Materials - CM - 350 - Const. Equipment, Methods & Materials | Curriculog

CM - 351 - Heavy Const. Equipment, Methods, and Materials - CM - 351 - Heavy Construction Equipment, Methods, and Materials | Curriculog

CM – 380 – Heavy Construction Management Internship - CM - 380 - Heavy Construction Management Internship | Curriculog

CM – 410 - Simplified Structural Analysis and Design -CM - 410 - Simplified Structural Analysis and Design | Curriculog

CM - 450 - Building Energy Management - CM - 450 - Building Energy Management | Curriculog

CM - 451 - CSR & Sustainable Construction - CM - 451 - CSR & Sustainable Construction | Curriculog

CM - 460 - Smart City Transformations - CM - 460 - Smart City Transformations | Curriculog

CM - 461 - Infrastructure Security - CM - 461 - Infrastructure Security | Curriculog

CM - 470 - Special Topics in CM - CM - 470 - Special Topics in Construction Management | Curriculog

CM - 471 - Infrastructure & Utility Management - CM - 471 - Infrastructure & Utility Management | Curriculog

CM - 480- Construction Management Senior Project CM - 480 - Construction Management Senior Project | Curriculog

Program Resource Requirements. Indicate all resources needed including the planned FTE enrollment, projected revenues, and estimated expenditures for the first three fiscal years of the program. Include reallocation of existing personnel and resources and anticipated or requested new resources. Second and third-year estimates should be in dollars adjusted for inflation. If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies). Provide an explanation of the fiscal impact of the proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

College/University: **Program:**

I. PLANNED STUDENT ENROLLMENT

	FY 25 FTE	FY 26 FTE	FY 27 FTE	FY 28 FTE	
Headcount					
A. New enrollments to institution	0	20	40	60	Based on Projections in Application
B. Enrollment from existing programs	0	3	10	10	
C. Minors	0	10	20	30	
D. Certificates	0	10	20	30	
Student Credit Hour					
E. Student Credit Hour (SCH)					
Major- Full time		900	1,800	2,700	Assumes 15 credits per term -resident
Major - Part time		81	270	270	Assumes 9 credits per term - resident; assuming some of the enrollment from existing programs would have otherwise dropped entirely
Minor		180	360	540	Assumes 18 credits over one year
Certificate		180	360	540	Assumes 18 credits over one year
	0	1,341	2,790	4,050	

II. REVENUE

	FY 25 One Time	FY 26 On-going	FY 27 On-going	FY 28 On-going	
1. New Appropriated Funding Request	$0	$0	$0	$0	
2. Institution Funds	$0	$0	$0	$0	
3. Federal (e.g. grant, appropriation)	$0	$0	$0	$0	
4. New Tuition Revenues from Increased Enrollment	$0	$ 328,612.05	$ 683,689.50	$ 992,452.50	Based on New Enrollments * Undergraduate Tuition * Full Time Enrollment (45 Credits) - Doesn't Factor Tuition Increaes
5. Student Fees	$0	$43,890	$87,780	$131,670	Based on New Enrollments * Student & Mandatory Fees * 3 Terms - Doesn't Factor Student Fee Increases
6. Other (e.g., Gifts, Program Revenue)	$500,000	$0	$0	$0	
Total Revenue	$500,000	$372,502	$771,470	$1,124,123	

Budget Note: I. A Enrollments are assumed to be full time; therefore FTE=headcount

III. EXPENDITURES

	FY 25	FY 26	FY 27	FY 28	
	One-time	On-going	On-going	On-going	
A. Personnel Costs					
1. FTE (total for all personnel types)	0	2.0	3.00	3.00	
No. Faculty	*0*	*2*	*2*	*2*	1 FTE = 36 credits
2. Faculty	$ -	$ 248,713	$ 252,841	$ 257,052	Assumes we will need to replace two current management faculty ($75k salary/each) with full teaching loads if they are moved to construction management program. Factors in 2% increase to salary par year; does not factor in increases to OPE
No. Adjuncts	*5*	*2*	*2*	*2*	1 adjunct = 9 credits
3. Adjunct Faculty	$38,135	$15,254	$15,254	$15,254	Assumes that each adjuncts will teach 1 section of 3 credits per term (guesstimate). $720 per credit. Includes OPE
No. GA's	*0*	*0*	*1*	*1*	
4. Grad Assts	$0	$0	$0	$0	
5. Research Personnel	$0	$0	$0	$0	
No. Administrators	*1*	*1*	*1*	*1*	
6. Directors Administrators	$192,958	$196,464	$200,042	$203,620	Assumes 1 administrator (50% director/50% faculty) to develop and oversee program. $130,000 salary (guess) * OPE, 2% increase to salary per year; does not factor in increases to OPE
7. Administrative Support Personnel	$0	$0	$0	$0	
8. Fringe Benefits	$0	$0	$0	$0	Included in Line Items Above
9. Other:	$0	$0	$0	$0	
Total Costs	$231,093	$ 460,431	$468,137	$475,926	

Budget Notes:

III.A.2. Faculty Salaries are increased by 2% each year

III.A.8. Fringe calculated as 37.61% for retirement/other and $21,149 for health

	FY 25	FY 26	FY 27	FY 28	
	On-going	On-going	On-going	On-going	
B. Operating Expenditures					
1. Travel	$2,000	$2,000	$2,000	$2,000	Travel to Portland-Metro, industry, recruitment & CM events
2. Professional services	$0	$0	$0	$0	
3. Other services	$0	$0	$0	$0	
4. Communications	$0	$0	$0	$0	
5. Materials & supplies	$0	$3,000	$3,000	$3,000	For S&S
6. Software	$0	$5,000	$5,000	$5,000	Per Sonja email 03/09
7. Materials & goods used for product sale (e.g. fabrication auto repair) Please reflect revenue in II.6	$0	$0	$0	$0	
8. Marketing materials and advertising	$15,000	$0	$0	$0	One-time marketing of program
9. Miscellaneous:	$0	$4,000	$0	$0	Computers for new faculty
Total Operating Expenses	$17,000	$14,000	$10,000	$10,000	

Budget Note:

III.B.8. $_____K of operating expense is provided for each new faculty line

	FY 25	FY 26	FY 27	FY 28	
	One-time	On-going	On-going	On-going	
C. Capital Outlay					
1. Library Resources	$0	$0	$0	$0	
2. Equipment	$250,000	$0	$0	$0	One-time equipment investment of $250,000 needed
Total Capital Outlay	$250,000	$0	$0	$0	
D. Capital Facilities Construction or Major Renovation					
	$0	$0	$0	$0	
E. Indirect Costs (overhead)					
1. Utilities	$0	$0	$0	$0	N/A
2. Maintenance & repairs	$0	$0	$0	$0	
3. Other	$0	$0	$0	$0	
Total Indirect Costs	$0	$0	$0	$0	
TOTAL EXPENDITURES	$729,185	$474,431	$946,274	$961,852	
Net Income (Deficit)	($229,185)	($101,929)	($174,805)	$162,271	

COURSE SYLLABUS

COURSE NUMBER: CM 101

COURSE TITLE: Introduction to Construction Management

CREDITS: 4

PREREQUISITE / COREQUISITE: None

COURSE DESCRIPTION

Introduction to general and heavy construction fields, methods & projects. This course is the first in a program designed to prepare the student for a professional career for management in a variety of construction projects.

COURSE OBJECTIVES

Upon completion of this course, the student will have a basic understanding of:

· Explore the various disciplines and career opportunities associated with Construction Management

· An overview of the structure, functioning and contemporary issues within Architecture, Engineering & Construction

· An understanding of the construction process and its factors of production

· Concepts and tools for managing projects

· An introduction to industry best practices and future advances

TEXTBOOK: None/OER

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 226

COURSE TITLE: Construction Law

CREDITS: 4

PREREQUISITE:

Note: *X-Listed with BUS 226*

COURSE DESCRIPTION

Introduction to the American legal system, ethics and issues significant to business and construction industries. Teaches fundamentals of law governing organizational structures, administration law, contracts, Uniform Commercial Code; torts, zoning, liability, building code and criminal law in various industries.

STUDENT LEARNING OUTCOMES

Upon completion of this course, students should be able to:

- Understand legal terminology within civil and construction industries
- Describe construction contracts, roles, and responsibilities of parties
- The regulatory environment, bodies and licensing governing construction
- Understand procedures to avoid & resolve disputes & arbitration
- Identify sources of law and recognize the function and role of courts in the US legal system
- Analyze the ethical implications of business decisions and practices in a business/professional environment.
- Distinguish legal rules as they apply to business/professional decisions and practices.
- Demonstrate analytical critical thinking and problem solving by applying legal rules and ethical constraints to business scenarios.

TEXTBOOK:

Construction Law, Second Edition Edited by Allen L Overcash, Carol J Patterson, Ross J Altman, and Stephen A Hess (2019)

ISBN 9781641054645

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 280

COURSE TITLE: Construction Internship

CREDITS: 4

PREREQUISITE: None

COURSE DESCRIPTION

This course provides credit for an approved internship in the construction management industry. Students work in a supervised setting where they receive training to develop career-related skills while applying college-learned theory.

STUDENT LEARNING OUTCOMES

Upon completion of this course, which is 200 hours of work on a construction job, students will demonstrate the ability to understand:

- Construction management skills and concepts to successfully perform duties.
- Professional & safe conduct in the workplace.
- Independently solve problems that arise on construction projects.
- Work cooperatively as a team member on construction projects.
- Apply oral and written communication skills to facilitate project delivery.
- Common methods of dispute resolution

Textbook: N/A

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 315

COURSE TITLE: Building Information Modeling

CREDITS: 4

PREREQUISITE / COREQUISITE: GIS 134

COURSE DESCRIPTION

This course covers Building Information Modeling (BIM), including its use and application for small- and large-scale building construction projects. Students will learn building terminology, the theory and evolution of BIM, and how to develop BIM models using Autodesk Revit.

STUDENT LEARNING OUTCOMES

Upon completion of this course, the student will:

- Develop building and infrastructure vocabulary to be able to describe a building, its components, and its systems.
- Be able to compare, including the advantages and disadvantages of BIM vs. 2D and 3D CAD.
- Demonstrate proficiency in commonly used BIM software (Autodesk Revit), including project document development and professional presentation of a BIM model.
- Understand applications of BIM, such as cost estimation, architectural renderings, interference checking, and modeling of energy consumption.

Textbook: BIM Handbook: A guide to building information modeling for owners, managers, designers, engineers and contractors (second edition) by Chuck Eastman, Paul Teicholz, Rafael Sacks, and Kathleen Liston ISBN-13: 978-0470541371 ISBN-10: 0470541377.

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 320

COURSE TITLE: Mechanical, Electrical, and Plumbing Systems

CREDITS: 4

PREREQUISITE: None

COURSE DESCRIPTION

This course introduces students to the basic principles of mechanical, electrical, and plumbing (MEP) systems common to construction projects. It involves basic science principles, basic design principles, and an understanding of the components and installation of the MEP systems.

STUDENT LEARNING OUTCOMES

Upon the completion of the course, students will demonstrate the ability to:

- Understand the basic principles of MEP systems.
- Test and deploy MEP systems.
- Understand the construction manager's role with MEP systems.
- Describe the basic design principles of mechanical and electrical systems.
- Identify related building codes and standards.

TEXTBOOK:

Mechanical and Electrical Systems in Buildings, by Tao and Janis, Prentice Hall 6th Edition ISBN-13: 9780134701189.

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 330

COURSE TITLE: Construction Planning & Scheduling

CREDITS: 4

PREREQUISITE: CM 101

COURSE DESCRIPTION

Introduces students to the life cycle of a construction project from conception through completion and commissioning. Students are given an overview and practice in construction management theory, real estate development, pre-construction, sub-contractor coordination, procurement, project administration, project closeout, and commissioning.

STUDENT LEARNING OUTCOMES

Upon completion of this course, students will demonstrate the ability to:

- Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.
- Analyze construction documents for planning and management of the construction process.
- Write scopes of work, contracts, change orders, notice of liens,
- Utilize tools & applications to build & manage schedules
- Analyze professional decisions based on ethical principles.

Textbook: Construction Project Management: A Complete Introduction Author: Alison Dykstra ISBN-13: 978-0982703496 ISBN-10: 098270349X.

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 331

COURSE TITLE: Heavy Construction Project Scheduling

CREDITS: 4

PREREQUISITE: CM 101

COURSE DESCRIPTION

This course introduces students to the life cycle of heavy construction projects from conception through completion and commissioning. Students are given an overview and practice in construction management theory, equipment timing, sub-contractor coordination, procurement, project administration, project closeout, and commissioning.

STUDENT LEARNING OUTCOMES

Upon completion of this course, students will demonstrate the ability to:

- Coordinate with governing organizations for right-of-way, easements, environmental impacts, etc.
- Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.
- Analyze construction documents for planning and management of the construction process.
- Write scopes of work, contracts, change orders, notice of liens.
- Utilize tools & applications to build & manage project schedules.
- Identify steps in project closeout and commissioning.
- Analyze professional decisions based on ethical principles.

TEXTBOOK:

Construction Project Management: A Complete Introduction
Author: Alison Dykstra
ISBN-13: 978-0982703496 ISBN-10: 098270349X.

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 335

COURSE TITLE: Construction Project Management

CREDITS: 4

PREREQUISITE or COREQUISITE: CM 101, BUS 215, BUS 317, BUS 304

COURSE DESCRIPTION

Advanced application of the Critical Path Method to organize and control projects in the construction field. Applications software is used to create and evaluate project networks and to develop reports. Students are prepared to develop and manage their own projects.

STUDENT LEARNING OUTCOMES

At the end of this course, the student should be able to:

- Describe key characteristics and requirements of successful construction project management
- Apply key aspects of project management including: planning, scheduling, resource allocation, monitoring and control, evaluation, and termination
- Use common features and functionality of project management software
- Become conversant in project management nomenclature

TEXTBOOK:

OER- *Project Management Fundamentals,* J Scott Christianson

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 340

COURSE TITLE: Construction Budgeting & Takeoffs

CREDITS: 4

PREREQUISITE: C 101

COURSE DESCRIPTION

Fundamentals of estimating materials and labor costs in construction. Deals with feasibility & risk analysis, price estimating, including transportation and handling costs, mark-up discount procedures, equipment cost, and labor rates. Utilizes case studies to introduce & test various bidding principles & mechanisms.

STUDENT LEARNING OUTCOMES

Upon completion of this course, students will demonstrate the ability to:

- Create construction project cost estimates & takeoffs
- Apply top down vs bottom up budgeting
- Analyze professional decisions based on ethical principles
- Apply electronic-based technology to manage the construction process
- Understand bidding forms & templates
- Understand construction risk management

TEXTBOOK:

Fundamentals of Construction Estimating 4th Edition by David Pratt, ISBN13: 978-1337399395

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 341

COURSE TITLE: Heavy Construction Cost Estimating & Control

CREDITS: 4

PREREQUISITE / COREQUISITE: CM 101

COURSE DESCRIPTION

Rationale and technique of analysis of the work operations required for heavy construction work as distinct from residential and building construction. Format and preparation of competent heavy construction cost estimates with an emphasis on computer applications.

COURSE OBJECTIVES

Upon completion of this course, the student will have a basic understanding of:

- What a bid Item is and the difference between building estimating and heavy-construction cost estimating.
- What makes up the various cost types in an estimate.
- What type of equipment to use for a given situation.
- How to create an estimate using the Primavera (P6) and HCSS software programs.

TEXTBOOK:

Essentials of Heavy Construction Estimating by Lance deStwolinski, ISBN 1483492702, 2018.

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 350

COURSE TITLE: Const. Equipment, Methods & Materials

CREDITS: 4

PREREQUISITE: CM 101

COURSE DESCRIPTION

This course will introduce the principles of various construction methods and materials with a focus on the procedures for vertical, residential, and commercial development. Emphasis on various pieces of construction equipment, their respective operating and performance parameters, and costs. Exposure to different materials and forms of building.

STUDENT LEARNING OUTCOMES

Upon completion of this course students will demonstrate the ability to:

- Analyze cost of ownership vs lease/rent vs sub-contracting heavy equipment
- Complete material and equipment life-cycle cost analysis
- Define and compare the benefits of different construction techniques
- Ability to differentiate justify project material decisions

TEXTBOOK:

Construction Planning, Equipment, and Methods, 9th Edition, by Robert L. Peurifoy, Clifford J. Schexnayder, Robert L. Schmitt, and Aviad Shapira.

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 351

COURSE TITLE: Heavy Construction Equipment, Methods, and Materials

CREDITS: 4

PREREQUISITE / COREQUISITE: None

COURSE DESCRIPTION

Principles of horizontal construction, emphasizing methods and procedures to construct roads, dams, waterways, mines, pipelines. The course emphasizes the properties of heavy construction equipment, their performance parameters, methods for equipment maintenance throughout the project life cycle, and the estimating processes.

STUDENT LEARNING OUTCOMES

Upon completion of this course students will demonstrate the ability to:

- Identify various types of equipment and their applications in heavy construction projects
- Develop productivity rates (cost per unit) for various pieces of Heavy Construction Equipment, such as Dozers, Scrapers, Excavators, Trucks and Hauling Equipment, Soil Compactors, and Motor Graders.
- Identify job site and operating safety concerns
- Develop equipment proposals
- Analyze equipment product life-cycle, warranty, support and resale values.
- Analyze the economic implications of deciding between renting, leasing, or owning a piece of construction equipment.

TEXTBOOK:
Caterpillar Handbook

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 380

COURSE TITLE: Heavy Construction Management Internship

CREDITS: 4

PREREQUISITE: None

COURSE DESCRIPTION

This course provides credit for an approved internship in the heavy construction management industry. Students work in a supervised setting where they receive training to develop career-related skills while applying college-learned theory. Meets requirements for a Senior Project course.

STUDENT LEARNING OUTCOMES

Upon completion of this course, which is 300 hours of work on a heavy construction job, students will demonstrate the ability to understand:

- Heavy construction management skills and concepts to successfully perform duties.
- Professional & safe conduct in the workplace.
- Independently solve problems that arise on construction projects.
- Work cooperatively as a team member on construction projects.
- Apply oral and written communication skills to facilitate project delivery.
- Common methods of dispute resolution

Textbook: N/A

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 410/510

COURSE TITLE: Simplified Structural Analysis and Design

CREDITS: 4

PREREQUISITE: MATH 112Z

COURSE DESCRIPTION

Introduction to behavior and analysis of building structures. Structural loading, materials, and element types will be explored to understand the basic building blocks of buildings. Investigation and design of building structural systems for gravity, wind, and seismic loading.

STUDENT LEARNING OUTCOMES

Upon completion of this course students will demonstrate the ability to:

- Develop informed intuition for structural behavior.
- Develop skills to follow the load path from source to foundation.
- Identify relevant loading conditions and methods of assigning them to structural members.
- Use a structural analysis program to analyze simple structures.
- Develop basic skills to choose materials and optimize structural design to reduce carbon and achieve a more sustainable structure.

TEXTBOOK:

Simplified Engineering for Architects and Builders- 11th or 12th Edition; James Ambrose and Patrick Tripeny.

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 450/550

COURSE TITLE: Building Energy Management

CREDITS: 4

PREREQUISITE or COREQUISITE: None

COURSE DESCRIPTION

This course evaluates green building techniques, sustainable practices, and Lean Construction throughout the entire project life cycle. Students are introduced to the various requirements for green building rating systems and certifications. Content is provided to assist students in their self-study to take the LEED Green Associate exam.

STUDENT LEARNING OUTCOMES

- Understand the social, environmental, and economic impacts of the built environment and how green building techniques can reduce these impacts.
- Identify the driving factors behind Lean Construction and Lean Construction practices implemented on projects.
- Analyze sustainable construction practices, specifically as they relate to design decisions and construction practices.
- Understand the benefits of Green Building rating systems and be familiar with the USGBC LEED assessment system.

TEXTBOOK:

Sustainable Construction – Green Building Design & Delivery: Kibert, 4th Edition ISBN: 978-1119055174.

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 460/560

COURSE TITLE: Smart City Transformations

CREDITS: 4

PREREQUISITE or COREQUISITE: None

COURSE DESCRIPTION

Smart cities are designed to connect and integrate services and sectors; construction & utilities, energy, transportation governance and data security. Interconnected services and infrastructures using state-of-the-art advanced technologies that automate services, improve quality of life, and increase project efficiencies.

STUDENT LEARNING OUTCOMES

- Understanding how technological changes are affecting industries like, construction, transportation, IT, & Healthcare.
- Regulation and best practices for data security in relation to smart cities.
- Deep dive into the use cases/applications for the following technologies: AI, IOT, Extended Reality improving industries like, construction, transportation, IT, & Healthcare.
- Examine incremental technology innovations for use in relevant industries.
- Understand & pitch new value creation opportunities from smart cities.
- Develop an understanding of the assessment of smart cities' readiness and be able to apply the methodology.

TEXTBOOK:

Management 4.0, Reagan, J.R. & Singh, M. (2020) Management 4.0: Cases and Methods for the 4th Industrial Revolution (Blockchain Technologies). Springer; 1st ed. 2020 edition (August 29, 2021)

· ISBN-10 : 9811567530

· ISBN-13 : 978-9811567537

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 461/561

COURSE TITLE: Infrastructure Security

CREDITS: 4

PREREQUISITE: None

COURSE DESCRIPTION

Topics covered include infrastructure security management, physical and logical security threats and policy requirements, disaster recovery, business continuity plans, change management scenarios, and approaching daily business security issues from an IT perspective.

STUDENT LEARNING OUTCOMES

- Upon completion of this course, students will demonstrate the ability to:
- Critical infrastructure security and resilience.
- Risk Management Frameworks.
- Cybersecurity threats, risks, vulnerabilities, and attacks.
- Vulnerability assessments and tools applicable.

TEXTBOOK:

The Security of Critical Infrastructures: Risk, Resilience, and Defense, 1st edition, 2020 by Marcus Matthias Keupp, ISBN: 978-3030418250.

COURSE SYLLABUS

COURSE NUMBER: CM 470/570

COURSE TITLE: Special Topics in Construction Management

CREDITS: 4

PREREQUISITE or COREQUISITE: None

COURSE DESCRIPTION

This course will connect students' education, previous, post-graduation goals. Focused on professional development topics, and construction industry advances and changes. The course focuses on adapting to emerging practices.

STUDENT LEARNING OUTCOMES

By the end of this course, students will be able to:

- Understand their strengths and weaknesses as it relates to professional pursuits.
- Demonstrate expertise in emerging construction practices.
- Develop skills in presentation and professional writing skills of information.

BOOK: varies based on course topic chosen.

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 471/571

COURSE TITLE: Infrastructure & Utility Management

CREDITS: 4

PREREQUISITE: None

COURSE DESCRIPTION

The course uses the systems and case study approaches to focus on improving infrastructure and utility organizations to deliver essential public services for transportation, water, energy, waste management, and building systems.

STUDENT LEARNING OUTCOMES

- Upon completion of this course students will demonstrate the ability to understand:
- Built environment (above and underground)
- Urban and regional planning for sustainable cities
- Growth management and infrastructure planning
- Workforce and knowledge management in the public sector

TEXTBOOK:

Regulation of Infrastructure and Utilities: Public Policy and Management Issues 1st ed. 2018 Edition by Alberto Asquer, ISBN-13: 978-3319677347.

COURSE SYLLABUS

COURSE SYLLABUS

COURSE NUMBER: CM 480 (x-list with BUS 480)

COURSE TITLE: Construction Management Senior Project

CREDITS: 4

PREREQUISITE: None

COURSE DESCRIPTION

Synthesize program concepts in applied, research, internship, or other project capstone experience. Demonstrate core business concepts, stakeholder collaboration, decision-support tools, research skills, delivering professional written report and presentation. Repeatable but cannot be taken simultaneously. One term only per internship site.

STUDENT LEARNING OUTCOMES

Upon completion of this course, students will demonstrate the ability to:

- Apply core concepts in a construction environment.
- Contribute to the development of a team-oriented and collaborative environment.
- Solve construction problems using decision-support tools and/or research skills.
- Demonstrate professional communication skills using a variety of delivery methods.

Textbook: N/A

From:	Nate Bickford
To:	Sonja Bickford
Cc:	Jared Emard; Don DaSaro
Subject:	Re: REQUEST | Construction Management Burden Check | ENV 314
Date:	Saturday, March 16, 2024 7:58:16 AM
Attachments:	image003.png Outlook-jizv3jpl.png Outlook-f3vhorqk.png

Dr Bickford, We have room in the class and your student will be welcome.

Nate

Nate Bickford (*He/Him/His*)

Department Chair of Natural Sciences

Nate.Bickford@oit.edu

Oregon Institute of Technology
3201 Campus Drive, Klamath Falls, OR 97601
541.885.0000 | 541.891.0000 | www.oit.edu

Security is mostly a superstition. It does not exist in nature...Life is either a daring adventure or nothing. 'Helen Keller'

Don't let life stop you from living!

From: Sonja Bickford <Sonja.Bickford@oit.edu>
Sent: Saturday, March 16, 2024 7:52 AM
To: Nate Bickford <Nate.Bickford@oit.edu>
Cc: Jared Emard <Jared.Emard@oit.edu>; Don DaSaro <Don.DaSaro@oit.edu>
Subject: REQUEST | Construction Management Burden Check | ENV 314

Dr. Bickford,

I wanted to make sure that I touch base with you about this proposal as well.

Jack has advised us that prior to submitting our proposal to CPC later today, that we should confirm that the development of this program will not have an adverse effect on any other department. We have included **ENV 314** as a course in the construction management program.

Because we will be relying on your department to develop and sustain some of the material for this program, can you each please confirm that you believe your department is able and willing to support the proposed Construction Management degree as currently configured?

As we understand it, an emailed response to this group will be enough to serve as confirmation.

Thank you so much!
Sonja Bickford
And ~Jared Emard, Don DaSaro

Sonja H. Bickford, DBA, MBA
Associate Professor, Chair
Business Management Dept.

Oregon Institute of Technology
3201 Campus Drive
Klamath Falls, OR 97601
sonja.bickford@oit.edu | +1 541-885-0140 | www.oit.edu
Oregon's Polytechnic University

From: Jared Emard <Jared.Emard@oit.edu>
Sent: Thursday, March 14, 2024 2:55 PM
To: Roger Lindgren <Roger.Lindgren@oit.edu>; Naga Korivi <Naga.Korivi@oit.edu>; Jack Walker <Jack.Walker@oit.edu>
Cc: Sonja Bickford <Sonja.Bickford@oit.edu>; Don DaSaro <Don.DaSaro@oit.edu>
Subject: Construction Management Burden Check

Good afternoon!

Jack has advised me that prior to submitting our proposal to CPC, we should confirm that the development of this program will not have an adverse effect on any other department. Because we will be relying on each of your departments to develop and sustain some of the material for this program, can you each please confirm that you believe your department is able and willing to support the proposed Construction Management degree as currently configured?

As I understand it, an emailed response to this group will be enough to serve as confirmation.

Thank you so much!
~Jared

Jared Emard
541-892-3372
Professor of Practice

Oregon Institute of Technology
3201 Campus Drive, Klamath Falls, OR 97601
541.885.0000 | 541.891.0000 | www.oit.edu

From:	Naga Korivi
To:	Jared Emard; Roger Lindgren; Jack Walker
Cc:	Sonja Bickford; Don DaSaro
Subject:	RE: Construction Management Burden Check
Date:	Thursday, March 14, 2024 10:20:34 PM

Hi Jared,

The EERE department will support this endeavor.

Best,

Naga

From: Jared Emard <Jared.Emard@oit.edu>
Sent: Thursday, March 14, 2024 10:02 PM
To: Roger Lindgren <Roger.Lindgren@oit.edu>; Jack Walker <Jack.Walker@oit.edu>; Naga Korivi <Naga.Korivi@oit.edu>
Cc: Sonja Bickford <Sonja.Bickford@oit.edu>; Don DaSaro <Don.DaSaro@oit.edu>
Subject: Re: Construction Management Burden Check

Thank you Gentlemen.

~Jared

From: Roger Lindgren <Roger.Lindgren@oit.edu>
Sent: Thursday, March 14, 2024 4:08 PM
To: Jack Walker <Jack.Walker@oit.edu>; Jared Emard <Jared.Emard@oit.edu>; Naga Korivi <Naga.Korivi@oit.edu>
Cc: Sonja Bickford <Sonja.Bickford@oit.edu>; Don DaSaro <Don.DaSaro@oit.edu>
Subject: Re: Construction Management Burden Check

Jared - the Civil Engineering department can support in-person instruction in Klamath Falls for the relevant CM undergraduate courses.

Roger

From: Jack Walker <Jack.Walker@oit.edu>
Sent: Thursday, March 14, 2024 3:58 PM
To: Jared Emard <Jared.Emard@oit.edu>; Roger Lindgren <Roger.Lindgren@oit.edu>; Naga Korivi <Naga.Korivi@oit.edu>
Cc: Sonja Bickford <Sonja.Bickford@oit.edu>; Don DaSaro <Don.DaSaro@oit.edu>
Subject: RE: Construction Management Burden Check

Jared,

The Geomatics Department can support the proposed Construction Management program.

Regards,

Jack A. Walker
Geomatics Department
Professor and Chair

Oregon Institute of Technology
3201 Campus Drive, Klamath Falls, OR 97601
541.885.1511 | www.oit.edu

From: Jared Emard <Jared.Emard@oit.edu>
Sent: Thursday, March 14, 2024 2:55 PM
To: Roger Lindgren <Roger.Lindgren@oit.edu>; Naga Korivi <Naga.Korivi@oit.edu>; Jack Walker <Jack.Walker@oit.edu>
Cc: Sonja Bickford <Sonja.Bickford@oit.edu>; Don DaSaro <Don.DaSaro@oit.edu>
Subject: Construction Management Burden Check

Good afternoon!

Jack has advised me that prior to submitting our proposal to CPC, we should confirm that the development of this program will not have an adverse effect on any other department. Because we will be relying on each of your departments to develop and sustain some of the material for this program, can you each please confirm that you believe your department is able and willing to support the proposed Construction Management degree as currently configured?

As I understand it, an emailed response to this group will be enough to serve as confirmation.

Thank you so much!
~Jared

Jared Emard
541-892-3372
Professor of Practice

Oregon Institute of Technology
3201 Campus Drive, Klamath Falls, OR 97601

Sonja H. Bickford, DBA, MBA
Associate Professor, Chair
Business Management Dept.

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sonja.bickford@oit.edu | +1 541-885-0140 | www.oit.edu
Oregon's Polytechnic University

From: Jared Emard <Jared.Emard@oit.edu>
Sent: Thursday, March 14, 2024 2:55 PM
To: Roger Lindgren <Roger.Lindgren@oit.edu>; Naga Korivi <Naga.Korivi@oit.edu>; Jack Walker <Jack.Walker@oit.edu>
Cc: Sonja Bickford <Sonja.Bickford@oit.edu>; Don DaSaro <Don.DaSaro@oit.edu>
Subject: Construction Management Burden Check

Good afternoon!

Jack has advised me that prior to submitting our proposal to CPC, we should confirm that the development of this program will not have an adverse effect on any other department. Because we will be relying on each of your departments to develop and sustain some of the material for this program, can you each please confirm that you believe your department is able and willing to support the proposed Construction Management degree as currently configured?

As I understand it, an emailed response to this group will be enough to serve as confirmation.

Thank you so much!
~Jared

Jared Emard
541-892-3372
Professor of Practice

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3201 Campus Drive, Klamath Falls, OR 97601
541.885.0000 | 541.891.0000 | www.oit.edu

From: Franny Howes
To: Sonja Bickford
Cc: Jared Emard; Don DaSaro
Subject: RE: REQUEST | Construction Management Burden Check
Date: Friday, March 15, 2024 12:04:49 PM
Attachments: image001.png

This is a little tricky because we are losing a writing position that affects our ability to offer these classes. However, I would feel bad using that as leverage in a way that disadvantaged your program which I honestly think is a great idea.

I'll say that if overall enrollment goes down as predicted, we would be able to support students in a new program without any problem. If enrollment goes up, we will need more support for staffing in our writing classes. So, I support your new program proposal.

Thanks,
Franny

From: Sonja Bickford <Sonja.Bickford@oit.edu>
Sent: Friday, March 15, 2024 11:57 AM
To: Franny Howes <Franny.Howes@oit.edu>
Cc: Jared Emard <Jared.Emard@oit.edu>; Don DaSaro <Don.DaSaro@oit.edu>
Subject: REQUEST | Construction Management Burden Check

Franny,

I wanted to make sure that I touch base with you about this proposal as well.

Jack has advised us that prior to submitting our proposal to CPC later today, that we should confirm that the development of this program will not have an adverse effect on any other department. We have included the general core required: WRI 121Z, WRI 227, SPE 111 in the construction management program.

Because we will be relying on your department to develop and sustain some of the material for this program, can you each please confirm that you believe your department is able and willing to support the proposed Construction Management degree as currently configured?

As we understand it, an emailed response to this group will be enough to serve as confirmation.

Thank you so much!
Sonja Bickford
And ~Jared Emard, Don DaSaro

Sonja H. Bickford, DBA, MBA
Associate Professor, Chair
Business Management Dept.

Oregon Institute of Technology
3201 Campus Drive
Klamath Falls, OR 97601
sonja.bickford@oit.edu | +1 541-885-0140 | www.oit.edu
Oregon's Polytechnic University

From: Jared Emard <Jared.Emard@oit.edu>
Sent: Thursday, March 14, 2024 2:55 PM
To: Roger Lindgren <Roger.Lindgren@oit.edu>; Naga Korivi <Naga.Korivi@oit.edu>; Jack Walker <Jack.Walker@oit.edu>
Cc: Sonja Bickford <Sonja.Bickford@oit.edu>; Don DaSaro <Don.DaSaro@oit.edu>
Subject: Construction Management Burden Check

Good afternoon!

Jack has advised me that prior to submitting our proposal to CPC, we should confirm that the development of this program will not have an adverse effect on any other department. Because we will be relying on each of your departments to develop and sustain some of the material for this program, can you each please confirm that you believe your department is able and willing to support the proposed Construction Management degree as currently configured?

As I understand it, an emailed response to this group will be enough to serve as confirmation.

Thank you so much!
~Jared

Jared Emard
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Professor of Practice

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Action Item 7.1

Staff Recommendation

Staff recommends that the full board take due action to approve the offering of the BS in Construction Management at Oregon Tech and make a recommendation to HECC and NWCCU to approve the program accordingly.

ACTION

Agenda Item No. 7.2

FY 2023 Annual Financial Report

Background

The Oregon Tech FY 2023 Annual Financial Report was prepared by Oregon Tech in conjunction with the University Shared Services Enterprise (USSE). The audit opinion issued by CliftonLarsonAllen LLP (CLA) is an unmodified (clean) opinion. This audit opinion is attached via link below.

CLA has prepared a Governance Communication Letter to communicate certain matters related to the conduct of the audit to those who have responsibility for oversight of the financial reporting process. The Governance Communication Letter and Management Representation Letter are attached below.

CLA has issued an unmodified (clean) opinion on Oregon Tech's FY 2023 Annual Financial Report.

The FY 2023 Annual Financial Report can be found at the following link https://www.oit.edu/finance-administration/annual-financial-report. Printed copies will be provided to all members of the Board of Trustees.

Staff Recommendation

After review of the FY 2023 Annual Financial Report, and **with the recommendation of the Finance and Facilities Committee, sitting as the Audit Committee, staff requests approval of the Oregon Tech FY 2023 Annual Financial Report and Audit.**

Attachments

Attachment A- Governance Communication Letter
Attachment B- Management Representation Letter

CliftonLarsonAllen LLP
CLAconnect.com

Members of the Board
Oregon Institute of Technology
Klamath Falls, Oregon

We have audited the financial statements of the business-type activities and the discretely presented component unit of Oregon Institute of Technology as of and for the year ended June 30, 2023, and have issued our report thereon dated March 27, 2024. Our report made reference to other auditors who audited the discretely presented component unit. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit in our Engagement Agreement dated June 22, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings or issues

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Oregon Institute of Technology are described in Note 1 to the financial statements.

As described in Note 1, the University adopted the requirements of Governmental Accounting Standards Board (GASB) Statements No. 96, *Subscription-Based Information Arrangements (SBITA)* and No. 94 *Public-Private and Public-Public Partnerships (PPP) and Availability Payment Arrangements (APA)*, during the fiscal year ending June 30, 2023. Accordingly, these accounting change have been applied to the beginning of the earliest comparative period presented.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management□s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management□s estimate of the allowance for uncollectible receivables is based on historical collection rates.

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See CLAglobal.com/disclaimer.

- Oregon Public Employees Retirement System (PERS) net pension asset/liability and related deferred inflows and outflows are recognized based on estimated actuarial data provided by PERS. The University is allocated a percentage of this liability determined by the state of Oregon□s Department of Administrative Services (DAS) and this allocated percentage is then reviewed by the Secretary of State Audits Division.

- Capital assets are depreciated using the straight-line method over the estimated useful lives of the assets. Estimated useful lives range from 5 to 50 years.

- Oregon Public Employees Retirement System (PERS) net other postemployment benefit (OPEB) liabilities and the Public Employees□ Benefit Board (PEBB) OPEB liability, and related deferred inflows and outflows, are recognized based on estimated actuarial data provided by PERS and PEBB. The University is allocated a percentage of this liability determined by the State of Oregon□s Department of Administrative Services (DAS) and this allocated percentage is then reviewed by the Secretary of State Audits Division.

- Compensated absences and related personnel expenses are recognized based on estimated balances due to employees for vacation and sick leave. The limitations on such payments are defined by the rules associated with the personnel systems at Oregon Institute of Technology.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures. The financial statement disclosures are neutral, consistent, and clear

Significant unusual transactions

We identified no significant unusual transactions.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has determined that the effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The following summarizes uncorrected misstatements of the financial statements:

1. *Higher Education Emergency Relief Funding (HEERF) Grant Revenue Recognition*: Amongst other compliance requirements, there are barriers to entry regarding revenue recognition as part of the grant agreement with the Department of education for the HEERF Institutional grant appropriations. Institutions are only eligible to recognize revenue in proportion to the expending/recognition of the HEERF Student funding. The University recognized HEERF Institutional funding in excess of the HEERF Student recognition during the year end June 30, 2022, by approximately $492,000 which should be revenue during the year end June 30, 2023. The passed audit adjustment during the year-end June 30, 2023, would be an increase to Higher Education Emergency Relief Funding Grant Revenue by $492,000 and a decrease to net position by $492,000.

Uncorrected misstatements or the matters underlying uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even if management has concluded that the uncorrected misstatements are immaterial to the financial statements under audit.

Corrected misstatements

None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

The following immaterial misstatement detected as a result of audit procedures was corrected by management:

- Accrued payroll at June 30, 2023 was over accrued for contracted faculty by $710,688. An entry was booked to decrease payroll expense and payroll liability at year end by the amount noted.
- Reclassify Federal Grant revenue incorrectly included as State grant revenue by $446,912. An entry was booked to increase federal grant revenue and decrease state grant revenue.
- Correct OMIC membership in-kind revenue that was not recorded by management. And entry was proposed to increase auxiliary revenue by $575,040 and increase auxiliary operating expenses.
- Reclassify the current portion of the SBITA liability by $255,000. An entry was booked to increase the current portion of long-term debt and decrease the long-term portion of long term debt.

Disagreements with management

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors report. No such disagreements arose during our audit.

Circumstances that affect the form and content of the auditors report

As previously communicated to you, the report was modified to include an emphasis-of-matter paragraph in our auditors report reflecting the adoption and implementation of GASB Statement No. 96.

Management representations

We have requested certain representations from management that are included in the management representation letter dated March 27, 2024.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a second opinion on certain situations. If a consultation involves application of an accounting principle to the entity s financial statements or a determination of the type of auditors opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity s auditors. However, these

discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Audits of group financial statements

We noted no matters related to the group audit that we consider to be significant to the responsibilities of those charged with governance of the group.

Limitations on the group audit

There were no restrictions on our access to information of components or other limitations on the group audit.

Required supplementary information

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management□s responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

Supplementary information in relation to the financial statements as a whole

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated March 27, 2024.

Other information included in annual reports

Other information (financial or nonfinancial information other than the financial statements and our auditors report thereon) is being included in your annual report and is comprised of Oregon Tech Board of Trustees and Oregon Tech Executive Officers and the Message from the President. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information included in your annual report and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. Our auditors report on the financial statements includes a separate section, Other Information, which states we do not express an opinion or any form of assurance on the other information included in the annual report. We did not identify any material inconsistencies between the other information and the audited financial statements.

* * *

This communication is intended solely for the information and use of the Members of the Board and management of Oregon Institute of Technology and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Denver, Colorado
March 27, 2024

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Attachment B- Management Representation Letter

Oregon TECH
Oregon Institute of Technology

FINANCE AND ADMINISTRATION
John Harman, MBA, CGMA, CMPE Vice President
3201 Campus Drive, Klamath Falls, OR 97601
541.885.1105 (Office) john.harman@oit.edu

March 27, 2024

CliftonLarsonAllen LLP
8390 East Crescent Parkway, Suite 600
Greenwood Village, CO 80111

This representation letter is provided in connection with your audits of the financial statements of Oregon Institute of Technology (the University), which comprise the respective financial position of the business-type activities and the discretely presented component unit as of June 30, 2023 and 2022,, and the respective changes in financial position and, where applicable, cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to misstatements that are material. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

We confirm, to the best of our knowledge and belief, as of March 27, 2024, the following representations made to you during your audits of the financial statements as of and for the years ended June 30, 2023 and 2022.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement agreement dated June 22, 2023, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. The financial statements include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.

2. We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

4. Methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures, including those measured at fair value, are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.

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5. Significant estimates have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Significant estimates are estimates at the financial statement date that could change materially within the next year.

6. Related party relationships and transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

7. All events occurring subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

8. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements for each opinion unit. The only uncorrected adjustment was related to Oregon Institute of Technology basic financial statements and was related to the recognition of Federal Grant Revenue in the amount of $492,000 that was recognized during the year June 30, 2022, however should have been deferred and recognized in June 30, 2023. The passed adjusting entry would be to reduce net position by $492,000 and increase Federal Grant revenue by $492,000. No uncorrected misstatements were reported for any other reporting unit.

9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.

10. Guarantees, whether written or oral, under which the entity is contingently liable, if any, have been properly recorded or disclosed in accordance with U.S. GAAP.

11. Arrangements with financial institutions involving repurchase, reverse repurchase, or securities lending agreements, compensating balances, or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements, have been properly recorded or disclosed in the financial statements (as applicable).

12. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.

13. The methods and significant assumptions used result in a measure of fair value appropriate for financial statement measurement and disclosure purposes.

14. We have analyzed all lease contracts and have considered and recorded material embedded leases contained within other contracts in accordance with U.S. GAAP.

15. We have implemented GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* and GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements,* during the audit period. We have implemented the new accounting standards in accordance with the transition guidance prescribed in the standards. We have sufficient and appropriate documentation supporting all estimates and judgments underlying the amounts recorded and disclosed in the financial statements.

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16. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

17. Capital assets have been evaluated for impairment as a result of significant and unexpected decline in service utility. The University has disclosed the temporary impairment of the geothermal plant due to being out of service for repairs at year end. For other assets, impairment loss and insurance recoveries have been properly recorded, if applicable.

18. We believe that all material expenditures that have been recorded as prepaid expenses and deferred outflows will be recoverable in future periods.

19. We believe that the actuarial assumptions and methods used to measure pension and other postemployment benefits (OPEB) liabilities and costs for financial accounting purposes are appropriate in the circumstances.

20. We are not aware of any potential or frequent changes to the State of Oregon pension and other postretirement benefit plans for which the University is a participant.

21. We believe we have appropriately reported and disclosed the effect of the GASB 72 "*Fair Value Measurement and Application*".

22. We have no knowledge of an asset retirement obligation in accordance with U.S GAAP (GASB 83, *Asset Retirement Obligations*). We are not aware of an external obligating event related to an asset retirement that includes the following:

    a. Approval of federal, state, or local laws and regulations.

    b. Creation of a legally binding contract

    c. Issuance of a court judgment

23. Our participation in the Public Universities Risk Management and Insurance Trust has been properly reported and disclosed in the financial statements.

Information Provided

1. We have provided you with:

    a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records (including information obtained from within and outside of the general and subsidiary ledgers), documentation, and other matters.

    b. Additional information that you have requested from us for the purpose of the audit.

    c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

    d. Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.

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e. All communications from regulatory agencies, grantors, lenders, and other funding sources concerning noncompliance with, or deficiencies in, financial reporting practices.

f. All communications from regulatory agencies, grantors, lenders, and other funding sources concerning noncompliance with the provisions of laws, regulations, contracts, and grant agreements.

g. Access to all audit or relevant monitoring reports, if any, received from funding sources.

2. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.

3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

4. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:

   a. Management;

   b. Employees who have significant roles in internal control; or

   c. Others when the fraud could have a material effect on the financial statements.

5. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, grantors, regulators, or others.

6. We have no knowledge of any instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements, or waste or abuse whose effects should be considered when preparing financial statements.

7. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.

8. Other than the matters already disclosed, there are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.

9. We have disclosed to you the identity of all the entity's related parties and all the related party relationships and transactions of which we are aware, including any side agreements.

10. The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral, except as made known to you and disclosed in the financial statements.

11. We have a process to track the status of audit findings and recommendations.

12. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

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13. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

14. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the University, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

15. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

16. The entity has complied with all aspects of contractual or grant agreements that would have a material effect on the financial statements in the event of noncompliance.

17. We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.

18. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.

19. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures, jointly governed organizations, and other related organizations.

20. The financial statements properly classify all funds and activities.

21. Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.

22. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.

23. Provisions for uncollectible receivables have been properly identified and recorded.

24. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

25. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

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26. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

27. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly valued and disclosed.

28. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.

29. We have reviewed our capital assets for potential asset retirement obligations and believe there are no significant liabilities to be recorded or disclosed.

30. We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.

31. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

32. We acknowledge our responsibility for the preparation of the other information included in our annual report, which is comprised of Oregon Tech Board of Trustees and Oregon Tech Executive Officers and the Message from the President (other information). The other information is consistent with the financial statements and does not contain any material misstatements. With regard to the other information that has not been provided to you, the final version of the documents will be provided to you when available, and prior to issuance of the annual report by the entity, so that you can complete your required procedures. We agree to correct material inconsistencies that you may identify.

33. With respect to federal award programs:

    a. We are responsible for understanding and complying with, and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) including requirements relating to preparation of the schedule of expenditures of federal awards.

    b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement and presentation of the SEFA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA.

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c. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and included in the SEFA expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.

d. We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.

e. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.

f. We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.

g. We have received no requests from a federal agency to audit one or more specific programs as a major program.

h. We have complied with the direct and material compliance requirements, including when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards.

i. We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.

j. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.

k. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E)

l. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.

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m. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.

n. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.

o. There are no known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.

p. We have disclosed to you whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies and/or material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditors' report.

q. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.

r. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.

s. We have monitored subrecipients, as necessary, to determine that they have expended subawards in compliance with federal statutes, regulations, and the terms and conditions of the subaward and have met the other pass-through entity requirements of the Uniform Guidance.

t. We have issued management decisions for audit findings that relate to federal awards made to subrecipients and such management decisions have been issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse. Additionally, we have followed-up ensuring that the subrecipient has taken timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means that pertain to the federal award provided to the subrecipient.

u. We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.

v. We have charged costs to federal awards in accordance with applicable cost principles.

w. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.

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x. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.

y. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.

z. We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.

aa. We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.

bb. The University has not been notified by the U.S. Department of Education of the loss of eligibility for one or all of the Title IV programs due to high default rates.

cc. The University has reported to the U.S. Department of Education for investigations all known criminal misconduct, if any, involving Title IV funds by any student, employee, third-party servicer, or other agent of the institution involved in the administration of the University's Title IV programs.

dd. The University or its employees have not received any direct or indirect benefits from lenders related to the University's Title IV loan programs.

ee. The University, members of governance, or its President are not responsible for a crime involving federal student audit program funds, have not pled guilty to, or pled nolo contendere to, or been found guilty of, a crime involving Title IV funds or been judicially determined to have committed frauds involving Title IV funds.

ff. The University has not filed for bankruptcy and are in compliance with the Department of Education financial responsibility requirements.

gg. The University is not participating in the Zone Alternative.

DocuSigned by:
Nagi Naganathan
6B9CA1E0D200440...
Nagi G. Naganathan, Ph.D., ASME Fellow
President

DocuSigned by:
John Harman
810DBFAB89064A4...
John A. Harman
Vice President for Finance & Administration

DocuSigned by:
Michelle Meyer
472883C4A53F4C4...
Michelle E.R. Meyer
Director of Audit and Compliance

ACTION

Agenda Item No. 7.3

FY 2023 Single Audit Report

Background

Oregon Tech receives federal funds through financial aid programs, grants, awards and more recently through Higher Education Emergency Relief Funds (HEERF) related to the COVID-19 pandemic.

Nonprofit and governmental organizations with federal expenditures in excess of $750,000 annually are required by law to have an annual Single Audit. This includes an audit of financial statements and a compliance audit of federal awards. The Single Audit reviews internal controls and whether federal funds were managed in compliance with applicable federal requirements for grants and awards.

A Single Audit is often referred to as a *Uniform Guidance Single Audit* because provisions applicable to most federal awards are contained in Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The Single Audit for the fiscal year (FY) ended June 30, 2023 was performed by CliftonLarsonAllen LLP (CLA) in conjunction with Oregon Tech staff. The FY 2022 Single Audit Report is attached below (Attachment A), includes CLA's independent auditors' reports on (a) Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, and (b) Compliance for Each Major Federal Program, Report on Internal Control Over Compliance and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance.

CLA has issued an unmodified (clean) opinion with regard to financial statements and federal awards as outlined in the attached Oregon Tech Fiscal Year 2023 Single Audit Report. Copies will be provided to all members of the Board of Trustees.

Staff Recommendation

After review of the FY 2023 Single Audit Report, and with the recommendation of the Finance and Facilities Committee, sitting as the Audit Committee, **staff requests a Motion by the Board to accept the Oregon Tech FY 2023 Single Audit Report.**

Attachments

Attachment A- Oregon Tech Single Audit Report for the Year Ended June 30, 2023

ACTION ITEM

Agenda Item No. 7.4
Request for Approval: Academic Year 2024-25 Tuition & Fees

Legislative and HECC Background

A primary responsibility of the Oregon Tech Board of Trustees is to establish tuition and mandatory enrollment fees each year. Oregon Revised Statute (ORS) 352.102 outlines the Board's responsibilities relative to tuition and mandatory enrollment fees. The statute stipulates that the Governing Board shall:

- *establish a collaborative and inclusive process for determining tuition and mandatory enrollment fees,*
- *require the university to establish a written process describing the role of an advisory board and its relationship to the president and the university,*
- *outline specific information and analysis which must be presented to the advisory board,*
- *request the president transmit a joint tuition and fee recommendation, including both the president's and the recognized student government's tuition and fee recommendations orany minority report,*
- *stipulate limitations on authority to adjust tuition and mandatory enrollment fees to increases at or below 5% without prior authorization from the HECC or legislature, and*
- *limit its ability to delegate the responsibility to set tuition and mandatory enrollment fees.*

The Oregon Tech Board of Trustees established its Policy on Resident Undergraduate Tuition and Mandatory Enrollment Fee Process in compliance with ORS 352.102. This policy designates the Tuition Recommendation Committee (TRC) as the University's advisory body for developing tuition recommendations, as well as a tuition setting process and policy framework as required by ORS 352.102, Section 5.1, which specifically states:

> *The Tuition Recommendation Committee shall meet at least twice between Januaryand February prior to providing the president with written recommendations on proposed tuition and mandatory fee rates for resident undergraduate students for the upcoming academic year; these meetings shall be open to the student body. A minimum of one public forum shall be held at the Klamath Falls campus and a minimum of one at the Portland-Metro campus to discuss and solicit input on the proposed tuition and mandatory fees; and broad notification of the forum shall be made to the university community.*
>
> *To assist in making its recommendations, the Tuition Recommendation Committee shall receive a plan for how the Board of Trustees and Administration are managing costs on an ongoing basis and a plan for how resident tuition and mandatory enrollment fees could be decreased if the university receives more moneys from the state than anticipated.*
>
> *When advising the president, the Tuition Recommendation Committee shall include input received at the public forum and considerations regarding the mechanisms by which moneys are appropriated by*

> *the Legislative Assembly to the Higher Education Coordinating Commission for allocation to universities, historical tuition and fee trends, comparative data for peer institutions, the University's budget and projected cost increases, and anticipated state appropriation levels. In addition to the recommendations, the report shall convey deliberations and observations of the Tuition Recommendation Committee and must include any minority report requested by a Tuition Recommendation Committee member and any documents produced or received by the Tuition Recommendation Committee. The president shall bring the recommendations report and all associated documents to the Board for approval.*
>
> *When setting tuition and fees, the Board may consider a number of factors, including the intent to (a) create affordable access to degree programs, (b) create a diverse student body, (c) maintain strong degree programs at every level, (d) develop and maintain the human and physical infrastructure necessary to support the university's educational outcome goals, and (e) maintain the fiscal integrity of the institution over the long-term.*

The Higher Education Coordinating Commission (HECC), in an effort to increase transparency and predictability for universities during the tuition setting process, approved a Permanent Administrative Rule, effective February 14, 2023, entitled, *"Tuition Increase Process and Criteria"* to be utilized in determining whether or not a proposed tuition increase of greater than five percent (5%) is "appropriate," as is required by Oregon Law. Although the Committee did not recommend an increase in excess of five percent (5%), these criteria were folded into the TRC discussions and include three focus areas:

Focus Area One: Fostering an Inclusive and Transparent Tuition-Setting Process. Specifically, the institution must demonstrate that students had multiple opportunities to engage in the tuition-setting process,and that information about the tuition-setting process was easily accessible and in compliance with ORS 352.102.

Focus Area Two: Safeguarding Access and Support for Degree Completion by Historically Underrepresented Students. Specifically, the institution must demonstrate the impact of tuition increases above and below five percent (5%) on remission programs and support services for underrepresented students; and that the university has a plan for reducing tuition if there is additional state funding available.

Focus Area Three: Financial Conditions Demonstrating the Need for Resident, Undergraduate Tuition to be Increased More than 5%. Specifically, the university is required to explain the cost drivers and revenue dynamics that are causing tuition to increase above five percent (5%) and the impact on the university's mission; and that the university is implementing cost containment efforts.

Committee Principles

The TRC established a set of guiding principles to inform the deliberation and recommendation process. The Committee also read and reviewed the statutory and policy requirements of the group at its first and subsequent meetings. These guiding principles were referenced during meetings and forums.

Guiding Principles:

- Consider long-term factors when recommending the single-year decisions.
- Recognize the importance of affordability for students.
- Tuition levels should be developed using data and information, including internal budget, comparative institutions, and external cost indices.
- Maintain the service level, quality and support that Oregon Tech currently provides students.

Process Requirements:

- Transparent communication with stakeholders with an appropriate level of detail
- Committee will utilize data and information throughout the process (see Attachment F)
- Respectful communications and ask questions

TRC and ASOIT Recommendations

The TRC is comprised of students, faculty, staff and the chair of the Fiscal Operations Advisory Council (FOAC) and met four times, between January and March 2024. The Committee also held two in-person/virtual public forums in conjunction with the Associated Students of Oregon Institute of Technology (ASOIT) through in-person and virtual media conferencing with the Klamath Falls and Portland-Metro campuses. These forums were held in February to educate the campus community on the tuition setting process and budget dynamics impacting the university, as well as to solicit feedback from students on a range of tuition scenarios developed by the TRC. Feedback from the forums was incorporated into the TRC recommendation.

TRC acted by consensus and reviewed financial projections, current tuition, and fee rates at other Oregon public universities and competitor institutions outside the state as well as other information and background materials in arriving at a tuition and fees recommendation for Academic Year (AY) 2024-25.

Following completion of the TRC process and compilation of the Staff Report dated March 25, 2024, the ASOIT developed its own tuition and fees recommendation. Both recommendations are provided below:

TRC Academic Year 2024-25 Tuition and Fees Recommendation:

- Increase Academic Year 2024-25 base tuition and fees by five percent (5%), (see Tables below)
  - This is comprised of a five percent (5%) increase to base tuition, with no increase in health service or building fees at either the Klamath Falls or the Portland-Metro campus for students enrolled for the regular academic year.
- Request that the President ask the Board, in his recommendation, to consider an increase of less than five percent (5%) if fiscally prudent.
- Differential tuition related to Health and Engineering Technology programs shall remain at the current thirty-seven percent 37% premium on base tuition rates (see Attachment G), and;
- Finally, the president or his designee is delegated such authority 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.

ASOIT Academic Year 2024-25 Tuition and Fees Recommendation:

- Increase academic year 2024-25 base tuition and fees by five percent (5.0%), and;
- If allocations to Oregon Tech for FY 2024-25 from the Student Success and Completion Model (SSCM) exceed the amount previously forecasted by HECC, consideration be given to reducing the amount of the 2024-25 increase, and;
- Differential tuition related to Health and Engineering Technology programs remain at the current 37% premium on base tuition rates, and;
- Tuition remissions increase to approximately 14% of tuition revenue.

The Incidental Fee Commission (IFC) has made various recommendations related to changes in incidental fees. The Commission recommended incidental fees at the Klamath Falls campus increase to $456.30 from $422.50 for students with six or more credit hours. For students with less than six credit hours, the first hour would be assessed at $267.30 and would increase in equal $37.50 increments for each additional credit. Summer incidental fees for Klamath Falls were recommended to be $75 regardless of the number of credit hours enrolled. For the Portland-Metro campus, the incidental fees were recommended to increase to $100 from $95 for students enrolled for six credit hours or more. For students enrolled in less than 6 credit hours or enrolled for summer, it was recommended the fee remain at $50.

These tuition and fee recommendations are outlined in the Tables below.

Presidential Academic Year 2024-25 Tuition and Fees Recommendation

In consideration of the recommendations of the TRC, ASOIT and IFC (see Attachments B, C, D and E), and after consultation with the executive staff and members of the university, the president is recommending to the Board of Trustees:

- Increase academic year 2024-25 base tuition and fees by four and one-half percent (4.5%), (see appended Tables below)
    - The above increase is a four and one-half percent (4.5%) increase in base tuition, with no increase in health service or building fees at either the Klamath Falls or Portland-Metro campuses.
- Differential tuition related to Health and Engineering Technology programs shall remain at the current thirty-seven percent (37%) premium on base tuition rates (see Attachment G),
- Tuition Remissions shall be moderated to approximately fourteen percent (14%) of tuition revenue.
- Incidental fees at the Klamath Falls campus shall increase from $422.50 to $456.30 for students with six or more credit hours. For students with less than six credit hours, the first hour will be assessed at $267.30 and will increase in equal $37.80 increments for each additional credit hour. Summer incidental fees for Klamath Falls will be $75 regardless of the number of credit hours enrolled (see Attachment D)
- Incidental fees for the Portland-Metro campus increase from $95 to $100 for students enrolled

for six credit hours or more. For students enrolled in less than 6 credit hours, or enrolled for summer, the fee shall remain at $50 (see Attachment E), and;

- Finally, the president or his designee is delegated such authority 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.

The Tables below summarize the recommended changes at the level of a four and one-half percent (4.5%) increase in base tuition and fees. With these revised tuition and fees rates, Oregon Tech tuition will continue to be competitive with other institutions featuring similar programs both within and outside the state.

Table-4.5% Increase to Oregon Tech Tuition and Fees				
		AY 2023-24 Rate/SCH	AY 2024-25 Rate/SCH	Net % Change
Undergraduate	Resident	$233.16	$243.65	4.5%
	WUE	$349.74	$365.48	4.5%
	Non-Resident	$742.16	$775.56	4.5%
	Differential	37%	37%	
Special Programs	Medical Lab Sciences (R)	$319.43	$333.80	4.5%
	Medical Lab Sciences (NR)	$577.57	$603.56	4.5%
	Paramedic (R)	$255.01	$266.49	4.5%
	Paramedic (NR)	$365.68	$382.14	4.5%
	Chemeketa Dental Hygiene (R)	$255.01	$266.49	4.5%
	Chemeketa Dental Hygiene (NR)	$828.18	$865.45	4.5%
Graduate	Resident	$536.27	$560.40	4.5%
	Non-Resident	$900.26	$940.77	4.5%
	Differential	37%	37%	
		AY 2023-24 Rate/Term	AY 2024-25 Rate/Term	Net % Change
Doctoral Physical Therapy	Resident	$ 7,282.55	$ 7,610.26	4.50%
	Non-Resident	$ 12,225.56	$ 12,775.71	4.50%
Fees				
		AY 2023-24 Rate/Term	AY 2024-25 Rate/Term	% Change
Klamath Falls	Building	$45.00	$45.00	0.0%
	Incidental[1]	$422.50	$456.30	8.0%
	Health Services[1]	$195.00	$195.00	0.0%
	Student Rec Center	$69.00	$69.00	0.0%
Portland Metro	Building	$45.00	$45.00	0.0%
	Incidental[1]	$95.00	$100.00	5.3%
	Health Services	$63.00	$63.00	0.0%

Notes:

(1) Incidental fees are reduced for summer term and prorated for students taking less than six credits for fall, winter, and spring terms. Klamath Falls health service fee is waived for summer term and is not charged for students with less than six credits for fall, winter and spring terms.

Table- Miscellaneous Rates

AY 2024-25 ONLINE TUITION AND FEES RATES (4.5% increase over Prior AY)

TUITION	RATES
Online Undergraduate Tuition	$322.00/Credit
Online Graduate Tuition	$458.00/Credit
Online Graduate Allied Health Tuition	$458.00/Credit
Online Graduate Engineering & Technology Tuition	$667.00/Credit
FEES	**RATES**
Online Tech Fee	$65.00/Online Course
Matriculation Distance Ed Fee	One-time fee of $50 for Online Students

AY 2024-25 STAFF & STAFF DEPENDENT FEE PRIVILEGES

TUITION	RATES
OIT Staff Undergraduate and Graduate Tuition **(on-campus & online credits)**	$73.00/Credit (up to 12 credits)
OIT Staff Undergraduate and Graduate Dependent Tuition **(on-campus & online credits)**	$73.00/Credit (up to 12 credits)
Other Institution Staff Undergraduate and Graduate Tuition **(on-campus credits only)**	$73.00/Credit (up to 12 credits)
Other Institution Staff Undergraduate and Graduate Dependent Tuition **(on-campus credits only)**	$73.00/Credit (up to 12 credits)
FEES	**RATES**
OIT and Other Institution Staff Fees	Staff do not pay Building, Incidental, Student Rec Center and Health Service Fees but they do pay extra class fees.
OIT and Other Institution Staff Dependent Fees	Staff Dependents pay all on-campus fees and extra class fees.

AY 2024-25 DUAL CREDIT PROGRAM (HST) & ADVANCED CREDIT PROGRAM (ACP)

TUITION	RATES
Dual Credit Program (HST)	$25.00/Credit
Advanced Credit Program (ACP)	$100.00/Course

AY 2024-25 BOEING RATES

TUITION	RATES
Undergraduate Tuition	$610.62/Credit
Graduate Tuition	$780.64/Credit

Attachments and Additional Information

Attachment A- Tuition Recommendation Memo- President Naganathan
Attachment B- Tuition Recommendation Committee Staff Report
Attachment C- Tuition Recommendation Memo- ASOIT- Joint
Attachment D- Incidental Fee Recommendation KF ASOIT
Attachment E- Incidental Fee Recommendation PM ASOIT
Attachment F- Tuition Recommendation Committee Material
Attachment G- Differential Major List

ATTACHMENT A

Oregon TECH
Oregon Institute of Technology
OFFICE OF THE PRESIDENT
Nagi G. Naganathan, Ph.D., ASME Fellow

To: Oregon Tech Board of Trustees

From: Nagi G. Naganathan
President

Re: **President's Recommendation for Academic Year 2024-25 Tuition and Fees**

Date: April 2, 2024

As required by statute, through this memorandum, I submit my recommendation for tuition and fees for the 2024-25 academic year to the Oregon Tech Board of Trustees. This recommendation was developed through an open and consensus-driven process led by the Tuition Recommendation Committee (TRC), a dedicated group of students, faculty, and administrators from both major campuses.

The TRC met four times beginning in January of this year and concluded their process in March after two campus forums. I sincerely appreciate their dedication to the University and the engagement of students during this process. The Committee's responsibilities, process, and guiding principles are more fully outlined in the Tuition Recommendation Committee Staff Report (See Attachment B). At the conclusion of the process, the TRC recommended a five percent (5%) increase in base tuition and fees. ASOITs made their recommendation, which is also aligned with TRC's recommendation (see Attachment C). I also received separate recommendations from the Incidental Fee Committee (IFC) (see Attachments D and E).

It is important to note that the TRC and University administration considered tuition options both above and below the final recommended amount. When reflecting on the principles articulated by the students, faculty, and staff of the Committee, evaluating comparator university tuition, internal budget projections, salary data for graduates, and many other data points, the group agreed the best interest of students is served by adequately supporting quality programs and continuing the investment in our recognized professional programs.

I want to convey my sincere appreciation to the members of the TRC, IFC work groups, and ASOIT for conducting a thorough and collaborative process through open and supportive deliberations. These deliberations engaged stakeholders at all levels in reaching a recommendation in a challenging state budget environment. However, as discussed during the TRC proceedings, the University is also pressured to pursue a tuition increase as a last measure to raise revenue to meet expenses in a challenging budget environment. TRC and the ASOIT also requested that the Board consider lowering the recommended tuition rate, if fiscally prudent.

In consideration of the recommendations of the TRC, ASOIT and IFC (see Attachments B, C, D and E), and in recognition of the collaborative conclusion of the process, I am recommending the following for the Board's consideration.

Presidential Recommendation for Academic Year 2024-25 Tuition and Fees

- Increase academic year 2024-25 base tuition and fees by four and one-half percent (4.5%). Please see the appended tables.
    - The above increase is a four-and-one-half percent (4.5%) increase in base tuition, with no increase in health service or building fees at either the Klamath Falls or Portland-Metro campuses.
- Differential tuition related to Health and Engineering Technology programs shall remain at the current thirty-seven percent (37%) premium on base tuition rates (see Attachment G).
- Tuition remissions shall be moderated to approximately fourteen percent (14%) of tuition revenue.
- Incidental fees at the Klamath Falls campus shall increase from $422.50 to $456.30 for students with six or more credit hours. For students with less than six credit hours, the first hour will be assessed at $267.30 and will increase in equal $37.80 increments for each additional credit hour. Summer incidental fees for Klamath Falls will be $75 regardless of the number of credit hours enrolled (see Attachment D).
- Incidental fees for the Portland-Metro campus shall increase from $95 to $100 for students enrolled for six credit hours or more. For students enrolled in less than six credit hours, or enrolled for summer, the fee shall remain at $50 (see Attachment E).
- Finally, I request the president or their designee be delegated such authority 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.

The University is committed to continuously improving operational efficiencies to offset cost increases and unpredictable levels of state funding, which is further compounded by the current economic climate and lingering effects of the pandemic.

Specific tuition and fee recommendations are outlined in the Tables included in the following two pages.

I thank you for your consideration of this recommendation. ■

Table-4.5% Increase to Oregon Tech Tuition and Fees				
		AY 2023-24 Rate/SCH	AY 2024-25 Rate/SCH	Net % Change
Undergraduate	Resident	$233.16	$243.65	4.5%
	WUE	$349.74	$365.48	4.5%
	Non-Resident	$742.16	$775.56	4.5%
	Differential	37%	37%	
Special Programs	Medical Lab Sciences (R)	$319.43	$333.80	4.5%
	Medical Lab Sciences (NR)	$577.57	$603.56	4.5%
	Paramedic (R)	$255.01	$266.49	4.5%
	Paramedic (NR)	$365.68	$382.14	4.5%
	Chemeketa Dental Hygiene (R)	$255.01	$266.49	4.5%
	Chemeketa Dental Hygiene (NR)	$828.18	$865.45	4.5%
Graduate	Resident	$536.27	$560.40	4.5%
	Non-Resident	$900.26	$940.77	4.5%
	Differential	37%	37%	
		AY 2023-24 Rate/Term	AY 2024-25 Rate/Term	Net % Change
Doctoral Physical Therapy	Resident	$ 7,282.55	$ 7,610.26	4.50%
	Non-Resident	$ 12,225.56	$ 12,775.71	4.50%
Fees				
		AY 2023-24 Rate/Term	AY 2024-25 Rate/Term	% Change
Klamath Falls	Building	$45.00	$45.00	0.0%
	Incidental[1]	$422.50	$456.30	8.0%
	Health Services[1]	$195.00	$195.00	0.0%
	Student Rec Center	$69.00	$69.00	0.0%
Portland Metro	Building	$45.00	$45.00	0.0%
	Incidental[1]	$95.00	$100.00	5.3%
	Health Services	$63.00	$63.00	0.0%

Notes:

(1) Incidental fees are reduced for summer term and prorated for students taking less than six credits for fall, winter, and spring terms. Klamath Falls health service fee is waived for summer term and is not charged for students with less than six credits for fall, winter and spring terms.

Table- Miscellaneous Rates

AY 2024-25 ONLINE TUITION AND FEES RATES (4.5% increase over Prior AY)

TUITION	RATES
Online Undergraduate Tuition	$322.00/Credit
Online Graduate Tuition	$458.00/Credit
Online Graduate Allied Health Tuition	$458.00/Credit
Online Graduate Engineering & Technology Tuition	$667.00/Credit
FEES	**RATES**
Online Tech Fee	$65.00/Online Course
Matriculation Distance Ed Fee	One-time fee of $50 for Online Students

AY 2024-25 STAFF & STAFF DEPENDENT FEE PRIVILEGES

TUITION	RATES
OIT Staff Undergraduate and Graduate Tuition **(on-campus & online credits)**	$73.00/Credit (up to 12 credits)
OIT Staff Undergraduate and Graduate Dependent Tuition **(on-campus & online credits)**	$73.00/Credit (up to 12 credits)
Other Institution Staff Undergraduate and Graduate Tuition **(on-campus credits only)**	$73.00/Credit (up to 12 credits)
Other Institution Staff Undergraduate and Graduate Dependent Tuition **(on-campus credits only)**	$73.00/Credit (up to 12 credits)
FEES	**RATES**
OIT and Other Institution Staff Fees	Staff do not pay Building, Incidental, Student Rec Center and Health Service Fees but they do pay extra class fees.
OIT and Other Institution Staff Dependent Fees	Staff Dependents pay all on-campus fees and extra class fees.

AY 2024-25 DUAL CREDIT PROGRAM (HST) & ADVANCED CREDIT PROGRAM (ACP)

TUITION	RATES
Dual Credit Program (HST)	$25.00/Credit
Advanced Credit Program (ACP)	$100.00/Course

AY 2024-25 BOEING RATES

TUITION	RATES
Undergraduate Tuition	$610.62/Credit
Graduate Tuition	$780.64/Credit

ATTACHMENT B

TUITION RECOMMENDATION COMMITTEE STAFF REPORT

Oregon TECH

Oregon Institute of Technology

Tuition Recommendation Committee

Staff Report for

Academic Year 2024-25

Tuition Setting Process Report

March 25, 2024

Academic Year 2024-25 Tuition Recommendation

The Tuition Recommendation Committee (TRC), through an inclusive and consensus-driven process, has recommended a tuition increase for Academic Year (AY) 2024-25. The Oregon Tech academic year begins with Fall and continues through Winter, Spring and Summer terms. The recommendation assumes the Higher Education Coordinating Commission (HECC) Student Success and Completion Model (SSCM) distribution methodology remains unchanged. FY 2024-25 is the second year in the 2023-25 biennium. The TRC discussed the dynamics impacting the University's budget in the short-term and long-term as well as the state's funding allocation methodology. The deliberations were guided by a set of principles established by the Committee with a particular focus on balancing the quality and return on investment of an Oregon Tech degree while minimizing the impact to students, especially those most sensitive to tuition increases, necessitated by the unfortunate budget realities faced by the University.

In order to maintain academic program quality and return on investment of an Oregon Tech education and to ensure continued investments in equipment intensive programs and adequate levels of financial aid to support student affordability and completion, the TRC recommended to the President an increase in the resident undergraduate base tuition rate for AY 2024 -25. Specifically, the base tuition and fees rate increase is recommended at five percent (5%) and the differential rate is recommended to remain unchanged at a thirty-seven percent (37%) premium on base tuition.

TRC Charter, Principles, and Membership

The TRC is established by Board of Trustees policy and is operationalized through a charter and Committee membership approved annually by the President.

The Board Policy on Resident Undergraduate Tuition and Mandatory Enrollment Fee Process establishes a minimum number of meetings, public forums and notification requirements to the student body. The policy also outlines the President's, or their designee's, responsibility to support and provide information to the TRC related to the budget of the University and impact of state funding. The Board Policy further assigns the TRC the role of recommending to the President,changes in tuition and conveying the substance of the group's deliberations and feedback provided at campus open forums.

Oregon Tech's President annually approves charters and membership of University standing committees, commissions, and councils. Administrative members of the TRC are appointed by the President and student members are appointed by the Vice President of Student Affairs in consultation with the Associated Students of Oregon Institute of Technology (ASOIT). There are certain membership requirements established by ORS 352.102. These are incorporated into University policy by the Board of Trustees and were followed in establishing the composition of the Committee. The TRC Charter, as approved by the President, is as follows:

The Tuition Recommendation Committee is responsible for recommending the tuition and mandatory fee rates to the President who must in turn report and recommend mandatory tuition and fees to the Board of Trustees in accordance with ORS 352.102. The Board of Trustees shall request that the President transmit to the Board the joint tuition recommendation of the President and the recognized student government.

This Committee is comprised of six students representing both the Klamath Falls and Portland-Metro campuses and is appointed by the ASOIT President(s), two of which represent ASOIT and two of which represent historically underserved students of the University, as defined by the University; two faculty, one of which is the Fiscal Operations Advisory Council (FOAC) chair and at least two administrators. Any changes to the Committee structure required by ORS 352.102, subsequent controlling statutes or Board Policy may be made without notification. The President shall designate one member to chair the Committee.

Before making any recommendation to increase tuition and mandatory fees, but especially when the proposed increase is more than five percent annually, the Committee must document its consideration of the impact on students, and the necessity of the increase in achieving the mission of the University. The Committee shall provide meaningful opportunities for members of the student government and students at large to participate in the process and deliberations.

The Committee will meet at least twice during January – February. Its meetings shall be open to the public and broad notification of the meetings shall be made to the University community. The Committee will consider the guidelines provided by the Board, information provided by the Administration, and such other matters as shall seem appropriate.

The membership and affiliation of the TRC is listed below:

TRC Members for 2023-24	Committee Role	Organizational Role	Location
John Harman - Chair	Voting Administrator	Vice President for Finance &Administration	Klamath Falls
Mandi Clark- Ex-Officio (1)	Voting Administrator	Associate Vice President of Student Affairs	Klamath Falls
Joanna Mott	Voting Administrator	Provost &Vice President of Academic Affairs	Klamath Falls
Josephine Ness (2)	Voting Administrator	Director of Admissions	Klamath Falls
Anna Clark	Voting Administrator	Assistant Director of Budget	Klamath Falls
Alicia Dillon	Voting Administrator	Associate Vice President of Finance &Controller	Klamath Falls
Kendal Marks	Voting Administrator	Financial Aid &Registration Coordinator	Klamath Falls
Don DaSaro	Voting FOAC Chair	FOAC Chair, Assistant Professor	Klamath Falls
Feng Shi	Voting Faculty	Associate Professor	Klamath Falls
Riley Ambrose	Voting Student	ASOITVice President, Klamath Falls	Klamath Falls
Taylor Jacobs	Voting Student	ASOITRepresentative, Portland-Metro	Portland Metro
Jordan Spencer	Voting Student	Klamath Falls Student	Klamath Falls
Graeme Wiltrout	Voting Student	Klamath Falls Student	Klamath Falls
Mike Duncan	Voting Student	Klamath Falls Student	Klamath Falls
Ryland White	Voting Student	ASOITVice President, Portland-Metro	Portland Metro
(1) Votes per Robert's Rules, but does not count toward determining a quarum			
(2) Gave Proxy to Dr. Stringer			

The Committee was supported by, and is grateful to staff members, from various units across the

University, tasked with providing information to the Committee.

At the TRC's first meeting on January 24, 2024, the Committee discussed and adopted a set of governing principles and process guidelines for the tuition development process. These guidelines established both how the group would conduct its meetings and engagements with students throughout the development and decision-making process and the priorities it had to balance in recommending tuition levels to the President for AY 2024-25. These principles were discussed at TRC meetings and in campus forums, as these were integral to the TRC's deliberations. The TRC Guiding Principles and Process Guidelines are as follows:

Guiding Principles:

- Consider long-term factors when recommending the single year decisions.
- Recognize the importance of affordability for students.
- Tuition levels should be developed using data and information, including internal budget, comparator institutions and external cost indices.
- Maintain the current service level, quality and support that Oregon Tech provides to students.

Process Framework:

- Communicate openly and transparently with all stakeholders with appropriate detail.
- The Committee will utilize data and information throughout the process.
- Communicate respectfully and ask questions.

ORS 352.102 Process Requirements & HECC Tuition Increase Criteria

ORS 352.102 outlines certain requirements for the composition of each University's tuition advisory body and the process by which it operates.

Oregon Tech has a long and successful history of an inclusive tuition setting process, including students, faculty, and administrative staff. The Oregon Tech Board of Trustees' policy on tuition setting and the Presidential charge of the TRC included in the Oregon Tech Committees, Commissions, and Councils (2024-25) are in alignment with the requirements of ORS 352.102. Below is an analysis of the requirements outlined by ORS 352.102, and the steps taken by the TRC to meet these requirements.

Section 2(1) requires that each public University establish "…an advisory body to advise the President of the University on the President's recommendation to the governing board regarding tuition and mandatory enrollment fees for the upcoming academic year."

- The TRC is the "advisory body," as required by ORS 352.102 for Oregon Tech.

Section 2(2) outlines certain requirements regarding Committee membership and "…establish a written document describing the role of the advisory body[.]"

- This was accomplished through the distribution of membership as agreed to between the Vice President of Student Affairs and ASOIT for student members, and as assigned by the President

for faculty and administrative members of the Committee. The President's charge for the Committee and the Oregon Tech Board of Trustees' Policy on Resident Undergraduate Tuition and Mandatory Enrollment Fee Process outlines the role and relationships of the advisory body, the University, the President and the Board of Trustees in the tuition setting process.

Section 2(3) includes training requirements regarding the University's budget, state appropriations and mechanisms of their distribution, historical relationships between state appropriations and tuition for Committee members.

- Training requirements under this section were accomplished through a series of meetings at the outset of the TRC process spanning from January through March 2024 when tuition setting deliberations were conducted. High level information regarding these topics were provided to the student body during the two in person/virtual tuition forums held to ensure participants had sufficient background information to meaningfully participate in the deliberation and recommendation process. Material presented is available at www.oit.edu/trc.

Section 2(4) requires the University provide "[a] plan for how the University is managing its costs on an ongoing basis and how resident tuition and mandatory enrollment fees may be decreased if the public University receives more moneys from the state than anticipated."

- Information on how the University is managing and its cost structure was incorporated into the TRC's deliberations through modeling the medium-term impact of different tuition levels in relation to known and anticipated cost drivers and then identifying required use of reserves or budget cuts necessary to maintain the financial integrity of the University. This task is challenged by the need for consistent replacement of high-cost equipment in the University's technology focused programs and the University's third year of enrollment decline. FY 2024-25 is the second year of the 2023-25 biennium.

Section 2(5) requires the advisory body, if its recommendation is to increase tuition and mandatory enrollment fees greater than five percent (5%), to document the impact on historically underserved students and the mission of the University.

- Although the TRC recommended increase is not greater than five percent (5%), the TRC facilitated student engagement and discussion of factors impacting the University's budget, including lack of sufficient increases in state funding allocations, enrollment shortfalls and increasing organized labor costs and how continued tuition remissions would help offset these impacts.

Section 2(6) requires that the TRC "provide meaningful opportunities" for the student government and students more broadly to participate in the TRC process and deliberations and report such deliberations in writing to the President. The written report must provide any minority report requested by a member of the advisory body.

- ASOIT officers from the Portland-Metro and Klamath Falls campuses were members of the

TRC. During the deliberation process, the TRC held four meetings that were open to the campus community and public generally, as well as in-person/virtual student forums for both campuses, specifically designed to elicit student feedback and incorporate it into Committee deliberations. As a further step to involve ASOIT, the student government was requested to provide a final tuition recommendation to the President outside of the TRC's recommendation to ensure that students are highly involved in the process. This document constitutes a staff summary of the TRC's deliberations as required by ORS 352.102. No member of the advisory body has requested the inclusion of, or submitted, a minority report.

Section 2(7) requires the University establish a website including all material provided by the University and utilized by the advisory body during its deliberations.

- The University hosted and advertised a website for the TRC – www.oit.edu/trc – and ensured that it was easy and simple for students to find the website. This website includes all material, meeting minutes and tuition setting calendars.

The Committee acted with the necessary due diligence in performing its responsibilities and in meeting the requirements outlined under ORS 352.102 as evidenced in the shared meeting materials, minutes and interactive dialogue of the group.

Conclusion and Recommendation

After significant deliberation and discussion, the TRC completed its charge as outlined by the President, and as embodied in ORS 352.102. Through this document, the TRC outlines its recommendation for tuition and fees levels at Oregon Tech for AY 2024-25.

The TRC found it important when discussing any tuition recommendation to acknowledge the value of maintaining, if not increasing, the quality and strong return on investment an Oregon Tech education provides. This is one of the major reasons why students enroll in Oregon Tech as their institution of choice.

Finally, in order to maintain the quality and strong return on investment an Oregon Tech education provides, ensure continued investments in equipment intensive programs, and create space for increased levels of financial aid to support student affordability and completion, the TRC recommends the following tuition and fee increase to President Naganathan for AY 2024-25:

TRC AY 2024-25 Tuition and Fees Recommendation: (see summary Tuition and Fees Table below)

- Increase academic year 2024-25 base tuition and fees by five percent (5%).
  - This is comprised of a five percent (5%) increase in base tuition with no increase in health service or building fees at either the Klamath Falls or Portland-Metro campuses for the regular academic year.
- Request that the President ask the Board, in his recommendation, to consider an increase of less than five percent (5%) if fiscally prudent.
- Differential tuition related to Health and Engineering Technology programs shall remain at

the current thirty-seven percent (37%) premium on base tuition, and;

- Finally, the President or his designee is delegated such authority 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.

TRC AY 2024-25 Service Recommendation:

- Actively work to retain or improve academic program quality.
- Improve access and consistent availability of courses.
- Recruit faculty in key programs impacted by faculty shortage.

Table-5% Increase to Oregon Tech Tuition and Fees				
		AY 2023-24 Rate/SCH	AY 2024-25 Rate/SCH	Net % Change
Undergraduate	Resident	$233.16	$244.82	5.0%
	WUE	$349.74	$367.23	5.0%
	Non-Resident	$742.16	$779.27	5.0%
	Differential	37%	37%	
Special Programs	Medical Lab Sciences (R)	$319.43	$335.40	5.0%
	Medical Lab Sciences (NR)	$577.57	$606.45	5.0%
	Paramedic (R)	$255.01	$267.76	5.0%
	Paramedic (NR)	$365.68	$383.96	5.0%
	Chemeketa Dental Hygiene (R)	$255.01	$267.76	5.0%
	Chemeketa Dental Hygiene (NR)	$828.18	$869.59	5.0%
Graduate	Resident	$536.27	$563.08	5.0%
	Non-Resident	$900.26	$945.27	5.0%
	Differential	37%	37%	
		AY 2023-24 Rate/Term	AY 2024-25 Rate/Term	Net % Change
Doctoral Physical Therapy	Resident	$ 7,282.55	$ 7,646.68	5.0%
	Non-Resident	$ 12,225.56	$ 12,836.84	5.0%
Fees				
		AY 2023-24 Rate/Term	AY 2024-25 Rate/Term	% Change
Klamath Falls	Building	$45.00	$45.00	0.0%
	Incidental[1]	$422.50	$456.30	8.0%
	Health Services[1]	$195.00	$195.00	0.0%
	Student Rec Center	$69.00	$69.00	0.0%
Portland Metro	Building	$45.00	$45.00	0.0%
	Incidental[1]	$95.00	$100.00	5.3%
	Health Services	$63.00	$63.00	0.0%

Notes:

(1) Incidental fees are reduced for summer term and prorated for students taking less than six credits for fall, winter, and spring terms. Klamath Falls health service fee is waived for summer term and is not charged for students with less than six credits for fall, winter and spring terms.

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Attachment C

Oregon TECH
Oregon Institute of Technology

Date: March 25, 2024

To: Dr Nagi Naganathan, President, Oregon Institute of Technology

From: Devon Stokes President, ASOIT-KF and Riley Ambrose, Vice President ASOIT-KF

CC: Dr. Mandi Clark John Harmon,

Oregon Tech's Tuition and Fees Recommendation Committee (TRC) met four times, beginning in January, and completing its work on March 6, 2024, after holding two TRC/ASOIT student forums, one for Klamath Falls and another for the Portland-Metro campus. The TRC met all requirements set forth by ORS 352.102

ASOIT, with support of Student Affairs and Finance and Administration, advertised TRC meetings, student forums and provided links to materials and feedback opportunities on the TRC website at www.oit.edu/trc to facilitate student and community feedback. The Klamath Falls open forum had 100 non-committee attendees.

During the ASOIT forums, students from each campus provided comments and/or asked questions. Students had questions about the overall university budget, and how tuition is used, mainly focused on the status of the hiring of professors. Many of the students also remarked that any tuition increase makes it more difficult for some students to afford college.

During TRC meetings, and at the campus forums, the TRC Committee discussed internal budget projections for the upcoming academic year, tuition rates at peer institutions, lacking state funding increases, recent enrollment shortfalls, increasing organized labor wage and benefits costs, other miscellaneous state fee increases, and the current situation of bringing new faculty to Oregon Tech. Many students also inquired about possibly having a set tuition from the beginning of studies till graduation. This information and immense student advocacy at all meetings was used to create the Tuition and Fees Recommendation for the 2024-2025 academic year which can also be found on the TRC website.

Below are the Tuition and Fee Recommendations proposed by the TRC and ASOIT:

TRC Tuition and Fees Recommendation:

- Increase academic year 2024-25 base tuition and fees by five percent (5%).

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    - This is comprised of a five percent (5%) increase in base tuition with no increase in health service or building fees at either the Klamath Falls or Portland-Metro campuses for the regular academic year.
- Request that the President ask the Board in his recommendation to consider an increase of less than five percent (5%) if fiscally prudent.
- Differential tuition related to Health and Engineering Technology programs shall remain at the current thirty-seven percent (37%) premium on base tuition,
- Tuition remissions should be moderated to approximately fourteen percent (14%) of tuition revenue, and.
- Finally, the President or his designee is delegated such authority 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.

Service Recommendation:

- Creating a task force that will oversee advertising Oregon Tech activities throughout all of Oregon.
- Expedite recruitment for budgeted vacant faculty positions.

ASOIT TRC Tuition and Fees Recommendation:

- Increase academic year 2024-25 base tuition and fees by 5.0%, and.
- If allocations to Oregon Tech for FY 2024-25 from the Student Success and Completion Model (SSCM) exceed the amount previously forecasted by HECC, consideration be given to reducing the amount of the 2024-25 increase, and.
- Differential tuition related to Health and Engineering Technology programs remain at the current 37% premium on base tuition rates, and.
- Tuition remissions increase to approximately 14% of tuition revenue

We look forward to further discussion on this matter,

DocuSigned by:
9A0E688415AD431...
Devon Stokes
ASOIT President, KF

DocuSigned by:
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Aaron Hill
ASOIT President, PM

DocuSigned by:
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Riley Ambrose
PM ASOIT-TRC Committee Rep

DocuSigned by:
138E1CF3F4F2432...
Ryland White
PM ASOIT-TRC Committee

Oregon TECH
Oregon Institute of Technology

Date: March 13, 2024

To: Dr. Nagi Naganathan, President, Oregon Institute of Technology

From: Devon Stokes, President, ASOIT-KF

CC: Dr. Mandi Clark, John Harman, Thomas Arce, John Van Dyke, Josh Winter

RE: 2024-2025 Incidental Fee Commission Recommendations

The IFC convened on February 26, 2024 and reviewed the budgets presented by the Director of Athletics (John Van Dyke), the Director of Student Involvement & Belonging (Thomas Arce), and Manager of the College Union (Josh Winter). Financial Information is provided in more detail below. After thorough review, the Incidental Fee Commission (IFC) has decided to recommend a change to the Incidental Fees for the 2024-2025 academic year. The recommendation is that the Klamath Falls Incidental Fee increase to $456.30 per term (an 8% increase) for every student enrolled in six or more credits. The fee structure for students with 1 to 5 credit hours (a step increase for each additional credit) was also increase by 8%, for 1 credit is $267.30, with an additional $37.80 more for each additional credit; therefore, 5 credits would be $418.50.

Financial Data	**2023-2024**		**2024-2025 Recommended**		
IFC Funding Areas	$ Budgeted	% of Total	$ Budgeted	$ Inc./ (Dec.)	New Allocation %
Athletics	$806,727.00	36.6%	$806,727.00	$0	36.6%
Student Involvement & Belonging	$777,910.00	35.3%	$777,910.00	$0	35.3%
College Union	$620,419.00	28.1%	$620,419.00	$0	28.1%
Totals:	$2,205,056.00	100%	$2,205056.00	$0	100%

With the 2023-2024 revenues down due to enrollment decline, the IFC decided to increase the budgets for 2024-2025 to lessen the impact of falling enrollment, while also considering the financial impact to students. It was decided that the managers will need to track the revenues and adjust accordingly if revenue continues to be less than budgeted.

Summer 2025 Fees

The summer 2025 Incidental Fee for Klamath Falls students will remain the same at $75, regardless of the number credit hours enrolled.

ASOIT PM will be submitting their fee recommendations under a separate memo.

We appreciate your consideration, and I welcome any and all questions you may have. Thank you for your time.

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Attachment E- PM

MEMORANDUM

Date: March 13, 2024
To: Dr. Nagi Naganathan, President, Oregon Institute of Technology
From: Aaron Hill, President, ASOIT-PM
CC: Dr. Mandi Clark, Thomas Arce, Josie Hudspeth, Kim Faks
RE: **2024-2025 Incidental Fee Commission Recommendations**

ASOIT PM held an open Parliament Meeting on February 22, 2024, Student Services presented three scenarios for the PM Incidental Fee for 2024-2025. Meeting minutes available upon request.

There were 20 students present when a vote was presented to increase the **PM Incidental Fee** for the 2024-2025 academic year. The recommendation is that the Portland-Metro Incidental Fee increases from $95 to **$100 per term** for every student **enrolled in six or more credits** and that the fee structure remain the same for students with **1 to 5 credit hours at $50 per term**.

We recommend that the **Health Fee remain at $63 per term for all enrolled students** for all terms. Financial Information is provided in more detail below.

Summer 2025 Fees
The summer 2025 Incidental Fee for Portland-Metro students will remain $50, regardless of the number of credit hours enrolled.

The summer Health Fee will remain at $63 for all enrolled students.

Financial Data[1] :

	2023-2024 Allocation		2024-2025 Recommended		
IFC Funding Areas	**$ Budgeted**	**% of Total**	**$ Inc./(Dec.)**	**$ Budgeted**	**New % of Allocation**
ASOIT-PM	**$35,930**	25%	$2,370	**$38,300**	30%
Registered Student Organizations	**$22,000**	15%	$(16,000)	**$6,000**	5%
Student Involvement & Belonging	**$85,000**	60%	$(5,000)	**$81,000**	65%
Totals	**$142,930**	**100%**	**$(17,630)**	**$125,300**	**100%**

We appreciate your consideration and I welcome all questions you may have.
Thank you for your time.

ASOIT, Portland-Metro

DocuSigned by:
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[1] Budget based on projected enrollment of 1241 students (over 3 terms) enrolled in 6+ credits.

Associated Students of Oregon Institute of Technology, Portland-Metro
27500 SW Parkway Ave, Wilsonville, OR 97070
PM-ASOIT@groups.oit.edu

Addendum G

Tuition Differentials Academic Year 2024-25

Majors without Differential Tuition	
Accounting – Post Baccalaureate Cert/BS	Health Care Mgmt-Administration Mgmt - BS
Applied Behavioral Analysis – Graduate Cert./MS	Health Care Mgmt-Clinical Management – BS
Applied Mathematics - BS	Health Informatics - BS
Applied Psychology - BS	Information Technology - BS
Biology Health Sciences - BS	Marriage and Family Therapy – MS
Business, Management Option - BS	Medical Family Therapy - Cert
Business, Marketing Option - BS	Operations Management - BS
Communication Studies - BS	Population Health Management - BS
Cybersecurity - BS	Professional Writing - BS
Data Science - BS	Technology and Management - BAS
Dispute Resolution - Cert	Pre-Nursing, Pre-Paramedic Education, General Studies, and Pre-Medical Lab Sciences-majors that do not result in a degree.
Emergency Medical Services Management - BS	
Environmental Sciences - BS	
Health Profession Majors with Differential Tuition	
Dental Hygiene - BS	Physical Therapy - DPT*
Dental Hygiene – Chemeketa – BS*	Picture Archiving/Communications System - Cert
Diagnostic Medical Sonography - BS	Radiological Science - BS
Echocardiography - BS	Respiratory Care -BS
Emergency Medical Technology Paramedic – AAS*	Vascular Technology - BS
Magnetic Resonance Imaging (MRI) - Cert	Pre-MIT, Pre-Dental Hygiene, and Pre-Respiratory Care-majors that do not result in a degree.
Medical Lab Sciences - BS*	
Nuclear Medicine Technology - BS	**Program specific differential tuition rates.*
Engineering & Technology Majors with Differential Tuition	
Civil Engineering – BS/MS	Mechanical Engineering Tech – BS*
Civil Engineering/Environmental Sciences - BS	Mech Eng Tech/MFG Eng Tech – BS
Computer Engineering Technology - BS	Power Systems Engineering - Cert
Computer/Software Engineering Technology - BS	Renewable Energy Engineering – BS/MS
Electrical Engineering - BS	Renewable Energy/Electrical Engineering - BS
Electrical/Renewable Energy Engineering - BS	Renewable Energy/Environmental Science - BS
Electronics Engineering Technology – BS	Software Engineering Technology - BS
Embedded Systems Engineering Technology - BS	Software Engineering/Applied Math - BS
Embedded Systems/Software Engineering Technology - BS	Systems Engineering – Graduate Cert
Embedded Systems Technology/Math - BS	"Optical Engineering", "Automat, Robot, & Cntrl Engr" and "System Engr & Technical Mgmt" can be added to any existing engineering degree but are not stand-alone degrees.
Geomatics-Geographic Information System (GIS) Option -BS	
Geomatics-Surveying Option - BS	
Manufacturing Engineering Technology – BS/MS*	
Mechanical Engineering – BS*	**Boeing location programs have a different differential rate.*
Mech Eng/MFG Eng Tech - BS	