

Chair:		
<i>Richard Bailey</i>	Faculty Department of Business Management, ETM	Klamath Falls
Membership:		
<i>Abdy Afjeh</i>	Associate Provost for Research	Portland-Metro
<i>Todd Breedlove</i>	Faculty Department of Computer Systems Engineering Technology, ETM	Klamath Falls
<i>Erin Foley</i>	Vice President for Student Affairs and Dean of Students	Klamath Falls
<i>Brian Fox</i>	Vice President for Finance and Administration	Klamath Falls
<i>David Hammond</i>	Faculty Department of Mathematics, HAS	Portland-Metro
<i>Samantha Henkell</i>	ASOIT President	Klamath Falls
<i>Dawn Lowe-Wincentsen</i>	Librarian	Portland-Metro
<i>Debbie McCollam</i>	Faculty Department of Medical Imaging Technology, HAS	Klamath Falls
<i>Joanna Mott</i>	Provost and Vice President for Academic Affairs	Klamath Falls
<i>Stephanie Pope</i>	Assistant Vice President for Fiscal Operations	Klamath Falls
<i>Matthew Sleep</i>	Faculty Department of Civil Engineering, ETM	Klamath Falls
<i>Mason Terry</i>	Faculty Department of Electrical Engineering and Renewable Energy, ETM	Klamath Falls
<i>Stefan Valenzuela</i>	ASOIT President	Portland-Metro
<i>Erika Veth</i>	Associate Vice President for Strategic Enrollment Management	Klamath Falls
Additional Attendees:		
<i>Nellie Stewart</i>	Executive Assistant to Vice President for Finance & Administration	Klamath Falls

MINUTES

Meeting called to order – Chair Richard Bailey

Chair Bailey called the meeting to order at 10:04 am.
FOAC members round table introductions.

1. Budget Development Principles – Brian Fox, Joanna Mott

- a. *Brian Fox* presented the Draft Budget Principles document for review and edits to be made by FOAC members during meeting. It will go to Senior Leadership for review and then back to FOAC before going before the Board of Trustees meeting in November. This is the first step in the FY21 Budget Development Process and kicks off with FOAC involvement.
- b. There was a discussion led by *Mason Terry* regarding metrics attached to these principles and how to measure these principles.
- c. *David Hammond* shared concern for aligning program to industry demand and what it might mean with cutting programs. *Provost Mott* replied that program cuts are a last resort and would have to follow a process. *Matthew Sleep* added that this language is the same as last year and is important to have as a Budget Principle because of Oregon Tech’s mission. The details are where it would be identified to cut or grow programs, including changing the budget by an increase or decrease. The language is broad enough to cover both opportunities.
- d. *Matthew Sleep* inquired about industry or work force for the State of Oregon. *Provost Mott* replied that the language should be generic and broad. *Todd Breedlove* suggested the use of the word ‘employer’. *Mason Terry* asked about graduate level and master’s programs and future investments and growth strategies. *Abdy Afjeh* asked about long-term sustainability.

- Erika Veth* explained the demand for work force and investments. *Dawn Lowe-Wincentsen* shared the structure for program reduction. Consensus around language was reached.
- e. *Todd Breedlove* inquired about 'student success'. *Matthew Sleep* replied with the importance for student success to everything the university is doing. *Mason Terry* suggested 'student and university success'. *David Hammond* shared importance for student success with relation to faculty retention and faculty overload. *Dr. Mott* agreed that student success is very important. *Brian Fox* added that retaining employees and infrastructure are all linked back to student success.
 - f. *Richard Bailey* suggested an addition to the budget principles of developing transparency through the process with input and showing how decisions are made. He would also like to see more information posted to the FOAC website.
 - g. Consensus was reached on language to move forward to Senior Staff for Review.

2. Enrollment Update (if time allows) – Erika Veth

- a. *Erika Veth* presented the Fall 2019 Unofficial Enrollment Report. The report will be updated with 4th week official numbers after November 1. There has been overall growth since 2012 in online and advanced placement (high school credit). Degree seeking students on both campuses has decreased. We are seeing a higher amount of graduating students due to efforts made to benefit from the State funding model. However, there has been a decline in year-over-year retention. Student credit hours are up 1.4% with a mix of in-state and out-state students. This is our largest freshman class since 1989. For academic year 2020, the division of Enrollment Management has increased its focus and prioritization toward degree seeking students as they have higher credit loads and lead to graduation/completions more effectively. For academic year 2021, the efforts will continue and add in graduate and online recruitment strategies. As of October 31, we have 2,000 admitted freshmen for Fall 2020, compared to 111 at this point in time last year. Last year, (as of application close in early September 2019), we admitted a total of 2,146 students, 988 of which were Klamath Falls freshmen (so we will very shortly surpass total admitted for Fall 2019 and we've already doubled our freshmen admit count). There are 100 confirmed freshmen for Fall 2020. The growth in applications is likely to come with a lower yield rate, however all indications for Fall 2020 are incredibly strong at this point.
- b. *Brian Fox* added that the FY20 Budget was built with a plan for a 1% increase and this means we have exceeded our goal by just a touch. The Budget Office will re-calculate the tuition revenue forecast after 4th week official numbers.

Meeting adjourned – Richard Bailey

Chair Bailey adjourned the meeting at 10:56 am.