

### ATTENDANCE

Brian Fox, <i>Chair</i>	Vice President for Finance and Administration	Klamath Falls
Richard Bailey, <i>FOAC Chair</i>	Department of Business Management, ETM	Klamath Falls
Erin Foley	Vice President for Student Affairs and Dean of Students	Klamath Falls
Taylor Kimura	Student Representative	Klamath Falls
Faith Lee	Student Representative	Klamath Falls
Anne Malinowski	Assistant Registrar	Portland-Metro
Kathryn (Katie) Mura	Student Representative	Klamath Falls
Johnathan Nguyen	ASOIT President	Portland-Metro
Rosanna Overholser	Department of Mathematics, HAS	Klamath Falls
Junmin Yee	ASOIT President	Klamath Falls
Oswaldo Capistran-Perez	ASOIT Vice President	Portland-Metro

### GUESTS

Cindy Childers	Accounting Manager	Klamath Falls
Karissa Guthrie	Accounts Receivable Manager	Klamath Falls
Jaron Hartman	Research Analyst 4	Klamath Falls
Stephanie Pope	Assistant Vice President for Budget & Planning	Klamath Falls
Paul Titus	Executive Assistant to the Provost	Klamath Falls

### ABSENT

Erik Johnson	Director of Admissions	Klamath Falls
Gary Kuleck	Provost and Vice President for Academic Affairs	Klamath Falls
Farooq Sultan	Director of Institutional Research	Klamath Falls

### MINUTES

- 1. Meeting Called to Order** *Brian Fox*
  - a.** *Chair Brian Fox* called the meeting to order at 1:03 pm.
- 1. ASOIT Recommendation TRC**
  - a.** *TRC* discussion and review of the ASOIT Tuition Recommendation Memo addressed to President Dr. Nagi.
  - b.** Final version is posted to the website: [www.oit.edu/trc](http://www.oit.edu/trc)
- 2. TRC Final Report Review and Edit TRC**
  - a.** *TRC* discussion and review of the TRC Final Report.

- b. Comments were provided for the TRC Open Forum Feedback portion which included the observations of student responses to Scenario 2.
- c. The Committee agreed that the format and structure was proper and would review for edits and provide any additional comments by Friday, May 10, 2019.

### 3. Discuss Improvements for 2019-20 TRC Process *TRC*

- a. *TRC* discussion and comments provided for improvements for next year.

#### Process:

- Have multiple forums, including an early forum to get feedback early-on was a very good move. It provided early feedback and conveyed to students what is coming.
- Forum should not include as much detailed budget information, though some background is important. This will continue to be a hard balance to strike.
- The website was a significant improvement for the committee and students to have material available and be able to see what the Committee had been working on.
- Advertising efforts were made on the open forums, next year there should also be more focus on activism/support for getting students to help in Salem. This could be a sub-group of the TRC or joint efforts with ASOIT.
- Portland-Metro open forums will be better attended if scheduled at 6:00 pm given the significant amount of evening classes.
- TRC meeting schedules should avoid 7:00 am and dead week and Fridays if at all possible. Afternoons are the best option while also recognizing scheduling is really hard given everyone's classes are at varying times.

#### TRC Meeting Operations:

- The meeting dynamics and discussions were good. Feedback was solicited about how to reduce the amount the finance team dominates the discussion early on. However, this is seen as unavoidable in the first few meetings as a major part of these meetings is to build the knowledge base for students and faculty who aren't experts on the university budget/legislative issues. The conversation and discussion improved in later meetings as the focus shifted away from building knowledge to discussing a pathway forward.
- The first meeting(s) should be a Finance 101 with a lot of background. This could include a list of terms (Co-Chair Budget, GRB, FTE, OPE, etc.) and descriptions of how the process works, including key dates.
- Getting a TRC meeting calendar put together as quickly as possible is very helpful. This should include what the major items of discussion/issues to do/bring up. This was accomplished this year, but can always be improved. Hard when the process is long because of budget uncertainty.
- That budget information was provided in graphical format was really helpful and aided in understanding significantly. Suggestions for improvement include standardization where possible (units, coloring etc. to make it easier to read/understand/retain).
- Having the scenarios was really useful and easier for Committee members to provide useful feedback and for students at the Forums to provide input. This was an improvement from past years where discussions could be very open ended.

Having different scenarios which are at extremes and mid-points allows for the group to see clearly the tradeoff decisions which need to be made.

- Create a Microsoft Teams site for TRC members would be useful so it is easy for the group to be collaborative and have a one-stop shop for draft work. This should not replace the public facing website.
- Keep up the focus on inclusion of the Portland-Metro campus, and make sure that conference rooms are unlocked so that students can easily access them when we have meetings scheduled for them.
- Many of the documents/presentations were good and could be updated and reused for next year.
- This year was a long process which was hard on setting the budget etc. It is much better to move quickly if at all possible. Focus on several meetings early on to get the background information across and build understanding, then focus on tuition setting once Winter Term starts. There may be need to have a long process if there is budget uncertainty from the state, but barring that it could be done more quickly/compactly.

#### **4. Meeting Adjourned**

- a. *Chair Brian Fox* adjourned the meeting to order at 1:50 pm.