

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
Erik Johnson	Director of Admissions	Klamath Falls
Taylor Kimura	Student Representative	Klamath Falls
Gary Kuleck	Provost and Vice President for Academic Affairs	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

ABSENT

Oswaldo Capistran-Perez	ASOIT Vice President	Portland-Metro
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MINUTES**1. Meeting called to order**

- a. *Chair Fox* called the meeting to order at 7:01 am.

2. Introductions

- a. Each member was introduced for this committee.

3. Committee Charges and Tasks to Accomplish

- a. *Chair Fox* reviewed the charter which outlines committee membership, impacts on students with tuition increases, steps necessary to sustain the university overtime, and meaningful opportunities for students to be a part of the process.
- b. All materials for the TRC will be posted onto the new website: www.oit.edu/trc
- c. *Chair Fox* shared the tasks to accomplish for the end goal of putting together a recommendation to the President, with time allowed for the President to review before he must recommend to the Board Meeting in March in order for Tuition to be adopted.
- d. *Chair Fox* reviewed the timeline for TRC: Look at Institutional budget, legislature funding, make recommendations based on educational guesses, host open forums to gather input from the campus community, pay attention to the State’s coordinating commission and the rule of if over by 5% we are required to get approval from HECC. This committee will focus on process, decisions that are prudent and events that are causing a tuition increase. The TRC will provide

the information that the Board of Trustees will need to weigh on their decision. Currently the Board policy focuses on affordable access and strong student body.

- e. *Chair Fox* shared last year's version of the example of guiding principles and asked the group to think about what they wanted to accomplish.

4. Review Calendar

- a. TRC will meet weekly for 6-weeks (starting the first week of Winter term)
 - Week 1: budget information from Stephanie Pope to start reviewing
 - Week 2: comparators for the institution in regards to major
 - Week 3: what are different tuition scenarios
 - Week 4: draft Recommendation
 - Week 5: (early February) lay out our initial recommendation ready to go to the student body and collect feedback
 - Week 6 and Week 7: host open forums on both campuses
 - Week 8: (by February 18) final recommendation hand over to ASOIT, to allow time to form a recommendation, strong alignment with our membership to receive back from ASOIT by February 25.
 - First week of March recommendation to President
- b. There was discussion about changes to the how the open forums are done and whether there could be a different way to get the information out there for students. One suggestion was to host at an ASOIT general meeting on January 28 or February 11. Another suggestion was to send out a Survey for students to complete with their feedback.
- c. TRC decided on no survey due to the complexity of how tuition must be set, and decided to host two Open Forums during ASOIT general meetings in Klamath Falls and Portland-Metro. Dates will be determined in line with the ASOIT general meeting schedule. All advertisement avenues will take place: Email, TP Press, Display TV's, Oregon Tech App.

5. Meeting Adjourned

- a. *Chair Fox* adjourned the meeting adjourned at 7:43 am.

6. Next Meeting

- a. Winter term meeting schedule arrangements will be made.
- b. Meetings will be held weekly on Fridays from 3:00 pm – 5:00 pm in January and February.

Respectfully submitted,
Nellie Stewart