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**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
Ernesto Hernandez	Student Representative	Klamath Falls

**GUESTS**

Stephanie Pope	Assistant Vice President for Budget & Planning	Klamath Falls
Paul Titus	Executive Assistant to the Provost	Klamath Falls
Brittany Miles	Assistant Vice President for Government Relations	Portland-Metro

**ABSENT**

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

**MINUTES****1. Meeting called to order**

- a. *Chair Fox* called the meeting to order at 3:01 pm.

**2. Review and Finalize Committee Principles (All)**

- a. *Chair Fox* reviewed the Tuition Recommendation Committee Charter, Guiding Principles and Process Framework. He asked for group discussion on any edits to be made to the document.
- b. *Oswaldo Capistran-Perez* reviewed and agreed with the current guiding principles and process framework. If there are thoughts that come up through the process and other meetings, they will be mentioned.
- c. *Junmin Yee* reviewed and agreed with the current guiding principles and process framework. If there are thoughts that come up through the process and other meetings, they will be mentioned.

- d. *Erin Foley* has no changes.
- e. *The Committee* determined to use existing framework and will revisit or amend if it sees fit at future meetings.

### **3. Appropriations Process & Legislative Update (Brittany Miles)**

- a. *Brittany Miles* presented Power Point sides 2019-2021 State of Oregon Budget Outlook.
- b. *Brittany Miles* shared information regarding the Public University Support Fund (PUSF) and that approximately 40% of Oregon Tech's General Operating Budget comes from PUSF.
- c. *Brittany Miles* shared that the 2019-2021 budget development timeline review shows that because of the government Recommended Budget (GRB) there are two budget scenarios instead of the usual one. Budget 1: Flat budget Amount. Budget 2: Investment Scenario Budget. The Investment Scenario Budget would be dependent on tax increases. By late February early March we will hear from the Legislature on their plan. Until then there is much uncertainty. We will not know the official number until May or June.
- d. *Brittany Miles* reviewed the Current Service Level (CSL). Budget 1 Flat means the exact same amount as previous year. This budget does not help Oregon Tech due to yearly increased costs including salaries.
- e. *Chair Fox* shared that our benchmark is typically the Governor's budget. The Co-Chair budget should be better, but we won't know for six more weeks, but is a much better guide to plan from. We will have to adjust our calendar to have more information to use for meetings and decisions.
- f. *Junmin Yee* asked about the likelihood of the second budget option scenario.
- g. *Paul Titus* added a question about the history of the process.
- h. *Brittany Miles* shared that the history of how the budget process has worked is for the State to begin at relatively low levels that negatively impact students and faculty/admin. In the past, the Legislature has increased budgets based on this feedback. The likelihood of Budget 2 is 50-50. Legislatures know that they would not flat fund universities, yet there is no real prediction, somewhere between \$40M - \$120M.
- i. *Chair Fox* shared that discussions with his colleagues have the budget prediction to plus \$40M than the number that the State calculated. But this is, at best, a guess.
- j. *Junmin Yee* asked what the tuition increase would have to be if we got the \$40M.
- k. *Chair Fox* responded that we will sketch those numbers at the next meeting.
- l. *Johnathan Nguyen* asked the reasoning for the 50-50 scenario?
- m. *Brittany Miles* responded that it has to do with ballot measures and voting and things going through or not going through. Some years the focus is on K-12 and not higher education. The Revenue package out of the legislature is highly likely.
- n. *Chair Fox* mentioned that there is risk in timing and budget amounts. TRC will need to think through the timing and uncertainty and caution that the universities will have to work through to get ongoing information.
- o. *Chair Fox* presented the overview of the Legislative Budget Development Overview and State Budget Timeline. Dr. Nagi has requested that TRC extend the Tuition Setting Process so that this TRC group can participate with greater knowledge. The Oregon Tech Board will be meeting in May which means TRC could wrap up as late as April. We can slow the meeting schedule for Winter term and spread it out through Spring term to get more certainty on state funding.

### **4. Calendar Update (Erin Foley and Brian Fox)**

- a. *Erin Foley* shared that the first decision point is do we want to extend TRC into April. If yes, then TRC can decide on the first or second week of Spring term and have open forum dates selected in order for TRC to have something to present to the President. If no, then Erin would like TRC to hold firm that this committee would finish before March 6. These are the two options.
- b. *Stephanie Pope* shared that she is hoping to bring final budget numbers (which would include TRC preliminaries) to the executive team by the middle of April. The Budget & Planning Office will need to have assumed revenue numbers to build out the docket for the board meeting in May. If there is need for flexibility, we can work around it with this in mind.
- c. *Chair Fox* asked the group to think about the Budget Build perspective, the Board perspective, the student perspective, and are there any other constraints to work around?
- d. *Johnathan Nguyen* mentioned that there should be transparency with an open forum that is hosted early, and then second Forum could be held later with all of the information.
- e. *Katie Mura* agreed that moving the second open forum to later is a good idea so that there will be better information to present for help with a decision.
- f. *Paul Titus* suggested that TRC would on three scenarios and then tweak numbers as we learn more information so that we continue to be ready to present to campus community.
- g. *Erin Foley* recommended that the second forum be held in March and then a third in April only if is needed. The initial recommendation should be completed by March 6, see what happens, crunch numbers, and then decide whether TRC should meet again. She also suggested to move first Forum to February 25 or 27 and host the second on April 8 or 10.
- h. *Chair Fox* shared that the Budget & Planning Office will be working through the Co-chairs budget as the pieces come in.
- i. *The Committee* agreed the open forum scheduled for January will be cancelled and moved to a date between February 18-25. The second open forum will be in the first week of April. The TRC meeting scheduled will be changed from every week to approximately every other week. The scenarios building must be completed by early March. After the second ppen forum, TRC will make their recommendation and have a final meeting during the week of April 8.

## 5. HECC Review Criteria (Brian Fox)

- a. *Chair Fox* presented the HECC Tuition Increase Criteria. Focus Area One is about inclusion and transparency. TRC will make multiple opportunities to engage students. Focus Area Two is about impacts of tuition increase and plan for use of state responses. TRC will demonstrate the use of fund scenarios. Focus Area Three is about financial conditions and demonstrating need. TRC will build a budget model with the mechanics and the why
- b. Advertising efforts to students is tasked to Nellie Stewart and ASOIT Klamath Falls and ASOIT Portland-Metro.

## 6. Meeting Adjourned

- a. *Chair Fox* adjourned the meeting at 3:54 pm.

## 7. Next Meeting

- a. Friday, January 25, 2019, 3:00 pm – 5:00 pm.

Respectfully submitted,  
Nellie Stewart