

Chair:		
<i>Brian Fox, Chair</i>	Vice President for Finance and Administration	Klamath Falls
Members:		
<i>Mohammed Alqafshat</i>	ASOIT Activities Director	Klamath Falls
<i>Richard Bailey</i>	Faculty Department of Management, ETM	Klamath Falls
<i>Erin Foley, Ex-Officio</i>	Vice President for Student Affairs and Dean of Students	Klamath Falls
<i>Samantha (Sam) Henkell</i>	ASOIT President	Klamath Falls
<i>Erik Johnson</i>	Director of Admissions	Klamath Falls
<i>Taylor Kimura</i>	ASOIT Finance Officer	Klamath Falls
<i>Nashmy Luna</i>	ASOIT Vice President	Portland-Metro
<i>Jesse Lutterloh</i>	Student Representative	Klamath Falls
<i>Anne Malinowski</i>	Assistant Registrar	Portland-Metro
<i>Dr. Joanna Mott</i>	Provost and Vice President for Academic Affairs	Klamath Falls
<i>Dao Nguyen</i>	ASOIT Communications Officer	Portland-Metro
<i>Rosanna Overholser</i>	Faculty Department of Mathematics, HAS	Klamath Falls
<i>Stefan Valenzuela</i>	ASOIT President	Portland-Metro
<i>Peter Wantuck</i>	ASOIT Outreach Officer	Portland-Metro
<i>Mason Wichmann</i>	ASOIT Vice President	Klamath Falls
Additional Attendees:		
<i>Jaron Hartman</i>	Research Analyst for Institutional Research	Klamath Falls
<i>Stephanie Pope</i>	Assistant Vice President for Fiscal Operations	Klamath Falls
<i>Nellie Stewart</i>	Executive Assistant to Vice President for Finance & Administration	Klamath Falls

MINUTES

Meeting called to order – Chair Brian Fox

Chair Fox called the meeting to order at 1:01 pm.

1. Introductions – *Brian Fox*

- a. TRC round table introductions and welcome of new student members.
- b. *Brian Fox* gave a brief overview of the agenda with TRC background and meeting cadence for Winter and Spring terms.

2. Tuition Recommendation Committee (TRC) Process & Background Material – *Brian Fox*

- a. TRC will have a few meetings to review information before working on a presentation that will be used for two Open Forums on each campus. TRC will submit a recommendation to the President for review and joint effort before presenting to the Board of Trustees meeting in April.
- b. Review of TRC Areas for Improvement from 2018-2019.
- c. Review of TRC Committee Charge.
- d. Review of Oregon Tech Board of Trustees Policy on Tuition and Mandatory Enrollment Fee Process.
- e. Review of House Bill 4141.
- f. Review of HB 4141 Checklist.

- g. Review of Higher Education Coordinating Commission (HECC) Tuition Increase Criteria.

3. Draft TRC Calendar – Brian Fox

- a. Review of draft TRC Calendar.
- b. Potential Open Forum dates for Klamath Falls campus: January 27 and February 24 during ASOIT General meeting times.
- c. ASOIT Portland-Metro will look at schedule to propose dates for Open Forums on Portland-Metro campus.
- d. Review of member schedules for meeting times weekly. Options include:
 - i. Mondays 7:30 am – 9:00 am
 - ii. Tuesdays 1:00 pm – 3:00 pm
 - iii. Wednesdays 7:30 am – 9:00 am or 6:00 pm – 8:00 pm
 - iv. Fridays 7:30 am – 9:00 am or 5:00 pm – 7:00 pm

4. Develop Committee Principles – Brian Fox

- a. Review of TRC Committee Principles from 2018-2019.
- b. Discussion on changes for 2019-2020.
- c. TRC members encouraged the group to be mindful of the different campuses when using language for student affordability.
- d. Discussion on open meetings. Members should encourage attendance at the Open Forums and direct students, staff and faculty to the TRC website: www.oit.edu/trc.

Meeting Adjourned – Chair Brian Fox

Chair Fox adjourned the meeting at 1:54 pm.