

Board of Trustees - Meeting Agenda

Theme: Student Success

All times and discussion lengths are estimated and approximate, and the Chair of the Board of Trustees retains the right to adjust the agenda scheduling and the length of agenda items.

1. **Welcome/Call to Order/Roll/Declaration of a Quorum** (9:30 am) (10 min) *Chair John Davis*
 - 1.1 **Approval of the Minutes of the January 2025 meeting**
2. **Public Comments & Regular Reports** *Chair Davis*
 - 2.1 **Public Comments** (9:40 am) (15 min)
 - **Invited public comments from OT-AAUP** - Union President Dr. Kari Lundgren
 - **Invited public comments from OT-SEIU** - Union President Alicia Jones
 - **Additional public comments**
 - 2.2 **Reports from Shared Governance Organizations**
 - **ASOIT** (9:55 am) (10 min) - ASOIT Presidents: Uriel Aguilar Torres (KF) and Ryland White (PM)
 - **Faculty Senate** (10:05 am) (10 min) - Faculty Senate President Dr. Yuehai Yang
 - **Admin Council** (10:15 am) (10 min) - Co-Chairs Gaylyn Mauer and Carl Agrifoglio
 - 2.3 **Foundation Report** (10:25 am) (10 min) - Foundation President Alan Polaski
3. **Special Reports**
 - 3.1 **2025 Oregon Legislative Session Update** (10:35 am) (15 min) - Associate VP of Govt. & Community Relations Suzanne Kunse & Associate Director of Govt. & Community Relations Shane O'Brien
 - 3.2 **Strategic Enrollment Report** (10:50 am) (15 min) Dr. El-Rewini & Dr Greg Stringer, AVP Strategic Enrollment Management and Retention
 - 3.3 **Oregon Higher Education Coordinating Commission (HECC)** (11:05 am) (25 min), Ben Cannon, Executive Director, HECC

11:30 am to 12:15 pm Board Meet and Greet with Faculty, Staff, & Students in the 4th Floor Student Lounge
12:15 pm to 12:30 pm – Lunch Break

4. **President's Report and Regular Board of Trustees Committee Reports and Discussions**
 - 4.1 **President's Report** (12:30 pm) (20 min) - University President, Dr. Nagi Naganathan
 - 4.2 **Academic Quality and Student Success Committee Report** (12:50 pm) (10 min) - AQSS Committee Co-Chairs Amuchastegui and Nunez
 - 4.3 **Finance and Facilities Committee Report** (1:00 pm) (10 min) - F&F Committee Chair Jones
 - 4.4 **Executive Committee Report** – (1:10 pm) (5 min min) *Chair Davis*

5. **Action Items -AQSS - New Degree Program and Certificates** (1:15 pm) (35 min) Interim Provost and Vice President of Academic Affairs and Strategic Enrollment Management, Dr. Hesham El-Rewini
 - 5.1 **Bachelor of Science in Artificial Intelligence – Early Notice** (*no vote needed*)
 - 5.2 **UX (User Experience) Research and Design – Undergraduate Certificate Program**
 - 5.3 **BS in Allied Health – New Degree Program**
 - 5.4 **MS in Applied Behavior Analysis – Substantive Program Revision**
 - 5.5 **Applied Behavior Analysis Graduate Certificate – Substantive Program Revision**
 - 5.6 **B.S. in Population Health Management – New Location (Online)**
 - 5.7 **Population Health Innovation Graduate Certificate**
6. **Action Items – F&F** (1:50 pm) (35 minutes total)
 - 6.1 **Annual Financial Statement Audit and Opinion - CliftonLarsonAllen, LLP**
CLA reps Bryan Simkanich and Devin Holmes
 - 6.2 **Annual Single Audit and Opinion (Federal Funds) - CliftonLarsonAllen, LLP**
CLA reps Bryan Simkanich and Devin Holmes
 - 6.3 **Tuition Recommendation Committee Report and President’s Recommendation, VP Harman**
7. **Discussion Items** (2:25 pm) (5 min) *Chair Davis*
8. **New/Old Business** (2:30 pm) (5 min) *Chair Davis*
 - 8.1 *Authorization to Enter into an Agreement to Replace Athletics Building Roof, VP Harman*
9. **Executive Session** (2:35 pm) *Chair Davis*

The Board will meet in Executive Session per ORS 192.660(2)(f) and ORS 40.225 Rule 503, to consider information or records that are exempt by law from public inspection, confidential communication subject to attorney-client privilege, and per ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.
10. **Adjournment** (4:30 pm)

All times are approximate

Trustees present:

Chair John Davis, Esq.	Michele Vitali
Vice Chair Vince Jones	Kanth Gopalpur
Cecelia Amuchastegui	Aaron Hill
Stefan Bird	Dr. Mark Neupert
Dr. Vijay Dhir	Celia Nunez-Flores
Dr. Johnnie Early	Mike Starr
Keegan Dentinger, non-voting member	President Nagi Naganathan, ex-officio

Trustees not present:

David Cauble	Don Gentry
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University Faculty, Staff, Students, and Visitors in attendance:

Dr. Abdy Afjeh, Vice Provost for Research and Academic Affairs
Uriel Aguilar Torres, KF-ASOIT
Dr. Neslihan Alp, Dean, College of ETM
Diana Angeli, Executive Assistant, Office of the President
Dr. Nate Bickford, Interim-Dean, College of HAS
Dr. Ruth Claire Black, Dean of Online Education & Global Engagement
Matthew Cash, Student presenter
Brian Caufield, Esq., Director of Labor Relations Services, USSE
Dr. Mandi Clark, Vice President of Student Affairs
Alicia Dillon, Associate Vice President and Controller
Dr. Hesham El-Rewini, Provost & VP for Academic Affairs & SEM
Dr. Ken Fincher, Vice President of University Advancement, Executive Director, Oregon Tech Foundation, & Board Secretary
David Groff, Esq., General Counsel
John Harman, Vice President Finance & Administration
Alicia Jones, OT-SEIU President
Suzanne Kunse, Associate VP of Government & Community Relations
Dr. Kari Lundgren, OT-AAUP President
Dr. Beverly McCreary, Associate Vice Provost of Faculty Relations
Michelle Meyer, Director of Audit and Compliance
Shane O'Brien, Associate Director of Government & Community Relations
Elsa Peterson, Student presenter
Alan Polaski, Foundation President
Dr. Michelle Preston, Assistant Dean, HAS
Aden Ratliff, Student presenter
Dr. Greg Stringer, Associate Vice Provost, Strategic Enrollment Management
Bryan Wada, Information Technology Consultant 2
Ryland White, PM-ASOIT
Dr. Jennifer Wilson, Director of Diversity, Equity, & Inclusion

University Staff, Visitors, and Faculty in attendance (continued)

Bryce Wilson, PM-ASOIT

Dario Wong, Student presenter

Dr. Yuehai Yang, President, Oregon Tech Faculty Senate

1. Welcome and Call to Order/Roll/Declaration of a Quorum (9:01 AM) *Chair John Davis*

Chair Davis called the meeting to order. He commented on why the meeting was virtual and expressed his appreciation for those attending. Chair Davis announced the meeting theme of *Strategic Directions for a Vibrant Future*. He reviewed the agenda and instructions on public comments. Board Secretary Fincher took the roll, and a quorum was declared.

2. Public Comment & Regular Reports

2.1 Public comments were made by OT-AAUP Union President Dr. Kari Lundgren, OT-SEIU Union President Alicia Jones, and students Matthew Cash, Dario Wong, Aden Ratliff, and Elsa Peterson, who requested more opportunities to practice and share musical talents and interests at Oregon Tech.

2.2 Reports from Shared Governance Organizations included ASOIT reports from President Uriel Aguilar Torres of the Klamath Falls campus and, President Ryland White & Vice President Bryce Wilson of the Portland Metro campus. Oregon Tech Faculty Senate President Dr. Yuehai Yang provided a Faculty-Senate report, and Admin Council Co-Chairs Gaylyn Mauer and Carl Agrifoglio provided a report on behalf of the Admin Council.

2.3 Oregon Tech Foundation President Alan Polaski provided an update from the Foundation and answered questions. He noted the Foundation's fundraising results, the Presidential Gala, Give-A-Hoot Day, and other projects.

3. Special Reports and Discussion Items

3.1 2025 Oregon Legislative Session Update was provided by Associate VP of Government & Community Relations Suzanne Kunse and Associate Director of Government & Community Relations Shane O'Brien. President Naganathan introduced the new legislative relations team. Their report included updates on the new legislative leadership, governor's top priorities, legislative priorities, 2025-27 state priorities of the Oregon Council of Presidents, Oregon Tech's capital projects (Semon and LRC) and specific legislative priorities. Associate VP Kunse also reviewed federal funding priorities and explained the challenges with the current appropriations process. She discussed the FY 2026 process and the submissions.

4. Board of Trustees Committee Reports

4.1 President Nagi Naganathan presented his report. President Naganathan reviewed enrollment data, faculty research grants, and capital projects. He also reviewed and provided an update on institutional goals, including freshman growth, retention of new undergraduate students, raising \$5M between the annual and capital campaign (he also reviewed the fieldhouse project), the space utilization plan, and launching a health and wellness initiative which includes rural healthcare and a school of medicine. He recognized Trustee Cauble for his leadership in promoting the medical school initiative and the OHSU executives who visited Oregon Tech and met with our team. He closed by emphasizing the strategic plan

and the need to revisit the strategic planning process to develop the next plan in the near future.

4.2 The Academic Quality and Student Success Committee report was provided by **AQSS Committee Co-Chairs Amuchastegui and Nuñez**. Trustees Nuñez and Amuchastegui encouraged all trustees to review the materials from the AQSS committee meeting. They shared that Dr. El-Rewini, our new Provost, provided a “superb” report and expressed their appreciation for having him join the leadership team. They also shared the comprehensive report provided by Dr. Clark. They complimented her report, which included athletics, basic needs, student health and belonging, veterans’ affairs, and other ongoing programs at Tech. They also noted the report from Dr. Stringer and the data points related to enrollment, retention, and high school collaboration.

4.3 The Finance and Facilities Committee report was provided by **Committee Chair Vince Jones**. His report recapped the finance and facilities committee meeting, which included reports from FOAC chair Professor Don DaSaro, which included a recap of the tuition recommendation committee, new programs, and the budget process. Chair Jones shared that VP Harman shared numerous financial reports, including budget reports, dashboards, enrollment, an update on reserve fund needs, and an investment report. Chair Jones shared that all reports look positive at this time. Chair Jones added a report from Thom Darrah was provided, which included the status of the new residential housing project, the geothermal renovation, the applied behavioral analysis clinic, and the campus security camera installation. Chair Jones concluded his report by reviewing the audit reports provided by Clifton Larson Allen and Eide Bailly and the Banner update project review by AVP Dillon.

4.4 Board Chair Davis provided the Executive Committee report. The committee met at the end of December to complete Dr. Wilson's Title IX training and to discuss institutional goals, which were discussed earlier in this meeting during the President’s Report.

5. Strategic Planning and Vision Discussion - Trustees and President Naganathan

5.1 Review key strategic short-term and long-term goals and strategic investments

- Chair Davis led a discussion on planning and strategic items and invited all trustees to share their thoughts on these and other items. Discussion took place between the trustees related to possible shared costs, compliance, finance, strategic planning, visioning, space utilization, the longevity of President Naganathan’s service to the university, student success, student retention, faculty retention, the academic master plan and accomplishments thereto, new degree programs, and the role of the new Provost.
- Trustee Mark Neupert presented “Vetting ideas at Oregon Tech” to the Board. Trustee Neupert reviewed a 20-year history of gathering ideas from colleagues and shared his decision-making model (Mission, Financial Sustainability, and Quality). He provided an example with the master’s degree in Applied Behavior Analysis and the Behavior Improvement Group (BIG) Clinic. Trustee Neupert noted a graph indicating “The Danger Zone,” wherein problem-solving is needed to ensure all questions are answered appropriately. He closed with a slide related to alignment and

entrepreneurial thinking, which provides a clear target for faculty. [Trustee Neupert's presentation can be found at 2:08:52 in the recorded live stream of the January 17, 2025, video: <https://www.oit.edu/trustees/meetings-events/recordings>]

- Trustees discussed topics related to providing affordable education, the success of faculty, staff, and students, culture, long-term view of growth (size), niche, and goals & means. President Naganathan shared his thoughts and mentioned the need to continue reviewing operations, including cost sharing, deferred maintenance, and being fiscally responsible at all times. Trustee Neupert referred to Dr. El-Rewini's report during the AQSS committee meeting, which was related to school closures and mergers and the AGB report. Chair Davis responded to questions and comments made during this session and noted Oregon Tech's distinctiveness. President Naganathan added comments on recent university entrepreneurial actions and the re-invention of the university's image. Chair Davis also voiced the possible need to begin the process for the university's next strategic plan. Trustee Early expressed his experience with a university merger. Trustee Bird added his confidence in the facilities and student life on campus and that efficiencies and continuous improvement should be at the top of our minds. Trustee Nuñez shared her thoughts on the next strategic plan's timing and direction. Chair Davis shared and reviewed the university's mission statement and vision statement.

6. New Business

- Chair Davis noted that the minutes of the October 2024 full board meeting should be approved and presented them for approval. The minutes were passed by vote, with all present voting aye, with no objections or abstentions.

7. Additional Discussion and Other Matters

- Trustee Early inquired about the medical school and current programs. President Naganathan addressed his question and noted, with Chair Davis, new degree programs that will support the medical school program. Trustee Early added that many medical schools develop master's programs that support the medical school entry track. Trustee Jones applauded the earlier comments by students relating to a music program on campus. Trustee Nuñez also added her compliments on the music program interest. Dr. Clark added that she would research the opportunity. Trustee Dentinger called back the conversation about undergraduate programs and the careful balance of moving forward with master's programs. Trustee Neupert noted past musical performances and his support for music programs. Chair Davis concurred and added some thoughts on additional student engagement opportunities.

8. Executive Session

- **At 12:10 PM, Chair Davis called the Board into executive session:**

The Board will meet in Executive Session per ORS 192.660(2)(f) and ORS 40.225 Rule 503, to consider information or records that are exempt by law from public inspection, confidential communication subject to attorney-client privilege, and per ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

- The Board returned from the Executive Session at 1:14 PM.

9. Adjournment at 1:16 PM.

This meeting can be viewed in its entirety at: <https://www.oit.edu/trustees/meetings-events/recordings> under the Board of Trustees, Board Meeting – January 17, 2025.

DRAFT



- Open Letter
- OT Faculty Senate Resolution on recent Fed. Exec. orders
- Met with Dean Alp to discuss
 - Curriculum
 - QoE
 - Instruction
 - Course Scheduling
 - Lab Equipment, Lab issues, Lab materials
 - Feedback on canvas access post-term
- Met with Dr. Laura Pracht
 - Lab issues
- FAC and TRC votes
- Amenities
 - Xbox
 - Sign
 - Games Cupboard
 - Wall painted
 - Lounge floor pushed to summer break
 - Hot water dispensers in kitchens

Faculty Senate Report to Board of Trustees at Oregon Tech

Yuehai Yang

04-11-25



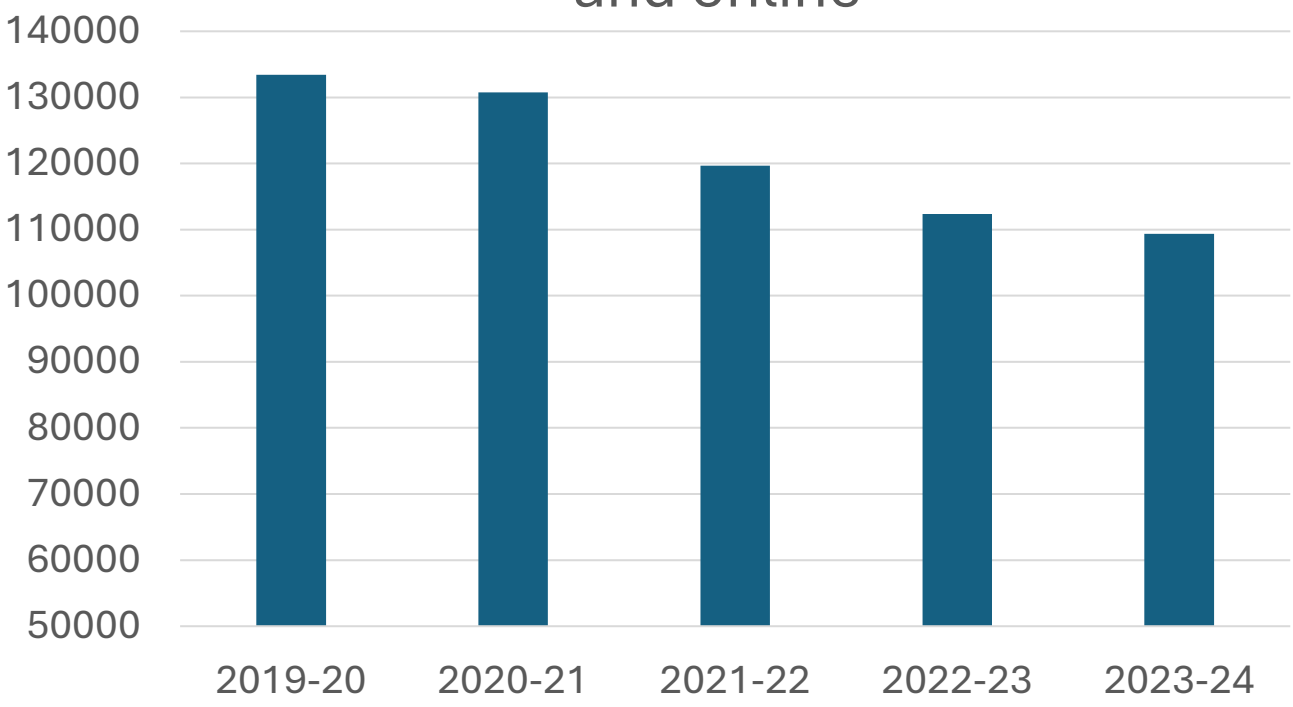
We are grateful for the Board's support and visionary leadership, which have been instrumental in our ongoing efforts to adapt and thrive in a rapidly evolving higher educational landscape.

Fall 2024-Summer 2025 DUAL CREDIT PROGRAM (HST) & ADVANCED CREDIT PROGRAM (ACP)		
	Dual Credit Program (HST) \$25.00/Credit	
	Advanced Credit Program (ACP) \$100.00/Course	

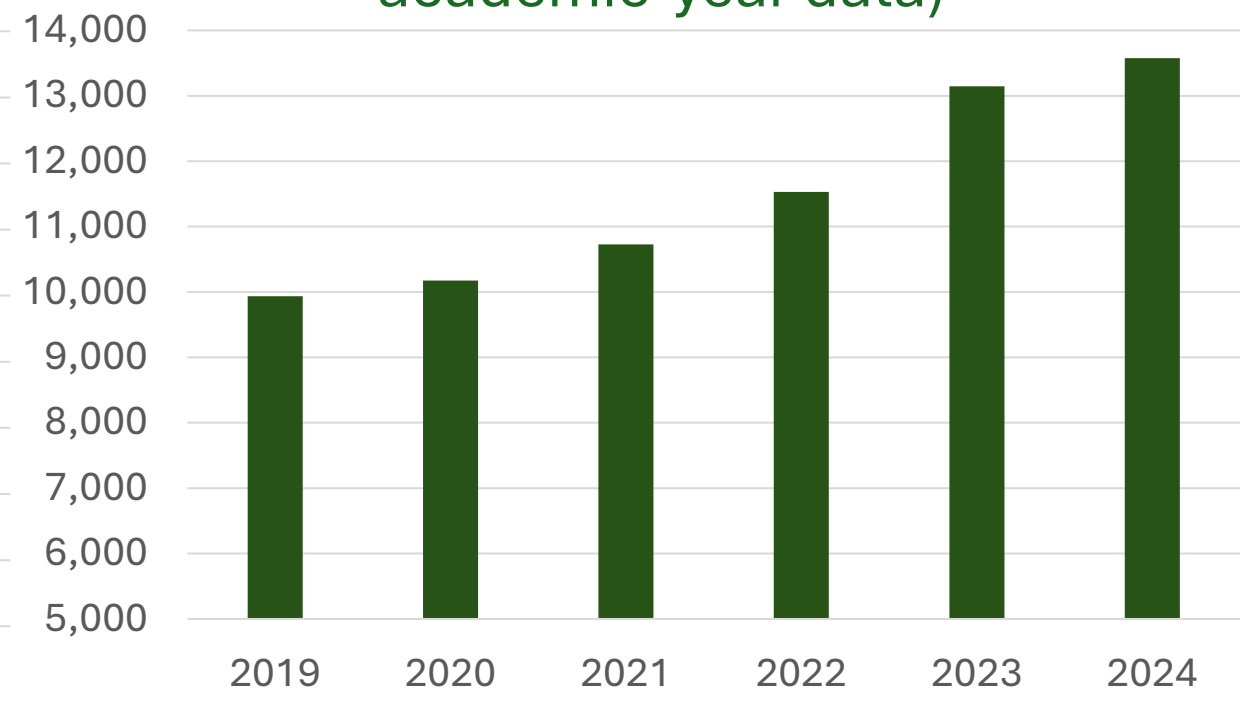
* Data based on courses assigned to departments in Banner

	2019-20	2020-21	2021-22	2022-23	2023-24
Grand Total	151,333	146,052	136,937	137,496	141,157

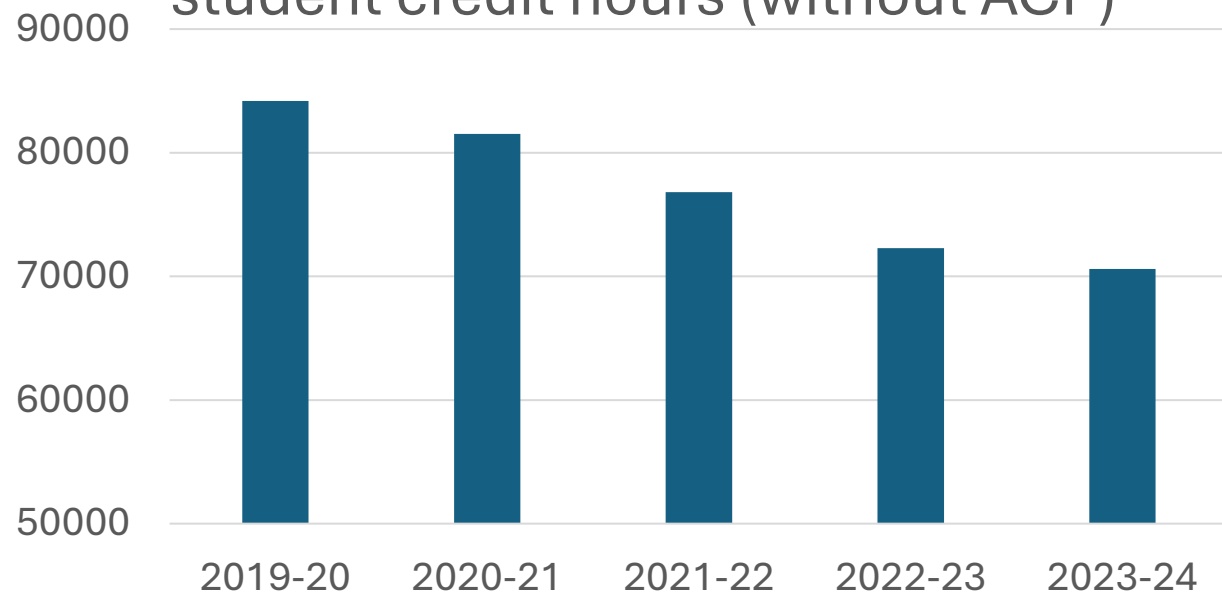
Total student credit hours (without ACP) at Oregon Tech - all campuses and online



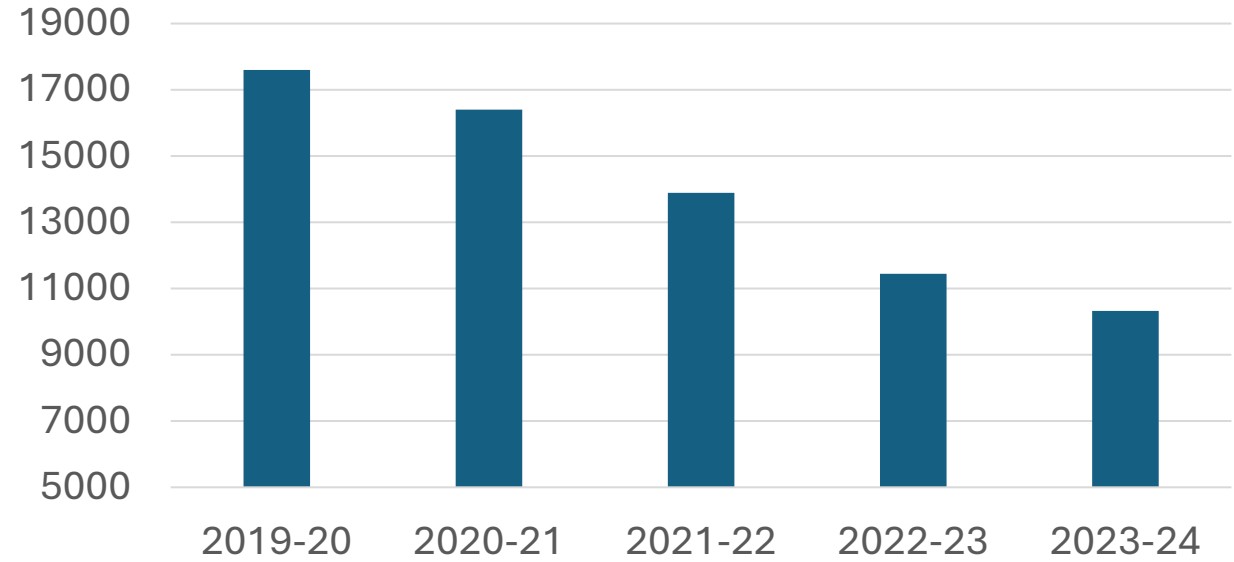
Total OSU Cascades campus student credit hours (end-of-academic-year data)



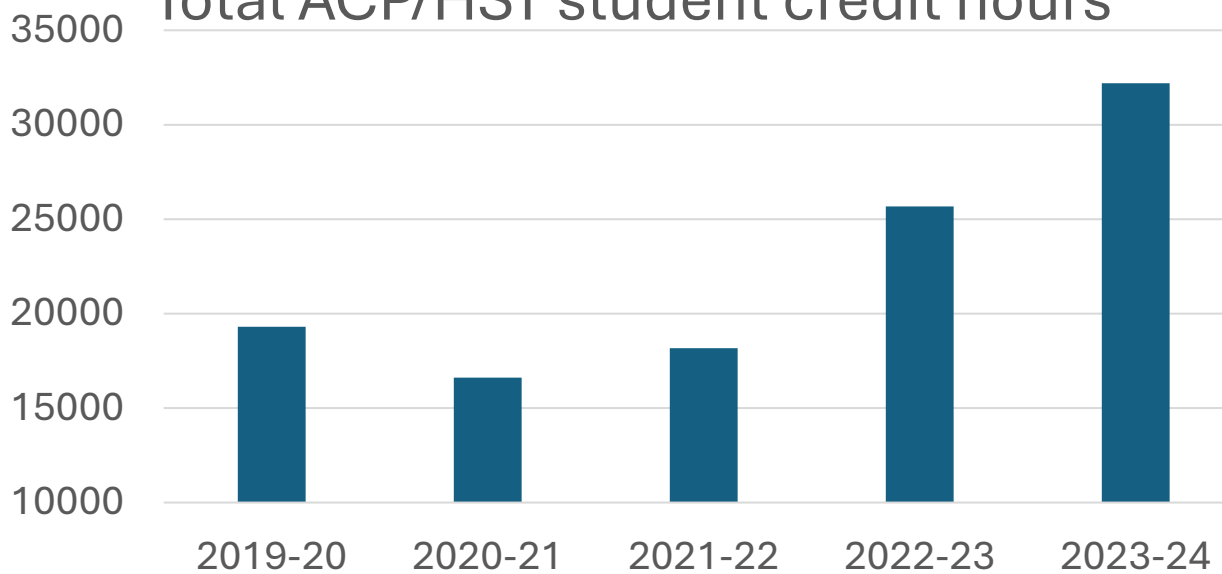
Total Klamath Falls campus
student credit hours (without ACP)



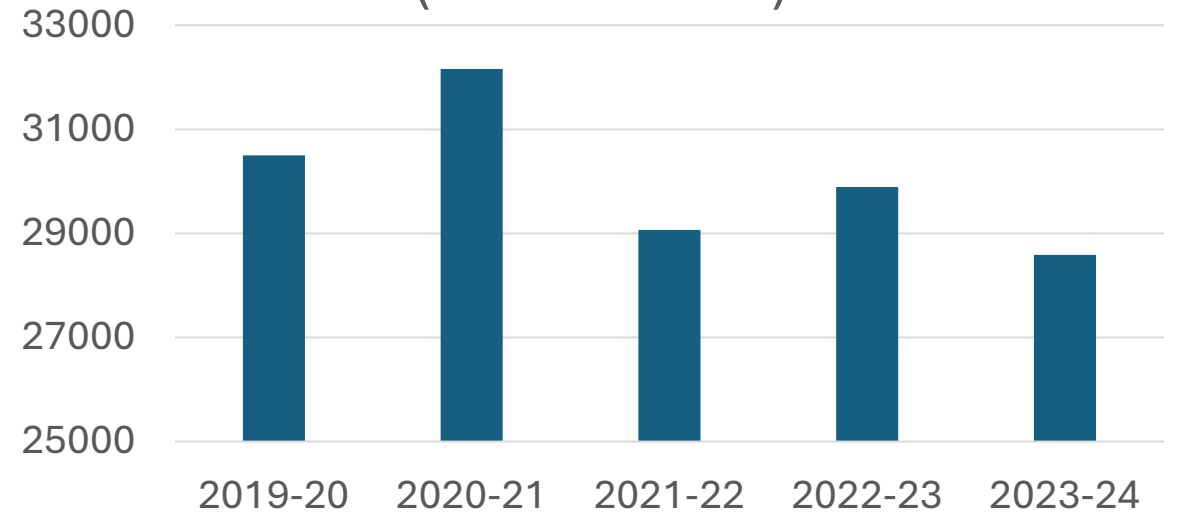
Total Portland metro campus
student credit hours (without ACP)



Total ACP/HST student credit hours



Total Online student credit hours
(without ACP)



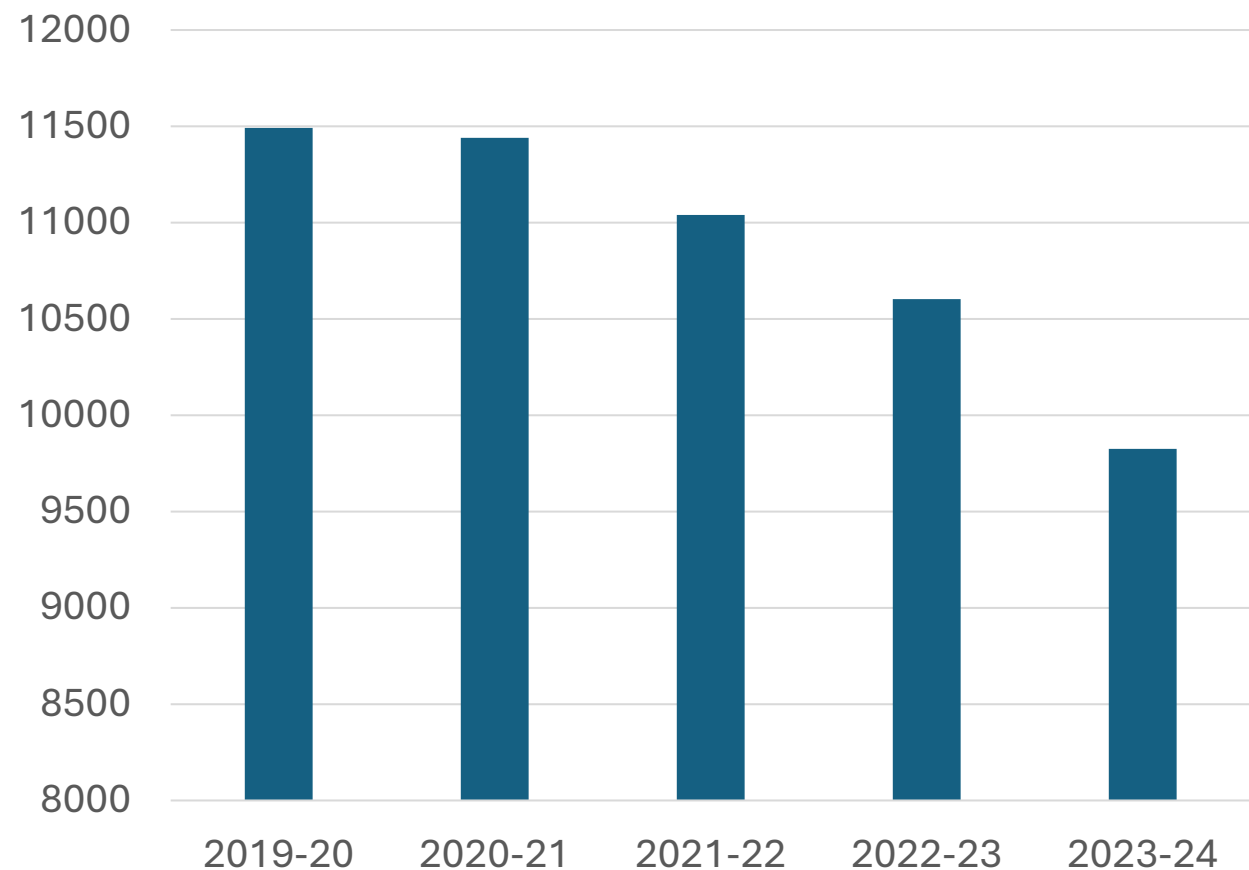
Department Example

* Data based on courses assigned to departments in Banner

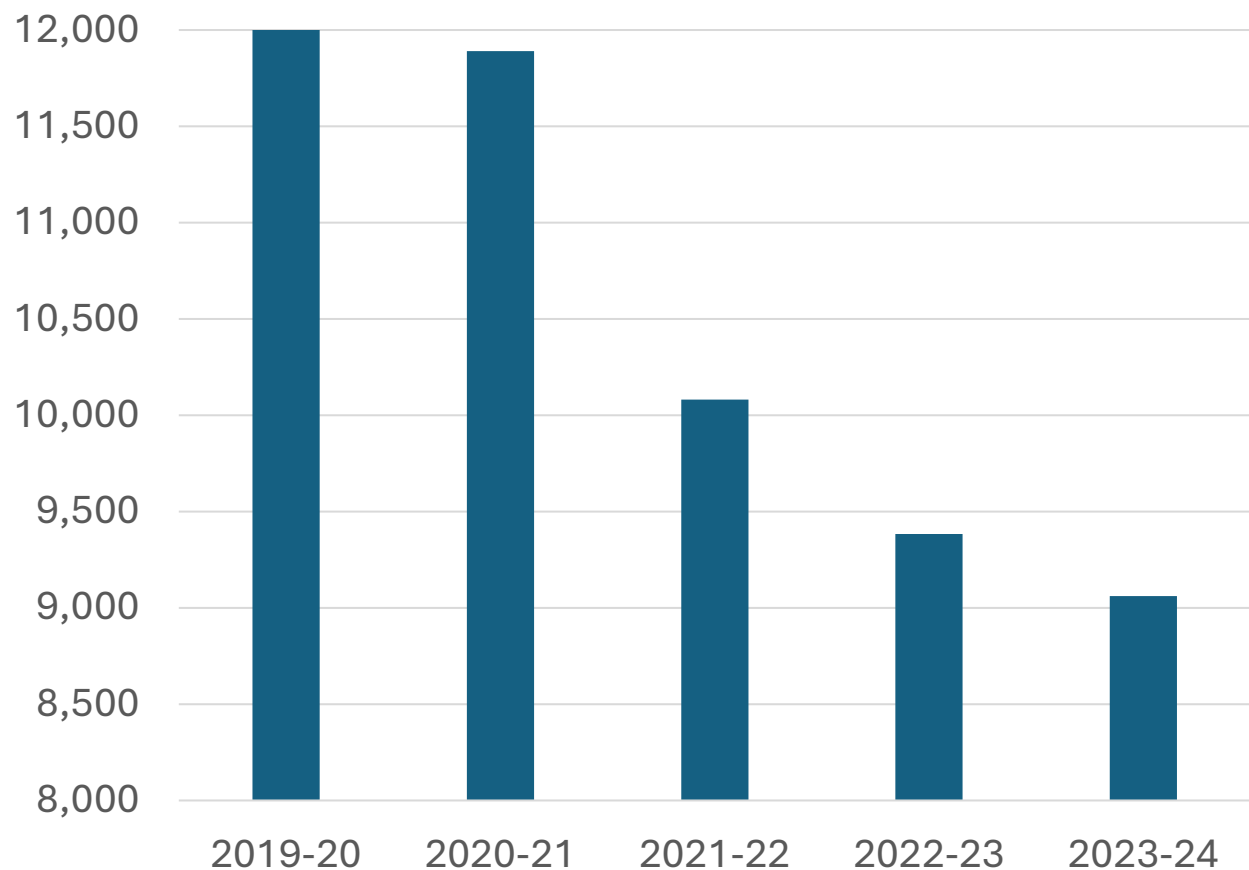
	2019-20	2020-21	2021-22	2022-23	2023-24
Electrical & Renewable Energy	7,448	5,824	5,079	4,350	3,839
Klamath	3,267	2,549	2,233	1,673	1,410
EE - Electrical Engineering	1,991	1,399	1,129	754	776
ENGR - Engineering	478	382	410	460	243
REE - Renewable Energy Engineering	798	768	694	459	391
Online Learning	1,124	986	1,060	1,387	1,378
EE - Electrical Engineering	659	537	530	737	589
ENGR - Engineering	224	285	183	233	409
REE - Renewable Energy Engineering	105	96	243	341	276
SEM - System Engineering and Technology Managemen	136	68	104	76	104
Portland-Metro	3,006	2,279	1,722	1,200	979
EE - Electrical Engineering	1,856	1,319	943	781	629
ENGR - Engineering	286	221	271	138	125
REE - Renewable Energy Engineering	864	739	508	281	225

Impact on Gen-Ed-focused (service) Departments

Total Communication Dept. credit hours (without ACP)



Total Math Dept. credit hours (without ACP)



Long-term **full-time-equivalent** faculty numbers

2019-2020: ~**183** (When almost all department chairs were elected from long-term faculty at Oregon Tech, and would return to be faculty after their terms)

2022-2023: ~**156** (When the recommendations were made by NW to employ more faculty/staff)

2024-2025: ~**148**


*Note: All of these numbers include everyone who has/had been a full-time equivalent faculty at Oregon Tech; it does not include visiting faculty or externally hired department chairs.

4 Northwest Commission recommendations to the Oregon Institute of Technology, in Spring 2023 In Need of Improvement:

- Recommendation 1: Spring 2023 Evaluation of Institutional Effectiveness - **Develop decision-making structures and processes, which are documented and publicly available, and which include provisions for the consideration of the views of faculty, staff, administrators, and students on matters in which each has a direct and reasonable interest.**
- Recommendation 2: Spring 2023 Evaluation of Institutional Effectiveness - **Employ faculty and staff, sufficient in role, number, and qualifications to achieve its organizational responsibilities, educational objectives, establish and oversee academic policies, and ensure the integrity and continuity of its academic programs.**
- Recommendation 3: Spring 2023 Evaluation of Institutional Effectiveness - **Use an ongoing and systematic evaluation process to inform and refine its institutional effectiveness** and assign resources.
- Recommendation 4: Spring 2023 Evaluation of Institutional Effectiveness - **Provide evidence that its planning process is inclusive and offers opportunities for comment by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.**

In line with the NW recommendations:

Faculty hope to be more involved in University decision-making processes, so that **our views** in structuring, resource allocation, and hiring decisions (including hiring administrators) **can be included and considered**. Therefore, these decisions can be better aligned with our academic missions and the integrity of our existing programs.



Thank you again for your
time and consideration

Administrative Council Report

April 11, 2025

Gaylyn Gaddy Maurer
Executive Director
Health and Wellness

Carl Agrifoglio
Director
IT Operations & Classroom Technology
Co-Chairs, Administrative Council



Kudos Recognition

- * Awardees since last Board of Trustees Meeting:
- * Nicole Ayers (Classified)
- * Chad Mattox & the Entire Facilities Crew
- * Emy Martin



Between Now and July...

- * Elections will be held next month to fill Admin Council vacancies. Our process is as follows:
 - * Unclassified staff nominate their colleagues
 - * Nominees submit a letter of interest
 - * Voting is completed across all unclassified staff
 - * Executive Council determines who fills each role on the team
- * Exploring the possibility of launching another Book Club similar to last year's Overlap (the suggested book focuses on enhancing positivity in the workplace)
- * Brainstorming ways to increase school spirit across campus (historically have spearheaded Spirit Week and Oregon Tech Fridays)
- * Discussing another Campus Beautification Day with Facilities; would then provide lunch as an End of the Year event



Compensation Study & Market Comparison Update

2023 Unclassified Administrative Staff Compensation Study Overview

						
Preparation	Confirm Comparison Markets	Job Classification Structure	Market Assessment	Review Salary Structure	Pay Equity Analysis	Present Final Results
<ul style="list-style-type: none"> • Collect and review data and materials relevant for <i>Study</i> • Conduct Project Launch • Hold stakeholder meetings 	<ul style="list-style-type: none"> • Develop methodology to create the comparison market peer group 	<ul style="list-style-type: none"> • Review job descriptions • Develop a classification structure including job families and standardized internal titles for positions 	<ul style="list-style-type: none"> • Identify appropriate benchmark positions in the market data • Conduct variance analysis to determine OT's level of market competitiveness 	<ul style="list-style-type: none"> • Review salary information • Based on market data, assign jobs to structures/ranges • Identify incumbent and cost implications • Finalize structures/ranges 	<ul style="list-style-type: none"> • Develop methodology for analysis • Prepare initial descriptive statistics • Develop a regression analysis • Conduct review of initial findings 	<ul style="list-style-type: none"> • Prepare final report of findings and recommendations
Q3 2023	Q3 2023	Q3 2023	Q4 2023 – Q1 2024	Q1 2024	Q2 2024	Q3 2024

Administration's Phased Response

- * Phase One:

- * Moved 30 individuals into their market salary range (December 2024)

- * Phase Two:

- * Human Resources has looked at each individual position to determine whether the placement within its band needed to be adjusted
- * Have set aside the April Admin Council meeting to discuss these results with:
 - * Sandi Hanan (Associate Vice President, Human Resources)
 - * John Harman (Vice President, Finance and Administration)
 - * Alicia Dillon (Associate Vice President Finance-Controller)

- * Phase Three:

- * More to come after this month's meeting

In Appreciation

- * Admin Council appreciates the administration's thoughtful response to the Compensation/Market Study, and recognizes the difficulty of balancing the results with making responsible fiscal decisions for the university
- * We also want to express our gratitude to the Board of Trustees for your ongoing support of unclassified staff, both fiscally and many other ways
- * In addition, want to recognize John Harman and his team, from whom you will hear later, in taking a deeper dive into unclassified staff trends over time
- * And (on a personal note) – thank you for the opportunity to speak with you about unclassified staff for the last several years!



Questions?
Thank you for your time!



Admin Council

Oregon Tech Board of Trustees Meeting

Friday, April 11, 2025

Government and Community Relations Update

Suzanne Kunse, Associate Vice President, Government and Community Relations
suzanne.kunse@oit.edu

Shane O'Brien, Associate Director, Government and Community Relations
shane.obrien@oit.edu

Oregon Tech Federal Priorities



Continuing Resolution passed on March 7th funding the federal government through Sep 30, 2025

FY 25 Congressionally Directed Spending Requests were not included in the CR including OIT projects except for **DoD Scanning and Additive Manufacturing project.**



FY 26 Congressionally Directed Spending requests have been submitted

Resubmitted: Mobile Dental Clinics and Quantum Computing + Domestic Energy Manufacturing, Nuclear Medicine Camera, and Additive Manufacturing



Pell Grants and Student Aid

Monitoring federal actions

Congressional Delegation Visits

Visited all 8 congressional offices during the week of March 24th



State Budget Update

Public University Support Fund:

OCOP request:
\$1.275 billion

**Co-Chairs
Framework:**
\$1.068 billion

Oregon Opportunity Grant:

OCOP request:
\$458 million

**Co-Chairs
Framework:**
\$329 million

Strong Start

OCOP request:
\$7.9 million

**Co-Chairs
Framework:** \$0

State Programs (includes OREC):

OCOP request:
\$63.9 million

**Co-Chairs
Framework:**
\$62.07 million

Oregon Tech State Priorities

Bond Funding Requests

Semon Hall	\$40.4M
Learning Resource Center	\$37.3M

General Fund Requests

TECH Village	\$2.0M
Rural Health Initiative	\$1.5M

Oregon Tech's Legislative Engagement

January

- HB 2675 (After School Care bill): Drs. Dawn Bailey and Kyle Chapman testified before the House Higher Education and Workforce Development Committee

February

- HB 3213 (Foundations bill): Ken Fincher testified before the House Higher Education and Workforce Development Committee
- Rural Health Initiative: Gaylyn Maurer and David Cauble – 13 legislative meetings

March

- OMIC Funding: Director Don Hendrickson testified before the JWM TED Subcommittee
- Rural Health Initiative, TECH Village and OIT Priorities: Dr. Naganathan – legislative leadership meetings and Governor's office

April

- Higher Education Funding background: John Harman presented to the House Higher Education and Workforce Development Committee

State Capitol Lobby Days



Monday, April 21 – TRU Lobby Day

OIT, SOU, WOU and EOU will highlight the importance of TRUS and advocate for the PUSF, OOG and Student Needs.

Monday, May 12 – Oregon Tech Lobby Day

Students, Faculty, Staff, Alumni, Trustees and Administration will advocate for the PUSF, OOG, and OIT Priorities.

Upcoming Dates

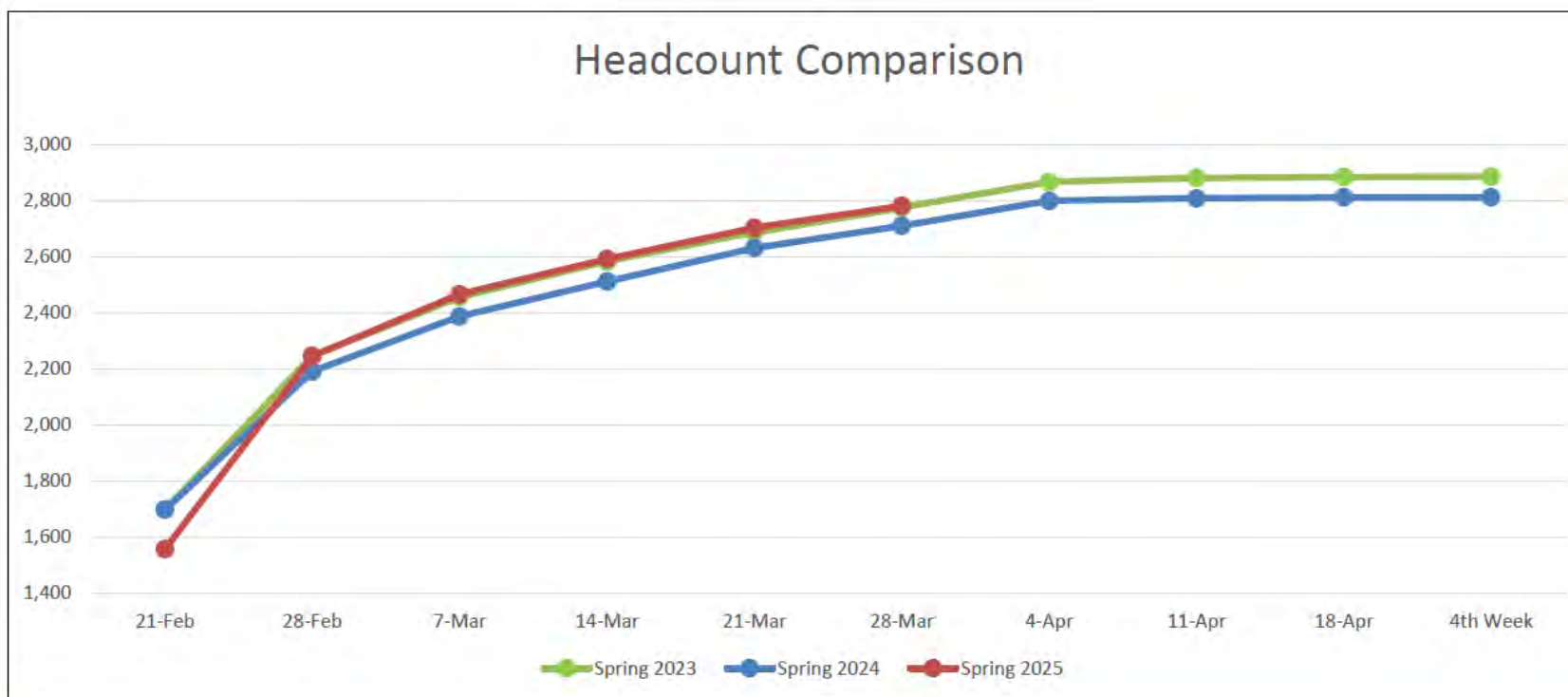
- ✓ April 14 – Senator Jeff Merkley Town Hall on KF Campus
- ✓ April 17, 21 and 22: JWM Education Subcommittee Hearings
Testifying from OIT: Ryland White, ASOIT PM President, Dr. Naga Korivi, Director of OREC and Jordan Harris-Toovey, recent OIT graduate
- ✓ April 21 – TRU Lobby Day
- ✓ April 25 – JWM Committee Hearing in Klamath Falls
- ✓ April 25 – Senator Ron Wyden Town Hall on KF Campus
- ✓ April 26 – KF Community Leaders Roundtable and Town hall with Rep Reschke, Rep McIntire, and Senator Linthicum at KF Campus
- ✓ May 2 – JWM Capital Construction Subcommittee Hearing for Public Universities and Community Colleges
- ✓ May 12 – Oregon Tech Lobby Day

Questions?

Enrollment Report

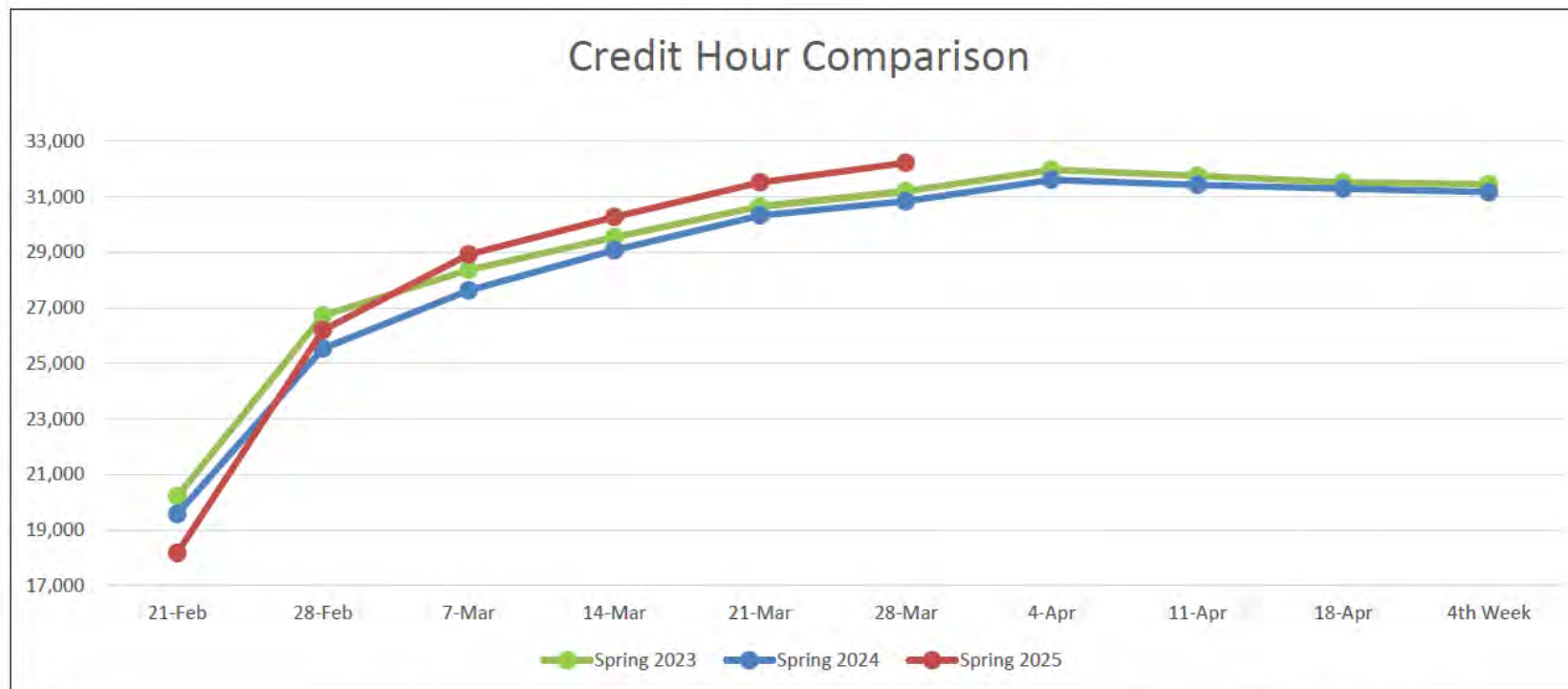
April 8, 2025

Spring Enrollment – Headcount (non-dual credit)



	21-Feb	28-Feb	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	4th Week
Spring 2023	1,698	2,247	2,456	2,583	2,687	2,775	2,866	2,881	2,884	2,885
Spring 2024	1,698	2,191	2,387	2,511	2,631	2,710	2,799	2,808	2,811	2,811
Spring 2025	1,558	2,246	2,466	2,592	2,703	2,781				
% Change (Prior Year)	-8.2%	2.5%	3.3%	3.2%	2.7%	2.6%				

Spring Enrollment – Credit Hour (non-dual credit)



	21-Feb	28-Feb	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	4th Week
Spring 2023	20,209	26,723	28,370	29,542	30,651	31,198	31,971	31,757	31,514	31,452
Spring 2024	19,584	25,540	27,624	29,076	30,324	30,836	31,609	31,421	31,297	31,167
Spring 2025	18,179	26,201	28,925	30,276	31,516	32,221				
% Change (Prior Year)	-7.2%	2.6%	4.7%	4.1%	3.9%	4.5%				

Online & Portland Metro

- Continued Steady Growth in Online (up 5%+ from 438 to 462)
- Uptick in Portland Metro Enrollment (from 442 to 466)

Fall 2025 Vs. Fall 2024 (Point in Time)

- Total completed applications are up by 17% (4926 → 5766)
- Admits in KF are up by 6.9% (4362 → 4664)
- Deposits are up by 11% (379 → 422) (*Main indicator*)

Conclusion

THANK YOU!

New Program Early Notice

BS in Artificial Intelligence
Board Agenda Item No. 5.1
April 11, 2025

Summary

Oregon Tech is proposing a new Bachelor of Science (BS) degree in Artificial Intelligence (AI), designed to prepare students for high-demand careers in AI and data-driven technologies. As one of the first programs in the region, the BS in AI will position Oregon Tech as a leader in applied AI education and workforce development.

Industry Needs

The program addresses industry needs in areas such as machine learning, robotics, computer vision, natural language processing, and AI ethics. With a strong foundation in computer science and applied engineering, the program will provide hands-on learning, industry internships, and opportunities for undergraduate research and innovation.

-

Program Highlights

- **Degree:** Bachelor of Science in Artificial Intelligence
- **Duration:** 4 years, 180 credits
- **Location:** Klamath Falls and Online
- **Units Involved:** Applied Computing & Geomatics (lead), CSET, MGT, and HAS
- **Launch Date:** Fall 2026 (proposed)

Why Oregon Tech? Why Now?

- Builds on Oregon Tech's applied tech strengths
- Aligns with regional and national workforce needs
- Supported by multiple departments
- Adds value to Oregon Tech's academic portfolio

Key Features

- Core courses in AI, machine learning, data science, and ethics
- Hands-on labs in robotics, computer vision, and programming
- Interdisciplinary - business analytics, cybersecurity, and healthcare
- Senior capstone projects with industry and faculty mentorship
- Strong career outlook in software, manufacturing, healthcare, and more

Conclusion

THANK YOU!

Board Agenda Item No. 5.2

UX Research and Design – Certificate Program

Background

The UX Research and Design Certificate is the result of a HECC Future Ready Oregon Workforce Ready Grant (Round 3T: Technology). The Certificate addresses state/national workforce gap in “transferable technology skills” in user experience (UX) design and research.

Oregon Tech’s UX Research and Design Certificate will be the first stand-alone certificate in Oregon with 18 transferable college credits with a transdisciplinary focus in a fully online asynchronous format.

The program will address workforce needs by contributing to the production of specialists for roles such as UX research to understand users’ needs and UX design to create products and services that best meet users’ needs. The program emphasizes transferable skills that complement jobs in human factors engineering, AI and human-computer interaction, web and app design, computer programming, technical communication, instructional design, accessibility compliance, and mechanical and industrial engineering. Certificate students will learn how to analyze technological scenarios and devices to support user-centered design, including audience analysis, use cases, design principles and theory, accessibility, user research methods, and industry-standard UX tools. Certificate students can pursue career opportunities as UX professionals in fields like software development, IT, computer science, mechanical and medical device engineering, and instruction design and education. At current staffing, 15-22 students are expected to enroll annually.

Faculty Recommendation

After discussion and review of related documents, faculty request a **Motion for Approval of the President to approve the UX Research and Design Certificate program.**

Board Agenda Item No. 5.3

B.S. in Allied Health – New Degree Program

Background

The B.S. in Allied Health will create a multidisciplinary allied health major. This type of degree will be a good fit for students who know they want to work in the health industry but are not sure of the major to pursue. The program will include active experiential learning through engagement in real-world, real-time problems in collaboration across a multidisciplinary framework. Coursework will expose students to medical imaging technology, dental hygiene, nursing, respiratory care, bio-health science, psychology, healthcare management, and population health management. Coursework includes a broad-based foundation in global and national healthcare issues and trends, ethical and legal issues, health promotion and disease prevention, evidence-based practice, allied healthcare research, healthcare systems management, and healthcare-based informatics. Students will gain skills, knowledge, and values to advance in the allied health profession and to work in a variety of settings with diverse patients, families, and communities. The program is in direct alignment with Oregon Tech's strategic plan, specifically Pillar II - Commitment to Innovation and Pillar III - Commitment to Community.

According to the Association of Schools Advancing Health Professions (ASAHP), allied health professionals deliver services related to identifying, assessing and preventing diseases and disorders. They may also provide services related to diet and nutrition, rehabilitation, and health systems management. Because of the range of career opportunities students can pursue several types of degrees related to allied health or health sciences.

This program will provide significant benefits to Oregon Tech with minimal investments and no additional faculty. Among others, these benefits would include:

- Increased recruitment and retention of exceptional students,
- Increased incoming tuition funding,
- Enhanced awareness of the Oregon Tech brand locally, regionally, and nationally.

Faculty Recommendation

After discussion and review of related documents, faculty request a **Motion for Approval of the President of a new degree program, Bachelor of Science in Allied Health.**

Board Agenda Item No. 5.4

Applied Behavior Analysis – Substantive Program Revision

Background

The Applied Behavior Analysis, MS (MS-ABA) program designed to meet the national certification requirements for Board Certified Behavior Analysts. Curriculum revision is being conducted in anticipation of upcoming changes to the requirements and the soon-to-be-available accreditation requirements from the Association for Professional Behavior Analysts. The revision involves changing some course credits from 3 to 5 to meet the standard of "45 hours in a free-standing course". Total credits for MSABA will be 63. The proposed changes will take effect for students starting the program Fall 2024. Students enrolled prior to Fall 2024 will continue with the existing curriculum. The proposed curricula revisions do not require additional faculty, staff or other resources.

The MS-ABA program intends to seek accreditation from the Association for Behavior Analysts (APBA). The proposed curriculum changes are designed to meet the accreditation standards.

Faculty Recommendation

After discussion and review of related documents, faculty request a **Motion for Approval of the President to approve the substantive program revision for the Applied Behavior Analysis, M.S. degree.**

Board Agenda Item No. 5.5

Applied Behavior Analysis – Graduate Certificate, Substantive Program Revision

Background

The Certificate in Applied Behavior Analysis (CABA) program is designed to meet the national certification requirements for Board Certified Behavior Analysts. Curriculum revision is being conducted in anticipation of upcoming changes to the requirements and the soon-to-be-available accreditation requirements from the Association for Professional Behavior Analysts. The revision involves changing some course credits from 3 to 5 to meet the standard of "45 hours in a free-standing course". The CABA courses are embedded in the M.S. Applied Behavior Analysis (MS-ABA) program and thus any changes to the MS-ABA result in changes to the CABA curriculum. Total credits for the CABA will be 35 credits. The proposed changes will take effect for students starting the certificate program Fall 2024. Students enrolled prior to Fall 2024 will continue with the existing curriculum. The proposed curricula revisions do not require additional faculty, staff or other resources.

Faculty Recommendation

After discussion and review of related documents, faculty request a **Motion for Approval of the President to approve the substantive program revision for the Applied Behavior Analysis Graduate Certificate.**

Board Agenda Item No. 5.6

Population Health Management – New Location

Background

This proposal is for our existing Population Health Management, B.S. program to be offered online. This does not involve any curricular changes as the current courses already exist in an online format. Proposed changes will not have a significant impact on program assessment. No additional faculty, staff or physical resources are needed as a result of these changes.

The rationale for this format change is the high enrollment in the medical sociology minor, which serves as a feeder for this program. Recent years have resulted in lower enrollment in the on-campus Population Health Management, B.S. program. Offering the degree program in an online format allows us to serve a broader audience. Additionally, as the courses are already taught online, students can now earn a degree aligned with the coursework.

Faculty Recommendation

After discussion and review of related documents, faculty request a **Motion for Approval of the President to approve the proposal to teach the Population Health Management, B.S. in an online format.**

Board Agenda Item No. 5.7

Population Health Innovation Graduate Certificate

Background

The Population Health Innovation Graduate Certificate is an 18-credit hour certificate that builds upon the Population Health Management, B.S. curriculum. The certificate is the result of collaboration with industry partners. It will provide valuable training to health professionals and serve as a new marketing opportunity for Oregon Tech. By moving one of our Population Health faculty members to the Portland Metro campus, the Population Health Innovation Graduate Certificate will expand our reach to the Portland Metro area. No new resources are needed to implement this certificate program.

Faculty Recommendation

After discussion and review of related documents, faculty request a Motion for Approval of the President to approve the proposal to teach and award the 18 credit hour Population Health Innovation Certificate.

ACTION

Agenda Item No. 6.1

FY 2024 Annual Financial Report

Background

The Oregon Tech FY 2024 Annual Financial Report was prepared by Oregon Tech staff.. The audit opinion issued by CliftonLarsonAllen LLP (CLA) is an unmodified (clean) opinion. This audit opinion is attached via link below.

CLA has prepared a Governance Communication Letter to communicate certain matters related to the conduct of the audit to those who have responsibility for oversight of the financial reporting process. The Governance Communication Letter (Attachment A) and Management Representation Letter (Attachment B) are attached below.

CLA has issued an unmodified (clean) opinion on Oregon Tech's FY 2024 Annual Financial Report.

The FY 2024 Annual Financial Report can be found at the following link [Oregon Tech's FY 2024 Annual Financial Report](#). Printed copies will be provided to all members of the Board of Trustees.

Staff Recommendation

After review of the FY 2024 Annual Financial Report, staff requests a **Motion recommending Approval by the full Board of the Oregon Tech FY 2024 Annual Financial Report and Audit.**

Attachments

Attachment A- Oregon Tech FY 2024 Governance Communication Letter

Attachment B- Oregon Tech FY 2024 Management Representation Letter



Members of the Board
Oregon Institute of Technology
Klamath Falls, Oregon

We have audited the financial statements of the business-type activities and the discretely presented component unit of Oregon Institute of Technology as of and for the year ended June 30, 2024, and have issued our report thereon dated March 18, 2025. Our report made reference to other auditors who audited the discretely presented component unit. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit in our Engagement Agreement dated June 19, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings or issues

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Oregon Institute of Technology are described in Note 1 to the financial statements.

No new accounting policies were adopted, and the application of existing policies was not changed during 2024.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear

Significant unusual transactions

We identified no significant unusual transactions.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has determined that the effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The following summarizes uncorrected misstatements of the financial statements:

1. *Oregon Tech Foundation (Discretely Presented Component Unit) prior period adjustment:* During the year ended June 30, 2024 the Oregon Tech Foundation's audit noted a correction of an error in the amount of \$200,000 related to a conditional gift incorrectly recorded as revenue during the prior year ended June 30, 2023. The passed audit adjustment during the year-end June 30, 2024, is a decrease to Donor restricted contribution and grant revenue by \$200,000.

Uncorrected misstatements or the matters underlying uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even if management has concluded that the uncorrected misstatements are immaterial to the financial statements under audit.

Corrected misstatements

None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

The following immaterial misstatements detected as a result of audit procedures were corrected by management:

- Pension expense at June 30, 2024 was over expensed by \$974,345 due to an error related to the deferred outflow and deferred inflow calculations. An entry was booked to decrease pension expense by \$974,345, increase deferred outflows of resources by \$1,714,644 and increase deferred inflows of resources by \$740,299.
- A lessor renewal with an outside third party was not remeasured and recorded upon renewal in January 2024 for a term beginning September 2024 through August 2029. An entry was booked to increase lease receivable by \$4,242,077 and increase deferred inflows of resources by \$4,242,077.

Disagreements with management

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the management representation letter dated March 18, 2025.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other audit findings or issues

We have provided a separate communication to you dated March 18, 2025, communicating internal control related matters identified during the audit.

Audits of group financial statements

We noted no matters related to the group audit that we consider to be significant to the responsibilities of those charged with governance of the group.

Limitations on the group audit

There were no restrictions on our access to information of components or other limitations on the group audit.

Required supplementary information

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

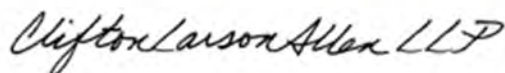
Supplementary information in relation to the financial statements as a whole

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated March 18, 2025.

Other information included in annual reports

Other information (financial or nonfinancial information other than the financial statements and our auditors' report thereon) is being included in your annual report and is comprised of Oregon Tech Board of Trustees and Oregon Tech Executive Officers and the Message from the President. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information included in your annual report and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. Our auditors' report on the financial statements includes a separate section, "Other Information," which states we do not express an opinion or any form of assurance on the other information included in the annual report. We did not identify any material inconsistencies between the other information and the audited financial statements.

This communication is intended solely for the information and use of the Members of the Board and management of Oregon Institute of Technology and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Lake Oswego, Oregon
March 18, 2025



Members of the Board and Management
Oregon Institute of Technology
Klamath Falls, Oregon

In planning and performing our audit of the financial statements of Oregon Institute of Technology as of and for the year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered the entity's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control.

However, during our audit we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses and other matters that are opportunities to strengthen your internal control and improve the efficiency of your operations. Our comments and suggestions regarding those matters are summarized below. We previously provided a written communication dated March 18, 2025, on the entity's internal control. This letter does not affect our report on the financial statements dated March 18, 2025, nor our internal control communication dated March 18, 2025.

Timely Financial Reporting

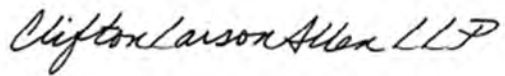
During our audit we experienced delays receiving the final trial balance and financial statements. Final reports were provided in February 2025, which is over seven months after the fiscal year end. These delays can impact compliance with regulatory reporting requirements and potentially limit visibility of timely financial results to the public, members of the board, management, and other users. We acknowledge the various challenges faced by management including but not limited to financial system transitions and staffing that have led to these delays. Continued delays in reporting could result in difficulties making prudent operational decisions, potential errors, and missed deadlines. During our audit there were also immaterial adjustments related to Pension expense and Leases which may be attributed to staffing transitions. We recommend that management evaluate the financial reporting process as a whole to understand how the processes and procedures can be improved in order to provide financial reporting in a timely manner. We recommend that both the systems in place be evaluated along with workflow to ensure all personnel involved in the process are utilized effectively.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various entity personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

* * *

Members of the Board and Management
Oregon Institute of Technology
Page 2

This communication is intended solely for the information and use of management, Members of the Board, and others within the entity and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The script is cursive and fluid, with the letters connected in a continuous line.

CliftonLarsonAllen LLP

Lake Oswego, Oregon
March 18, 2025

ACTION

Agenda Item No. 6.2

FY 2024 Single Audit Report

Background

Oregon Tech receives federal funds through financial aid programs, grants, awards and more recently through Higher Education Emergency Relief Funds (HEERF) related to the COVID-19 pandemic.

Nonprofit and governmental organizations with federal expenditures in excess of \$750,000 annually are required by law to have an annual Single Audit. This includes an audit of financial statements and a compliance audit of federal awards. The Single Audit reviews internal controls and whether federal funds were managed in compliance with applicable federal requirements for grants and awards.

A Single Audit is often referred to as a *Uniform Guidance Single Audit* because provisions applicable to most federal awards are contained in Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The Single Audit for the fiscal year (FY) ended June 30, 2024 was performed by CliftonLarsonAllen LLP (CLA) in conjunction with Oregon Tech staff. The FY 2024 Single Audit Report can be found at the following link [FY 2024 Single Audit Report](#) and includes CLA's independent auditors' reports on (a) Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, and (b) Compliance for Each Major Federal Program, Report on Internal Control Over Compliance and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance.

CLA has issued an unmodified (clean) opinion with regard to financial statements and federal awards as outlined in the Oregon Tech Fiscal Year 2024 Single Audit Report. Copies will be provided to all members of the Board of Trustees.

Staff Recommendation

After review of the Fiscal Year 2024 Single Audit Report for federal funds compliance, staff requests a **Motion recommending Approval by the full Board of the Oregon Tech FY 2024 Single Audit Report.**

ACTION ITEM

Agenda Item No. 6.3 Request for Approval: Academic Year 2025-26 Tuition & Fees

Legislative and HECC Background

A primary responsibility of the Oregon Tech Board of Trustees is to establish tuition and mandatory enrollment fees each year. Oregon Revised Statute (ORS) 352.102 outlines the Board's responsibilities relative to tuition and mandatory enrollment fees. The statute stipulates that the Governing Board shall:

- *establish a collaborative and inclusive process for determining tuition and mandatory enrollment fees,*
- *require the university to establish a written process describing the role of an advisory board and its relationship to the president and the university,*
- *outline specific information and analysis which must be presented to the advisory board,*
- *request the president transmit a joint tuition and fee recommendation, including both the president's and the recognized student government's tuition and fee recommendations or any minority report,*
- *stipulate limitations on authority to adjust tuition and mandatory enrollment fees to increases at or below 5% without prior authorization from the HECC or legislature, and*
- *limit its ability to delegate the responsibility to set tuition and mandatory enrollment fees.*

The Oregon Tech Board of Trustees established its Policy on Resident Undergraduate Tuition and Mandatory Enrollment Fee Process in compliance with ORS 352.102. This policy designates the Tuition Recommendation Committee (TRC) as the University's advisory body for developing tuition recommendations, as well as a tuition setting process and policy framework as required by ORS 352.102, Section 5.1, which specifically states:

The Tuition Recommendation Committee shall meet at least twice between January and February prior to providing the president with written recommendations on proposed tuition and mandatory fee rates for resident undergraduate students for the upcoming academic year; these meetings shall be open to the student body. A minimum of one public forum shall be held at the Klamath Falls campus and a minimum of one at the Portland-Metro campus to discuss and solicit input on the proposed tuition and mandatory fees; and broad notification of the forum shall be made to the university community.

To assist in making its recommendations, the Tuition Recommendation Committee shall receive a plan for how the Board of Trustees and Administration are managing costs on an ongoing basis and a plan for how resident tuition and mandatory enrollment fees could be decreased if the university receives more money from the state than anticipated.

When advising the president, the Tuition Recommendation Committee shall include input received at the public forum and considerations regarding the mechanisms by which money is appropriated by

the Legislative Assembly to the Higher Education Coordinating Commission for allocation to universities, historical tuition and fee trends, comparative data for peer institutions, the University's budget and projected cost increases, and anticipated state appropriation levels. In addition to the recommendations, the report shall convey deliberations and observations of the Tuition Recommendation Committee and must include any minority report requested by a Tuition Recommendation Committee member and any documents produced or received by the Tuition Recommendation Committee. The president shall bring the recommendations report and all associated documents to the Board for approval.

When setting tuition and fees, the Board may consider a number of factors, including the intent to (a) create affordable access to degree programs, (b) create a diverse student body, (c) maintain strong degree programs at every level, (d) develop and maintain the human and physical infrastructure necessary to support the university's educational outcome goals, and (e) maintain the fiscal integrity of the institution over the long-term.

The Higher Education Coordinating Commission (HECC), in an effort to increase transparency and predictability for universities during the tuition setting process, approved a Permanent Administrative Rule, effective February 14, 2023, entitled, ["Tuition Increase Process and Criteria"](#) to be utilized in determining whether or not a proposed tuition increase of greater than five percent (5%) is "appropriate," as is required by Oregon Law. Although the Committee did not recommend an increase in excess of five percent (5%), these criteria were folded into the TRC discussions and include three focus areas:

Focus Area One: Fostering an Inclusive and Transparent Tuition-Setting Process. Specifically, the institution must demonstrate that students had multiple opportunities to engage in the tuition-setting process, and that information about the tuition-setting process was easily accessible and in compliance with ORS 352.102.

Focus Area Two: Safeguarding Access and Support for Degree Completion by Historically Underrepresented Students. Specifically, the institution must demonstrate the impact of tuition increases above and below five percent (5%) on remission programs and support services for underrepresented students; and that the university has a plan for reducing tuition if there is additional state funding available.

Focus Area Three: Financial Conditions Demonstrating the Need for Resident, Undergraduate Tuition to be Increased More than 5%. Specifically, the university is required to explain the cost drivers and revenue dynamics that are causing tuition to increase above five percent (5%) and the impact on the university's mission; and that the university is implementing cost containment efforts.

Committee Principles

The TRC established a set of guiding principles to inform the deliberation and recommendation process. The Committee also read and reviewed the statutory and policy requirements of the group at its first and subsequent meetings. These guiding principles were referenced during meetings and forums.

Guiding Principles:

- Consider long-term factors when recommending the single-year decisions.
- Recognize the importance of affordability for students.
- Tuition levels should be developed using data and information, including internal budget, comparative institutions, and external cost indices.
- Maintain the service level, quality and support that Oregon Tech currently provides students.

Process Requirements:

- Transparent communication with stakeholders with an appropriate level of detail
- Committee will utilize data and information throughout the process (see Attachment E)
- Respectful communications and ask questions

TRC and ASOIT Recommendations

The TRC is comprised of students, faculty, staff and the chair of the Fiscal Operations Advisory Council (FOAC) and met four times, between January and March 2025. The Committee also held two in-person/virtual public forums in conjunction with the Associated Students of Oregon Institute of Technology (ASOIT) through in-person and virtual media conferencing with the Klamath Falls and Portland-Metro campuses. These forums were held in February to educate the campus community on the tuition setting process and budget dynamics impacting the university, as well as to solicit feedback from students on a range of tuition scenarios developed by the TRC. Feedback from the forums was incorporated into the TRC recommendation.

TRC acted by consensus and reviewed financial projections, current tuition, and fee rates at other Oregon public universities and competitor institutions outside the state as well as other information and background materials in arriving at a tuition and fees recommendation for Academic Year (AY) 2025-26.

Following completion of the TRC process the Staff Report, dated March 18, 2025, was finalized after review by the committee (see Attachment B). Later in the month, the Klamath Falls and Portland Metro Incidental Fee Committees, led by their respective campus ASOIT groups, met to determine AY 2025-26 Incidental Fees recommendations (see Attachment C and D). These recommendations are provided below:

TRC Academic Year 2025-26 Tuition and Mandatory Fees Recommendation:

- Increase AY 2025-26 base tuition by four percent (4%), unless legislative approved funding for the Public Universities Support Fund (PUSF) for 2025-27 biennium is less than the amount in the Governor's 2025-27 Recommended Budget (GRB), in which case base tuition may be increased by an amount not to exceed 4.5 percent (4.5%).
- Differential tuition related to Health and Engineering Technology programs shall remain at the current thirty-seven percent (37%) premium on base tuition.
- The mandatory Health Service fee for AY 2025-26 is recommended to increase by 7 percent (7%) for Klamath Falls and 12 percent (12%) for Wilsonville. No change in the mandatory

- Building fee or Student Rec Center fee is recommended for AY 2025-26, and;
- Finally, the President or his designee is delegated such authority as available under policy and law to make minor and technical adjustments to these proposed rates as necessary to correct mathematical rounding, errors, inconsistencies, or omissions and execute the Board's directives (see Attachment B).

ASOIT IFC Academic Year 2025-26 Incidental Fees Recommendation:

The Klamath Falls (KF) campus Incidental Fee Commission (IFC), led by the KF ASOIT has made recommendations related to changes in incidental fees (see Attachment C). The Commission recommended incidental fees at the Klamath Falls campus increase by one and one-half percent (1.5%) to \$463.14 from \$456.30 for students with six or more credit hours. For students with less than six credit hours, at every credit hour from 1 to 5, the fee will be increased by one and one-half percent (1.5%). Summer incidental fees for Klamath Falls are recommended to remain at \$75 regardless of the number of credit hours enrolled.

For the Portland-Metro (PM) campus, the IFC led by PM ASOIT recommended incidental fees for the Portland-Metro campus to increase by twelve percent (12%) to \$112 from \$100 for students enrolled for six credit hours or more. For students enrolled in less than 6 credit hours or enrolled for summer, it was recommended the fee remain at \$50 (see Attachment D).

The Tables below summarize the AY 2025-26 Tuition at the level of a four (4.0%) and four and one-half percent (4.5%) increase. Also reflected are the TRC recommended AY 2025-26 mandatory fees for Health Services, Buildings and Rec Center. Finally, the Table also reflects the respective IFC recommended AY 2025-26 incidental fee increases for the Klamath Falls and Portland-Metro campuses. With these revised tuition and fees rates, Oregon Tech tuition will continue to be competitive with other institutions featuring similar programs both within and outside the state.

Table-4% Increase to Oregon Tech Tuition and Fees				
		AY 2024-25 Rate/SCH	AY 2025-26 Rate/SCH	Net % Change
Undergraduate	Resident	\$243.65	\$253.40	4.0%
	WUE	\$365.48	\$380.10	4.0%
	Non-Resident	\$775.56	\$806.58	4.0%
	Differential	37%	37%	
Special Programs	Medical Lab Sciences (R)	\$333.80	\$347.15	4.0%
	Medical Lab Sciences (NR)	\$603.56	\$627.70	4.0%
	Paramedic (R)	\$266.49	\$277.15	4.0%
	Paramedic (NR)	\$382.14	\$397.43	4.0%
	Chemeketa Dental Hygiene (R)	\$266.49	\$277.15	4.0%
	Chemeketa Dental Hygiene (NR)	\$865.45	\$900.07	4.0%
Graduate	Resident	\$560.40	\$582.82	4.0%
	Non-Resident	\$940.77	\$978.40	4.0%
	Differential	37%	37%	
		AY 2024-25 Rate/Term	AY 2025-26 Rate/Term	Net % Change
Doctoral Physical Therapy	Resident	\$ 7,610.26	\$ 7,914.67	4.0%
	Non-Resident	\$ 12,775.71	\$ 13,286.74	4.0%
Fees				
		AY 2024-25 Rate/Term	AY 2025-26 Rate/Term	% Change
Klamath Falls	Building	\$45.00	\$45.00	0.0%
	Incidental ¹	\$456.30	\$463.14	1.5%
	Health Services ¹	\$195.00	\$208.65	7.0%
	Student Rec Center	\$69.00	\$69.00	0.0%
Portland Metro	Building	\$45.00	\$45.00	0.0%
	Incidental ¹	\$100.00	\$112.00	12.0%
	Health Services	\$63.00	\$70.56	12.0%

Notes:

(1) Incidental fees are reduced for summer term and prorated for students taking less than six credits for fall, winter, and spring terms. Klamath Falls health service fee is waived for summer term and is not charged for students with less than six credits for fall, winter and spring terms.

Table-4.5% Increase to Oregon Tech Tuition and Fees				
		AY 2024-25 Rate/SCH	AY 2025-26 Rate/SCH	Net % Change
Undergraduate	Resident	\$243.65	\$254.61	4.5%
	WUE	\$365.48	\$381.92	4.5%
	Non-Resident	\$775.56	\$810.46	4.5%
	Differential	37%	37%	
Special Programs	Medical Lab Sciences (R)	\$333.80	\$348.82	4.5%
	Medical Lab Sciences (NR)	\$603.56	\$630.72	4.5%
	Paramedic (R)	\$266.49	\$278.48	4.5%
	Paramedic (NR)	\$382.14	\$399.34	4.5%
	Chemeketa Dental Hygiene (R)	\$266.49	\$278.48	4.5%
	Chemeketa Dental Hygiene (NR)	\$865.45	\$904.40	4.5%
Graduate	Resident	\$560.40	\$585.62	4.5%
	Non-Resident	\$940.77	\$983.10	4.5%
	Differential	37%	37%	
		AY 2024-25 Rate/Term	AY 2025-26 Rate/Term	Net % Change
Doctoral Physical Therapy	Resident	\$ 7,610.26	\$ 7,952.72	4.5%
	Non-Resident	\$ 12,775.71	\$ 13,350.62	4.5%
Fees				
		AY 2024-25 Rate/Term	AY 2025-26 Rate/Term	% Change
Klamath Falls	Building	\$45.00	\$45.00	0.0%
	Incidental ¹	\$456.30	\$463.14	1.5%
	Health Services ¹	\$195.00	\$208.65	7.0%
	Student Rec Center	\$69.00	\$69.00	0.0%
Portland Metro	Building	\$45.00	\$45.00	0.0%
	Incidental ¹	\$100.00	\$112.00	12.0%
	Health Services	\$63.00	\$70.56	12.0%

Notes:

(1) Incidental fees are reduced for summer term and prorated for students taking less than six credits for fall, winter, and spring terms. Klamath Falls health service fee is waived for summer term and is not charged for students with less than six credits for fall, winter and spring terms.

Table- Miscellaneous Rates with 4% increase**AY 2025-26 ONLINE TUITION AND FEES RATES**

TUITION	RATES
Online Undergraduate Tuition	\$335.00/Credit
Online Graduate Tuition	\$476.00/Credit
Online Graduate Allied Health Tuition	\$476.00/Credit
Online Graduate Engineering & Technology Tuition	\$694.00/Credit
FEES	RATES
Online Tech Fee <i>no increase</i>	\$65.00/Online Course
Matriculation Distance Ed Fee <i>no increase</i>	One-time fee of \$50 for Online Students

AY 2025-26 STAFF & STAFF DEPENDENT FEE PRIVILEGES

TUITION	RATES
OIT Staff Undergraduate and Graduate Tuition (on-campus & online credits)	\$76.00/Credit (up to 12 credits)
OIT Staff Undergraduate and Graduate Dependent Tuition (on-campus & online credits)	\$76.00/Credit (up to 12 credits)
Other Institution Staff Undergraduate and Graduate Tuition (on-campus credits only)	\$76.00/Credit (up to 12 credits)
Other Institution Staff Undergraduate and Graduate Dependent Tuition (on-campus credits only)	\$76.00/Credit (up to 12 credits)
FEES	RATES
OIT and Other Institution Staff Fees	Staff do not pay Building, Incidental, Student Rec Center and Health Service Fees but they do pay extra class fees.
OIT and Other Institution Staff Dependent Fees	Staff Dependents pay all on-campus fees and extra class fees.

AY 2025-26 DUAL CREDIT PROGRAM (HST) & ADVANCED CREDIT PROGRAM (ACP)

TUITION	RATES
Dual Credit Program (HST) <i>no increase</i>	\$25.00/Credit
Advanced Credit Program (ACP) <i>no increase</i>	\$100.00/Course

AY 2025-26 BOEING RATES

TUITION	RATES
Undergraduate Tuition	\$635.04/Credit
Graduate Tuition	\$811.87/Credit

Table- Miscellaneous Rates with 4.5% increase**AY 2025-26 ONLINE TUITION AND FEES RATES**

TUITION	RATES
Online Undergraduate Tuition	\$336.00/Credit
Online Graduate Tuition	\$479.00/Credit
Online Graduate Allied Health Tuition	\$479.00/Credit
Online Graduate Engineering & Technology Tuition	\$697.00/Credit
FEES	RATES
Online Tech Fee <i>no increase</i>	\$65.00/Online Course
Matriculation Distance Ed Fee <i>no increase</i>	One-time fee of \$50 for Online Students
<u>AY 2025-26 STAFF & STAFF DEPENDENT FEE PRIVILEGES</u>	
TUITION	RATES
OIT Staff Undergraduate and Graduate Tuition (on-campus & online credits)	\$76.50/Credit (up to 12 credits)
OIT Staff Undergraduate and Graduate Dependent Tuition (on-campus & online credits)	\$76.50/Credit (up to 12 credits)
Other Institution Staff Undergraduate and Graduate Tuition (on-campus credits only)	\$76.50/Credit (up to 12 credits)
Other Institution Staff Undergraduate and Graduate Dependent Tuition (on-campus credits only)	\$76.50/Credit (up to 12 credits)
FEES	RATES
OIT and Other Institution Staff Fees	Staff do not pay Building, Incidental, Student Rec Center and Health Service Fees but they do pay extra class fees.
OIT and Other Institution Staff Dependent Fees	Staff Dependents pay all on-campus fees and extra class fees.
<u>AY 2025-26 DUAL CREDIT PROGRAM (HST) & ADVANCED CREDIT PROGRAM (ACP)</u>	
TUITION	RATES
Dual Credit Program (HST) <i>no increase</i>	\$25.00/Credit
Advanced Credit Program (ACP) <i>no increase</i>	\$100.00/Course
<u>AY 2025-26 BOEING RATES</u>	
TUITION	RATES
Undergraduate Tuition	\$638.10/Credit
Graduate Tuition	\$815.77/Credit

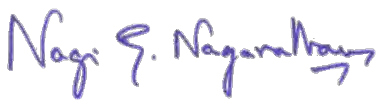
Attachments and Additional Information

- Attachment A- Tuition and Fees Recommendation Memo- President Naganathan
Attachment B- Tuition Recommendation Committee Staff Report
Attachment C- Incidental Fee Recommendation KF ASOIT
Attachment D- Incidental Fee Recommendation PM ASOIT
Attachment E- [Tuition Recommendation Committee Material](#)

Board 6.4- ATTACHMENT A



To: Oregon Tech Board of Trustees

From: Nagi G. Naganathan 
President

Re: **President's Recommendation for Academic Year 2025-26 Tuition and Fees**

Date: April 11, 2025

As required by statute, through this memorandum, I submit my recommendation for tuition and fees for the 2025-26 academic year to the Oregon Tech Board of Trustees. This recommendation was developed through an open and consensus-driven process led by the Tuition Recommendation Committee (TRC), a dedicated group of students, faculty, and administrators from both major campuses.

The TRC met four times beginning in January of this year and concluded their process in March after two campus forums. I sincerely appreciate their dedication to the University and the engagement of students during this process. The Committee's responsibilities, process, and guiding principles are more fully outlined in the Tuition Recommendation Committee Staff Report (See Attachment B). At the conclusion of the process, the TRC recommended a four percent (4%) increase in base tuition unless legislative approved funding for the Public Universities Support Fund (PUSF) for the 2025-27 biennium is less than the amount in the Governor's 2025-27 Recommended Budget (GRB), in which case base tuition may be increased by an amount not to exceed 4.5 percent (4.5%). The TRC also recommended that mandatory fees increase for Health Services at both campuses, but that Building and Rec Center fees remain unchanged. There was no minority report.

I also received separate recommendations from the Klamath Falls and Portland-Metro Incidental Fee Committees (IFC), led by the respective ASOIT groups at both campuses. (see Attachments C and D).

It is important to note that the TRC and University administration considered tuition options both above and below the final recommended amounts. When reflecting on the principles articulated by the students, faculty, and staff of the Committee, evaluating comparator university tuition, internal budget projections, salary data for graduates, and many other data points, the group agreed the best interest of students is served by adequately supporting quality programs and continuing the investment in our recognized professional programs.

I want to convey my sincere appreciation to the members of the TRC, IFC work groups, and ASOIT for conducting a thorough and collaborative process through open and supportive deliberations. These deliberations engaged stakeholders at all levels in reaching a recommendation in a challenging

state budget environment. However, as discussed during the TRC proceedings, the University is also pressured to pursue a tuition increase to raise revenue sufficient to meet expenses in a challenging budget environment.

In consideration of the recommendations of the TRC, ASOIT and IFC (see Attachments B, C and D), and in recognition of the collaborative conclusion of the process, I am recommending the following for the Board's consideration.

Presidential Recommendation for Academic Year 2025-26 Tuition and Fees

- Increase academic year 2025-26 base tuition by four percent (4%), unless legislative approved funding for the Public Universities Support Fund (PUSF) for 2025-27 biennium is less than the amount in the Governor's 2025-27 Recommended Budget (GRB), in which case base tuition may be increased by an amount not to exceed 4.5 percent (4.5%).
- Differential tuition related to Health and Engineering Technology programs shall remain at the current thirty-seven percent (37%) premium on base tuition.
- The mandatory Health Service fee for AY 2025-26 is recommended to increase by 7 percent (7%) for Klamath Falls and 12 percent (12%) for Wilsonville. No change in the mandatory Building fee or Student Rec Center fee is recommended for AY 2025-26,
- Tuition remissions shall continue to be moderated to approximately fourteen percent (14%) of gross tuition revenue,
- Incidental fees at the Klamath Falls campus shall increase by one and one-half percent (1.5%) from \$456.30 to \$463.14 for students with six or more credit hours. For students with less than six credit hours, at every credit hour from 1-5, the fee will be increased by one and one-half percent (1.5%). Summer incidental fees for Klamath Falls will remain at \$75 regardless of the number of credit hours enrolled (see Attachment C).
- Incidental fees for the Portland-Metro campus shall increase by twelve percent (12%) from \$100 to \$112 for students enrolled for six credit hours or more. For students enrolled in less than six credit hours, or enrolled for summer, the fee shall remain at \$50 (see Attachment D).
- Finally, the President or his designee is delegated such authority as available under policy and law to make minor and technical adjustments to these proposed rates as necessary to correct mathematical rounding, errors, inconsistencies, or omissions and execute the Board's directives.

The University is committed to continuously improving operational efficiencies to offset cost increases and unpredictable levels of state funding, which is further compounded by the current economic climate and lingering effects of the pandemic.

Specific tuition and fee recommendations are outlined in the Tables included in the following two pages.

I thank you for your consideration of this recommendation. ■

Table-4% Increase to Oregon Tech Tuition and Fees				
		AY 2024-25 Rate/SCH	AY 2025-26 Rate/SCH	Net % Change
Undergraduate	Resident	\$243.65	\$253.40	4.0%
	WUE	\$365.48	\$380.10	4.0%
	Non-Resident	\$775.56	\$806.58	4.0%
	Differential	37%	37%	
Special Programs	Medical Lab Sciences (R)	\$333.80	\$347.15	4.0%
	Medical Lab Sciences (NR)	\$603.56	\$627.70	4.0%
	Paramedic (R)	\$266.49	\$277.15	4.0%
	Paramedic (NR)	\$382.14	\$397.43	4.0%
	Chemeketa Dental Hygiene (R)	\$266.49	\$277.15	4.0%
	Chemeketa Dental Hygiene (NR)	\$865.45	\$900.07	4.0%
Graduate	Resident	\$560.40	\$582.82	4.0%
	Non-Resident	\$940.77	\$978.40	4.0%
	Differential	37%	37%	
		AY 2024-25 Rate/Term	AY 2025-26 Rate/Term	Net % Change
Doctoral Physical Therapy	Resident	\$ 7,610.26	\$ 7,914.67	4.0%
	Non-Resident	\$ 12,775.71	\$ 13,286.74	4.0%
Fees				
		AY 2024-25 Rate/Term	AY 2025-26 Rate/Term	% Change
Klamath Falls	Building	\$45.00	\$45.00	0.0%
	Incidental ¹	\$456.30	\$463.14	1.5%
	Health Services ¹	\$195.00	\$208.65	7.0%
	Student Rec Center	\$69.00	\$69.00	0.0%
Portland Metro	Building	\$45.00	\$45.00	0.0%
	Incidental ¹	\$100.00	\$112.00	12.0%
	Health Services	\$63.00	\$70.56	12.0%

Notes:

(1) Incidental fees are reduced for summer term and prorated for students taking less than six credits for fall, winter, and spring terms. Klamath Falls health service fee is waived for summer term and is not charged for students with less than six credits for fall, winter and spring terms.

Table-4.5% Increase to Oregon Tech Tuition and Fees				
		AY 2024-25 Rate/SCH	AY 2025-26 Rate/SCH	Net % Change
Undergraduate	Resident	\$243.65	\$254.61	4.5%
	WUE	\$365.48	\$381.92	4.5%
	Non-Resident	\$775.56	\$810.46	4.5%
	Differential	37%	37%	
Special Programs	Medical Lab Sciences (R)	\$333.80	\$348.82	4.5%
	Medical Lab Sciences (NR)	\$603.56	\$630.72	4.5%
	Paramedic (R)	\$266.49	\$278.48	4.5%
	Paramedic (NR)	\$382.14	\$399.34	4.5%
	Chemeketa Dental Hygiene (R)	\$266.49	\$278.48	4.5%
	Chemeketa Dental Hygiene (NR)	\$865.45	\$904.40	4.5%
Graduate	Resident	\$560.40	\$585.62	4.5%
	Non-Resident	\$940.77	\$983.10	4.5%
	Differential	37%	37%	
		AY 2024-25 Rate/Term	AY 2025-26 Rate/Term	Net % Change
Doctoral Physical Therapy	Resident	\$ 7,610.26	\$ 7,952.72	4.5%
	Non-Resident	\$ 12,775.71	\$ 13,350.62	4.5%
Fees				
		AY 2024-25 Rate/Term	AY 2025-26 Rate/Term	% Change
Klamath Falls	Building	\$45.00	\$45.00	0.0%
	Incidental ¹	\$456.30	\$463.14	1.5%
	Health Services ¹	\$195.00	\$208.65	7.0%
	Student Rec Center	\$69.00	\$69.00	0.0%
Portland Metro	Building	\$45.00	\$45.00	0.0%
	Incidental ¹	\$100.00	\$112.00	12.0%
	Health Services	\$63.00	\$70.56	12.0%

Notes:

(1) Incidental fees are reduced for summer term and prorated for students taking less than six credits for fall, winter, and spring terms. Klamath Falls health service fee is waived for summer term and is not charged for students with less than six credits for fall, winter and spring terms.

Table- Miscellaneous Rates with 4% increase

AY 2025-26 ONLINE TUITION AND FEES RATES

TUITION	RATES
Online Undergraduate Tuition	\$335.00/Credit
Online Graduate Tuition	\$476.00/Credit
Online Graduate Allied Health Tuition	\$476.00/Credit
Online Graduate Engineering & Technology Tuition	\$694.00/Credit

FEES	RATES
Online Tech Fee <i>no increase</i>	\$65.00/Online Course
Matriculation Distance Ed Fee <i>no increase</i>	One-time fee of \$50 for Online Students

AY 2025-26 STAFF & STAFF DEPENDENT FEE PRIVILEGES

TUITION	RATES
OIT Staff Undergraduate and Graduate Tuition (on-campus & online credits)	\$76.00/Credit (up to 12 credits)
OIT Staff Undergraduate and Graduate Dependent Tuition (on-campus & online credits)	\$76.00/Credit (up to 12 credits)
Other Institution Staff Undergraduate and Graduate Tuition (on-campus credits only)	\$76.00/Credit (up to 12 credits)
Other Institution Staff Undergraduate and Graduate Dependent Tuition (on-campus credits only)	\$76.00/Credit (up to 12 credits)

FEES	RATES
OIT and Other Institution Staff Fees	Staff do not pay Building, Incidental, Student Rec Center and Health Service Fees but they do pay extra class fees.
OIT and Other Institution Staff Dependent Fees	Staff Dependents pay all on-campus fees and extra class fees.

AY 2025-26 DUAL CREDIT PROGRAM (HST) & ADVANCED CREDIT PROGRAM (ACP)

TUITION	RATES
Dual Credit Program (HST) <i>no increase</i>	\$25.00/Credit
Advanced Credit Program (ACP) <i>no increase</i>	\$100.00/Course

AY 2025-26 BOEING RATES

TUITION	RATES
Undergraduate Tuition	\$635.04/Credit
Graduate Tuition	\$811.87/Credit

Table- Miscellaneous Rates with 4.5% increase

AY 2025-26 ONLINE TUITION AND FEES RATES

TUITION	RATES
Online Undergraduate Tuition	\$336.00/Credit
Online Graduate Tuition	\$479.00/Credit
Online Graduate Allied Health Tuition	\$479.00/Credit
Online Graduate Engineering & Technology Tuition	\$697.00/Credit

FEES	RATES
Online Tech Fee <i>no increase</i>	\$65.00/Online Course
Matriculation Distance Ed Fee <i>no increase</i>	One-time fee of \$50 for Online Students

AY 2025-26 STAFF & STAFF DEPENDENT FEE PRIVILEGES

TUITION	RATES
OIT Staff Undergraduate and Graduate Tuition (on-campus & online credits)	\$76.50/Credit (up to 12 credits)
OIT Staff Undergraduate and Graduate Dependent Tuition (on-campus & online credits)	\$76.50/Credit (up to 12 credits)
Other Institution Staff Undergraduate and Graduate Tuition (on-campus credits only)	\$76.50/Credit (up to 12 credits)
Other Institution Staff Undergraduate and Graduate Dependent Tuition (on-campus credits only)	\$76.50/Credit (up to 12 credits)

FEES	RATES
OIT and Other Institution Staff Fees	Staff do not pay Building, Incidental, Student Rec Center and Health Service Fees but they do pay extra class fees.
OIT and Other Institution Staff Dependent Fees	Staff Dependents pay all on-campus fees and extra class fees.

AY 2025-26 DUAL CREDIT PROGRAM (HST) & ADVANCED CREDIT PROGRAM (ACP)

TUITION	RATES
Dual Credit Program (HST) <i>no increase</i>	\$25.00/Credit
Advanced Credit Program (ACP) <i>no increase</i>	\$100.00/Course

AY 2025-26 BOEING RATES

TUITION	RATES
Undergraduate Tuition	\$638.10/Credit
Graduate Tuition	\$815.77/Credit

Board Item 6.4 Attachment B

TUITION RECOMMENDATION COMMITTEE STAFF REPORT



Tuition Recommendation Committee

Staff Report for

Academic Year 2025-26

Tuition Setting Process Report

March 18, 2025

Academic Year 2025-26 Tuition Recommendation

The Tuition Recommendation Committee (TRC), through an inclusive and consensus-driven process, has recommended a tuition increase for Academic Year (AY) 2025-26. The Oregon Tech academic year begins with Fall and continues through Winter, Spring and Summer terms. The recommendation assumes the Higher Education Coordinating Commission (HECC) Student Success and Completion Model (SSCM) distribution methodology remains unchanged. FY 2025-26 is the first year in the 2025-27 biennium. The TRC discussed the dynamics impacting the University's budget in the short-term and long-term as well as the state's funding allocation methodology. The deliberations were guided by a set of principles established by the Committee with a particular focus on balancing the quality and return on investment of an Oregon Tech degree while minimizing the impact to students, especially those most sensitive to tuition increases, necessitated by the unfortunate budget realities faced by the University.

In order to maintain academic program quality and return on investment of an Oregon Tech education and to ensure continued investments in equipment intensive programs and adequate levels of financial aid to support student affordability and completion, the TRC recommended to the President an increase in the resident undergraduate base tuition rate for AY 2025 -26. Specifically, the base tuition and rate increase for AY 2025-26 is recommended at four percent (4%), unless legislative approved funding for the Public Universities Support Fund (PUSF) for 2025-27 biennium is less than the amount in the Governor's 2025-27 Recommended Budget (GRB), in which case base tuition may be increased by an amount not to exceed 4.5 percent (4.5%). The differential rate is recommended to remain unchanged at a thirty-seven percent (37%) premium on base tuition. Additionally, the mandatory Health Service fee for AY 2025-26 is recommended to increase by 7 percent (7%) for Klamath Falls and 12 percent (12%) for Wilsonville. No change in the mandatory Building fee or Student Rec Center fee is recommended for AY 2025-26.

TRC Charter, Principles, and Membership

The TRC is established by Board of Trustees policy and is operationalized through a charter and Committee membership approved annually by the President.

The Board Policy on Resident Undergraduate Tuition and Mandatory Enrollment Fee Process establishes a minimum number of meetings, public forums and notification requirements to the student body. The policy also outlines the President's, or their designee's, responsibility to support and provide information to the TRC related to the budget of the University and impact of state funding. The Board Policy further assigns the TRC the role of recommending to the President, changes in tuition and conveying the substance of the group's deliberations and feedback provided at campus open forums.

Oregon Tech's President annually approves charters and membership of University standing committees, commissions, and councils. Administrative members of the TRC are appointed by the President and student members are appointed by the Vice President of Student Affairs in consultation with the Associated Students of Oregon Institute of Technology (ASOIT). There are certain membership requirements established by ORS 352.102. These are incorporated into University policy by the Board of Trustees and were followed in establishing the composition of the Committee. The

TRC Charter, as approved by the President, is as follows:

The Tuition Recommendation Committee is responsible for recommending the tuition and mandatory fee rates to the President who must in turn report and recommend mandatory tuition and fees to the Board of Trustees in accordance with ORS 352.102. The Board of Trustees shall request that the President transmit to the Board the joint tuition recommendation of the President and the recognized student government.

This Committee is comprised of six students representing both the Klamath Falls and Portland-Metro campuses and is appointed by the ASOIT President(s), two of which represent ASOIT and two of which represent historically underserved students of the University, as defined by the University; two faculty, one of which is the Fiscal Operations Advisory Council (FOAC) chair and at least two administrators. Any changes to the Committee structure required by ORS 352.102, subsequent controlling statutes or Board Policy may be made without notification. The President shall designate one member to chair the Committee.

Before making any recommendation to increase tuition and mandatory fees, but especially when the proposed increase is more than five percent annually, the Committee must document its consideration of the impact on students, and the necessity of the increase in achieving the mission of the University. The Committee shall provide meaningful opportunities for members of the student government and students at large to participate in the process and deliberations.

The Committee will meet at least twice during January – February. Its meetings shall be open to the public and broad notification of the meetings shall be made to the University community. The Committee will consider the guidelines provided by the Board, information provided by the Administration, and such other matters as shall seem appropriate.

The membership and affiliation of the TRC is listed below: Revise Table

2024-25 TRC Membership	Committee Capacity	Organizational Role	Year
John Harman	Finance and Administration	Chair, Vice President	2024-25
Mandi Clark	Student Affairs	Vice President Of Student Affairs	2024-25
Alicia Dillon	Finance and Administration	Associate Vice President - Controller	2024-25
Hesham El-Rewini	Academic Affairs	Interim Provost	2024-25
Greg Stringer	Strategic Enrollment	Associate Vice Provost of SEM	2024-25
Kendal Marks	Strategic Enrollment	Financial Aid & Registration Coordinator	2024-25
Anna Clark	Finance and Administration	Associate Director of Budget and Planning	2024-25
Don DaSaro	Faculty	FOAC Chair	2024-27
Ryan Madden	Faculty	General Education Program Coordinator	2024-27
Uriel Aguilar Torres	Student Government	ASOIT President, Klamath Falls	2024-25
Bryce Wilson	Student Government	ASOIT Rep., Portland Metro	2024-25
Julia Ketcham	Student	Klamath Falls Student	2024-25
Ronny Ryno	Student	Klamath Falls Student	2024-25
Keora O'Meara	Student	Klamath Falls Student	2024-25
Jessica Armenta	Student	Portland Metro Student	2024-25

The Committee was supported by, and is grateful to staff members, from various units across the University, tasked with providing information to the Committee.

At the TRC's first meeting on January 22, 2025, the Committee discussed and adopted a set of governing principles and process guidelines for the tuition development process. These guidelines established both how the group would conduct its meetings and engagements with students throughout the development and decision-making process and the priorities it had to balance in recommending tuition levels to the President for AY 2025-26. These principles were discussed at TRC meetings and in campus forums, as these were integral to the TRC's deliberations. The TRC Guiding Principles and Process Guidelines are as follows:

Guiding Principles:

- Consider long-term factors when recommending the single year decisions.
- Recognize the importance of affordability for students.
- Tuition levels should be developed using data and information, including internal budget, comparator institutions and external cost indices.
- Maintain the current service level, quality and support that Oregon Tech provides to students.

Process Framework:

- Communicate openly and transparently with all stakeholders with appropriate detail.
- The Committee will utilize data and information throughout the process.
- Communicate respectfully and ask questions.

ORS 352.102 Process Requirements & HECC Tuition Increase Criteria

ORS 352.102 outlines certain requirements for the composition of each University's tuition advisory body and the process by which it operates.

Oregon Tech has a long and successful history of an inclusive tuition setting process, including students, faculty, and administrative staff. The Oregon Tech Board of Trustees' policy on tuition setting and the Presidential charge of the TRC included in the Oregon Tech Committees, Commissions, and Councils (2025-26) are in alignment with the requirements of ORS 352.102. Below is an analysis of the requirements outlined by ORS 352.102, and the steps taken by the TRC to meet these requirements.

Section 2(1) requires that each public University establish "...an advisory body to advise the President of the University on the President's recommendation to the governing board regarding tuition and mandatory enrollment fees for the upcoming academic year."

- The TRC is the "advisory body," as required by ORS 352.102 for Oregon Tech.

Section 2(2) outlines certain requirements regarding Committee membership and "...establish a written document describing the role of the advisory body[.]"

- This was accomplished through the distribution of membership as agreed to between the Vice President of Student Affairs and ASOIT for student members, and as assigned by the President for faculty and administrative members of the Committee. The President's charge for the Committee and the Oregon Tech Board of Trustees' Policy on Resident Undergraduate Tuition

and Mandatory Enrollment Fee Process outlines the role and relationships of the advisory body, the University, the President and the Board of Trustees in the tuition setting process.

Section 2(3) includes training requirements regarding the University’s budget, state appropriations and mechanisms of their distribution, historical relationships between state appropriations and tuition for Committee members.

- Training requirements under this section were accomplished through a series of meetings at the outset of the TRC process spanning from January through March 2025 when tuition setting deliberations were conducted. High level information regarding these topics were provided to the student body during the two in person/virtual tuition forums held to ensure participants had sufficient background information to meaningfully participate in the deliberation and recommendation process. Material presented is available at www.oit.edu/trc.

Section 2(4) requires the University provide “[a] plan for how the University is managing its costs on an ongoing basis and how resident tuition and mandatory enrollment fees may be decreased if the public University receives more moneys from the state than anticipated.”

- Information on how the University is managing and its cost structure was incorporated into the TRC’s deliberations through modeling the medium-term impact of different tuition levels in relation to known and anticipated cost drivers and then identifying required use of reserves or budget cuts necessary to maintain the financial integrity of the University. This task is challenged by the need for consistent replacement of high-cost equipment in the University’s technology focused programs and the University’s recent three year enrollment decline that only subsided in FY 2024-25. FY 2025-26 is the first year of the 2025-27 biennium.

Section 2(5) requires the advisory body, if its recommendation is to increase tuition and mandatory enrollment fees greater than five percent (5%), to document the impact on historically underserved students and the mission of the University.

- Although the TRC recommended increase does not exceed five percent (5%), the TRC facilitated student engagement and discussion of factors impacting the University’s budget, including lack of sufficient increases in state funding allocations, enrollment shortfalls and increasing organized labor costs and how continued tuition remissions would help offset these impacts.

Section 2(6) requires that the TRC “provide meaningful opportunities” for the student government and students more broadly to participate in the TRC process and deliberations and report such deliberations in writing to the President. The written report must provide any minority report requested by a member of the advisory body.

- ASOIT officers from the Portland-Metro and Klamath Falls campuses were members of the TRC. During the deliberation process, the TRC held four meetings that were open to the campus community and public generally, as well as in-person/virtual student forums for both campuses, specifically designed to elicit student feedback and incorporate it into Committee deliberations.

As a further step to involve ASOIT, the student government was requested to provide a final tuition recommendation to the President outside of the TRC's recommendation to ensure that students are highly involved in the process. This document constitutes a staff summary of the TRC's deliberations as required by ORS 352.102. No member of the advisory body has requested the inclusion of, or submitted, a minority report.

Section 2(7) requires the University establish a website including all material provided by the University and utilized by the advisory body during its deliberations.

- The University hosted and advertised a website for the TRC – www.oit.edu/trc – and ensured that it was easy and simple for students to find the website. This website includes all material, meeting minutes and tuition setting calendars.

The Committee acted with the necessary due diligence in performing its responsibilities and in meeting the requirements outlined under ORS 352.102 as evidenced in the shared meeting materials, minutes and interactive dialogue of the group.

Conclusion and Recommendation

After significant deliberation and discussion, the TRC completed its charge as outlined by the President, and as embodied in ORS 352.102. Through this document, the TRC outlines its recommendation for tuition and fees levels at Oregon Tech for AY 2025-26.

The TRC found it important when discussing any tuition recommendation to acknowledge the value of maintaining, if not increasing, the quality and strong return on investment an Oregon Tech education provides. This is one of the major reasons why students enroll in Oregon Tech as their institution of choice.

Finally, in order to maintain the quality and strong return on investment an Oregon Tech education provides, the TRC emphasized the need to continue investments to support academic program quality. The TRC recommends the following tuition and fee increase to President Naganathan for AY 2025-26:

TRC AY 2025-26 Tuition and Fees Recommendation: (see summary Tuition and Fees Tables below)

- Increase academic year 2025-26 base tuition by four percent (4%), unless legislative approved funding for the Public Universities Support Fund (PUSH) for 2025-27 biennium is less than the amount in the Governor's 2025-27 Recommended Budget (GRB), in which case base tuition may be increased by an amount not to exceed 4.5 percent (4.5%).
- Differential tuition related to Health and Engineering Technology programs shall remain at the current thirty-seven percent (37%) premium on base tuition.
- The mandatory Health Service fee for AY 2025-26 is recommended to increase by 7 percent (7%) for Klamath Falls and 12 percent (12%) for Wilsonville. No change in the mandatory Building fee or Student Rec Center fee is recommended for AY 2025-26, and;
- Finally, the President or his designee is delegated such authority as available under policy and law to make minor and technical adjustments to these proposed rates as necessary to correct

mathematical rounding, errors, inconsistencies, or omissions and execute the Board's directives.

TRC AY 2025-26 Service Recommendation:

- Actively work to retain or improve academic program quality.
- Improve access and consistent availability of courses.
- Recruit faculty in key programs impacted by faculty shortage.

Table-4% Increase to Oregon Tech Tuition and Fees				
		AY 2024-25 Rate/SCH	AY 2025-26 Rate/SCH	Net % Change
Undergraduate	Resident	\$243.65	\$253.40	4.0%
	WUE	\$365.48	\$380.10	4.0%
	Non-Resident	\$775.56	\$806.58	4.0%
	Differential	37%	37%	
Special Programs	Medical Lab Sciences (R)	\$333.80	\$347.15	4.0%
	Medical Lab Sciences (NR)	\$603.56	\$627.70	4.0%
	Paramedic (R)	\$266.49	\$277.15	4.0%
	Paramedic (NR)	\$382.14	\$397.43	4.0%
	Chemeketa Dental Hygiene (R)	\$266.49	\$277.15	4.0%
	Chemeketa Dental Hygiene (NR)	\$865.45	\$900.07	4.0%
Graduate	Resident	\$560.40	\$582.82	4.0%
	Non-Resident	\$940.77	\$978.40	4.0%
	Differential	37%	37%	
		AY 2024-25 Rate/Term	AY 2025-26 Rate/Term	Net % Change
Doctoral Physical Therapy	Resident	\$ 7,610.26	\$ 7,914.67	4.0%
	Non-Resident	\$ 12,775.71	\$ 13,286.74	4.0%
Fees				
		AY 2024-25 Rate/Term	AY 2025-26 Rate/Term	% Change
Klamath Falls	Building	\$45.00	\$45.00	0.0%
	Health Services*	\$195.00	\$208.65	7.0%
	Student Rec Center	\$69.00	\$69.00	0.0%
Portland Metro	Building	\$45.00	\$45.00	0.0%
	Health Services	\$63.00	\$70.56	12.0%

(*) Klamath Falls health service fee is waived for summer term and is not charged for students with less than six credits for fall, winter and spring terms.

Table-4.5% Increase to Oregon Tech Tuition and Fees				
		AY 2024-25 Rate/SCH	AY 2025-26 Rate/SCH	Net % Change
Undergraduate	Resident	\$243.65	\$254.61	4.5%
	WUE	\$365.48	\$381.92	4.5%
	Non-Resident	\$775.56	\$810.46	4.5%
	Differential	37%	37%	
Special Programs	Medical Lab Sciences (R)	\$333.80	\$348.82	4.5%
	Medical Lab Sciences (NR)	\$603.56	\$630.72	4.5%
	Paramedic (R)	\$266.49	\$278.48	4.5%
	Paramedic (NR)	\$382.14	\$399.34	4.5%
	Chemeketa Dental Hygiene (R)	\$266.49	\$278.48	4.5%
	Chemeketa Dental Hygiene (NR)	\$865.45	\$904.40	4.5%
Graduate	Resident	\$560.40	\$585.62	4.5%
	Non-Resident	\$940.77	\$983.10	4.5%
	Differential	37%	37%	
		AY 2024-25 Rate/Term	AY 2025-26 Rate/Term	Net % Change
Doctoral Physical Therapy	Resident	\$ 7,610.26	\$ 7,952.72	4.5%
	Non-Resident	\$ 12,775.71	\$ 13,350.62	4.5%
Fees				
		AY 2024-25 Rate/Term	AY 2025-26 Rate/Term	% Change
Klamath Falls	Building	\$45.00	\$45.00	0.0%
	Health Services*	\$195.00	\$208.65	7.0%
	Student Rec Center	\$69.00	\$69.00	0.0%
Portland Metro	Building	\$45.00	\$45.00	0.0%
	Health Services	\$63.00	\$70.56	12.0%

(*) Klamath Falls health service fee is waived for summer term and is not charged for students with less than six credits for fall, winter and spring terms.

Date: Friday, April 4, 2025
To: Dr. Nagi Naganathan, President, Oregon Institute of Technology
CC: Dr. Mandi Clark, Shawni Cayetano-Ramos, John VanDyke
From: Uriel Aguilar Torres, ASOIT-KF President and Incidental Fee Commission Chair
Re: Incidental Fee Recommendation for the 2025-2026 Academic Year

Dear Dr. Naganathan,

The Incidental Fee Commission held two public meetings on Wednesday, March 5, 2025, and Monday, March 31, 2025.

During the first meeting, we reviewed the historical incidental fee and examined the current academic year's fee distribution among the three departments currently receiving funding from the commission. Following this review, we received budget proposals from department leadership, including:

- **Shawni Cayetano-Ramos**, Interim Director of Student Involvement & Belonging
- **Josh Winter**, College Union Manager
- **Justin Parnell**, Men's Head Basketball Coach, and **Greg Stewart**, Assistant Director of Athletics and Head Softball Coach (presenting on behalf of the Athletics Department)

Additionally, we welcomed public commentary from students, ensuring their perspectives and concerns were heard.

In our second meeting, we carefully reviewed all submitted materials, including budget proposals, presentations, and public feedback. We also considered student input received through direct conversations in our office and informal discussions around campus. After a thorough evaluation, we began deliberations on the incidental fee structure and its allocation.

Decision and Recommendations

Following these discussions, the IFC voted to **increase** the incidental fee rate for Fall through Spring term to be:

- **\$463.14 per term (Fall through Spring)**
- **\$75.00 for Summer Term (remains the same)**

The recommended funding distribution for 2025-2026 is outlined below:

	Approved 2024-2025 Academic Year		2025-2026 Academic Year Recommendation		
IFC Funded Department	Budgeted	% of Total	Budgeted	% Inc./ (Dec.)	New Allocation %
Athletics	\$806,727	36.59%	\$921,825	0.96%	37.55%
College Union	\$620,419	28.13%	\$679,524	(0.45%)	27.68%
Student Involvement & Belonging	\$777,910	35.28%	\$853,578	(0.51%)	34.77%
Total	\$2,205,056	100%	\$2,454,926		100%

Majority Opinion:

The final decision of the 2025 Incidental Fee Commission (IFC) allocates the incidental fee funds as follows: 37.55% to the Athletics Department, 27.68% to the College Union, and 34.77% to Student Involvement and Belonging (SIB). Additionally, the Commission voted to increase the incidental fee by 1.5% for the Fall, Winter, and Spring terms. This increase will generate approximately \$36,280 in additional funding, which was fully allocated to the Athletics Department.

This year's allocation closely mirrors the previous year's distribution, maintaining consistent funding for the College Union and SIB while adjusting Athletics funding upward. Specifically, with enrollment assumed to remain flat, SIB will continue receiving approximately \$853,824, and the College Union will maintain a budget of \$679,524. The Athletics Department's allocation increases from \$806,727 to \$921,824, reflecting the additional funds generated by the fee increase.

The decision to direct the entire increase toward Athletics stems from several considerations:

1. Demonstrated Financial Need: The Athletics Department has experienced recent financial strain and, during the first IFC meeting, advocated strongly for increased support to address these challenges. In comparison, the College Union and SIB did not request additional funding.
2. Projected Budget Gaps: Athletics is facing a significant projected deficit in labor funding, while both the College Union and SIB are expected to have labor fund surpluses.

Although this allocation may be seen as unbalanced, it reflects a rational response to the financial realities within the Athletics Department. However, we acknowledge the importance of examining whether this decision aligns with the fundamental purpose of the incidental fee: to serve and enhance the student experience.

It is important to recognize that the Athletics Department, while valuable, may not impact as broad of the student body as SIB and the College Union do. These two departments provide consistent, campus-wide benefits that directly engage a larger portion of the student population. Many students may not directly participate in Athletics programs, whereas nearly all interact with the College Union or SIB in their daily campus life.

Associated Students of Oregon Institute of Technology

However, the indirect benefits of Athletics, including campus spirit, community cohesion, and institutional pride, should not be underestimated. A strong Athletics program can strengthen the university's identity, attract positive attention, and create a sense of belonging that benefits all students, not just athletes. These outcomes, while less immediate or tangible, contribute meaningfully to the overall student experience.

In conclusion, while we recognize that allocating the full increase to Athletics may not be ideal from an equity standpoint, it was a decision made to address urgent financial needs and long-term institutional goals. Going forward, we recommend ongoing review and transparency to ensure that all departments receiving incidental funds continue to equitably and effectively serve the student body.

Minority Opinion:

The minority opinion regarding our concerns for both the decision to increase the Incidental Fee to \$463.14 per term and the distribution of funds. We do not support the approved allocation, nor do we believe the fee increase was necessary or equitable given the current student needs and departmental impact.

We did not support increasing the Incidental Fee for the 2025–2026 academic year. Oregon Tech students are already facing numerous financial challenges, including:

- A scheduled tuition increase for the upcoming year.
- Continued rises in grocery prices and basic necessities.
- Ongoing increases in local cost of living, including housing and transportation.

In this financial climate, we feel strongly that any increase to the Incidental Fee must be justified by an overwhelming and clearly demonstrated need across departments, particularly in ways that directly and broadly benefit the student body. In our opinion, that threshold was not met this year.

Athletics Department

While we value the presence and dedication of student-athletes on campus, we believe the Athletics Department's programming and mission do not adequately serve the majority of the student population at Oregon Tech's Klamath Falls campus. During their presentation, department representatives focused primarily on the benefits to approximately 200 student-athletes, rather than demonstrating meaningful engagement with the broader student body.

When asked to clarify how Athletics serves the wider student population, representatives emphasized the academic rigor of student-athletes and their influence on peers. However, they offered few solid examples of broader campus impact or initiatives that foster inclusive student engagement.

Furthermore, available data suggests low student attendance at athletic events, showing the limited reach of Athletics beyond its student-athletes. We recommend that the department begin tracking student attendance at all home games using Oregon Tech's engagement platform, The Roost (theroost.oit.edu). This will provide essential data for evaluating student engagement in future funding cycles.

Associated Students of Oregon Institute of Technology

College Union

The College Union remains a central and accessible hub for the entire student body, supporting daily needs through event spaces, study areas, and communal resources. In the 2024–2025 academic year, the Union faced unforeseen expenses that delayed long-planned renovations and improvements. At the same time, student usage of the space has increased, particularly among Recognized Student Organizations (RSOs), informal study groups, and event-goers.

Given its critical role on campus, we believe the College Union merits additional investment to ensure it remains a vibrant and functional space. We recommend the following initiatives be supported in future cycles:

- Active promotion of room reservations at the start and end of each term to boost awareness of free meeting space availability.
- Visual and structural enhancements, such as:
 - Wall painting to create a more inviting environment.
 - Installation of mobile “power towers” to meet technology needs
 - Furniture upgrades for improved comfort and usability.
 - Replacement of worn flooring to maintain a professional and appealing space.

Student Involvement & Belonging (SIB)

SIB continues to demonstrate significant growth in student engagement, particularly through increased activity by RSOs and a rise in the number of new clubs formed this year. Student interest in programming and campus involvement is rising, yet current staffing levels and funding are insufficient to meet this demand.

Due to limited staffing, the department was unable to deliver its normal leadership development programs, important opportunities for RSO leaders to gain skills in management, collaboration, and event planning. These missed opportunities represent a gap in student development that must be addressed.

We recommend the following:

- Increased funding for RSOs to accommodate the expanding number of student-led initiatives.
- Additional staffing to support the operational needs of the growing RSO community.
- Restoration of leadership development programming to ensure that student leaders are equipped with the training and tools they need to succeed.

Conclusion

We opposed the increase in the Incidental Fee to \$463.14 per term and believe the additional revenue generated, allocated mostly to Athletics, does not reflect a balanced or equitable approach to student funding. The College Union and SIB demonstrate a broader, daily impact on student life and have shown increasing demand, while Athletics, though valuable in its own way, has not provided sufficient justification for receiving the full benefit of the fee increase.

We urge future commissions to re-evaluate funding priorities with a sharper focus on student engagement, inclusivity, and data-driven decision-making, ensuring that every dollar of the Incidental Fee truly supports the collective student experience.

Respectfully submitted,

Uriel Aguilar Torres

ASOIT-KF President and IFC Chair



MEMORANDUM

Date: February 20, 2025
To: Dr. Nagi Naganathan, President, Oregon Institute of Technology
From: Ryland White, President, ASOIT-PM
CC: Dr. Mandi Clark, Josie Hudspeth, Kim Faks
RE: 2025-2026 Incidental Fee Commission Recommendations

ASOIT PM held an open Parliament Meeting on February 20, 2025, Student Services presented four options for the PM Incidental Fee for 2025-2026. Meeting minutes available upon request.

There were 15 students present when a vote was presented to increase the **PM Incidental Fee** for the 2025-2026 academic year. The recommendation is that the Portland-Metro Incidental Fee increases from \$100 to **\$112 per term** for every student **enrolled in six or more credits** and that the fee structure remains the same for students with **1 to 5 credit hours at \$50 per term**.

We recommend that the fall, winter, and spring term **Health Fee be increased by 12% for all enrolled students**. This is with the understanding that the fee will need to increase incrementally over time to cover rising labor costs and that 5% of the revenue can fund counseling services for two additional months per year at 0.5 FTE.

Summer 2025 Fees

The summer 2025 Incidental Fee for Portland-Metro students will remain \$50, regardless of the number of credit hours enrolled.

The summer Health Fee will be charged at 60% of the standard health fee, regardless of the number of credit hours enrolled.

Financial Data¹:

	2024-2025 Allocation		2025-2026 Recommended		
IFC Funding Areas	\$ Budgeted	% of Total	\$ Inc./ (Dec.)	\$ Budgeted	New % of Allocation
ASOIT-PM	\$38,300	30%	\$3,700	\$42,000	26%
Registered Student Organizations	\$6,000	5%	\$21,784	\$27,784	17%
Student Involvement & Belonging	\$81,000	65%	\$10,000	\$91,000	57%
Totals	\$125,300	100%	28%	\$160,784	100%

We appreciate your consideration, and I welcome all questions you may have.
 Thank you for your time.

A handwritten signature in cursive script that reads "Ryland White".

Ryland White
 President
 ASOIT, Portland-Metro

¹ Budget based on projected enrollment of 1435 students (over 3 terms) enrolled in 6+ credits.

ACTION ITEM – New Business

Agenda Item No. 8.1

Authorization to Enter into an Agreement to Replace Athletics Building Roof

Background

The Athletics building on the Oregon Tech Klamath Falls campus was built in 1964 and is one of the most highly utilized buildings. It is the center of activity for competitive conference play, intramural sports, student physical education classes and various summer sports camps. In addition to housing Danny Miles court, locker rooms, training rooms, faculty and staff offices, the building also houses a large well-equipped student recreation center on the ground floor.

In recent years, the age of the roof on the building has caused increasing concern. The roof is over 30 years old and has been reliable until the past few years. During heavy storms and snow melt, leaks have begun to occur with increasing frequency. These leaks have been effectively managed with a series of patches, but the roofing materials have outlived their useful life and need to be replaced expeditiously to prevent water damage to the building.

Oregon Tech issued a competitive bid invitation through the RFP process to identify vendors that were interested in the project to replace the roof on the Athletics building during the late fall of 2024. After a lengthy review and scoring process, the lowest bidder, Powless Construction, dba Spearhead Roofing, LLC was selected for the project. The base bid was \$986,184. An option to increase the thickness of the roofing membrane from 60mm to 80mm was later added as a separately priced option in the original bid at \$20,400 which brought the total contract amount to \$1,006,584 when the project was awarded on December 30, 2024 (see Attachment A).

When the improvement contract was routed for signature to the VPFA on February 15, 2025, it was not noted that the contract price had been updated to reflect the roofing membrane upgrade. As a result, the agreement was finalized at an amount that is \$6,184 over the amount authorized by the Board, without prior Board approval (see Attachment B). The project is fully funded from state capital improvement and renewal (CIR) dollars already allocated to Oregon Tech.

Complicating this situation is the recent approval to construct an athletic fieldhouse adjacent to the east side of the Athletics building. This week, the Director of Facilities, in collaboration with contracted vendors on both projects, determined that plans to use the east side of the Athletics building for loading/unloading roofing supplies and materials conflicts with the timing of construction for the fieldhouse. As a result, access to the roof for loading/unloading materials may have to be moved to another side of the Athletics building and because of the topography and building design will require a crane to provide access for loading/unloading of roofing materials for a portion or the duration of the project. The additional costs for a crane have not yet been determined.

Management would like to proceed with the roofing project as planned and also add a provision for additional costs should a crane be necessary to complete the roofing project and avoid disruption or delay for the fieldhouse project.

Staff Recommendation

After review of the previously executed Public Improvement Contract, staff requests **Approval to proceed with the existing Agreement and for Delegation of Authority to the President or their designee to amend the contract as necessary to support completion of the Athletics building roofing project, including if necessary, contracting for the use of a crane.**

Attachments

Attachment A- Bid Award Notification

Attachment B- Public Improvement Contract

NOTICE OF INTENT TO AWARD

DATE: December 30, 2024
BID #2024-05
TITLE: Athletics Re-Roof

APPARENT SUCCESSFUL PROPOSER: Powless Construction Co. LLC dba Spearhead Roofing LLC
BID AMOUNT: \$1,006,584.00 (Base Bid \$986,184.00 and the addition of Alternate #1 \$20,400.00)

In accordance with university policy section 580-061-0145 and the subject BID, the Oregon Institute of Technology ("Oregon Tech") intends to award a contract to the above-named apparent successful Proposer.

We thank you all for your participation in this procurement process. We hope you will continue to take an interest in projects at Oregon Tech.

This Notice of Intent to Award is subject to execution of a written contract and, as a result, this notice does NOT constitute the formation of a contract between Oregon Tech and the apparent successful Proposer. The above-named apparent successful Proposer shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to Oregon Tech is executed. If the apparent successful Proposer fails to negotiate and execute a contract with Oregon Tech, Oregon Tech may revoke the award and award the contract to the next highest ranked. Oregon Tech further reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

Proposers may review the procurement file by submitting a written public records request to the university's Office of Public Records. More information, including the public records request process and form, may be found: <https://www.oit.edu/public-records>.

This Notice of Intent to Award starts the seven (7) calendar day period during which an unsuccessful Proposer may file a protest in accordance with university policy section 580-061-0145. Any protest to this Notice of Intent to Award must be in writing and delivered by hand, mail, or e-mail to the following address: Oregon Institute of Technology, Office of Procurement & Contracts, 3201 Campus Drive, Klamath Falls, OR 97601-8801, Email: Purchasing@oit.edu. Protests may not be submitted verbally or by telephone. Protests must be clearly marked as a protest and include the title and number of the solicitation. Protests must also fully specify the grounds for the protest and include all evidence that the Proposer wishes Oregon Tech to consider. Failure to include any ground for the protest or any evidence in support of the protest will constitute a final, knowing, and voluntary waiver of the right to assert such ground or evidence.



OREGON INSTITUTE OF TECHNOLOGY
PUBLIC IMPROVEMENT CONTRACT
Contract #1295046

THIS PUBLIC IMPROVEMENT CONTRACT (“Contract”) for the Athletics Re-Roof Project (“Project”) is made by and between the Oregon Institute of Technology (“Owner”) and Powless Construction Co. LLC dba Spearhead Roofing LLC (“Contractor,” and together with Owner, the “Parties”) and shall become effective on **December 30, 2024** or the date this Contract has been signed by all the Parties and all required Owner and State of Oregon governmental approvals have been obtained, whichever occurs later (“Effective Date”).

1. Contract Price, Contract Documents and Work.

The Contractor, in consideration of the sum of **One Million Six Thousand Five Hundred Eighty-Four and 00/100 Dollars (\$1,006,584.00)** (“Contract Price”), to be paid to the Contractor by Owner in the manner and at the time hereinafter provided, and subject to the terms and conditions provided for in the Instructions to Bidders and other Contract Documents (as defined in the Oregon Institute of Technology General Conditions for Public Improvement Contracts (02/01/2017) referenced within the Instructions to Bidders), all of which are incorporated herein by reference, hereby agrees to perform all Work described and reasonably inferred from the Contract Documents. The Contract Price is the amount contemplated by the Base Bid adjusted for Alternates, **ALTERNATE #1 – 80 Mil Fully Adhered Membrane**, as indicated in the accepted Bid.

Also, the following documents are incorporated by reference in this Contract and made a part hereof if checked for inclusion [X]:

<input checked="" type="checkbox"/>	Oregon Tech General Conditions (02/01/2017)	<input checked="" type="checkbox"/>	Prevailing Wage Rates
<input checked="" type="checkbox"/>	Supplemental General Conditions	<input checked="" type="checkbox"/>	Performance Bond
<input checked="" type="checkbox"/>	Bid Bond	<input checked="" type="checkbox"/>	Payment Bond
<input checked="" type="checkbox"/>	Plans, Specifications, and Drawings	<input checked="" type="checkbox"/>	Payroll and Certified Statement Form

2. Representatives.

Contractor has named Garrett Powless, Project Executive/ Project Manager its Authorized Representative to act on its behalf. Owner designates, or shall designate, its Authorized Representative as indicted below (check one):

☒ Unless otherwise specified in the Contract Documents, the Owner designates Thom Darrah, Director of Facilities Services and Capital Planning as its Authorized Representative in the administration of this Contract. The above-named individual shall be the initial point of contact for matters related to Contract performance, payment, authorization, and to carry out the responsibilities of the Owner.

☐ Name of Owner’s Authorized Representative shall be submitted by Owner in a separate writing.

3. Key Persons.

The Contractor’s personnel identified below shall be considered Key Persons and shall not be replaced during the project without the written permission of Owner, which shall not be unreasonably withheld. If the Contractor intends to substitute personnel, a request must be given to Owner at least 30 days prior to the

intended time of substitution. When replacements have been approved by Owner, the Contractor shall provide a transition period of at least 10 working days during which the original and replacement personnel shall be working on the project concurrently. Once a replacement for any of these staff members is authorized, further replacement shall not occur without the written permission of Owner. The Contractor's project staff shall consist of the following personnel:

Project Executive: Garrett Powless, 541-810-3743 shall be the Contractor's project executive and will provide oversight and guidance throughout the project term.

Project Manager: Garrett Powless, 541-810-3743 shall be the Contractor's project manager and will participate in all meetings throughout the project term.

Job Superintendent: Juan Ibarra, 541-274-9210 shall be the Contractor's on-site job superintendent throughout the project term.

Project Engineer: NA shall be the Contractor's project engineer, providing assistance to the project manager, and subcontractor and supplier coordination throughout the project term.

4. Contract Dates.

COMMENCEMENT DATE:	January 27, 2025
SUBSTANTIAL COMPLETION DATE:	August 29, 2025
FINAL COMPLETION DATE:	September 26, 2025

Time is of the essence for this Contract. It is imperative that the Work in this Contract reach Substantial Completion and Final Completion by the above specified dates.

5. Liquidated Damages.

The Contractor acknowledges that the Owner will sustain damages as a result of the Contractor's failure to substantially complete the Project in accordance with the Contract Documents. These damages may include, but are not limited to delays in completion, use of the Project, and costs associated with Contract administration and use of temporary facilities.

- 5.1 Liquidated Damages shall be as follows if the actual Substantial Completion exceeds the required date of Substantial Completion:
 - 5.1.1. Seven Hundred Fifty and 00/100 Dollars (\$750.00) per calendar day ("Day") from Day 1 through Day 7 past the Substantial Completion date.
 - 5.1.2. One Thousand Two Hundred and Fifty and 00/100 Dollars (\$1,250.00) per Day from Day 8 through Day 15 past the Substantial Completion date (7 days before Fall Quarter).
 - 5.1.3. One Thousand Five Hundred and 00/100 Dollars (\$1,500.00) per Day from Day 16 and beyond.

6. Tax Compliance.

Contractor hereby affirms, under penalty of perjury, as provided in ORS 305.385(6), that to the best of Contractor's knowledge Contractor is not in violation of any of the tax laws described in ORS 305.380(4), which include a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and

local taxes administered by the Oregon Department of Revenue under ORS 305.620. If this Contract is executed, this information will be reported to the Internal Revenue Service (IRS). Information not matching IRS records could subject Contractor to backup withholding.

7. Debarment, Suspension, and Other Responsibility Matters.

By signature on this Contract, the undersigned hereby certifies that Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Contract by any federal department or agency, in accordance with 2 CFR 200.213, 2 CFR 200.214, and 2 CFR 180.

8. Confidential Information.

Contractor acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Contract, be exposed to or acquire information that is confidential to Owner or the State of Oregon. Any and all information of any form obtained by Contractor or its employees or agents in the performance of this Contract shall be deemed confidential information of Owner and of the State of Oregon ("Confidential Information"). Contractor agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer, or otherwise dispose of, give, or disclose Confidential Information to third parties or otherwise use Confidential Information.

9. Counterparts.

This Contract may be executed in several counterparts, all of which when taken together shall constitute an agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Contract so executed shall constitute an original.

10. Integration.

The Contract documents constitute the entire agreement between the parties. There are no other understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. Contractor, by the signature below of its authorized representative, hereby acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.

Contractor Information:

Powless Construction Co. LLC dba Spearhead Roofing LLC
2720 Montelius Street
Klamath Falls, OR 97601
Spearheadroofing@gmail.com

Contractor FEDERAL TAX ID #51-0663295


Contractor CCB # 187724

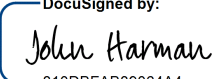
Expiration Date: 8/17/2025

[Signature Page Follows.]

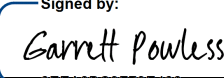
IN WITNESS WHEREOF, this Contract has been signed, as of the Effective Date, by the duly authorized representatives of the respective parties.

Oregon Institute of Technology

By: 
DB8A7881D9E2471...
Name: Thom Darrah
Title: Director of Facilities
Date: 2/14/2025

By: 
810DBFAB89064A4...
Name: John Harman
Title: VPFA
Date: 2/15/2025

Powless Construction Co. LLC dba Spearhead Roofing LLC

By: 
8EEA8BC3F73E488...
Name: Garrett Powless
Title: managing member
Date: 2/14/2025