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**Date:** March 26, 2020  
**To:** Dr. Nagi Naganathan, President, Oregon Institute of Technology  
**From:** Samantha Henkell, President, ASOIT KF & Stefan Valenzuela, President, ASOIT PM  
**CC:** Dr. Erin Foley, Vice President for Student Affairs & Brian Fox, Vice President for Finance and Administration  
**RE:** Adjusting Spring Term 2020 Fees

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ASOIT leaders from Klamath Falls and Portland-Metro met with Vice President Foley and Vice President Fox to discuss ways to save students money by reducing student fees during Spring Term of the 2019-20 Academic Year given the unprecedented changes confronting us. During that meeting we agreed to a set of principles which we believe best balances the needs of all involved, students, employees within student fee funded areas, and meeting the universities ongoing obligations in those areas. These principles are as follows:

- 1) Create fairness for all parties involved; students, impacted staff, and the institution,
- 2) Reduce Fees for Students to the greatest extent possible,
- 3) Maintain student and fee funded services to students where possible,
- 4) To the extent we are able keep fee funded staff employed, and
- 5) Fund existing fixed obligations such as debt service and utilities,
- 6) Eliminate course fees on individual courses, but fund costs for course fees which will remain, and

After reviewing draft financial information we are in support of fee reductions on both campuses to the extent feasible while sustaining the employees, paying necessary fixed costs, and eliminating course fees on individual courses. We believe that eliminating the existing fees, for Spring Term only, and consolidating them into an "Adjusted Spring Fee" for both campuses makes sense. Further it is recognized that these fees will continue to be different based on the existing fee structures at each campus location.

By adjusting the fee structure, this will require that the administration adjust the amount of funding directed to incidental fee funded areas. It is our hope that this be done in consultation with us as student leaders to the greatest extent feasible.

A handwritten signature in black ink, appearing to read "Sam Henkell".

Sam Henkell  
President ASOIT-KF

A handwritten signature in black ink, appearing to read "Stefan Valenzuela".

Stefan Valenzuela  
President ASOIT-PM