



The Committee met in September to solidify an agenda for the academic year. The committee meetings for 21-22 were then developed around this guiding agenda, including further exploration or inquiries.

Each agenda included deliberation, discussion, expansion, and prioritization of the following (or additional) areas:

- Overall Fiscal Status of the University
  - a) The CFO and Executive Director of Budget and Planning provided monthly budgetary updates, offering transparency of the University's fiduciary responsibilities and sources of revenue.
- Office of Sponsored Projects-Changes

**Appendix-** Meeting Agenda/Minutes

v. How did you forecast for investment earnings?

1.

**ADMINISTRATION & FINANCE SENATE COMMITTEE**  
**Meeting Agenda & Notes**  
*October 26, 2021, 3PM (Tuesday)*

Attendance:

Robin Hernandez-Mekonnen, Leamor Kahanov, Jennifer Potter, Diane Garrison, Jeremy Newman, Dan Tulino, Bob Blaskiewicz, Christy Goodnight, Oliver Cooke, Mary Kientz, Jiajin (Sandy) Chen

1. Introductions
  
2. Graduate Assistantships Budget – Leamor Kahanov
  - a. Per Dan Nugent – They are looking to increase budget for graduate assistantships.
    - i. They have increased the budget over the past several years.
  - b. Faculty
    - i. We are losing some of our top recruits to other schools that are offering them funding or scholarships.
    - ii. We can only





**ADMINISTRATION & FINANCE SENATE COMMITTEE**  
**Meeting Agenda & Notes**  
*November 12, 2021 10:30AM (Friday)*

Attendance:

Robin Hernandez-Mekonnen, **Bob Heinrich**, Jennifer Potter, **Peter Baratta**, Diane Garrison,  
Robert Blaskiewicz, Eric Jeitner, Mary Kientz, Dan Tulino

1. Enrollment Forecasting – Bob Heinrich, Peter Baratta, Jennifer Potter
  - a.





- b. Operating & Capital Report – September 30, 2021
  - i. Diane explained why Campus Service revenue is low – students weren't on campus.
    - 1. Will see uptick once students are back on campus.
  - ii. Projecting a deficit of \$2.3M, but anticipate that the HEERF III funding will help to cover that.
- c. Higher Education Emergency Relief Fund (HEERF) III
  - i. Student allocation = \$13,672,854
  - ii. Institutional allocation = \$13,640,712
  - iii. Student Allocation
    - 1. Bob
      - a. Students can file an income adjustment appeal if FAFSA wouldn't qualify them.
      - b. Institutional portion of funds requires outreach to students.
      - c. Will be allocating the 2<sup>nd</sup> half of the \$13M allocated for students.
        - i. Can receive refund or apply to spring bill.
    - 2. Faculty
      - a. Are graduate students eligible? (Yes)
      - b. Are they notified of income adjustment/appeal? (Yes)
- d. Institutional Allocation
  - i. As of 10/28/21, only utilized \$725,237 of the institutional allocation.
  - ii. Expenses
    - 1. COVID expenses
    - 2. Student debt relief
    - 3. Testing
    - 4. Tuition inwfy60.00000912 0 612 792 ræ003ve



6. \$400M from the State – Jennifer
  - i. Will need to apply for this.
  - ii. Probably won't be available until January 2022.
  - iii. Priorities will be directed by the State/application.
  
7. Future Meeting Topics
  - a. Jennifer/Diane –±

**ADMINISTRATION & FINANCE SENATE COMMITTEE**  
**Meeting Agenda & Notes**  
*January 21, 2022, 11:15AM (Friday)*

Attendance:

Robin Hernandez-Mekonnen, Jennifer Potter, Diane Garrison, **Don Hudson**, **Skip West**, Mary Kientz, Dan Tulino, Monika Pawlowska, Jiajin Chen, Christine Thompson, Jeremy Newman

1. Facilities & Operations Overview – Don Hudson
  - a. Oversees the operating and capital budgets.
  - b.** Capital = Approximately \$10M/year

#### 4. ADA Compliance

##### a. Skip

- i. ADA compliance is very important, and we work hard to identify areas of need.
- ii. Buildings must meet code and ADA compliance.
- iii. All new projects must first receive State review.
- iv. Parking: ADA requirement is 90 parking spaces; we have 232.
- v. Renovations of Existing Buildings
  1. Brought a non-ADA compliant building and made it ADA-compliant.
  2. Replaced elevators in the academic spine.
  3. USC 1 – Replaced entry doors with sliders.
  4. Heavy doors in the spine were removed.
  5. Restroom Renovations
    - a. A, D, and F are completed.
    - b. Added lactation suites in many locations.
  6. Exterior Renovations
    - a. Signage has been added throughout the campus.
    - b. University Walk (N-wing) now has a ramp.
  7. Working on chair lifts.

#### 5. Carnegie

- a. Maintained but closed for operations.
- b. AC approached the University last week.
  - i. They will be using Carnegie as a test center for New Jersey.
  - ii. Partnership with the City.
- c. Carnegie has deed restrictions with City and CRDA (must be for a specific use).

#### 6. Space Management Process

- a. There is a form and process.
- b. Must go through Divisional Executive.
- c. Q&A regarding space requests.
  - i. Don encouraged Mary to reach out to him with specific OT Program questions.

#### 7. Police on Campus – Don

- a. Both campuses have sworn officers, supplemented with third party security.
- b. Question: What is the need?
  - i. We have staffing issues with the Police, high turnover, and always have vacancies.









**ADMINISTRATION & FINANCE SENATE COMMITTEE**  
**Meeting Agenda & Notes**

- ii. Classes with Few Students – Leamor
  - 1. Some ran with no more than six (6) students in a

- e. Follett – Diane
  - i. Three type of materials.
  - ii. Quantities and Average Costs
  - iii. Benefits of Follett vs.