

## Administration & Finance, final report to the Faculty Senate AY 2016-7

### Faculty Members

Susan Fahey	Chair (2016-2018)
Kerrin Wolf	Vice Chair (2016-2017)
Mark Malett	ARHU (2015-2017)
Michael Busler	BUSN (2015-2017)
Ron Tinsley	EDUC (2015-2017)
Betsy McShea	GENS (2015-2017)
Phillip Hernandez	HLTH (2015-2017)
Christy Goodnight	Library (2015-2017)
Tara Luke	NAMS (2015-2017) and Union representative
To Be Elected	SOBL (2015-2017)

### Ex Officio Member

Mike Wood	Director of Budget & Fiscal Planning (Vice President for A&F designee)
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Admin & Finance met three times in-person over the AY.

The topics we discussed in this AY included the following:

1. Funding by school on discretionary money (two meetings)
2. Transportation related concerns for cyclists and pedestrians (two meetings)
3. Access related concerns to the physical campus

### Discretionary Money by School (1.20.17 & 3.9.17)

The original goal regarding this issue was to assess the degree to which there should be a more uniform amount of travel money provided by the schools to each traveler above and beyond the minimum amount of money set by Academic Affairs. Based on discussions with members of Administration and Finance and the Office of the Provost and committee members, Susan Fahey reported to the committee that travel funding varies by school for many legitimate reasons, including the degree to which faculty in each school seek outside funding for their work and roll travel funding into it, where conferences in the disciplines in each school tend to be held (East Coast versus internationally), and the degree to which faculty in that school turn to other internal grants, like R&PD, PFOF, 2020 or others. While it seems that the schools could be more explicit and transparent in explaining their reasons to differentially fund travel (above and beyond that minimum number set by the Office of the Provost), the reasons given appear to be legitimate.

An unexpected issue of inequity that surfaced during discussions is that part-time faculty (non-adjunct, but 2/3 and 3/4 faculty) in some schools are being required to do research via their most recent contract letter. However, they do not have access to institutional funding sources (though some schools and programs have individually decided to fund their travel on a case by case basis). The committee unanimously voted on 3.9.17 to recommend that travel funding be established for such faculty if research is indeed required. (It is unclear whether the research requirement was inserted into the contract language intentionally, and anecdotal reports have surfaced of this being enforced differentially by school and program and confusion on how to deal with this requirement

on the FRC.) Professional development funding ought also to be offered to part-time faculty, though we did not formally vote on this. Assistant Provost McDonald was informed of our vote, and she said she would continue to investigate and discuss this issue with Provost Vermeulen. The Faculty Senate voted to endorse our recommendation, and we look forward to the development of funds for part-time faculty.

### **Transportation Related Concerns for Cyclists and Pedestrians (1.20.17 & 3.9.17)**

Several cyclist related transportation (road sharing, widen VKF Drive, putting gravel on existing dirt paths, more bike storage, bike awareness and safety campaign) and pedestrian related concerns (safety for pedestrians in lots 6 and 7 particularly, especially since the construction in the main lots intensified) concerns emerged in 2016-7.

Little progress was made on any of these since A&F has little to no powers in this area. Road sharing arrows (sharrows) probably are the best option to explore. The only option to widen VKF is by a foot on each side but non-contiguously because of ecological requirements. The Parking Committee has yet to discuss installing gravel paths in the areas of pre-existing dirt paths or alongside VKF. Susan Fahey requested a bike awareness slogan to be placed on the mobile LED sign that currently displays a text messaging slogan. No such message has yet been shared. Further, Lot 6 was partially repainted (crosswalk, end spots), but it does not appear to have made an appreciable difference in pedestrian safety. Crosswalks and painted walking paths were added to Lot 7, and it looks to have made a bit of a difference in at least directing pedestrian traffic to one specific area.

There is a great deal of overlap between the agendas of A&F and the Parking Committee (of which Susan Fahey and Michael Busler are members) in these areas so we eventually voted unanimously to refer these to the Parking Committee and Susan Fahey agreed to update the committee periodically on progress from the Parking Committee.

### **Access to the Physical Campus (4.28.17)**

We addressed priority accessibility gaps identified by the Accessibility Task Force in one meeting this year. In each of these meetings, we concentrated on parking, regrading/redoing outdoor paths, a front-side drop-off space for students, employees, visitors and PAC patrons, signage, especially properly formatted signs at inaccessible places and services, such as restrooms, directing the user to accessible spaces, doors, the lack of access to N-wing from M-wing outside as well as the double elevator trip needed inside, properly weighted/timed doors, the M-wing chair lift and access to the educational spaces on the lower floor (down more stairs from the chair lift) in M-wing, addressing the evacuation plan in the classroom/hall emergency booklets, and the alternating restroom arrangement in A-D as well as improperly weighted doors on some bathrooms.

1. Parking
  - a. With the construction of USC2 and the Classroom Building, 500 more spots were removed, which put more pressure on our existing ADA spaces
    - i. Thanks to the Pomona Road parking lot for freshmen parking, Lot 7 was opened for commuter only parking in Fall 16, including its ADA compliant spaces

- ii. Recommendation: provide more ADA compliant spaces at pinch points on campus and nearest the compliant outside paths, such as Lot 6, Lot 7 nearest the building, Lots 1, 2 and 3
    - iii. Accomplishment: Lot 6 will have the tennis courts removed, with extra ADA compliant spaces installed there. A basketball court will likely be installed diagonally in the other corner of the same lot (closest to Big Blue). New Lot 6 will open in Fall 17
  - 2. Public-side drop-off for employees, students, visitors and PAC patrons
    - a. Several of the concrete paths leading from the parking lots to the main buildings are too steep and need regrading, particularly around the PAC and West Quad
      - i. Front-side drop-off near CC: Facilities has a design, but they don't have funding yet
        - 1. Will continue to seek funding for this project in the future. The drop-off will be for shuttles and non-shuttles
      - ii. Recommendation: provide more ADA compliant spaces at pinch points on campus and nearest the compliant outside paths, such as Lot 6, Lot 7 nearest the building, Lots 1, 2 and 3
        - 1. Make outside paths compliant (Lot 1 and the grassy paths in front of Lot 6, near the PAC)
          - a. Current Lot 6 path plan is to exit between Lot 6 and Lot 7 (near the administrator gated lot) and travel towards N-wing and then, up the new M-wing ramp (more to be discussed later, should be done by August 2017)
        - 2. Design a public-side drop-off between WQ and PAC
          - a. This was not practical and cost-effective given the grading deficiencies in the grassy area in front of the PAC
3. Signage: Many campus signs do not meet minimum requirements for visually impaired – Font size, size of placard, placement of placard and Braille provided
  - a. And many of the inaccessible restrooms/services/stairs are not marked with the appropriate location of accessible versions as they are required to be
    - i. See also M-wing stairs below
    - ii. Potential accomplishment: the signage project for rebranding the RSCNJ as SU
      - 1. A \$1M project
      - 2. Currently in design process but internal signs out of compliance or missing must be placed at the top of the list
    - iii. Recommendation: remedy the internal sign situation quickly
    - iv. Potential accomplishment: a new vendor has been acquired to create ADA compliant signs
      - 1. Susan Fahey and Cynthia Gove-Cullers met about pursuing the internal signage project
        - a. They prioritized placing signs at inaccessible places, directional signs, including the M-wing/N-wing, evacuation maps/booklets, among others
        - b. Further, auditing internal signs (to assess which signs on campus are out of compliance) and replace them
      - 2. Hope to see progress on this in the next year
4. M-wing stairs/elevator & lack of sign

- a. To pass through M-wing, past the PAC and get to the N-wing cafeteria (a vital service to which students must have access) and office spaces internally, there is a staircase with no ramp
  - b. Externally, there is no sidewalk on the Lakeside Lane side and an extremely steep hill on the Campus Walk side
    - i. Accomplishment: a compliant ramp to bypass the steep hill outside is being added Summer 17 and should open in August 2017
  - c. Currently, this situation is dealt with by taking an elevator from 100 level M-wing to 300 level, crossing the bridge over into N-wing and taking the elevator down from there in N-wing BUT this is unadvertised
  - d. Recommendation: The inside path sign situation will hopefully be remedied as part of the internal signage project with all quickness
5. Restrooms
- a. A-D wing alternates the male and female restrooms vertically in the building or at a large distance horizontally
  - b. Many or most restroom lack push buttons on what are sometimes quite heavy doors
  - c. Several restrooms do not provide accessible toilets (are inaccessible to individuals who use manual or electric wheelchairs)
  - d. Accomplishments:
    - i. Single-user restroom which is generally compliant in the rear of 100 level F-wing
      - 1. This was originally designed as a gender-neutral restroom but is generally compliant
    - ii. F-wing 100 level restrooms both male and female were redesigned to be compliant and opened Summer 16
    - iii. Looking for the next bathroom to be renovated, likely H / J
  - e. Recommendation: put openers on bathroom doors or fix the overly heavy ones
    - i. Facilities also wants individuals who discover any doors that are too heavy (>5 lbs) or close too quickly (<5 seconds) to have their administrative unit (school / office) submit a work order using the room number
    - ii. Design a new restroom arrangement in A-D and/or currently design properly formatted/compliant signs to inform individuals of it
6. Evacuation plan in booklets and maps placed throughout campus
- a. The evacuation plan for individuals who cannot negotiate stairs is marked in an obscure page but not on the campus evacuation map in the emergency booklets in classrooms and hallways
  - b. This plan is supposed to be that those individuals would travel to the breezeways and await assistance from emergency personnel from there to complete the evacuation (main building); evacuation plan unknown for other campus buildings with more than one floor
    - i. No area of refuge signs at the breezeways nor directional signs in the halls
    - ii. Recommendation: review the status of this evacuation plan and place it in the emergency booklets – for all campus buildings
      - 1. What is the evacuation plan for the rest of the campus buildings with more than one floor?
    - iii. Add area of refuge directional signs in the main building and area of refuge signs in the breezeways as well as the second floors of the other campus buildings where needed
7. Wayfinder maps, signs & or app

- a. The campus, although laid out in many ways more sensibly and more accessible than many campuses, still requires Wayfinding signs, an app and a map
  - i. Accomplishment: SF and former parking / transportation manager Chris Jurek designed a Wayfinder map. This map should be updated and provided through the CC Information desk.
    1. Darnley Biddle in Facilities has undertaken the process of updating these maps with the new buildings and lots
- b. Recommendation: Campus Wayfinding signs that are compliant should be designed and placed internally and externally on campus
  - i. Consider the acquisition or building of a Wayfinding app; this is in the long-term strategic plan for E-Learning

### **Faculty Role in Strategic Financial Planning**

This concern emerged from discussions in our March meeting as well as in a school meeting with Provost Vermeulen and VP of Administration and Finance Ingram where Susan Fahey asked whether there was a strategic financial plan for the university like there is a master plan for the physical campus and if there is such a plan, the degree to which there was faculty input in its creation and revision. The answer was that there was no strategic financial plan but that perhaps faculty input in the development of such a plan would be a good idea. Susan Fahey followed up on this with an email in May, and she will continue to follow up on this idea.

### **Meeting Minutes**

Minutes from 1/20 A&F Meeting

In attendance:

Susan Fahey, Kerrin Wolf, Michael Busler, Reza Ghorashi, Phillip Hernandez, Michael Wood, Tara Luke

- Discussion of funding by school on discretionary moneys (released by deans): Susan reports findings of discussions with various individuals in Admin & Finance and the Office of the Provost
  - Members discussed the different approaches taken by different schools, including different funding amounts, different approaches taken by deans in terms of support, and reliance on outside grants
  - Question is should there be a more explicit and transparent process for awarding traveling funds to faculty
  - Goal might be equity – all faculty have same minimum amount
  - Complicated by different needs based on discipline – do some need to travel abroad more frequently and some may have more access to outside grants
  - Faculty also turn to other internal grants (e.g., PFOF, 2020, etc.)
  - There is no clear way to take this further because there are some many different factors that go into funding and because it is controlled by the deans
  - Gap for part-time faculty (non-adjunct) – reports have surfaced they do not have access to any funds, but their most recent contract calls for research activity
  - Susan will investigate part-time faculty issue further, as some part-time faculty have gotten some funding. We will revisit next time

- Discussion of transportation related concerns with update from administration (ideally)
  - VKF can be widened a small amount (1 foot on each side) in a few places, but limitations due to Pinelands and Wetlands
  - Sharrows are one of the only viable options
  - Roads coming to campus are also dangerous (e.g., three deaths in three months on Jimmie Leeds Road)
  - Running trail – could that be made into a bike path (hard dirt/gravel), but road bikes might not work
  - Suggestion of clearing those paths and encouraging coming on campus via Pomona Road
  - Question of how popular biking is
  - New bike share program through Residential Life may make biking more popular
  - Additional concerns about: the new path to the Pomona Road parking from Louisville Ave., for instance, is not only somewhat narrow; it's also girded by a raised concrete curb on both sides, and so offers no "escape" route or shoulder for bicycles confronting automobiles.
  - Motion to encourage Parking Committee to investigate possibilities of making campus more bike friendly and safer for bicyclists and pedestrians.
    - Moved by Mike Busler
    - Seconded by Kerrin Wolf
    - Motion carried unanimously
  - Discussed provisions for more bike storage in additional locations through campus
  - Discussed lot 7 – new painted lines – crosswalks and parallel walks
    - Seems to be working reasonably well, but some are still walking where they please
  - Motion to refer investigation of lot 7 sidewalks and pedestrian paths to Parking Committee and of lot 6
    - Seconded by Tara Luke
    - Passes unanimously
- Meeting adjourned

Minutes

3/9 4:30

Minutes for Meeting:

In attendance:

Susan Fahey, Kerrin Wolf, Michael Busler, Mark Mallett, Christy Goodnight, Reza Gorashi, Mike Wood, Besty McShea

- Discussion of funding by school on discretionary moneys (released by deans): Susan reports findings of discussions with various individuals in Admin & Finance and the Office of the Provost

- Discussion of information from Assistant Provost Michelle McDonald on travel funding for instructor lines
- Susan Fahey reported:
  - Confirmation that no funds available for 2/3 time and ¾ time positions do not have access to funding sources for research support, even though research is mentioned in the contract letter outlining responsibilities
  - Language in that letter may be an error
  - This is causing confusion on FRC
  - It is being enforced/approached differently across programs
  - Some programs and schools do make funding available for these faculty members' research efforts
  - Assistant Provost McDonald indicated that this issue will be investigated and discussed with the provost
- Michael Busler moved that committee recommends that some funding be made available for part-time faculty lines to support research efforts if research is a requirement of their contract; seconded by Reza Gorashi; motion passes unanimously
- Funding for professional development also should be discussed with AP McDonald
- Discussion of transportation related concerns with update from administration
  - Marked bike lanes on roads through campus
    - Susan Fahey reported that no additional plans have been made for additional bike lanes
    - Gravel path on Louisville still has not been discussed on the Parking Committee
    - Leading idea remains to be the "sharrows", but the efficacy of these is questionable
    - Some minor noncontiguous widening (1 foot) on Vera King Farris is possible
    - Discussion about why this issue is in front of this committee
      1. It was raised by the Senate and tasked to us
      2. Susan Fahey can bring our thoughts to the Parking Committee; we are an avenue for a faculty perspective on this issue
      3. Our discussions may lead to new ideas about this problem
    - Idea was raised about using the electronic sign to alert drivers to presence of bikes
    - Placing gravel on existing dirt paths may be an option, but not sure if this lines up with Pinelands restrictions
  - Request was made for the budget so we can review it – potential at May or June meeting
    - It was noted that faculty input may not have much effect, since budgets are set in motions years ahead of time
    - Small things may make it through, but our best approach is to keep pushing issues so they eventually get into the budget, perhaps years down the line
- Lot 7 – inadequate sidewalks and pedestrian paths
  - Still continues to be an issue; not sure if changes have made much difference
  - Trashcans are supposed to be relocated, though where is still in discussions
- Lot 6 – update from my recheck

- Tennis courts likely to be removed – for a net of 60 additional parking spots and basketball court with lights and logo
- In front of PAC, hill and paths regraded and ramps added to be ADA compliant
  - Lines repainted, but does not add much additional pedestrian protection
- Ask the parking committee or marketing/media folks to produce posters/flyers promoting bike awareness / bike safety on campus as the weather gets better and we see more bikes on the road
- Provisions for more bike storage in additional locations through campus
- Parking garages are being considered at various places around campus
- Issue of whether charging for parking is worth considering

**Administration and Finance Committee Meeting  
Fri, 4/28/17**

Recommendations made by the Accessibility Task Force:

Those present: Mark Mallett, Susan Fahey, Christy Goodnight, Skip West, John Fritsch, Bob Haviland, Ron Tinsley, Stephen Davis.

a. Parking

- i. Minimum number of spots does not necessarily meet the need; provide more HC parking spots, including van accessible spots
  - i. Existing HC spots and how they are distributed in lots 0-7
  - ii. Lot 6 update
  - iii. Updates on the loss of spots from USC2 and Classroom building and Lot 7

Lot 6 update: Purpose of the project is to get accessibility to the PAC and K-N wings

Bids open on Tuesday, start project June 1, done by August. The project will remove tennis courts and put in spaces, including ADA compliant, put in a basketball court – 5 or 6 ADA spots and a walkway with a ramp, could put more spots in. There will be a net gain of about 30 total spaces.

The ramp will be the ramp installed to deal with the M-wing hill that is far too steep. There will be a path from the ADA spaces placed where the tennis courts are currently. Will steps be fixed or will there be a way to avoid the steps?

Loss of spaces from USC2 and CB –

Once the project is done in November, will get back 40 spaces, including ADA spaces, but that will still leave us down many spaces from before those two buildings were constructed.

Redistribute HC spaces through lot 0-7.

Take a map of the campus and look through it to redistribute –

Action plan: Query the campus community about where they feel “extra” (above requirements) ADA compliant spaces should go to reflect usage. SF has reached out to Mike Sullivan about the first issues. Further, SF has requested from Mike Sullivan the number of “drivers” on campus, proxied by the number of permits.

b. Distance for disabled people to reach the main academic building

- i. Most of the paths coming off Lot 6 and towards the PAC and the main building have compliance problems



## Update on this project?

Lot 6 project and ramp/regrading area project should help with some of this as well as the plan to distribute extra ADA spaces to reflect usage.

- ii. A drop-off area be designated
  - i. Employee-side drop-off now exists
  - ii. How do faculty, staff and administrators gain access to this?

Contact Mike Sullivan for access to this drop-off

- iii. What about a front-side drop-off?
  - 1. West Quad or Campus Center?

Front of the campus center options - far left side by loading dock – Facilities have a schematic of how it could be done. This project is currently unfunded. It would be a drop-off for both shuttles and non-shuttles.

Access Link cars drop-off at Arts and Sciences so maybe could look into that?

Looked originally at a drop-off at West Quad, but the grassy area path and ramps were too steep to accomplish it.

- iii. What is the status of the relining project? (for relining HC parking to allow van accessible spots where necessary/missing). SF and DH corresponded about this in Spring 16)

Update on the status of the relining project

Action Plan: John Fritsch will look at this question and get back to SF. SF will also meet with Mike Sullivan about this.

### c. Signage

- i. No signs at all inaccessible areas, like restrooms, directing users to an accessible restroom. These signs will need to be properly formatted (size, placement, font size and placement and Braille)
- ii. Update on signage project, including signs noting the areas of accessible entrances/bathrooms at inaccessible ones.

There is some movement on signage. Since the wayfinding signs have been rolled into the overall larger campus signage project, updates have been slow.

There is a bid out for the large monument signs at the entrances.

Exterior signs are to be replaced as well with the following specs: 6-inch-tall, white letters, internally lit, black background. It is likely that the video boards will also be replaced.

Interior wayfinding signs will be paid for from left-over money from the larger signage project – probably 100K.

The priorities involve placing signs at inaccessible places like bathrooms and stairs with the locations of the accessible alternatives: Bathroom signs, stair signs, inaccessible areas, room signs, directions to places (generally), chair lift in M-wing, how to get from M-wing to N-wing inside the main building, A-D – male/female bathrooms only one on each floor.

Action Plan: SF and Cynthia Gove-Cullers will do a walk-through of the priorities above, like all inaccessible bathrooms, M-wing to N-wing, A-D bathrooms, locations of important places, like LAP, all gender bathrooms, etc.

New signs will follow the ADA regulations. The old Stockton vendor for signs went out of business so they are currently searching for a new vendor.

Cynthia will follow up on the evacuation maps via contacting Risk Management

- iii. Many campus signs do not meet minimum requirements for visually impaired – Font size, size of placard, placement of placard and Braille provided

- a. Placement of signs – many are at ceiling
- b. Update on the signage project
- iv. Wayfinder maps need to be updated with Lot 0 and the new buildings in the parking lots
  - a. The current Wayfinder maps that note the location of HC parking, accessible building entrances, bathrooms, elevators, the placement of LAP and the PAC
    - Are there copies at the information desk?

Action Plan: SF contacted Darnley Biddle in Facilities for updating the maps with Lot 0, the new buildings, the upcoming lot 6 and ramp changes, and the new accessible bathrooms in F-wing.

- d. Another area of concern is the access to N-wing from K-wing; not only is no access provided on the main level, but there is no signs directing individuals to how to travel to N-wing via the elevators
  - Update on this project?

This is discussed above in the parking section.

- e. Doors
  - i. Many doors require > 5 lbs. of pressure to open
  - ii. Timers on the doors need to provide sufficient time to pass (5+ secs)
  - iii. Update on the Door project
  - iv. Wing doors -
    - a. L-wing still no opener on a heavy door and I receive complaints about this about once a semester

Door project: All the doors with openers and all were generally within time – those out of time were adjusted.

If there are problematic doors, individuals should submit a work order on the doors from their school office. There are 4300 on campus so they can't all possibly be checked. Use the room number to identify the door.

Action Plan: Skip West and John Fritsch will need to work on advertising this.

L-wing classroom space – John and Skip will follow up on getting an opener there.

I-wing door by the elevator – not feasible, more of a maintenance

K-200 Alumni-Development – looking into it – maybe roll in with renovation?

- f. Performing Arts Center and Experimental Theatre
  - i. Insufficient HC parking outside the PAC
  - ii. Vestibule area is graded too steeply and needs handrails
    - a. Any updates on the external grading project?

See above

- iii. Drop off area needed
- iv. There is no easy access to the Experimental Theatre, dressing rooms or educational spaces, no ramps, open chair lift too narrow, riding on the chair lift is a “terrifying” experience.
  - a. Update on plans to replace chair lift?

The chair ramp and stairs are the only way to get in there, except for the outside, through the shops. Then, even worse is that down into that space, there are four steps down, which has no ramp or alternative access point. Students can't get brought into the area so if they try to take a class.

Action Plan: Skip West and Mark Mallett will follow up on this and update SF

- g. Rest rooms

- i. Push buttons on restrooms
- ii. Restroom arrangement in A-D, only male on the ground floor etc.
  - a. Signs noting this do not meet ADA standards
- iii. Restrooms in several places, including H/J which are close to LAP are entirely inaccessible
  - a. Need appropriately formatted signs next to restroom with locations of accessible restroom

A-D – June 1, bids on bringing A-D bathrooms up to code – ready for a few weeks into Sept 1

H-J – is next on the list, likely – Summer 18? – both floors

E-wing – entrance doors, code for ADA