

Senate Committee on
Administration and Finance
Academic Year 2021-2022
Final Report

Membership

The **Committee on Administration & Finance** has oversight and advisory responsibility for all matters of budget and finances, and all questions of institutional priorities and resources. Members: One member elected by and from the Faculty of each School, the Chief Financial Officer or a designee (ex-officio), and a bargaining unit representative appointed by the President of the Union (ex-officio). The bargaining representative role remained unfilled this year after the appointee resigned from the committee due to personnel changes and her appointment to management.

Faculty Members	
Robin Hernandez-Mekonnen	Chair (2020–2024)
Monika Pawlowska	Vice Chair (2021–2022)
Jeremy Newman	ARHU (2021–2023)
Sandy Chen	BUSN (2021–2023)
Dan Tulino	EDUC (2021–2023)
Bob Blaskiewicz	GENS (2021–2023)
Mary Kientz	HLTH (2021–2023)
Eric Jeitner	Library (2021–2023)
Christine Thompson	NAMS (2021–2023)
Oliver Cooke	SOBL (2021–2023)
Non-Faculty- Diane Garrison	Executive Director of Budget, Financial Planning & Campus Services
Ex Officio Member	
Jennifer Potter	Vice President for Administration and Finance & Chief Financial Officer

Meetings

- 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.
- In sum, met 7 times during the 21-22 Academic Year.
 - Meetings were held every month.
 - Six overarching topics guided the monthly agenda
 - In March, committee members met with site visitors from the Middle States Accreditation team.
 - Diane Garrison generously kept detailed minutes of the meetings and agendas, which are attached to this summary as appendices. Each meeting highlighted fiscal updates from our CFO Jennifer Potter, and an agenda topic.

Agenda Items

1. 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.

2. Office of Sponsored Projects-Changes

- a) The chair of the committee had an administrative fellowship and presented findings from a university wide survey and secondary data from peer institutions.
- b) A shift in personnel and roles was made in the Office of Sponsored Research Projects which appears to be responsive to the needs and wishes of faculty members and staff.

3. Graduate Students

- a) The committee formulated a few agenda items related to graduate students, including housing, distinguished graduate research fellowships, graduate assistantships. Over several meetings these topics were discussed with the Provost and Facilities.
- b) The committee discussed the shift to re-organization of graduate studies to the School of General Studies and structuring under Dean Gregg in Fall 22. This will provide opportunities to explore data on expansion of grants to recruit graduate students

Agenda Items

- **Library**
 - a) The committee identified general faculty interest in the transitions within the library regarding subscriptions, video streaming, budget changes, and the program evaluation to include a needs assessment performed by an outside consultant.
- **Enrollment forecasting**
 - a) The committee learned about the mechanisms for using available Institutional Research data to help forecast recruitment and retention. This data is used to inform about the University's needs, projects, enrollment, finances, scholarships, and housing that they will occupy.
- **Capital Projects**
 - a) The committee met with Don Hudson to review the University's capital projects, budgeting and status. Don presented on upgrades across the university to ADA compliance, HVAC, and new construction both for housing and athletics. We reviewed cost and loan service along with bonds.

Outstanding or Future Agenda Items

- Identified AY 20-21 was to develop/work on a statement or definition of **shared governance** with regard to our committee, since financial issues may not always be shared in advance, to clarify what and when we can know.
 - a) This item was entertained on this year's agenda and therefore not achieved. While this committee has benefited from transparency of the CFO's role, there has not been clarity on the possibility for faculty contributions to decision making. We will work on this in the upcoming year with the continuing committee members.
- In AY 22-23, several senators have requested we review the savings from consolidation of graduations, and explore **future graduations**, including the suggestions from faculty of cost/benefit of elements of the ceremony.