



Administration & Finance
Final Report to the Faculty Senate AY 2022-2023
May 19, 2023

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 (2022–2024)
Monika Pawlowska	Vice Chair (2022–2024)
Jeremy Newman	ARHU (2021–2023)
Sandy Chen	BUSN (2021–2023)
Dan Tulino	EDUC (2021–2023)
Bob Blaskiewicz	GENS (2021–2023) and Union representative
Mary Kientz	HLTH (2021–2023)
Heather Perez	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

Administrative support for scheduling monthly meetings was provided to coordinate the calendars of committee members. The Committee on Administration and Finance met eight times during the 22-23 Academic Year. Meetings were held in September, October, November, December, January, February, March and April. Diane Garrison generously kept detailed minutes of the meetings and agendas, which are attached to this summary as appendices. Meetings were held via Zoom. Each meeting highlighted fiscal updates from our CFO Jennifer Potter, and an agenda topic.

Summary

The Committee met in September to solidify an agenda for the academic year. The committee meetings for 22-23 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:

- Complications in Fund Acquisition; Grants, Contracts
 - a) The committee voted unanimously to recommend to the Faculty Senate to form a task force to explore faculty wide issues and concerns with funding.
- Personnel and Positions
 - a) Recruitment
 - b) Prevalence of vacancies
 - i) Types of acquisitions to fill vacancies NTTP vs TT
 - (1) Salary differentials
 - (2) Differences in Duties
 - (3) Challenges with recruiting talent to NTTP
- Presidential Search
 - a) Firms for search
 - b) Approaches
- 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
 - a) A shift in personnel and roles was made in the Office of Sponsored Research Projects
 - b) Exploration of how indirect funds are allocated and distributed across the University
- 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.

In Sum, the Committee met monthly, and addressed the current issues established for the committee's yearlong agenda, including the initiation of a motion for a taskforce on spending.

Respectfully submitted to the Faculty Senate, May 13, 2022

Appendix- Meeting Agenda/Minutes- Attached Below



ADMINISTRATION & FINANCE SENATE COMMITTEE
Meeting Notes
September 16, 2022

Attendance:

Robin Hernandez-Mekonnen, Jennifer Potter, Diane Garrison, Dan Tulino, Bob Blaskiewicz, Heather Perez, Christine Thompson, Jeremy Newman, Oliver Cooke

1. A&F Senate Committee Chair and Vice Chair – Robin
 - a. Robin will serve as Chair.
 - b. Will have to go to full Senate to nominate a Vice Chair.

2. Concerns with Grants/Processing Requests
 - a. Recommend that a task force be formed to address concerns.
 - i. Similar to the use of the fleet vehicles when a task force was created.
 - b. Does the Committee want to look at the processing/requesting of funds or do they want to turn it over to the Faculty Senate to form a task force?
 - i. Would be nice to get faculty feedback from the entire University.
 - ii. Examples:
 1. Would like to see a list.
 2. Not reimbursed for the hotel the night before a conference.
 3. Colleague picking seats.
 4. Requests were not denied until the end of the process.
 5. Flights to Scotland that were grant-funded.
 - iii. Complicated when going through Chrome River.
 - c. There was discussion on whether to address this as a committee or create a task force.
 - i. Need to reach out to the entire University to hear their stories and concerns.
 - ii. Jennifer reiterated that we need to be compliant for auditing purposes.
 - iii. Discussed the possibility of creating tutorials for faculty (Chrome River, travel).
 - iv. There were concerns regarding timing with grants and the Grants Office, as well as getting reports.
 - v. Jennifer and Diane will coordinate with the A&F team.

- d. Jennifer
 - i. Grants are still the University funds.
 - ii. Uniform guidance requires us to follow University policies regardless if it's University or grant funded.
 - iii. Will circulate the Travel Procedures to the group since it is available.
 - 1. A&F can provide additional training to help support the schools.
 - e. Motion to Create a Task Force
 - i. Motion was made and seconded.
 - ii. All seven (7) in attendance voted to move Chrome River to a full Senate task force.
 - iii. Grants and Banner access can be handled by this committee.
3. Topics for Fall Meetings
- a. Personnel and Positions
 - i. Full, tenured track faculty lines vs. NTPPs
 - ii. There are a lot of open faculty/administrative positions.
 - 1. How are we planning to meet those gaps?
 - iii. Hiring and exploring obstacles in getting highly-qualified personnel
 - iv. Recruitment
 - b. Updates on Spending in AC Expansion and Sports Center
 - c. Social Science Research Lab in AC
 - d. Enrollment
 - e. Presidential Search
 - i. How was the consulting firm selected?
 - ii. Jennifer
 - 1. Have used three consulting firms.
 - 2. This firm was part of a bid waiver.
 - f. Provost's Discussion with Dean's Council
 - i. What are the criteria?
 - g. Summary of Fall Topics
 - i. Capital and expansion projects – Will invite Don Hudson from Facilities & Operations.
 - ii. Faculty positions – Will invite Leamor, Joe, and Kelly from the Provost's Office.
 - iii. Grants/ORSP – Will invite Jennifer Kosakowski and the Grants Office.



ADMINISTRATION & FINANCE SENATE COMMITTEE
Meeting Notes
October 27, 2022

Attendance:

Robin Hernandez-Mekonnen, Jennifer Potter, Diane Garrison, Jiajin Chen, Dan Tulino, Heather Perez, Christine Thompson, Jeremy Newman, Oliver Cooke, Mary Kientz, Robert Blaskiewicz, Don Hudson

1. Chair Update
 - a. Identified concerns regarding procedures, processes, and funds at the last meeting (areas where faculty are having difficulty).
 - b. Faculty Senate approved the Task Force to address those concerns.

2. Next Meetings – Jennifer
 - a. November – Leamor and Joe S. will address hiring, vacancies, and faculty lines.
 - b. December – Pre-award team from ORSP and Grants Accounting

3. Facilities & Operations Presentation – Don Hudson
 - a. Facilities & Operations
 - i. Provided an overview of the responsibilities of the division’s eight (8) different areas.
 - b. 2020 Facilities Master Plan
 - i. Approved in September 2020.
 - ii. Galloway and Atlantic City – Covers eight (8) core concepts.
 - c. Projects in Progress
 - i. AC Residential Phase 2
 1. Pure residential hall
 2. 416 beds
 3. In great shape with budget.
 4. On schedule to complete in May (ribbon-cutting).
 5. Every suite has a full kitchen.
 - ii. Multicultural Center
 1. Part of the Strategic Plan.
 2. Anticipate a December completion date.
 3. Furniture will be delivered in January.
 4. Will be highly landscaped.
 - iii. Soccer Field, Track, Lacrosse Field Renovations
 1. Athletics Task Force addressed areas like this.
 2. Track is finished, except for striping of lanes.

- iv. HRC Classroom Renovation (Claire's Classroom)
 - 1. Received a donation to renovate a classroom.
 - 2. Expect to finish in mid-November.
 - 3. Will be open in spring.
- v. Building 70 HVAC Renovation
 - 1. Replaced all mechanical systems.
- vi. Pomona Road Intersection Project
 - 1. Multi-year project
 - 2. Partnered with Atlantic County Engineering Division.
 - 3. Will install new lights.
 - 4. Should be completed in November.
- vii. A-Wing Roof Renovation
 - 1. In accordance with the Master Plan.
- viii. Lot 7, Road & Sidewalk Renovation
 - 1. Had potholes and no sidewalks.
 - 2. Repaired infrastructure and added sidewalks.
 - 3. Trash enclosures have been centralized.
- d. Projects in Planning
 - i. New Jersey State Bond Solicitation
 - 1. Total request of \$36.3M
 - 2. Not yet approved.
 - 3. Three Projects
 - a. Library Learning Commons (E-Wing)
 - b. Academic Classroom Technology Innovation
 - i. 24 classrooms in A, B, C, D-Wings
 - c. Health Sciences Center Expansion – Will add 20K sq. ft.
 - ii. Campus Network/Wi-Fi Expansion and Redundancy
 - 1. Will provide a backup system if our current system goes down.
 - 2. Funded by the HEERF grant since it serves as a safety net for our network.
 - iii. Athletics and Recreation Center Expansion
 - 1. Will service the entire campus community.
 - 2. New dance, rowing, and locker rooms.
 - 3. Exercise Science will move here from the Health Sciences Building.
 - 4. Anticipated completion: Summer 2024
 - a. Member
 - i. OT has been asking for space.
 - ii. Are there still opportunities to revisit the plan?

- b. Don
 - i. Affirmed that there will still be time.
 - ii. Even though they earmarked the space for specific programs, they are merely placeholders.
 - iii. If this is approved, a new committee will be formed.
 - iv. Recommended that their committee representative be part of the process.
 - iv. Performing Arts Feasibility Study
 - 1. The business feasibility plan will be revisited in the spring.
 - 2. Physical needs for improvements.
 - e. FY24 Capital Budget Request (to State)
 - i. Ties to Master Plan and initiatives.
 - ii. Includes new programs, renovations, and deferred maintenance.
 - iii. Total request = \$605.9M
 - iv. Helps to facilitate bond requests.
 - v. The need is already identified if additional funding sources become available.
 - f. Questions & Answers
 - i. Don was invited back in the spring.
 - ii. What is the reason for the change in schedule in Atlantic City?
 - 1. Don
 - a. Looking at modalities but will defer to the Provost.
 - b. Want to increase activities in AC.
 - iii. Anything in the works regarding electric vehicles?
 - 1. Don
 - a. Yes, looking to add more charging stations around campus.
 - b. No immediate plans to purchase right now.
4. Financial Update – Jennifer
 - a. FY24 Capital Budget Request
 - b. FY24 State Budget Request – Diane
 - i. Provided an overview of the five (5) initiatives.
 - 1. Atlantic City Coastal Resiliency Institute and Marine Science Center
 - 2. Atlantic City Campus – Phase III
 - 3. Advancing Athletics
 - 4. Multicultural Center
 - 5. Ospreys RISE
 - ii. Total request = \$22,150,000
 - c. FY23 Finance Update
 - i. Operational & Capital as of August 31, 2022

- d. State of NJ Audit Results
 - i. July 1, 2018 to January 31, 2022
 - ii. Conclusion: Financial transactions were related, reasonable, and recorded properly.
 - iii. Minor internal control weaknesses meriting management's attention were noted.
 - iv. Recommendations
 - 1. Enhance controls over cancelation of benefits and recovery of employee contributions during unpaid leaves of absence.
 - 2. Improve accuracy of OL and adjunct compensation.
 - a. These were from before we implemented FLAC.
 - 3. Monitor TES workers' hours.
 - a. Limited to 944 hours per calendar year.
 - 4. Strengthen controls over the use of POs and Pcards.
 - v. Have already implemented additional controls to address these recommendations.
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5. Next Meeting
 - a. Jennifer encouraged the committee to e-mail any questions that can be addressed by the Provost's Office at the next meeting.
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6. Follow-ups
 - a. Jennifer will share Don's presentation and the audit report with the committee.



ADMINISTRATION & FINANCE SENATE COMMITTEE
Meeting Notes
November 29, 2022

Attendance:

Robin Hernandez-Mekonnen, Jennifer Potter, Diane Garrison, Leamor Kahanov, Joe Sramaty, Kelly Oquist, Robert Blaskiewicz, Monika Pawlowska, Jeremy Newman, Jiajin Chen, Heather Perez, Dan Tulino, Mary Kientz

1. Provost's Office – Leamor Kahanov, Joe Sramaty, Kelly Oquist
 - a. Curriculog (Digital Application)
 - i. Will store curricula, policies, grants, procedures.
 - ii. Current practice is manual.
 - iii. Don't always have historical data.
 - iv. Shared with Faculty Senate, Provost's Council, IT, Student Affairs, and IR to review.
 - v. Member
 1. OT is going through curricular changes.
 2. Will this update automatically for DegreeWorks?
 3. Leamor
 - a. Will not interface with Banner.
 - b. IT would need to create a customized patch for DegreeWorks.
 - c. Looked at three different products.
 - vi. Member
 1. Does Curriculog have a piece for IRB?
 - a. Leamor – Yes; can do the same for IRB.
 2. Should we invite IRB?
 - a. Leamor – ORSP was part of the committee that evaluated the three initial products.
 - b. Positions – Leamor
 - i. Deans are responsible for looking at open positions.
 - ii. They bring that to the Dean's Council to discuss (Provost is not present).
 - iii. Deans then make a recommendation to the Provost.
 - iv. Deans have to provide the information (FTE, accreditation, duties, etc.).
 - v. It is then submitted to the President for approval.

- c. Tenured Lines
 - i. Small percentage of NTTP positions or fellowship lines.
 - ii. Deans provide recommendations.
 - iii. Deans are always included in conversations if there is a question.
 - iv. Jennifer
 - 1. Clarified that salary savings are across the board and not just from faculty lines.
 - 2. A significant part of salary savings is from vacant managerial positions.
 - v. Joe – There may be vacant faculty lines that are filled with adjuncts or NTTPs while the search is being conducted.
 - vi. Member
 - 1. If a tenured professor leaves, does it stay tenured track or does it become an NTTP position?
 - a. Leamor
 - i. It's the Dean's decision.
 - ii. Some programs will need to have NTTPs because of the nature of the open positions.
 - vii. Member – Can Deans also shift an NTTP to a tenured track line if there is a need for it?
 - 1. Leamor – Yes.
 - viii. Member
 - 1. Will the fellowships be renewed?
 - 2. Leamor
 - a. Vera King Farris Fellowships will be renewed.
 - b. It's a two-year program.
 - c. They complete their doctorate.
 - d. Faculty need to approve.
 - e. Challenge with this fellowship is that there's been minimal interest.
 - i. Last year – 1
 - ii. This year – 0
- d. Data on Timeline for Vacancies
 - i. What is the gap/average time?
 - 1. Leamor
 - a. About 18 months.
 - b. Some managers need to reorganize an area once someone retires/resigns.
 - 2. Joe
 - a. Is position dependent.
 - b. Working a year in advance.

- c. In March, AA requests the emergency fills by September.
 - i. Can be 4/5 months to 18 months.
 - ii. Delays and Hold-ups
 - 1. People say they're going leave, but then they don't submit the paperwork.
 - ii. FRIP – Joe
 - 1. Person holds a line for up to a year.
 - 2. Now using Qualtrics to collect data instead of individual .pdfs from Deans.
 - iii. PageUp to Replace HireTouch – Joe
 - 1. Will be a better system that supports/is dedicated to higher education.
 - 2. PageUp has a tracking system, so we'll be able to see where it's held up.
 - e. Difference between Tenured Faculty and NTTPs
 - i. Leamor
 - 1. Referred to MOA for percentage of NTTPs.
 - a. Adjuncts are separate.
 - 2. Concern is flexibility in regard to what can be taught.
 - 3. When faculty teach to their specialty areas, it can create a lack of flexibility within the curriculum in electives, GENS courses, etc.
 - 4. NTTPs allow for additional flexibility within the curriculum.
 - 5. Not a financial decision.
 - ii. Member – Are we no longer using 13Ds?
 - 1. Leamor
 - a. Yes, but want faculty to be successful in their tenure process.
 - b. 13Ds don't always have enough time to complete the requirements.
 - 2. Joe – They will serve as a true visiting professor.
 - 3. Member
 - a. What are the main hold ups for other than faculty positions?
 - b. Leamor
 - i. Have 15 vacant positions which are filled by NTTPs or adjuncts right now.
 - ii. Have 13 staff positions that are on hold until the area reorganizes.
 - f. Indirect/Overhead Costs
 - i. Kelly
 - 1. Receives the total indirect report.
 - 2. Provides a breakdown for each school/grant.

3. The schools that received grant-related indirects will receive budget in their F&A (special program fund).
 4. Schools will receive 70%; University 30%.
 5. Each school receives 2% regardless if they had a grant or not.
 6. The schools that did have grants get their allocated percentage of the grants (indirects).
 7. Has a spreadsheet and can share how it's calculated.
 - a. Supports things like Curriculog.
 - ii. Leamor
 1. Most of the Deans have been using it for major equipment or to augment professional development and research.
 - g. Debriefing (following the Provost's Office Presentation)
 - i. There was additional discussion by the Committee regarding NTTPs, promotions, and process.
 1. Diane shared starting salaries for the most recent NTTP hires.
2. Financial Update – Jennifer
 - a. Provided a brief financial update through October 2022.
 3. Next Meeting
 - a. In two weeks.
 - b. Jennifer will provide a financial update through November 2022.
 - c. Diane will provide an update on the FY24 State Budget Request.
 - d. ORSP (Jennifer Kosakowski) and Grants Accounting (Ann Marie White) will present at the next meeting.
 - i. Possible Topics
 1. Member
 - a. Clarification on the process.
 - i. What is the whole process?
 - ii. Individual responsibilities
 - iii. Timelines for the process
 - iv. Information on reporting.
 2. Member
 - a. When/how does the cost center manager assume responsibility for the grant?
 - b. There are questions on if we follow the grant guidance or Stockton's requirements/procedures?
 3. Member
 - a. Need to hear what's allowable/what's not.
 - b. What are the restrictions? Gift cards, etc.
 - ii. Jennifer
 1. Would like ORSP/Grants Accounting to hear the questions that faculty have so that they can assist and provide support.



ADMINISTRATION & FINANCE SENATE COMMITTEE
Meeting Notes
December 15, 2022

Attendance:

Robin Hernandez-Mekonnen, Jennifer Potter, Diane Garrison, Robert Blaskiewicz, Monika Pawlowska, Jeremy Newman, Heather Perez, Dan Tulino, Mary Kientz, Oliver Cooke, Christine Thompson

1. Overview – Member & Jennifer
 - a. ORSP/Grants Accounting was postponed due to reorganizations.
 - b. Baker Tilly is conducting an audit of the area.
 - i. Jennifer can share findings with the committee, but the report is not public.

2. Financial Update – Jennifer and Diane
 - a. Summer Session 2023 – Jennifer
 - i. Live, Work, Learn in Atlantic City
 1. Students get one, four-credit course.
 2. Summer 2023 will be the 2nd pilot year.
 3. Anticipating growth this summer.
 4. 130 students participated.
 5. Summer 2023
 - a. Existing partners have committed to return.
 - b. Housing rate will increase from \$20 to \$23/day.
 - c. Will implement an enhanced learning component.
 - ii. 20% Discount for Undergraduates who Live on Campus
 1. Will continue in 2023 summer session.
 2. Must live on campus.
 3. Also applied to Live, Work, Learn Program.
 - iii. Summer Tuition and Fees Revenue and Expenses
 1. Have historically offered different discounts.
 2. Increase in revenue from Summer 2019 to 2020 since students received COVID funds.
 3. Summer 2020-2021 offered discounts to students living in AC who took three courses and paid for two.

- iv. Summer Housing Revenue
 - 1. Member
 - a. Inquired about graduate housing and housing discounts.
 - b. Need an incentive for graduate students.
 - c. Discounts would provide flexibility to help students complete their placements.
 - b. FY23 Finance Update (as of October 31, 2022) – Jennifer
 - i. Operating revenue – 42% realized
 - ii. Operating expenses – 62% realized
 - iii. Member
 - 1. Cited NJCU, who is laying off/furloughing faculty due to deficit and decreased enrollment.
 - 2. Questions about the University’s investment account.
 - a. Jennifer
 - i. Investment account = \$100M
 - ii. Could also draw from the line of credit.
 - iii. We can cut other things in the budget if we need to, like we did during COVID.
 - iv. Expansion of Programs – Member
 - 1. How does it work with new programs and new lines?
 - 2. Jennifer
 - a. The review process is extensive.
 - b. The Provost will need to address this.
- c. FY24 State Budget Request – Diane
 - i. Five Initiatives
 - 1. Atlantic City Coastal Resiliency Institute and Marine Science Center
 - a. Request:
 - i. \$7,646,450 in direct appropriation
 - ii. Additional 26 State-funded positions including
 - 1. Directors, Assistant Directors, Professional Staff, Clerical Staff, Faculty, Program Chairs, adjuncts, and graduate research assistants
 - 2. Atlantic City Campus – Phase III
 - a. Request:
 - i. \$11,315,000 in direct appropriation
 - 3. Advancing Athletics
 - a. Request:
 - i. \$1,181,900 in direct appropriation
 - ii. Additional 7 State-funded positions including
 - 1. Additional coaches, Assistant Directors, Managers, clerical staff, and student workers

4. Multicultural Center
 - a. Request:
 - i. \$1,451,650 in direct appropriation
 - ii. Additional 7 State-funded positions including
 1. Director, Assistant Directors, Program Coordinators, Counseling specialists, and undergraduate/graduate student workers.
 5. Ospreys RISE
 - a. Request:
 - i. \$600,000 in direct appropriation
 - ii. Additional 5 State-funded positions including
 1. Associate and Assistant Directors, Coordinators, and undergraduate/graduate student workers
 - ii. Total Request
 1. \$22,195,000
 2. 45 additional State-funded positions
 3. Request is in line with prior years.
 - a. FY23 request was \$22.8M with 6 initiatives and 44 additional lines.
3. Chartwells Update – Diane
 - a. Einstein Bros. Bagels will open in C-wing in January 2023.
 - i. Replacing Au Bon Pain.
 - b. Shared menu options.
 - c. Monthly Student Senate Meetings with Student Affairs Committee
 - i. Campus Services and Student Senators meet monthly to discuss dining services, food options, requests, etc.
 1. Collaborative effort
 2. Meetings and partnership have been very well-received by the Student Senate.
 - ii. Campus Services and Chartwells use feedback from monthly meetings, as well as surveys, to drive food options and offerings.
 4. Library Learning Commons
 - a. Member – Will all of the funding go to capital (HVAC), or will some go to operations?
 - i. Jennifer
 1. The library would be reimaged.
 2. \$20M project
 3. Probably won't hear if it's approved until Summer 2023.
 - a. Construction wouldn't begin until 2024.
 - b. Process
 - i. Pat Thatcher is the new librarian.
 - ii. The committee is doing legwork now to prepare if/when we receive the funding.

- iii. Member – Do other schools have a model of what we’re looking to do at Stockton?
 - 1. Ramapo recently re-envisioned their library.
 - 2. Other examples: Drexel, Temple, University of Pennsylvania

5. Topics for Spring Semester

- a. Faculty asked to have Don Hudson return to present updates.
- b. ORSP/Grants Accounting
- c. Computer Replacements – Faculty and Staff
- d. Software/Technology Needs
 - i. SPSS Statistics Program
 - ii. Licenses for qualitative analysis programs
 - iii. Licenses for technology
 - iv. Comprehensive update on available technology resources for faculty
- e. Procedure for Indirect Funds
 - i. Requested to see the spreadsheet that Kelly Oquist prepares, including the formulas and calculations.
- f. Program Expansion
 - i. Process/procedure
 - ii. Items to Consider
 - 1. Saturation of the market (education, placements)
 - 2. Target audiences
 - 3. Student interest



ADMINISTRATION & FINANCE SENATE COMMITTEE
Meeting Notes
January 20, 2023

Attendance:

Robin Hernandez-Mekonnen, Jennifer Potter, Diane Garrison, Monika Pawlowska, Mary Kientz, Oliver Cooke, Christine Thompson, Christy Goodnight, Heather Perez, Scott Huston

1. ITS Updates – Scott Huston

a. Updates

i. Meets with Faculty Senate IT Committee.

1. LMS exploration
2. Qualitative Analysis Software – Exploring options
3. Admissions CRM Solutions
 - a. Slate was installed and is in use.
 - b. High school dual credit will roll out in Spring 2023.
4. Z #/PIN – Moving away from this and will use Go Portal login/password.

ii. Internal Phishing Campaign

iii. ID Card Software/Hardware Upgrade – Will take place in Spring 2023.

iv. Point-to-Point Internet Circuits

1. Negotiating with Comcast/NJEdge

v. External/Penetration Test

1. Conducted annually.
2. Using the same firm so we can benchmark progress.
3. Company conducts simulation to break into our system.

vi. Business Impact Analysis – Completing Q1 2023.

vii. OneDrive Migration is going well.

viii. Exploring reporting solutions for IR.

ix. PageUp

1. Transitioning from HireTouch to PageUp.
2. All job postings will go through this new application.

b. Cyber Insurance Renewal

- i. Many schools are denied this type of insurance.
- ii. Rolling authentication out to all students (VDI).
- iii. Multifactor authentication will be required for all students.
- iv. Vulnerability scanning of devices on your network will be performed quarterly and more often.
- v. Penetration testing is conducted annually.
 1. May move to twice/year.

- vi. Backups
 - 1. Stored offline and in the Cloud.
 - 2. IT tests this 2-3x/year.
- c. Faculty Questions
 - i. How do we ensure the backup/hard copy (e.g., Qualtrics survey), since IRB requires security and integrity of data?
 - 1. Scott
 - a. May be able to store the Qualtrics data as back-up data.
 - b. Would be automatic.
 - ii. School/Department Computer Replacement Process
 - 1. School/Department is required to procure computers for their own employees.
 - 2. School/Department works with ITS to get quotes.
 - 3. School/Department places order.
 - 4. Computers are delivered to ITS who image them and perform any custom setup.
 - 5. Old computers are reallocated or transferred to Facilities for recycling.
 - 6. Questions
 - a. How does the process work for replacements?
 - i. Scott
 - 1. Can request a one-time budget increase via Program Review.
 - b. Are there any requirements that a faculty needs a laptop vs. desktop.
 - i. Scott
 - 1. Can select either, since COVID.
 - 2. Laptops and desktops are comparable.
 - c. What is the status of the inventory of technology items purchased with COVID funds? What is accessible at this time?
 - i. Scott
 - 1. Many transitioned the laptops as their main device.
 - 2. Many are still loaned out to students.
 - 3. Students are encouraged to reach out to the CARES Program in case they need additional help beyond a laptop.
 - 4. Work with Financial Aid in case they need the laptop for a longer period of time.
 - 5. Haven't turned a student away yet.
 - 6. All Lab and Gallery (kiosk) PCs include a webcam.

- iii. Lab Computer Replacement Process
 - 1. ITS oversees all lab computers.
 - 2. 7-year replacement cycle.
 - 3. ITS keeps a master spreadsheet of all computers/labs on campus.
 - 4. Stored until the end of May before imaging and installing them.
 - 5. Old computers are reallocated or transferred to Facilities for recycling.
 - 6. Most software is available in every lab.
 - 7. LabFind – Mobile app to see what’s the closest lab and what seats are available.
 - 8. IT Campus paid \$2.3M of \$3M in FY22.
 - a. 77% of total software purchases
 - 9. Questions
 - a. When will the qualitative analysis program be available?
 - i. Scott
 - 1. A survey was conducted.
 - 2. Many are requesting qualitative software now.
 - 3. Will defer to the committee.
 - 4. Waiting for the best recommendation to move forward.
 - b. Member – What about NVivo?
 - i. Scott
 - 1. If students need to use it, it can be escalated.
 - 2. Need to find out who is using it.
 - c. Why are certain school labs in certain areas (e.g., Business in G108).
 - i. ITS is responsible for the computer labs, regardless of whose labs they are.
 - ii. Facilities is responsible for furniture and chairs.
- d. Summary – Scott
 - i. Some labs are open 24 hours/day if students don’t have time to get a loaner laptop.
 - ii. AA is looking at various software programs.
 - iii. Assessment
 - 1. Several schools were individually paying for assessment software.
 - 2. The schools came together to combine their resources and may purchase a joint assessment solution.
 - 3. Tries to be as fiscally responsible as possible.
 - 4. Scott and his team will review/vet each request.
 - a. New software takes longer due to implementation.

2. Projections for University
 - a. There was discussion about student enrollment and what happens if it declines.
 - b. Members expressed concerns about vacancies and being understaffed.
 - c. Jennifer
 - i. There is no hiring freeze.
 - ii. There are things that we can do to cut the budget if needed.

3. Next Meetings
 - a. Don Hudson's Presentation
 - b. Financial Update
 - c. Budget Process
 - d. Program Review
 - e. Enterprise Risk Management (ERP)



ADMINISTRATION & FINANCE SENATE COMMITTEE
Meeting Notes
February 28, 2023

Attendance:

Robin Hernandez-Mekonnen, Jennifer Potter, Diane Garrison, Monika Pawlowska, Oliver Cooke, Dan Tulino, Jeremy Newman, Don Hudson

1. Facilities & Operations – Don Hudson

a. Projects in Progress

i. AC Residential Phase 2

1. The ribbon-cutting will be on May 3, 2023.
2. Shared building development plans.
3. Most are single, private rooms.
4. Each suite has a full kitchen.
5. We expect to fill this building.

ii. Multicultural Center

1. Encouraged everyone to tour the Multicultural Center.
2. Ribbon cutting was on February 22, 2023.
3. Used the Civil Rights Garden as the inspiration for the entrance.

iii. URM New Location

1. In the process of renovating a new space for URM.
2. Transition will take place this summer.
3. Will leave open space near the President's Office for the new President and his leadership team.

iv. HRC Classroom

1. Was funded by a donation.

v. Pomona Road Intersection Project

1. Will be completed in two weeks.

vi. Campus Network/Wi-Fi Expansion and Redundancy

1. Total backup system to our core feeds.
2. Completely funded by the HEERF grant.
3. Jennifer

a. Three rounds of HEERF funding (I, II, and III).

b. Covered lost revenue, refunds for meal plans and housing, masks, plexiglass, wipes, hand sanitizer, etc.

c. This third round is for larger projects.

vii. Athletic & Recreation Center Expansion

1. Bids came in much higher than budgeted.
2. They are removing certain specifications to try and bring the cost down to budget.

3. If we can move forward with it, the project won't be completed until Summer 2025.
 4. Jennifer – We are being mindful of our finances and will remain within budget.
- b. Projects in Planning
- i. AC Residential Signage
 1. Will be titled, “Kesselman Hall” along Atlantic and Albany Avenues.
 - ii. NJ State Bond Solicitation 2022 – Grantees will be notified in late spring.
 1. Projects & Funding
 - a. Library Learning Commons: \$19.5M
 - i. If approved, we will form a committee to re-envision the space.
 - b. Academic Classroom Technology Innovation: \$2.5M
 - c. Health Sciences Center Expansion: \$14.3M
 - i. The items included were based upon concept studies and are generalizations.
 - ii. If approved, will take a year for design, schematics, and discussion.
 - iii. Wouldn't open until 2026.
 - d. Total: \$36.3M
 - iii. North Athletic Complex – Open Pavilion
 1. Will provide an open pavilion (covered vessel) and a closed area for bathrooms and storage.
 2. Ribbon-cutting is planned for next spring.
- c. FY24 Capital Budget
- i. Includes \$12M (separate funding) for the Athletic & Recreation Center Expansion.
 - ii. The remainder of the internal capital budget is a cross-section of all areas—Housing, Academic Affairs, Athletics, ITS, shuttles, dining services, etc.
 1. Shuttles
 - a. Have a current RFP for 3rd party shuttle service.
 - b. The goal is to run all of the shuttle services through a 3rd party vendor and not through our own purchased shuttles.
 - c. This will save capital if we don't need to purchase/replace shuttle buses.

2. A&F Update – Jennifer Potter
 - a. FY24 Housing Rents
 - i. Options
 1. Atlantic City
 2. Housing 1, 2, 3, 4, 5
 3. Chris Gaupp
 - ii. Rents (FY24 Pricing)
 1. AC was originally priced lower in case students didn't want to be there.
 2. Since AC is now the most popular, we are increasing the rents so that they are in line with Galloway.
 - iii. Other Rents Approved
 1. 12-Month Housing Rent
 2. AC Family Housing
 3. Winter/Summer Daily Rates – For students, faculty, or staff
 4. Housing Fees
 - iv. Summer Months
 1. We try to consolidate housing in the summer to allow Facilities to clean and/or make repairs.
 - v. Housing Revenue Projections – Included various occupancy scenarios.
 - b. FY24 Finance Update
 - i. FY23 Revenue
 1. Most areas are at 100%.
 2. State Appropriation is always a month behind.
 3. Central Appropriation – Delayed
 4. Other Fees/Income – Difficult to project.
 5. Summer Gross Revenue – Is split 70/30% between the two fiscal years.
 6. Campus Services – Diane
 - a. Believes that we will make it up between catering and the opening of Einstein Bros. Bagels.
 - ii. FY23 Expenses
 1. Reviewed the expenses through January 31, 2023.
 - iii. FY23 Budget Model
 1. Projecting a possible \$3.5M surplus.
 - c. 2023 Annual Tuition Hearing
 - i. Use a Qualtrics survey.
 - ii. 43 responses received.
 1. Strategizing ways to increase participation.
 - a. Member suggestion: Could the survey be conducted when the students pay their bills?

- iii. The Board will consider several factors, such as State funding, collective bargaining agreements, comparative tuition and fees at NJ public institutions, etc.
- iv. Final tuition and fee proposals will be presented at the May 3rd BOT meeting.
- d. Enterprise Risk Management
 - i. Determines what are the highest risks to the university and how we can mitigate those risks.
 - ii. Completed a compliance assessment.
 - iii. Working with our internal auditors, Baker Tilly.
 - iv. Project Plan
 - 1. Project planning is complete.
 - 2. In Phase II—Enterprise risk identification and analysis.
 - a. Have representation from faculty, staff, students, and managers.
 - 3. Anticipates that the project will be completed by December 2023.
- e. Debt Service
 - i. FY35 – Increase because of balloon payment for Chris Gaupp.
 - ii. Debt service continues for AC through FY54.
 - iii. State has more than covered the debt service through the increase in State-funded positions (Atlantic City).



ADMINISTRATION & FINANCE SENATE COMMITTEE
Meeting Notes
March 30, 2023

Attendance:

Robin Hernandez-Mekonnen, Jennifer Potter, Diane Garrison, Monika Pawlowska, Dan Tulino, Heather Perez, Robert Blaskiewicz, Jeremy Newman, Mary Kientz, Leamor Kahanov, Kelly Oquist

1. F&A Funding – Leamor & Kelly

a. Leamor

- i. Reminded the committee that if the distribution isn't working, this committee can take it back to the Faculty Senate and make recommendations.
- ii. It is evenly distributed, regardless of who is bringing in grants.
- iii. The part that comes to AA Administration is used to fund initiatives that benefit the entire division (e.g., Curriculum).

b. Kelly (shared the spreadsheet)

- i. This is what's been in practice.
- ii. Breakdown of indirect costs is provided by Fiscal Affairs.
- iii. AA receives 70% of total indirect costs.
 1. 30% goes to the University for lights, etc.
- iv. Each school (seven and Continuing Education) gets the flat 2% plus the percentage generated by each school.

c. F&A stands for "Facilities & Administrative."

d. Leamor encouraged the committee to ask the Deans how their school's allocation is spent since it's discretionary.

2. FY24 Budget Process – Diane

a. Budget Development

i. July

1. The fiscal year begins July 1st.
2. BOT approves Operating & Capital Budget.

ii. August – October: Develop priorities for annual State Budget Request.

1. FY24 State Budget Initiatives

- a. Atlantic City Coastal Resiliency Institute and Marine Science Center
- b. Atlantic City Campus – Phase III
- c. Advancing Athletics
- d. Multicultural Center
- e. Ospreys RISE

- iii. November/December: Prepare/distribute zero-based budgeting templates (upon request); due in January.
 - 1. Zero-Based Budgeting
 - a. History
 - i. Started in FY19 at the recommendation of our Strategic Planning consultants.
 - ii. Was piloted in FY20 and implemented university wide in FY21.
 - b. What is ZBB?
 - i. The process of creating a budget from nothing.
 - ii. The prior year's actual expenditures were provided as a guide/reference.
 - iii. All expenses must be justified in order to remain in the budget.
 - iv. Zero-based budgeting serves as a continuous management tool to monitor and align the budget to actual spend.
 - v. Allows for the allocation of budget based upon program necessity, rather than budget history.
 - 2. FY24 Program Review
 - a. Requests for exceptions to flat funding where current budget allocations cannot cover existing programs/new initiatives.
 - b. Distributed in November/December; due at the end of January.
 - c. Showed examples of Program Review templates for Operating & Capital.
 - d. New: Effective in FY24, all new requests must be linked to the Cabinet Priorities and aligned with the Strategic Plan.
 - i. Will enhance reporting to determine total budget and expenditures by Priority.
 - ii. Will demonstrate linkages required for Middle States.
- iv. February: Cabinet reviews the upcoming fiscal year's Program Review requests.
- v. March: The Budget Office distributes the upcoming fiscal year's budget allocation sheets for review/reallocations.
- vi. April: Upcoming fiscal year's final budget allocation sheets are due.
- vii. May: The Budget Office distributes the Special Program budget templates for the upcoming fiscal year.

viii. June

1. The Budget Office performs the annual budget roll of all salaried positions.
2. The Operating & Capital Budget is finalized in preparation for approval by the Board of Trustees in July.
3. The Budget Office loads budget data from the budget allocation sheets into Banner Finance for all hourly and non-salary budgets.
4. The new fiscal year budget is available on July 1st.
5. Old fiscal year ends June 30th.

b. Special Program Funds

- i. Unique because they do carry over to the next fiscal year.
- ii. Self-sufficient, self-sustaining, and independent budgets from University operating.

c. Annual Operating & Capital Budget Book

- i. 163-page budget book (available on the Budget Office website)
- ii. FY23 Operating Budget = \$258,678,317.81
- iii. Auxiliary Budgets: Housing and Campus Services
- iv. Agency Budgets: Student and Health Activity
- v. FY23 Internal Capital Projects = \$21,975,000
- vi. Board Resolutions

3. Follett Discover – Diane

a. Textbook Adoptions

- i. Current Practice
 1. Faculty are required to log into the Follett Discover portal and adopt their materials for the next semester.
- ii. Concerns
 1. Not all faculty complete the process on time/at all.
 2. Creates challenges for Follett management to process late orders and for students trying to acquire their materials.
- iii. Alternative Approach
 1. Follett could automatically renew the adoptions based upon the faculty member's current material selections in the system.
 2. Would eliminate faculty having to renew their adoptions if they are using the same materials every semester.
 3. Faculty would be required to update their adoptions in the system if they are changing textbooks, course materials, etc.
 4. Would enable Follett to get adoptions early so that materials are readily available for students.
 5. Diane asked the Committee for feedback and suggestions.

- b. Feedback from Faculty Senate
 - i. Receives no notification.
 - ii. Would like it to automatically renew.
 - iii. There are sometimes delays in adopting if there is a pending new edition.
 - iv. Would like to receive automatic notifications regarding new editions.
 - v. Would like the e-mails to include the current materials, if you'd like to renew, as well as if there is a new edition coming soon.
 - c. Diane thanked the committee for their feedback and will share with Follett.
 - i. Will provide a future update to the committee.
4. Graduate Research Fellowship
- a. Falls under grants.
 - b. There was discussion on available budget for graduate research students.
5. Announcements – Chair
- a. Reminded the Committee about elections.



ADMINISTRATION & FINANCE SENATE COMMITTEE
Meeting Notes
April 26, 2023

Attendance:

Robin Hernandez-Mekonnen, Jennifer Potter, Diane Garrison, Monika Pawlowska, Christy Goodnight, Christine Thompson, Dan Tulino, Bob Blaskiewicz, Heather Perez, Oliver Cooke

1. Meeting Agenda – Jennifer
 - a. This meeting was supposed to focus on ORSP and Grants Accounting.
 - b. With so much change (personnel), this meeting topic will be postponed.

2. Moody's Credit Rating – Jennifer
 - a. Preview
 - i. Provided background on Stockton's reviewer and focus.
 - ii. The reviewer was impressed.
 - b. Moody's Annual Update Meeting (March 28, 2023)
 - i. Cabinet
 - ii. Stockton's Sixth President – Dr. Bertolino's background
 - iii. U.S. News & World Report: Nationally Ranked
 - iv. Middle State Affirms Re-Accreditation
 1. Following Middle States, Diane initiated a project that now links every budget and expenditure to the Strategic Priorities.
 - c. Enrollment
 1. Fall 2022 Enrollment
 - a. Down in transfers (community colleges).
 - b. Increase in graduate students.
 2. Fall 2022 Total Headcount and FTE
 - a. Looking to recover from COVID years.
 3. Spring 2023 – New Student Enrollment
 - a. Down slightly in transfers.
 - b. Increase in graduate students.
 4. Spring 2023 – Total Headcount and FTE
 - a. Decline in headcount and FTE.
 5. Live, Work, Learn
 - a. Have positions for over 200 students.
 - b. Students are given housing that is paid for by the employers.
 - c. Students receive a discounted tuition rate.

6. Fall 2023 New Students: Week 35
 - a. Net deposits were up 12% as of 3/20/23.
 - b. We're currently trending upwards compared to prior years.
7. Fall 2023 Housing
 - a. Anticipating 85% occupancy.
 - b. Increase in applications.
- ii. Academic Affairs
 1. Average class size and student ratio:
 - a. Fall 2022: 16:1
 2. List of new academic programs and the anticipated start dates.
 3. List of programs in development.
- iii. Finances
 1. FY22 Audit Results
 - a. FY22 financial statements were issued on March 3, 2023.
 - b. Grant Thornton's opinion was unmodified.
 - c. No significant deficiencies or material weaknesses.
 - d. No material corrected or uncorrected misstatements.
 - e. Reflect the adoption of GASB Statement No. 87, Leases.
 2. FY23 YTD Results and Projections
 - a. Forecast as of January 31st: \$3.5M surplus
 - b. The forecast is adjusted as we gather additional information.
 - c. Revenue is down slightly, but so are the expenses.
 3. FY24 State Funding Expectations
 - a. Two primary sources of revenue: tuition & fees and State Appropriation
 - b. State appropriation has increased since FY19.
 - c. FY20 was increased, but then reduced because of COVID.
- iv. Fundraising
 1. Foundation Highlights
 - a. \$6M in FY20 from John Scarpa
 - b. Annual Giving Increase
 2. Foundation Events
 - a. Sock Campaign
 - b. Scholarship Benefit Gala – Over 700 guests
- v. Capital Projects
 1. AC Phase II Housing
 - a. May 3rd ribbon-cutting
 - b. On schedule
 - c. Will be filled in Fall 2023.
- vi. Multicultural Center Opening

- vii. New Jersey Bond Solicitation 2022
 - 1. Stockton submitted three applications.
 - viii. Estimated Incremental Debt Service
 - 1. Library Learning Commons would have the most debt associated with it.
 - d. Ratings
 - i. Both Moody's and Fitch upgraded our ratings and stable outlook.
3. Other Business/Q&A
- a. AC Retail Space – Used for:
 - i. Mailroom expansion
 - ii. eSports
 - b. Learning Commons
 - i. There is a conceptual design only.
 - ii. Would assemble a committee of stakeholders if we are approved for the grant.
4. Closing – Chair
- a. Will present the year's activities at the Retreat.
 - b. Will plan out the year at the start of the fall semester.
 - c. Looking forward to building our agendas for FY24.
 - d. Thanked the committee for their dedication and service, and Jennifer and Diane for their preparation and hard work.