

Planning and Budget Committee Meeting, 22 October 2021, 12:30 pm

Present: Rich Apollo, Sleiman Ghorayeb, Geoff Tarson, Ling Huang, Nate Rigel, Elisabeth Ploran, Mike Sikorski, Karyn Valerius (had to leave at 1), Kathleen Wallace

Guest: Sofia Kakoulidis, Vice Provost for Research and Sponsored Programs

Committee briefly discussed that some classrooms could be improved in order to encourage experiential and collaborative learning; some faculty are interested in discussing this. R. Apollo reported that he would be happy to meet with faculty and discuss classrooms they would like to reconfigure.

The committee then had an informative discussion with Sofia Kakoulidis regarding academic external grants. She explained that her office handles all the pre-award grant processes, but all the post-award grant processes are handled by the Finance office. Sofia reported that competition for grants has become more fierce. She said that she thought that Humanities and non-science grants that would be successful would be more interdisciplinary and collaborative, and involve larger scale institutional projects.

Her office can provide some assistance in grant writing (they have a part-time grant writer, Myra Koggin) who can help with looking at grant guidelines and drafting broader impact statement; Sofia and Alice Bonhomme-Diaz help with budget development for grants.

Sofia also reported that indirect costs do not come with every grant and they are not the same for each grant. However, Hofstra treats recovered indirect costs as follows, comparing it to what some other universities do:

|            | PI or PI's Dept                 | PI's Dean | Provost                     | Gen'l Revenue |
|------------|---------------------------------|-----------|-----------------------------|---------------|
| Hofstra    | 6%                              | 6%        |                             | 85%           |
| St. John's | 20% (to PI, not dept.)          | 10%       | 10%                         | 60%           |
| Fordham    | 30% (to PI, not dept.)          |           | (research office)<br>10-15% | 55-60%        |
| NYU        | 100% to school & unit of co-PIs |           |                             |               |
| Syracuse   | 100% to school & unit of co-PIs |           |                             |               |

Sofia said that her office is compiling a more extensive report on how indirect costs are handled at other universities.

The committee asked about support for grant writers, e.g., release time, as the investment of time in writing grants is quite demanding. Sofia reported that the university would support release time if the grant were awarded (after the fact), but there is currently no incentive for grant writing.

The committee requested to see a report on all external grants, including non-academic, straight research ones, as well as the report on indirect costs when that is compiled.

The meeting adjourned at 1:30 pm

Minutes taken by Kathleen Wallace

## **Planning and Budget Committee Meeting, 9 November 2021, 8:45 am**

Present: Rich Apollo, Mike Sikorski, Ling Huang, Nate Rigel, Elisabeth Ploran, Mike Sikorski, Karyn Valerius, Sean Fanelli, Jacqueline Cassar, Gioia Ciani, Keun Lee, Kathleen Wallace

Guests: Bill Caniano, Chair SEC; Jessica Eads, Vice President for Enrollment Management, Chavon Stuparich, Executive Director of Institutional Research & Assessment

Minutes of the 22 October 2021 meeting were approved.

The committee reviewed with Jess Eads and Chavon Stuparich enrollment and retention data prepared by Chavon.

The retention data is for first year students who retain to the sophomore year. The committee made some suggestions for additional parameters to consider, such as looking more closely at what cohort experiences student have and how that may affect retention, as well as looking at what students participate in outside of the classroom. It was also suggested that the committee ask to see the NESI data that looks at first year students and seniors.

The committee discussed some of the factors, in addition to financial and academic, that seem to contribute to whether a student retains or not. It was suggested that since Hofstra is not located in a college town, perhaps more could be done to develop local connections for students, in addition to the NYC trips and opportunities. It was also pointed out that early bonding experiences may be important; for instances, students who do early rather than late summer orientation sessions are less likely to melt. (It would be interesting to see if there are other factors contributing to that besides the timing of the orientation session. Is there a particular type of student who chooses to come to early orientation?)

The meeting adjourned at 9:45 a.m.

Minutes prepared by Kathleen Wallace.

Minutes  
Planning and Budget Committee  
3 December 2021

Present: Rich Apollo, Mike Sikorski, Jacqueline Cassar, Sean Fanelli, Sleiman Ghorayeb, Ling Huang, Keun Lee, Geoffrey Tarson, Elisabeth Ploran, Karyn Valerius, Kathleen Wallace

Approved minutes from 9 November 2021

Discussion of Classrooms and proposal for a strategic planning process for classrooms that are used by many different areas.

Discussion of scheduling meeting in the spring with CFO Hennessey and information that committee is interested in.

## Planning and Budget, Minutes 4 February 2022

Present: Nate Rigel, Sean Fanelli, Elisabeth Ploran, Karyn Valerius, Rich Apollo, Mike Sikorski, Ling Huang, Keun, Jacqueline Cassar, Geoffrey Tarson

Kathleen updated committee about meeting with Provost Lenaghan regarding proposal for a strategic planning committee for teaching and learning spaces and classrooms that would include faculty input on pedagogy and classroom use.

The committee discussed questions about finances and budget that it would like to ask of Vice-President Hennessey and Provost Lenaghan at its 11 March meeting with them. Items discussed included:

1. The comparison of the Adopted and the Actual Budgets for FY 2020-2021, and what we know so far for FY 2021-2022
2. The current Adopted Budget by function, i.e., instruction, support services, etc.
3. The percentage for Personnel and Fringe Benefits and Other Than Personal Services broken down by school. We are interested in trend analysis for schools for the past 5 years.
4. The average “discount” for undergraduate and graduate tuition
5. The totals for the individual OTPS categories in the current budget
6. The number and/or percentage of students receiving Title IV funding and the current Hofstra default rate for students in repayment.
7. What do the indirects from grants support? Do they support instructional needs? Do they support research capital and infrastructure?
8. Are there any programs that are doing particularly well financially, and are even “cash cows” for the university? Are there graduate programs that make money beyond their operating costs?
9. What are the trends in residence hall occupancy? What are the differences between occupancy rates of different residence halls and the cost of the residence hall?
10. What is the impact of the loss of summer rental income?
11. Has summer camp recovered?
12. How many people who were cut or furloughed (not those who voluntarily left due to vaccination policy) – staff, plant, student affairs – have been rehired?
13. What are the plans for restoring pandemic cuts such as discretionary release time, which is a small expense to the university but has a large impact for the students and faculty in small programs where that is one of the few operating resources they have.

Planning and Budget Minutes, 4 March 2022 1 pm

Present: Karyn Valerius, Rich Apollo, Mike Sikorski, Keun Lee, Nate Rigel, Ling Huang , Geoff Tarson, Sean Fanelli, Sleiman Ghorayeb, Kathleen Wallace

Meeting began at 1:03 pm.

Approved minutes from 4 Feb. 2022 meeting

Update from Nate Rigel regarding committee looking into indirect costs and research grants. Nate reported that in addition to himself the following were on the committee: Joanne Wiley (Medicine), Sina Rabbany (Dean, ENGG), Krish Pillaipakkamnatt (CSC), Jess Santagelo (BIO), Kevin Bisceglia (CHEM), Simon Doubleday (HIST), Keith Shafritz (PSY), along with Sofia Koukalidis and Alice Diaz-Bonhomme.

Kathleen Wallace reported that she will be meeting with Steve Fabiani about some ideas he has for a classroom planning committee.

There was then discussion of prioritizing questions on the committee's list of questions for meeting with V-P Hennessey and Provost Lenaghan, and identification of committee members who will take charge of asking specific questions.

Meeting adjourned at 1:30 pm.

Planning and Budget Minutes,  
1 April 2022

Present: Geoff Tarson, Sean Fanelli, Sleiman Ghorayeb, Ling Huang, Elisabeth Ploran, Karyn Valerius, Keun Lee, Mike Sikorski, Rich Apollo, Gioia Ciani, Kathleen Wallace

There was discussion and debriefing from meeting with V-P Hennessey and it was decided that the committee would ask again for more budget information.

There was discussion about retention. Karyn Valerius reported on the retention discussion and brainstorming session at the Provost Chairs breakfast, which President Poser attended. Karyn reported that the President said that while the first year retention rate was acceptable, the graduation rate was not good (6 year at 65%; 4 year at 55%) and suggested that that may be tied to curriculum.

Karyn reported that Jean Peden-Christodoulou presented retention elements:

- 1) Self-efficacy
- 2) Sense of belonging and student preparation
- 3) Value of the curriculum

Key considerations about student preparation concern when they come to Hofstra, who they are, what happens once they get to Hofstra, and what their motivation is and how that contributes to persistence.

Other items identified included: DEI, the first 100 days, administrative obstacles, mental health issues, the dual advising model. Importance of advising and the new schedule were also mentioned.

The committee discussed some possible issues for graduate students, and the importance of developing student connection; how what happens in the classroom is important; that perhaps smaller enrollments in distribution courses would be helpful.

We also discussed that comparison with peer institutions would be helpful. The committee discussed the importance of having more reliable and fine-grained data.

Kathleen reported that Janet, Jean P-D, and Jess Eads are running a retention workshop which Kathleen, Bill Caniano, and Mauro Caputo (ENGG) were invited to join, but Bill is the only faculty member who is able to attend. Kathleen suggested some alternative faculty names to Janet, but so far there have been no faculty except Bill who have participated.

The committee then discussed the need for faculty leadership and chair training and development. A subcommittee was formed to work on this issue. Elisabeth Ploran, Geoff Tarson and Nate Rigel will work on faculty leadership development and Kathleen Wallace and Karyn Valerius will work on Chair training. The committee will discuss their ideas at its May meeting.

The meeting adjourned at 2:21 pm.

Planning and Budget  
Minutes, 29 April 2022

Present: Geoff Tarson, Sean Fanelli, Sleiman, Ling Huang, Karyn Valerius, Keun Lee, Mike Sikorski, Rich Apollo, Gioia Ciani, Kathleen Wallace

Guest: Joe Barkwill, Vice-President for Plant and Operations

Joe Barkwill briefed us on

- the progress on the new Engineering and Nursing building, which is proceeding with a targeted opening of mid-spring 2023 (target: 1 April 2023), although classes will not be held in it until Fall 2023.
  - CSC will move to new building; with big new Data Lab
  - ENGG will stay in Weed and Adams
  - SEAS Dean will retain office and Biomed lab in Weed, but also have an office in new building
  - There will also be a biomedical lab in the New Building
  - There is no proposal yet for renovation of Weed or Adams, or how the space vacated by CSC will be allocated
- Renovation of Hagedorn Hall in order to accommodate Physical Therapy program, the facilities for which need to be in place by summer of 2023 for accreditation.
  - A lot of retrofitting
  - Minimize move of faculty offices (except for Anthony Robinson who relocated to Oak St.)
  - Remove first floor dining area
  - All classrooms for SOE and HPHS are scheduled to be available for Fal 2022
- Berliner Hall, where they are creating a new chemistry lab
- Residence Halls:
  - The Towers – each summer taking one off line in order to upgrade and renovate; a 6 year project
  - Nassau will be taken offline for renovation this year and only Suffolk will be used for students; they will swap next year
- Axinn Library: needs an overhaul: waterproofing, new windows, uplighting. This project will involve scaffolding and is a 1-2 year project, which they currently plan to begin in spring 2023.
- Regularly scheduled bathroom and roofing upgrades
- Electric Vehicle charging stations: they are currently 20 that can accommodate 40 cars now, but they aim to get to 100 cars. Some of the stations have been provided through NYSERDA at no cost to the university. Placement of stations near LEED silver certified buildings
- Adding solar to the arena and PEB
- Converting some of the vans and buses to be more environmentally friendly
- Adding a Sustainability pollinating Farm/Garden – working with LEAF student group
- Roosevelt is on their radar (brought to their attention by SGA) for renovation

- Purchasing three new vans (when orders will be taken, they hope in May, by dealers) – probably gas powered, but maybe EV: the goal is to have one van for field trips that is not also used for the student night shuttle

Other items discussed:

- Classroom Strategic Planning committee with faculty and administration to develop broader university planning approach to registrar (university-wide used) classrooms, incorporating universal and flexible classroom design and faculty input regarding pedagogical considerations.
- Pedestrian walkway from east parking lots – a proposal from Sabrina Sobel was sent to Joe Barkwill for consideration.
- Replacing gas powered leaf blowers which are noisy and environmentally very bad. Joe said that it would really interrupt his crew's workflow because more environmentally friendly leafblowers do not run for as long.



V-P Hennessey reported that under President Rabinowitz the University did considerable facilities and plant development and that she expected that under President Poser the focus would be on development of faculty and University reputation in research and academics.

**Teaching and Learning Spaces Strategic Planning Committee**

There was some discussion of this proposal from P & B, which V-P Hennessey appreciated hearing about.

The meeting adjourned at 2:30 pm

P & B Minutes, 6 May 2022, 1 pm

Present: Apollo, Cassar, Ciani, Fanelli, Ghorayeb, Huang, Lee, Ploran, Rigel, Sikorski, Tarson, Valerius, Wallace

The committee reviewed the information received from V-P Barkwill on buildings and operations.

The committee finalized its proposal for training and leadership workshops for Chairs and Faculty (attached).

The committee discussed continuing efforts to obtain financial and budget information from the University. Kathleen and Bill Caniano, Chair of SEC, met with Interim Provost Lenaghan and will be meeting with her again to discuss the financial information that P & B should be receiving.

Prepared by, Kathleen Wallace, Chair P & B