UNIVERSITY SENATE
Agenda
February 18, 2015

• Approval of November 19, 2014 University Senate minutes
• Reports of standing committees
• Facilities – Andrew Christ
• Update on status of election committee – Ray Cassetta
• Review of joint Executive Committee meeting of U. Senate & F. Senate - Judith Sheft
• Provost’s report
  o 2020 Vision
• Vice Provost’s report
UNIVERSITY SENATE
Minutes
February 18, 2015


Meeting called to order at 10:09 a.m.

Approval of November 19, 2014 meeting minutes, noting a change on page 4 by Walid Hubbi.

Reports of Standing Committees

- **Committee on Campus Life, Report given by Mr. Greg Mass**
  Mr. Mass reported that the committee had been in discussions regarding day to day operations of the campus, and how their committee could be recognized as a resource for the community.

  The committee discussed implementing an interactive website and also an electronic suggestion box. The committee plans to meet three times per semester moving forward.

- **Committee on Information Systems and Communications, Pro-tem chair: Mr. David Ullman**
  Mr. Ullman reported that the committee has discussed the following topics:
  - Professional development and IT services, including additional Banner training, and perhaps putting this training online.
  - University calendar updates – partnering with Office of Strategic Communications to implement and execute use of this calendar

  Topics to be address by the committee going forward include:
  - Onboarding of employees
  - Long-term consultants

- **Committee on Human Resources, Chair: Ms. Kay Turner**
  Ms. Turner reported that the committee has begun discussions on the following topics:
  - Hiring practices at NJIT – use of an “electronic tool box” for hiring managers has been implemented
  - Summer hours at NJIT – all constituents agreed that NJIT should stay open 5 days a week in the summer period. It was confirmed with Facilities that there is no cost savings to being open only 4 days a week from an energy perspective
  - Professional and organizational development options for NJIT
• **Sub-committee on Finances, Chair: Mr. Henry Mauermeyer**
  Mr. Mauermeyer offered a report of the FY16 Operating and Capital Budget Development Calendar (a copy of this document will be posted along with these minutes). He noted that the sub-committee will meet in March or April 2015 and will report their outcomes to the University Senate.

**President's Report**
Dr. Bloom opened by acknowledging and offering thanks for the hard work of both the University and Faculty Senates to date. In addition he discussed the following:

- The new strategic plan is academic in nature and will focus on faculty, students, equipment, and facilities.
- Faculty searches – these are underway and Dr. Bloom thanked all who have played a role in the process which will culminate in the hiring of 18 new faculty members for AY 2015-2016.
- A research showcase is scheduled for February 23rd where many of our new faculty will be presenting.
- Long range facilities planning - the focus is on capital renewal and replacement, which are all very important to our successful growth.
- Parking – plans for building a new parking garage are underway
- Wellness & Events Center (WEC) update was given

**Report of: Chair, Mr. Andrew Christ**
Mr. Christ gave an extended report on the status of capital and infrastructure projects. Some comments/suggestions/questions proposed by attendees for Mr. Christ to address:

- Opportunities for small businesses in Newark to participate in some of our projects?
- Better signage on campus
- Research labs not up to par
- Parking for construction workers working on campus
- Issues with communications between buildings
- Safety/lighting on campus
- Timeline to beautify Summit Street?
- Display cases in Kupfrian Hall to be cleaned and updated

**Election Committee update: Mr. Ray Cassetta**
Reports on elections are due to the Provost by April 30, 2015, per the Bylaws of the University Senate.

**Report on joint meeting of both Faculty and University Senate Executive Committees: Ms. Judith Sheft**
Committees met on February 11, 2015. They discussed a review of proposed topics potentially be discussed by the University Senate, based on feedback from the different constituency groups.
Other topics discussed:
- Redevelopment of the area surrounding campus
- Improved business processes on campus
- Improving information management on campus
- Suggestions were made as to how we can improve involvement and engagement on campus

**Provost’s Report**
A review and update of the October 2014 Strategic Planning Steering Committee meeting was given.
The Provost reported on 2020 Vision. It was suggested that the plan be distributed widely – internally, locally, and nationally.

Meeting adjourned at 12:06pm
NJIT CAPITAL PLAN AND FACILITIES OPERATIONS

Andrew P. Christ, PE
Vice President for Real Estate Development and Capital Operations
February 18, 2015
Capital renewal, replacement and expansion

NJIT CAPITAL PLAN
Central King Building

• $128M total project cost
• 3rd Floor opened September 2014
• 4th Floor opened January 2015
• Phase 2 – January 2017
• $55M of work remaining
Science and Technology Park Parking Garage

- 984 total parking spaces
- 7 floors of parking
- Net gain of 230 parking spaces after all lease terminations over Fall 2014 space count
- Construction start – June 2015
- Construction end – August 2016
- Designed for “Green Garage Certification”
Parking Garage Renderings

Garage Entrance on Wilsey Street facing north

View from corner of New and Nuttman Street facing south

View from Nuttman Street facing north
Integrated Life Sciences and Engineering Building Expansion

- $19,000,000 total project cost
- Expansion of the current Otto York Center
- Design in process
- Occupancy in Fall 2016
Wellness and Events Center

- $100M Project budget
- Conceptual Design
- Space allocation
  - 59% Multi-purpose
  - 21% Athletics
  - 20% Circulation/Support
Wellness and Events Center

• Major components:
  – 3,500 seat event center
  – Natatorium
  – Running track
  – Indoor turf field
  – 2 Multipurpose gymnasiums
Wellness and Events Center

- Next steps
  - Design
  - Procurement
  - Construction start in late 2015
  - Wellness and Events Center open Fall 2017
  - New field Spring 2018
How do NJIT Facilities compare?

<table>
<thead>
<tr>
<th>Institution</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>California State – San Bernardino</td>
<td>San Bernardino, CA</td>
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<td>Case Western Reserve University</td>
<td>Cleveland, OH</td>
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<tr>
<td>Illinois Institute of Technology</td>
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<td>Missouri University of Science and Technology</td>
<td>Rolla, MO</td>
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<tr>
<td>Northeastern University</td>
<td>Boston, MA</td>
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<td>Stevens Institute of Technology</td>
<td>Hoboken, NJ</td>
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<td>Towson University</td>
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<td>University of Massachusetts – Lowell</td>
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<tr>
<td>University of Texas – Dallas</td>
<td>Dallas, TX</td>
</tr>
<tr>
<td>West Chester University of PA</td>
<td>West Chester, PA</td>
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</tbody>
</table>
Benchmarking NJIT vs. Peers

**Grounds Intensity**

- Bars for each institution (A to J), with NJIT shown separately.
- Orange line indicates Peer Average (0.59).

**Grounds Staffing**

- Bars for each institution (A to J), with NJIT shown separately.
- Orange line indicates Peer Average (14.8).

**Importance of Grounds Condition**

- Pie chart showing percentage distribution:
  - Important
  - Neutral
  - Not Important

**Grounds Inspection Scores**

- Bar chart for Peers and NJIT:
  - Peers: 4.14
  - NJIT: 3.29

Institutions ordered by Grounds Intensity.
Benchmarking NJIT vs. Peers

Custodial Staffing

Custodial Supervision

Custodial Materials

Cleanliness Inspection Scores

Institutions ordered by density factor
Benchmarking NJIT vs. Peers

Customer Satisfaction Index

Database Average: 73%
Peer Average: 70%
NJIT: 63%
Facilities Operations

- Budget analysis - *completed*
- Custodial operation analysis - *completed*
- Organizational change
  - Re-alignment of managerial staff - *completed*
  - Strategic hiring of subject matter experts – *in process*
- Improved work order system – *Summer 2015*
- Process and procedure development
  - Renovation and capital improvements
Facilities Operations

• Customer outreach
  – Student Senate
  – Academic Affairs Facilities Committee
  – University Senate Facilities Sub-committee

• Action plans
  – Custodial services – *in process*
  – Grounds services
  – Facilities and HVAC
  – Capital Renewal and Replacement
    • Major renovation
    • Paint, carpet, furniture
REAL ESTATE DEVELOPMENT AND CAPITAL OPERATIONS

THANK YOU! – QUESTIONS?
New Jersey Institute of Technology
FY16 Operating and Capital Budget Development Calendar

September / October 2014
- Fall 2015 (FY16) Faculty recruitment and associated start-up packages are approved and advertising begins

October / November 2014
- Vice President’s develop proposed budgets for ‘2020 Vision’ indicating tactics, metrics and KPIs
- FY16 State Budget Submission is finalized and sent to NJ OMB
  - **NEW** FY15 Operating Budget assessments are individually held with Senior Staff ensuring that operating budgets are understood and being applied to the highest priorities. The review will include:
    - Operating Budgets
    - FY15 funded new initiatives
    - Start-up budgets
    - Available fund balances
    - Grants and Contracts
    - Vacancy lists and turnover targets

November / December 2014
- Results of the FY15 operating budget assessments are included within FY15 Mid-Year Budget review
- Proposed FY15 Mid-Year Budget changes are submitted to Vice Presidents

January 2015
- Develop and distribute FY16 Slotbook to respective Vice President’s for verification
- Fall 2015 enrollment projection template distributed to VP Academic Support and Student Affairs (note: initial projections are needed by Friday, February 27)

January / February 2015
- FY15 Mid-Year Budget changes, subject to Spring enrollment, are finalized
  - **NEW** Formal FY16 Budget Presentations occur. Each Vice President presents their proposed new FY16 strategies and initiatives (above the FY16 base budget) to the Senior Staff. The Provost and CFO will inform and collaborate with the University Senate Finance sub-committee and others, as needed. Proposals are linked to ‘2020 Vision’ tactics, metrics, and KPIs. Presentation would include, as applicable:
    - Status report on FY15 funded new initiatives
    - Update on FY16 new faculty recruitment and start-up packages
    - University Lecturers, adjuncts and staff recruitment requests
    - Student Awards
    - Equipment and general non-personnel
    - Proposed FY16-FY20 capital and technology projects
- ‘2020’ Vision Financial Planning Model (FY15-FY20) is updated to reflect FY15 Year-End projections
- FY16 Governor’s Budget is introduced. Includes a recommendation for NJIT appropriation (Legislative process continues through June)
- Vice President’s complete their review of the FY16 Slotbook with any questions resolved with the Budget Office by Friday, February 13
- Fall 2015 enrollment projection template is completed/submitted to Budget Office by Friday, February 27
New Jersey Institute of Technology
FY16 Operating and Capital Budget Development Calendar

March / April 2015
- Budget Office works with respective Vice President's to develop FY16 budgets for special programs, e.g.: CPE, EMBA, Residence Halls/Greek Village, Research Business Centers, EDC, and Intellectual Property
- FY16 preliminary base non-personnel budgets are established in Banner
- FY16 new initiatives are prioritized by Sr. Staff which includes feedback from the University Senate Strategic Planning Committee
- "2020" Vision Financial Planning Model (FY16-FY20) is updated based FY15 projected year-end and FY16-FY20 planning assumptions
- FY2016 Scorecard is updated to reflect enrollment projections, tuition and fee options, and FY16 budget presentation requests

April – June 2015
- FY16 Budget Development status reviewed with Board of Trustee Executive and Audit and Finance Committees
- FY16 Budget Scorecard and Tuition and Fee rate scenarios are prepared
- Draft Operating and Capital / Technology Budget presentations are prepared
- Draft Tuition and Fee Rates schedule is prepared

July 2015
- FY16 State Appropriation is finalized
- FY16 Budget Schedules are prepared for Board of Trustee action
  - FY16 Proposed Tuition and Fee rate Schedule
  - FY16 Proposed Operating Budgets
  - FY16-FY21 Proposed Capital and Technology Budgets