

FINANCE, RESOURCES AND AUDIT COMMITTEE (FRAC)

The Finance, Resources, and Audit Committee (FRAC) is subsidiary to the Strategy and Governance Committee and serves in an advisory capacity to the Vice Chancellor, Administration and Finance and the Chancellor. It supports the delivery of the 'Financial Sustainability and Resources' and 'Growth, Quality, and Reputation' themes of the institutional strategy. The Finance, Resources and Audit Committee (FRAC) ensures that the University has in place policies, procedures, strategies, resources and monitoring mechanisms to support the institutional strategy, including administrative and service functions, internal controls, institutional audits, risk management, finance, procurement, human resources, information technology, business support, facilities and the broader infrastructure. In addition, it reviews enrolment and growth plans, forecasts financial data, and reviews monitoring and support mechanisms to help colleges achieve enrolment targets.

Bylaws

1. Finance, Resource and Audit Committee.docx

Reference Number: FRAC/2025 - 02
Date: Friday, April 18, 2025
Time: 2:30-4:00PM
To Be Chaired By: Hamad Odhabi, Vice Chancellor for AI and Operational Excellence

Attendees				
Photo	Title	Full Name	Designation	
	Dr.	Hamad Odhabi	VCAFA (Chair)	
	Prof	Ghassan Aouad	Acting Provost (Vice-Chair)	
	Mr.	Stephen D Cunha	Director, Organizational Planning and Strategy	
	Prof.	Montasir Qasymeh	Associate Provost, Research and Academic Development	
	Dr.	Hamdi Sheibani	Dean representative, Dean of Engineering	
	Mr.	Bassam Murra	Executive Director, Marketing, Enrolment and Registration	
	Mr.	Mohammed Abdul Hai	Director, Business Support and Facilities	
	Mr.	Tarek El Araby	Group Director of IT and Digital Transformation	
	Mr.	Nabieh Hussein	Manager, Procurement	
	Mr.	Ibrahim Charles Louka	Director, Finance	
	Dr.	Chakib Farhat	Dean, Student Affairs	
	H.E	Salem Aldhaheeri	Director of Community Relations	
	Ms.	Allison Hamilton	Staff representatives	
	Ms.	Jennifer Samson	Staff representatives	
	Dr.	Galina Preobrazhenskaya	Faculty members	
	Dr.	Hatem Abushammala	Faculty members	
	Ms.	Anabella Briones	Policy and Records officer	
	Ms.	Khulud Abdallah	Office Manager	
	Mr.	Oumar Mah	Student representatives	
	Ms.	Ayah Bassam Said	Student representatives	
	Ms.	Saleha Al Ameri	Committee Officer	
	Mr.	Stephen D Cunha	Senior Manager of Planning and Strategy • Organizational Planning and Strategy	
	Ms.	Ivy De Jesus	Committee Officer	

Agenda	
1	Agenda Item
1.1	Approval of MoM (New Business)
MoM was approved by the committee	
1.2	Faculty Resources Policy (New Business)
<ul style="list-style-type: none"> New policy based on the MoHESR policy Industry faculty to teach in ADU. Similar to an adjunct faculty; however, they should be coming from the industry. 40% of credit-bearing courses need to be developed or deliver by the industry faculty. concerns were raised regarding this item. More industry faculty is required to teach the courses, the higher the percentage the higher the points the university will get. Procedure and JD for the industry faculty to be developed by the provost office. Approved by the committee 	
1.3	Overtime and Compensatory Time Off Policy (New Business)
<ul style="list-style-type: none"> Day off has been updated from fri and sat to sat and sun making it more aligned to the regulation Approved by the committee 	

1.4 Nepotism Policy (New Business)

- It was noted that there's an increase in hiring of family members in the institution.
- Guideline related to nepotism policy
- Reporting and appraisal must not be done by their family member was added statement "For students who are in a class taught by a relative or other close relationship, grades must be evaluated by a non-relative.
- Approved by the committee

1.5 Death of Employee Policy (New Business)

- Death in Service Grant was revised to three months salary rather than a specific amount.
- Approved by the committee

1.6 Death of Employee Procedure

- Procedure has been revised
- Approved by the committee

1.7 Recruitment Policy (New Business)

- Name of the Ministry of human resource was used instead of ministry or labour
- VC's title will be updated with his new designation/title
- Industry faculty points to be taken into consideration in this policy.
- To have a separate procedure document to be created
- Policy to be created related to AI bias for all systems that is using AI or statement to be added.
- HR and Provost to look at the salary offer.
- HR Service level agreement for key processes that needs to be mandated and followed.
- Approved by the committee for TEG's use; however, it needs to be tabled for the next meeting after the updates has been reflected.

1.8 Staff Promotion and Reclassification Policy (New Business)

- VC's title needs to be updated
- Promotion level to be one level up only and exemption can be given for some cases.
- Employee to speak with the line manager and manager to apply for the promotion.
- Managers submitting applications for employees who are not ready for promotion.
- Training to be conducted.
- Approval matrix table to be retained. Salary details must not be indicated in any part of the policy.
- Approved by the committee subject to changes

1.9 MoHESR contract policy (New Business)

- Revise the wording as per the file related to the adjunct labor contract requirement.
- Policy to be reviewed by Dr. MP
- Approved by the committee subject to changes

1.10 MoHESR Clearance policy (New Business)

- Every person presenting in the university must have clearance.
- Waiving of the clearance requirement might have implications
- The reason for having it is the country's security perspective.
- Applicable to everyone whether in person or virtual session.
- Any gathering requires security clearance.
- Institutions are even required to install cameras to be installed inside the classrooms.
- Sheikhs will be taken as an exception
- Approved by the committee

1.11 Procedure on Policy and Procedure Development and Approval (New Business)

Approved by the committee

1.12 Proposal: Empowering AA Campus Coordinators as Assistant College-Campus Deans (New Business)

- Deans to meet early next week
- To be sent by circulation after the deans discussion.

1.13 Updates on Pricing Strategy (Proposal for Tuition Fee Adjustment) (New Business)

- To be tabled for the next meeting

1.14 Program Profitability Report (New Business)

- Report was shared to the committee members.
- Approved by the committee

1.15 Status of Departmental Organization Charts (New Business)

- Few unbudgeted positions in org chart for 24-25, if approved to be added in 25-26
- Note if the position is for UAE nationals
- All budget positions need to be in the org chart (existing) and non-budget positions can be part of the proposed for the upcoming re-licensure. Include frozen positions.
- Jennifer to share the updated list
- Anabella to circulate

1.16 Diversity and Inclusion (New Business)

- Gender to be added
- Needs to have 2 different criteria
- HR to look at the diversity dashboard
- To be revised and tabled for the next meeting
- Faculty finance and resource committee needs to look into the new requirement considering the industry faculty coming into play as it might have an impact with the proposed budget of the finance department.
- Dr. Hamad to write to the chairman's office related to the faculty requirement following the MoHESR requirement.

1.17 AoB (New Business)