Minutes of FAP Meeting #5 AY2019-20

October 7, 2019

3:00 PM – 4:00 PM

SL 225

Members in Attendance: Nancy Burnham (Chair), Joseph Fehribach (FBC Chair), George Pins (RPC Representative), Mike Radzicki (Secretary), Jeffrey Solomon (Executive Vice President/CFO), Kristopher Sullivan – Associate Vice President for Academic Affairs (via phone)

Guests: WPI Change Management and Training Manager Veronica Brandstrader and WPI Information Technology CIO Patti Patria

1) **Call to Order.** Chair Burnham called the fifth FAP meeting of the year to order at 3:02 PM.

2) **Approval of Minutes.** The minutes of the September 16th FAP meeting were read and minor corrections were offered. Professor Fehribach moved and Chair Burnham seconded a motion to approve the minutes as corrected. The motion passed unanimously.

3) **FAP Meetings During B Term.** Chair Burnham asked the members if it would be OK to continue meeting on Mondays at 3:00 during B term. Everyone agreed that this was a good day/time combination. Chair Burnham noted that the next FAP meeting would be held on Monday, October 28th.

4) **Fringe Benefits Committee**. FBC Chair Fehribach reported that the FBC would be meeting on October 8th and that the main issue on the agenda would be WPI's health care benefits vis-à-vis chiropractic care. The discussion then turned to the new Massachusetts Paid Family and Medical Leave law. CFO Solomon provided an overview of the law and referred the committee to a September 27th e-mail from WPI's Division of Talent and Inclusion for the details. He also noted that information on the new law resides on Workday.

5) **Transparency of the Salary Review Process**. Associate VP Sullivan indicated that he is working with Provost Soboyejo on a document that outlines WPI's faculty review process. He will share it with FAP when he receives approval from the Provost.

6) **Workday Issues.** Chair Burnham welcomed WPI Change Management and Training Manager Veronica Brandstrader and WPI Information Technology CIO Patti Patria to the meeting. They shared with FAP survey data from the faculty and staff on use and satisfaction with Workday. In general, the survey showed that Workday is being used successfully, but that people do not enjoy using it. More specific areas of concern that were highlighted included:

a) **Grant Reporting.** Faculty members reported not having enough information to manage grants and noted that, at times, grant money has been put into incorrect accounts.

b) **Expense Reports.** Faculty members reported that too much time is spent on filling out expense reports, although it was pointed out that, with dean-level approval, individuals can be authorized to submit expense reports on behalf of others.

c) **Hiring.** Many faculty members complained that there are too many steps in the hiring approval process and, moreover, things sit in "in-boxes" until approvers get to them. This process causes significant and unnecessary delays in the system.

CFO Solomon noted the importance of distinguishing between WPI-specific business processes and Workday issues. If WPI is (say) requiring more paperwork than other universities, this needs to be looked at and corrected. On the other hand, in order to effectively address Workday issues the administration needs a prioritized list of detailed problems specific to the platform. Anonymous complaints without details (and with no one to contact for more information) are difficult to address.

7) **Adjournment.** Due to a FAP member needing to attend another meeting elsewhere on campus, the meeting was adjourned at 3:54 PM.

Respectfully submitted,

Michael J. Radzicki
Secretary