

# Minutes of FAP Meeting #9 AY2019-20

November 25, 2019

3:00 PM – 4:00 PM

SL 225

Members in Attendance: Nancy Burnham (Chair), Joe Fehribach (FBC Chair), George Pins (RPC Representative), Mike Radzicki (Secretary), Jeff Solomon (Executive Vice President/CFO), Kris Sullivan (Associate Vice President for Academic Affairs)

- 1) **Call to Order.** As Chair Burnham was traveling, but participating in the meeting electronically, acting Chair Pins called the ninth FAP meeting of the year to order at 3:05 PM.
- 2) **Approval of Minutes.** The minutes of the November 18<sup>th</sup> FAP meeting were read and minor corrections were offered. Professor Fehribach moved and VP Sullivan seconded a motion to approve the minutes as corrected. The motion passed unanimously.
- 3) **Fringe Benefits Committee.** FBC Chair Fehribach reported that at the most recent FBC meeting two issues were discussed. The first was WPI's health care benefit related to soft tissue chiropractic care. After a lengthy investigation into the details of the benefit under WPI's current Tufts plan, as well as WPI's previous Harvard-Pilgrim plan, the FBC determined that the Tufts benefit is more restrictive. Unfortunately, nothing can likely be done about this in the near term. However, the FBC feels that after the planned Tufts/Harvard-Pilgrim merger WPI's health care benefit related to chiropractic care should revert back to that which was in place in the old plan. CFO Solomon noted that this issue relates to overall health care plan design and, at the moment, all the costs associated with WPI's next health care plan are unknown. That said, the administration is aware of the issue and will look into it going forward.

The second issue involved some information included in a recent e-mail flyer sent to all WPI employees announcing the open enrollment period for fringe benefit elections. The flyer mentioned that "You are eligible to receive benefits if you are scheduled to work a minimum of twenty-eight hours per week (1456 hours annually)..." Since this statement appears to reflect a policy change, and since a small number of current WPI employees work twenty-four hours per week, the question arose as to whether these employees will be eligible for fringe benefits. According to the Administration these employees will be grandfathered in, and hence eligible to receive benefits, for two years. The grandfathering period will expire in two years due to the administrative burden of keeping track of those who are an exception to the new rule. The position of the FBC was that any WPI twenty-four hour per week WPI employee who is currently grandfathered in should remain so while they are in the grandfathered group. If this is not possible they should be given a six to twelve month

notice that their eligibility for benefits is ending. CFO Solomon noted that, depending on the particular benefit being discussed, there may be some legal compliance issues that need to be identified and addressed. As such this issue requires some further study.

4) **Transparency in the Faculty Review Process.** A brief discussion on the transparency of the faculty review process filled the remaining time of the meeting. The goal of making the process more transparent should, perhaps, involve the creation of three documents/document categories. The first document would be a final version of the “Overview of the Faculty Performance Management Process.” This document describes the mechanics of the faculty evaluation process from the annual report to the receipt of a letter by each member of the faculty announcing their salary adjustment. The second document might describe *how* to develop a department-level codification of the criteria by which faculty will be evaluated by the department head/program director. A document such as this will provide guidance to department heads and program directors, and help to standardize the faculty review process across WPI. The third document *category* might be the collection of documents specifically describing how faculty members will be evaluated by their particular department heads or program directors. These documents should follow the standardized template described in the second document, yet be specific to each faculty member’s department/program and discipline.

5) **Adjournment.** The meeting was adjourned at 4:00 PM.

Respectfully submitted,

Michael J. Radzicki

Secretary