

## Minutes of FAP Meeting #3 AY2019-20

September 16, 2019

3:00 PM – 4:00 PM

SL 225

Members in Attendance: Nancy Burnham (Chair), Mike Radzicki (Secretary), George Pins (RPC Representative), Joseph Fehribach (FBC Chair), Kristopher Sullivan – Associate Vice President for Academic Affairs (presidential appointee to FAP, not yet confirmed by president)

Ex Officio: Tanja Dominko (Secretary of the Faculty)

Absent: Jeffrey Solomon (Executive Vice President/CFO)

- 1) **Call to Order.** Chair Burnham called the second FAP meeting of the year to order at 3:02 PM.
- 2) **Approval of Minutes.** The minutes of the September 9<sup>th</sup> FAP meeting were read and minor corrections were offered. Professor Fehribach moved and Professor Radzicki seconded a motion to approve the minutes as corrected. The motion passed unanimously.
- 3) **Payroll Security.** Professor Fehribach recounted a news report about a payroll firm (MyPayRollHR) that was recently caught reverse-depositing payroll checks. He asked that FAP determine if adequate safeguards are in place to ensure that WPI's payroll firm (ADP) cannot engage in similar actions. Kris Sullivan indicated that he meets regularly with Kristan Coffey and will ask her to look into the matter.
- 4) **Fringe Benefits Committee.** FBC Chair Fehribach reported that the FBC will begin meeting at 2:00 PM on Friday afternoons. A survey showed that most, but not all, committee members were available during this day/time combination. Although a room for the meetings is currently being sought, Professor Dominko indicated that the committee could use SL 225. Zoom will be used to enable those who cannot be physically present to attend the meetings electronically.
- 5) **Retirement Plan Committee.** Professor Pins summarized the results of the most recent meeting of the RPC. He reported that the majority of the meeting was devoted to an update by WPI's consultants on the performance of the TIAA-CREF and Fidelity retirement funds to which WPI employees contribute. No major concerns were reported.
- 6) **FAP Priorities for AY '19-'20.** Chair Burnham asked that the committee continue its discussion from the previous week on identifying FAP's priorities for the upcoming academic year. She indicated that three new proposed topics for investigation appeared on FAP's Canvas site during the previous week:

- a) The relatively slow growth of WPI’s endowment.
- b) The extent to which faculty-administration interaction should be restricted to the Division of Academic Affairs or more broadly spread across other WPI organizational entities such as admissions, IT, CPE, marketing, and HR.
- c) The internal and external financial control mechanisms utilized by WPI that are in place to avoid financial trouble.

Chair Burnham added these suggested topics to the master list of proposed topics previously identified by FAP and then led a process of classifying them as either “quick” to address or “complicated” to address. The results were as follows:

<b>Quick</b>	<b>Complicated</b>
The relatively slow growth of WPI’s endowment	Transparency in the faculty evaluation process
The extent to which faculty-administration interaction should be restricted to the Division of Academic Affairs	Transparency in the process by which merit pay increases, promotional pay increases, and equity pay increases are determined
WPI’s internal and external financial control mechanisms	Trends in WPI’s net tuition rate
Married graduate student housing	Faculty loading models
IT issues as they pertain to faculty	Salary benchmarking
	Workday issues as they pertain to faculty
	Healthcare benefits, including improved chiropractic care

A discussion ensued on several of the categorized topics:

- **Married graduate student housing.** Professor Dominko suggested that FAP could use data on the number of married graduate students with families who are looking for WPI housing. Kris Sullivan noted that the folks at Residential Services have lots of data and could be approached. Chair Burnham said that she would contact them.
- **The relatively slow growth of WPI’s endowment.** Kris Sullivan suggested that Jeff Solomon be asked to explain the role of the Trustees’ Investment Committee to FAP and to summarize its thinking relative to WPI’s endowment.
- **Workday issues as they pertain to faculty.** Kris Sullivan argued that many of the problems with Workday have occurred for two main reasons. First, because WPI is laying the railroad track while the train is rolling on the track – i.e., WPI is using Workday while it is being rolled it out. Second, because WPI has not yet completed a one year-round cycle through the system. Professor Fehribach argued that, although Workday has lots of training materials and surveys, it is not user-friendly. Kris Sullivan

noted that realistically, specific pain points need to be identified before any meaningful corrections can be made.

The discussion then turned to how FAP could identify Workday pain points. Professor Radzicki noted that at a recent department head/program directors meeting the Arts and Sciences department heads voiced many specific Workday pain points. The consensus of the group was FAP should survey the department heads vis-à-vis their Workday pain points and that WPI Change Management and Training Manager Veronica Brandstrader should be invited to answer questions at a future FAP meeting.

- **Transparency in the faculty evaluation process and Faculty loading models.** Chair Burnham stated that she would contact Provost Soboyejo to initiate a discussion on these issues. The consensus of the group was that the faculty evaluation process should, at a minimum, be explicitly outlined on a web page.
- **Healthcare benefits.** A brief discussion was held on the issue that highly paid and lower paid WPI employees pay the same amount for their healthcare benefits (i.e., for the same benefit package) and that lower paid WPI employees who receive, say, a 3% pay increase will often see this increase offset by a 3% increase in their healthcare cost.

7) **Adjournment.** Due to a FAP member needing to attend another meeting elsewhere on campus, the meeting was adjourned at 3:52 PM.

Respectfully submitted,

Michael J. Radzicki

Secretary