

## Minutes of FAP Meeting #4 AY2018-19

14 September 2018, 3 p.m. – 4 p.m.

SL225

Members in Attendance: Nancy Burnham (Chair), George Pins (RPC representative), Randy Paffenroth (Secretary), Joseph Sarkis (FBC Chair), Jeffrey Solomon – Executive Vice President/CFO,

Absent: Kristopher Sullivan – Associate Vice President for Academic Affairs

- 1) **Approval of the Agenda:** The agenda was approved as distributed.
- 2) **Approval of the Minutes from Meeting #3:** The minutes were approved.
- 3) **Update:** Executive VP Solomon's assistant Hayley Carlson is now a "Grader" for our Canvas site, which allows her to read and download files.
- 4) **Update:** Provost Soboyejo will come on September 21 to discuss his vision for WPI during his time as interim Provost.
- 5) **Update:** Kristin Tichenor will speak about WPI's high net-cost at our meeting on October 5.
- 6) **Update:** Michelle Jones-Johnson is expected to reply in a few days about FAP issues that concern Human Resources.
- 7) **Update:** Tuition reduction for graduate RA students funded by grants that pay full overhead will be included in this year's APBP process.
  - a) We discussed various levels of tuition reduction and our comparison to peer institutions.
  - b) We also discussed how WPI can best be competitive.
- 8) **Update:** VP of Research Vernescu had recent discussions with BME in regards to cost centers.
  - a) They discussed cost expenditures and cost centers for maintenance on shared/core equipment.
  - b) A point of discussion was the relationship between paying for equipment maintenance and service contracts using direct costs on grants or PI overhead return versus institutional IDC/overhead.
  - c) It was suggested to have some combination of Controller Hitchcock, VP of Research Vernescu, and Director Sponsored Prog Acct Bilotta provide FAP with a presentation on establishing an institutional policy on Department overhead return usage.
- 9) **Workday discussion:** VP for IT Patria, Change Management & Training Manager Brandstrader, and Controller Hitchcock gave a presentation to FAP on the transition to Workday.
  - a) The presentation focused on the interaction between Workday and research at WPI, with a particular focus on benefits versus additional faculty effort.
  - b) Another special session training will occur on 9/25 at 4PM in the Higgins House Great Hall
  - c) A sample grant report was presented and current issues with reviewing grant in Banner were discussed.
  - d) It was noted that Workday will be live on portal.wpi.edu on 10/1 and that multi-factor authentication will be required to access it. Multi-factor login can be setup in just a few minutes for either SMS to a cell phone, office phone, home phone, or non-WPI email.
    - i) Multi-factor authentication needs to be refreshed every 12 hours.
    - ii) Multi-factor authentication is standard practice in cloud services for security purposes especially in light of recent attacks at other universities.
    - iii) There was extensive discussion of the balance between security and convenience.
  - e) Furthering the discussion of convenience and the additional workload of Workday including:
    - i) Admin staff cannot initiate expense reports.

- ii) Admin staff can initiate purchases and they can be approved by a single click after accessing your Workday inbox.
- iii) The number of approvals for various items was discussed including expedited processes for different cost levels.
- iv) P-cards transactions will load directly into expense report in workday.
- v) There was worry on the committee about additional work imposed on faculty by the transition to Workday. It was emphasized that short term additional work can lead to long term gain, particularly with streamlined processes and better availability of information. The VP of IT acknowledged that change is hard, but the institution would like everyone to give the Workday system a chance.
- f) VP of IT Patria wants to hear feedback. In particular:
  - i) The pros and cons of key changes, including expense reports, have already been discussed with the Change Management Advisory Board.
  - ii) Workday best practices are being used to streamline processes.
  - iii) There is the ability to change Workday processes as we move along.
  - iv) Additional training and help with Workday after its rollout on 10/1 will be provided by drop-in training sessions, a table at the campus center, and the helpdesk in the library.

Respectfully submitted,

Randy Paffenroth, FAP Secretary for 2018-19