

Minutes of FAP Meeting #27 AY2019-20

15 June 2020

3:00 PM - 4:00 PM

Meeting Held Electronically via ZOOM

Members Attending: Nancy Burnham (Chair), Joseph Fehribach (FBC Chair, Secretary, *pro tem*), George Pins (RPC Representative, Secretary Pro Tem), Mike Radzicki, Jeff Solomon (Executive Vice President/CFO), Kris Sullivan (Associate Vice President for Academic Affairs), Tanja Dominko (Secretary of the Faculty)

Member Absent: None

Guest: Mary Calarese (Assoc. VP of Finance)

- The meeting was called by the chair to order at 15:04.
- Assoc VP Calarese shared with FAP the updated expenditure approval guidelines outlined by the Office of Finance. The plan is to introduce the policy as an interim purchasing policy (June 22 – August 15) through Workday. It is intended to be a temporary policy. It gives managers a chance to review purchases over \$1000 that are applied to operating funds. It does NOT apply purchases on grants or professional development accounts. For planned payments made with Pcards or personal funds >\$1k, the employee should enter a “Spend Authorization” in Workday. All purchases must be processed in Workday within 30 day of incurring the expenses. All equipment purchases in excess of \$10k must be processed through the preexisting Bids and Quotations Process. Reimbursements not in compliance will be rejected for payment, but an appeal process will be in place. Travel excluded due to current moratorium. This policy will be communicated to faculty and staff via email and training will be available.
- FAP Minutes #26 – minutes approved with minor modifications.
- Associate VP Sullivan updated the committee on reappointment letters that were distributed to NTTs. The provost reported numbers at the community Town Hall Meeting on June 11, but a few offers remain in flux. VP Sullivan, put in a request to the Provost’s Office to get the final number and he will report back to us when the numbers are compiled. [The Provost’s Office reported back that there were 140 renewal and 9 non-renewal for AY 20-21]. At present, the current number of faculty and staff that have elected for early retirement is 60 individuals.
- Respond to Prof. Boudreau resolution that was remanded to FAP at the May 21 faculty meeting.

- Background, from the Faculty Handbook: "FAP informs the Faculty on administrative and financial matters that affect the Institute. FAP ascertains the interests and views of the Faculty concerning such matters, deliberates with appropriate access to institutional data, and works with the Administration to make recommendations that serve the best interests of the Institute."
 - FAP discussed the role of this faculty committee in overseeing the issues resolved in the motion. All agreed that FAP will continue to work closely with the Administration to oversee the operating and budgetary issues associated with the WPI budgets, as per the charge to the committee defined in the Faculty Handbook (described above). FAP will continue to review the details outlined in the faculty resolution at our next meeting.
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- The meeting ended at 16:04.

Respectfully submitted,

George D. Pins,

Secretary, *pro tem*