Minutes of FAP Meeting #6 AY2020-21

September 7, 2020

3:00 PM – 4:00 PM

Meeting Held Electronically via ZOOM

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)

Guest: Tanja Dominko (Secretary of the Faculty)

Call to Order. Chair Burnham called the 6th FAP meeting of the year to order at 3:00 PM.

1) Approval of Minutes. Chair Burnham suggested that the minutes of the 3rd (August 8, 2020) FAP meeting, which are still being formatted, be voted on electronically when ready, as they are fairly straightforward.

2) Salary Benchmarking. A brief discussion was held on whether the WPI administration is using the most recent data from the College and University Professional Association for Human Resources (CUPA-HR) in its salary benchmarking process. Chair Burnham will contact the appropriate people to inquire.

3) Update on the Budget. CFO Solomon reported that WPI undergraduate tuition was coming in at a rate that is better than projected in the COVID-19 budget and similar to that was predicted in the pre-COVID-19 budget, but that room and board revenue was down. Indeed, CFO Solomon noted that the later revenue source may never return to its pre-COVID-19 levels. Graduate tuition was also coming in at a rate slightly higher than projected in the COVID-19 budget, although the budget assumed a 20% decline in credit hours. On the cost side, the university’s expenses are much greater than normal due to the pandemic. For example, this year WPI is projected to spend $7 million for COVID-19 testing. As a result of these headwinds, 90% of WPI’s capital improvements, including deferred maintenance, have been put on hold. On the other hand, the university is currently running a slight budget surplus and is thus doing “OK.” Things could change quickly however if, for example, all classes have to go on-line due to a significant spike in COVID-19 infections.

4) Update on COVID-19. CFO Solomon reported that, currently, most people are following the university’s COVID-19 rules and WPI’s infection numbers are quite low.

5) Request to Faculty for AY2020-'21 FAP Topics. Professor Pins inquired as to when FAP would ask the faculty to suggest topics for AY2020-'21. Chair Burnham indicated she would remind people that the closing date is Sept. 15, 2020.
6) **Announcements.** Chair Burnham made the following announcements:

   a) All FAP members have other commitments on Wednesday, September 9\(^{th}\) and, as such, there will be no FAP representative at the APG meeting.

   b) Provost Wole Soboyejo, Dean Terri Camesano, and WPI Executive Director of Online and Professional Education Stacy Chiaramonte will attend FAP’s September 14\(^{th}\) meeting to discuss the state of WPI’s online strategy.

   c) Dean Terri Camesano will attend FAP’s October 5\(^{th}\) meeting to discuss WPI’s strategy for graduate student health insurance.

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

Respectfully submitted.

Michael J. Radzicki

Secretary