

AY 2015-16 Committee on Administrative and Financial Policy (FAP)

FAP Meeting # 14 - 11:00 a.m., Thursday, December 17, 2015, Conference Room-  
Financial Services; Boynton Hall 2<sup>nd</sup> FL

In Attendance:

Professor David Spanagel (Chair)

Professor Hossein Hakim (FBC Chair and FAP Faculty Representative on RPC)

Professor Tahar El-Korchi (Secretary)

Professor Tanja Dominko; faculty appointee to Trustees' Budget and Finance Committee  
(invited guest).

Jeffrey Solomon Executive Vice President/CFO

Kristopher Sullivan; Assistant Vice President Academic Affairs

Judi Trainor; Assistant Vice President Budget and Planning (invited guest)

1. Chair Spanagel began the meeting at 11:02 a.m.
2. The minutes for Meetings # 12 were discussed and approved.
3. As a follow-up to the request from the FBC to eliminate the \$15 activities fee charged to staff members who enroll in graduate courses, AVP Judi Trainor updated the committee on the \$15 fee. This fee is charged to all graduate students enrolled in graduate courses each semester. This fee is used to support the Graduate Student Organizations – GSO for on campus activities and academic activities such as attending conferences. After some debate, the Committee voted to eliminate the fee for staff and to maintain a consistent policy of not charging the activities fees when staff enroll in either graduate or undergraduate courses. Currently staff enrolled in UG courses are not charged the Student Life Fee.
4. As a follow-up to the summer compensation discussion, Professor Hakim proposed that the Committee expand the recommendation that FAP made (per student for course compensation) to apply to on campus project advising.

AVP Sullivan recommends that the analysis must be completed prior to making the recommendation. VP Solomon agreed, and would like to continue the discussion once the analysis is completed and introduced during the APBP. AVP Sullivan provided an update of the analysis currently being conducted in the Provost's office on the summer teaching compensation recommendation from FAP. A recommendation from the Provost's office will be forthcoming soon during the APBP process.

Professor Dominko asked if this model would allow any faculty teaching in the summer to be compensated for more than three additional months of salary. Professor El-Korchi commented that from a financial audit perspective, faculty should not be making more than three additional months in the summer or a total of 12 months during the year, since 100% effort cannot be exceeded. Professor Hakim suggested

that we should consider setting a ceiling for summer teaching activities. AVP Sullivan commented that they are addressing these issues in the study being conducted in the Provost's office.

5. The Committee discussed and made modifications to FAP's official "charge," its size, and the configuration of its membership. Chair Spanagel reported on input from President Leshin and Professor Mark Richman (SOF). The Committee revised and approved the newly modified FAP 'charge'.

The current charge of FAP looks like this:

FAP consists of three elected faculty members and, ex officio, the President or a representative designated by the President, and the Vice President for Business Affairs. This Committee informs the Faculty on administrative and financial policies affecting the Faculty and the academic affairs of the College. It ascertains the interests and views of the Faculty concerning such policies, and represents these interests and views to the Administration.

The approved new 'charge' draft to be submitted to COG for consideration.

FAP consists of seven members: three elected faculty members (serving staggered 3-year terms), one FAP-appointed faculty member (chosen at the beginning of each academic year for a one-year term, to diversify the skills or perspectives needed by the Committee), the Chief Financial Officer, and two additional administrative representative members designated (for renewable one year terms) by the President. This Committee informs the Faculty on administrative and financial matters that affect Institute. It ascertains the interests and views of the Faculty concerning such matters, deliberates critically and constructively, and works collaboratively with Administrative departments to render well-informed recommendations that target the best interests of the Institute. Through at least one of its FAP faculty members, the Faculty has a representative involved in institutional annual planning and budget discussions.

6. The Committee held an executive session.
7. Chair Spanagel circulated the slides that will be presented at the Faculty meeting tomorrow.

Meeting was adjourned at 12:00 Noon.

Respectfully submitted,

Tahar El-Korchi, FAP Secretary