

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

FAP Meeting # 16 - 11:00 a.m., Thursday, January 21, 2016 Conference Room-
Financial Services; Boynton Hall 2nd FL

In Attendance:

Professor David Spanagel (Chair)

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

Professor Tahar El-Korchi (Secretary)

Jeffrey Solomon Executive Vice President/CFO

Kristopher Sullivan; Assistant Vice President Academic Affairs

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

Yvonne Harris, Information Analyst for Finance (invited guest)

1. Chair Spanagel began the meeting at 11:03 a.m.
2. The minutes for Meetings # 14 and #15 were discussed and approved.
3. VP Solomon informed the committee that Orion Stavre is scheduled to present information from the IPEDS data to FAP next week.
4. Judi Trainor Assistant VP Budget and Planning and Yvonne Harris Information Analyst for Finance made a presentation to the Committee on e-Procurement and plans for implementation throughout WPI.
5. A summary of the presentation follows:
 - e-Procurement will provide greater efficiency due to: ease of use, eliminates paper check requests, and electronic processing.
 - Provides better timely information: funds encumbered by purchase order, budget balances are real time, and ability to track spending details. Connected to Banner Finance directly.
 - Provides cost savings; preferred vendors will be featured on website, contract pricing negotiated by Procurement, WPI pricing viewable on preferred vendor catalogs.
 - With the implementation of e-Procurement, the P-cards will be used differently and mostly for low dollar purchases and travel.
 - Some schools that use e-Procurement include:
 - RPI
 - Lehigh University
 - Clark University
 - Villanova University
 - Bucknell University
 - University of New Hampshire
 - Rhode Island School of Design
 - The WPI e-Procurement is called STARS (Shopping Tool and Receiving System)
 - A role out plan and implementation schedule was presented
 - A live demonstration was presented.

- There are thousands of vendors that will be continuously updated on STARS.
 - PIs and Research Grants can encumber sub-awards and monitor real time spending.
 - The recommendation to departments is to limit the number of users. However, users may always be added at a later date.
 - A summary of the proposed changes to WPI purchasing policies was presented and discussed. (see attached Table). The purpose also is to achieve uniformity, share best practices, electronic documentation, etc.
 - The Committee thanked Judi and Yvonne for the presentation and the Committee was very supportive of e-Procurement implementation plan.
6. Professor Hakim would like FAP to discuss the response to the Provost's proposed summer compensation policy, noting for the record where it deviates from FAP's recommendation, and in particular registering persistent concerns that may need monitoring and review in the light of the benchmarking data which we gathered in the preparation of our committee's recommendation.

Meeting was adjourned at 12:15 p.m.

Respectfully submitted,
Tahar El-Korchi, FAP Secretary

SUMMARY OF PROPOSED CHANGES TO WPI PURCHASING POLICIES

Topic	Proposed Policy	Current Policy
Purchases of less than \$1k	May use WPI Pcard unless item available via STARS catalog	May use WPI Pcard
Purchases of \$1k or more	Requires P.O. generated by STARS; cannot use Pcard	May use WPI Pcard
Purchases of \$25k or more	Requires Vendor Justification Form with price quotes from 3 qualified sources	Vendor Justification Form required for purchases greater than or equal to \$10k
Use of sole source provider	Requires entry on Vendor Justification Form when purchases are for \$25k or more	Requires entry on Vendor Justification Form for purchases over \$10k
Purchase of equipment for \$5k or more	Requires completion and uploading of NEW Equipment Purchase Questionnaire, and receipt/packing list into STARS to document for warranty protection	No special requirements
Acquisition of printers & copiers	Requires advisement by Procurement Services to determine whether to lease or purchase	Optional to contact Procurement Services
Purchase of professional services	Requires Professional Services Agreement (PSA) for individuals if cost is expected to be \$5k or greater	Requires (PSA) if cost is \$2k or greater
Purchase of gift cards	Limited to research and survey purposes & other preauthorized uses; otherwise no cash or gift cards for employees (including students)	No cash gifts to employees (including students)
WPI Pcard eligibility	Limited to employees who travel frequently and department administrators regularly making low dollar purchases	Issuance of WPI Pcards at discretion of departments
Uniform guidance policy (for research grants)	Purchases of \$3k to \$24,999 require 2 prices from qualified sources; \$25k or more requires price quotes from 3 qualified sources and completion of Vendor Justification Form	Vendor justification required for purchases greater than or equal to \$10k