

Minutes FAP Meeting #12 AY2016-17
December 1st, 2016; 10 a.m. – 11 a.m.
Faculty Governance Conference Room-SL225

Members: Tanja Dominko (Secretary), Fabienne Miller (Meeting Chair), George Pins, Jeffrey Solomon - Executive Vice President/CFO, Kristopher Sullivan - Assistant Vice President Academic Affairs

Absent: Tahar El-Korchi (Chair)

1. Approval of the Agenda
Agenda was approved as proposed.
2. Announcements
 - The current Chair of FBC, Prof. Miller will be off Campus for project center advising during C-term of this academic year. FAP will consult with the COG on temporary replacement for Prof. Miller during her absence.
 - Prof. Miller provided an update on discussions of FBC. The committee is reviewing current vacation policy and developing recommendation that would modify provisions currently in place that regulate when accrued vacation days can be used. FBC is also considering recommendations that would allow carry over of unused vacation days into the following year. Since changes can impact operational matters, a survey is being developed. FBC plans to distribute it to unit managers before any final recommendations are made.
 - Mr. Solomon reported that the RPC is regularly monitoring all WPI's retirement plans, discussing retirement fees, and providing fiduciary training. Their next quarterly meeting is scheduled for December 14th.
3. Approval of Minutes from Meeting #10 and #11, November 10th and 17th, 2016
Minutes were approved as amended.
4. Develop a format for operating budget presentation to Faculty
Operating and capital budgets are presented to the Board of Trustees in a format that provides an overall summative picture of revenues and expenses. To utilize the budget report better as a tool for planning and analysis purposes, FAP is discussing expansion of the current budget report to include more detail of several current reporting categories. The committee has invited Ms. Judi Trainor to its next meeting to advise FAP on the proposed format.
5. Adjourned at 11:05 a.m.

Tanja Dominko
Secretary