

FAP Meeting #1 AY2016-17
25 August 2016; 11 a.m. – Noon
Conference Room-Financial Services; Boynton Hall

Minutes

In Attendance: Tahar El-Korchi, Tanja Dominko, George Pins, Fabienne Miller, Jeffrey Solomon - Executive Vice President/CFO

Absent: Kristopher Sullivan - Assistant Vice President Academic Affairs

Invited Guest: David Spanagel, former Chair of FAP AY2015-16

1. Agenda was approved as distributed
2. Election of the Chair, Secretary, Chair of FBC, and FAP Faculty Representative on RPC
 - a. Tahar El-Korchi was elected as the FAP Chair by a unanimous vote.
 - b. Tanja Dominko was elected as the Secretary by a unanimous vote.
 - c. Fabienne Miller was elected as the Chair of FBC *ad interim* by a unanimous vote.

Updated version of the FBC description in the Faculty Handbook specifies that the Chair of FBC must be chosen from the **elected** faculty members of FAP. This year, all three elected members to FAP are overcommitted to other Faculty governance functions and the fourth Faculty representative, Prof. Fabienne Miller (appointed by the COG) is both interested and willing to fill the position of the FBC Chair. The committee believed that it is in the best interest of the Faculty to allow for appointment of either elected or COG-appointed Faculty member to FBC. FAP will propose a motion to COG to eliminate the word “elected” from the current language. In the meantime, Prof. Miller was elected to serve in the role of the FBC Chair *ad interim*.
 - d. George Pins was elected as the FAP representative to the Retirement Plan Committee by a unanimous vote.
3. Meeting time and location

Weekly meetings were scheduled for A-term for Thursdays 11am to 12 noon.
4. Prof. Spanagel offered his perspective on the importance of FAP in establishing and maintaining transparency of University concerning financial and administrative issues. He stressed the importance of having FAP membership that establishes good working relationships crossing Faculty and administrative boundaries, fully utilizes the skills of individual committee members and remains engaged with important institutional challenges; all of which should be represented in minutes of committee meetings.
5. Review the charge of FAP for new and returning members

Prof. El-Korchi reviewed the charge of FAP:
The Committee on Financial and Administrative Policy (FAP) consists of six members in total: three elected Faculty members (serving staggered three-year terms), the Chief Financial Officer, one additional administrative representative members designated by the

President, and one additional Faculty member appointed by COG (for a one-year term, renewable up to 3 continuous years, in order to diversify the skills or perspectives needed by the committee, given the prospective composition of the committee that year). 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.

6. Develop a list of topics to be discussed for the year and solicit Faculty input

The committee began discussing agenda items that may be included in this year's discussions. The members agreed that in addition to the agenda items that remained unaddressed last year, several others will need to be prioritized according to their importance and relevance. In addition to recommendations that will be forwarded to FAP from FBC, RPC and Faculty representative to the Budget and Finance Committee of the Board of Trustees, the committee may be asked to discuss financial and administrative policy component of issues that will be discussed in other Faculty committees. To inform committee deliberations, the committee will invite knowledgeable members of WPI community when appropriate. A preliminary list of topics includes:

- a. Agenda and priorities for the institution in light of the Strategic plan (Guest: Laurie Leshin, President)
- b. Review the progress of the Academic Space Planning committee
- c. Review WPI endowment
- d. Understanding WPI operating budget (Guest: Judi Trainor, Associate VP for Finance)
- e. Review the progress of Faculty compensation benchmarking, determination of merit raise and policy; review phased retirement policy for inclusion in the Faculty Handbook (Guests: Bruce Bursten, Provost; Michelle Jones-Johnson, Vice President Talent Development and Chief Diversity Officer)
- f. Review guidelines for benchmarking that are used for various comparisons (Guest: Alison Donta-Venman, Director of Institutional Research)
- g. Develop guidelines for start-up packages (Guest: Bruce Bursten, Provost)
- h. Discussion of the investment made into three academic dean positions in 2010 (Guest: Bruce Bursten, Provost)
- i. Analysis of staffing at WPI; in particular evaluation of resources dedicated to administrative and support positions vs. faculty and academic support (Guests: Michelle Jones- Johnson and Judi Trainor)
- j. Review resources needed for re-establishment and operation of Research Development Councils and other research seed funding (Bogdan Vernescu - VPR and Michael Demetriou - Chair of CGSR)

7. Adjourn

The meeting adjourned at 12:10 pm.

Respectfully,

Tanja Dominko, Secretary