

FAP Meeting #20 AY2016-17
March 16, 2017; 10 a.m. – 11 a.m.
Faculty Governance Conference Room-SL225

Members: Tanja Dominko (Chair, pro tem; Secretary), Fabienne Miller, George Pins, Kristopher Sullivan - Assistant Vice President for Academic Affairs

Absent: Tahar El-Korchi (Chair), Jeffrey Solomon - Executive Vice President/CFO

1. Approval of the Agenda
Agenda was approved as distributed.

2. Announcements

a. Report of the Retirement Planning committee (Prof. Pins)

The committee is charged with review of due diligence procedures and implementation of best practices for the development, administration and oversight of WPI's retirement plans. The committee is composed of representatives from The Cammack Retirement Group (WPI's consultant), representatives from WPI's i) HR Office, ii) Finance Office, and iii) faculty governance.

The March 15 meeting focused on the Fourth Quarter 2016 Investment Due Diligence Review. One discussion involved a review of the TIAA Plan Fee reduction that has been proposed for the upcoming year. The new fees benchmarked competitively against peer institutions and the new fee plan will reduce the annual fee for individual investors. The meeting continued by reviewing and analyzing the performance on investment vehicles in the TIAA and Fidelity platforms. No changes were proposed based on various benchmarking metrics. Finally, the RPC passed several motions to amend the language in the HR manual defining contributions and tax-deferred annuity plans.

Minutes of RPC meetings are available from Mr. Eric Chojnowski in HR.

b. Provost's Report on the Space utilization committee (Mr. Sullivan)

AVP Sullivan reported on the work of the Academic Space Committee (ASC) and the Classroom Advisory Committee to date. These committees have been working on an inventory and assessment of the academic space on campus in response to a request from President Leshin and the Facilities and Infrastructure committee of the Board of Trustees to gather data on current space utilization and quality.

To achieve this, members of the ASC, in addition to several department heads and AVP Sullivan, completed a tour of the 11 academic buildings on campus before the 2017 holiday break. Almost all of the offices, labs and classrooms were qualitatively evaluated on utilization and quality using a "stoplight scale" (green = high, yellow = medium and red = low). Three primary sources of information were used to inform this process; the

expertise of the department heads whose faculty and staff primarily reside in the space, floor plans annotated with room assignments and other descriptors, and a database that was developed by consultants (in concert with many University stakeholders) who were contracted to assist WPI with the development of the new F&A rate.

The preliminary result of these activities was a presentation that detailed the following information about the Academic Space:

- How the space is currently assigned by USER (e.g. departments, administrative functions, other)
- How the space is currently assigned by FUNCTION (e.g. office, classroom, research lab, etc.)
- Aggregate occupancy of the space
- Assessment of the utilization and quality of the academic space
- Initial projections of future space needs
- Recap of major projects completed or underway based on the 2009 Capital Plan

53% of space in academic buildings is dedicated to academic purposes. The original hypothesis of the ASC was that academic space at WPI is generally highly utilized and of generally high quality. The inventory and subsequent qualitative assessment supported this hypothesis. More specific conclusions were that while there is limited opportunity to more efficiently utilize academic space, the impact of reconfiguring current space would be small. Seventy-eight offices in academic buildings are currently occupied by non-academic staff, primarily by Information Technology and Corporate and Professional Education. Also, the currently high level of space utilization is limiting the ability to grow.

The presentation was given to the Facilities and Infrastructure Committee of the Board of Trustees on February 22, 2017 and at the Department Heads meeting on March 15.

Mr. Sullivan is also developing a database of all the capital equipment to better plan for capital equipment maintenance and needs.

3. Approval of Minutes from Meeting #19, March 2th, 2017
Approval of minutes was postponed.
4. Adjourned at 11 a.m.

Tanja Dominko, Secretary