

**Minutes of FAP Meeting #2 AY2017-18**

**11 September 2017, 10 a.m. – 11 a.m.**

**Faculty Governance Conference Room, SL225**

Members: Tanja Dominko (Chair), Tahir El-Korchi (FBC representative), Fabienne Miller (RPC representative), Jeffrey Solomon – Executive Vice President/CFO, Kristopher Sullivan – Associate VP for Academic Affairs;

Absent: Nancy Burnham (Secretary)

Invited Guest: Michelle Jones-Johnson – VPTD and CDO (unable to attend)

- 1) **Approval of the Agenda.** The agenda was approved as distributed.
- 2) **Approval of the Minutes.** The minutes of FAP meeting #1 were approved as distributed.
- 3) **Fringe Benefits Committee.** Possible candidates to serve on the Fringe Benefits Committee were contacted. FAP is awaiting their response. Prof. El-Korchi has met with Eric Chojnowski, Benefits Administrator, to discuss FBC's agenda for the fall.
- 4) **WPI's endowment investment portfolio.** CFO Solomon contacted Prime Buchholtz, our investment consultant, to learn about the composition of WPI's investment portfolio. The consultant is analyzing the portfolio by industry. The results of their analysis are expected in about two weeks.
- 5) **Faculty salary survey 2017.** FAP invited Michelle Jones-Johnson, VPTD and CDO, to a future FAP meeting to answer outstanding questions regarding the data. She was unable to attend the FAP meeting today and will not be available for the FAP meeting on the 18<sup>th</sup>. Prof. Dominko will meet with her. In order to prepare to present the data at a faculty meeting this fall, Prof. Dominko will draft a presentation for discussion.
- 6) **Old business**
  - a) **Cost analysis of academic deans.** The Provost Office continues to work on the analysis and Mr. Sullivan will update FAP on the expected timeline for the report at the next FAP meeting.
  - b) **Review administrative vs instructional costs.** Mr. Solomon will work with Ms. Judith Trainor, Associate VP for Finance, to calculate ratios to help WPI benchmark its administrative costs against the report from the American Council of Trustees and Alumni, "How Much is Too Much? Controlling Administrative Costs through Effective Oversight", <https://www.goacta.org/publications/controlling-administrative-costs>. Chair Dominko will contact Ms. Trainor to compile the report.
  - c) **Plan for Faculty growth.** The Office of the Provost is examining FY17 ratios of NTT/TTT and anticipates reporting to the Secretary of Faculty by early October. FAP stressed the need for an overall Faculty growth strategy aligned with WPI's objectives.
- 7) **Concluding remarks.** FAP will continue old business and prioritize new business in the next few meetings.

Respectfully submitted,

Fabienne Miller