

FAP Meeting #2 AY2016-17
September 2nd, 2016; 11 a.m. – Noon
Conference Room-Financial Services; Boynton Hall

Minutes

In Attendance: Professors Tahar El-Korchi (Chair), Tanja Dominko (Secretary); George Pins, Jeffrey Solomon - Executive Vice President/CFO, Kristopher Sullivan - Assistant Vice President Academic Affairs

Absent: Fabienne Miller

1. Agenda was approved as distributed
2. Approval of Minutes from Meeting #1, August 25th, 2016

Minutes were approved as amended.

3. Solicitation of additional potential topics for FAP discussion
Prof. El-Korchi will invite the Faculty via e-mail to share topics of broad importance with FAP for inclusion in this year's list of agenda items.
4. Review and approval of the Motion to change in the language that limits the Chair of the FBC to be an elected Faculty member (**Appendix I**).

The proposed motion was approved unanimously. The Chair will forward the motion to COG for consideration.

5. Prioritize agenda items for discussion by FAP this academic year 2016-17.
 - a. Agenda and priorities for the institution in light of the Strategic plan (Invited Guests: President Laurie Leshin, Provost Bruce Bursten, and Alison Donta-Venman, Director of Institutional Research)
September
 - b. Old business: finalize outstanding minutes/reports
September 8th
 - c. Review guidelines for benchmarking that are used for various comparisons, including compensation – (Guests: Alison Donta-Venman, Director of Institutional Research, Michelle Jones-Johnson, Vice President Talent Development and Chief Diversity Officer)
September 22nd
 - d. Review Phased retirement policy for inclusion in the Faculty Handbook - (Invited guest: Michelle Jones-Johnson)

September 29th

- e. Review WPI operating budget (Guest: Judi Trainor, Associate VP for Finance)
A Board of Trustees Budget and Finance Committee will be meeting on October 13th, 2016 to review the operating and capital budget updates and trends in cost categories based on IPEDS data. In preparation for the meeting, Judi Trainor will meet with Prof. Dominko, the Faculty appointee on the Board of Trustees Budget Finance Committee and the report will be shared with FAP.

October 6th

The remaining agenda items will be prioritized at the next meeting:

- f. Analysis of staffing at WPI; in particular evaluation of resources dedicated to administrative and support positions vs. faculty and academic support
- g. Review the progress of the Academic Space Planning committee
- h. Review WPI endowment
- i. Develop recommendations for aligning Faculty compensation with annual review
- j. Develop guidelines for start-up packages
- k. Discussion of the investment made into three academic dean positions in 2010
- l. Review resources needed for re-establishment and operation of Research Development Councils and other internal research funding
- m. Discuss approaches of communicating with the President, Provost and other administrative leadership; COG and Secretary of the Faculty.

6. Adjourn

The meeting adjourned at 12:00 pm.

Respectfully,

Tanja Dominko, Secretary

Appendix I

Date: October 2016

To: WPI Faculty

From: Committee on Governance (Prof. Dominko, Chair)
Committee on Financial and Administrative Policy (Prof. El-Korchi, Chair)

Re: Motion to revise the requirements for the selection of the chair of the Fringe Benefits Committee

Motion: The Committee on Governance (COG) and the Committee on Financial and Administrative Policy (FAP) recommend and I move that the current language describing Fringe Benefits Committee's membership, be revised (in Part One, Bylaw One, Section VI of the Faculty Handbook) as delineated below.

Details of the motion:

Current FBC Description: (Gray text unchanged; underlined word would be deleted)

*F. The Fringe Benefits Committee**
(Amended by the Faculty, February, 27 2014)

The Fringe Benefits (FBC) is responsible for reviewing and proposing changes to the WPI fringe benefits offerings with special attention paid to the evaluation and recommendation of health care plans and health insurance providers, tuition benefits, disability plans, and retirement policies.

Recommendations from the FBC are passed to the Committee on Administrative and Financial Policy (FAP). In those instances when FAP does not accept FBC's recommendations, the two committees should meet in an attempt to resolve their differences.

The FBC consists of a Chair to be selected from FAP from among its elected faculty members, two members of the Faculty selected by the Committee on Governance (COG), and two additional members of the Faculty selected by FAP. Faculty members of the FBC (other than the Chair) will serve three-year staggered terms. Current faculty members who have not completed three years of service will continue on FBC.

Although formally the FBC is constituted as above, operationally it invites two continuing non-tenure-track faculty members (continuing NTTs), and five members of the WPI staff to join its deliberations and to vote on matters related to benefits that are of equal concern to WPI Faculty, continuing NTTs, and staff. One continuing NTT is selected by COG and the other is selected by FAP. Each continuing NTT serves a three-year term. The five members of the WPI staff are chosen by the V.P. of Human Resources to serve three-year staggered terms.

Either the V.P. of Human Resources or the Benefits Administrator serves as the liaison between the FBC and the Department of Human Resources. The liaison provides information requested by the FBC to conduct its deliberations in an informed manner. Neither the V.P. of Human Resources nor the Benefits Administrator should serve as one of the five invited voting WPI staff members.

Proposed FBC Description: (Gray text unchanged; underlined word deleted)

*F. The Fringe Benefits Committee**

(Amended by the Faculty, October, 2016)

The Fringe Benefits (FBC) is responsible for reviewing and proposing changes to the WPI fringe benefits offerings with special attention paid to the evaluation and recommendation of health care plans and health insurance providers, tuition benefits, disability plans, and retirement policies.

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Rationale:

The main purpose of expanding FAP's membership of Faculty members was approved recently (2016) in order to enable a more flexible and reasonable distribution of concurrent leadership roles that fall to the various FAP Faculty members. In addition to a Faculty member chairing FAP, FAP appoints one Faculty committee member to the Fringe Benefits Committee – FBC, and another Faculty member to the Retirement Planning Committee – RPC. It would undermine that purpose to add unnecessary constraints to which roles which FAP Faculty members are permitted to assume.