

**Minutes of FAP Meeting #7 AY2017-18**  
**16 October 2017, 11 a.m. – 12 p.m.**  
**Faculty Governance Conference Room, SL225**

In Attendance: Tanja Dominko (Chair), Tahar El-Korchi (FBC Chair) Jeffrey Solomon – Executive Vice President and CFO, Kristopher Sullivan – Associate Vice President for Academic Affairs, Mark Richman (Secretary of the Faculty)

Absent: Nancy Burnham (Secretary), Fabienne Miller (RPC representative)

- 1) The agenda was approved as amended.
- 2) Minutes from FAP Meetings #4, #5, and #6 were approved as amended.
- 3) Updates
  - a) Prof. El-Korchi (FBC Chair) reported that FBC will be reviewing several matters in its upcoming meetings, first of which will take place on Friday, October 27th:
    - i) Health care insurance – While the plan design will not change, a change from open to closed formulary provision for prescription medicines is proposed. The change will eliminate the benefit of certain brand-name drugs in exchange for their generic counterparts. Insurance premium increases for 2018 are expected.  
Reminder: the Benefits Fair will be hosted on **October 24**, and will take place in **Alden Memorial from 11 am to 3 pm**. WPI's Open Enrollment period is **October 23 - November 17, 2017**. This is the time when employees may choose or make changes to their dental, health, life insurance, and other benefits.  
Prof. El-Korchi reported that enrollment as well as changes to existing selections this year will be available online.
    - ii) Vacation policy – Human Resources is developing a staff vacation policy that will include recommendations made by the FBC last year, among them a recommendation that employees be able to use accrued vacation during the first year of employment.
    - iii) WPI Employees' Dependent Children Tuition Plan – the committee will discuss updating the amount of WPI contribution as an off-campus benefit.
  - b) FAP discussed the Faculty compensation presentation at the October Faculty meeting. Mr. Sullivan asked that the membership of FAP be allowed to review any final presentation given on behalf of FAP. Chair Dominko stated that the Chair should have some latitude finalizing the final contents while staying true to original data used for the report. Chair Dominko will follow up on two questions from the Faculty meeting:
    - i) 2017 faculty compensation analyzed by gender
    - ii) Recommendation that salary survey be conducted for NTT faculty
  - c) Board of Trustees BF committee meeting report – Mr. Solomon briefly discussed main items that will be discussed at the November BoT budget and finance committee meeting. These include review of key performance indicators, update on the FY18 capital/operating budgets, and consideration of budget parameters for FY19 budget.
- 4) Structure of institutional instruments for support of research activities

FAP will invite VPR Vernescu, DGS Camesano, and Chair of CGSR Prof. Troy to join in discussion of matters relating to research support activities and resources. Among others, FAP plans on updating description, charge, roles and responsibilities of Research Development Councils; structure and re-investment of indirect cost return; the need for a comprehensive research equipment maintenance; research space and research equipment master inventories; structure of start-up packages; and other matters relating to research and graduate studies.

5) Meeting was adjourned at noon.

Respectfully submitted,

Tanja Dominko