

FAP Meeting Minutes #8 AY2016-17
October 13th, 2016; 11 a.m. – Noon
Conference Room-Financial Services; Boynton Hall

In attendance: Tanja Dominko (Secretary), Tahar El-Korchi (Chair), Fabienne Miller, George Pins, Kristopher Sullivan - Assistant Vice President Academic Affairs

Absent: Jeff Solomon- Executive Vice President/CFO

1. Approval of the Agenda
Agenda was approved as distributed
2. Announcements
 - Chair El-Korchi shared the last Faculty salary study report from 2013 that Michelle Jones-Johnson (VP of Talent Development and Chief Diversity Officer) has provided. He confirmed that a conference call has been scheduled with Sibson Consulting for November 17th 10-11am in SL225 to discuss parameters for the upcoming Faculty salary benchmarking study
 - FAP will be meeting on Thursdays between 10-11am in SL225 during the B-term 2016
 - Chair El-Korchi met with the Provost and discussed the parameters of the report that FAP requested at its last meeting. FAP recommended that the report include a comprehensive review of resources that have been invested over time into Academic Deans, as well as present the impact Deans have had on the success of the institution. Provost will provide the report by the end of February, following the same timeline that was outlined for the COG-requested report on roles and responsibilities of Academic Deans.
3. Approval of Minutes from Meeting #7, October 6th, 2016
Minutes were approved as amended
4. Discussion of the Report on WPI Operating and Capital budget results for 2015-16, and choice of institutions for benchmarking (continued from previous meeting)

The committee continued to discuss parameters that should be examined when selecting institutions for benchmarking purposes. The committee will formulate its recommendations in time for the upcoming Faculty salary study.

The committee agreed to revisit the request from last year for a budget format report to enable analysis of staffing at WPI; in particular evaluation of resources dedicated to administrative and support positions vs. faculty and academic support (next item on the FAP 2016-2017 agenda).

5. Review the PCard policy on timing of sign-off and suspension
Recent implementation of 14 day window for users to sign off on Pcard before a card is suspended is presenting an operational challenge for Faculty. In particular, charges incurred during Faculty travel and sometimes prolonged absence of Faculty members

from Campus necessitate that this period be extended. It is recommended that 30 day timeline would be more helpful to Faculty. Chair El-Korchi will ask for more information about the policy, invite Financial Operations representative to a FAP meeting and propose FAP recommendations for changes, if necessary.

6. Adjourned at 12:05pm

Tanja Dominko
Secretary