

DRAFT Minutes FAP Meeting #9 AY2016-17
October 27th, 2016; 10 a.m. – 11 a.m.
Faculty Governance Conference Room-SL225

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

1. Approval of the Agenda
Agenda was approved as amended
2. Announcements
 - **Update on recent FBC agenda items** under discussion (Fabienne Miller)
 - a) Prof. Miller summarized FBC discussions of policy regulating use of vacation time by staff. Currently, staff is allowed to use vacation time after July 1st regardless of when the employment began. For example, if the date of hire is July 1st, the employee cannot use any vacation days until the following July. The committee is reviewing vacation policies at other institutions to propose recommendations that could allow use of vacation time as it is accrued. The committee will also address potential for operational and financial impacts of any policy change.
 - b) Currently paycheck withholdings for health insurance have been done a month in advance of health services. Human Resources is recommending changing withholdings to occur within the month during which services are offered. The change will take place in December and no deductions will be withheld for health insurance that month. Withholdings will resume in January 2017.
 - **Update on Finance and Budget Committee presentation to the Board of Trustees** during the November 2016 Board meeting (Jeff Solomon)
Mr. Solomon summarized financial matters that will be presented to the Board:
 - State of the 2016-2017 operating budget
 - Planning considerations for the upcoming 2017-2018 operating budget that will be developed during the annual APBP (Annual Planning and Budgeting Process). Key recommendations to the Board will include:
 1. Anticipated Freshman class size between 1,100 and 1,140 (Currently about 1,120)
 2. Increase in tuition between 3.1 and 3.5%
 3. Reduced endowment draw from current 4.8% to 4.7% and recommendation to reduce it gradually further next year
 4. Deferred maintenance funds from operating budget to increase slightly to about \$10.5 M
 5. Salary pool at 2.5% to remain the same
 6. Authorization for 15 T/TT searches, Dean of A&S and one rollover search from unfilled position last year (searches are ongoing now).

Mr. Sullivan reported that the official census shows that the T/TT numbers declined by three from 248 to 245, however there will be five more T/TT joining us throughout this academic year. In terms of T/TT instructional capacity this will add two to the net number, provided we do not have

attrition of T/TT faculty members between now and January due to retirements and resignations.

- **P-card policy update** (Chair El-Korchi)

Due to several concerns raised by Faculty, the committee will discuss current P-card and e-procurement policies in a future FAP meeting. FAP will invite Ms. Charlene Bellows (University Controller) and Ms. Judi Trainor (Associate Vice President for Finance) to participate in these discussions.

3. Approval of Minutes from Meeting #7 (October 6th) and #8 (October 13th)
Both sets of minutes were approved as amended.

4. Adjourn 11:55 a.m.

Tanja Dominko
Secretary