

AY 2015-16 Fringe Benefit Committee (FBC) Minutes

FBC Meeting #2, 2:00 p.m., Friday, September 25, 2015, AK218

Attendees: Hossein Hakim (Professor and FBC Chair)
Eric Chojnowski (Benefit Administrator)
Ravindra Datta (Professor)
Jodi Hogan (Staff)
Hugh Lauer (Adjunct Teaching Professor)
Paul Reilly (Staff and FBC Secretary)
Jagan Srinivasan (Professor)
Lisa Wall (Staff)
Kevin Wheeler (Staff)

Absentees: Huong Higgins, Doreen Manning, Kenneth Stafford.

The meeting started at 2:00 pm.

1. The minutes from meeting #1 on 9/18 were approved.
2. The topic of expanding the use of the Sports and Recreation Center to employee family members was discussed. The Committee feels that Dana Harmon (Director of Physical Education, Recreation, and Athletics), who was a guest attendee last year, had addressed this issue sufficiently. The committee agreed that the Sports and Recreation Center should remain student and employee focused.
3. Chair Hakim will bring the topic of installing cameras in the parking garage to the safety committee.
4. The question of how WPI benchmarks against other higher education institutions was reviewed. Eric Chojnowski stated that there are approximately 50 institutions used for various benchmark data and that this benchmark pool was used by FBC last year when assessing tuition and tuition exchange benefits, and paternity/maternity policies. The list of institutions will be provided to FBC members at a future meeting.
5. Eric Chojnowski led a discussion regarding WPI's current vacation policy for administration and staff. Items covered included:
 - a. The difference for exempt versus non-exempt staff
 - b. When salary time is allocated: Beginning July 1st every year vacation time is allocated as a lump sum. Employees who begin at WPI at various times through the year are allocated vacation on a prorated basis.
 - c. Vacation time does not roll over on an annual basis.
 - d. The policy of converting sick time to vacation time for non-exempt staff
6. Further discussion regarding the vacation time for administration and staff focused on benchmarking against other higher education institutions for exempt and non-exempt staff, the cost to the university if increases in vacation time were proposed, and an understanding of what kind of community WPI would like to be known for.

Items for next week:

1. Eric Chojnowski will provide a list of benchmark institutions.
2. The full vacation policy for staff will be discussed in more detail.
3. The number of employees who are exempt versus non-exempt will be provided.
4. Chair Hakim will ask the community for their suggestions for FBC Agenda.