

AY 2015-16 Fringe Benefit Committee (FBC) Minutes

FBC Meeting #4, 2:04 p.m., Friday, November 6<sup>th</sup>, 2015, AK218

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

Absentees: Huong Higgins, Doreen Manning, Kenneth Stafford.

The meeting started at 2:04 pm.

1. The minutes from meeting #3 on 10/2 were approved.
2. Kevin Wheeler led a discussion regarding a number of items that members of the WPI community had brought to his attention, including:
  - a. Tuition and fees for employees who take classes at WPI
    - i. Taking courses at WPI is an educational benefit that is taxable. Eric Chojnowski stated that there are federal mandates of how educational benefits are classified.
    - ii. Do employees need to pay the student activity fee? For graduate courses, there will be a \$15 fee, and for undergraduate courses there will be no fee.
  - b. Admission process/acceptance into academic programs
    - i. Can it be more streamlined to allow acceptance on a rolling basis?
  - c. Matriculation policy
    - i. An example was brought up of a student who has taken more courses than allowed under the non-degree seeking policy. The employee has not been formally accepted to the academic program they have nearly completed.
  - d. Undergraduate requirements
    - i. A member of the WPI community who is pursuing an undergraduate degree wanted to know why they have to do Physical Education courses? – Response to question: It is a degree requirement and only the full faculty can waive a degree requirement.
3. Chair Hakim provided comparative data from 10 higher education peer institutions outlining the vacation policy for exempt and non-exempt staff. The discussion covered a number of topics including the financial cost to WPI if any change was implemented, comparing WPI's holiday time (including the winter holiday break) to other institutions, the vacation accrual policy at WPI, and the policy of converting sick time to personal time for non-exempt staff (see policy below)

***Sick Time Exchange***

*Any non-exempt (hourly), non-union employee who has any unused sick time in excess of the 20 days accumulation as of the end of the fiscal year will have excess unused sick days exchanged at a two-for-*

*one rate, resulting in a credit of additional “personal” days that may be utilized during the next fiscal year.*