



**Administrative Policy Group
Official Meeting Minutes
Wednesday, April 28, 2021
2:00 – 2:45 p.m.
Co-Chairs: Wole Soboyejo & Jeff Solomon**

Attendees:

APG Members: Eric Beattie; David Bunis; Philip Clay; Maureen Deiana; Joseph Fehribach; Alicia Mills; Patty Patria; Craig Shue; Wole Soboyejo; Jeff Solomon; Erin Silva; and Donna Stock

Guests: Matt Thaler; Mary Calarese; and Rachel LeBlanc

Minutes:

1. Approval of April 14, 2021 Meeting Minutes

Jeff Solomon called for a vote to approve the April 14, 2021 meeting minutes.

Profs. Fehribach and Shue and Donna Stock abstained; all other APG members present voted to approve the meeting minutes.

2. Update on the Travel Expense Policy

Mr. Thaler reminded the group that at the last meeting of the APG (on April 14, 2021), after extensive discussion, the group agreed they would not vote on recommending the Travel Expense Policy to President Leshin at that time. Rather, the policy sponsors would work on Frequently Asked Questions, the comments received during the 30-day comment period would be publicly posted on the [APG Site](#), and the public comment period would be extended for additional comment (after the WPI community had adequate time to digest the forthcoming FAQs).

Ms. Calarese then provided additional updates and clarification on the Travel Expense Policy to the group. The members also discussed how to best move forward and present this policy to the WPI community. It was suggested that, in addition to FAQs, hosting an employee town hall (with participation from the Travel Management Company (TMC)) would be ideal.

Another suggestion was made to make the TMC available for questions, so that travelers could ask their specific questions and gain comfort with the proposed service.

Ms. Calarese reiterated that the TMC would be following *WPI's* policy, not implementing or enforcing any other set of rules.



As a next step, the group agreed to review the forthcoming FAQs and other suggested community messaging (e.g., town halls).

3. Update on the Status of the Public Commenting Tool for APG Policies

The APG was reminded that, following the April 14, 2021 meeting of the APG, Mr. Solomon sent out a community-wide message stating that, going forward, all comments to policies during the 30-day comment period would be posted and made available to the WPI community. The APG had also discussed working with Ms. Patria to create a public commenting tool that would make commenting on policies simpler and more transparent.

Ms. Patria then provided an update on, and provided a demonstration of, a web-based tool that could be used to allow WPI community members to comment on posted policies that would be publicly viewable by other members of the WPI community. The group discussed making some edits to the tool, which Ms. Patria agreed to do.

The group agreed that this tool would be used for any *new* policy going into the comment period; policies currently in the comment period would finish their 30 days utilizing the existing process (and their associated comment trackers would be posted on the [APG Site](#) thereafter).

4. Update on the Restricted Use Data Policy for Third Party Service Providers

Mr. Thaler shared with the group that President Leshin approved the above-named policy on April 19, 2021 and it would be posted on the [WPI Policies](#) site.

5. Remaining Meetings of the APG for Academic Year 2020-2021

The group discussed various schedule conflicts for the next few APG meetings (specifically, May 5, May 12, and May 19). It was agreed that those meetings would be cancelled. The next scheduled meeting will be held on May 26, 2021 and the last meeting for the academic year will be held on June 2, 2021. No new policies will be brought forward for the remainder of this year; however, these last two meetings will be held to provide an update on the interim Title IX and Sexual Misconduct Policies; and the Fleet Safety Policy and Catering Services and Off-Campus Dining Policy (both of which are currently in their 30-day comment period).

The meeting was adjourned at 2:45pm.

David A. Bunis
Secretary, Administrative Policy Group