



**Administrative Policy Group  
Official Meeting Minutes  
Wednesday, November 9, 2022  
3:00 – 3:50 p.m.  
Co-Chairs: Michael Horan & Art Heinricher**

**Attendees:**

***APG Members Present:*** Art Heinricher (Co-Chair); David Bunis; Philip Clay; Maureen Deiana; Siamak Najafi; Andy Palumbo; Gillian Smith; David Spanagel; Donna Stock; Lauren Turner

***APG Members Not Present:*** Eric Beattie; Mike Horan (Co-Chair)

***Guests:*** Matthew Thaler (Deputy General Counsel); Amy Fabiano (Associate General Counsel); Erin Silva (Office of the General Counsel)

**Minutes:**

**1. Approval of the October 12, 2022 Meeting Minutes**

Mr. Bunis called for a vote to approve the October 12, 2022 meeting minutes. Profs. Spanagel and Gillian Smith abstained as did Art Heinricher and Lauren Turner (as they did not attend the October 12, 2022 meeting). All other APG members present voted to approve the October 12, 2022 meeting minutes.

**2. Presentation and Discussion of the Animals on Campus Policy**

Ms. Fabiano presented the revised Animals on Campus Policy which was last presented to the APG on October 12, 2022, where Ms. Curran and Ms. Fabiano presented a redrafted policy. At the October 12, 2022 meeting, the APG suggested additional edits. Ms. Fabiano presented those edits and specifically noted that the revised draft includes language that clarifies the following:

- Where students are permitted to bring “pets.”
- Catch-all language stating: “Please be considerate of other community members and their working and living environments.”

A discussion then ensued and several APG members asked clarifying questions that resulted in the following additional edits:



- Clarifying the meaning of “fundamental alteration” in relation to when a request to bring an Emotional Support Animal may be denied, in the case of students (“...fundamental alteration to *WPI’s educational programs or activities...*”) and faculty and staff (“...fundamental alteration of *WPI’s working environment...*”).
- Including the following wording: “Before bringing a pet to campus, the faculty or staff member should confirm their plans with their supervisor.” Ms. Fabiano will add this language to the policy. The APG also discussed that communication with the individual’s supervisor or manager should be an ongoing conversation, not just a singular discussion.

The APG also discussed the following related to appeals:

- If an employee submits an appeal of a denial to bring an animal to campus and that employee formally requested a disability accommodation, the appeal would follow the process for any other employee accommodation request (as outlined in pages 12-13 of the Employee Benefits and Policies Manual).
- If a faculty or staff member submits an appeal to a denial to bring a pet to campus, that would be resolved at the department/division level, unless there was some safety risk at issue, in which case campus police may be involved.

The APG then approved of posting this policy for the 30-day comment period.

### **3. Indemnification Policy for Faculty, Staff and All Other Employees**

Mr. Bunis re-introduced the Indemnification Policy for Faculty, Staff and All Other Employees, which was last presented to the APG on September 15, 2022. At that meeting, the APG was notified of its interim status that included a revision to remove the word “exempt” from the current policy so it would apply to hourly (i.e., non-exempt) employees.

Mr. Bunis stated the purpose of this presentation is to suggest a few additional edits and to seek approval from the APG to move this policy into the 30-day comment period.

Mr. Bunis reminded the APG of the history behind this policy, which was last reviewed in 1986. Ms. Turner agreed that it is important to make the additional changes that have been suggested.

Mr. Bunis asked Mr. Heinricher to inform the members of the Committee on Governance (COG) that the version of the policy in the Faculty Handbook must be updated as soon as the policy is revised following the 30-day comment period and approved by the APG and the President.

Mr. Palumbo sought clarification on how often existing policies are reviewed. Mr. Bunis stated that major policies that require revisions due to changes in the law (e.g., Title IX) are routinely reviewed.



The APG then approved of the proposed additional changes to the policy and approved of posting this policy for the 30-day comment period.

The meeting was adjourned at 3:50 p.m.

David A. Bunis  
Secretary, Administrative Policy Group