



**Administrative Policy Group
Official Meeting Minutes
Tuesday, March 28, 2023
3:00 – 3:30 p.m.
Co-Chairs: Michael Horan & Art Heinricher**

Attendees:

APG Members Present: Michael Horan (Co-Chair); Art Heinricher (Co-Chair); David Bunis; Philip Clay; Gillian Smith; David Spanagel; Lauren Turner; Eric Beattie

APG Members Not Present: Maureen Deiana; Vijay Menta; Andy Palumbo; Donna Stock

Guests: Matthew Thaler (Deputy General Counsel); Amy Curran (Office of Accessibility Services); Erin Silva (Office of the General Counsel)

Minutes:

1. Approval of the November 9, 2022 Meeting Minutes

Mr. Bunis called for a vote to approve the November 9, 2022 meeting minutes. Profs. Spanagel and Gillian Smith, and Eric Beattie abstained. All other APG members present voted to approve the November 9, 2022 meeting minutes.

2. Vote to Recommend the Animals on Campus Policy for Approval by President Soboyejo

Mr. Thaler provided a summary of the status of this policy, which was presented to the APG on October 12, 2022 and went through the public comment period from November 16, 2022 through December 16, 2022. Mr. Thaler invited Ms. Curran to review the comments with the APG.

Ms. Curran summarized the comments she received during the comment period. The majority of them were already addressed by the draft policy; a few of them resulted in minor clarifications to the policy.

Chair Horan called for a vote to send this policy to President Soboyejo with a recommendation that she approve it as a permanent policy. Profs. Smith and Spanagel abstained; all other APG members present voted to send this policy to President Soboyejo for approval.



3. Vote to Recommend the Indemnification Policy for Faculty, Staff and All Other Employees for Approval by President Soboyejo

Mr. Thaler provided a summary of the status of this policy: WPI had an existing Policy of Indemnification for Faculty, Professional Staff and All Other Employees. The policy was revised on an interim basis in order to extend the benefits of indemnification to hourly employees. The policy was last presented to the APG on November 9, 2022 and went through the APG Process, including the public comment period from November 16, 2022 through December 16, 2022.

Mr. Thaler summarized the three comments received during the comment period.

Chair Horan called for a vote to send this policy to President Soboyejo with a recommendation that she approve it as a permanent policy. Profs. Smith and Spanagel abstained; all other APG members present voted to send this policy to President Soboyejo for approval.

4. Vote to Recommend the Interim Policy Governing the Delegation of Authority to Sign Contracts on Behalf of WPI for Approval by President Soboyejo

Mr. Thaler provided background on this draft policy, including notification to the APG that this policy will go into interim status, per the APG Process, effective March 28, 2023. This is a policy that the Audit and Risk Committee of WPI's Board of Trustees requested adopt to define the authority of individuals to sign contracts on behalf of WPI in order to mitigate the legal, reputational and/or financial risk to WPI. Historically, WPI has never had such a policy. Most universities of WPI's reputation and size have similar policies.

Mr. Thaler further explained that this draft policy has already included significant input from Deans and senior administrators. It was also presented at a Department Head's meeting and was benchmarked against similar policies from other universities.

There being no further questions or comments, Chair Horan called for a vote to move this policy into the 30-day comment period. Profs. Smith and Spanagel abstained; all other APG members voted to move this policy proposal to the comment period.

The meeting was adjourned at 3:30 p.m.

David A. Bunis
Secretary, Administrative Policy Group