



**Administrative Policy Group
Official Meeting Minutes**

January 31, 2024

2:00 – 2:15 p.m.

Co-Chairs: Michael Horan & Arthur Heinricher

Attendees:

APG Members Present: Michael Horan (Co-Chair); Arthur Heinricher (Co-Chair); Eileen Brangan-Mell; Eric Beattie; Gillian Smith; Vijay Menta; Harold Walker; Amy Curran; Lauren Turner; Philip Clay

APG Members Not Present: David Bunis; Donna Stock

Guests: Olga Klochkova (AVP, Finance & Operations); Matthew Thaler (Deputy General Counsel); Erin Silva (Office of the General Counsel)

Minutes:

1. Approval of the November 29, 2023 Meeting Minutes

Chair Horan called for a vote to approve the November 29, 2023 meeting minutes. Profs. Smith and Walker abstained. All other APG members present voted to approve the November 29, 2023 meeting minutes.

2. Presentation of the Entertainment, Meals and Travel Expense Policy

Chair Horan stated that the Entertainment, Meals and Travel Expense Policy needs additional work and, therefore, he will defer presentation of the revised policy.

3. Presentation of the Dynamic Distribution Mailing List Policy

Mr. Menta reminded the APG that the Dynamic Distribution Mailing List Policy was last presented at the November 29, 2023 meeting of the APG. Following that meeting, Mr. Menta and Prof. Smith continued their collaboration and CITP has voted to approve sending the Dynamic Distribution Mailing List Policy to the faculty for their discussion. Prof. Smith intends to present it at a Faculty Meeting in February or March. In the meantime, Mr. Menta recommended that the APG vote to approve sending the this policy to the 30-day public comment period per the APG Process.

Chair Horan called for a vote to approve sending the Dynamic Distribution Mailing List Policy to the 30-day public comment period. Profs. Smith and Walker abstained. All other APG members present voted to approve sending the policy to the 30-day comment period.

The meeting was adjourned at 2:15 p.m.

David A. Bunis
Secretary, Administrative Policy Group