



**Administrative Policy Group
Official Meeting Minutes
Wednesday, September 30, 2020
2:00 – 2:40 p.m.
Co-Chairs: Wole Soboyejo & Jeff Solomon**

Attendees:

Eric Beattie; David Bunis; Philip Clay; Maureen Deiana; Joseph Fehribach; Dana Harmon; Michelle Jones-Johnson; Amy Morton; Patty Patria; Craig Shue; Wole Soboyejo; Jeff Solomon; Donna Stock; Erin Silva; Matt Thaler; and Suzanne Sontgerath (Director of Pre-Collegiate Outreach Programs)

Minutes:

1. Approval of September 23, 2020 Meeting Minutes

Prof. Fehribach requested a minor addition to the September 23, 2020 meeting minutes to reflect discussion about his recommendation of adding a general exception for special circumstances to the International Travel Risk Policy. The APG agreed. With that minor addition, Jeff Solomon called for a vote to approve the September 23, 2020 meeting minutes.

Profs. Shue and Fehribach abstained; all other APG members voted to approve the September 23, 2020 meeting minutes.

2. Presentation of the Computer Systems Purchasing Policy

Matt Thaler provided a brief overview of the Computer Systems Purchasing Policy, reminding the APG that a prior version of this policy went through the [APG Process](#) last academic year, was recommended to President Leshin for approval by the APG, but was rejected by President Leshin. Mr. Thaler explained that President Leshin rejected the prior version because it broadly exempted Faculty from its application. Mr. Thaler explained that the version of the policy currently presented to the APG has addressed President Leshin's concerns and as a result of the extensive redraft, it must now go through the [APG Process](#) anew.

Patty Patria then provided a summary of the policy and explained that she had extensive pre-consultation conversations with the Committee on Information Technology (CITP) through its Chair, Prof. Shue.

Prof. Shue then explained that the Computer Science Department employs an individual that is responsible for tasks that might otherwise be considered IT tasks performed by the central IT department. Discussion ensued about potential inefficiencies and complications that might



arise from having an IT-like function reside outside of IT. Prof. Shue and Ms. Patria agreed to work together on language that could be inserted into the policy to address this issue.

Mr. Solomon called for a vote to post this policy for the thirty-day comment period. Profs. Shue and Fehribach abstained; all other APG members voted in favor of posting the policy for the thirty-day comment period.

3. Presentation of the WPI-Managed Cellular Device Purchasing Policy

Jeff Solomon introduced the WPI-Managed Cellular Device Purchasing Policy. Ms. Patria and Mr. Solomon explained that this policy is a cost-savings measure resulting from the WPI Forward initiative. Mr. Solomon explained that this policy would result in fewer people having cell devices paid for by WPI. Mr. Solomon stated that, should this policy be approved, there would be a transition period before it became effective; likely by January 1, 2021.

Philip Clay asked if impacted employees would be notified of the potential change. Ms. Patria commented that per the WPI Forward recommended process, this policy should be approved by President Leshin first, then communicated to the WPI community.

Mr. Solomon called for a vote to post this policy for the thirty-day comment period. Profs. Shue and Fehribach abstained; all other APG members voted in favor of posting the policy for the thirty-day comment period.

4. Participation of Minors in WPI Programs Policy

Mr. Thaler briefed the APG on the background of this policy, explaining that it is a relatively new policy to WPI (only a few years old) and it is currently in interim status because of the changes made to make it compliant with online education as a result of the COVID-19 pandemic. Mr. Thaler also explained that the interim status expires as of October 14, 2020 and that the changes proposed in the version of the policy before the APG were the result of pre-consultation discussions between representatives from the Office of General Counsel, Pre-Collegiate Outreach Programs, Student Affairs and Talent & Inclusion. Mr. Thaler explained that, generally, the major changes revolved around the formation of a committee to vet each registered program, the type and frequency of background checks, and the required training of those who will be working with minors.

Mr. Thaler welcomed guest Suzanne Sontgerath, Director of Pre-Collegiate Outreach Programs to the meeting, as she was instrumental in drafting the first iteration of this policy and so she could provide further details and answer any questions.

Discussion ensued on various aspects of the policy, including questions on its application to various constituents and programs and the frequency of background checks.



Mr. Clay commented that Ms. Sontgerath has done a great job and he is very pleased with how far this policy has progressed over the years.

Mr. Solomon called for a vote to post this policy for the thirty-day comment period. Profs. Shue and Fehribach abstained; all other APG members voted in favor of posting the policy for the thirty-day comment period.

5. Access to User Electronic Information Policy – Oversight Committee

Prof. Shue inquired about the status of the formation of the Oversight Committee that is part of the recently-approved Access to User Electronic Information Policy. David Bunis replied that it is pending with President Leshin and committed to updating the APG at the next meeting.

The meeting adjourned at 2:40 p.m.

David A. Bunis
Secretary, Administrative Policy Group