



**Administrative Policy Group
Official Meeting Minutes
Wednesday, March 30, 2022
3:00 – 3:52 p.m.
Co-Chairs: Michael Horan & Wole Soboyejo**

Attendees:

APG Members Present: Mike Horan (Co-Chair); Wole Soboyejo (Co-Chair); Eric Beattie; David Bunis; Philip Clay; Raghvendra Cowlagi; Maureen Deiana; Joseph Fehribach; Amy Morton; Lauren Turner

APG Members Not Present: Dana Harmon

Guests: Matthew Thaler (Deputy General Counsel); Amy Fabiano (Associate General Counsel); John Stewart (Title IX Coordinator); Olga Klochkova (Executive Directory, Financial Planning & Analysis); Larry Wilson (Chief Information Security Officer); Mark Taricco (Executive Director, IT Infrastructure & Operations); Erin Silva (Office of the General Counsel);

Minutes:

1. Approval of December 8, 2021 and February 9, 2022 Meeting Minutes

Mike Horan called for a vote to approve the December 8, 2021 and February 9, 2022 meeting minutes. Profs. Fehribach and Cowlagi abstained from both sets of minutes; Ms Patria abstained from the December 8, 2021 minutes; all other APG members present voted to approve these meeting minutes.

2. Title IX & Sexual Misconduct Policy

Ms. Fabiano provided an interim update on the status of the Title IX & Sexual Misconduct Policy. Ms. Fabiano reported that the comment period ends tomorrow, March 31, 2022.

Ms. Fabiano explained that she and John Stewart, Title IX Coordinator, have completed all the information sessions and they have received helpful feedback from faculty, staff and students. They have also received comments through the online commenting system. Additionally, Prof. Davis asked her A-Term class to review and comment on the policy as part of the coursework and Prof. Davis provided those comments to Ms. Fabiano.

The overall themes resulting from the online comments, information sessions, and class study related to, among others, the desire for more training, edits to clarify confidential and non-



confidential reporting options; alignment of enumerated sanctions between this policy and other resources (e.g., Faculty Handbook and Employee Benefits & Policies Manual); and the role and authority of the Title IX coordinator.

Ms. Fabiano explained that they plan to send the proposed final version of the policy, along with the comment tracker, to the APG on Friday, April 1, 2022 for the APG members to digest such that the policy may be placed on the agenda for APG's April 13, 2022 meeting.

Ms. Turner reiterated the need for training on the topics under this policy to teach people about their rights and responsibilities.

Mr. Bunis summarized a conversation he had with Prof. Mark Richman, the Secretary of the Faculty. Prof. Richman felt that because the campus was busy with several other issues, the timing of the faculty's attention and vote on the policy this academic year may be problematic and may necessitate a continuation of the policy in an interim state. Mr. Bunis reiterated that Mr. Richman and others on the faculty have had a leading role in drafting this policy.

Mr. Bunis raised the issue of whether the APG, at their meeting on April 13, should recommend to President Leshin that this policy remain as interim or convert to permanent. Mr. Bunis said this issue does not require a decision at this meeting.

3. Acceptable Use Policy

Chair Horan invited Larry Wilson, WPI's Chief Information Security Officer (CISO) to discuss the Acceptable Use Policy. Mr. Wilson provided relevant background on the history of the policy; namely, that it has not been updated since 2015 and it required a refresher to align with best practices and with current technology. He reviewed several university policies as comparators and reported that they ran the spectrum, from less detail to more detail. Ultimately, he kept it at a high level (with a focus on supplementary documentation) to ensure that the policy would not require edits as technology evolves.

Mr. Wilson highlighted two areas of the policy: (1) the key elements, and (2) WPI's response to offenses.

Ms. Patria informed the APG that this policy was edited by members of the WPI administration, including from Information Technology and the Office of the General Counsel, in collaboration with their colleagues on the Committee on Information Technology Policy (CITP).

Mr. Thaler reminded the APG that the next step would be to put this policy out for the 30-day comment period.

Prof. Fehribach raised an issue that some of his students avoid application of the current policy (in a non-nefarious way) by conducting their work off campus because of a perception that it is



too difficult to comply with the policy. Ms. Patria, Mr. Taricco, and Mr. Wilson all stated that they would be happy to work with students who had any difficulty complying with this policy as they completed their academic work.

Chair Horan called for a vote to move this policy to the 30-day comment period. Profs. Fehribach and Cowlagi abstained; all other APG members present voted to approve moving this policy to the 30-day comment period.

4. Business Expense Policy

Chair Horan invited Olga Klochkova, WPI's Executive Director, Financial Planning & Analysis, to discuss the Business Expense Policy. Ms. Klochkova reminded the APG that this policy had gone through the 30-day comment period, which recently ended on February 19, 2022. She also reminded the APG that this policy, if approved, would replace the current Purchasing Policy. This policy should provide more clarity, consistency, and compliance with IRS regulations as well as more flexibility compared to policies in place during the height of the COVID-19 pandemic.

Ms. Klochkova reviewed each of the comments, noting the nature of the comment and whether it resulted in a change to the policy.

Ms. Turner sought confirmation that a gift card of \$25 or less was considered "de minimis" and not taxable. Ms. Klochkova confirmed this understanding but reiterated that this policy prohibits the use of gift cards as gifts or tokens of appreciation because gift cards require too many controls.

Prof. Cowlagi sought confirmation on what types of things could be provided as honoraria to guest speakers. Ms. Klochkova noted that stipends could be provided per WPI policy. Chair Horan said he would draft a document that provides clarity on what alternatives could be provided and present it at the next APG meeting.

Prof. Fehribach raised a concern about the \$75 threshold for submitting receipts. Specifically, he stated that individual departments may choose to be more strict than the policy and require such receipts for expenditures less than \$75. He worried about the consistency of applying this policy. Ms. Turner echoed this concern. Chair Horan recommended that we educate the WPI community about this issue and the policy, generally, to ensure consistency of application.

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



The meeting was adjourned at 3:52 p.m.

David A. Bunis
Secretary, Administrative Policy Group