



**Administrative Policy Group
Official Meeting Minutes
Wednesday, May 10, 2022
1:00 – 1:20 p.m.
Co-Chairs: Michael Horan & Winston Soboyejo**

Attendees:

APG Members Present: Winston Soboyejo (Co-Chair); Mike Horan (Co-Chair); Eric Beattie; Joseph Fehribach; Maureen Deiana; Patty Patria; Lauren Turner; Amy Morton; Philip Clay; Dana Harmon

APG Members Not Present: David Bunis; Raghvendra Cowlagi; Donna Stock

Guests: Matthew Thaler (Deputy General Counsel); Erin Silva (Office of the General Counsel)

Minutes:

1. Approval of May 4, 2022 Meeting Minutes

Chair Horan called for a vote to approve the May 4, 2022 meeting minutes. Prof. Fehribach abstained; all other APG members present voted to approve the May 4, 2022 meeting minutes.

2. Presentation of Remote & Flexible Work Policy

Ms. Turner reminded the members that this policy was created based on a charge from President Leshin in April 2021 that WPI form a “Future of Work at WPI Planning Group.” Based on that cross-functional group effort, the Remote and Flexible Work Policy was created and put in place on an interim basis effective June 1, 2021. The interim status has been renewed one time and currently has an expiration date of August 9, 2022. More recently, in March 2022, Ms. Turner solicited feedback from managers about this policy. Overall, the feedback was positive and there is consensus in community that this policy should remain in place. This policy will be key to maintaining a flexible workforce in a climate where attracting and retaining talent is very important.

Ms. Turner then summarized the ten comments received during the public comment period which she described as generally complimentary. Based on the feedback, there were no recommended changes to the policy.



Mr. Clay highlighted the need for training, as there may be an inconsistency in application across managers who are determining whether, and to what extent, their employees may work remotely. Ms. Turner agreed that there is a need for facilitated conversations with each business unit.

Mr. Beattie suggested the revival of the FAQ document that was created in June 2021 when the interim policy was first rolled out. The FAQ could be a place where we answer questions about the expectations of office space with respect to remote workers. Ms. Turner agreed and also suggested that this topic be discussed at the meetings with each business unit.

Chair Horan called for a vote to send this policy to the President for review and approval. Prof. Fehribach abstained; all other APG members present voted to send this policy to the President Leshin for review and approval.

3. Membership Changes

Mr. Thaler noted that several members will be rolling off the APG, including Profs. Cowlagi and Fehribach. Provost Soboyejo will also roll off as the co-chair when he becomes interim President; interim Provost Heinricher will become the new co-chair of the APG.

The meeting was adjourned at 1:20 p.m.

David A. Bunis
Secretary, Administrative Policy Group