



**Administrative Policy Group
Official Meeting Minutes
September 15, 2021
3:00 – 4:00 p.m.
Co-Chairs: Michael Horan & Wole Soboyejo**

Attendees:

APG Members: Michael Horan; Wole Soboyejo; David Bunis; Philip Clay; Joseph Fehribach; Patty Patria; Raghvendra Cowlagi; Amy Morton; Donna Stock; Dana Harmon; Eric Beattie; Maureen Deiana; and Alicia Mills

Guests: Matt Thaler; Mary Calarese; Amy Fabiano; John Stewart; and Erin Silva

Minutes:

1. Introduction of New Members

David Bunis began the meeting by asking everyone to introduce themselves. There are two new members to the APG for this Academic Year: Michael Horan (new CFO) and Prof. Raghvendra Cowlagi (replacing Prof. Craig Shue as the new chair of the Committee on Information Technology Policy (CITP)). Thereafter, all APG members introduced themselves.

2. Update on Policies for Presentation to the APG this Academic Year

Matt Thaler provided an overview of the policies that are likely to be presented to the APG for this academic year, including:

- Access to User Electronic Information Policy (revisions)
- Acceptable Use Policy (refresh of current policy)
- Records Retention Policy (refresh of current policy)
- Security Camera Policy (refresh of current policy)
- Travel Expense Policy (revisions, e.g., Travel Management Company)
- Title IX/Sexual Misconduct (revisions and approving from interim to permanent)
- Business Ethics Policy (Board-inquired)
- Signature Authority Policy (Board-inquired)
- Privacy Policy (Board-inquired)
- Confidentiality Policy (refresh of current policy)
- Workplace Violence Policy (refresh of current policy)



Mr. Thaler noted that these are just the list he has created and he reminded everyone that anyone may submit a policy proposal and the APG will prioritize items accordingly.

3. Update on APG Process Improvements

Patty Patria provided a process improvement update on the way in which the APG collects and shares comments for policy proposals that are posted for the 30-day commenting period. She shared a new website that will be used this academic year that will allow members of the WPI community to more easily review policy proposals posted for comment; comment on those policy proposals; and track the collective comments during the commenting period. This will decrease the administrative burden of manually tracking comments and it will, in real-time, allow the WPI community to view comments throughout the commenting period.

4. Update on Travel Expense Policy

Mr. Thaler reminded the APG where they left off on the Travel Expense Policy from last academic year. He summarized that the policy had been presented to the APG and posted for the 30-day comment period. Based on the feedback received, the APG decided the next steps should be to draft and post FAQs about the policy and, particularly, the role of the proposed Travel Management Company (TMC); schedule/record information sessions with the proposed TMC; and re-post the policy for an abbreviated additional comment period.

Mary Calarese then provided additional updates and clarifications on the Travel Expense Policy related to the proposed mandate to use the TMC and concerns of the WPI community as expressed in the preceding comment period. She explained that, as a result of the concerns and the feedback received, she drafted an FAQ document for review by the APG.

Prof. Fehribach asked Ms. Calarese to confirm that travelers would retain flexibility in choosing their itineraries; would not need to have a P-Card (e.g., a graduate student travelling on a grant) and receipts would be needed for expenses over \$75.00. Ms. Calarese confirmed these points.

Prof. Cowlagi explained that he had reviewed the revised policy and, particularly, the comments received during the comment period. He interpreted the comments as, overall, negative and pointed out (among other things) that one main issue with travelers would be that the TMC is mandated, not voluntary. Prof. Cowlagi expressed his viewpoint that the use of the TMC should be voluntary. Prof. Fehribach shared this viewpoint. Prof. Cowlagi stated that he did some non-scientific research into whether other universities in the Massachusetts area mandate their TMCs. He stated that he only found 1 or 2 other universities (out of 20+) that mandate the use of their TMCs. Ms. Calarese explained that the use of a TMC was benchmarked by WPI's "WPI Forward" consultant (Huron Consulting) and their research showed that universities were generally moving toward mandating TMCs. A lengthy discussion ensued.



Ultimately, Mr. Horan requested this policy be placed on the agenda for further discussion at the next APG meeting to give him time to review in more detail the policy and the FAQs. In the meantime, he will discuss the feedback from this meeting with his team. It was decided that the FAQs would not be posted at this time, as further revisions may be warranted.

5. Update on the Status of the Interim Title IX and Sexual Misconduct Policy

There was not sufficient time remaining to discuss the Interim Title IX and Sexual Misconduct Policy. It was decided to place this policy as the first agenda item for discussion at the next meeting of the APG. Amy Fabiano briefly framed for the APG the status of the interim policy and the main points of decision for the APG; namely, the issue of when the interim policy should be posted for comment and when it should be recommended for approval by the APG for conversion to permanent status.

The meeting was adjourned at 4:00 p.m.

David A. Bunis
Secretary, Administrative Policy Group