



**Administrative Policy Group
Official Meeting Minutes
Wednesday, October 28, 2020
2:00 – 2:50 p.m.
Co-Chairs: Wole Soboyejo & Jeff Solomon**

Attendees:

Eric Beattie; David Bunis; Philip Clay; Maureen Deiana; Joseph Fehribach; Michelle Jones-Johnson; Amy Morton; Patty Patria; Craig Shue; Wole Soboyejo; Jeff Solomon; Donna Stock; Erin Silva; Matt Thaler; and Gary Collins

Minutes:

1. Approval of October 14, 2020 Meeting Minutes

Jeff Solomon called for a vote to approve the October 14, 2020 meeting minutes.

Profs. Shue and Fehribach abstained; all other APG members voted to approve the October 14, 2020 meeting minutes.

2. Vote to Recommend the International Travel Risk Policy for Approval by President Leshin

Matt Thaler provided a refresher on the International Travel Risk Policy, including that this is a policy that most schools have in place and is best practice for mitigating risk related to WPI-Sponsored International Travel. Mr. Thaler introduced Gary Collins (Associate Director of Global Risk Management), the policy sponsor who then discussed and answered questions about the comments that came in through the public comment period and the changes made to the policy based on those comments.

Jeff Solomon called for a vote to recommend the policy to President Leshin for approval. Profs. Shue and Fehribach abstained; all other APG members voted to recommend the policy to President Leshin for approval.

3. Presentation of the Background Check Policy

Mr. Thaler provided a brief overview of the Background Check Policy and explained that the "CORI Policy" contained in the WPI Employee Benefits and Policies Manual only addressed CORI checks (Massachusetts-based background checks), but not the broader background checks (including national and federal searches) that WPI – in practice – runs on students, faculty, staff, volunteers, and contractors who seek employment or volunteer service with WPI.



Michelle Jones-Johnson, the policy's sponsor, then reviewed the policy in detail with the APG, pointing out differences and additions from the current CORI Policy.

Prof. Shue raised several questions, which were discussed by the APG. The policy proposal was modified in a few respects based on the discussion.

Mr. Solomon called for a vote to move this policy proposal into the 30-day comment period. Profs. Shue and Fehribach abstained; all other APG members voted to move this policy proposal to the comment period.

4. Upcoming APG Business

Mr. Thaler reminded the group that the comment period for the following three (3) policies expires on October 31, 2020 and will be on the next meeting's agenda for a vote to recommend for approval to President Leshin:

- WPI-Managed Cellular Device Purchasing Policy;
- Computer Systems Purchasing Policy; and
- Participation of Minors in WPI Programs Policy

The meeting adjourned at 2:50 p.m.

David A. Bunis
Secretary, Administrative Policy Group