



**Administrative Policy Group  
Official Meeting Minutes  
Wednesday, November 4, 2020  
2:00 – 3:05pm  
Co-Chairs: Wole Soboyejo & Jeff Solomon**

**Attendees:**

Eric Beattie; David Bunis; Philip Clay; Maureen Deiana; Joseph Fehribach; Amy Morton; Patty Patria; Craig Shue; Wole Soboyejo; Jeff Solomon; Donna Stock; Erin Silva; Matt Thaler; and Sue Sontgerath

**Minutes:**

1. Approval of October 28, 2020 Meeting Minutes

Jeff Solomon called for a vote to approve the October 28, 2020 meeting minutes.

Profs. Shue and Fehribach abstained; all other APG members voted to approve the October 28, 2020 meeting minutes.

2. Vote to Recommend the Participation of Minors in WPI Programs Policy for Approval by President Leshin

Matt Thaler provided the group with a refresher on the Participation of Minors in WPI Programs Policy, including a summary of the two comments APG received during the public comment period, which resulted in two main revisions to the policy: (1) creating an exception to this policy for IRB research activity involving minors that will be governed by IRB processes and procedures, not by this policy; and (2) it may be permissible for third-party sponsored programs to use their existing waiver forms (as opposed to WPI's forms) if they meet the requirements of this policy.

There was further discussion by the group about the possibility that this policy may negatively impact certain programs that might not be willing to meet the requirements of this policy (e.g., background checks, as applicable and necessary).

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



3. Vote to Recommend the WPI-Managed Cellular Device Policy for Approval by President Leshin

Patty Patria provided the group with a refresher on the WPI-Managed Cellular Device Purchasing Policy, including a summary of the five comments APG received during the public comment period.

Mr. Solomon reminded the group that this policy came out of work done by the “WPI Forward” initiative as a cost savings measure. One comment in particular resulted in a revision to the policy concerning cellular devices for those employees working on grants, research or project activity.

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.

4. Vote to Recommend the Computer Systems Purchasing Policy for Approval by President Leshin

Patty Patria provided the group with a refresher on the Computer Systems Purchasing Policy, including a summary of the six comments APG received during the public comment period.

Prof. Shue and Ms. Patria reminded the group that this policy was the subject of pre-consultation discussions with the Prof. Shue, in his capacity as the Chair of the Committee on Information Technology Policy (CITP). Prof. Shue informed the group that, as a result of those discussions, CITP and Ms. Patria had agreed upon a policy that contained the exact same wording. Prof. Shue then raised an issue with revised language in Section IV(C) regarding time-sensitive purchases that was not part of the CITP/APG policy and, that, despite the minor nature of it, he thought it was prudent and would show a good faith collaboration with the faculty if the APG held off on voting on this policy until CITP could be consulted about the revised language. The group agreed that a vote on this policy would take place at the next APG meeting, scheduled for November 11, 2020. In the interim, Prof. Shue agreed to consult with CITP on the language revision.

Meeting adjourned at 3:05p

David A. Bunis  
Secretary, Administrative Policy Group