



**Administrative Policy Group
Official Meeting Minutes
Wednesday, December 2, 2020
2:00 – 2:45 p.m.
Co-Chairs: Wole Soboyejo & Jeff Solomon**

Attendees:

Eric Beattie; David Bunis; Philip Clay; Joseph Fehribach; Patty Patria; Craig Shue; Jeff Solomon; Donna Stock; Michelle Jones-Johnson; Amy Morton; and Matt Thaler

Minutes:

1. Approval of November 11, 2020 Meeting Minutes

Jeff Solomon called for a vote to approve the November 11, 2020 meeting minutes.

Profs. Shue and Fehribach, Amy Morton, and Donna Stock abstained; all other APG members voted to approve the November 11, 2020 meeting minutes.

2. Vote to Recommend the Background Check Policy for Approval by President Leshin

Matt Thaler provided the group with a refresher on the Background Check Policy, including a summary of the four comments APG received during the public comment period, which resulted in a revision of the policy statement and scope sections to clarify its application to employees and volunteers.

Prof. Shue raised the question of whether this policy applies to student-employees and a discussion ensued. Mr. Clay and Ms. Jones-Johnson explained that, generally, students are not subject to background checks unless they work with minors. Based on this discussion, the group agreed the policy should be edited to clarify that it only applies to students if they are a student-employee or volunteer and work with minors per the Participation of Minors in WPI Programs Policy (i.e., the student-employee/volunteer would have “direct and unmonitored contact” with the minor in order to trigger a background check).

The group requested Mr. Thaler make the necessary edit to the policy and vote by email.

3. Public Comments

Mr. Solomon informed the group that President Leshin, and others, have inquired about whether the WPI community commenters receive responses to their comments and how the APG informs the WPI community that all comments were considered and changes were, or were not, made to the draft policy that was posted for comment.



A discussion ensued. There was consensus among the group that it was not advisable to send individual responses to each commenter. However, the group did agree that for each approved policy going forward, the APG should communicate to the WPI community, at a high level, the number of comments received and a high-level summary of the nature of the changes that were made to the policy, if any.

4. Oversight Committee

Ms. Patria updated the group about the status of the Oversight Committee, which is required by the recently-approved [Access to User Electronic Information Policy](#). Ms. Patria informed the group that President Leshin had recently constituted the committee, appointing the following individuals to serve: Ms. Patria (Chair, CIO), Matt Thaler (OGC), Alicia Mills (Talent & Inclusion), Kris Sullivan (Office of the Provost), and a to-be-named member of the Faculty Review Committee. Ms. Patria informed the group that the first meeting will take place in 2021.

Meeting adjourned at 2:45 p.m.

David A. Bunis
Secretary, Administrative Policy Group