



**Administrative Policy Group
Official Meeting Minutes
Wednesday, March 3, 2021
2:00 – 2:30 p.m.
Co-Chairs: Wole Soboyejo & Jeff Solomon**

Attendees:

Eric Beattie; David Bunis; Philip Clay; Maureen Deiana; Joseph Fehribach; Dana Harmon; Alicia Mills; Amy Morton; Patty Patria; Craig Shue; Wole Soboyejo; Jeff Solomon; Erin Silva; Donna Stock; Matt Thaler; Mary Calarese; Patrick Hitchcock and Rachel LeBlanc

Minutes:

1. Approval of February 24, 2021 Meeting Minutes

Jeff Solomon called for a vote to approve the February 24, 2021 meeting minutes.

Prof. Shue commented that he felt the minutes should provide more detail about the concerns expressed about the Travel Expense Policy. APG members discussed the matter. Profs. Fehribach and Shue abstained; all other APG members voted to approve the February 24, 2021 meeting minutes.

2. Presentation of the Travel Expense Policy

Mr. Solomon reminded people that, given the importance and detail of this policy, the APG decided to continue its discussion at the current meeting of the key terms. Mr. Solomon thanked Mary Calarese, Patrick Hitchcock, and Rachel LeBlanc for their work on this policy and their collecting of comments from the APG since the last meeting. Mr. Solomon recommended that the APG not review every single edit and, instead, review the major issues.

Ms. Calarese identified the major issues as:

- **The requirement that expenditures of \$25.00 or more would require a justification or business purpose supported by a receipt.** Ms. Calarese explained that, after careful consideration and consultation with key stakeholders, the current threshold of \$75.00 would remain in place, consistent with IRS regulations.
- **The proposed requirement that employees utilize Workday for spend authorizations for any travel exceeding \$1,000.** A question was raised if pre-approval for grant-funded travel would go to a cost center manager/department head or the PI on a grant. It was stated that the policy would be revised to have pre-approval go to the PI for grants. It



was also noted that pre-approval for non-grant funded travel would still go to the cost center manager for approval.

- **The use of P-Cards during travel.** Ms. Calarese stated that travelers will be required to arrange their own flights, hotels and car rentals with the new Travel Management Company (TMC). If the traveler does not have a university issued P-Card, these charges will be handled by a university centrally owned P-Card and the traveler will need to use their own personal credit card for other travel-related expenses which will then need to be submitted on an expense report for reimbursement. It was suggested that any employee that is required to travel should have their own university issued P-Card.

There being no further questions or comments, 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.

3. Presentation of the Third-Party Restricted Use Policy

Patty Patria introduced the Third Party Restricted Use Policy and explained that it relates to third-party vendors that use restricted use data (as defined in the [Data Classification and Usage Policy](#)).

Mr. Beattie requested a name change to the policy, as it was difficult to understand its application to certain WPI departments. Ms. Patria suggested a title change to “Restricted Use Data Policy for Third-Party Service Providers.” The APG agreed on this title change.

Prof. Shue stated that the Committee on Information Technology Policy (CITP) had reviewed and approved the policy draft and had no plans for further action on it.

There being no further questions or comments, 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.

The meeting adjourned at 2:30 p.m.

David A. Bunis
Secretary, Administrative Policy Group