



**Administrative Policy Group
Official Meeting Minutes
Wednesday, March 31, 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; Craig Shue; Wole Soboyejo; Jeff Solomon; Erin Silva; Donna Stock; Matt Thaler; Amy Fabiano; Tim Reilly and Dan Sarachick

Minutes

1. Approval of March 3, 2021 Meeting Minutes

Jeff Solomon called for a vote to approve the March 3, 2021 meeting minutes.

Prof. Fehribach and Shue abstained; all other APG members voted to approve the March 3, 2021 meeting minutes.

2. Review of the Fleet Safety Policy

Amy Fabiano introduced the Fleet Safety Policy, describing it as both a requirement of our insurance carrier (to maintain automobile coverage) and a best practice. She also described the drafting of this policy as a shared effort between the Office of General Counsel and the Office of Environmental Health and Safety (EHS). She then introduced the Director of EHS, Dan Sarachick.

Dan Sarachick began by explaining that he believes that this policy is a good risk management policy and that EHS is the logical department at WPI to implement and manage this policy. Mr. Sarachick explained that the practical result of this policy is to centralize what has historically been a decentralized function at WPI. Mr. Sarachick then introduced Tim Reilly, the Assistant Director of EHS who has experience implementing a Fleet Safety Policy at a prior institution.

Mr. Reilly provided an overview of the key components of the Fleet Safety Policy, reiterating that this policy is, in part, a response to a requirement of WPI's automobile insurance carrier that WPI have a formal policy for students, faculty, and staff who regularly drive vehicles owned, rented, or leased by WPI and their personal cars on "WPI Business."

APG members discussed the provisions related to the definitions of "Authorized Driver", "WPI Business" and "WPI Vehicle," and the consequences of an "Authorized Driver" violating this



policy as it relates to their continued employment at WPI. Suggested edits were discussed and it was agreed that Ms. Fabiano and Messrs. Sarachick and Reilly would confer to make necessary edits.

There being no further questions or comments, Mr. Solomon called for a vote to move this policy proposal into the 30-day comment period, subject to the proposed edits mentioned above. 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