



**Administrative Policy Group
Official Meeting Minutes
Wednesday, April 14, 2021
2:00 – 3:05p.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 and Matt Thaler; Mary Calarese, Amy Fabiano and Patrick Hitchcock

Minutes:

1. Approval of April 7th, 2021 Meeting Minutes

Jeff Solomon called for a vote to approve the April 7, 2021 meeting minutes.

Prof. Fehribach and Shue abstained. All other APG members voted to approve the meeting minutes.

2. Changes to APG Comment Process

Members next discussed a recent email thread from the faculty mailing list concerning the APG's 30-day comment period. Specifically, all members of the WPI community have had the opportunity to comment on policy proposals but individual comments have not been shared with the WPI community. Members noted that President Leshin responded to the chain and requested the APG make all comments public (to the WPI community).

Members discussed the issue of whether public comments should also be anonymized. Several members felt that comments should not be anonymous, because it will reinforce to commenters that they be careful and considerate in submitting comments they know will be seen by other members of the WPI community.

It was decided that, going forward, all comments made for policies in the 30-day comment period will be made public (to the WPI community). Patty Patria, and her team, will develop a public comment system in the coming weeks.

3. Update on Title IX and Sexual Misconduct Policies

Amy Fabiano provided an update on the interim Title IX and Sexual Misconduct policies which are expected to expire on May 22, 2021. Ms. Fabiano reminded the APG that there is a working



group of the APG revising these policies based on expected changes from the Biden Administration and new Massachusetts law. Ms. Fabiano summarized the evolving situation with Title IX due to an announcement by the Biden Administration that it would be reviewing the regulations. As a result, the APG Working Group's suggestion is to extend the two interim policies through July 31, 2021 and target August 1, 2021 as the implementation date for a new singular policy. This would allow the WPI community to reengage on the policy when the academic year resumes and remain in compliance.

It was noted that, per the [APG Process](#), an extension to the interim policies did not require action from the APG.

4. Vote to Recommend the Restricted Use Data Policy for Third Party Service Providers for Approval by President Leshin

Ms. Patria provided the APG with a refresher on this policy, which was initially presented during the March 3, 2021 meeting of the APG. Ms. Patria noted that only one question was received during the comment period.

There being no further questions or comments, Mr. 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.

5. Vote to Recommend the Travel Expense Policy for Approval by President Leshin

Mr. Solomon provided the APG with a refresher on this policy, which was initially presented during the March 3, 2021 meeting of the APG and acknowledged that this policy received 50+ comments from the WPI community, mostly expressing concern and strong opposition to the required use of a Travel Management Company (TMC). Mary Calarese noted that she drafted and circulated to the APG an executive summary of the comments.

Mr. Solomon reminded the APG that this policy arose out of the "WPI Forward" initiative, with input from Huron Consultants. It was noted that the intended benefit to utilizing a required TMC is to receive better pricing on travel (specifically airfare) with the ability to better manage trip refunds and cancellations, which would result in cost savings. However, the intent is not to place restrictions on travel. Several members shared their positive experiences with TMCs in prior organizations.

Philip Clay suggested that it may help the community's hesitancy about the policy by slowing down the approval process and providing the community a chance to better understand the TMC and how it would impact their own travel booking experience. It was suggested that the policy sponsors draft a Frequently Asked Questions sheet to better inform the community about the TMC and directly address many of the questions and concerns that were raised during the comment period.



After extensive discussion, the members agreed they would not vote on recommending the Travel Expense Policy to President Leshin at this meeting. Rather, the policy sponsors would work on FAQs, the comments received thus far would be publicly posted, and the public comment period would be extended before the APG takes any further action on this policy.

The meeting was adjourned at 3:05pm.

David A. Bunis
Secretary, Administrative Policy Group