



**Administrative Policy Group (APG)
Official Meeting Minutes
Wednesday, September 23, 2020
2:00 – 2:35 p.m.
Co-Chairs: Wole Soboyejo & Jeff Solomon**

Attendees:

Eric Beattie; David Bunis; Philip Clay; Joseph Fehribach; Dana Harmon; Michelle Jones-Johnson; Amy Morton; Patty Patria; Craig Shue; Wole Soboyejo; Jeff Solomon; Donna Stock; Erin Silva; Matt Thaler; Gary Collins, Associate Director of Global Risk Management

Minutes:

1. Approval of September 9, 2020 Meeting Minutes

Jeff Solomon reminded the APG that a recommendation was made by APG members to include more detail in meeting minutes generally, and in the September 9, 2020 minutes specifically. The suggested edits were made. Mr. Solomon then called a vote to approve the September 9, 2020 meeting minutes.

Profs. Shue and Fehribach abstained; all other APG members voted to approve the September 9, 2020 meeting minutes.

2. Approval of September 16, 2020 Meeting Minutes

Mr. Solomon reminded the group that he had previously emailed a draft copy of the September 16, 2020 meeting minutes for the APG's review. Prof. Shue requested a minor edit to the minutes to appropriately reflect his and Prof. Fehribach's title, which was duly made.

Profs. Shue and Fehribach abstained; all other APG members voted to approve the September 16, 2020 meeting minutes.

3. Presentation of the International Travel Risk Policy Proposal

Matt Thaler provided a brief overview of the *International Travel Risk Policy* proposal, including reminding the group that the APG reviewed and approved the *International Travel Registration Policy* last academic year, which was the precursor to this policy proposal.

Mr. Thaler then welcomed Gary Collins (Associate Director of Global Risk Management, Global Experience Office) to the meeting as the policy sponsor. Mr. Collins provided more in-depth



details regarding the policy proposal, including his research and benchmarking of other schools' policies and the drafting and revising of the policy proposal based on best practice and in coordination with the Office of General Counsel. Mr. Collins noted that WPI is an outlier not having such a travel risk policy in place, which exposes WPI to potential liability.

Prof. Fehribach asked for clarity on what would happen if the U.S. government provided travel recommendations that differed from that of the foreign government of the traveler's destination (e.g., either a recommendation on whether to travel or, if already traveling, a recommendation on whether the traveler should return home). Mr. Collins explained that he would ultimately look to the advice and recommendation of WPI's medical and travel security vendor, International SOS.

Prof. Fehribach also commented that the APG should consider including an "exception" section to this policy for special circumstances. For example, if WPI makes the decision to cancel WPI-Sponsored International Travel and evacuate a location but an individual has good reason to remain in the location.

Prof. Shue raised an issue about the policy's statement that *"WPI assumes no financial responsibility for expenses incurred due to the University's decision to modify or cancel WPI-Sponsored International Travel."* After a discussion, the APG recommended adding a statement to the policy that, notwithstanding this language, there may be special circumstances that would warrant WPI reimbursing the traveler.

There was a brief discussion about the possibility of hiring a travel management company to arrange WPI-Sponsored Travel (as defined in the policy proposal). Mr. Solomon informed the group that a WPI Forward committee is looking into that issue.

Mr. Solomon then reminded the APG that this policy proposal will now be posted for WPI community comment on the APG site for a 30-day period.

The meeting adjourned at 2:35 p.m.

David A. Bunis
Secretary, Administrative Policy Group