



**Administrative Policy Group
Official Meeting Minutes
Wednesday, October 14, 2020
2:00 – 2:25 p.m.
Co-Chairs: Wole Soboyejo & Jeff Solomon**

Attendees:

Eric Beattie; David Bunis; Philip Clay; Maureen Deiana; Joseph Fehribach; Michelle Jones-Johnson; Amy Morton; Patty Patria; Craig Shue; Wole Soboyejo; Jeff Solomon; Donna Stock; and Erin Silva.

Minutes:

1. Approval of September 30, 2020 Meeting Minutes

Jeff Solomon called for a vote to approve the September 30, 2020 meeting minutes.

Profs. Shue and Fehribach abstained; all other APG members voted to approve the September 30, 2020 meeting minutes.

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

Jeff Solomon provided a refresher on the Interim Purchasing Policy, reminding the APG that this was an interim policy passed by President Leshin on April 15, 2020 for the 6-month interim period ending October 15, 2020 to help curb non-essential spending during the COVID-19 pandemic. It was introduced on September 9, 2020 for permanent status with a public comment period running from September 10 – October 10, 2020. The public comment period yielded four (4) comments.

It was agreed that “interim” will be removed from the policy title and, if the APG voted to recommend approving this policy, and if President Leshin does so, it will be extended to “permanent” status. That said, Mr. Solomon stated that the status and necessity of this policy will be periodically reviewed once the current climate has changed.

Dana Harmon did not attend the APG meeting but reviewed this policy beforehand and requested that Philip Clay relay her questions and comments to the APG in her absence. In summary, Ms. Harmon’s comments were related to the purchasing of personal protective equipment (PPE), donations in lieu of flowers for employee funerals, purchasing of food for team dinners, and necessary travel for recruiting.

Mr. Solomon addressed, and the APG discussed, each of Ms. Harmon’s questions and comments but did not feel that any of them required editing the policy. Mr. Solomon



emphasized that if each WPI department manages their budgets appropriately and keeps an eye on expenses, then reasonable expenses submitted by employees will not typically be rejected.

Prof. Fehribach inquired about the likelihood of returning to a less restrictive purchasing policy when the climate changes back to “normal,” as this policy is very strict. Mr. Solomon responded that managers should manage to their department budgets and once the environment has stabilized, the intention is to return to a less restrictive purchasing policy.

Mr. Solomon called for a vote to recommend this policy for approval by President Leshin. Profs. Shue and Fehribach abstained; all other APG members voted in favor of recommending President Leshin approve this policy.

The meeting adjourned at 2:25 p.m.

David A. Bunis
Secretary, Administrative Policy Group