Administrative Policy Group
Official Meeting Minutes
Wednesday, December 16, 2020
2:00 – 2:40 p.m.
Co-Chairs: Wole Soboyejo & Jeff Solomon

Attendees:

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

Minutes:

1. Approval of December 9, 2020 Meeting Minutes

Jeff Solomon called for a vote to approve the December 9, 2020 meeting minutes.

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

2. Inclusion of a Supplier Diversity and Environmentally-Friendly Purchasing Statement in the Purchasing Policy

As a follow-up to the discussion the APG held at its December 9, 2020 meeting, the group was supportive of including a section in the existing Purchasing Policy entitled "WPI's Commitment to Supplier Diversity and Environmentally-Friendly Purchasing." Mr. Thaler revised the language from the last draft of the policy presented to the APG on December 9, 2020 and shared it with the group. The APG was in agreement on the revised language of this new section.

As this statement is not a requirement of the policy, the APG felt it did not necessitate a vote or additional public comment period.

The revised Purchasing Policy will be placed on the WPI Policies site.

3. WPI Policies Site / Other Departmental Sites

Ms. Deiana and Mr. Thaler explained to the APG that in a recent non-APG meeting, individuals sought clarification on the type of policies posted on the WPI Policies site, and whether and to what extent policies (and other information) contained on individual department sites should also be posted on the WPI Policies site. The group discussed in detail the pros and cons of the

recently-updated [WPI Policies site](), the desire to have one place for a user to find authoritative policy information, the desire to have some information remain private, and the need for departments to review their own sites to remove old material, and revise existing material, to avoid user confusion.

The group agreed that this would be an ongoing discussion and there was nothing in particular to decide at this meeting.

Meeting adjourned at 2:40 p.m.

David A. Bunis
Secretary, Administrative Policy Group