



**Administrative Policy Group  
Official Meeting Minutes  
Wednesday, December 9, 2020  
2:00 – 3:05pm  
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; Erin Silva and Matt Thaler.

**Minutes:**

1. Approval of December 2, 2020 Meeting Minutes

Jeff Solomon called for a vote to approve the December 2, 2020 meeting minutes.

Profs. Shue and Fehribach and Maureen Deiana abstained; all other APG members voted to approve the December 2, 2020 meeting minutes.

2. Further Discussion About the Background Check Policy

At the December 2, 2020 meeting of the APG, the group decided to vote by email after a few minor changes were made to the policy. Mr. Thaler made the suggested revisions that same day and circulated a version of the policy to the APG for voting by email. Profs Shue and Fehribach abstained from the email vote; all other members voted to recommend the policy to President Leshin for approval.

However, following the email vote, Mr. Thaler identified a few areas of the policy that remained unclear; namely, how and when the policy applied to “contractors” (e.g., construction and Chartwells food service workers) and “volunteers.” Therefore, Mr. Thaler recommended to Mr. Solomon that the APG further discuss the application of this policy to those individuals.

There was consensus among the APG that the wording of the policy be more carefully drafted because it was not operationally possible to background check all “contractors” and “volunteers.” Therefore, the further APG discussion resulted in two significant changes:

1. Narrow the scope of the people who are the subject of this policy as “individuals seeking employment with WPI”; and
2. Apply this policy to “contractors” and “volunteers” on a permissive, case-by-case basis.



Mr. Thaler made the edits in real-time. Therefore, the APG being satisfied with the further revisions, 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.

### 3. Process Improvements

The APG was grateful for the further discussion about the Background Policy and Prof. Shue inquired about how we can ensure that, going forward, these types of issues are discussed prior to APG voting to send a policy to President Leshin for approval.

Mr. Clay suggested that the APG review fewer policies on a weekly basis and that they be sent with as much lead time as possible so the group may have maximum time to review and consider policies prior to their discussion at the APG.

### 4. Inclusion of a Sustainability Statement in the Purchasing Policy

Mr. Solomon reminded the APG that the Purchasing Policy was recently approved by President Leshin on October 28, 2020. Following its approval, Laurie Colella (WPI Director of Procurement) and Paul Mathisen (WPI Professor of Civil & Environmental Engineering and Director of Sustainability) suggested we include language in the Purchasing Policy encouraging the WPI community to consider environmentally-friendly purchasing and purchasing from local, small, women and minority-owned businesses. Mr. Solomon shared draft language with the APG and explained this would not be a requirement, but a statement of encouragement.

The APG expressed support for the inclusion of this statement but suggested the sustainability language be separated from the support for local, small women and minority-owned businesses and include additional language about WPI's principles as it relates to these important topics.

Further edits will be made to the statement and it will be recirculated for further comment among this group. However, the APG agreed that because this was not a requirement of the Purchasing Policy, no public comment period nor vote was necessary once the language is finalized.

### 5. Schedule of Future Meetings

The group reviewed the future scheduling of APG meetings. One more meeting, on December 16, 2020, will occur and then WPI will be on holiday break. Following that, the next meeting will occur on February 3, 2020.



Meeting adjourned at 3:05 p.m.

David A. Bunis

Secretary, Administrative Policy Group