



**Administrative Policy Group  
Official Meeting Minutes  
Wednesday, February 24, 2021  
2:00 – 2:45 p.m.  
Co-Chairs: Wole Soboyejo & Jeff Solomon**

**Attendees:**

Eric Beattie; David Bunis; Philip Clay; Maureen Deiana; Joseph Fehribach; Dana Harmon; Michelle Jones-Johnson; Alicia Mills; Amy Morton; Patty Patria; Craig Shue; Wole Soboyejo; Jeff Solomon; Erin Silva; Donna Stock, Matt Thaler; Mary Calarese; Patrick Hitchcock; Rachel LeBlanc

**Minutes:**

1. Introduction of New Member

Jeff Solomon introduced Alicia Mills, Associate Vice President of Talent & Organizational Effectiveness, to the APG. Mr. Solomon explained that Ms. Mills will be replacing Michelle Jones-Johnson, as Ms. Mills will begin serving as WPI's interim Vice President for Talent & Inclusion at that time.

2. Approval of February 3, 2021 Meeting Minutes

Mr. Solomon called for a vote to approve the February 3, 2021 meeting minutes.

Eric Beattie, Alicia Mills, and Profs. Fehribach and Shue abstained; all other APG members voted to approve the February 3, 2021 meeting minutes.

3. Travel Expense Policy

Mary Calarese, Associate Vice President of Finance provided an overview of the Travel Expense Policy, explaining that it includes proposed revisions based on the work of the WPI Forward Travel Steering Committee. Mr. Solomon explained that, based on the work of the Steering Committee, President Leshin approved moving the policy through the [APG Process](#). Mr. Solomon reiterated that President Leshin has *not* approved the policy, but simply approved of taking the next step to run this through the APG Process. Ms. Calarese then began reviewing some of the significant changes to the Travel Expense Policy, including:

- The engagement of a dedicated Travel Management Company (TMC);
- The use of Workday for spend authorizations for requests greater than \$1,000; and



- The requirement that expenditures of \$25.00 or more would require a justification or business purpose supported by a receipt.

Several members of the group expressed concerns with some of these changes, including:

- The proposed requirement that anything over \$25.00 require receipts. Some APG members felt like the change from \$75.00 to \$25.00 may result in some employees not submitting otherwise reimbursable expenses because it would become too onerous to keep track of, and submit, such small amounts; and
- The proposed requirement that employees utilize Workday for spend authorizations. Some APG members felt like doing so would amount to a duplication of work because of their existing procedures. Ms. Calarese explained that this is a change in process, replacing what existing departments are doing to ensure proper approvals have been obtained prior to an employee traveling.

Mr. Solomon, nor any of the APG members, wished to rush through the discussion of the Travel Expense Policy. Therefore, Mr. Solomon suggested that all APG members submit their comments to the revised policy to Ms. Calarese and Mr. Hitchcock in advance of the next APG meeting, scheduled for March 3, 2021. The APG will continue the discussion of the revised Travel Expense Policy at that time.

The meeting adjourned at 2:45 p.m.

David A. Bunis  
Secretary, Administrative Policy Group