



**Administrative Policy Group
Official Meeting Minutes
Wednesday, December 8, 2021
3:00 – 3:25 p.m.
Co-Chairs: Michael Horan & Wole Soboyejo**

Attendees:

APG Members: Eric Beattie; David Bunis; Philip Clay; Raghvendra Cowlagi; Maureen Deiana; Joseph Fehribach; Dana Harmon; Mike Horan; Alicia Mills; Amy Morton; Wole Soboyejo and

Guests: Erin Silva (Office of the General Counsel); Jillian McLeod (Fellow at American Council on Education); Patrick Hitchcock (Controller); Olga Klochkova (Director of Financial Planning and Analysis)

Minutes:

1. Approval of November 17, 2021 Meeting Minutes

Mike Horan called for a vote to approve the November 17, 2021 meeting minutes. Ms. Morton requested a minor edit to reflect that Jillian McLeod is a Fellow, not an Intern.

Profs. Fehribach and Cowlagi; and Mr. Beattie abstained; all other APG members present voted to approve the meeting minutes.

2. Business Expense Policy

Patrick Hitchcock and Olga Klochkova were present to introduce the Business Expense Policy. Ms. Klochkova provided an overview of the policy purpose and scope.

Ms. Klochkova informed the members that this policy will replace the [Purchasing Policy](#) that was approved by President Leshin on October 28, 2020, during the height of the pandemic. This is a new-and-improved version of the previous Business Expense Policy that was in place prior to the pandemic and prior to the formation of the APG.

Specifically, Ms. Klochkova pointed out the following about this Business Expense Policy:

- It is clear, consistent and more easily understandable for community/users;
- Receipts will be required for any expense over \$75.00;
- Spend authorization or requisition will be required for any expense/purchases exceeding \$10,000.00;
- It covers all expenses, all funds and all affiliates; and



- Additional guidelines for additional expenses are covered under separate policies that are referenced within this policy for easy access.

Prof. Fehribach stated that his understanding was that purchases/expenses over \$10K would require more extensive review. Mr. Hitchcock agreed.

Mr. Beattie asked about the \$5K threshold for furniture purchases and suggested that purchases of furniture by departments under \$5K be coordinated with Facilities as well so that departments were aware that the cost of delivering new, and removing old, furniture would be covered and considered in the expense. Ms. Klochkova agreed and stated that she would edit the section on Furniture or Equipment Purchases.

Mr. Clay asked for clarification on how a recurring expense to the same merchant/vendor be handled (e.g., a monthly expense that could be higher than \$10K)? Ms. Klochkova responded that in this case it would be best to create a blanket purchase order for the year for the full amount of the total monthly expenses so that each monthly expense would be covered against the same purchase order. Doing so would also help for annual budgeting purposes.

Chair Horan asked if there were any other questions or comments from the members. Hearing none, he asked for approval for the policy to be posted for the 30-day comment period with the stipulation that it would be posted after the holiday break, at the beginning of January. Profs. Cowlagi and Fehribach abstained; all other members present approved of this approach.

There being no other business, Chair Horan adjourned the meeting at 3:25pm and asked that Provost Soboyejo, Mr. Bunis, and Profs. Cowlagi and Fehribach remain on the call to discuss a different topic.

The meeting was adjourned at 3:25pm.

David A. Bunis
Secretary, Administrative Policy Group