Business & Finance Team Meeting Minutes
DATE: August 8, 2022
TIME/LOCATION: 1:00 pm/Zoom

Roll Call:

	Brandy Woods - Bookstore		√	Chris Clark
√	Amanda Hazel			Amber Suggs
	Christina Wright - Bookstore		√	Jennifer Herren
	Michelle Williams			Stacy Simpson-off
√	Stephanie Bigham			Tim Frizzell
	Brett Whitnel		√	Karen McGoy
√	Kelly Jennings		√	Dwayne Fehrenbacher, Guest
	Tim Cornwell - Metro		√	Lindsay Johnson, Guest
√	Tina Dudley, Guest			

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Tina Dudley, Guest, called the meeting to order at 1:04 p.m.
A quorum was present.

II. Meeting minutes for the first meeting will be handed out at the next meeting.

III. Items For Discussion

a. Executive Council Review of the Travel on College Business Procedure

Tina shared Executive Council feedback:

- Policy statement should involve the Mission/Vision/Value statements https://shawneecc.edu/about/mission-statement. The purpose of the policy (and additional procedures) should include a direct link to why the policy exists, by using the same language. Example: The College values the employee and community by exercising prudent utilization of resources. (point number 8. Prudent Utilization of Resources).
- Suggested the Team have a broader conservation with those employees who do the most travel.
- In relation to Travel Advance, removal of "except to prevent hardship…". This is subjective and could be an uncomfortable situation for employees to divulge.

- Provide definitions – such as $500 total cost for travel advance (be further defined).
- Steps to Travel – can this be a workflow process with fillable forms/pop ups?
- Consider moving to a per diem system (Federal versus State of Illinois definitions.

A concern over "receipting" was discussed. Society moving to "paperless" and noted difficulty at always getting an itemized receipt (particularly Amtrak food cart).

The Team has been asked to revisit and make appropriate edits utilizing the Policy template and the Procedure template.

General discussion included receiving a sample of what each is to look like would be helpful.

IV. New Business

The Business & Finance Team is currently reviewing the Procurement policy.

The meeting adjourned at 1:43 p.m.

The next meeting will be held September 12, 2022, at 1pm in the Founders Room and via Zoom.