Business & Finance Team Meeting Minutes
DATE: November 7, 2022
TIME/LOCATION: 1:00 pm/Zoom

Roll Call:

√	Brandy Woods		√	Chris Clark
	Tim Cornwell			Amber Suggs
√	Christina Wright			Jennifer Herren
√	Michelle Williams			Stacy Simpson-sick off
√	Stephanie Bigham			Tim Frizzell
√	Brett Whitnel		√	Karen McGoy
√	Kelly Jennings			

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Brandy called the meeting to order at 1:09 p.m.
A quorum was present.

II. Approve Minutes of August 8th meeting

Christina made a motion to approve the August 8, 2022 minutes with a second my Stephanie. All members voted in favor and the motion carried.

III. Items For Discussion

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

Brandy shared Executive Council feedback:

- Value statement should be written or include language that doesn't suggest "distrust" in our employees

Value Eight: Prudent Utilization of Resources was used. Michelle suggested adding activities one and six listed under value eight. Christina suggested using the statement from the previous procedure submitted to EC, "The College allows business travel for approved activities".

- Have a guide for per diem

The per diem rates are listed on both the Application for Attendance at Professional Meetings form and the Travel Expense Report. The

rates are not listed in the procedure due to the frequency of rate changes.

- Include a credit card authorization form in the B. Lodging section that eliminates the need to carry the physical card

Page three of the Application for Attendance at Professional Meetings form includes the statement, "A credit card authorization form provided by the hotel must be completed by the EA VPAS for lodging charges to be charged to the college credit card". This eliminates the need for a physical card. The team will **bold** the statement. Also, with the EA VPAS being the designated employee to handle all travel arrangements, they will know to ensure the hotel's form is received, completed, and sent back to the hotel.

- Get rid of bullet points as they are perceived as "we don't trust our employees"

Brandy will seek clarification.

- Per diem language needs to be clear – when it can or cannot be used

Suggested adding link or text about IRS per diem rates since amounts change regularly.

- Issue with leaving by 7 a.m. to be reimbursed for breakfast.

Will research to determine if times can be changed. Discussion regarding how timing of travel affects meal reimbursement.

IV. New Business

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

Currently waiting for approval to move forward with implementation of online procurement. The policy still needs additional information about using proxy. The team agreed to add the following value statement, "Shawnee Community establishes appropriate purchasing and accounting procedures to insure the wise use of resources". The preferred source procurement section my need to be edited as it is very in-depth. Discussed federal procurement standards.

V. **Adjournment.**

Karen made a motion to adjourn the meeting at 1:58 p.m. with a second from Christina. All members voted in favor and the motion carried.

The next meeting will be held December 5, 2022, at 1pm in the Founders Room and via Zoom.