

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL
May 10, 2011

PRESENT: Carl Diekhans, Mike McF
1.

Approval of Minutes – The minutes of the President's Council meeting on April 26, 2011, were approved.

2. Congruency between the Mission/Philosophy and Outcomes of the Nursing and GBC – Margaret Puccinelli reported that both nursing programs have an accreditation site visit on Oct 18-20, 2011. The self study is due August 17. Nursing faculty is on schedule with tasks. This report will be large because two programs are being evaluated. There are six standards to be addressed with the nursing program. Margaret's Commission for the Commission things. Please let Margaret know if you have any thoughts on this. Mike then presented the mission statement. He reported that NWCCU has expressed concern with our mission statement.

- Reimbursement of Moving Expenses – The policy has been approved and put under 5.3 Employee Benefits, Section 9.
 - 4.9 Travel – Policy was approved.
 - 5.3 Employee Benefits – Policy was approved. The Grant in Aid section was updated.
7. Purchase of Emergency Notification Systems – Pat Anderson reported there is money available to purchase an emergency notification system. GBC lacks the ability to notify students that we have an emergency. We are an open campus with many different entrances from the road. The emergency notification system can be used for major emergencies or minor situations. Pat has thoroughly reviewed the two proposals and gone over the semantics with Mark Fraga. The proposals are from Rave Mobile Alert and Blackboard. Pat's recommendation was for the Rave Mobile Alert system with the campus alert system. This system works with PeopleSoft and is less expensive over the long term than Blackboard. There would be a campus PA system installed that reaches all areas of the campus. The Rave system with campus alert system is \$37,500. The money will come out of the SIS account. President's Council approved the recommendation and told Pat she could proceed with the purchase.
8. Campus Graduation Parties – The administrators determined who would be attending the graduation receptions at all of the off campuses.
9. Miscellaneous
- Carl reported there was nothing new that was reported at the special Board of Regents meeting this past Friday. Very little has come out since the work session of the assembly. They did not want the property tax included in the NSHE budget.8*p-10(s)-5(8-6if 0 Td-1(s)-1S4(e)4(pt



POLICY AND PROCEDURE

Procedure: TRAVEL
Policy No.: 4.9
Department: Administrative Services
Contact: Controller

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Policy

In general, employees who travel must seek to use the least expensive mode of transportation available within the constraints of time, safety, and schedule. The college is obligated to advance or reimburse travel expenses permitted in this policy and by the NSHE and the State of Nevada. The college expects timely submission of travel forms and the employee expects prompt reimbursement of travel expenses. Travel safety is a major concern whether using

state or private vehicles or rental cars. Safety, cost, promptness and accuracy are the key concerns of the travel policy.

Procedures

1.0 Method of Travel

There are various options for using air travel, college or state vehicles, rental cars, and private vehicles. These

employee, the employee shall be reimbursed at **one-half** of the current mileage rate. Air fare in lieu of the mileage allowance should only be used when it is the least expensive method of travel. If the city is served by an airline and the employee wishes to drive a personal vehicle, the employee must be on annual leave or compensatory leave (classified employees) for the extra travel time involved. Meals and/or expenses enroute will not be reimbursed under these conditions. The travel claim should indicate that the employee was on annual or compensatory time or include a statement from the department head or supervisor justifying why the employee was not on annual or compensatory leave. For example, if an employee is going to an approved conference in Washington, D.C., and wants to drive a personal vehicle, then the employee should not expect per diem for the extra days of travel, or travel days counting as work days.

One exception to the above procedure is to permit private vehicle use, with full mileage allowance, during hazardous or potentially hazardous driving conditions upon a vice-president's approval.

3.3 Private Vehicle Use for College's Convenience. An employee using a personal vehicle at the convenience of the college will be allowed reimbursement at the current mileage rate if the total miles driven in one day do not exceed 50 miles from the duty station. The following are the only exceptions allowed:

A vice-president approves in writing the employee's use of a personal car in excess of the allowed mileage,
and
The controller's office confirms that a college vehicle was not available for the trip.

to the individual authorized to approve such travel.

5.2 Duplication of Per Diem Items. Claims for per diem allowance must take into consideration meals or lodging included in conference registration fees and for meals served on public transportation without additional cost to the traveler.

5.3 Parking or Vehicle Storage Fee. Parking or storage fees will be allowed when considered necessary for either college or private cars. Charges should be itemized in the detail column and the amount entered in the transportation cost column. Receipts are required for parking and storage.

6.0 Travel Expense Reimbursement Procedures

Within fifteen (15) working days after completion of a trip, the *Claim for Employee Travel (T2)* must be filed in the controller's office. If an advance has been received, the traveler will indicate the total cost of the trip, amount of advance received, and the amount either due traveler or due the college. The *Claim for Employee Travel* must be routed through the proper administrative channels. If bus, airplane, or railroad were used, the traveler's portion of the ticket must be attached to the claim form. If the person claiming reimbursement has signature authority for such travel, then the form must be signed by that person's supervisor or a higher level person.

A copy of the GSA allowance for lodging and M & IE must be included for out of state travel with the employee travel claim.

6.1 Airline tickets. If travelers use their personal funds for the purchase of airline tickets or the payment of conference/workshop registration fees, reimbursement can be made prior to travel as an advance on the travel request form or after completion of the travel on the claim form as long as original receipts are submitted with the form.

6.2 Conference Fees. Conference registration fees may be paid in advance directly to the conference. For payment of registration fees, submit a request for check to the controller's office with attached information pertaining to the conference registration. Only original receipts will be accepted. When registration fees provide for a meal, employees should not request additional reimbursement for the meal. When a meal is provided at an event and is listed as an optional item on the registration form at a cost exceeding the state reimbursement rate, the excess amount will not be allowed as part of the registration fee. The employee is personally responsible to pay the excess amount.

6.3 Out-of-State Reimbursement. Persons on out-of-state status shall receive meals at the U.S. General Services Administration (GSA) per diem rate listed for that locality regardless of actual cost and only when the meals are not covered by event fees. Receipts are not required for meals.

Employees shall receive reimbursement for personal lodging expense based on the federal GSA lodging per diem rate for that locality. A receipt will be required for all out-of-state lodging reimbursement. Exceptions to the maximum out-of-state lodging rates must be approved in advance based upon justifications supplied by the department and approved by a vice president or president on the travel request form. For GSA surveyed areas, exceptions may be made for up to 175% of the federal rate for each specific destination. For GSA non-surveyed, areas, exceptions may be made for up to 300% of the federal rate for each specific destination.

6.4 Combining College Business and Personal Travel. Separating college and personal travel expenses poses certain auditing problems for the controller's office. Employees who incorporate private and college travel must demonstrate the costs borne by the college are not increased by the personal travel. The employee must clearly delineate the private and college charges when submitting a claim for travel. When college and private travel is not clearly delineated, the travel processor will determine the reimbursement due the employee. If in doubt about the calculation of reimbursement, contact the controller's office.

6.5 Non-Travel Items. Travel claims filed in conformity with these regulations shall be considered full compensation for all meals and lodgings. Toll calls should be charged to a telephone/personal credit card, not to a hotel bill unless the phone numbers called are printed automatically on the billing for verification. In addition, state employees staying at hotels or motels that charge a fixed daily rate for having a phone in the room cannot be reimbursed for this expense if it exceeds the established lodging reimbursement rate. If the charges for the in

Travel claims filed in conformity with these regulations shall be considered full compensation for all meals and lodging, including tips, and for minor miscellaneous expenses such as local telephone calls. Toll calls may be itemized and reimbursement claimed, if college-related, but the person and place called must be stated and the claim must be supported by a receipt.

Staff members attending conferences or meetings may be reimbursed less than the amounts listed if so specified by the vice president or president before the trip is undertaken.

7.0 Team or Group Travel

Team travel is defined as any student group travel whose group is a team, class or other organization directly affiliated with and sponsored by the college. Team travel may include travel expense of college employees who are required to accompany the student group and is appropriately chargeable to team travel expense.

Cash advances for team travel may be secured by submission of a departmental purchase order at least 72 hours prior to the time the check is required. Within 15 working days after the completion of the trip, a special expense form must be filed with the controller's office. The employee who accompanies a team or student group is responsible for paying all reimbursable expenses for the team's travel.

All items on the expense report must be supported by either a vendor's receipt or receipt for team travel expenses list. The group will be reimbursed on actual expenditures, not to exceed the state per diem and lodging rates. Team travel signature, class waiver and expense forms are available on the controller's office website at www.gbcnv.edu/controller/field trip. All students must complete a Class Waiver, Release & Indemnification Agreement prior to the trip.

8.0 Grant-



POLICY AND PROCEDURE

Title: EMPLOYEE BENEFITS
Policy No.: 5.3
Department: Human Resources
Contact: Chief Business Officer

Policy

GBC adheres to the administration of employee benefits provided through NSHE and administered by Business Cen

3.0 Group Insurance

Insurance I.D. cards will be provided to each insured employee. Verification of insurance coverage may be obtained by contacting the BCN department of employee relations and benefits.

Insurance applications, claim forms, and information can be obtained at the GBC human resources office.

See <http://www.unr.edu/vpaf/hr/benefits/insurance.html>

4.0 Optional Insurance

See <http://www.unr.edu/vpaf/hr/benefits/insurance.html>

See

nursing mothers to express breast milk, for up to one year after the birth of a child, each time such employee has need. Additionally, employers are required to furnish a private place, other than a bathroom, in which to express breast milk.

In compliance with federal law which requires the provision of unpaid, reasonable break time for an employee to express breast milk, Great Basin College subscribes to the following policy:

- x An employee who intends to express breast milk during the work day must submit her notice to the Chief Business Officer in writing. A notice letter form can be obtained by contacting Human Resources.
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