

RPRESIDENT'S CABINET MEETING
August 20, 2019
MINUTES

CALLED TO ORDER
 10:00 am

ADJOURNED
 10:35 am

MEMBERS PRESENT

Bob Austin; Kevin Ball; Tamara Clunis; Cara Crowley; Cheryl Jones; Denese Skinner; Steve Smith; Mark White

MEMBERS ABSENT

Russell Lowery-Hart

OTHERS PRESENT

Joy Brenneman; Frank Sobey

DISCUSSION:

1. TRAVEL POLICY	Clunis
<p>Cabinet reviewed the proposed changes to the Travel Policies and Procedures and made the following approvals or changes.</p>	
<p><u>Travel Authorizations</u></p>	
<p>Acronyms should not be used as the meeting names on the Travel Authorization form of the Travel Expense Statement – approved.</p>	
<p><u>Expense Report Approval Process</u></p>	
<p>Forms are due whether there is reimbursement or not – approved.</p>	
<p><u>Employee Meal Expenses</u></p>	
<p>Itemized receipts are required for all meals and must accompany the Expense Statement. Additionally, a gratuity should not exceed 20% - approved.</p>	
<p>Unless pre-approved by the appropriate Cabinet member, a meal is not an allowed travel expense for travel between Amarillo College campuses – approved, with the additional wording in red.</p>	
<p>Amarillo College no longer allows per diem reimbursement, starting September 1, 2019 – approved.</p>	
<p><u>Personal Vehicle Mileage</u></p>	
<p>Mileage changed to the current GSA approved rate found at the link provided in the text – approved.</p>	
<p>The official mileage between AC Campuses can be found on the AC Travel Policy webpage – approved, and confirmed that the webpage is found on the Business Services page inside AC Connect.</p>	
<p><u>Use of College Vehicles</u></p>	
<p>Additional language under “Use of College Vehicles” approved. Add National and Avis car rentals to the list of state contract vendors.</p>	

Sales Tax Exemption

It is the responsibility of the employee to provide the appropriate Tax Exemption Certificate form upon hotel check-in – approved.

Add a “Compliance” Section that states, “Travelers who violate these policies are subject to loss of travel privileges and/or other disciplinary actions.” (Move from the Purchase of Alcohol section.)

The reminder section is a section for helpful tips and did not require Cabinet input or approval. Errors and fonts have been corrected.

Action Items:

- Add a driving policy, separate from the travel policy, at a later date.

2. INFORMATION SECURITY OFFICER (ISO)	Jones
<p>Mr. White advised that it is difficult to determined exactly what is required, however it is certain we are required to have this position but it does not have to be full-time. The position carries much responsibility and reporting requirements. The Texas Department of Information Resources (DIR) will provide assistance to entities that do not have the resources to fund a full-time position. Cabinet discussed who might fill the position and what would be required of this person. Ms. Jones and Mr. White will meet with Shane Hepler to determine who will be recommended to fill this position. Mr. White will contact TACC to see if they are working with other community colleges on this requirement.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Ms. Jones and Mr. White to meet with Shane Hepler.• Mr. White to contact TACC.	

3. OTHER DISCUSSION	Cabinet
None	
<p>Action Items:</p> <ul style="list-style-type: none">• n/a	