GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL
April 4, 2017
1:30 p.m.

PRESENT: Mark Curtis, Lynn Mahlberg, Sonja Sibert, Bret Murphy, Amber Donnelli, Tom Reagan, Angie DeBraga, John Rice, Mary Doucette, Jonathan Foster, Lisa Frazier, Cathy Fulkerson, Mardell Wilkins, Greg Brorby, Michelle Phay, Jonah Dueck
GUEST: Tami Mette

1. Approval of Minutes – The minutes of the President's Council meeting on March 7, 2017, were approved.

2. SGA Update – Jonah Dueck reported he has been promoting the upcoming SGA election. He has planned to travel to as many of the centers as possible.

3. 4.9 Travel Policy – Sonja Sibert reported that this is the 2nd read. There is now some information on international travel. Information on Southwest Airlines has been included. With the implementation of WorkDay there will be a standardized NSHE travel policy. President's Council approved the policy.

4. Faculty Senate Update – John Rice reported no action items. He reported that Jonathan Foster, Kayla Mccarson and he have been working on the marketing policy and they are confident that it will be a very good policy. It will be brought to Faculty Senate for a vote. The policy will provide the opportunity to release GBC from any liability for an employee's opinion. Jonathan reported that there is an assessment symposium schedule for next week. The Assessment Committee has been doing great work.

5. Classified Council Update – Michelle Phay reported that May 3 is the Classified Council Duck Race. Wanted Dead or Alive is the theme.

6. Institutional Research Update – Cathy Fulkerson will be in Elko next week to attend the assessment symposium. She will be meeting with Gen Ed committee on how TRACDAT works. The Climate Survey on sexual assault and safety is almost ready to go out.

7. Vice President Reports
   - Business Affairs – Sonja Sibert had no report.
   - Student Services/Academic Affairs – Lynn Mahlberg reported she attended the Western Alliance of Academic Leaders conference and there are a number of things that GBC is already working on that came out in the conference, i.e. the importance of skills certificates for less than 30 credits; working with employers, etc. There was a national student clearing house session that is working on initiative to drill down the transcript that will show grades and other things. There would be a special student portal and the

student can pick and choose what they want to put in the transcript. The student would not be able to exclude any grades.

8. Dean/Director/Assoc. VP Reports
   - Continuing Ed – Angie DeBraga reported attending the Northern Nevada Diversity Conference in Reno. There were five GBC people who attended.
   - Health Science & Human Services – Amber Donnelli had no report.
   - Arts & Science – Tom Reagan is involved with the English candidates today.
   - Business & Technology – Bret Murphy reported the MTC applications deadline was March 15. There were 155 applicants which is down from last year. The mining industry has been very supportive. They have people go to the service area to help us recruit. April 12 will be the meeting for interviews of student. The Wildland Fire Academy will be this spring.
   - Distance Education – Lisa Frazier reported the Online Course Designer notice has closed and they are looking at the applications now. Lisa attended a leadership conference last week. There was training to teach us new language to move us forward. Lisa said the presenter was excellent and it would be amazing to bring the presenter here next fall.
   - GBC Foundation – Greg Brorby reported the Foundation is working on the Dinner with the Professor on April 20.

9. President's Report – Mark Curtis reported he will be on annual leave heading to Michigan starting on Thursday. He will be back in the office on April 18. The Officer in Charge will be Lynn Mahlberg. There was an AB 331 meeting yesterday and President Curtis wrote a lengthy letter of objection. The other three sitting community college presidents spoke against it as well. The GBC cowboy boot commemorating Elko's Centennial celebration is in the sculpture space next to the GTA 130 classroom. Its permanent location will be in front of DCIT. There are 36 boots around town.

10. Miscellaneous

Amber Donnelli reported the nursing applications are in and being reviewed. The paramedic instructor starts on May 5th.

President Curtis reported the application deadline for the GBC president search was April 2nd. The Chancellor and the search consultant will review and come up with the finalists. The finalists will be interviewed on April 26 with forums to be scheduled on April 24 and April 25. There will be a special Board of Regents meeting on April 27 to appoint the new GBC president. The tentative start date would be July 1st.

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 NSHE and the State of Nevada. Reimbursement of travel expenses are to include only those expenses incurred by the immediate traveler and does not include expenses paid on behalf of another traveler. 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

Travel should be by the least expensive method available when total travel time, salary of traveler, availability of college motor pool cars, and estimated cost of transportation are considered. Careful planning and the use of internet booking will often allow for the purchase of airline tickets at discounted rates. However, such rates usually involve a penalty in the event the trip is not taken or the schedule is changed. Employees may be held responsible for a penalty incurred if a trip is not taken or the schedule changed as a result of their own actions. When the claim for payment is submitted, the college will determine whether the penalty was incurred as a result of employee action or of circumstances beyond the employee's control.

2.0 Travel Authorizations & Advances

2.1 Travel Authorization. The *Employee Travel Request Authorization* including signature approvals, must be completed **prior** to travel arrangements being made and/or travel occurring. All travel must have approval by the Department Head or Vice President/President (out-of-state and foreign travel only). One exception to the rule for Vice President/President approval is for out-of-state trips lasting 24 hours or less. In such cases it is not necessary to obtain approval. An example would be a one-day trip to Salt Lake City, UT. In the absence of the appropriate signer for approval, substitutions may be made by the next higher level supervisor. The administrator-in-charge may sign in place of the president. However, "Administrator-In-Charge" must be placed next to the signature.

2.2 Travel Advances. The *Employee Travel Request Authorization* is also used to request a travel advance. The completed authorization must be received in the Controller's Office a minimum of seven working days prior to departure to allow time for processing. Procedures for advances include the following:

- Advances will not be made for less than $50 or for more than 80% of the estimated out-of-pocket expenses.
- Student Government Association officers may receive an advance of up to 100% of the estimated out-of-pocket expenses.
- An advance will not be made if a previous advance has not been cleared.
- Receipts provided for prepaid airfare, hotel or conference fees can be claimed for 100% of the reimbursement as part of the travel advance.
- Advances must be cleared within fifteen (15) working days after completion of the trip by filing a *Claim for Employee Travel* form.
- No advances will be issued during the month of June.

3.0 Use of GBC Motor Pool Vehicles & Personal Vehicles

3.1 Use of GBC Motor Pool Vehicles. Unless specifically authorized in writing by the employee's supervisor for the employer's convenience, an employee who makes a single trip greater than 200 miles shall use a GBC motor pool vehicle or a rental car instead of a personal vehicle for such travel if either option is less expensive than use of a personal vehicle.

- Vehicle reservations can be made in advance by contacting the Controller's Office in Elko or the administrative staff at the Center locations.

- A Driver's Acknowledgement Form must be completed prior to reserving a vehicle. Forms can be found at the following website: www.gbcnv.edu/controller/.
- Your personal driver's license must be shown each time a vehicle is checked out for travel.
- Vehicle gas cards will be issued for GBC motor pool and rental agency vehicles only.

3.2 Personal Vehicle Use for Employee's Convenience. Reimbursement for an employee using his/her own personal vehicle for the employee's convenience shall be one-half of the convenience rate as established by the State of Nevada. One exception to this rule is to permit personal vehicle use with full mileage allowance only during hazardous or potentially hazardous conditions upon pre-approval by a Vice President or the President. Unless otherwise agreed upon, the employee's regular work station will be used as the reference for determining private vehicle mileage.

- In-state mileage charts can be found at the following link: www.gbcnv.edu/controller/docs/mileage_chart.pdf
- Out-of-state mileage charts can be found online at websites such as MapQuest, Google or Yahoo. Include a copy of the map used for traveler's calculations with *Employee Travel Claim Form*.
- If two employees travel in the same personal vehicle on college business, only one employee is entitled to mileage reimbursement.
- If traveling by private vehicle from a departure city to an arrival city served by a commercial airline, the mileage reimbursement shall not exceed the airfare equivalent.
- An employee who wishes to drive a personal vehicle rather than fly 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 wishes to drive a personal vehicle, the employee should not expect per diem for the extra days of travel, or travel days counting as work days.

3.3 Personal Vehicle Use for College's Convenience. Reimbursement for an employee using his/her own personal vehicle for the State's convenience shall be the full convenience rate as established by the State of Nevada.

3.4 Personal Vehicle Use with Student Passengers. Employees shall not use a personal vehicle for transportation of students on official trips without verifying with their insurance company that the vehicle and student passengers are properly covered. When driving a personal vehicle on college business, the employee's personal insurance is primary in the event of an accident or loss. Students who are not employees of the college are not permitted to drive college, state, or rental vehicles.

3.5 Insurance Coverage on Personal Vehicles. NSHE does not provide insurance coverage on the personal vehicles of employees. Persons using personal vehicles for official business are required to maintain liability insurance coverage in accordance with the laws of the State of Nevada. Transporting students in a personal vehicle is not recommended as there is no liability protection from the State for the use of personal vehicles. In the event of an accident in a personal vehicle while on official business, the employee's personal vehicle insurance will apply to bodily injuries, property damage and physical damage to the employee's vehicle.

4.0 Rental Vehicles

4.1 Car Rental. The State of Nevada Purchasing Department has multiple contracts for vehicle rentals that may be used by all State Agencies, including the Nevada System of Higher Education. Information regarding these contracts is available on their website at: http://purchasing.nv.gov/Contracts/Documents/VehicleRentals/.
Current Contracted Rental Car Vendors:

- Hertz Account Code: 93295
- Enterprise Account Code: NA54N05 (will not cover any vehicle considered a luxury to exotic vehicle for damages or liability under the state contract)
- Pass code: GRE

It is very important to use the proper account code when reserving the vehicle to obtain the insurance protection. Failure to use the proper account will result in personal liability for auto damages. Enterprise Rent-A-Car can be found locally at the Elko Regional Airport. When reserving a vehicle, you will be required to provide your name, department, travel dates, vehicle type and a purchase order number. Submit the purchase order and invoice together with your travel claim to the Controller's Office once your trip has been completed. Students are never permitted to use this contract.

4.2 Exclusions for All Rental Contracts.

- Driving under the influence of alcohol or drugs;
- Driving off road;
- Vehicles rented principally for personal use;
- Vehicles driven by non-employees (which means students cannot drive unless they are also paid employees and acting as such at the time they are driving); and
- Anyone under the age of 21.
- 15 Passenger Vans are not allowed and are excluded from all contracts.

4.3 Accidents Involving Rental Vehicles. Damages to rental cars should be reported to local law enforcement (if applicable), the rental agency, and to the Safety and Security Department. Informational packets can also be found in the glove box of each vehicle.

5.0 Travel Expense Guidelines

5.1 Per Diem Time Limitations. Time limitations for meal reimbursements when in travel status (both in-state and out-of-state travel) for NSHE employees, students, volunteers, and candidates are as follows:

- Breakfast: Leave **before** 7:00 a.m. or return **after** 10:00 a.m.
- Lunch: Leave **before** 11:00 a.m. or return **after** 3:00 p.m.
- Dinner: Leave **before** 5:00 p.m. or return **after** 7:00 p.m.

5.2 Per Diem Meal Rates. The per diem rates for meal reimbursement varies based on the federal rate table for a specific location. To view the per diem rate for your primary destination and to determine which rates apply, visit www.gsa.gov/perdiem. All daily meal reimbursements will be paid at the rate of the primary business destination.

5.3 Per Diem Lodging Rates. The per diem rates for lodging reimbursement varies based on the federal rate table for a specific location. To view the per diem rate for your primary destination and to determine which rates apply, visit www.gsa.gov/perdiem. Exceptions may be granted for lodging reimbursement when one or more of the following conditions apply:

- Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
- Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging. If the condition(s) above exist, an employee may apply the following rules to the rate of reimbursement for travel:
    - 150% of the standard CONUS federal per diem rate for non-surveyed in-state sites.
    - 175% of the federal per diem rate for surveyed out-of-state sites or;
    - 300% of the standard CONUS federal per diem rate for non-surveyed out-of-state sites.
- A request for exemption must be noted on the travel claim.
- A copy of the GSA allowance for lodging and meals must be included for out-of-state travel.

Lodging taxes and other mandatory fees (such as resort fees) may be reimbursed in addition to the lodging rates. It should be noted that if you choose to stay in a hotel which exceeds the lodging rate limits, you will only be reimbursed for the taxes on the authorized amount. Room upgrades are not reimbursable.

5.4 Duplication of Per Diem Items. Claims for per diem allowance must take into consideration meals or lodging included in the conference registration fees and for meals that are provided on public transportation without additional cost to the traveler. Conference information or a meeting agenda must be attached to the *Employee Travel Claim Form* to verify which meals were provided.

5.5 Incidental Expenses. Up to $5 per day can be reimbursed for incidental expenses (receipts not required). Reimbursement for incidentals will occur only when travel consists of an overnight stay.

- Luggage carts
- Metered parking
- Subway/bus use
- Toll charges
- Tips

Receipts Required for Reimbursement.

- Expenses for parking or vehicle storage
- Car rental
- Airline ticket stub (passenger receipt), airline ticket invoice or ticketless itinerary
- In- and out-of-state lodging
- Taxi fare or airport shuttle

5.6 Overnight Lodging within 50 Miles of Principal Station. Reimbursement for overnight lodging in areas less than 50 miles from the principal station must be justified in writing, approved by a Vice President or President, and included with the *Claim for Employee Travel* form. These expenses will not be allowed unless:

- Inclement weather conditions make travel difficult
- Late official meetings are required
- Individuals involved are conference hosts responsible for meeting arrangements

5.7 Travel Guidelines for Distances 75 Miles or Less (one way). When an employee travels 75 miles or less (one way) for a period of less than 24 hours, the employee is not entitled to receive reimbursement for meals for the day. The employee is entitled to reimbursement for mileage as established by the State of Nevada when a personal vehicle is used.

5.8 Conference Registration Fees. Conference registration fees may be paid in advance. For payment, submit a request for check to the Controller's Office with attached information pertaining to the conference. A completed and approved *Travel Request Authorization* must also be approved for processing. 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 will be personally responsible to pay the excess amount. 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.

5.9 Airline Fees. When flying, additional fees such as an upgrade to the Business Select level, early bird check-in, flight insurance, etc. will not be reimbursed to the traveler. TSA pre-check or similar fees will not be reimbursed. An employee whose travel is funded by a federal grant or contract shall comply with the provisions of the Fly America Act, 49 U.S.C. § 40118, and the requirements of 41 CFR Part 301-10.

For domestic travel a maximum of one checked bag will be reimbursed, in addition to the carry-on policy of the airlines, plus personal items such as briefcases, laptops and purses. In the case of domestic travel of five consecutive nights or longer, a maximum of two checked bags, in addition to the carry-on policy of the airlines, plus personal items such as briefcases, laptops, and purses will be reimbursed.

Southwest Airlines offers a 3% discount to all NSHE institutions. In order to take advantage of the discount simply book your travel through www.swabiz.com (the discount will not apply if you book at Southwest.com). Enter the following information:
Corporate ID: 99881810
Account No: Your individual Rapid Rewards #
Password: Your individual Rapid Rewards password

5.10 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.

6.0 Travel Expense Reimbursement Procedures

Within fifteen (15) working days after completion of a trip, the *Claim for Employee Travel* shall 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 for final approval and signatures.

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, All students must complete a Class Waiver, Release & Indemnification Agreement prior to the trip.

8.0 International Travel

All international travel must be reviewed through the Environmental Health, Safety and Security office to ensure that appropriate insurance has been obtained and assumption of risk and waiver of liability documents are executed. The institutional review consists of a travel registry and communications plan, insurance requirements, travel restrictions, travel warnings, codes of conduct, and post trip review.

Per diem for international travel will be reimbursed at Federal per diem rates. Foreign per diem rates and other detailed information on international travel can be found at the U.S. Department of State website located at https://aoprals.state.gov/content.asp?content_id=184&menu_id=78. Additional information may also be found at http://www.bcn-nshe.org/hr/wcrm/intltravel/ or the NSHE website located at http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/ Title 4, Chapter 23 NSHE International Travel Policy.

Standard travel claim documentation including original receipts is required for all foreign travel. In addition, documentation must:

- show the exchange rate for the time period/expenses to be reimbursed;
- be converted into US dollars based on that exchange rate; and
- be translated to provide as much detail as possible to assist in understanding the nature of the expense.

9.0 Travel Reimbursement for Professional Applicants

Applicants for professional positions may be reimbursed for travel, lodging, and per diem expenses incurred when interviewing for professional positions. The reimbursement is based upon actual expenses with a maximum limit of $750.