

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS**

AGENDA

Friday, July 20, 2012

8:00 a.m.

Mountwest CTC Headquarters Building

Room 104

2205 Fifth Street Road

Huntington, WV

- I. Tour of Headquarters Building
- II. Call to Order and Determination of Quorum – Jason Moses, Chairman
- III. Consent Agenda – Jason Moses, Chairman
 - Approval of Minutes – June 15, 2012*
 - Proposed Amendment to IBOG Policy No. F-2, Travel*
- IV. Board Advocacy and Policy Governance – Jason Moses, Chairman
(Policy #5 Governance Process – Committee Principles attached)
- V. Overview of Mountwest’s New Campus Grand Opening Celebration – Sheanna Spence, Director of Development
- VI. President’s Report – Dr. Keith J. Cotroneo
- VII. Future Board Agenda Items
- VIII. Announcements:
 - Next regularly scheduled meeting of the IBOG – August 17, 2012 @ the Mountwest Community & Technical College Headquarters Building, 2205 Fifth Street Road, Huntington, WV. Breakfast will be available beginning at 7:30 a.m. and the meeting is scheduled to begin at 8:00 a.m.
 - Other
- IX. Possible Executive Session Under the Authority of WV Code §6-9A-4 Relating Property Acquisitions, Leases and/or Personnel Issues
- X. Adjournment

* Action Items

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS**

MINUTES

Friday, June 15, 2012

8:00 a.m.

**Mountwest CTC Cooking & Culinary Institute
917 Third Avenue
Huntington, WV**

PRESENT: Bob Bailey, Mark Bugher, Mark George, Mike Herron, Rachael Fricke, Jason Moses, Sue Richardson, Christopher Stevens, and by phone, Ruth Cline.

ABSENT: Thomas Gibson, Jim Hale, and Linda Vinson

ALSO ATTENDING: President Keith J. Cotroneo, Luanne Bowman, Billie Brooks, Steven Brown, Mike Dunn, Herb Karlet, Bethany Perry, Carol Perry, Kimberly Patrick, Latrenda Sanders, Monica Shafer, Sheanna Spence, Terri Tomblin-Byrd, John Whiteley, and media.

AGENDA ITEMS:

I. Call to Order and Determination of Quorum:

Sue Richardson, IBOG Chairman, called the meeting to order at 8:00 a.m. A quorum was established.

II. Consent Agenda:

A motion was made by Chris Stevens and seconded by Bob Bailey to approve the consent agenda, which included approval of the minutes of the May 18, 2012 IBOG meeting. The motion was approved.

III. Election of IBOG Officers for July 1, 2012 – June 30, 2013 – Mike Herron :

Mike Herron presented to the IBOG the recommended officers for July 1, 2012 – June 30, 2013: Jason Moses, Chairman; Mark Bugher, Vice-Chairman and Bob Bailey, Secretary. The floor was opened and then closed for other nominations - no other nominations were made. A motion to accept the Officers as presented was made by Mike Herron and seconded by Ruth Cline. The motion was approved.

Mark Bugher recognized Sue Richardson during the meeting for her leadership as the Chairman of the Board. She was applauded for her service and contributions by all Board members and by those in attendance at the meeting.

IV. Proposed Revisions to IBOG Policy No. F-7: Amendment, Assessment, Collection and Refund of Student Tuition and Fees – Herb Karlet :

A motion to approve changes as presented to the Board to IBOG Policy No. F-7: Amendment, Assessment, Collection and Refund of Student Tuition and Fees beginning fall 2012 was made by Mike Herron and seconded by Mark George. The motion was approved.

V. President's Report – Dr. Cotroneo:

- President Cotroneo introduced to the IBOG Kimberly Patrick, Student IBOG Member FY 2012/2013 and Mike Dunn, Director of Plant Operations.
- An update on construction at the new campus was given. It was noted that 95% of the renovations are complete – the construction project is on schedule. Mike Meadows, the college's Construction Project Manager, will stay with the project until September 1, 2012.
- Dr. Cotroneo reported that he met with Bill Smith, Superintendent of Cabell County Schools, regarding Senate Bill 436. He also noted that he is planning to meet with Superintendents from Wayne County, Mason County and Putnam County as well.
- Dr. Cotroneo discussed the AACC Bulletin / Department of Labor. A great resource is the College Navigator.

VI. Future Board Agenda Items:

- The IBOG Special Task Force plans to schedule an upcoming meeting to make plans for a VIP Tour of the new college campus for members of the local legislative delegation.
- The Presidential Evaluation Committee plans to schedule an upcoming meeting.

VII. Announcements:

- The next regularly scheduled meeting of the IBOG is July 20, 2012 and will be held at the Mountwest Community & Technical College Headquarters Building located at 2205 Fifth Street Road, Huntington, WV. A light breakfast will be available beginning at 7:30 a.m. and the IBOG meeting will begin at 8 a.m.

VIII. Executive Session – Relating to Property Acquisitions, Leases, and /or Personnel Issues – Sue Richardson:

A motion to go into executive session was made by Jason Moses, seconded by Mike Herron and approved. Following the executive session, a motion to close the executive session was made by Mark Bugher, seconded by Ruth Cline and approved. No action was taken.

IX. Adjournment:

There being no other agenda items, the meeting was adjourned.

Susan K. Richardson

Chairman

Bob Bailey

Secretary

**Mountwest Community & Technical College
Institutional Board of Governors
Meeting of July 20, 2012**

ITEM: Policy No. F-2 Amendment
Travel

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors approves the proposed amendment for Policy No. F-2, *Travel*.

STAFF MEMBER: Keith J. Cotroneo
President

BACKGROUND

Recently, the state travel policy was modified. In order to be in compliance with this state policy, Mountwest's Travel Policy needs to be amended.

The current policy with the suggested changes is attached.

~~MOUNTWEST MARSHALL~~ COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS

Policy No. F-2

TRAVEL

1 General

1.1 Scope:

1.1.1 This policy implements the rules and regulations concerning management of in-state, out-of-state, and international travel, hereinafter referred to as "travel," and for reimbursements of expenses to employees, members of ~~Marshall-Mountwest~~ Community and Technical College Board of Governors, hereinafter referred to as the "Governing Board" and other non-employees traveling on behalf of the Governing Board.

1.1.2 Consultants and contractors are not required to use these rules and regulations, at the institution's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement.

1.1.3 Reimbursement of travel expenses paid from federal, state, and private grants shall be governed by the terms and condition of the grant if they differ from those contained in this policy; otherwise, this policy shall govern such reimbursement.

1.1.4 It is unlawful for the Auditor to issue a warrant in payment of any claim for travel expenses incurred by an employee, Board member, or other non-employee unless such claim meets all of the requirements of this policy.

1.2 Statutory References: WV Code §18B-1-6; §12-3-11

1.3 Passage Date: ~~January 16, 2009~~ July 20, 2012

1.4 Effective Date: ~~February 16, 2009~~ August 20, 2012

1.5 Controlling Over: ~~Marshall-Mountwest~~ Community & Technical College

~~1.6~~ History:

~~1.6.1 This policy replaces Marshall University Board of Governors Policy FA-2 (previously MUBOG Policy No. 3)~~

~~1.76~~ Terms

~~1.76.1~~ The word President herein refers to the President of ~~Marshall~~ Mountwest Community and Technical College.

~~1.7.2~~ ~~1.6.2~~ "MCTC" herein refers to ~~Marshall-Mountwest~~ Community and Technical College.

**MOUNTWEST MARSHALL COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS**

Policy No. F-2

TRAVEL

2 Provisions Applicable Only to the MCTC Board of Governors and President

- 2.1 The Governing Board may authorize payment for the traveling expenses incurred by any person, and her or his spouse when appropriate, who is invited to visit any campus of MCTC, or any other facility under the control of the Board, to be interviewed concerning her or his possible employment by the Board or agent thereof. Authorization for such payment shall be given by the president, or their duly authorized designee(s).
- 2.2 The Governing Board may authorize payment of: (1) all or part of the reasonable expenses incurred by a person newly employed by the Board, in moving such employee's household furniture, effects and immediate family to the employee's place of employment; and (2) all or part of the reasonable expenses incurred by an employee of the Board in moving his or her household furniture, effects and immediate family as the result of reassignment of the employee which is considered desirable, advantageous to and in the best interest of the Governing Board; provided, that no part of the moving expenses of any such employee shall be paid more than once in twelve months. Authorization for such payment shall be given by the president, or their duly authorized designee(s).
- 2.3 The Chairman of the Board of Governors, or their duly authorized designee(s), must approve out-of-state travel expenses of the President.

3 Delegation of Authority and Responsibilities

- 3.1 Authority to manage, approve or disapprove travel and travel related expenses is delegated exclusively to the President. Such delegated authority may be revoked by the Governing Board.
- 3.2 The President may delegate authority to others within MCTC to act as her or his designee(s) for authorizing and approving travel and travel related expenses as may be required. All such authorizations and approvals shall be made in accordance with the provisions of this rule.
- 3.3 Travel may be authorized only for official business.
- 3.4 The President or designee shall develop administrative procedures for ~~the~~ MCTC, consistent with this policy, to provide additional guidance to employees and others traveling on behalf of the institution.
- 3.5 The responsibility to audit a traveler's expense account settlement lies with the institution. Approval of a traveler's expense account settlement by the institution means that the expense settlement meets all criteria established by this rule for reimbursement. The institution shall audit and submit an accurate expense account

~~MOUNTWEST MARSHALL~~ COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS

Policy No. F-2

TRAVEL

settlement for reimbursement to the State Auditor's Office within a reasonable amount of time after receiving such settlement from the traveler.

4 Travel Regulations Applicable to All Employees, Board Members, and Non-Employees

4.1 Employees

4.1.1 Approval to travel shall be secured in advance by the employee in accordance with this policy and, if applicable, the administrative procedures of the institution. Under no circumstances should an employee travel without proper approval of the President or his/her designee(s).

4.1.2 Employees are responsible for submitting for reimbursement a travel expense account settlement form, with all required attachments, to her or his supervisor within a reasonable amount of time after the last day of the approved travel, as defined by the institution, in order to qualify for reimbursement of expenses or for payment.

4.1.3 Receipts are required to be submitted for the reimbursement of all expenses except for those specific expenses exempted from receipting requirements by this policy. All receipts submitted must be itemized.

4.1.4 It is the traveler's responsibility to provide all information and/or documentation required for reimbursement.

4.2 Members of the Governing Board

4.2.1 This policy shall govern reimbursement of travel expenses to members of the Governing Board when a Board member requests reimbursement for such expenses from the Governing Board. Faculty, staff and student representatives to the Board may be reimbursed in accordance with other sections of this policy.

4.3 Non-Employees

4.3.1 When non-employees are eligible to receive reimbursement of travel expenses, such reimbursement shall be made in accordance with this policy.

4.4 Students

4.4.1 When students are eligible to receive reimbursement of travel expenses, such reimbursement shall be made in accordance with this policy.

5 Transportation

5.1 Air Transportation

~~MOUNTWEST MARSHALL~~ COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS

Policy No. F-2

TRAVEL

5.1.1 Commercial Airlines

~~5.1.1.1 Allowable reimbursement for e~~Commercial airline travel shall include the actual expense or cost of the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. Travelers may not specify a particular air-line in order to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare.

5.1.1.2 Travelers are expected to make advance bookings through a contracted travel service vendor or as otherwise approved by the institution to secure the least expensive airfare possible.

5.1.1.3 All airline tickets must be purchased using the Purchasing Card.

~~5.1.1.3 In order to receive reimbursement, the traveler must submit the "passenger coupon", E-Ticket Receipts or copy of the commercial airline ticket. Refundable or unused airline tickets shall be returned immediately.~~

~~5.1.1.4 Commercial airline tickets may be direct billed to the institution and paid in advance.~~

5.1.1.45 If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is -directed by the appropriate institutional officer to change her or his travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.

5.1.1.56 Deliberately causing increased costs or delays for the purpose of obtaining personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. Conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or similar actions, is also prohibited.

5.1.2 ~~Use of Aircraft Owned and Managed by the Department of Administration and other State Agencies, Chartered Aircraft Service, and Privately Owned Aircraft.~~
Non-Commercial Aircraft Service

5.1.2.1 For any state-owned or private aircraft service, the Aviation Division is responsible for policies, procedures, and instructions.

~~MOUNTWEST MARSHALL~~ COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS

Policy No. F-2

TRAVEL

~~5.1.2.1 For use of aircraft owned and managed by the Department of Administration and other agencies not under the jurisdiction of the Governing Board, the traveler shall follow the rules and regulations of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.~~

5.1.2.2 If authorized by the President or designee(s), chartered aircraft service and privately owned aircraft may be used by the traveler if it will result in the lowest airfare, and if it is approved in advance by the appropriate institutional officer. Direct billing may be used to pay for such service and aircraft use.

~~A competitively bid charter service contract, if available, may be used, as appropriate.~~

5.2 Ground Transportation

5.2.1 The traveler may use a state owned vehicle, privately owned vehicle, commercial rental vehicle or rail service for ground transportation when traveling on official business of the institution. ~~Receipts and documentation are not required unless otherwise indicated below or required by the institution.~~

5.2.1.1 State Owned Vehicles: The availability and use of a state owned vehicle will be determined by the institution's administrative procedures.

5.2.1.2 Privately Owned Vehicles/Courtesy Vehicles: Privately owned and courtesy vehicles may be used when traveling on institutional business. Reimbursement will be made in accordance with the institution's administrative procedures and shall not exceed the prevailing rate per mile established by the Internal Revenue Service. Receipts are not required for mileage reimbursement when using privately-owned vehicles.

5.2.1.3 Commercial Rental Vehicles: Commercial rental vehicles may be used when traveling on institutional business. Reimbursement will be made at actual cost for the daily rental fee for a mid-size or smaller vehicle, plus mileage fees and fuel costs. For travel of more than a few days in duration, weekly rental rates may be reimbursed if they will result in a lower total cost than the daily rate. Reimbursement may be made for full size vehicles if more than three (3) people are traveling together on institutional business, business and for larger vehicles if a group of five (5) or more is traveling together. Reimbursement may also be made

~~MOUNTWEST MARSHALL~~ COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS

Policy No. F-2

TRAVEL

for a larger or specially equipped vehicle if required to accommodate a traveler with a disability or handicap. The Purchasing Card is the only acceptable method of payment for commercial rental vehicles. Receipts/documentation are required for reimbursement of car rental and mileage charges or fees. Receipts/documentation are not required for fuel costs.

5.2.1.3.1 Insurance: ~~Collision damage waivers for rentals of seven (7) days or less are also reimbursable, and should be purchased.~~

~~Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States. The Purchasing Card provides Collision Damage Insurance (CDW) at no cost for rentals up to 31 days. The Purchasing Card does not provide insurance coverage for vans seating more than eight (8) occupants. No other insurance or insurance-like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any rental vehicle used outside the United States.~~

5.2.1.4 Rail Service: May be used for ground transportation in accordance with the institution's administrative procedures.

5.2.1.5 Miscellaneous Ground Transportation: Miscellaneous ground transportation may be reimbursed in accordance with the institution's administrative procedures.

5.2.2 The operator (traveler) of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines and/or penalties resulting from citations, charges, or ~~w~~arrants attributable to the operator. Such fines and/or penalties shall not be a reimbursable expense.

5.2.3 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotel, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation to and from the airport.

5.2.4 Roadside assistance services for fleet, rental and personal vehicles, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable by an institutional officer authorized to approve travel expenses.

~~MOUNTWEST MARSHALL~~ COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS

Policy No. F-2

TRAVEL

6. Lodging

- 6.1 Reimbursement for lodging shall include actual expenses for overnight accommodations, ~~use of a room during daytime~~, and all applicable taxes and surcharges. Reservations for lodging shall be made according to the institution's administrative procedures. ~~Lodging receipts are required for reimbursement.~~
- 6.2 Lodging may be direct billed; however, the traveler must attach a copy of the lodging invoice or other proof of lodging to the traveler's final expense account settlement.

7. Meals

- 7.1 Meal expense reimbursement is ~~limited to actual expenses for food, service and gratuities, not to exceed~~ made at the Authorized Daily Rates (ADR) as established by the General Services Administration (GSA). Specifically excluded are alcoholic beverages and entertainment expenses. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge." Receipts are not required for meal reimbursement unless traveler is engaged in guardian travel.

~~7.2 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount in accordance with the institution's administrative procedures.~~

~~7.1.1 On the first and last days of an overnight trip when no meals are provided, the allowable reimbursement is based on 75% of the Authorized Daily Rates (ADR) as established by the General Services Administration (GSA). Departure or arrival times are not considered. If a meal(s) is provided gratis or included within a registration fee of the business travel, the per diem rate must be reduced by the appropriate amount.~~

~~7.1.2 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount in accordance with the institution's administrative procedures.~~

~~7.2 Meal expenses for single day travel are not reimbursable. Single day travel is travel without an overnight stay and will not qualify a traveler as being away from home for purposes of receiving non-taxable meal reimbursement. This does not apply to guardian travel.~~

~~7.3 Meal expense reimbursement for single day travel (when there is not an overnight stay) is allowed when travel time begins and/or extends more than two (2) hours beyond the traveler's normal work day. Reimbursement will be made for actual expenses up to the maximum daily rate as follows;~~

~~MOUNTWEST MARSHALL~~ COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS

Policy No. F-2

TRAVEL

~~7.3.1 — To be eligible for breakfast, the traveler must begin the trip at least two (2) hours before the traveler's normal work day commences.~~

~~7.3.2 — To be eligible for dinner, the traveler must end the trip at least two (2) hours after the traveler's normal work day ends.~~

~~7.3.3 — Any employee who qualifies for either breakfast or dinner may also qualify for lunch, provided the employee is traveling or is in travel status during her or his normal lunch period.~~

~~7.3.4 — For the purpose of determining the amount(s) allowable for meals for single day travel, the traveler may claim reimbursement for actual expenses according to the institution's administrative procedures.~~

7.43 The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgment in determining what is a "reasonable" expense to incur for the situation.

7.43.1 Guardian Travel: Travelers transporting or accompanying clients, patients, students or others entrusted to an institution for their care, education or placement shall be reimbursed the actual cost of meals up to the maximum daily rate for each person. Receipts are required. In lieu of receipts for students, a student signature form may be provided in accordance with the institution's administrative procedures.

~~7.4.2 — Board Members: For a single day travel (where there is not an overnight stay), in conjunction with the performance of their official duties, Board and Commission members may be reimbursed the actual meal expenses incurred not to exceed the maximum daily rate. Receipts are not required.~~

8. Registration Fees

8.1 Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses to the traveler. Registration fees may also be direct billed to the institution ~~when feasible~~. Advance payment of registration fees is permitted if required or if doing so results in a savings to the institution. Registration fees should be charged to the Purchasing Card, if possible.

~~8.2 — Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement. E-mailed receipt or emailed documentation is acceptable.~~

~~MOUNTWEST MARSHALL~~ COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS

Policy No. F-2

TRAVEL

8.23 The traveler will not receive an allowance or reimbursement for lodging or food that is included in registration fees.

8.34 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change her or his travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler or the traveler's representative to notify the event sponsor will be considered a personal expense to the traveler.

9. Other Expenses

9.1 Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Such expenses and reimbursement may include, but are not limited to:

- a. Baggage handling ~~and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check in), or when using a lodging facility that has portage (i.e., "bell person") services rather than a facility where the traveler is expected to carry her or his own luggage;~~
- b. Baggage storage between appointments, and between hotels and meeting places;
- c. Tolls, garage and parking fees, ~~including gratuities;~~ excluding valet parking for personal convenience;
- d. Communication expenses such as: (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges; (3) surcharges for long distance calls when the toll charges are direct billed; (4) ~~cellular telephone charges; and (5)~~ facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges; and (5) charges related to internet connections.
- e. Currency conversion;
- f. Guides, interpreters, and visa fees;
~~and~~
- ~~g. and g.~~ Gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or when using a lodging facility that has portage (i.e., "bell person") services rather than a facility where the traveler is expected to carry her or his own luggage are included in the per diem reimbursement for meals and incidentals and are not otherwise reimbursed.
- ~~g. Trips involving multiple days of travel or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may make one personal telephone call home per day. Reimbursement shall be made at actual cost, not to exceed the maximum amount established by the institution's administrative~~

~~MOUNTWEST MARSHALL~~ COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS

Policy No. F-2

TRAVEL

~~procedures, provided the call is not charged to the telecommunications card issued by the state or the institution.~~

- 9.2 Non-reimbursable travel related expenses include the cost of passports (not as a travel expense, but may be considered as a direct charge to the institution), interest on late payment of individually held credit cards, laundry fees, and personal flight or baggage insurance. Exceptions may be approved by the President or designee.
- 9.3 Persons traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown. Travelers are encouraged to use the corporate travel card to receive the best conversion rates and avoid high currency conversion fees.

10. Form of Payment for Business Travel

10.1 Corporate Charge Card or Credit Card:

~~Travelers may use the corporate charge card issued by the State of West Virginia for business related travel expenses. The card is a personal liability of the traveler. A traveler must be in an overnight travel status to use the corporate travel card. The corporate travel card cannot be used for personal use.~~

10.2 Cash Advances from the State Auditor's Office:

Cash advances may be requested from the State Auditor's Office according to the procedures established by the Auditor for employee and student travel, and for group travel such as organized student groups. The institution shall establish administrative procedures for requesting and settling cash advances with the Auditor.

10.3 Cash Advances from an Automatic Teller Machine (ATM) using the State Corporate Credit Card

10.3.1 Employees may secure a cash advance for business travel expenses only. Cash advances are not permitted for personal purposes.

10.3.2 A cash advance for either in-state or out-of-state travel is permissible when an employee travels a minimum of two (2) consecutive days on official business. The preferred method of obtaining a cash advance is to use the state corporate credit card at an ATM. Cash advances and ATM transaction fee reimbursements are limited to the amount and number authorized by the institution's policies and procedures. Receipt(s) from the ATM are required for reimbursement of the ATM transaction fee.

**MOUNTWEST MARSHALL COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS**

Policy No. F-2

TRAVEL

- 10.3.3 For employees ineligible to receive a state corporate credit card or those who have applied and have not yet received their cards, the cash advance procedure applies.
- 10.3.4 The institution will attempt to minimize credit losses by employees using the corporate charge card.

10.4 Direct Billing

Direct billing (including the p' card) may be authorized by the appropriate institutional representative in accordance with the institution's administrative procedures. The traveler is responsible for attaching to her/his final expense account settlement copies of receipts, invoices, documentation, etc. for any direct billed fee.

10.5 Purchasing Card

Travelers -must use the Purchasing Card issued by the state of West Virginia for approved business related travel expenses. No personal purchases are permitted.

Travel expenses shall not include food expenses or any personal expenses on hotel folios such as room service or movie expenses. Proper documentation must be provided for any billing (i.e. hotel folios) relating to multiple travelers.

11. Reimbursement Forms

- 11.1 The form(s) used for reimbursement of travel expenses shall be those promulgated in the institution's administrative procedures.

12. Other Provisions

- 12.1 Frequent flier miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official travel. In accordance with West Virginia Code § 6B-2-5(2), employees may use bonus points acquired through frequent traveler programs while traveling on official government business, as long as the employee's participation in the program does not result in an additional cost to the state.
- 12.2 Reimbursement of travel related expenses are subject to policies of the State of West Virginia Travel Management Office and the West Virginia State Auditor's Office. These offices may require additional documentation beyond those specifically listed in this policy for a traveler reimbursement to be processed. This policy does not supersede WV State and/or WV Auditor's Office requirements.

POLICY #5 GOVERNANCE PROCESS

COMMITTEE PRINCIPLES

In accordance with the "one voice" principle, the board shall have no standing committees. However, from time to time, the board may establish committees to help carry out its responsibilities. Committees will be used sparingly, only when other methods have been deemed inadequate. Committees will be used so as to minimally interfere with the wholeness of the board's job, and so as never to interfere with delegation from the board to the CEO.

1. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the CEO.
2. Board committees are to help the board do its job, *not to help the staff do its jobs*. Committees will assist the board chiefly by preparing policy alternatives and implications for board deliberation. Board committees are not to be created by the board to advise staff.
3. If a board committee is used to monitor organizational performance in a given area, the same committee will not have helped the board create policy in that area. This is to prevent committee over-identification with an organizational part rather than the whole.
4. Board committees cannot exercise authority over staff and, in keeping with the board's focus on the future, board committees will not ordinarily have direct dealings with current staff operations. Further, the board will not impede its direct delegation to the CEO by requiring approval of a board committee before an executive action. The CEO works for the board, never for a board committee or officer.
5. This policy applies only to committees which are formed by board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the CEO.