

MINUTES
Departmental Meeting
Monday, January 9, 2012, 2:00 p.m.
129 AGLS

1. 2:00 – 2:10 Welcome/Announcements/Bus Recognition Elliot
Dr. Elliot was out due to an eye procedure. Drs. Murphy and Rutherford were in charge of the meeting.

No busses were available for presentation. We will catch up at the February meeting.
 2. 2:10 – 2:15 Travel Receipts Aguilar
Elke was at a workshop and unavailable. A handout she had left was distributed. **(SEE ATTACHMENT A)**. Dr. Murphy said that if there were questions to please contact Elke.
 3. 2:15 – 2:20 AGSS Leggette/Andrews
Holle reported that the Angel Tree was a huge success. She thanked everyone for all the contributions.

Dr. Murphy reported that multiple graduate assistants assisted with the recent NCAC-24 meeting. He thanked them from the Department and Department Head.

Holle said that AGSS is working on a list of activities for the semester.
 4. 2:20 – 2:30 Strengths Odom/Norgaard
Strengths activity was postponed to the February meeting.
 5. 2:30 – 2:35 AGCJ Position Update Rutherford
Dr. Rutherford gave an update on the AGCJ search. At this time 4 applications have been received. Dr. Gary Wingenbach is the search chair. He hopes to have the first committee meeting in early February. The position is still open to take applications. Dr. Rutherford said she had heard from several people that they intended to apply.
- Other**
- Dr. Boyd reported that the faculty would be receiving a Faculty Curriculum Survey in their mailboxes on Tuesday. The survey will help determine in which courses students acquire the core competencies for their major. There will be room for five courses to be listed. He expects to receive multiple responses for some courses that are taught by multiple faculty. There will be a series of meetings held at IMS this semester to discuss the findings. He asked that the survey be completed by January 20.
- Dr. Murphy reminded faculty that the AIMS system is open. Data has been input by Clarice, Elke and Tanya. Review your data, input/correct entries before

February 24th. The review cycle is calendar year 2011. You should schedule your meeting with Dr. Elliot with Debbie as soon as possible.

Elke Aguilar

From: Elke Aguilar
Sent: Wednesday, January 04, 2012 11:13 AM
To: ALEC - All
Subject: Required Travel Receipts

Importance: High

Dear all,

As travel plans are starting to pick up I would like to remind you to please bring back the university required receipts for reimbursement. The following is some basic information for the most common expenses for your convenience.

Hotel/Lodging receipts must include:

- Name and address of the establishment
- Name of the employee (employees if shared room)
- Room rate
- Daily itemization of lodging charges (in-state travel is state tax exempt so make sure it's not included in the itemization)
- Method of payment

Important Note: Even if the hotel has been pre-paid with a departmental card, you still must turn in the invoice so Kenny can pay the credit card with proper back-up documentation.

Meals:

- Meals are reimbursed on actual expense not to exceed the allowable Federal domestic maximum rate for the location.
- No receipts are needed unless the meal is \$75 or more.
- Employees are only reimbursed for meals when the trip is overnight.

Taxi:

- No receipts for taxi service is needed unless it's from city to city.

Rental Vehicle:

Regardless if the rental vehicle is direct billed to us or you pay for it yourself please make sure the receipt includes check-in and check-out dates and itemized expenses and bring back to us.

For other expenses such as airline baggage fees, entry fees in foreign countries, and other random expenses, you need to turn in a receipt with the name of the company/organization issuing it, date, amount paid and what it was for.

Please don't hesitate to contact me, Kenny, Tanya, or Jamie if you have any questions or need more detailed information.

Thanks!!

Elke