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5-21-1979

May 21, 1979 Meeting Minutes

Shawnee State University

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M I N U T E S
SHAWNEE STATE COMMUNITY COLLEGE
Board of Trustees Meeting
May 21, 1979
7:30 p.m.

The meeting was called to order by Chairman Strafford.

ROLL CALL

Members Present: Mr. Baxter, Mr. Brown, Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Vetter, Mr. Strafford. Mr. Morgan joined the meeting at 7:45 p.m.

Members Absent: Mr. Rittenour

APPROVAL OF MINUTES

Mr. Vetter moved and Mrs. Kennedy seconded the motion to approve the April 16, 1979 minutes.

Ayes: Mr. Baxter, Mr. Brown, Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Vetter, Mr. Strafford.

Nays: None

PRESIDENT'S REPORT

Dr. Flinchbaugh commented on the groundbreaking ceremonies that took place on this date at 9:00 a.m. There were several dignitaries from the State Legislature, a representative from the Ohio Board of Regents, Board members, and people from the college and the private sector who attended the groundbreaking ceremonies for the new Vern Riffe, Jr. Industrial Building.

Dr. Flinchbaugh introduced Mr. Harry Weinbrecht, Athletic Director who spoke to the Board concerning funding of the athletic programs for Shawnee State. He reported that the cost of the programs has been about \$25,000 per year and this includes only men and women's basketball. He feels that inter-scholastic and intra-scholastic sports must be expanded so that more students can participate. Funding is the problem and he has looked into the possibility of the College sponsoring Bingo. This has been done with success in some of the schools in northern Ohio. Bingo would be sponsored one time each week with the possible income being \$25,000 to \$50,000. Mr. Baxter pointed out that at this time our Policies and Procedures Manual prohibits gambling on campus. The Board ask for a breakdown of anticipated budget and an analogy of past costs, including subsidy cost, telephone expenses, etc.

NEW BUSINESS

BOARD'S POSITION CONCERNING NEW BRIDGE PLACEMENT

Mr. Baxter moved and Mr. Morgan seconded the motion to adopt Resolution 10-79 stating the Board's concern and opposition to the proposed site for a new bridge from South Shore, Kentucky to Portsmouth, Ohio.

Ayes: Mr. Baxter, Mr. Brown, Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Morgan, Mr. Vetter, Mr. Strafford.

Nays: None

EMPLOYMENT OF AUTOMOTIVE TECHNOLOGY INSTRUCTOR

Mr. Vetter moved and Mr. Hyland seconded the motion to approve Resolution 11-79, approving the employment of Mr. Thomas K. Charles as an instructor in the automotive technology program.

Ayes: Mr. Baxter, Mr. Brown, Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Morgan, Mr. Vetter, Mr. Strafford.

TWO YEAR CONTRACTS FOR STAFF MEMBERS

Mr. Morgan moved and Mr. Vetter seconded the motion to approve Resolution 12-79 awarding two year contracts to Dr. Paul Crabtree, Counselor and Director of Transfer Placement and Mr. Berry Smith, Director of Computer Services.

Ayes: Mr. Baxter, Mr. Brown, Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Morgan, Mr. Vetter, Mr. Strafford.

Nays: None

PURCHASE OF COMPUTER

Mr. Vetter moved and Mr. Hyland seconded the motion to approve Resolution 13-79, authorizing the purchase of a new computer and the present Honeywell 2030A.

Ayes: Mr. Baxter, Mr. Brown, Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Morgan, Mr. Vetter, Mr. Strafford.

Nays: None

DEPOSITORY OF ACTIVE FUNDS

Mr. Baxter moved and Mr. Vetter seconded the motion to approve Resolution 14-79, concerning the placement of active funds for biennium 1979-81.

Ayes: Mr. Baxter, Mr. Brown, Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Morgan, Mr. Vetter, Mr. Strafford.

Nays: None

REVISION OF STATE TRAVEL

Mr. Hyland moved and Mr. Horr seconded the motion to adopt Resolution 15-79 concerning revisions in state travel regulations.

Ayes: Mr. Baxter, Mr. Brown, Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Morgan, Mr. Vetter, Mr. Strafford.

Nays: None

EXECUTIVE SESSION

Mr. Baxter moved that the Board of Trustees go into Executive Session to discuss collective negotiations. Mr. Vetter seconded the motion.

Ayes: Mr. Baxter, Mr. Brown, Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Morgan, Mr. Vetter, Mr. Strafford.

Nays: None

The Board went into Executive Session at 8:28 p.m.

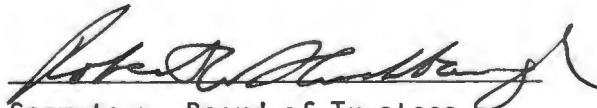
The Board reconvened its meeting at 9:52 p.m.

ADJOURNMENT

Mr. Brown moved the meeting be adjourned. Mr. Baxter seconded the motion.

Adjournment was so ordered by the Chairman.


Chairman, Board of Trustees


Secretary, Board of Trustees

RESOLUTION 10-79

Whereas, the Kentucky Department of Transportation (KDOT) has selected several alternate sites for a new bridge over the Ohio River near or in Portsmouth, Ohio and South Shore, Kentucky, and

Whereas, through meetings and conferences with KDOT officials the primary alternates being considered seem to be:

Alternate 2 - A Waller Sreet, Portsmouth, connection,

Alternate 4 - an approach paralleling the U.S. Grant Bridge and connecting with the 2nd Street - Chillicothe Street intersection in Portsmouth,

Alternate 7 - an alignment 1.1 miles downstream from the U.S. Grant Bridge, and

Whereas, Alternate 4 encroaches on Shawnee State Community College property with the result that (a) parking will be reduced, (b) noise pollution will disturb classes in the health technologies building, (c) noise pollution from the bridge and truck traffic on Second Street and Gay Street will affect community and cultural events and will destroy the quality of music and theater performances in a building designed for such activities, (d) the campus integrity will be disrupted due to the affects of a bridge on the tennis courts and landscaping. (e) the beauty and openness of the campus on the west side will be negatively affected, and (f) air contaminates from heavy traffic will penetrate each of the campus buildings through the air circulating units and will destroy the air quality presently on campus;

Now, therefore, be it resolved that the Shawnee State Community College Board of Trustees is strongly and unalterably opposed to construction of any type of bridge that will intersect, bisect, cross-over, or in any way affect the present College campus, and

Resolution 10-79 (Page 2)

Be it further resolved that the Board authorizes the President to continue to investigate and appraise the bridge situation and to use any appropriate means to prevent construction of a bridge next to, across, or on Shawnee State Community College property.

RESOLUTION 11-79

Whereas, the College intends to begin its automotive technology program in Fall Quarter 1979, and

Whereas, it is necessary to employ instructors for this program, and

Whereas, Mr. Tom Foti has recommended to the President that Mr. Thomas K. Charles be employed to teach in automotive technology,

Now, therefore be it resolved that the Board of Trustees of Shawnee State Community College hereby approves a one year 1979-80 contract for Thomas K. Charles for a period of ten months at a salary of \$15,000 (salary base for nine months being \$13,500).

RESOLUTION 12-79

Whereas, the individuals listed below have met College policy in years needed to qualify for a two year contract, and

Whereas, their supervisor, Mr. Arnold McCoy, has evaluated them and found their work to be "outstanding",

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby awards a two year contract to Dr. Paul Crabtree, as Counselor and Director of Transfer Placement and Mr. Berry Smith as Director of Computer Services, said contracts to begin July 1, 1979 and terminate June 30, 1981 and be for twelve months per year with 20 work days vacation per year.

RESOLUTION 13-79

Whereas, Shawnee State Community College has a contract with Honeywell Corporation until August, 1981 for the purpose of leasing a Honeywell 2030A computer, and

Whereas, the Honeywell 2030A is inadequate for instruction and administrative data processing;

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the purchase of the Honeywell 2030A computer system from Honeywell Corporation for the purposes of owning the equipment, and through purchase and ownership, terminating the contract for lease of said equipment, and

Be it further resolved that the Board authorizes the expenditure of \$61,000 from the College reserve for said purchase, and

Be it further resolved that the Board authorizes or approves the following as outlined in the proposal which is attached to this resolution:

- (1) the President and his staff may obtain on a three year purchase lease agreement with Digital Equipment Corporation a PDP 11/70 computer system as indicated in the proposal,
- (2) the purchase of the necessary peripherals as indicated in the proposal, and,
- (3) the purchase of additional expenditures as indicated in the proposal.

COMPARISON OF H-2000 WITH PDP 11/70

**A Proposal for the Purchase
of a DEC PDP 11/70 Computer System**

PREPARED BY:

Robert Decker

Berry Smith

Bryan Damecki

CONTENTS

- I. Educational Considerations**
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 - B. Problems with Honeywell FORTRAN**
- II. Computer Instructional Aids Available for the DEC PDP 11/70**
- III. Accreditation Considerations**
- IV. Administrative Benefits From the DEC PDP 11/70 Computer System**
- V. Financial Layout for Purchasing the DEC PDP 11/70**

I. Educational Considerations

A. Student Benefits from a DEC PDP 11/70 Computer System

1. At the present time, each student requires four minutes to put his COBOL program in the computer and get it ready for testing. An average test will take two minutes. This means that if 15 students wanted to load their programs and test it, it could mean a wait of an hour between loading their program and testing it. If there is one error, the program will have to be reloaded and that could take as long as an hour before they can try again.

With the DEC system a program could be loaded in 30 seconds and at worst tested 7½ minutes later. This would mean that each student would be able to use the computer 7 to 8 times more than is possible at this time.

2. The trend in the computer field is to very large computers with many terminal and to mini computers that act and look like terminals with programmable memory. The DEC computer would permit our students to learn what is going on now and be able to work with computers being used in business today.
3. Many of the functions described in our textbooks are beyond the capability of our current machine. We are teaching programming on a machine that is, at least, 12 years old, and in a growing profession like data processing that makes it a very old machine.
4. Current processing is divided among administrative, COBOL and FORTRAN (or RPG) users. The present system can only process one of these groups at a time. This forces each group to compete for time to process its work.

Under the new system all type jobs can run concurrently. This would allow every user all day processing. Students could do work between classes and would no longer be restricted to specific time blocks.

B. Problems With Honeywell FORTRAN

According to Interface, the Computer Education Quarterly, 43% of all companies use FORTRAN and over 10% of all programs written by companies are in FORTRAN. It seems we should cover the language as best we can. One of the most severe problems with our FORTRAN compiler is how outdated it is. The good new textbooks no longer even mention the coding methods required by our compiler. The new accepted coding techniques have been well established nationally for at least the last 10 years. A large part of what we must teach is not covered in the text and not in line with the American National Standard (ANS) version of the language. Since companies throughout the country adhere to this standard, we are not teaching true FORTRAN. It is also discouraging for the students to see the new simplified coding techniques in texts and be forced to adhere to outdated rules.

The other major problem is the great delay in compile time. It takes about 5 minutes to compile one program. With a class of 15 this translates to 1 hour and 15 minutes for each student to compile once! This means that in a two hour lab session, not every student can run a program twice. This has caused me to have students work in groups in order to get programs completed in a reasonable time. I do not feel comfortable with group programming since one student of the group is usually the worker while others are watchers. The only other solution would be to divide the class into three separate lab sessions. However, this would require an additional instructor and take away from the COBOL programmers' and administrative computer time.

Under the DEC system, an average FORTRAN program compiles in 2 seconds. Furthermore, all 15 students can compile at the SAME time and 15 students get programs run in two seconds. Compare this with 15 students getting the same programs run in one hour and fifteen minutes with Honeywell. It is hard for me to even imagine the difference in student attitude when the waiting is taken out of our program.

Also, as enrollment grows, the delay can only worsen with the H-2000.

II. Computer Instructional Aids Available For the DEC PDP 11/70

Many learning packages exist and are available from DEC and other sources. These could be beneficial to many of the departments at Shawnee State.

Accounting and Retail Management--There are 5 packages suited for these departments.

1. Project Delta I--Business Programs--Contains 27 different learning programs including management decision simulation, annuity analysis, capital investment analysis, inter-industry product flow, and department manager's budgeting program.
2. Project Delta II--Business Programs--Contains 27 programs including labor management bargaining simulation, securities portfolio analysis, cash flow analysis and simulation of GNP, consumption, investment and government spending.
3. Management Case Studies--This package contains 12 programs simulating management problems in 7 companies.
4. Computer-Oriented Accounting Package--Is a 17 program package which includes journal entry, ledgers by account, balance sheets, income statements and closing entries.
5. Shelf/Floor Space Analysis--Simulates marketing of items and performs a productivity analysis of products according to variables chosen by students.

Biology--There are 3 packages specifically for the biology department.

1. Huntington I Simulation Programs--Biology--It contains all programs covering enzyme action, growth population, simulated insect control, farm pond exercises and population genetics.
2. Huntington II Simulation Programs--Biology--It contains 7 programs covering evolution, natural selection, photosynthesis, ph, temperature and enzyme reactions.
3. Genes--Program which does genetic calculations. It determines dominant traits in a given population using Punnet squares.

Chemistry--There are 3 main packages as follows.

1. Basic Application Programs in Chemistry--It includes 12 programs of drills and practice with chemical bonding, metric system, acid-base relationships and chemical equations.
2. Tutorial Exercises in Chemistry--It contains 10 programs dealing with quantitative relationships, density, electron count, mole and gram relationships.
3. Huntington I Simulation Programs--Chemistry--It includes 13 chemistry programs dealing with kinetics, equilibrium, acid-base titration and stoichiometry.

Mathematics--There are 32 separate mathematics packages and many others math related. Some of these packages contain as many as 20 programs. They range greatly from basic algebra, factoring type packages well through calculus. There are numerous statistical packages as well. Other topics include matrices, trigonometry, graphing, exponent handling, solving equations and probability. Some packages are tutorial, some classroom supplements and others for advanced learning.

Physics--There are 3 packages directly covering physics.

1. Huntington I Simulation Programs--Physics--It includes 21 programs covering calorimetry, hydrogen line spectrum, Lens problems, velocity, electricity, magnets and calculations of half-life and mass.
2. Huntington II Simulation Programs--Physics--This 3 program package deals with demonstrating electro charges, alpha particle scattering and the Young double slit experiment.
3. Spring Thing--Simulates action of waves on coil springs, reflection and movement of waves.

*The above summary was taken from the pages of Digital's IDEAS catalog. It is a 227-page index and description of educational software. From the number of education related publications Digital produces, it is apparent they see the great potential of online data processing at colleges. This makes us feel very confident that we will be constantly informed of the latest computer aids.

III. Accreditation Considerations

We feel that the Data Processing program at Shawnee State is an excellent one. However, with the H-2000 we are restricted from offering any new languages. More and more companies, especially those with mini computers are using BASIC as their main programming language. The H-2000 cannot support BASIC and we cannot offer it. It should be taught now to make the program a more complete package. BASIC language would automatically be given to us at no charge with the PDP 11/70.

In the future, if we or an accreditation committee decide we should offer another language, DEC can supply it. One commonly taught new language is PASCAL and DEC offers it for a one-time charge of \$995. We do not feel we need this language at this time since we would be offering BASIC with the PDP 11/70. However, we would feel more secure knowing the variety of language we teach can be modified as trends change.

IV. Administrative Benefits From the DEC PDP 11/70 Computer System

- A. Eliminate the staffing backup requirement for the Director of Administrative Data Processing. This is possible through the concept of Distributed Data Processing (DDP), where each user department processes their material by the computer via CRT terminals.
- B. Establishing a data base of all students entering Shawnee State will provide the means for:
 - 1. Meeting the bureaucratic reporting requirement in higher education accurately and efficiently without additional staffing.
 - 2. Quarterly analysis enrollment reporting.
 - 3. Student retention and follow-up.
 - 4. Alumni reporting.
- C. Computerize the financial accounting system of Shawnee State.
- D. Provide an instantaneous communication link among the student records system, the financial aid office, and the business office.
- E. Allow administrative and instructional processing simultaneously.
- F. Following are examples of applications to be computerized:
 - 1. On-line registration
 - 2. Graduate analysis reporting
 - 3. Schedule building
 - 4. Curriculum development and reporting

V. Financial Layout for Purchasing the DEC PDP 11/70

A. DEC - Quotation

	<u>Purchase</u>	<u>Monthly Maintenance</u>
1. PDP 11/70 256K Core Memory 67 MB Disk Drive 9 Track Magnetic Tape Drive Decwriter Console RSTS/E O.S. BASIC-PLUS (language) WISE DECAL (computer assisted instruction)	\$110,022.80	\$617.00
2. 67 MB Disk Drive	17,480.00	140.00
3. 8 Line Async Multiplexor	2,125.20	25.00
4. 16 Line Async Multiplexor	3,542.00	46.00
5. FORTRAN (language)	1,674.00	N/A
6. RGP II (language)	N/C	N/A
7. SORT	340.00	N/A
	<hr/>	<hr/>
	\$135,184.40 *	<u>\$828.00</u>

* 3-year purchase lease, \$4,339.41 monthly

** Purchase at the end of 3 years for \$1.00

B. Additional Requirements (peripherals)

	<u>DEC Quotation</u>	<u>Monthly Maintenance</u>
1. 300 LPM Printer	\$11,800.00	\$113.00
2. 200 CPM Reader	3,850.00	58.00
3. 180 CPS Printer	3,468.40	69.00
4. 180 CPS Printer	3,468.40	69.00
	<hr/>	<hr/>
	\$22,586.80 *	

* Est. outside bidding at 60 % of
DEC Quotation

<u>\$13,552.00</u>	<u>\$309.00</u>
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C. Miscellaneous Cost

		<u>Purchase</u>	
1. Waterloo COBOL (language)		\$600.00	
2. 20 CRT terminals			
17 + wire, 1978-79			
capital improvement	21,000.00		
3 - 1979-80 Budget	<u>3,600.00</u>	\$24,600.00	
3. 4 ea. RM03 Disk Packs (\$425)		1,700.00	
4. Training schools and travel		<u>4,500.00</u>	
		\$31,400.00	
	less	<u>21,000.00</u>	capital improvement
		<u>\$10,400.00</u>	

D. Purchase current

HIS-2030A Computer System	<u>\$61,000.00</u>
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E. FINANCIAL SUMMARY OF PURCHASE

1. <u>Monthly Lease</u>	<u>Monthly Maintenance</u>	
\$4,339.41	\$828.00	
	<u>309.00</u>	
\$4,339.41	\$1,137.00	
* Total monthly for 3 years		\$197,150.76
2. Purchase of additional equipment and training		
A. Peripherals	\$13,552.00	
B. Miscellaneous	10,400.00	
C. Current HIS-2030A	<u>61,000.00</u>	84,952.00
3. Equipment to be sold:		
HIS-2030A & peripherals	\$64,000.00	
HIS-200	2,000.00	
Keypunch machines	1,000.00	
Sorter	1,000.00	
Interpreter	1,000.00	
Reproducer	<u>1,000.00</u>	<u>70,000.00 (-)</u>
		<u>\$212,102.76</u>
4. Current HIS-2030A projection for 3 years		
Lease and maintenance	\$165,276.00	
Salary for staffing	36,000.00	
Software consulting	<u>2,400.00</u>	
		<u>\$203,676.00</u>

VI. Four year breakdown of investments. (1979-80 thru 1982-83)

A. New System (DEC PDP 11/70)

1. Fiscal year 1979-80			
a. Monthly lease and maintenance	\$ 65,716.92		
b. Purchase of additional peripherals	13,552.00		
c. Miscellaneous cost	10,400.00		
d. Current HIS-2030A	<u>61,000.00</u>		
	\$150,668.92		
e. Equipment to be sold	(-) <u>70,000.00</u>		
			\$80,668.92
2. Fiscal year 1980-81			
a. Monthly lease and maintenance			65,716.92
3. Fiscal year 1981-82			
a. Monthly lease and maintenance			<u>65,716.92</u>
			<u>\$212,102.76</u>
4. Fiscal year 1982-83			
a. Monthly maintenance			\$13,644.00

B. Current System (HIS-2030A)

1. Fiscal year 1979-80			
a. Monthly rental and maintenance	\$ 55,092.00		
b. Additional staffing	12,000.00		
c. Software consulting	<u>2,400.00</u>		
			\$69,492.00
2. Fiscal year 1980-81			
a. Monthly rental and maintenance	55,092.00		
b. Additional staffing	<u>12,000.00</u>		
			67,092.00
3. Fiscal year 1981-82			
a. Monthly rental and maintenance	55,092.00		
b. Additional staffing	<u>12,000.00</u>		
			<u>67,092.00</u>
			<u>\$203,676.00</u>
4. Fiscal year 1982-83			
a. Monthly rental and maintenance	\$ 55,092.00		
b. Additional staffing	<u>12,000.00</u>		
			<u>\$67,092.00</u>

RESOLUTION 14-79

Whereas, Shawnee State Community College is considering placement of its active funds for the 1979-81 biennium, and;

Whereas, a political subdivision is not required by law to make advertisement for a depository of active funds, and;

Whereas, Shawnee State Community College has more than four months supply of both payroll and operating checks, and;

Whereas, Shawnee State Community College has experienced excellent cooperation from the Security Central National Bank;

Therefore, be it resolved that the Board of Trustees of Shawnee State Community College approves the recommendation to award the College's active accounts to Security Central National Bank for the 1979-81 biennium.

RESOLUTION 15-79

Whereas, the Office of Budget and Management revised their OBM rule 126-1-02 effective June 10, 1979, applicable to in-state travel, and;

Whereas, Shawnee State Community College is included under the same;

Therefore, be it resolved that the Board of Trustees of Shawnee State Community College hereby approves the revised travel policy 9.200 thru 9.203 as attached.

9.200 Travel and Entertainment

Am. Sub. H.B. No. 155 mandated that the Ohio Board of Regents develop standardized travel reimbursement policies for all state-supported and state-assisted institutions of higher education for both in-state and out-of-state travel which shall be applied uniformly. This procedure outlines those policies and regulations contained in Rule No. OBM -5-01 effective February 1, 1976, revised via OBM-126-1-02 effective June 10, 1979, for reimbursement of travel and entertainment expenses incurred by Shawnee State personnel.

9.201 Authority for Travel

All travel, in-state or out-of-state, must be authorized and approved by the appropriate administrative supervisor responsible for the expenditure. A supervisor's signature on the Travel Expense Report indicates his approval and the propriety of all expenses and allowances listed as necessary to the performance of travel on official college business. The officials authorized to approve requests are listed below:

President
Vice President
Deans
Treasurer/Controller

9.202 Headquarters

For reimbursement purposes, headquarters is the building location at which the employee has his primary work assignment.

9.203 Basis for Reimbursement for In-State Travel

A. Allowable Transportation Expenses: Personal Automobile/Motorcycle

Personnel will be reimbursed at a rate of seventeen cents per mile for use of privately-owned automobiles or eight cents per mile for privately-owned motorcycles when traveling on official business. Mileage is payable to only one of two or more individuals traveling on the same trip and in the same vehicle. The names of all persons traveling together on the same trip and in the same vehicle must be listed on the travel report.

The mileage rate includes all expenses incurred by use of the privately-owned automobile or motorcycle when traveling on official college business.

Liability insurance must be paid for by the individual to protect himself against suits and claims for personal injury and property damage while he is operating a private vehicle in the course of college employment.

Allowable mileage will be actual miles driven from either the employee's headquarters or home, whichever is less. Attached to this policy, Section 9.2031, is a listing of frequently traveled to cities and/or places with mileage to be used as a guideline. Additional miles claimed should be explained on the travel expense report (i.e., Columbus-north, Columbus-airport, etc.)

B. Other Transportation Expenses

Reimbursement may be claimed for parking charges, ferry fares, taxi fares, bridge tolls, highway tolls, and tunnel tolls. Any such expenditures over one dollar must be supported by receipts.

Any other out-of-pocket expenses, such as road services and towing will not be reimbursed.

C. Meals and Lodging Expenses Requiring Overnight Lodging

Personnel will be reimbursed a maximum of thirty-eight dollars (\$38.00) for any calendar day during which they are on official in-state travel status involving overnight lodging. The calendar day is defined as any twenty-four hour period(s) from time of departure from headquarters to time of return.

Meals for each calendar day of authorized travel will be reimbursed in an amount not to exceed thirteen dollars, regardless of the price of any meal. For example, costs including a breakfast of \$2.00, lunch of \$2.00, and dinner of \$9.00, would entitle a reimbursement of \$13.00

Travel for less than a calendar day that required overnight lodging will be reimbursed up to twenty-five dollars (\$25.00) for lodging.

The aforementioned allowances provide for reimbursement for lodging, meals, and incidentals, such as gratuities which must be included on a receipt under the limitations set forth in part D below.

Expenses claimed for lodging, meals, and incidentals must be itemized on the Travel Expense Report. Claims for reimbursement for lodging and meals must be accompanied by original receipts. Credit card receipts are not acceptable.

D. Meal Allowances for Travel Not Requiring Overnight Lodging Plus Travel Time Outside of a Calendar Day

Personnel authorized to travel on official college business may claim reimbursement for meals not requiring overnight lodging for travel periods less than a calendar day (travel requiring overnight lodging refer to part C, paragraph 1). Basis for reimbursements is as follows:

1. Breakfast \$2.50, if the employee departs from his residence before 6:00 a.m. or returns to his headquarters after 9:00 a.m. from travel involving overnight lodging.
2. Lunch \$3.50, if the employee departs from his headquarters before 11:00 a.m. or returns to his headquarters after 1:00 p.m.
3. Dinner \$7.00, if the employee departs from his headquarters before 5:00 p.m. or returns to his residence after 8:00 p.m.

The above allowances include gratuities. Expenses claimed for meals must be itemized on the Travel Expense Report. Claims for reimbursement must be accompanied by original receipts. Credit card receipts are not acceptable.

E. Miscellaneous Expenses

Expenses incurred for stenographic fees, storage of baggage, telephone calls on official college business and rental of equipment or temporary meeting or office facilities necessary for the conducting of official college business may be reimbursed. However, rental of equipment, meeting, or office facilities must be approved by the administrative supervisor prior to agreements being consummated for such rentals. Expenses incurred for entertainment and alcoholic beverages are not reimbursable.

Miscellaneous expenses must be itemized on the Travel Expense Report. Original receipts shall be submitted for all individual miscellaneous expenditures in excess of one dollar. Credit card receipts are not acceptable.

F. Limitations on Reimbursement of Allowable Living Expenses

No allowances for lodging, meals, or miscellaneous expenses may be claimed (1) within the individual's headquarters county, (2) within the county of residence from which the individual commutes to his/her headquarters, or, (3) within thirty miles of the individual's residence.

G. Conferences

Registration fees exceeding fifty dollars (\$50.00) per individual may be paid directly by the college if verification of the fee is provided by the employee.