College of Charleston
Faculty Welfare Committee Meeting
February 27, 2020

Location: Addlestone Library, Special Collections Department, Room 340.

Attendance: Boucher, Byars, Hubel, Della Lana, Fairchild, Rutter.

Call to Order: The meeting was called to order by Committee Co-Chair Boucher at 2:00 p.m.

Old Business

• The committee reviewed and approved the minutes from the FWC meeting on January 23, 2020.

• The committee voted to approve the new, standardized faculty surveys for the President, Provost, and Department Chairs. These surveys will be forwarded to Simon Lewis (Speaker of the Faculty).

• Standardized faculty surveys for the Deans still need to be completed.

New Business

• At the January meeting, the FWC discussed faculty and staff travel expenses and reimbursement procedures. The main concern is the need for faculty and staff to pay for all fees and expenses for work-related travel using our own money and/or credit cards. This issue is currently being addressed by the Staff Welfare Committee (SWC). Guest Lisa Calvert (SWC) attended the FWC meeting to brief the FWC members on the issues related to current purchasing card procedures at the College of Charleston and the research results compiled by the SWC.

• A summary of the report given by Lisa Calvert (SWC) is attached and will be presented to President Hsu at the upcoming meeting of the Faculty Advisory Committee to the President (FACP) on March 2, 2020.

• FWC agreed to convene again at 2 pm on March 26, 2020 in Addlestone Library, Special Collections Department, Room 340.

Adjournment: The meeting was adjourned at 3:15 pm.
Summary of Issues Related to Purchasing Card Policies at College of Charleston

A. Current College policy does not allow employees to use a purchasing card to pay for airline tickets or conference registration fees.
   1. Employees must carry interest charges on personal credit cards. (Bad for morale.)
      a. Employees then wait to make purchases missing Early Bird Registration discounts and spend more on airfare by booking late.
   2. Conference registration fees can be paid by Expense Authorization
      a. Many conference registration sites do not offer an option to pay by check creating more work to pay – again resulting in the loss of discounts for Early Bird registration.
      b. Who has to be involved to process an EA and how much time does it take?
         i. Preparer, Chair signature, Mail Services to transport to Controller’s office to cut check, USPS to deliver check – could take 2-3 weeks to process and deliver to organization. Can complete an Expedited Check Request if you want it faster – more paperwork!
   3. Airline tickets can be purchased through AAA Travel.
      i. Who has to be involved to process and what does it cost?
         i. AAA charges $50 per reservation.
         ii. A TA must be prepared and approved (preparer, chair, dean, provost, controller’s office) before tickets can be ordered through AAA. Time and paperwork!

B. State Policy allows for conference fees and airline tickets to be purchased with State purchasing cards.
   1. State Restrictions
      i. Airline tickets only. You cannot purchase lodging, airline, and car rental bundles.
      ii. Conference fees only. You cannot purchase add-ons (luncheons, receptions or additional cost sessions.)

C. State Laws
   1. State law prohibits “traveling cards.”
   2. State law prohibits the purchase of lodging on a PCard.
      i. Exceptions for Higher Ed but purchases must be made at GSA rates
   3. State law prohibits purchase of incidentals (airport parking, tips, meals.)

D. Why does College restrict?
   1. Conversations with Controller’s Office
      i. Cannot track these items for monthly, state travel report because employees will forget to list them on TAs and Controller will have no way of knowing expenses occurred.
   2. Request for early reimbursement of expenses are typically denied
      i. Reason: Employee could get reimbursed before trip, then cancel trip and get reimbursed by organization and airline.
         i. Inferring employees are all looking to cheat the College, which is bad for morale.

E. What is it costing the College by limiting these purchases?
   1. Excessive costs to the College. (no early bird registration, or early flight purchases.)
   2. Paying AAA vendor $60-75 per airline ticket. Purchases made without insurance are non-refundable.
      a. Employee morale – carrying interest payments on personal credit cards.
      b. Additional work on personnel – excessive processes.
c. Loss of cashback bonuses from Bank of America
   i. Using P-cards for travel more would actually generate income.

F. Suggestions
   1. Department admins only be allowed to purchase conference registration fees and airline tickets with purchasing cards.
      a. Admins responsible for adding these expenses to TAs and listing them as “paid by pcard.”
      b. Admins responsible for coding purchases in Works as “travel expenses.”

G. Reference
   1. Lynn Crawford, PCard Manager, Clemson University, 864-656-2808
      a. Manages 1,115 cards on campus and is responsible for tracking expenses in Works.
      b. Lynn uses Works to query purchases by accounting code or to query users by employee ID to assist with monthly, state employee travel reports.
      c. In FY17, Clemson earned $189,000 in cashback bonuses from Bank of America. Much was generated by travel expenses charged to Pcards.

Summary of Policies at Peer Institutions:

Lodging prohibited by State – Fall 2018

**MUSC P-Card policy**
pages 9-10
Allowable: Airlines and conference registration fees.

**University of South Carolina**
http://uscb.edu/purchasing/policyproceduresmanual2013.pdf (from Beaufort campus website)
Prohibits airfare
Does not prohibit conference registration fees

**Clemson University**
https://www.clemson.edu/procurement/faculty-staff/policies/index.html#pcardpolicy
Allowable:
Student travel
Airline tickets
Conference Registration Fees
Lodging for visiting speakers