

Council of Chairs
April 4, 2017

Present: Sandy Huguenin, Robin Benke, Amelia Harris, Bryan Hoyt, Amy Clark, Scott Lawson, Frank Frey, Tom Costa, Jacob Somervell, Michael McNulty, John Mark Adrian, Narda Porter, Margie Tucker, Joe Kiser, Jeff Cantrell

Absent: Cathie Collins

Scott Lawson discussed an update to the faculty portal that will upload and store textbooks used in class; faculty will no longer need to submit book order forms each semester. Faculty need only to send Scott an email to change textbooks. He noted the prices for textbooks continue to rise, and an in-house rental program saves students a significant amount of money. Eighty percent of the market is controlled by eight companies so there isn't much competition to keep costs down. Buying books online doesn't always save students money; the cost of downloading required codes can be expensive.

Joe Kiser announced that Expense UVA, a new electronic method for expensing transactions and requesting reimbursements, will go live on April 17. This will replace the Travel Workbooks employees have used for some time. All employees who travel multiple times a year are encouraged to obtain a Travel & Expense card if they don't have one now. Transfers from a purchasing card will no longer be done. All receipts must be uploaded into the system; the per diem rates will no longer be allowed for those who hold Travel & Expense cards. Receipts must be scanned and uploaded from the recipient's UVA-Wise email address; photos of receipts may be taken with a cell phone as well. Every person on the UVA-Wise payroll already has an account in this system. The pre-approval form is still required regardless of the estimated cost. College Services staff will come to each area or department to conduct training after April 17. Responding to a question, Mr. Kiser said Educational Trust Fund purchases are starting to arrive.