Attendees: Greg Rainwater, Tim Stipp, June McHaney, Tami Milsap, Jane Dewberry, Darin Wallace, Neosha Mackey, Julie Abney, Teresa Steele, Betty Lewis, Vicki Evans, Tiffany Wilson, Kathie Bachelet, Sarah Caldwell, Rachel McGinnis, and Shirley Mitchell

The meeting began at 1:30 p.m.

Discussion topics were:

- Futures funding for salary
- Salary Savings Ongoing
- Audit Plan-closed records (15 formal audits per year)
- Documentation for P-Card purchases to show who, what, when, where & why
- Travel expense reports to include agenda or brochure
- ITV and Off Campus PAF’s to Betty (Staff Teaching-Per Course, Faculty Teaching-Supplemental)