



2022/23 Budget Forum #8

April 7, 2022

Breakout group discussion

The purpose of the breakout discussion was to:

- Provide an opportunity for growth and understanding of the College's travel policies (questions 1, 2, 3);
- Encourage discussion and an exchange of knowledge (questions 1, 2, 3);
- Solicit feedback for policy improvement (question 4);
- Provide a format which allows for smaller group interactions.

After discussion of the questions shown below, participants were asked to provide anonymous responses via the Padlet web tool launched during the meeting. The Padlet with responses to the following questions may be found [here](#).

1. Why do we not reimburse work from home (WFH) employees when they drive to a campus?
2. What would you suggest for meetings to remain on Zoom or be in person, financially or other advantage?
3. Are there guidelines in the travel policy for selecting flights and hotels?
4. Do you have suggestions to improve the wording of the travel policy?

After reviewing the responses, we determined follow-up information would be appropriate. The following certainly does not address every response but attempts to identify recurring themes or areas where resources could be shared.

1. The College follows Oregon Bureau of Labor and Industries (BOLI) standards for [Travel Time & Mileage](#), therefore, it does not reimburse WFH employees for driving to a campus under the portal-to-portal category.
2. Zoom meetings have been successful in many instances as they have:
 - a. Saved considerable work time previously required to travel between campuses, or across the same campus, also allowing for great attendance at meetings;
 - b. Allowed for attendance at meetings scheduled back-to-back; previously a choice had to be made of which meeting to attend in the event there was not sufficient time to travel in between.
 - c. Saved money due to not paying mileage for travel to meetings;
 - d. Improved conditions for those who have trouble with hearing, especially in larger meetings or certain meeting spaces (like RWC Gym).

However, it was also discussed that there are times when in-person meetings are beneficial and preferred. This could be due to building a rapport, minimizing distractions, team building.

3. The RCC [Travel Policy](#) does have guidelines for selecting flights and hotels.
4. The RCC Travel Policy is currently under revision for consideration of pricing changes and language clarification. Some of the suggestions to consider in the update are:
 - a. Reference the IRS (Internal Revenue Service) per diem guidelines to consider cost factor depending on region of travel.
 - b. Clarify where the policy can be found on the website and in RAPS.
 - c. Expand on the consideration of staying at a conference hotel in lieu of needing hotel to conference transportation.