

Northwest Mississippi Community College
Finance Council Meeting
Date: 04/23/2021

The Finance Council met with the following members present:

Matt Sellers	Lekeisha Murry-Hibbler	Steven Bennet
Erika Stanford	Joel Boyles	
Mary Ayers	Karen Bell	
Brie Corlew	Terri Reeves	
Lillian Morris-Hilson	Dwayne Casey	
Leah Arrington	Jeff Horton	

Members Absent: Amy Latham, Patti Gordon, Carolyn Wiley

Others Present: Savannah Haire

Jeff Horton called the meeting to order. Jeff began by requesting approval of the Finance Council Minutes from 03/26/21. A motion was made by Lillian Hilson, seconded by Joel Boyles; motion carried.

The first order of business was consideration and approval of the Federal Procurement Policy:

All members receive a copy of the federal procurement policy, and Matt Sellers explained the requirements in great detail. NWCC encourages purchases be made from the state contract (EPL) listing when possible; however, the federal procurement policy is required when using federal funds. Matt extensively explained how to differentiate credible vendors under the federal government; when it is appropriate to receive quotes over an Invitation to Bid; the need for full and open competition among vendors; the required necessary affirmative action steps; etc. A motion to approve the Federal Procurement Policy was made by Dwayne Casey, second by Mary Ayers; motion carried.

The next order of business was consideration and approval of a Conflict of Interest Policy:

Lillian Hilson explained the need for a Conflict of Interest Policy for the NWCC Employee Handbook. A Conflict of Interest Policy is required to be on record when seeking federal funds. This is to ensure that NWCC is in complete compliance and has total transparency during both internal and external financial audits. An employee having either direct or indirect involvement in the procurement of goods or services with NWCC may not have any relationship with the business or person with whom NWCC wishes to do business with. Lillian also explained the Anti-Kickback Act and Procurement Ethics Contracting Policy in Sponsored Activities. The Anti-Kickback Act of 1986 was passed to deter subcontractors from making payments and contractors from accepting payments for the purpose of improperly obtaining or rewarding favorable treatment in connection with either a contract or subcontract relating to a prime contract. The provision is designed to ensure fair and equal competition among both prime and subcontractors. A motion to approve the Conflict of Interest Policy was made by Matt Sellers, second by Erika Stanford; motion carried.

The next order of business was consideration and approval of the Lease, Warranty, and Contract Policy:

Lillian Hilson explained the need for all purchases to be itemized, including any extended warranties. All warranties need to be presented as separate line items in purchase requisitions, and not included in the purchase price of the equipment. Federal grants do not cover warranties; these should be listed as separate line items to ensure the transparency of purchases and as a way to not endanger any forthcoming federal grants. Lillian also explained the requirement of all contracts and leases to be approved by the Vice President of Finance and Administration, regardless of the dollar amount. A motion to approve the Lease, Warranty, and Contract Policy was made by Matt Sellers, second by Steven Bennett; motion carried.

The next order of business was consideration and approval of the new Parking Decal Fee:

Presently, students are not charged for a parking decal. If a student needs an additional parking decal, the charge is \$5.00. On behalf of Chief Davis, Matt Sellers proposed a \$20 fee for parking decals and \$5 for any additional decals. In Fy '21 NWCC has issued approximately 4,700 decals, equivalent to \$94,000 in potential revenue. A motion to approve the parking decal fee was made by Lekeisha Hibbler, second by Brie Engle; motion carried.

The final order of business was consideration and approval of a Late Payment Fee:

Matt Sellers explained the need for a late payment fee of \$60 be issued to all students on a deferred payment plan who still had a remaining balance by October 31st (for Fall) and by March 31st (for Spring). This fee is not so much for increasing revenue, but to encourage students to pay their balances in a timely manner. A motion to approve the late payment fee was made by Steven Bennet, second by Terri Reeves; motion carried.

Dwayne Casey made a motion to adjourn the meeting and Erika Stanford seconded; the meeting was adjourned.