Introduction
Meeting was brought to order at 12:06pm by Dr. Menko. The committee approved the minutes from our previous meeting in November and they will be posted onto the JCoR site.

Update on Concur
Robert Raucci, Assistant Vice President, Financial Services, discussed the Concur System, which will replace the manual way of booking travel arrangements and request for travel reimbursement. There are three main components. 1) Expense Reporting: will be online and will allow for a mobile app that can be used to snap photos of receipts and be uploaded to the Concur system, 2) Booking your travel: will be similar to Kayak, Expedia and all other booking sites that will allow you to put in your parameters, 3) Corporate Card Usage: will have the ability to apply for an American Expense Card for those who travel frequently.

Currently there is a policy and procedure draft and right now ORA and RACE are reviewing. Some departments are using it. Such as Population Health, Dan Lewis and Victorio Maio are providing feedbacks on the usage of Concur.

The card program through Concur is not required, but is strongly recommend reducing out of pocket expenses. An automatic workflow was developed that was based on the Human Resource system and any grants will break off to ORA and RACE. This workflow will help with expense reporting and will be similar to what is being done in your current department. It also allows delegation to run or approve any expense reporting or pre approval for travel.

With the corporate card there is a dual liability expense, which means, Jefferson will pay all business related expenses and any personal expense will be the responsibility of the traveler. There is an application and authorization process that will run a preliminary credit check but will not appear on the credit report as a liability unless something personal has not been paid within a 3 months period. If for some reason, someone is declined, once the department approves the application the department no longer in the process, and will be entered into the corporate guarantee.

Most of the Concur training will be online. Some classroom and auditorium style sessions will be organized. Concur is web-based and can be access online. Concur will send email notification for approvals and reminders, but they can be turned off by user preference. This system will also allow for faster reimbursement.
**Update on JCoR Subcommittee on Research Education**
Chuck Scott, chair of the JCoR Subcommittee on Research Education provided an update on the progress on how to elaborate the Research Education webpage currently on the research site. This will allow for one stop shopping information about the different research education programs. Chuck is currently putting together a group of faculty from the six colleges that are willing to help and compile this information. The deliverables include roles, responsibilities, mentor, post docs, volunteers, and degree and certificate programs. The first meeting will be in September and most of the work will take place over the summer.

**DTSA Update**
A matrix template was created by Diane Merry and others on the subcommittee and will be presented at the next meeting.

There is currently one submission for the DTSA award for January 28th and will be awarded July 1st, 2016. Currently an email is being sent every Monday through faculty list serves. It was also addressed that on the announcement to say this is the only submission. Another idea that was mentioned and is currently being used by Jefferson College of Pharmacy for students is remind.com and an app is also available for phones. This program sends out reminders and announcements.

Collect information that shows the success of the DTSA Grant. Show recognition in form of a banquet and target a specific audience.

**New Business**
Robin Sheldon and Rose Ritz, from the innovation pillar will be presenting at the next meeting in January.

The meeting was adjourned at 1:30pm