

BUSINESS AFFAIRS SUB-COUNCIL

July 27, 2000

MINUTES

The meeting began at 9:00 a.m. in the TBR Board Room. Present were Mr. Mitch Robinson, Chairperson (DSCC); Ms. Debra Bauer (NSTI); Mr. James Bowman (ETSU); Mr. Horace Chase (JSCC); Ms. Shirley Eldredge (CLSCC); Mr. Mike Gower (MTSU); Ms. Sondra Hamilton (APSU); Mr. Clay Harkleroad, Jr. (TSU); Mr. Ken Horner (CoSCC); Mr. James Hodges (VSCC); Dr. Charles Hurley (NSTCC); Mr. Al Irby (APSU); Mr. Dwight Johnson (SSCC); Dr. Julian Jordan (WSCC); Mr. Ron Kesterson (PSTCC); Ms. Linda Maxwell (TTU); Ms. Marsha Mitchell (DSCC); Mr. Raymond Pipkin (UOM); Mr. Mike Posey (MSCC); Mr. Terry Rector (TTU); Dr. Eugene Smith (UOM); Ms. Claire Stinson (NSTCC); Dr. Duane Stucky (MTSU); Ms. Tammy Swenson (CSTCC); Ms. Jamie Wilmoth (RSCC); Ms. Kathy Crisp, Ms. Deanna Hall, Ms. Lisa Hall, Mr. Ron Simmons, and Ms. Renee Stewart (TBR).

Mr. Robinson called the meeting to order.

BUSINESS

1. Report of the Finance Committee

Mr. Pipkin highlighted the following issues from the July 6, 2000 Finance Committee meeting.

A. Student Refunds

A subcommittee reviewed the new federal regulations on student refunds and recommended that separate refund policies be maintained for Title IV students and non-Title IV students. The financial effect of applying the Title IV refund policy to non-Title IV students was prohibitive. Furthermore, the subcommittee recommended using the free software available from the Department of Education at <http://ifap.ed.gov>, publishing a very specific explanation of the withdrawal process, eliminating the requirement of taking attendance, and continuing to place “holds” on student accounts when students receive overpayments.

Additionally, the subcommittee recommended eliminating language in Guideline B-060 that was no longer applicable, see Attachment A.

B. GASB 34/35 Implementation

The GASB 34/35 subcommittee has recommended the following actions:

- 1) All campuses should appoint a GASB 34/35 contact person and report that person's name to the subcommittee by September 30, 2000.
- 2) All campuses should either implement SCT's Fixed Asset system by FY 2001 or report to the subcommittee how fixed assets will be tracked and depreciation computed.
- 3) All campuses should determine what records are available for infrastructure reporting.
- 4) All campuses should report to the subcommittee if financial statements are prepared using the FBM 070 and FBM 075, a FOCUS report, or some other method.
- 5) Subcommittee members will prepare FY 2001 financial statements under both the current method and the new reporting model.

C. Object Code Listing

Mr. Johnson addressed the Finance Committee's concerns regarding STIM's request to 1) expand the non-capitalized equipment object code to include both 4595 and 4596, and 2) expand the range established for "other grants and subsidies" to include 4880 to 4999. The requested revisions were approved; see Attachment B for the revised object code list. All institutions should review this list and discontinue using any object codes not defined in the ranges presented.

The minutes of the Finance Committee were approved.

2. Report of the Human Resource Officers Committee

The Human Resource Officers meeting was cancelled.

3. Review of Fund Raising Report

A copy of the Fundraising Assessment prepared by Tom Jackson and Associates was provided to all BASC members for review and comment. Mr. Irby noted that revised figures for APSU had been provided to Mr. Jackson subsequent to the report's release.

4. Part-time Fee Calculation

Ms. Stewart discussed how the part-time fees for FY 2000-01 were calculated. As recommended by the Finance Committee and BASC, part-time fees were adjusted so that by Fall 2002 the part-time fee would equal the full-time rate divided by 12 hours (9 hours for graduate courses).

The TBR Central Office is reviewing the feasibility of eliminating a full-time fee and

charging all students the part-time fee for each credit hour enrolled. Feedback was mixed. The proposal will be discussed at the next Finance Committee meeting.

5. OTHER BUSINESS

- Ms. Linda Maxwell and Mr. Horace Chase were elected to the Finance Committee.
- Mr. Dwight Johnson was selected as BASC Chair-elect. His term will begin July 2001.
- Dr. David Collins was elected to serve as the Finance Committee Chair.
- Mr. Ron Simmons expressed appreciation to Mr. Raymond Pipkin for his many years of service to the Finance Committee, the University of Memphis, and the TBR system.

There being no further business, the meeting was concluded.

Attachment A
Guideline B-060

XI. Refunds

Refunds of all fees and charges must be in accordance with the following provisions except where previously stated, or where required by federal law or regulation to be otherwise. ~~For instance, Public Law 101-166 requires any school participating in the guaranteed student loan program which has a default rate exceeding 30% to implement a pro rata refund policy to apply to all Title IV aid recipients. In circumstances such as this where Title IV funds are disbursed and used by the recipients for a number of education related purposes, the refund would consist of any unearned tuition, fees, room and board, and any other fees and expenses assessed or expended, but unearned or unused which were paid for with Title IV funds.~~

Attachment B

UNIFORM OBJECT CODES

<u>Lowest Number</u>	<u>Highest Number</u>	<u>Uniform Classification</u>
1000	1999	Personal services
1100	1199	Administrative/professional salaries
1200	1299	Academic/professional salaries
1300	1399	Supporting salaries and wages
1400	1499	Student salaries and wages
1500	1599	ETSU medical school residents
2000	2999	Employee benefits
2100	2299	Retirement

2300	2499	FICA
2500	2599	Group insurance
2600	2699	Unemployment compensation
2700	2799	Employee scholarships
2880	2880	Compensated absences
2900	2999	Other employee benefits
3000	3999	Travel
3100	3199	Individual in-state
3200	3299	Individual out-of-state
3300	3399	Teams and groups in-state
3400	3499	Teams and groups out-of-state
3500	3599	Visitors in-state
3600	3699	Visitors out-of-state
3700	3799	Moving expenses
3800	3999	Other travel
4100	4199	Printing, duplicating, and film processing
4110	4119	Printing of supplies by institution
4120	4129	Printing of supplies outside the institution
4130	4139	Duplicating and copying by institution
4140	4149	Duplicating and copying outside the institution
4150	4159	Film processing
4160	4169	Printing of publications by institution
4170	4179	Printing of publications outside the institution
4190	4199	Other printing, duplicating, and film processing
4200	4299	Communications and shipping costs
4210	4219	Telephone local charges
4220	4229	Telephone long distance
4230	4239	Postal charges
4240	4249	Freight and express charges
4250	4259	Cable television
4260	4269	Telephone installation
4290	4299	Other communication and shipping costs
4300	4399	Maintenance/repairs/services by others
4310	4319	Maintenance/equipment
4320	4329	Maintenance/buildings
4330	4339	Maintenance/grounds
4390	4399	Other maintenance/repairs
4400	4499	Professional and administrative services
4430	4439	Data-processing services non-institutional
4440	4449	Consulting services
4450	4459	Medical services
4460	4469	Legal services
4470	4479	Advertising services
4480	4489	Dues and subscriptions
4490	4499	Other professional/administrative services

4500	4599	Supplies
(4595 and 4596 are designated as non-capitalized equipment)		
4600	4699	Rental and insurance
4610	4619	Rent or lease of building space
4620	4629	Rent or lease of land
4630	4639	Rent or lease data processing equipment
4640	4649	Rent or lease of other equipment
4650	4659	Insurance
4660	4669	Capital leases data processing
4670	4679	Capital leases other
4690	4699	Other rentals/insurance
4700	4799	Awards and indemnities
4710	4719	Scholarships
4720	4729	Fellowships
4730	4739	Athletic scholarships
4740	4749	Fee remissions - sponsored projects
4750	4759	Fee remissions - statutory
4760	4769	Award to employees
4790	4799	Other awards and indemnities
4800	4899	Grants and subsidies
4810	4819	Grants/subsidies - organizations
4820	4829	Grants/subsidies - individuals
4830	4839	Training costs for employees
4880	4899	Other grants and subsidies
4900	4999	Other services and expenses
4910	4919	Cash short and over
4920	4929	Bad debts
4980	4989	Other - unclassified
4990	4999	Late payment charges per Prompt Payment Act
5100	5199	Utilities and fuel
5110	5119	Electricity
5120	5129	Water and sewage
5130	5139	Natural gas
5140	5149	Coal
5150	5159	Fuel oil
5190	5199	Other utilities and fuel
5200	5299	Motor vehicle operation
5210	5219	Motor fuel, oil, lubricants
5220	5229	Tires and tubes
5230	5239	Accessories and parts
5240	5249	Repairs by non-institutional agency
5290	5299	Other motor vehicle operation
5300	5399	Allocated charges
5310	5319	Professional/administrative services by instit. dept.

5320	5329	Data processing services by institutional dept.
5330	5339	Renewal and replacement charges
5340	5349	Pro-rata plant allocations
5350	5359	Cost sharing allocations
6000	6999	Stores for resale, re-issue, or manufacture
7000	7999	Departmental revenues
7100	7199	Revenues
7200	7299	Service charges
7300	7399	Student activities revenues
7400	7499	Pro-rata plant allocations
7500	7599	Institutional support allocations
7600	7699	Data processing allocations
7710	7719	Cost sharing allocations (credit)
8100	8199	Equipment
8110	8119	Office equipment
8120	8129	Operational equipment
8130	8139	Instructional equipment
8140	8149	Livestock
8190	8199	Other equipment
8200	8299	Land
8210	8219	Purchase of land
8220	8229	Site development/improvement
8290	8299	Other land
8300	8399	Buildings
8310	8319	Purchase of buildings
8320	8329	Construction of buildings
8400	8499	Improvements other than buildings
8410	8419	Parking lots, streets, walks, etc.
8420	8429	Utility system, maintenance, operation
8490	8499	Other improvements
8500	8599	Library books and binding
8510	8519	Books
8520	8529	Periodicals
8530	8539	Binding
8540	8549	Films
8550	8559	Microform
8580	8599	Other library
9100	9199	Transfers and debt service
9110	9119	Transfers debt retirement - mandatory
9120	9129	Transfers debt retirement - nonmandatory
9130	9139	Transfers renewal and replacement - mandatory
9140	9149	Transfers renewal and replacement - nonmandatory
9150	9159	Other debt service

9160	9169	Other mandatory transfers
9170	9179	Other nonmandatory transfers
9200	9299	Other