

BUSINESS AFFAIRS SUB-COUNCIL

October 20, 1999

MINUTES

The meeting began at 9:00 a.m. in the TBR Board Room. Present were Dr. Joyce Mounce, Chairperson (APSU); Ms. Becky Abuorf (NSTI); Mr. Horace Chase (JSCC); Dr. David Collins (ETSU); Mr. Bill Fuqua (RSCC); Mr. Mike Gower (MTSU); Mr. Clay Harkleroad, Jr. (TSU); Mr. Ken Horner (CoSCC); Dr. Charles Hurley (NSTCC); Mr. Al Irby (APSU); Mr. Dwight Johnson (SSCC); Dr. Julian Jordan (WSCC); Mr. Ron Kesterson (PSTCC); Mr. John Kirk (STIM); Mr. Jack Liner (CISCC) Ms. Lori Maddox (NSTI); Ms. Linda Maxwell (TTU); Mr. Raymond Pipkin (UOM); Mr. Mike Posey (MSCC); Mr. Terry Rector (TTU); Mr. Mitch Robinson (DSCC); Ms. Amy Slayton (VSCC); Dr. Eugene Smith (UOM); Dr. Duane Stucky (MTSU); Ms. Joyce Templeton (VSCC); Mr. John Rudley, Ms. Ortaeine Acidera, Ms. Deanna Hall, Ms. Lisa Hall, Mr. Ron Simmons, and Ms. Renee Stewart, (TBR).

Dr. Mounce called the meeting to order.

BUSINESS

1. Technology Access Fee Update

Mr. Rudley provided BASC members with a copy of a recent letter to the Presidents regarding the 1999-2000 Technology Access Fee (TAF) Plans. The plans have been combined into a bound report and provided to the Presidents. BASC members were requested to review their plans for compliance with TAF guidelines prior to the December Board meeting. In future years, the use of TAF funds for capital projects will be considered. If Board members agree to self-regulation, Presidents will be requested to review TAF guidelines and restructure as needed.

2. IRS and SSA Presentation

Ms. Stewart introduced Mr. Don Winn and Mr. James Whittaker of the Internal Revenue Service and the Social Security Administration, respectively. Their presentation was part of an Outreach Program the IRS initiated for all state and local government employers.

Mr. Winn discussed areas of potential noncompliance for government employers, including Section 218 agreements, employee/independent contractor determinations, and taxable fringe benefits. Mr. Whittaker discussed the SSA's objective of ensuring all wages have been included in the SSA benefits computation and the steps taken to achieve this goal. Additionally, Mr. Whittaker described the new bulletin board service and new reporting format for W-2s. The new format will not be mandated until 2001. Mr. Whittaker suggested visiting their website at www.ssa.gov for additional information on these items.

3. Report of the Human Resource Officers Committee

Ms. Stewart highlighted the following issues from the September 30, 1999, meeting of the Human Resource Officers.

A. Policy 5:01:04:10 Classification of Employees, Their Spouses and Children

The Human Resource Officers recommended revising the current policy to include cross-references to Policy 3:05:01:00 Classification of Students and Guideline P-130 Educational Assistance. A recommendation to include regular part-time employees under Policy 5:01:04:10 was withdrawn on advice of General Counsel since it conflicted with THEC rules and regulations.

B. Guideline P-130 Educational Assistance

The Human Resource Officers recommended revising the current guideline to include a cross-reference to Policy 5:01:04:10 and to describe the inclusion/exclusion of library and HRA employees under the fee waiver for state employees program.

C. Guideline P-120 Longevity

The Human Resource Officers recommended revising the current guideline to remove the requirement to issue longevity in a check separate from the regular payroll check.

D. Workplace Violence Prevention Guideline

The Human Resource Officers recommended two revisions to the proposed guideline: 1) Institutions have the option to allow or prevent non-student adults to have firearms in their vehicles, and 2) if feasible, the Office of General Counsel should be consulted prior to conducting a search.

The minutes of the Human Resource Officers were approved with the withdrawal of a revision to Policy 5:01:04:10 as discussed above.

4. Report of the Financial Systems Review Committee

Mr. Simmons highlighted the following issues from the September 8, 1999, meeting of the Financial Systems Review committee.

A. Budget Automation

The committee discussed how to handle multi-entity institutions, such as ETSU, TSU, and the STIM/SSCC merger. While FRS has multi-campus capabilities, the committee determined to use attribute identifiers to avoid year-end closing problems.

B. Database Project

The SCT consultant is currently reviewing the FBM014 report for APSU, comparing object codes in use with the TBR standard ranges. This review will be

performed for each institution and a crosswalk will be prepared and forwarded to the institution for review.

5. OTHER BUSINESS

- Ms. Hall discussed a recent meeting at the Tennessee Business Travel Association. Ms. Hall met with representatives from the State and UT to discuss the feasibility of joint contracts with travel agents, airlines, car rental agencies, and other travel-related vendors. Several institutions expressed an interest in having the contracts include TBR institutions as long as the contracts were not exclusive.
- Ms. Hall informed the BASC that the TSSBA semi-annual billing had been calculated and would be forwarded to institutions within the week. The billing should be reviewed and the TBR Central Office contacted if any revisions are necessary.
- Ms. Stewart informed the BASC that each institution should take one of the June 30, 1998 Single Audit Reports available at the front of the meeting room.

There being no further business, the meeting was concluded.