

***BUSINESS AFFAIRS SUB-COUNCIL***

***AGENDA***

***April 18, 2012***

***9:00 a.m.***

***TBR Board Room***

1. Report of the Finance Committee

The BASC will discuss the following topics from the Finance Committee meeting:

- Bond Premium/Discount
- Delegation of Authority / Signature Authorization (Attachment A)
- Travel Policy Revisions (Attachments B & C)
- Computer Center Allocations
- Flexibility for Specialized Academic Course Fees (Attachment D)

2. Report of the Council of Buyers

The BASC will discuss the following topics from the Council of Buyers meeting:

- Cooperative Agreement Usage
- Fiscal Review Exemptions
- Janitorial Supplies RFP
- American Express
- Pearson

3. Report of the Human Resource Officers Committee

The BASC will discuss the following topic from the Human Resource Officers Committee meeting:

- TBR Policy 5:01:01:07 – Sick Leave
- TBR Guideline P-115 - Certified Professional Secretary or Certified Administrative Professional Examination

#### 4. Report of the Internal Audit Committee

The BASC will discuss the following topics from the Internal Audit Committee meeting:

- Quality Assurance Review
- Internal Audit Positions
- IT Auditor Position
- Objectivity of Internal Auditors

#### 5. Policy 4:02:05:01 – Naming Buildings and Facilities and Building Plaques

The BASC will discuss the proposed revisions to this policy. (Attachment E)

#### 6. Community College Resource Allocation

The BASC will consider the draft policy for resource allocation developed by the Community College Task Force. (Attachment F)

#### 7. SciQuest Presentation

Representatives from SciQuest will have a presentation for the committee.

## Finance Committee/BASC Agenda Item Template

### Description of Issue:

Revisions to TBR Policy 5:01:01:07 – Sick Leave. Remove reference to paternity leave, and provide clarification on eligibility and use of sick leave.

Proposed revisions attached.

Related TBR Policy/Guideline: Bereavement Leave and Family Medical Leave– These policies will be reviewed and brought forward for changes as needed.

### Recommended Course of Action (if any):

Approve and recommend approval by the Presidents.

## Finance Committee/BASC Agenda Item Template

### Description of Issue:

Revisions to TBR Guideline P-115 – Certified Professional Secretary or Certified Administrative Professional Examination - based on changes to the title by International Association of Administrative Professionals (IAAP), the organization administering the test. Also, included in the proposed changes is clarification that an employee may only receive the 9% increase once; regardless of how many times the exam is taken and passed; and that the determination of employee classification for purposes of eligibility under this guideline are at the discretion of each school.

Proposed revisions attached.

### Related TBR Policy/Guideline:

### Recommended Course of Action (if any):

Approve and recommend approval by the Presidents.

## Finance Committee/BASC Agenda Item Template

Description of Issue: The BASC will consider the draft policy for resource allocation developed by the Community College Task Force.

Related TBR Policy/Guideline: Draft Policy – Community College System Resource Allocation Plan

Recommended Course of Action (if any): Approval of draft policy.