

BUSINESS AFFAIRS SUB-COUNCIL

AGENDA

April 16, 2013

9:00 a.m.

TBR Board Room

1. Chancellor's Remarks

The Chancellor will address the BASC

2. Report of the Finance Committee

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

- Discover Rebate
- Travel Policy (Attachment A)
- Abandoned Personal Property (Attachment B)
- Enrollment for Students with Outstanding Debts Less Than \$100 (Attachments C & D)
- Findings and Weaknesses (Attachments E & F)
- Moving Allowances (Attachment G)
- GASB Update (Attachment H)
- Advanced Refunding of Outstanding TSSBA Bonds

3. Report of the Council of Buyers

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

- SciQuest

4. Report of the Human Resource Officers Committee

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

- Policy 5:01:01:20 Alternate Work Arrangements (Attachments I & J)
- Guideline P-110 Employee Grievance/Complaint (Attachment K)
- Guideline P-111 Support Staff Grievance (Attachment L)
- Guideline P-130 Educational Assistance for TBR System Employees (Attachments M, N, O & P)

- Guideline P-160 Post Employment Retirement Program for Tenured Faculty (Attachment Q)

5. Report of the Internal Audit Committee

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

- Athletic Equipment Donations
- Auditing Using Scanned Documents
- TSU Draft State Audit Findings Re: Information Technology
- Comptroller's Office Hotline

6. TSSBA Appropriation Intercept Program Policy

The BASC will discuss the proposed TSSBA appropriation intercept program draft policy. (Attachment R)

7. TTU Audit – Graduate Assistantships

The BASC will discuss problems that State Audit found with how TTU was accounting for graduate assistantships.

8. Election of BASC Chair

The BASC will elect a new chairperson.

Finance Committee/BASC Agenda Item Template

Description of Issue:

Revisions to TBR Policy 5:01:01:20 – Alternate Work Arrangements (formerly Telecommuting)

The proposed revisions are to expand the policy to include other arrangements in addition to telecommuting, providing the opportunity for institutions to offer alternate work arrangements, but not requiring it. It is recommended that the requirements and determination of eligibility be left to each institution to address.

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:

Revisions to TBR Guideline P-110 – Employee Grievance/Complaint Guideline

The proposed revisions are to provide clarity, to include the language related to unlawful discrimination and harassment being covered under a separate Guideline (P-080) updated last year, and to correct the records retention requirement. Specifically, to clarify that the employee begins the face-to-face meetings with the individual who initiated the employment action, which may not necessarily be the supervisor.

Proposed revisions attached.

Note: The attached proposed revisions incorporate feedback from all TBR attorneys, as well as the HR Officers.

Related TBR Policy/Guideline: P-111 – Support Staff Grievance –also submitted with proposed changes

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-111 – Support Staff Grievance

The proposed revisions are to provide clarity, to include the language related to unlawful discrimination and harassment being covered under a separate Guideline (P-080) updated last year, and to provide the records retention requirement. Specifically, to clarify that the employee begins the face-to-face meetings with the individual who initiated the employment action, which may not necessarily be the supervisor.

Proposed revisions attached.

Note: The attached proposed revisions incorporate feedback from all TBR attorneys, as well as the HR Officers.

Related TBR Policy/Guideline: P-110 – Employee Grievance/Complaint Guideline –also submitted with proposed changes

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-130 – Educational Assistance for TBR System Employees

The proposed revisions are to consolidate the Guideline and reorganize it based on the programs used the most. Additionally, the proposed revisions allow for the use of the various tuition programs in each of the sessions, including the winter sessions and removes the mandatory limit of four (4) classes per year. With the exception of the fee waiver program which is mandated by state law, all other programs are at the discretion of each institution.

Proposed revisions attached.

Related TBR Policy/Guideline: P-131 – Educational Assistance for Spouse and Dependents of TBR Employees

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-160 – Post Retirement Service Program for Tenured Faculty

The proposed revisions are to provide clarification and to provide consistency between the Guideline and the sample forms without duplicating the Guideline within the forms.

Proposed revisions attached.

Related TBR Policy/Guideline:

Recommended Course of Action (if any):

Approve and recommend approval by the Presidents.