

BUSINESS AFFAIRS SUB-COUNCIL

AGENDA

April 27, 2016

9:00 a.m.

TBR Board Room

1. Report of the Council of Buyers

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

- Approvals Policy (Attachment K)
- Contract Policy (Attachment L)
- Contract Guideline (Attachment M)
- DocuSign
- TSM

2. Report of the Finance Committee

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

- Parking Services and Sales Tax
- Guidance on Textbooks and Materials Fee (Attachment B)
- Policy 4:01:01:20 Debt Management (Attachment C)
- Study Abroad Policy/Guideline (Attachment I)

3. Report of the Human Resource Officers Committee

Ms. Preston will be available to answer questions from the March HR Officers meeting.

4. Report of the Internal Audit Committee

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

- Fraud, Waste and Abuse Awareness

5. Discount Rate for Summer Terms

The BASC will discuss the whether or not institutions should allow the hourly discount rate for students enrolled above 12 hours during the summer terms. (Attachment B)

6. Restricted Federal Funds and Hybrid Retirement Plan

The BASC will discuss the hybrid retirement plan rate change.
(Attachment N)

7. Election of BASC Chair, Finance Committee Member and IT Sub-Council Member

The BASC will elect a new chairperson and new representatives for the Finance Committee and IT Sub-Council.

Finance Committee/BASC Agenda Item

Description of Issue: Discount Rate for Summer Terms

Based on a recent survey, it appears that some schools are discounting summer semester hours enrolled above 12. When we first switched from a cap to the discounted hours, it was felt that unless a student enrolled in all summer terms at the same time, it would be impossible to track hours enrolled across summer terms and we elected to not apply the discounted rate during the summer terms. Evidently, this was not communicated clearly to everyone at the BASC at which it was discussed. To complicate the issue, the language in B-060 regarding summer semesters says “may” instead of “shall” or “must”.

Related TBR Policy/Guideline: Guideline B-060 Fees, Charges, Refunds, and Fee Adjustments

Recommended Course of Action (if any): BASC needs to either affirm that no one should apply the discount rate for summer terms, determine that we will apply the discount rate during summer terms, or that we will allow each school to determine whether or not the discount rate will apply to summer semesters.