

***BUSINESS AFFAIRS SUB-COUNCIL***  
***AGENDA***  
***January 25, 2012***  
***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:

- Deferred Payment Plan
- Collection of Employee Receivables
- Livestock Policy (Attachment A)
- Banner Account Codes for Bond Premiums/Discounts (Attachment B)

3. Report of the Council of Buyers

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

- Upcoming Training
- Cooperative Agreements
- RFP Updates

4. Report of the Human Resource Officers Committee

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

- TBR Guideline P-115 (Attachment C)
- TBR Guideline P-080 (Attachment G)

5. Report of the Internal Audit Committee

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

- President's Expense Reports

- Confidential Audit Information
- Analysis of Division of State Audit Findings

6. Policy 1:07:00:00 General Policy on Tobacco and Alcoholic Beverages

The BASC will discuss a revision to the policy to clarify that wine tastings conducted in a manner consistent with standard culinary practice are permitted. (Attachment D)

7. Indemnification Clauses and the Delegation of Signature Authority

The BASC will discuss delegating signatory authority of the president for contracts and/or binding agreements with third parties. (Attachment E)

8. SciQuest pCard Marketplace Proposal

The BASC will discuss the SciQuest Proposal.

9. Oracle Licensing

The BASC will discuss issues related to the Oracle licensing.

10. Calendar for the Consideration of Incidental Fee Requests

The BASC will discuss the schedule of meetings and conference calls with the Board's Finance Committee to consider incidental fee requests. (Attachment F)

11. Financial Statement Preparation Training

The BASC will be given an update on the financial statement preparation training session.

\*Russ Deaton will be available after the meeting to discuss the funding formula with those who wish to attend.

## 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.

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

### Description of Issue:

Revisions to TBR Guideline P-080 – Discrimination and Harassment-Complaint & Investigation Procedure- The proposed revisions come from the Office of General Counsel with collaboration from legal representation at the universities, the Office of Access, Diversity & Equity, Human Resources, and the TTC Office. It was reviewed by the HR Officers and the Affirmative Action Officers. Feedback from those two groups was considered in arriving at this version of proposed changes. It is based on guidance issued by the Equal Employment Opportunity Commission (EEOC) Dear Colleague Letter in 2011 and the Office of Civil Rights (OCR).

### Related TBR Policy/Guideline:

P-110 – Employee Grievance – Complaint Guideline

P-111 – Support Staff Grievance

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

Approve and recommend approval by Presidents

Finance Committee/BASC Agenda Item Template  
**TOPIC:** General Policy on Tobacco & Alcoholic Beverages

**Description of Issue:**

As part of culinary arts programs, students are required to establish competency in a variety of areas, including in the pairing of foods and wine. This skill involves the ability to describe the differences between various wines. Conducting wine tasting sessions for students, in a manner consistent with standard culinary practices, is an activity integral to establishing this competency.

Currently, the Board policy on Tobacco and Alcoholic Beverages (1:07:00:00) addresses the use of alcoholic beverages within culinary arts programs as follows:

This policy shall not be construed as prohibiting the use of alcoholic beverages as cooking supplies in Hospitality Management/Culinary Arts academic coursework where said beverages are not consumed as is, but, in which, the beverages are used solely in the cooking process in a manner that is consistent with standard culinary practices.

While the policy is clear as to use of alcoholic beverages in cooking processes, it is silent with regard to wine tasting activities related to coursework.

**Related TBR Policy/Guideline:**

Board Policy 1:07:00:00 - General Policy on Tobacco and Alcoholic Beverages

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

Amend the current policy to clarify that wine tastings conducted in a manner consistent with standard culinary practice are permitted.

This policy shall not be construed as prohibiting the use of alcoholic beverages as cooking supplies in Hospitality Management/Culinary Arts academic coursework where said beverages are not consumed as is, but, in which, the beverages are used solely in the cooking **or wine tasting** process in a manner that is consistent with standard culinary practices.

## Finance Committee/BASC Agenda Item Template

**Description of Issue:** Indemnification Clauses and the Delegation of Signature Authority. The Finance Committee and BASC agendas will include an item on delegating signatory authority of the president for contracts and/or binding agreements with third parties. Committee attendees should come to the meeting prepared to discuss any internal policies/procedures governing the delegation of this authority on their campuses. Additionally, Committee attendees should be prepared to discuss any required training for those who have delegated authority to sign contracts and/or binding agreements with third parties. Legal is preparing a case summary that should be attached to the agenda.

**Related TBR Policy/Guideline:** No revisions are being suggested at this time, but the following two policies/guidelines may be impacted by the discussion: 4:02:10:00 Purchasing Policies and Procedures and G-030 Contracts and Agreements

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

## Finance Committee/BASC Agenda Item Template

**Description of Issue:** Calendar for the consideration of incidental fee requests. A series of meetings/conference calls have been scheduled with the Board's Finance Committee to consider incidental fee requests. A copy of this calendar is included.

**Related TBR Policy/Guideline:** N/A

**Recommended Course of Action (if any):** N/A Provided for informational purposes only.