

***BUSINESS AFFAIRS SUB-COUNCIL***

***AGENDA***

***January 21, 2014***

***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:

- Guideline B-062 Other Educational Assistance Programs (Attachment A)
- Guideline B-060 Fees, Charges, Refunds and Fee Adjustments (Attachment B)
- Work of Art and Historical Collections (Attachments C & D)
- Guideline for Petty Cash Gift Payments to Research Participants (Attachment G)
- Review of Policies and Guidelines (Attachments H, I, J, K & O)
- TCA 50-1-703 (Attachment L)

3. Report of the Human Resource Officers Committee

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

- Revisions to the template letters shown as exhibits to Guideline P-010 Personnel Transactions and Recommended Forms (Attachments P, Q, R, S, T, U, V, W & X)

4. Report of the Internal Audit Committee

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

- Discussion on Funding Formula Audits
- Update on QAR Recommendations

5. Report of the IT Sub-Council

Mr. Young will be available to answer questions from the October 22, 2013 IT Subcouncil meeting.

6. Out-of-State Tuition and Border County Proposals

The BASC will discuss out-of-state tuition and border county proposals. (Attachments M & N)

7. Electronic Signatures

The BASC will discuss whether electronic signatures through the e-procurement system are sufficient as the required second signature on travel claims.

8. Guideline G-030

The BASC will discuss a discrepancy that TBR Guidelines require the Chancellor's approval for contracts over \$250,000 while the State Building Commission has raised the limit for campus projects not requiring SBC approval to \$500,000. (Attachment Y)

9. IT Policy/Guideline Changes

Tom Danford will present IT policy and guideline changes.

10. BASC/COB Joint Session with SciQuest

Representatives from SciQuest will be present for a joint meeting with the Business Officers and Council of Buyers in the Genesco Training Center.

## Finance Committee/BASC Agenda Item Template

Description of Issue: The proposed revisions were discussed at the Finance committee as part of the process of reviewing policies and guidelines each quarter.

### Section II.A.3.

- Add language “This restriction, however, does not prevent subsequent reallocations or transfers to other funds.”

### Section II.B.2.a.

- A question was submitted asking if there needed to be a threshold for revisions between functions. Language was added stating “Budget revisions from one functional area to another that exceed 1% of total expenditures must receive prior approval from the Chancellor.”

### Section III.A.1.c

- Remove “from unrestricted current funds.”

### Section III A.2.b

- Change extraordinary maintenance balance from \$150,000 for universities and \$100,000 for community colleges to .1% of plant funds.

### Section III B.2.

- Add language “Institutions which have the responsibility to replace auxiliary equipment must transfer at least 5% of auxiliary gross margin to the renewal and replacement fund.”
- Delete the last sentence “Guidelines for additions to this fund will be communicated through the annual budget instructions of the Chancellor.”

### Section III. C.3.

- Delete “All transfers from debt service accounts must be approved by the Chancellor.”

See Attachment H

Related TBR Policy/Guideline: Policy 4:01:00:00 Budget Control

Recommended Course of Action (if any): Approve and recommend approval by the Presidents.

## Finance Committee/BASC Agenda Item Template

Description of Issue: The proposed revisions were discussed at the Finance committee as part of the process of reviewing policies and guidelines each quarter.

- Delete the Collaboration definition at the beginning of the policy.

Section I.C.1.a.1-5

- Delete this entire section Allocation for Collaboration.

See Attachment I

Related TBR Policy/Guideline: Policy 4:01:00:10 Community College Resource Allocation Plan

Recommended Course of Action (if any): Approve and recommend approval by the Presidents.

## Finance Committee/BASC Agenda Item Template

Description of Issue: The proposed revisions were discussed at the Finance committee as part of the process of reviewing policies and guidelines each quarter.

### Section I.B.

- Add electronic signature of the president of chief business officer.
- Delete “for the year or ten thousand dollars, whichever is greater.”

### Section III.D.

- Change the depository contract agreement terms to “cannot exceed 5 years.”

### Section V.G.

- Delete “telephone bids.”

### Section V.L.

- Change banker’s acceptances shall not exceed 20% to 35% of total investments on the date of acquisition. These changes will be compared to TCA for compliance.

### Section V.L.2.

- Change 270 days to 180 days. These changes will be compared to TCA for compliance.

### Section V.B.5

- Delete the sentence regarding the maturity dates for bonds, notes, and treasury bills. These changes will be compared to TCA for compliance.

### Section VI.C.

- Delete “restricted” and change to “a separate chart of accounts.”

See Attachment J

Related TBR Policy/Guideline: Policy 4:01:01:10 Deposit and Investment of Funds

Recommended Course of Action (if any): Approve and recommend approval by the Presidents.

## Finance Committee/BASC Agenda Item Template

Description of Issue: The proposed revisions were discussed at the Finance committee as part of the process of reviewing policies and guidelines each quarter.

### Section II.C.3.e.

- Add language “All institutions which have the responsibility to replace auxiliary equipment are required to make a non-mandatory transfer of at least 5% of auxiliary gross margin to the renewal and replacement fund.”

### Section II.C.4.c.

- In the second sentence replace “allocated” with “charged” and delete “for this allocating purpose.”

### Section II.C.4.d.

- Delete this section for allocation of institutional support.

Attachment K

Related TBR Policy/Guideline: Guideline B-020 Classification and Operation of Auxiliary Enterprise

Recommended Course of Action (if any): Approve and recommend approval by the Presidents.

## Finance Committee/BASC Agenda Item Template

### Description of Issue:

Revisions to the template letters shown as exhibits to TBR Guideline P-010 – Personnel Transactions and Recommended Forms

The proposed revisions are to update the template letters to include additional required employment terms and to be consistent with business practices. These letters are templates for institutional use. An institution may choose to use a modified version of a letter with approval by their legal counsel.

Proposed revisions attached.

Related TBR Policy/Guideline: P-010 – Personnel Transactions and Forms

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

Approve and recommend approval by the Presidents.