

***BUSINESS AFFAIRS SUB-COUNCIL
AGENDA
January 20, 2015
9:00 a.m.
TBR Board Room***

1. COHRE Presentation (9:00 – 11:00)

Representatives from the MTSU COHRE organization will be present for a focus group discussion.

2. Chancellor's Remarks

The Chancellor will address the BASC.

3. Report of the Finance Committee

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

- Financial Aid Request (Attachment A)
- Damage to Rental Cars
- Findings and Weaknesses (Attachments C-D)
- Review of Policies and Guidelines (Attachments E – I)

4. Report of the Council of Buyers

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

- Collaboration with CPO for Goods/Services
- TBR Purchasing Policy/Contract Guideline
- Office Supply RFP
- Banking Services

5. Report of the Human Resource Officers Committee

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

- Policy 5:01:03:00 – Retirement Policy (Attachment J)
- Policy 5:01:03:03 – Optional Retirement Policy (Attachment K)

6. Report of the Internal Audit Committee

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

- New Software Implementation

7. TN Promise Fee Discussion

The BASC will discuss the TN Promise fee-coverage guidelines. (Attachment L)

8. Guideline P-010 Personnel Transactions and Recommended Forms - Compliance Review Process

The BASC will discuss the compliance review process for Guideline P-010. (Attachments M – N)

9. Accepting P-Card Payments from the State

The BASC will discuss the acceptance of P-Cards as payment from the State for contracted services.

10. State's Purchasing and Real Estate Project

The BASC will discuss the State's purchasing and real estate projects and the effects it may have on higher education.

11. TN Summit

The BASC will discuss the TN Summit Finance track. Mr. Danford is looking for feedback on how to improve the offerings/participation for this track.

Finance Committee/BASC Agenda Item

Description of Issue: Retirement Policy 5:01:03:00

Changes include: including the return to employment provisions for retirees and updating language related to IRS and salary limits.

Related TBR Policy/Guideline: Optional Retirement Policy 5:01:03:03

Optional Retirement Program P-040

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

Finance Committee/BASC Agenda Item

Description of Issue: Optional Retirement Policy 5:01:03:03

The major initiatives in the revisions were: to include the Hybrid Plan information; combine the Optional Retirement Policy and Optional Retirement Guideline into one document to reduce redundancy and make it easier to find related information; and to remove the prohibition of exempt TCAT employees in the ORP plan.

Related TBR Policy/Guideline: Retirement Policy 5:01:03:00

Optional Retirement Program P-040

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