

BUSINESS AFFAIRS SUB-COUNCIL

AGENDA

January 26, 2016

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:

- Bad Debt Contra Revenue
- Financial Responsibility Statement (Attachment A)
- Erate
- Policy 4:01:03:00 Payment of Student Fees and Enrollment (Attachments H & I)
- Guideline B-010 Collection of Accounts Receivable (Attachment J)
- Policy 4:01:01:10 Deposit and Investment of Funds (Attachment L)

3. Report of the Council of Buyers

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

- Purchasing Policy and Purchasing Guideline
- SciQuest TSM Vendor Portal
- Central Data Repository
- TBR/UT/SOT Collaboration – Pcard RFP

4. Report of the Human Resource Officers Committee

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

- Guideline P-060 – Formation and Operation of Faculty Sick Leave Bank
- Guideline P-061 – Formation and Operation of Staff Sick Leave Bank

5. Report of the Internal Audit Committee

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

- Information Technology Audit Update
- Limited Official Use Findings, Reports and Follow-up Audits
- COHRE Report

6. Impact of Financial Aid Changes on Textbook Fees

The BASC will discuss the impact of financial aid changes on textbook fees.

7. Schedule of Board Finance Committee Meetings

The BASC will provide a schedule of important dates for fee and tuition requests. (Attachment M)

8. SACSCOC Reaccreditation and State Audit

The BASC will discuss the status of arrangements with state audit relative to those institutions whose audit schedule is out of sync with their SACSCOC reaccreditation schedule.

Finance Committee/BASC Agenda Item

Formation & Operation of Faculty Sick Leave Bank: P-060

Changes include: Inclusion of the System Office, clarification throughout, and that an institution can impose a lifetime maximum of sick leave bank grants.

Related TBR Policy/Guideline: Formation and Operation of Faculty Sick Leave Banks – P-061

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

Finance Committee/BASC Agenda Item

Description of Issue: Formation & Operation of Staff Sick Leave Bank: P-061

Changes include: Changing the name of the Guideline from non-faculty to staff, inclusion of the System Office, clarification throughout, and that an institution can impose a lifetime maximum of sick leave bank grants.

Related TBR Policy/Guideline: Formation and Operation of Faculty Sick Leave Banks – P-060

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

Finance Committee/BASC Agenda Item Template

Description of Issue: What is the status of arrangements with state audit relative to those institutions whose audit schedule is out of sync with SACSCOC reaccreditation requirements to have an audit/report for the most recent fiscal year in relation to the SACSCOC visit? For example, WSCC's SACSCOC visit will be fall 2017. Because of the cycle we are on with state audit, the most recent state audit/report we would have would be for 6-30-2015...we would need one for 6-30-2016.

Related TBR Policy/Guideline: None

Recommended Course of Action (if any): Discussions with state audit to ensure minimally an interim report be made available to meet SACSCOC's requirements.