

BUSINESS AFFAIRS SUB-COUNCIL

AGENDA

July 17, 2012

9:00 a.m.

TBR Board Room

1. State Benefits Administration

A representative from Benefits Administration will discuss changes that will be occurring for the fall 2012 open enrollment period.

2. Report of the Finance Committee

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

- OPEB Issue
- Personal Aircraft (Attachment A)
- Library Holdings
- Bond Premium/Discount
- Out of State Waivers (Attachment B)
- E-Rate (Attachment C)

3. Report of the Council of Buyers

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

- Heartland Payment Systems
- Janitorial Supplies Contract
- Clinical Requirements RFP

4. Report of the Human Resource Officers Committee

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

- Return to Work Guideline (Attachment D)

5. Student Bankruptcy

TBR Legal Counsel will discuss procedures to take when a student files for bankruptcy.

6. E-Procurement Proposal

The BASC will discuss the E-Procurement proposal.
(Attachment E)

7. Delegation of Authority

The BASC will discuss the draft policy for delegation of authority. (Attachment F)

8. Election of New BASC

The BASC will elect a new BASC chairperson.

Finance Committee/BASC Agenda Item

Description of Issue:

Propose new Guideline – Return to Work.

Purpose of the Guideline is to provide consistency among and guidance to TBR institutions in returning employees with work-related injuries to productive employment status. The Guideline applies to employees who are on leave as a result of a work related injury or illness and who are receiving workers' compensation benefits and who are restricted in the performance of their essential functions due to compensable work-related injuries.

The Guideline does not guarantee placement nor require an obligation to offer, create, or encumber any specific position for purposes of offering placement. The Guideline is intended to expedite the recovery and return of employees with work-related injuries to productive employment status as soon as possible while minimizing the risk of re-injury. Further, the Guideline provides for a 90 day maximum limit of the modified/transitioned duty assignment.

The Guideline is not intended to instruct the procedure applicable to employees who are eligible for reasonable accommodation under the American with Disabilities Act or leave benefits under the Family Medical Leave Act (FMLA).

Proposed Guideline attached.

Related TBR Policy/Guideline:

Recommended Course of Action (if any):

Approve and recommend approval by the Presidents and Directors.

Finance Committee/BASC Agenda Item

Description of Issue:

The responsibility of an institution when a student files for bankruptcy while owing us money needs to be discussed. When a bankruptcy is filed, an automatic stay issues. This prevents any creditors from taking any debt collection efforts while the individual is in active bankruptcy. Withholding transcripts for the non-payment of tuition is considered a debt collection effort. **Therefore, when a student is in active bankruptcy, we cannot withhold his transcript for non-payment.** This applies even if the institution is not filing a claim with the bankruptcy court.

Please note that failure to comply with an automatic stay is a very serious matter. The student can, and likely will, file a complaint against the school. If the court finds a willful violation, it can issue financial sanctions, award attorney's fees, and even required jail time

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Related TBR Policy/Guideline:

Recommended Course of Action (if any):

Finance Committee/BASC Agenda Item

Description of Issue:

A discussion on the proposal of a system-wide adoption of an e-Procurement platform. We have coordinated webinars with members of our procurement staffs to familiarize them with this proposed product, briefed the President's Council on this proposal, and further researched the costs of implementation. General reaction to this proposal has been favorable with the major recurring question related to the cost of implementing a solution of this type.

Attachment E provides more detail on what is being proposed, how it benefits institutions and the system as a whole, a cost/benefit analysis, the contract costs for each institution (including Banner integrations), and a proposed course of action.

Related TBR Policy/Guideline:

Recommended Course of Action (if any): Approval/discussion of the e-Procurement system

