

***BUSINESS AFFAIRS SUB-COUNCIL***

***AGENDA***

***July 23, 2013***

***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:

- Graduate Assistant Fee Waivers
- TBR Purchasing Policy
- Taxes on Lodging and Banquet Facilities
- Guideline B-010 Collection of Receivables
- Findings and Weaknesses (Attachment A)
- Review of Policies and Guidelines (Attachment B)

3. Report of the Council of Buyers

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

- Sales and Use Tax
- SciQuest
- Adobe

4. Report of the Human Resource Officers Committee

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

- Affordable Care Act Update
- Guideline P-010 Personnel Transactions and Forms (Attachment C)
- Guideline P-043 Compensation (Attachment D)
- Guideline P-130 Educational Assistance for TBR Employees (Attachment E)
- Guideline P-131 Educational Assistance for Spouses and Dependents (Attachment F)

- Policy 5:01:00:00 – General Personnel (Attachment G)
- Policy 5:01:01:09 – Bereavement Leave (Attachment H)
- Policy 5:01:01:15 – Transfer of Sick Leave Between Employees (Attachment I)

#### 5. Report of the Internal Audit Committee

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

- Funding Formula Audits
- QAR Update
- Presidents Expense Audits
- UT's Reporting of President's Expenses

#### 6. Report of the IT Sub-Council

The BASC will discuss the following topics from the IT Subcouncil meeting.

## Finance Committee/BASC Agenda Item Template

### Description of Issue:

#### Revisions to TBR Guideline P-010 – Personnel Transactions and Recommended Forms

The proposed revisions are to update the Guideline consistent with proposed changes to General Personnel 5:01:00:00 related to approval of appointments, as well as to move the section on Immigration from the General Personnel Policy to Personnel Transactions.

### Significant Proposed Changes Include:

Consistent with the proposed revisions to the General Personnel Policy it is recommended that only the following appointments would require Chancellor Approval:

- (1) All vice presidents (academic, business, student affairs, etc.) or other executives reporting directly to the President including all interim appointments.
- (2) Directors and chairs of the centers of emphasis and excellence, including interim appointments.
- (3) Any other positions which may be designated by the Chancellor

Proposed revisions attached.

Related TBR Policy/Guideline: P-043 – Compensation

5:01:00:00 0 General Personnel Policy

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

Approve and recommend approval by the Presidents.

## Finance Committee/BASC Agenda Item Template

### Description of Issue:

Revisions to TBR Guideline P-043 – Compensation

The proposed revisions are to clarify reportable and non-reportable increases and update the Guideline consistent with P-010 and General Personnel 5:01:00:00.

### Significant Proposed Changes Include:

Consistent with the proposed revisions to the General Personnel Policy and Personnel Transactions Guideline, it is recommended that only the following increases would require Board of Regents Approval:

- (1) All Equity and Market Adjustments.
- (2) All faculty promotions.
- (3) All reclassifications for EEO 1-3 and an annual salary of \$100,000 or above **and** an increase of more than ten percent (10%). Job audits from the HR office are required for these reclassifications.
- (5) All special and critical adjustments.
- (6) Counteroffers
- (7) Merit Adjustments

Proposed revisions attached.

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

5:01:00:00- General Personnel Policy

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

Approve and recommend approval by the Presidents.

## Finance Committee/BASC Agenda Item Template

### Description of Issue:

#### Revisions to TBR Guideline P-130 – Educational Assistance for TBR System Employees

The proposed revisions are to clarify and consolidate the Guideline and reorganize it based on the programs used the most. Additionally, the proposed revisions allow for the use of the various tuition programs in each of the sessions, including the winter sessions. The limits of four classes per year remain in place. With the exception of the fee waiver program which is mandated by state law, all other programs are at the discretion of each institution.

Proposed revisions attached.

Related TBR Policy/Guideline: P-131 – Educational Assistance for Spouse and Dependents of TBR Employees

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

Approve and recommend approval by the Presidents.

## Finance Committee/BASC Agenda Item Template

### Description of Issue:

Revisions to TBR Guideline P-131 – Educational Assistance for Spouse and Dependents

The proposed revisions are to clarify and consolidate the Guideline, consistent with P-130. The classes and programs for TBR dependents remain available subject to funds being budgeted and available within the institution.

Proposed revisions attached.

Related TBR Policy/Guideline: P-130 – Educational Assistance for TBR Employees

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

Approve and recommend approval by the Presidents.

## Finance Committee/BASC Agenda Item Template

### Description of Issue:

#### Revisions to TBR Policy – 5:01:00:00 General Personnel

The proposed revisions move the section on Moving Expenses from the General Personnel Policy to a separate Guideline with changes. It is also proposed to move Immigration from the General Personnel Policy to Personnel Transactions, as well as change the appointments which require prior approval of the Chancellor. Additionally, the non-discrimination requirements are updated consistent with other Board Policies and Guidelines.

### Significant Proposed Changes Include:

Consistent with the proposed revisions to the Personnel Transactions Guideline it is recommended that only the following appointments would require Chancellor Approval:

- (1) All vice presidents (academic, business, student affairs, etc.) or other executives reporting directly to the President including all interim appointments.
- (2) Directors and chairs of the centers of emphasis and excellence, including interim appointments.
- (3) Any other positions which may be designated by the Chancellor

**Moving Expenses:** An additional paragraph for Moving Expenses is proposed that addresses if a new employee leaves during the first year of employment immediately following the payment of moving expenses.

Proposed revisions attached.

Related TBR Policy/Guideline: P-043 – Compensation

P-010 - Personnel Transactions

Recommended Course of Action (if any):

Approve and recommend approval by the Presidents.

## Finance Committee/BASC Agenda Item Template

Description of Issue:

Revisions to 5:01:01:09 Bereavement Leave

The proposed revisions seek to clarify the use of bereavement leave and allow for it to be used in a nonconsecutive manner, at the discretion of the approving authority.

Related TBR Policy/Guideline: Sick Leave Policy 5:01:01:07

Recommended Course of Action (if any):

Approve and recommend for approval by the Presidents



Finance Committee/BASC Agenda Item Template

Description of Issue:

Revisions to 5:01:01:15 Transfer of Sick Leave between Employees

The proposed revisions seek to clarify the use of transferred sick leave and provide consistency between employee classifications when applied retro-actively.

Related TBR Policy/Guideline: Sick Leave Policy 5:01:01:07

Formation and Operation of Non-Faculty Sick Leave Banks –P-061

Recommended Course of Action (if any):

Approve and recommend for approval by the Presidents