

BUSINESS AFFAIRS SUB-COUNCIL

AGENDA

July 29, 2014

9:00 a.m.

TBR Board Room

1. Chancellor's Remarks

The Chancellor will address the BASC.

2. Election of BASC Chair

The BASC will elect a new chairperson.

3. Report of the Finance Committee

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

- Guideline B-026 Lease Procedures and Guidelines
- Policy 4-01-02-30 Facilities Planning and Design
- Maintenance Projects
- Foundation Policy Update
- Budget Principles Policy (Attachment A)
- Institutional Financial Performance Policy (Attachment B)
- New Retirement Hybrid Plan (Attachment C)
- Results of Policy/Guideline Review (Attachments G-J)

4. Report of the Council of Buyers

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

- SciQuest TSM Update
- Community College/TCAT Grant Equipment Update
- Collection Contracts
- Insurances Update

5. Report of the Human Resource Officers Committee

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

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- TBR Guideline P-045 – Deferred Compensation (Attachment K)
- TBR Policy 5:01:01:07 – Sick Leave (Attachment L)
- TBY Guideline P-130 – Educational Assistance for TBR System Employees (Attachment M)

6. Report of the Internal Audit Committee

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

- Automated Working Papers Update

7. Report of the IT Sub-Council

Mr. Young will give a brief update from IT Subcouncil meeting.

8. IT System Control Findings

The BASC will discuss IT control findings from two institutions. (Attachments E & F)

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.E.

- A comment had been submitted regarding a weapons vendor that allowed handguns as trade-ins, then turned around and sold them back to the campus police officers, which circumvented the policy.

The committee discussed this and no changes were recommended to the policy.

Section II. A.

- A comment had been submitted about the proper steps to dispose of computers and other electronic computing devices which may have institutional or sensitive data or PI.

The committee discussed this and no changes were recommended to this policy. Campuses do need to remind their staff of these steps.

See Attachment G

Related TBR Policy/Guideline: Policy 4-02-20-00 Disposal of Surplus Personal Property

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 IV. C.3.

- The following new language was added:

The spouse and children of employees generally are not considered a guest of the institution unless their attendance is required at the event and they are listed on approved travel authorizations.

- Language was proposed to add volunteers who have completed the appropriate volunteer form are covered under the institution's liability. Subsequent to the meeting it was determined that volunteers are included in the policy under the definitions section and the requested revision was not needed.

Attachment A to the Policy

Section I.A.

- "For licensed vehicles" was added for clarification.
- A comment was submitted questioning whether the marking plan includes non-licensed vehicles. Subsequent to the meeting it was determined that state statute does not address marking plans except for law enforcement vehicles.

See Attachment H

Related TBR Policy/Guideline: Policy 4-03-02-00 Motor Vehicles

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

1.

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 VI

- A comment was submitted regarding expensing buildings costing less than \$100,000 but capitalizing additions and improvements of \$50,000 or greater. The comment questioned whether the capitalization values should be consistent at \$100,000. The committee discussed this and determined that no changes should be made.

Section VIII C.7

- Delete “periodicals.”

Section IX.

- A comment was submitted to consider reformatting the software section to three major sections, > \$100,000, <\$100,000 and amortization. The committee discussed this and decided that no changes were needed.

Section IX. B.

- A comment was submitted to ask if the policy should allow for optional amortization periods if not expected to last 10 years. The following language will be revised:

Software costs are normally amortized over a useful life of 10 years.

Section XII.

- A comment had been submitted about sensitive minor equipment and whether there is a requirement that computing and communication devices are inventoried. There was a concern that these devices could contain sensitive data and should be controlled. After much discussion, it was determined to send out a survey to the institutions asking if they have assessed the risk of these items and whether they are inventoried centrally or at the department level.

See Attachment I

Related TBR Policy/Guideline: Guideline B-110 Fixed Assets and Sensitive Minor Equipment

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-045 – Deferred Compensation

The proposed revisions are to include all employees as eligible to participate in a deferred compensation plan. This change comes a result of recent IRS audit.

In addition, the guideline was reorganized to include similar benefits and information together under a general section, rather than listing each program out individually and repeating information.

Proposed revisions and legislation attached.

Related TBR Policy/Guideline:

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 5:01:01:07 – Sick Leave. Changes are needed in the Sick leave policy to clarify that members of the family who reside within the home of the employee are eligible to receive up to 2 additional days of sick leave (after Bereavement Leave), if approved by the supervisor. Currently, other members of the family who reside within the home is listed under both definitions of immediate family and other relatives. This change will be consistent with the definition and benefit offered in the Bereavement Policy.

In addition, it is proposed to clarify that employees who work an 8 hour shift, rather than the typical 7.5 hours, accrue 8 hours (1 day) of sick leave. It is still capped at 12 days, but for a 40 hour/wk. employee that is 96 hours, rather than 90 hours. This brings policy in line with practice.

Proposed revisions attached.

Related TBR Policy/Guideline: Bereavement Leave

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 a result of recently passed legislation.

The eligibility for part-time employees to take a class under the fee waiver is effective July 1, 2014.

The waiver being limited to 4 credits or 120 clock hours goes into effect with the fall academic year 2014-2015.

Proposed revisions and legislation 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.