

BUSINESS AFFAIRS SUB-COUNCIL
AGENDA
October 17, 2012
9:00 a.m.
TBR Board Room

1. Chancellor's Remarks

The Chancellor will address the BASC

2. E&G Space Calculation

The BASC will discuss the effect of the E&G space calculation on the funding formula.

3. Report of the Finance Committee

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

- Policy 4:02:20:00 Disposal of Surplus Property – General Disposal (Attachment A)
- Guideline B-080 Property Loss (Attachment B)
- Guideline B-010 Bankruptcy Revisions (Attachment C)
- Findings and Weaknesses (Attachments D & E)

4. Report of the Council of Buyers

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

- SciQuest
- Update on Bid Limit Changes / State Statutes
- RFP Updates

5. Report of the Human Resource Officers Committee

Ms. Preston will be available to answer questions regarding the minutes of the Human Resource Officers Committee meeting.

6. Report of the Internal Audit Committee

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

- Funding Formula Data Definitions and Audit Planning
- President's Expense Templates and Instructions

7. Proposed Guideline G-130 Limited English Proficiency (Attachment F)

The BASC will discuss the proposed guideline.

8. Guideline B-60 Payment of Program Service Fees

The BASC will discuss the payment of Program Service Fees by students enrolled in regular undergraduate courses and take all courses online. (For discussion only.)

Finance Committee/BASC Agenda Item Template

Description of Issue: The number of days that institutions are to make surplus property available to other TBR institutions and State Agencies is inconsistent in the policy.

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

Recommended Course of Action (if any): Revisions have been proposed to the policy.

Finance Committee/BASC Agenda Item Template

Description of Issue: The procedures for reporting property losses will be discussed. It appears that there is inconsistency among the institutions regarding the dollar amount of losses to report and the frequency of reporting property losses.

Related TBR Policy/Guideline: Guideline B-080 Reporting and Resolution of Institutional Losses

Recommended Course of Action (if any): Revisions have been proposed to the guideline.

Finance Committee/BASC Agenda Item Template

Description of Issue: When a bankruptcy is filed, an automatic stay is issued. This prevents 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 a transcript for non-payment. This applies even if the institution is not filing a claim with the bankruptcy court.

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 require jail time.

Related TBR Policy/Guideline: Guideline B-010

Recommended Course of Action (if any): Revisions have been proposed to the guideline.

Finance Committee/BASC Agenda Item Template

Description of Issue:

Payment of Program Services Fee by students who are enrolled in regular undergraduate courses and take all courses on-line.

Related TBR Policy/Guideline: Guideline B-060

Recommended Course of Action (if any): For discussion only.