

BUSINESS AFFAIRS SUB-COUNCIL
AGENDA
October 21, 2014
9:00 a.m.
TBR Board Room

1. GASB 68 Presentation

The BASC will view a presentation by Mr. Steve Curry regarding the impact of GASB 68. (Attachments R-T)

2. Chancellor's Remarks

The Chancellor will address the BASC.

3. Report of the Finance Committee

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

- Business Continuity Plans
 - Is there a need to bring in an expert to develop a template?
- NACUBO Letter to IRS (Attachment A)
- DOE E pact State and Alternative Fuel Provider Fleet Program Report (Attachment B)
- Policy 4:07:00:00 - Business Meals (Attachment G)

4. Report of the Council of Buyers

Ms. Flynn will be available to answer any questions from the Council of Buyers meeting minutes.

5. Report of the Human Resource Officers Committee

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

- Policy 5:01:01:04 – Military Leave (Attachment K)
- TBR Guideline P-140 – Charitable Organization Deduction (Attachment L)

6. Report of the Internal Audit Committee

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

- Policy 4:03:03:60 - Reports of Expenditures by the Chancellor and Presidents (Attachment J)
- Training for the Presidents Quarterly Expenditure Reports

7. Guideline B-115 – Uniform Disposition of Unclaimed Property

The BASC will discuss Guideline B-115 – Uniform Disposition of Unclaimed Property. (Attachments M & N)

8. Emergency Preparedness

The BASC will discuss the proposed Emergency Preparedness policy and guideline. (Attachments O & P)

9. Dual Enrollment Maintenance Fee

The BASC will discuss proposed changes to the dual enrollment maintenance fee structure. (Attachment Q)

10. Learning Support Co-Requisite Fee

The BASC will discuss a Learning Support Co-Requisite Fee.

11. TN Summit

The BASC will discuss the TN Summit.

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.

Change the name of the policy to Athletic and Other Student Group Travel to clarify that other group travel includes student groups, not employee groups.

The remaining revisions were housekeeping in nature.

See Attachment G

Related TBR Policy/Guideline: Policy 4-03-03-50 Athletic and Other Group Travel

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.

Add “or designee” after each president.

See Attachment H

Related TBR Policy/Guideline: [Guideline B-043 University Athletic Tickets](#)

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 5:01:01:04 – Military Leave. Minor Revision – Adds a reference that members of the US Air Force Auxiliary Civil Air Patrol are also entitled to the Military leave, per TCA 42-7-102. The addition to the policy doesn't change the benefit, but serves as a reference and confirmation that this policy applies to this group of employees.

Proposed revisions attached.

Related TBR Policy/Guideline: Leave of Absence 5:01:01:03

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-140 – Charitable Organization Deduction – The proposed revision under requirements and limitations clarifies the limit of the total number of charitable deductions is three. As currently written, an employee could give to every individual under a federation, and then two additional organizations, making the processing time intensive for the institution.

Other changes noted are housekeeping changes.

Proposed revisions attached.

Related TBR Policy/Guideline:

Recommended Course of Action (if any):

Approve and recommend approval by the Presidents.