



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:**        **02.01, Office of Institutional Advancement Relationships and Responsibilities With Texas Tech University System Institutional Advancement and Texas Tech Foundation, Inc.**

**PURPOSE:**    The purpose of this Health Sciences Center Operating Policy and Procedure is to set forth Texas Tech University Health Sciences Center (TTUHSC) policies and procedures related to the Office of Institutional Advancement (TTUHSC IA) relationships with other offices at TTUHSC, the Texas Tech University System Office of Institutional Advancement (TTUS IA), and Texas Tech Foundation, Inc. (TTFI).

Another purpose, related to the above subject, is to clearly set forth the responsibilities of TTUS IA, TTFI, TTUHSC IA, TTUHSC Finance and Administration, and TTUHSC Accounting Services.

**REVIEW:**       This TTUHSC Operating Policy and Procedure will be reviewed on April 1 of each even-numbered year by the Texas Tech University System (TTUS) Vice Chancellor for Institutional Advancement (VCIA) and the TTUHSC Vice President of External Relations (VP). Changes regarding financial procedures will be made with the concurrence of the TTUS Vice Chancellor/Chief Financial Officer (VCCFO) and the TTUHSC Executive Vice President for Finance and Operations (EVPFO).

### **POLICY/PROCEDURE:**

1.    **Relationship Between Texas Tech University Health Sciences Center, Texas Tech Foundation, Inc. and Texas Tech University System Institutional Advancement**
  - a.    **Purpose of Texas Tech Foundation, Inc. and TTUS Institutional Advancement.** Texas Tech Foundation, Inc., is organized for and operates exclusively to: (1) support and promote all components of the Texas Tech University System: Texas Tech University, Texas Tech University Health Sciences Center, Texas Tech University Health Sciences Center El Paso, Angelo State University, and Midwestern State University; (2) seek and obtain gifts for such components; (3) receive, hold, invest, and administer property of any kind, type, or nature gifted for the benefit of the components; and (4) make expenditures to or for the benefit of one or more of the components. TTUS IA manages these functions for TTFI and serves to broadly oversee and coordinate all fundraising operations throughout TTUS.
  - b.    **Application of Operating Policies and Procedures.** The operating policies and procedures concerning TTUHSC IA apply to all Offices of Institutional Advancement at TTUHSC, including those located at campuses not located in Lubbock, Texas. At the System level, TTUS IA operates exclusively under [Texas Tech University System Regulations](#), which supersede TTUHSC Operating Policies and Procedures, wherever such regulations exist. Should no regulation exist, TTUS IA will follow TTUHSC Operating Policies and Procedures where reasonably possible. All regulations or operating policies and procedures concerning TTUS IA shall also apply to TTFI, to the extent applicable, unless expressly stated otherwise.

## 2. **General Division Responsibilities.**

### a. **TTUS Office of Institutional Advancement.**

- (1) TTUS IA is responsible for soliciting, coordinating, approving, and reporting all fundraising from the private sector System-wide. This includes both projects and proposals initiated by TTUHSC IA in the Lubbock and Regional Offices. To fulfill its mission, TTUS IA must be kept informed in a timely fashion on all actions related to fundraising.
- (2) TTUS IA is responsible for performing certain support functions for TTFI. This includes depositing, receipting, acknowledging, and reporting gifts received by TTFI for the benefit of TTUHSC.
- (3) Gifts made to TTUHSC and TTFI for the benefit of TTUHSC shall be reported by TTUS IA to the President and the Chancellor. The VCIA is responsible for preparing Board of Regents agenda items relative to gifts directly to, or for the benefit of, TTUHSC.
- (4) TTUS IA will coordinate and communicate with TTUHSC IA routinely to discuss potential and ongoing gifts to TTFI, for the benefit of TTUHSC, or those gifts directly to TTUHSC.

### b. **TTUHSC Office of Institutional Advancement.**

- (1) TTUHSC IA is responsible for overseeing all fundraising activities at the University and School levels. This includes supervising and advising TTUHSC development professionals, negotiating service agreements with TTUS IA, communicating TTUHSC priorities to TTUS IA, and ensuring the President is informed of major fundraising activities, gifts and goals.
- (2) TTUHSC IA plays a central role in approving TTUHSC fundraising priorities, monitoring development professional performance, soliciting transformational gifts, coordinating the fundraising activities of the President, and maintaining strong relationships with significant donors.

### c. **Fiscal Affairs.**

- (1) The VCCFO, in cooperation with the EVPFA and TTUS IA, will establish the procedures used for accounting and disbursement of all gifts given to TTUHSC and TTFI for the benefit of TTUHSC. The VCCFO has the authority and responsibility for approving the procedures used for receipting, accounting, and disbursement of all funds handled by TTUS and TTUHSC employees.
- (2) TTUHSC Accounting Services is responsible for maintaining official TTUHSC fiscal records; assuring that all cash gifted directly to TTUHSC is receipted in a manner consistent with the requirements of TTUS regulations and state law. It is also responsible for assuring donors, the Board of Regents, the President, the Chancellor, and the State Auditor, that all TTUHSC funds are expended as required by the stipulations imposed by the donor, the Board of Regents, generally accepted accounting principles, and the laws of the State of Texas.

TTUHSC Accounting Services will notify TTUS IA of all private gifts to TTUHSC received by that office, maintain fund management policies related to the handling of gifts to TTUHSC and report fund performance to TTUS IA.

d. **All Divisions.**

- (1) TTUHSC IA will coordinate with TTUS IA to ensure that all other offices of TTUHSC coordinate and receive approval, in writing, for all fund-raising projects funded by individuals, foundations, corporations and other entities prior to the project.
- (2) All offices are responsible for forwarding any gifts received to TTUS IA in a timely manner for deposit, receipting and reporting purposes.

Appointments to development advisory boards within the schools and units should be submitted to the VP prior to the individual being asked to serve on said board to avoid duplication in membership on the boards. Additionally, a current list of the membership of development advisory boards may be provided to the VP and VCIA as needed.