Financial Policy Task Force

Minutes 6-13-13

1. Members present - 10 members representing all campuses and institutes. Members identified themselves. Jonee Lindstrom, Knoxville; Vanasia Parks, Chattanooga; Laura Foltz, Martin; Pam Vaughn and Melanie Burleson, UTHSC; Tim Fawver, Ag; Gail White, IPS; Doug Hawks, Audit; and Ron Maples and Mark Paganelli, UWA. The UTC, UTM and HSC members joined by telephone.
2. Begin review of current policy process – Ron described the current process. Each member commented that the process seems to be working for their campus. No suggestions for improvement were offered at this time, but we did not close this subject.
3. Policies in the pipeline – Immediately after the last meeting, Mark provided a listing of all of the policies he was currently working on. Ron also covered the policies currently out for comment. Also, Ron provided a listing of all policies that have been revised, created and issued since June 2009. 41 revisions and 33 polices touched.
4. Thoughts on quick wins – 1) Tim asked about increasing the CBO entertainment approval limit from $500 - $1,000 as they are all processed as exceptions and very few are declined. This would require a revision to entertainment policy. A draft entertainment policy that allows entertainment of employees and students was sent for comment to Knoxville and Memphis only. 2) Pam asked if we could resend the Surplus property policy because it contained too many Knoxville area procedures. We may be able to get rid of the IT fiscal policy as we now have several IT policies.
5. What are some other policies that need work? Budget policy – dated 1979. Student fee policy – is it a board of trustees policy or fiscal policy? Right now it is only on the budget office web site. It needs other work in the areas of differential tuition and on line fees. Contracts – even though they can’t, some folks still want to sign contracts.
6. Campus feedback and other ideas for making policy better. Ideas that were mentioned were; some policies are too long, perhaps they can be shortened or divided – travel was mentioned that perhaps we could have an instate travel policy, a conference payment policy; the sponsored projects policy could be divided into logical sections. Policy needs some real world examples. Perhaps policy could be organized by role.

Travel exceptions were discussed and most are approved without consequence or follow up. It was suggested that we discuss this issue at the next CBO meeting and look into an IRIS report of travel exceptions. We also discussed spouse travel for interviews, payment for spouse meals and payment of employee licenses.

7 We decided to have a regular meeting time of the 2nd Thursday of the month at 2:00 PM.