Financial Policy Task Force

Minutes 7-11-13

1. Members present - 9. Members identified themselves. Jonee Lindstrom, Knoxville; Vanasia Parks, Chattanooga; Laura Foltz, Martin; Pam Vaughn, Melanie Burleson and others, UTHSC; Gail White, IPS; Doug Hawks, Audit; and Ron Maples and Mark Paganelli, UWA. The UTC, UTM and HSC members joined by telephone. Tim Fawver, Ag was absent.
2. Ron asked for any revisions, additions or deletions to the minutes of the first two meetings. There were no changes.
3. Review of current policy process – Jonee had a question about the current process when the policy gets to the campus/institute; who do you share it with? Knoxville shares with campus fiscal officers. Chattanooga and Martin share with CBO direct reports. Memphis shares with the persons affected by the policy. No suggestions for improvement were offered at this time, but we did not close this subject.
4. Policies in the pipeline – During the last month Ron has sent the committee the following policies: Tuition Policy, Surplus property policy and Entertainment policy. Today, Ron sent Disposition of Gift Property and Record Retention policies. Pam and Mark are working on a personal purchases policy that will be sent very soon. No comments were made during the meeting, but Ron asked for review and comment on these policies before the next meeting.
5. Thoughts on quick wins – 1) The Entertainment policy was revised and issued for comment to the CBO’s. 2) The Surplus property policy was sent to this committee for review and comment. No movement was made on the IT fiscal policy.
6. What are some other policies that need work? Budget policy – dated 1979. This policy was sent to Ron Loewen for review. Student fee policy – Tuition policy was sent to this committee for review and comment.
7. Campus feedback and other ideas for making policy better. 1) Travel exceptions – Sally Townsend wrote an IRIS travel exception report for FY2012. This report was shared with this committee and the CBO’s. We discussed the report and came to the consensus that the CBO’s would like to continue to see the exceptions. We will ask for this report for FY2013 and, going forward, a report each quarter. We will ask the CBO’s if it is okay to remove immunizations and spouse travel for interviews from the exception list. 2) Travel advances for exempt employees – Laura brought up the need to allow exempt employees to have travel advances. All campus committee members agreed this was an issue and needed to be addressed. We will discuss at the next CBO conference call. 3) IPS had questions about the old partial per diem for day trips with no overnight stays that we used to give, but stopped because of tax consequences. 4) Knoxville asked if other campuses had a lot of equipment reported as lost or stolen on police reports. Memphis reported that they had a lot also. Other campuses said no. 5) Martin asked about the 1994 pocket travel guide that is mentioned in the Martin faculty handbook. The handbook needs to be updated. 6) Audit had a question about the solicitation policy that we will review in the future.
8. The next meeting will be August 8, 2013 at 2:00 PM.