Fiscal Policy Task Force

Minutes 8-08-13

1. Members present - 9. Members identified themselves. Jonee Lindstrom, Knoxville; Vanasia Parks, Chattanooga; Laura Foltz, Martin; Pam Vaughn and Melanie Burleson, 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 last meeting. There was one change that was accepted.
3. Review of current policy process –No suggestions for improvement were offered at this time, but we did not close this subject. Pam asked that we finish some of our current policies before we add more.
4. Policies in the pipeline –

Policies in the pipeline for our committee

Tuition policy – Pam provided some feedback and the group declared this policy ready for the CBO’s.

Surplus property policy – I had sent the current policy to this committee on July 1. After our last meeting, Mark revised the policy and sent to Verna Howard in the Controller’s Office for comment.

Personal purchases policy – Mark and Pam have worked on this revision and Mark is ready to share with this committee.

Policies in the pipeline for CBOs

    Disposition of Tangible gift property – Was announced today.

  Entertainment policy – Still in comment period.

  Record retention policy – Jonee is compiling revisions/suggestions.

  Student payments policy - Still in comment period.

Independent contractor’s policy – Waiting on forms. Gail asked if training would be provided with this policy and Mark said yes. Gail asked if there could be video training.

  AP Policy – Waiting on forms.

  AP Vendor Policy – Waiting on forms.

Policies Issued since last meeting

  Fringe Benefits

  Taxability of Graduate Student fee waivers

1. Campus feedback

Gift cards – We had a fair mount of discussion on this topic. Each campus described their procedure of buying and issuing gift cards. Gifts cards are primarily purchased for research participants, but they are occasionally purchased as door prizes. This will be a new policy. Doug will draft the policy for us.

  Travel policy question about mileage – The committee thoroughly discussed this change via e mail and agreed to a change. Mark will include the change in the next revision of travel policy.

1. Feedback from CBO’s

Travel exceptions

Exempt travel advances

The CBO’s discussed both of these items in their last conference call but did not make a decision. Ron will ask for a decision at the next call.

1. Other ideas

Budget policy – With Ron Loewen

Solicitation policy – Doug brought this policy to us. We discussed this and gifts to employees. Melanie agreed to send the Memphis procedure on conflicts of interest – interactions between health care professionals and industry to the committee. Doug agreed to draft the revision to this policy.

1. Campus feedback and other ideas for making policy better. 1) Vanasia reported that there had been confusion at UTC regarding the Retirement receptions and awards policy. A director had bought a retirement gift of $75.00 and wanted it reimbursed even though policy says the university does not pay for retirement gifts. However, just above that, policy says “An item of ***tangible personal property*** may be awarded to an employee in recognition of his or her noteworthy work-related accomplishments.” We discussed and decided not to allow gifts for retirement, but to look at separating the policies. Mark will work on that.

2) Vanasia also asked about HR policy 331 EDUCATIONAL ASSISTANCE (STUDENT FEE DISCOUNT) FOR SPOUSES AND DEPENDENT CHILDREN OF EMPLOYEES. She was responding to a survey from the CFO office and noticed an potential inconsistency between 3 and 6.Ron reminded the group that we did not have purview over HR policies. Vanasia can show the HR folks.

1. The next meeting will be September 12, 2013 at 2:00 PM.