Fiscal Policy Task Force

Minutes 9-12-13

1. Members present - 8. Members identified themselves. Missy Kitts attended for Tim Fawver Ag ; Jonee Lindstrom, Knoxville; Vanasia Parks, Chattanooga; Laura Foltz, Martin; Pam Vaughn and Melanie Burleson, UTHSC; and Ron Maples and Mark Paganelli, UWA. The UTC, UTM and HSC members joined by telephone. Doug Hawks, Audit and Gail White, IPS were absent.
2. Ron asked for any revisions, additions or deletions to the minutes of the last meeting. There were none.
3. Review of current policy process –No suggestions for improvement were offered at this time, but we did not close this subject. Ron read an e mail from Doug Hawks about a pending audit of all policies that he will share with the committee before the next meeting.
4. Policies in the pipeline –

Policies in the pipeline for our committee

Surplus property policy –Mark revised the policy and sent to Verna Howard in the Controller’s Office for comment. He will send to this committee.

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

    Entertainment policy – Still in comment period.

  Student payments policy - Still in comment period.

Independent contractor’s policy – Waiting on forms.

  AP Policy – Waiting on forms.

  AP Vendor Policy – Waiting on forms.

Student fee approval policy – still in comment period

Credit card processing policy - still in comment period

Travel policy - still in comment period – Pam had a question about how would we implement the late reimbursement of travel to be taxable income. We still do not know.

Policies Issued since last meeting

  Disposition of Tangible gift property

Records Retention

1. Thoughts on quick wins

Ron shared the preview of the new fiscal policy website. Everyone had a favorable impression of what they saw.

1. Campus feedback

Gift cards – Doug sent an e mail to the committee asking 3 questions to help him draft the policy. Members were asked to follow up before the next meeting.

Question about surplus sports equipment – Can it be donated to student sports club organizations? – consensus was yes.

1. Feedback from CBO’s

Travel exceptions

Exempt travel advances

The CBO’s approved all three items this committee recommended. Pam will draft some clarifying language.

1. Other ideas

Budget policy – With Ron Loewen

Solicitation policy –Doug agreed to draft the revision to this policy.

1. Campus feedback and other ideas for making policy better.

1) Doug sent an email concerning sensitive minor equipment. The suggestion was to expand the list of sensitive minor equipment. This is problematic for a variety of reasons. The equipment section of the Controller’s Office will review this suggestion.

2) Mark asked if we should require travelers turn is gas receipts for rental cars even though the receipt is usually less than $50.00. The consensus was yes.

3) Jonee asked the other campuses how they would handle a moving allowance for a faculty member who was supposed to be coming this fall, but is now not coming until next fall and they have already paid the allowance. Mark is going to check with Rob to see how we will do tax reporting.

4) Mark said that P cards cannot be used to buy Amazon prime memberships or Sam’s Club memberships. He wondered if we should make these purchases allowable as it can save money. The consensus was yes if the savings were documented and with CBO approval. Martin was very much in support.

1. The next meeting will be October 10, 2013 at 2:00 PM.