Fiscal Policy Task Force

Minutes 10-10-13

1. Members present - 10. Members identified themselves. Missy Kitts and Tim Fawver, Ag ; Doug Hawks, Audit; Jonee Lindstrom, Knoxville; Vanasia Parks, Chattanooga; Gail White, IPS; Laura Foltz, Martin; Pam Vaughn, UTHSC; and Ron Maples UWA. The UTC, UTM, HSC members and Mark Paganelli, UWA joined by telephone. Melanie Burleson, UTHSC was 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. Doug Hawks described the ongoing audit of all policies. He invited ideas. Gail asked about Research policies and was aware that other universities had research policies. Gail was pretty sure that each UT campus and institute had research policies, but was not aware of any system policies.
4. Policies in the pipeline –

Policies in the pipeline for our committee

Surplus property policy – Ron asked for any comments by end of October.

Moving allowance- Ron asked for any comments by end of October.

Travel policy- OKed to share with CBO’s. We discussed electronic records and how long departments need to keep paper. Policy says 6 years one place and one year another place. There is confusion around this issue. The committee will investigate.

 Policies in the pipeline for CBOs

    Personal purchases policy

        Bookstore – Oct 21

       Purchasing – Oct 21

   P card policy – Oct 21

   Student payments policy -

 Independent contractor’s policy – Waiting on forms. We will reissue this policy with the form before it is finalized.

  AP Policy – Waiting on forms.

  AP Vendor Policy – Waiting on forms.

 Student fee approval policy –

 Credit card processing policy – waiting on revision

 Travel policy - 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

  Entertainment policy

   Gift acceptance

   Retirement receptions

1. Thoughts on quick wins

Ron has heard no update on the new fiscal policy website. We think the developers are making sure all of the links work.

1. Campus feedback

 Gift cards – Doug sent a draft policy that we will work on before our next meeting.

1. Feedback from CBO’s

Travel exceptions

Exempt travel advances

These items are included in the revised travel policy. Good work committee.

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.

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.

Update: The Controller met with the Executive Director of Audit and they agreed that sensitive minor equipment is only those items on the list in fiscal policy. Over time, if auditors identify other items that should be added to the list, the list can be expanded.

1. The next meeting will be November 21, 2013 at 1:00 PM.