Fiscal Policy Task Force

Minutes 12-12-13

1. Members present - 9. Members identified themselves. Tim Fawver, Ag ; Jonee Lindstrom, Knoxville; Vanasia Parks, Chattanooga; Gail White, IPS; Laura Foltz, Martin; Pam Vaughn and Melanie Burleson, UTHSC; and Ron Maples and Mark Paganelli UWA. The UTC, UTM, HSC members joined by telephone. Doug Hawks, Audit 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. Ron stated that the review by ACS was on going.
4. Policies in the pipeline –

Policies in the pipeline for our committee

Surplus property policy – Pam wanted to be sure that internet auctions were allowed, hopefully without written notice. Mark will investigate.

Moving allowance- no comment

Gift cards – Pam lead a discussion of her comments on this policy. 1) She preferred that the university not allow P Card purchase of gift cards. Tim said that was his primary way to buy gift cards. Ron took this as an action item to ask Audit if they could now identify all gift card purchases made with our P Card. If so, that is not as bad. It turns out that the purchase of gift cards with P Cards is not allowed by current policy. 2) On 2a. the language was too restrictive. Pam will offer edits. 3) Pam added 3c. as a method to procure gift cards. 4) Pam said that 4a needed wording added to allow a higher dollar limit if specified in an research award, without CBO approval. 5) 4b. Pam said that all employees who are research participants at HSC are paid through payroll. 6) 4b. says we don’t give gift cards to students and 11. tells us how to report gift cards given to students as financial aid. Which is correct?

Doug owes us a new draft considering these and the other comments before our next meeting.

AP Vendor Policy – Pam said she hoped that we would still be able to write some vendors a check. Mark said we would, but we wanted as many vendors as possible on ACH or E payable.

  Independent contractor’s policy – no comment

 Policies in the pipeline for CBOs

    Student payments policy

  AP Policy

    Student fee approval policy – Nov 18

  Credit card processing policy – Sept 30

Policies Issued since last meeting

  None

1. Thoughts on quick wins

Our committee minutes are now available on the Treasurer/ CFO website.

1. Campus feedback

 Tim wanted to discuss the possibility of creating a rule that a person spending the night in a hotel must be at least 50 miles away or the reimbursement would be an exception. We discussed that mileage would include Gatlinburg/Pigeon Forge for the Knoxville area. After discussion, we decided to think about it and discuss again next time. Several members voiced opposition to a new rule.

1. Feedback from CBO’s

None

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.

None

1. The next meeting will be January 9, 2014 at 2:00 PM.