Fiscal Policy Task Force

Minutes 2-20-14

1. Members present - 7. Members identified themselves. Missy Kitts for Tim Fawver, Ag ; Jonee Lindstrom, Knoxville; Vanasia Parks, Chattanooga; Pam Vaughn and Melanie Burleson, UTHSC; and Ron Maples and Mark Paganelli UWA. The UTC, UTM, HSC members joined by telephone. Doug Hawks, Audit; 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 stated that ACS had a draft report and he and Butch were scheduled to meet with them last week but did not because of the snow. The meeting will be held tomorrow. Ron will ask if he can share a draft of the report with the committee.
4. Policies in the pipeline –

Policies in the pipeline for our committee

Gift cards – Doug had provided a draft of this policy; one with all suggestions and one clean copy with discussion items and bullets for other questions. We had not reviewed the policy so we asked for another copy. Doug will provide a new version.

  Concessions and solicitations policy –Ron had sent a new version to the committee but no one could remember it. He will resend.

5. Policies in the pipeline for CBOs – and due dates for comments

    Student payments policy – Feb 28

  AP Policy

    Student fee approval policy – Nov 18

AP Vendor policy – Jan 24

Independent contractor policy – Feb 14

6. Policies Issued since last meeting

Moving allowance

Surplus property policy

Credit card processing policy

1. Thoughts on quick wins

1. Campus feedback

Lotteries, Drawings, Raffles and Auctions – Jonee – Mark will ask Blake about this. Blake may be drafting a policy.

1. Feedback from CBO’s

None

1. Other ideas

Budget policy – With Ron Loewen

Economy plus airfare – Mark raised this issue: The policy current says that we will pay for this on flights from your official station to destinations outside of North America. My intent was that we would pay for this for the long leg of the trip to somewhere outside of North America. One of our highly paid employees thought that this meant for every leg of the trip. I don’t think that there are any direct flights from Knoxville or Chattanooga to destinations outside of the US. Thus, they will travel to another city first. Do we want to allow economy plus seating for any leg or just the long leg? Mark asked if anyone wanted to make this a policy and no one had an issue with leaving policy alone.

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

Travel exceptions – Mark asked if additional overnight stays due to weather required an exception. No one thought they wouldn’t be approved. Mark will draft some wording.

Taxable clothing – Ron is working with the new tax person to come up with some reasonable rules within IRS regulations concerning taxable clothing.

Filming on campuses. Jonee asked if the other campuses had a policy on using their campus for advertisements. Each campus gave their communications person as a resource. Ryan Stinnett may be working on a draft policy.

Jonee said that the new UTK compliance person wanted everyone who participated in research to complete the NIH conflict of interest form and the campus was interest in having just one form.

Melanie reported that the Health Science Center was developing a draft policy for whistleblowers to comply with HRSA.

1. The next meeting will be March 13, 2014 at 2:00 PM.