Fiscal Policy Task Force

Minutes 7-11-14

1. Members present - 7 Members identified themselves. Missy Kitts and Tim Fawver, Ag ; Jonee Lindstrom, Knoxville; Doug Hawks, Audit; Vanasia Parks, UTC; Stephanie Mitchell, UTHSC; Ron Maples UWA; The UTC and HSC members joined by telephone. Mark Paganelli, Gail White, Melanie Burleson and Laura Foltz were absent.
2. Pam Vaughn has retired and Stephanie Mitchell has taken her place on this committee.
3. The minutes from the last meeting were approved with no changes.
4. The final report for Policy Development and Revision has been released. A work group has been appointed by the President to respond to the report. This group has met once and generally agreed with all of the recommendations except creating a central policy office. The report was shared with Stephanie.
5. Policies in the pipeline –

Policies in the pipeline for our committee

Lotteries, drawings, raffles, and auctions – This is with legal and we are waiting on a response from them.

Whistleblower Policy – Melanie provided a new draft just before the meeting and we deferred discussion until next month. Ron shared a copy with Bill Moles, Director of Compliance for his comments.

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

AP Policy – It is on hold and waiting the new IRIS transaction. It will be recirculated once the transaction is ready.

Student fee approval policy – June 30 – Ron is working on comments with the thought that it will be available for the October Board meeting.

Cash Shortage – March 28. Waiting on Knoxville and Audit to make some changes

Capital Outlay – March 28 – Close to being finalized with Ron

Vending Policy – April 4th. Might need to add back language about solicitation or put the solicitation part with the new policy on speakers.

Gift cards – We spent the majority of the meeting on this policy. Jonee had provided a new draft with Knoxville comments thus far. We had several additional comments that we reviewed and agreed to include. Ron sent a fully revised draft to the committee just after the meeting, with hopes it could be resent to the business officers next week. Interestingly enough, two business offices reported that they had already received requests to purchase gift cards as a result of this draft policy.

6. Policies Issued since last meeting

  Travel policy – meals per diem fix

1. Thoughts on quick wins – Nothing was mentioned

1. Other ideas

Group arranged events – The Knoxville campus has asked for change in policy and corresponding change to a GL account definition to better describe meeting events allowed by sponsors. This change was reviewed and agreed to by the group. Ron will forward to CBO’s

Budget policy – With Ron Loewen

Payroll Policy – draft being reviewed by Rob Chance

9 month faculty leave policy – a committee has been created

ACA policy – Meeting with Provosts to decide on faculty effort.

Gifts and awards policy suggestion – sent with this meeting agenda but we did not discuss. Please send your thoughts before the next meeting so that we can proceed.

1. The next meeting will be August 8, 2014 at 2:00 PM.