Fiscal Policy Task Force

Minutes 8-12-14

1. Members present - 8 Members identified themselves. Tim Fawver, Ag ; Jonee Lindstrom, Knoxville; Vanasia Parks, UTC; Laura Foltz, UTM; Melanie Burleson and Stephanie Mitchell, UTHSC; Gail White, IPS; Ron Maples UWA; The UTC, UTM and HSC members joined by telephone. Mark Paganelli and Doug Hawks were absent.
2. The minutes from the last meeting were approved with no changes.
3. 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 responded and we are awaiting the President’s comments. The response generally agreed with all of the recommendations except creating a central policy office.
4. 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. They shared some comments and Ron will share those with the committee.

   Gifts acceptance – Quick change to clarify policy, ready to send to CBO’s.

Delete IT policy – all agreed I could ask Mr. Peccolo for permission to delete this policy.

Gift policy – Ready to send to CBO’s

Payroll FI0920 – Will postpone discussion until Mark is here

Summary changes increase bid limits from $5,000 to $10,000 - Will postpone discussion until Mark is here. Gail asked for some best practices for scanning invoices and approvals before this is implemented.

   ACA policy - Will postpone discussion until Mark is here

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 – Policy has been given to Catherine for the October Board meeting.

Cash Shortage – March 28. will present changes at next face to face CBO meeting

Capital Outlay – March 28 – policy is on web site but not announced – waiting on language to comply with new statute

Fringe benefit – clothing – July 3 – Almost ready to issue.

Vending Policy – August 8 – ready to issue.

Gift cards – July 11 – Received enough comments that it needs to go back to CBOs for second review.

Entertainment and group meals for sponsored projects – Aug 22

Moving allowance – Aug 22.

6. Policies Issued since last meeting

     Gifts policy revision

   Student payments revision

1. Campus feedback – Vanasia asked about the application of the 75% meal per diem when personal travel was involved. We agreed UTC handled the occurrence correctly. Jonee asked what other campuses were doing with expenditure transfers across fiscal years. We may want to look at the cost transfer policy to be sure it covers this situation.

1. Other ideas

Budget policy – With Ron Loewen

9 month faculty leave policy – a committee has been created

The UG committee has one policy ready for review; business ethics for sponsored projects. Ron will send this to the committee.

1. The next meeting will be September 11, 2014 at 2:00 PM.