Fiscal Policy Task Force

Minutes 9-11-14

1. Members present - 9 Members identified themselves. Missy Kitts, Ag ; Jonee Lindstrom, Knoxville; Vanasia Parks, UTC; Laura Foltz, UTM; Melanie Burleson and Stephanie Mitchell, UTHSC; IPS; James Hodge, Audit; Mark Paganelli and Ron Maples UWA; The UTC, UTM and HSC members and Mark joined by telephone. Gail White and Tim Fawver 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. Ron reviewed the recommendations and committee responses. 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. They may respond with a different policy and are thinking about one person form each campus being the person who is the expert in this policy.

Whistleblower Policy – We discussed audit and Mark’s comments. Melanie agreed to make a few changes and send it back to our committee and Ron will forward to the CBO’s.

Payroll FI0920 – Mark led the discussion and will revise the policy to include 12 month faculty and will resend to committee.

Summary changes increase bid limits from $5,000 to $10,000 – Mark shared that the IRIS team does not think this will be ready until after support packs so we will hold this one until after the first of the year.

   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. After the first of the year also.

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 in September.

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

Entertainment and group meals for sponsored projects – Aug 22- Mark led a discussion of this policy; the two sticking points seem to be meetings in restaurants and the purchase of alcohol. Mark will revise the wording concerning the meals and Laura will propose some wording for alcohol.

Gifts policy – Aug 29 – Policy is final and will be send out tomorrow.

ACA policy – Sept 5 – Mark led a discussion of this policy. He has received several comments and he will review and resend if necessary.

Business Ethics – Sept 15 – Accepting comments

6. Policies Issued since last meeting

   Vending and Solicitations on the University Campus

   Moving allowance

    IT policy - deleted

   Fringe benefit – clothing

    Gifts acceptance

    Gift cards

1. Campus feedback – None

1. Other ideas

Budget policy – With Ron Loewen – making some progress

9 month faculty leave policy – a committee has been created

Solicitation/ code of conduct question – Jonee had a question concerning the conflict in this policy and the code of conduct about the sale of coupon books; girl scout cookies – The consensus of the committee was to leave this alone.

Discretionary expenses reporting – Butch asked Mark to see if he could convince the persons who provide this information to make it more consistent. Upon review, Mark discovered that we were supposed to have a policy on this reporting and we do not have one. He will draft the policy.

1. The next meeting will be October 09, 2014 at 2:00 PM.