Fiscal Policy Task Force

Minutes 11-13-14

1. Members present - 8 Members identified themselves. Tim Fawver and Missy Kitts, Ag; Vanasia Parks , UTC; Jonee Lindstrom, Knoxville; Laura Foltz, UTM; Stephanie Mitchell, UTHSC; Mark Paganelli and Ron Maples UWA; The UTC, UTM, Ag and HSC members joined by telephone. Gail White, James Hodge and Melanie Burleson were absent.
2. The minutes from the last meeting were approved with no changes.
3. Current policy process – no change.
4. 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 from each campus being the person who is the expert in this policy.

Whistleblower Policy – Attorneys objected to this policy in that it extended extra protections to whistle blowers beyond what was required. The attorneys recommend that we not create a policy but instead we inform all employees of their rights. The attorneys are drafting language.

Summary changes increase bid limits from $5,000 to $10,000 –On hold until after the first of the year.

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 – Policy was significantly edited by attorneys and they had questions to answer. The committee reviewed all changes and comments and made a few edits. Ron will revise and resend to committee and Catherine. Will try to have ready for the February board meeting.

Payroll FI0920 – Mark reviewed the changes to this policy. Laura had sent some comments from Martin. Mark will get with Rob and make the changes and we will send to CBOs.

Vehicle use form – Jonee had noticed that the policy has a form that requires the approval of Chancellor or designee and they propose CBO or designee. When asked, several CBOs said their Chancellor or Vice President signed this form. Ron will propose some language.

Contract policy – Mark proposed a change in contract policy to allow contract payments to exceed the maximum liability of the contract by 15% or less with the approval of the campus/institute’s chief business office. Payments above this amount would require an amendment to the contract or additional approval by the chief financial officer. This was discussed and generally viewed as a positive change. Several suggestions were made and Mark will resend to committee.

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

Discretionary expenditure reporting – Nov 14

Sponsored projects – subawards – Nov 14.

6. Policies Issued since last meeting

   Cash Shortage and Property Loss policy

Process for Submitting Legislative proposals and funding requests to the General Assembly

Capital Outlay policy

Sponsored Projects – Code of Business Ethics policy

ACA policy

1. Campus feedback – None

1. Other ideas

Budget policy – With Ron Loewen – has a draft that has been distributed to budget analysts.

 9 month faculty leave policy – a committee has been created

GL code for 449300 – This code was established to help charge legitimate food costs to sponsored projects. The AP office was asking if other related expenses should not also be charged to this code. Ron will draft something and send it to the committee.

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