Fiscal Policy Task Force

Minutes 12-11-14

1. Members present - 11 Members identified themselves. Tim Fawver and Missy Kitts, Ag; Vanasia Parks , UTC; Jonee Lindstrom, Knoxville; Laura Foltz, UTM; Melanie Burleson and Stephanie Mitchell, UTHSC; James Hodge, Mark Paganelli and Ron Maples UWA; Gail White, IPS. Mark, UTC, UTM, and HSC members joined by telephone.
2. The minutes from the last meeting were approved with no changes.
3. Current policy process – no change. Ron noted that HSC and UTK were thinking about software to manage fiscal policy and procedures as are the System policy offices. Melanie said they had written an RFP and that we would share a copy.
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

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 run by CBO’s and resend to committee.

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

Payroll policy – Dec 19

Student fee approval policy – Jan 2

6. Policies Issued since last meeting

 Discretionary expenditure reporting

 Sponsored projects – subawards

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.

Jonee asked who had procedures for waiving of fees. Discussion followed.

Jonee asked who should be responsible for reconciling “S” ledgers, departments or the Foundation.

1. The next meeting will be January 08, 2015 at 2:00 PM.