Fiscal Policy Task Force

Minutes 3-12-15

1. Members present - Missy Kitts, Tim Fawver, Ag ; Jonee Lindstrom, Knoxville; James Hodge, Audit; Melanie Burleson and Stephanie Mitchell, UTHSC; Ron Maples and Mark Paganelli UWA; Laura Foltz, UTM. The UTC, UTM, HSC members joined by telephone. Vanasia Parks, Chattanooga; and Gail White, IPS were absent.
2. The minutes from the last meeting were approved with no changes.
3. Policy Software – No meeting has occurred since the last update.
4. Policies in the pipeline –

Policies in the pipeline for our committee

AP Policy – On hold and waiting the new IRIS transaction and bid limits. Mark will resend to committee.

Lotteries, drawings, raffles, and auctions –Legal

Whistleblower – legal

Budget Policy – will be sent to CBO’s this month

Membership and subscription – Ron just had another question and wants to revisit. The question may have been a fringe benefit question.

Tax Exempt financing – Ready to send to CBO’s

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

Sponsored Projects – will be issued this week

Assets and P cards – will be issued this week

6. Policies Issued since last meeting

Student fee approval policy

Contract Policy

Payroll policy

Cost sharing policy

Sponsored Projects Salary policy

1. Other ideas

Crowd funding - Jonee asked if anyone had policies on crowd funding, which is raising money using various websites. No one has any policies on this.

9 month faculty leave policy – a committee has been created. No action.

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.

Who should be responsible for reconciling “S” ledgers, departments or the Foundation? Ron asked the question, but received no response.

Also asked about expense directly from S gift accounts, no response.

Gail asked if ANDI detail could be printed on ledgers.

Service center and recharge center policy – a group from Knoxville is looking at this policy.

Purchasing policy – Mark is working on a revision.

Paying contractors policy – Jonee was asked if the CBO really needed to sign the invoice. Discussion was probably not. We will resend to the committee to look again.

Jonee had received a call from the state concerning blind vendors. She sent our policy but just wanted other folks to be aware.

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