Fiscal Policy Task Force

Minutes 4-09-15

1. Members present - Missy Kitts, Tim Fawver, Ag ; James Hodge, Audit; Vanasia Parks, Chattanooga; and Gail White, IPS; Melanie Burleson and Stephanie Mitchell, UTHSC; Ron Maples and Mark Paganelli UWA; Laura Foltz, UTM. The UTC, UTM, HSC members joined by telephone. Jonee Lindstrom, Knoxville was absent.
2. The minutes from the last meeting were approved with no changes.
3. Policy Software – This is a Health Science Center RFP. Five vendors made presentations in the last month. Three were closed systems and were unacceptable, two are possibilities.
4. Policies in the pipeline –

Policies in the pipeline for our committee

Summary changes $5,000 – $10,000 – Mark said this is about ready to be sent to CBOs.

AP Policy – Jonee had some comments. We discussed several of them. Mark will summarize and send policy to CBO’s.

Lotteries, drawings, raffles, and auctions –Legal – no action

Whistleblower – legal – no action

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

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

HIPPA policy – Mar 27

Federal Salary cap – Apr – 3

Program Income – Apr 10

Budget Policy – Apr 30

Tax Exempt financing – Apr 30

6. Policies Issued since last meeting

Sponsored Projects policy

Equipment policy

P card policy

1. Other ideas

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. No action

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. No action.

Service center and recharge center policy – a group from Knoxville is looking at this policy. Ron has received some edits and will try to get something to the committee this month.

Purchasing policy – Mark is working on a revision.

Paying contractor’s policy – Jonee was asked if the CBO really needed to sign the invoice. Discussion was probably not. We will discuss next meeting.

Reconciling ledgers – as a compliment to the budget policy, this policy will be edited and sent to the committee for comment.

Laura had a question about getting rid of the paper invoice after a document has been scanned. We will review the record retention policy.

A fleet management employee raised some questions about a form and it would probably be a good time to revise the vehicle use policy. We also had a discussion about departments owning cars rather than leasing them from the motor pool.

1. The next meeting will be May 14, 2015 at 2:00 PM.