Fiscal Policy Task Force

Minutes 5-13-15

1. Members present - Missy Kitts, Ag; Jonee Lindstrom, Knoxville; Vanasia Parks, Chattanooga;; Melanie Burleson and Stephanie Mitchell, UTHSC; Ron Maples and Mark Paganelli UWA; Laura Foltz, UTM. The UTC, UTM, HSC members joined by telephone. James Hodge, Audit; Tim Fawver, Ag and Gail White, IPS were absent.
2. The minutes from the last meeting were approved with no changes.
3. Policy Software – This is a Health Science Center RFP. The committee has selected Policy Medical. The license agreement with HSC and the vendor is in review by the Contracts Office. Once the agreement is signed, the implementation phase will begin.
4. Policies in the pipeline –

Policies in the pipeline for our committee

AP Policy – This is on hold until the IRIS transaction is ready.

Lotteries, drawings, raffles, and auctions –Legal – The attorneys do not want us to write a policy. At the CBO meeting, Ryan Stinnett asked each campus to name a person to be the point person for this.

Whistleblower – legal – no action.

Membership and subscription – Tim and Ron had revised the policy. The committee reviewed the policy during the meeting. We will resend to the committee.

Service Centers and Recharge centers – Committee reviewed changes and Ron will send to CBO’s.

Use of University Vehicles – Committee reviewed and Ron will send to CBO’s.

Purchasing – comments due from our committee June 12.

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

HIPPA policy – Mar 27

Budget Policy – Apr 30

Tax Exempt financing – Apr 30

Cost Transfers – May 26

Summary changes $5,000 – $10,000 – June 1

6. Policies Issued since last meeting

Federal Salary limitation policy

Program Income

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.

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. No discussion.

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

Record retention - Laura had a question about getting rid of the paper invoice after a document has been scanned. We will review the record retention policy. No action

1. The next meeting will be June 11, 2015 at 2:00 PM.