Fiscal Policy Task Force

Minutes 6-11-15

1. Members present - Tim Fawver and Missy Kitts, Ag; Jonee Lindstrom, Knoxville; Vanasia Parks, Chattanooga; Gail White, IPS; Melanie Burleson and Stephanie Mitchell, UTHSC; Ron Maples and James Hodge, UWA; and Laura Foltz, UTM. The UTC, UTM, HSC members joined by telephone. Mark Paganelli was 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.

Whistleblower – legal – no action.

Membership and subscription – Mark had rewritten the policy. Jonee offered two edits. The committee agreed and had no other changes. Ron will make the edits and 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

      Service Centers and Recharge centers – June 5

      Use of University Vehicles – June 5

6. Policies Issued since last meeting

HIPPA policy

Budget Policy

Summary changes $5,000 – $10,000

Cost Transfers

Tax Exempt financing

1. Other ideas

9 month faculty leave policy – sick leave - 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.

Tim had invited Foundation folks to Ag business managers meeting and the Foundation folks said they were working on gift account reconciliation procedures.

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. Ron has some work to do on this one.

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.

In kind gift agreements – Ron asked if we needed a policy on these kinds of agreements. After some discussion, we decided that we did not need a policy. Several campuses said they had no such activity.

Cost transfers fee waivers – Jonee emailed the group that Knoxville might need an exception for fee waivers which might get posted late due to current business process. No other campus had the issue. Jonee will draft some wording to add to the policy.

1. The next meeting will be July 09, 2015 at 2:00 PM.