Fiscal Policy Task Force

Minutes 7-09-15

1. Members present - Tim Fawver and Missy Kitts, Ag; Jonee Lindstrom, Knoxville; Gail White, IPS; Melanie Burleson and Stephanie Mitchell, UTHSC; Mark Paganelli, Ron Maples and James Hodge, UWA; and Laura Foltz, UTM. The UTC, UTM, HSC members joined by telephone. Vanasia Parks, Chattanooga was absent.
2. The minutes from the last meeting were approved with no changes.
3. Policy Software – The committee has selected Policy Medical. Melanie reported that they are having their kick off meeting tomorrow.
4. Policies in the pipeline –

Policies in the pipeline for our committee

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

Purchasing – Complete rewrite. Comments have been received. This will come back to committee.

Travel changes – a few tweaks were discussed. One was rejected. Hotel provided meals.

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

Membership and subscription – July 2

Entertainment and Group Arranged events – July 10 - GL code for 449300

6. Policies Issued since last meeting

1. Other ideas

9 month faculty leave policy – sick leave – we will not work on this unless requested. 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 paid 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.

Foundation paying bills from S gift funds. What are the policies and approvals required? Do we know how much this is happening? Ron will run some lists.

Paying contractor’s policy – Jonee was asked if the CBO really needed to sign the invoice. Discussion was probably not. Mark will take out requirement and send to CBO’s.

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. No action.

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.

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 working to add to the policy. No action.

Use of University Vehicles – Gail offered some late suggestions to this policy. The policy will be issued as is and the committee will review it as two policies; one for using fleet services vehicle and one for using a departmental car or provided car.

Possible changes in sponsored projects salary policy after COGR released compensation and documentation document.

Changes have been suggested for the subcontract monitoring policy.

Ron has been working on the Knoxville DS – 2.

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