Fiscal Policy Task Force

Minutes 8-13-15

1. Members present - Tim Fawver and Missy Kitts, Ag; Jonee Lindstrom, Knoxville; Vanasia Parks, Chattanooga; 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. Gail White, IPS was absent.
2. The minutes from the last meeting were approved with no changes.
3. Policy Software – The HSC group will have a weekly call beginning tomorrow. A url has been created. Ron had nothing to report on the system side.
4. Policies in the pipeline –

Policies in the pipeline for our committee

AP Policy – Comments are due August 21. Mark is hopeful the IRIS transaction will be ready October 1.

Purchasing – Mark is working on this one too. This will come back to committee.

Reconciling ledgers – Ron has received comments and get ready to send to CBO’s. No action.

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

Use of University Vehicles – Ron has submitted the changes to BJ. Policy should be announced soon.

Entertainment and Group Arranged events – GL code for 449300 - Ron has submitted the changes to BJ. Policy should be announced soon.

Travel changes – comments due August 21.

6. Policies Issued since last meeting

Service Centers and Recharge centers

Membership and subscription

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. – no action.

Paying contractor’s policy – Mark has other changes to the contract policy and will hold this until those changes are made.

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 is working on draft some wording to add to the policy.

The sponsored projects salary policy sub group has met once to determine of changes are needed in our policy.

Changes have been suggested for the subcontract monitoring policy.

Crowd funding – This issue came up again and was referred to UT Foundation. They will look at creating a policy, in the meantime, if you have anyone who wants to do this, have them contact the campus development person.

Jonee asked about changing the surplus form to reflect that equipment had been purchased on a federal award. Other campuses had no issues.

1. The next meeting will be Sept 10, 2015 at 2:00 PM.