

Consulting Management Committee
Minutes: January 31, 2008

Attendees

Members: H. Frank (joined the meeting starting with agenda item 2), A. Pappanikou, T. Van Hoof and S. Wikel
Staff: I. Krisst and S. Wetstone
Guests: None

The meeting was convened at 2:05 pm.

1) Minutes of the meeting of January 24, 2007 – Unanimously approved without revision.

2) Future meetings: Future meetings will run from 2:15 pm – 3:30 pm.

3) UCHC Request for Action #1:

The committee discussed the request for action and made minor revisions to the document. It then unanimously approved each of the four recommendations without revision (attached.)

4) UCHC Request for Action #2:

The committee discussed the request for action. It then unanimously approved the recommendation without revision (attached.)

5) UCHC Request for Action #3:

The committee discussed the request for action. It then unanimously approved the two recommendations without revision (attached.)

7) Questions / Concerns

a) By the time some request forms reach the Faculty Consulting Offices (FCOs – Storrs & regional campuses and UCHC), the starting date for the consulting activity has passed. Sometimes that starting date precedes the date on the signature of the Department Head's or Dean's approval.

The committee recognizes that we are operating under a new system and it will take time for all requestors and approvers to understand the need to be timely in submitting and approving forms. Both FCOs have been checking with requestors to ensure the start dates on the forms are the actual start date of the activities and both are notifying parties submitting late forms that they may not be covered by the carve out established in public act 2007-166 (i.e. the Office of State Ethics may have jurisdiction.) Such parties are also being notified that University policy requires requests to be approved prior to the start of any consulting activity.

b) Old forms may still be posted on University web sites and/or being used by some departments. We need to migrate to a single master web site as soon as possible and

continue to educate all requestors to only use this web site to download the most up to date forms.

- c) What should happen if a Storrs faculty member wishes to consult with a UCHC Center? In both roles, the faculty members is being paid by the State of Connecticut and therefore this is not 'consulting' as defined in the University policy (i.e. being compensated for services rendered while not acting as a State employee.) This appears to be a case of dual employment. Presumably, a supervisor's approval would be required to authorize time away from normal duties.

- d) When should the "Request for Use of University Resources While Consulting" form be used? This form is intended to allow the approval of material use of State resources AND to ensure such use is appropriately reimbursed. Guidelines as to expenses that are not considered material are listed in the bullets on the form and these are essentially the same that have been used by the Health Center for the last ten years. Other ways of expressing this concept (for educating those wishing to engage in consulting) were discussed.

The committee adjourned at 3:23 pm.

Next Meeting: Thursday, February 7, 2007, 2:15 – 3:30 pm, Link B (UCHC) & Giolas Conference Room (Storrs). Meetings are subject to cancellation if there isn't a sufficient agenda for them.