

Consulting Management Committee  
Minutes: January 24, 2008

Attendees

Members: M. Aindow, H. Frank, A. Pappanikou, R. Rubin, T. Van Hoof and S. Wikel  
Staff: I. Krisst and S. Wetstone  
Guests: None

The meeting was convened at 2:10 pm.

1) Minutes of the meeting of January 17, 2007 – Unanimously approved without revision.

2) Academically Related Activities

The committee reviewed the UCHC approval form for ARAs and made suggestions to improve its clarity. It continues to believe there is confusion in some faculty members' minds about the difference between ARAs and consulting and how ARAs are to be handled on each campus, especially since they are handled differently. However, since the committee's jurisdiction is solely on the consulting side, its recommendations are informal. Dr. Krisst can transmit them to the appropriate Storrs officials and Dr. Wetstone will do so at the Health Center.

3) Training Issues

The committee continued its discussion from the last meeting about the need to have a single repository of training materials and forms and that these materials are clear and complete. Examples were provided in which this is not currently the case. Drs. Krisst and Wetstone will meet to discuss best how to address this situation and report back to the committee.

4) Requests for Action

- a.) Dr. Wetstone present several draft requests for action by the committee. Given the committee's intent to develop a library of "case law", it is important that such requests and the committee's responses to them, be clear and precise. The committee used these draft requests to stimulate a discussion of the format and style that requests should be made.
- b.) In light of these discussions, Dr. Wetstone will resubmit the draft requests for further consideration by committee.
- c.) It became apparent in this discussion that there may need to be changes made to the portion of the Consulting Request form that deals with a requestor's role as a State employee in decision making that might impact a contracting entity. Drs. Krisst and Wetstone were asked to review this portion of the form and to make recommendations to changes in wording that will clarify to the requestor what information is needed.

The committee adjourned at 3:30 pm.

Next Meeting: Thursday, January 31, 2007, 2:00 – 3:30 pm, Link B (UCHC) & Giolas Conference Room (Storrs)