

Consulting Management Committee
June 10, 2011

Attendees

Members: J. Hepworth (Co-Chair), A. Rosman and T. Van Hoof

Staff: N. Bull, E. Passan, and S. Wetstone

The meeting was convened at 1:00 PM.

1. The minutes of the May 13, 2011 meeting were approved unanimously.
2. Replacement of Co-Chair – Mark Aindow. Two members of the committee are appointed by the Provost, one appointed by VP Health Affairs and one by President. Mark’s replacement would be Provost level appointment. Since it takes time to learn the consulting policy, we are looking for someone who will take this appointment seriously. The participant could be member of either campus but might be best if it were a Storrs campus faculty. Nancy will talk to Provost Nicholls.
3. Policy on Administrators with Faculty Appointments: At April Dean’s Council a document was approved that states if you’re a management exempt employee, administrator with faculty title and earn 22 days vacation, if they chose to consult, we look at whether its fast track or non fast track, i.e. tasks that are faculty typical work. If it’s not typical consulting, more than \$5K, not fast track, or you own your own company, you need to use vacation time to consult. Health Center difference is department heads are not AAUP members, whether you have 50% effort allocated to administrative duties; vacation time needs to be used. Applies to normal work time not own time. Document does not specify normal work time. Deans may not be able to determine time owed the University. This issue needs to be resolved. Vacation days designated use for Monday-Friday. There was discussion over being uncomfortable with faculty taking 31 days on fast track instead of 4 talks over \$5,000. The Provost would make decision. Why should the dollar amount be the trigger instead of the time spent on consulting? Policy needs to be consistent. The money is dictating the determination of vacation time or fast track and not time spent away from duties. The major question should be “Are you getting your job done? We need to be aware of perception of outside world, i.e. Hartford Courant.
4. Endorsement of the On-line Approval Process: The goal today is to talk about bigger issue rather than suggestions or revisions to the system - Nancy Bull would like this committee’s endorsement of the online system. There will be intensive testing next week. We hope to have faculty participate in online system testing. System does not have to be used on both campuses on July 1, 2011. The new start date for UCHC would be start of Storrs academic year, August 23. Farmington campus is bringing up new purchasing, HR, etc. system on July 1 (Banner). Also, UCHC faculty need Storrs NetIDs. We are working on the issue of affect on reconciliation for this gap period.

Submission of late forms will be allowed – may have to repeat enter a request that you have already received an approval for. Paper reconciliation could be taken care of before end of next fiscal year. There is a concern that UCHC faculty will have issue with obtaining another ID and password, and may have issue with their administrators not being allowed to initiate online request. There is also a concern that a form cannot be saved while being worked on. We are asking for attestations with this system and therefore, cannot have someone else authorize. This could be biggest issue for UCHC faculty. Feedback has been positive at Storrs. Consulting is a privilege. It will be important to have demonstrations/training to make the transition process as easy as possible. Web training will also be available. Full endorsement can be given in principal by this Committee but there are still issues without knowing what it means for faculty at UCHC. In representing UCHC, it makes sense to vote on contingency that it works as described. Can approve in principal. Since testing is going forward no matter what, endorsement to wait.

The committee adjourned at 2:05 PM.

Respectfully submitted by:

E. Passan