Consulting Management Committee
March 9, 2012
1:00- 2:00 p.m.
Meeting Outcomes

Present: A. De Blas (Co-Chair), K. Fearney, A. Rosman and T. Van Hoof

Staff: C. Dunnack, E. Passan, S. Reis, and S. Wetstone

Actions:

1. The minutes of the January 13, 2012 was approved: motion by T. Van Hoof, seconded by A. De Blas, passed unanimously for approval. It was also noted that an email meeting was held and concluded on January 31, 2012. The result of that meeting was unanimous approval of the revisions to Action item #9 on promotional presentations.

2. Teaching Elsewhere policy: K. Fearney informed the Committee Michael Eagen, Labor and Employment Specialist for Human Relations, reported that due to past disciplinary actions, a recommendation was made not to eliminated it.   This was based on a concern for consistency in how we handle such cases. However, it was pointed out that the Provost Office has been granting exemptions to this policy (despite the policy not articulating such a process) and that this may also be viewed as inconsistency in how these situations are handled.   The Committee suggested that Mr. Eagen be made aware of this and it also expressed its desire again that we have a formal exemptions process to the policy as well as better definitions for when it should be applies (i.e. what is a credit granting course?). K. Fearney to work with S. Reis to review policy and create an exemption policy that will address credit courses and competition with the University. Committee suggested adding a comment/check box to the online Faculty Consulting Request Form (phase 2) that would require an answer as to if the entity could be classified as teaching elsewhere. K. Fearney and S. Reis to discuss with M. Eagen.

3. Management Exempt policy on consulting: S. Wetstone articulated again problems he has with the wording of the currently posted and approved policy. This included definitions that did not appear to be legally correct and confusion in policy implementation. He has developed revised language to address these issues that do not change the current intent and operations of the policy. These suggestions have been forwarded to K. Fearney and S. Reis who are currently working on proposed revisions to the current policy. A revised policy will be posted to the Faculty Consulting website upon the Provost's approval.

4. S. Wetstone remarked that the Provost previously agreed in an audit report to convene a Competition Committee and that the auditors are currently asking for a progress report on this committee. This Committee has not as yet been convened. The CMC has previously discussed developing screening questions that could help department heads and deans to know when to deny requests that might be competing with the University or knowing when to ask for the advice of the Competition Committee. K. Fearney volunteered to bring the list of suggested questions to the University Auditors for their comments, but the larger question of how the auditors will respond to the lack of a Competition Committee remains unanswered.

5. The recent change in the COI threshold from $10,000 to $5,000 was discussed. There are many prior CMC action items that use the $10,000 threshold. S. Wetstone proposed all these references be changed to $5,000. Motion made by T. Van Hoof, seconded by A. Rosman, unanimously approved.

6. Informing University of Faculty Consulting Process, Rules, and Procedures: Committee suggested the following formats for informing individuals of faculty consulting online process, rules and regulations:
   - Circulate memo to Deans and Department Heads at the beginning of the fall/spring semester
   - Inform attendees at New Employee Orientation
   - Inform attendees at New Academic Administrators training, fall semester
   - Compliance training to include consulting topic next academic year
   - Post reminders on the UConn home page

7. Phase 2 briefing. S. Wetstone informed the Committee that due to changing workflow engine and updates, Phase 2 additions should be available on a new engine server effective July 1, 2012. New edits will include: Save button functionality, ability for assistants to complete request form, and assistants approving requests for Deans/Department Heads. S. Reiss, C Dunnack, E. Passan and S. Wetstone are working with IT on these phase II changes.

Respectfully submitted,

Cathi Dunnack