

Consulting Management Committee  
April 13, 2012  
1:00- 2:00 p.m.  
Meeting Outcomes

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

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

**Actions:**

- The minutes of the March 9, 2012 was approved: motion by T. Van Hoof, seconded by A. De Blas, passed unanimously for approval.
- Teaching Elsewhere policy: HR has agreed to the Committee's recommendation to do away with a separate teaching elsewhere policy. Instead language on this matter will be inserted into the consulting policy. K. Fearney to forward via email communication revised language. S. Wetstone reminded committee this change will need to be voted on by the Board of Trustees.
- Competition Committee: We are still obligated to convene such a committee due to commitment the Provost made to a previous audit report. Such a committee would serve to advise department heads and deans on an ad hoc request basis as to whether a consulting engagement appears to be competing with the University for work it would want to perform. S. Reis remarked this is a complex issue and asked if such a committee could be comprised from a subgroup of members of the Consulting Management committee. S. Wetstone remarked that in the past, the CMC has not wanted to be in the position of reviewing individual requests to consult. The CMC agreed to act as a Competition Committee on a trial basis for a single year, but that the whole membership should serve this role.
- S. Reis and S. Wetstone will notify the department chairs and deans that the Committee will be available to provide advice. The CMC may wish to consider placing a screening question concerning completion on the phase 2 on-line consulting form.
  - K. Fearney volunteered to speak with the University Faculty Consulting auditors and to brief S. Wetstone and S. Reis with updates. Once K. Fearney speaks with auditors, she will inform C. Dunnack if a meeting should be scheduled to discuss specific names of individuals the University Auditors have concerns with regarding competition.
- Management Exempt Policy: C. Dunnack worked with S. Wetstone and S. Reis for edits to this policy; updated version is posted online to the Consulting website.
- Inconsistencies across campus: A CMC member noted that the Storrs compliance training session states that a faculty member may not use their State computer and the email system in order to

transact consulting business. This is inconsistent with the training at the Health Center in which such resources might be considered “idle, non-consumable resources”). Interpretations of the Consulting Policy should be consistent between the campuses. S. Reis and S. Wetstone will meet to discuss this specific practice (and other inconsistencies that arise) to develop a common approach.

- Sunshine Act: S. Wetstone alerted the Committee that new Federal requirements from the federal health care regulations and the NIH will require public disclosure of the funds paid by certain business entities (such as pharmaceutical and medical device manufacturers) and clinicians or researchers. The data is being collected now and is expected to be release in the spring of 2013. Such data might reveal situations in which a faculty member received such funding but didn't appropriate report it on their required financial disclosure statements under the Individual Conflict of Interest in Research Policy or didn't obtain approval under the Consulting Policy.
  - S. Reis and S. Wetstone will be working with the OACE and HR Department to develop consistent methodologies for investigation such allegations of non-compliance and for applying appropriate discipline, if any. They also intend to alert the faculty of such required reporting rules.
- 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
- Phase II briefing. S. Wetstone informed the Committee that due to changing workflow engine and updates, Phase II additions should be available on a new engine server effective July 1, 2012. New edits will include: Save button functionality, ability for assistants to view and print request forms, and for assistants to record on the computer the approval decision of Deans/Department Heads. S. Reis, C Dunnack, E. Passan and S. Wetstone are working with IT on these phase II changes.

Respectfully submitted,

Cathi Dunnack