

# UNIVERSITY COMMITTEE ANNUAL REPORT TO THE SHARED GOVERNANCE COUNCIL

## Committee on the Conflict of Interest in Employment

Year: FY20-21 (July 1, 2020 – June 30, 2021)

<b>Committee Chair(s)</b>	Lois Geist, Faculty Co-Chair Jan Waterhouse, Staff Co-Chair
<b>Committee Members</b>	<ul style="list-style-type: none"> <li>• Warren Darling, Professor, Health and Human Physiology, College of Liberal Arts &amp; Sciences, Term 2018-2021</li> <li>• Jun Xu, Clinical Assistant, Surgery, Carver College of Medicine, Term 2019-2022</li> <li>• Sohit Kanotra, Clinical Assistant, Otolaryngology, Carver College of Medicine, Term 2020-2023</li> <li>• John Prineas, Professor, Physics &amp; Astronomy, College of Liberal Arts &amp; Sciences, Term 2020-2023</li> <li>• Kevin Zihlman, Assistant Director for Compliance, Intercollegiate Athletics, Term 2018-2021</li> <li>• Wendy Askling, Assistant Director, Budgetary Operations, Tippie College of Business, Term 2019-2022</li> <li>• Steven M. Paulsen, Occupational Safety Manager, Environ. Health &amp; Safety, Office of the Vice President for Research, Term 2020-2023</li> </ul>
<b>Committee Charge</b>	The committee's main activity is receiving and responding to notifications and inquiries regarding possible conflicts of interest in employment. When in the best interests of the University, the committee works with college/division administrators to develop and monitor the effectiveness of management plans.
<b>Current Year Meeting Dates</b>	November 11, 2020
<b>Please indicate the typical frequency of meetings (e.g., first Tuesday of month at 4 pm). If there are subcommittees, please indicate the frequency of those meetings, too.</b>	All work is conducted digitally, with the exception of one annual meeting that normally occurs in-person. Due to COVID-19, this year's annual meeting was held virtually.
<b>Current Year Activities</b>	<ul style="list-style-type: none"> <li>• Received and approved <b>12 new management plans</b>, (6 simple submissions and 6 complex submissions) to date.</li> <li>• Conducted annual reviews on <b>38</b> ongoing management plans to date.</li> <li>• Followed-up on all HR transactions (appointments, transfers, special compensation) and Office of Equal Opportunity notifications that indicated a potential conflict of interest.</li> <li>• Followed up regularly on all submitted funded grant and contract applications which indicated potential conflicts of interest.</li> <li>• Maintained committee database on past and current cases</li> </ul>
<b>Topics your committee anticipates addressing during the coming year</b>	Evaluation of new conflict of interest in employment submissions and continued monitoring of existing management plans.
<b>Other issues of concern</b>	None

**What should we tell applicants for this committee regarding expectations of members (anticipated workload, existence of subcommittees, etc.)?**

- The work of the committee is confidential.
- Effort is based on incoming submissions, which are sporadic.
- One meeting annually, with all other work conducted via email.

**Recommendations, if any, to the shared governance groups.**

None