

Meeting Minutes
SRIBU Steering Committee Meeting
February 21, 2014

Attendees:

Christy Anderson, Michael Dobbs, Alan Daugherty, Don Gash, Tanya Graf, Susan Stark, Jay Zwischenberger

New IBU Manager

The group congratulated Susan Stark on being appointed as the new manager of the SRIBU.

Weekly Meetings

Susan was asked to set up a weekly meeting with the committee.

Communication

The group identified communication as a key area for improvement. Susan outlined plans to use the SADR weekly email and the IBU website to increase the availability of information. The group discussed the need for Susan to meet with department chairs or faculty groups as a means to increase communication.

Success Measures

The group identified compliance as a key metric of success. The group discussed that compliance should be proactive and part of the normal workflow. Compliance measures should not be reactive and punitive. To reach the goal of better compliance, consistency was identified as key. Standards of Operations were identified as the best method to increase consistency and therefore increase compliance.

Standards of Operations (SOP)

SOPs have been developed through committee for the majority of tasks within the SRIBU. Susan will post draft versions of the current SOPs to the SRIBU website. Using the SADR website as the college-wide communication mechanism, Susan will identify 1 SOP per week to review with a 10 day response period.

SRIBU Structure

Susan suggested to the group that the current reporting structure of the SRIBU be reviewed. She proposed a supervisor position for each of the 2 areas, pre-award and post-award. These positions would serve as point people for questions thus requiring a strong knowledge base. The positions would not be set up to be supervisory only. They would continue to have responsibilities similar to the other staff in the area along with supervisory responsibilities. For the pre-award group, a position is already created that could be used as a leadership position. Christy will provide the JAQ and other documentation related to this position.

Formal Training Plans

Currently the SRIBU does not have any training plans in place. Susan will develop plans for training all staff in the area.

Improved Team Atmosphere

Susan identified the lack of a strong team atmosphere within the group. Part of the training plans will include activities to increase morale and cohesiveness of the group. Susan also proposed reviewing the office assignments of the group with the possibility of moving staff to different offices or areas.

Relationship with OPSPA

Susan shared concerns regarding the college's relationship with OPSPA and SPA. She has meetings already scheduled with those groups leadership. A particular item of interest is the perceived decrease in quality of the post award work.

Relationship with other IBUs

Christy suggested that the SRIBU needs to increase interactions with the other IBUs in the college. She will provide a list of the other IBUs along with their leadership. She will also include Susan in the leadership meeting for the IBUs.

Action Items

Tanya will coordinate a weekly meeting time for the group.

Short Term Goals– By the next meeting:

Susan will post draft versions of the current SOPs on the SRIBU website.

Susan will identify the top priority SOPs to begin the 1 per week review process.

Christy will provide the JAQ and other background information for the possible pre-award supervisor position.

Christy will provide a list of leadership and staff within the other IBUs.

Christy will include Susan in IBU leadership meetings.

Long Term Goals:

Susan will begin to set up meetings with department chairs or faculty groups.

Susan will develop plans for training all staff including a focus on improved team atmosphere.

Susan will work with OPSPA to identify relationship issue and will outline a plan to improve these issues.