

Meeting Minutes
SRAS Steering Committee Meeting
July 2, 2014

Attendees:

Christy Anderson, Alan Daugherty, Tanya Graf, Susan Stark and Teri Walters

SOP Review

The group reviewed and finalized the Budget Revisions and the Subawards SOPs. The JIT SOP also was reviewed. The group recommended that more information be gathered in regards to a few sections. Once that information was added, the SOP will be finalized.

Staffing Update

Mariann has been placed in the 46 position and a 44 will be advertised to fill the position that she vacated. Merna Brown is leaving the SRAS and is going to the BSCIBU. Her position will be posted as a 39. A plan for the Clinical Trials coordinator is still being crafted.

Metrics

Dr Daugherty and Dr. Evers have discussed the list of metrics that was provided by the Markey Directors Council. Dr. Evers noted that he would provide the feedback to the Council. Susan continues to collect the standard metrics and discuss with the group. There continues to be a focus on metrics that are directly relevant to the performance of the SRAS.

Customer Service Survey

The customer service surveys are still being sent by email to PIs. As of this meeting, Susan has received 43 responses. Over 80% of the responses are positive. The negative responses are being discussed with the staff and handled as possible. Since many of the negative are provided in an anonymous manner, it hinders the investigation of the specific problem.