

Grants & Contracts Support Group

Monthly Meeting

Minutes

July 9th, 2008

Monsanto Auditorium, Christopher S. Bond Life Sciences Center

11:00am – 12:00pm

Agenda Topics:	Led by:	Discussion
OSPA Director and Pre Award Introductions	Dr. Michael Warnock, Dr. Dona McKinney, and Staff	Dr. Michael Warnock, Director, Office of Sponsored Programs Administration and Dr. Dona McKinney, Associate Director, Pre Award, introduced themselves and the Pre Award staff introduced themselves individually. http://research.missouri.edu/ospa/index.htm
Organizational Structure of Post Award	Jennifer Duncan, CPA	Jennifer Duncan, Associate Director of Post Award, introduced herself and talked about the new organizational structure for Post Award. She discussed the organization chart and discussed the objectives and goals of having teams, emphasizing customer service.
Black, Gold, Tiger, and Truman Team	Zack Odem, Craig David, Mary Juettner, CPA, and Dawn Moorehead	Each team came up individually, lead by management, to give a brief overview of what each team provides for Post Award. Each team member also introduced themselves with a brief description on what they bring to the team. The Black and Gold team announced the new Department Assignments by Teams. http://research.missouri.edu/ospa/files/orgchart_postaward.pdf
Black and Gold Team Assignment Announcement	Zack Odem and Craig David	The Black and Gold Team introduced the new Department Assignments by Teams. http://research.missouri.edu/ospa/files/ospa_DivisionDepartments.xls
Contact Person	Dawn Moorehead	Dawn Moorehead announced that she will be the contact person for anyone that needs to be added to the e-mail distribution list and for any suggestions, comments, or meeting topics that anyone would like to see addressed. moorehead@missouri.edu
Meet and Greet	Office of Sponsored Programs	We had beverages and drinks in the entry way to allow our customers to meet with the Office of Sponsored Programs Staff.
Next meeting: August 13th, 2008 10:00am – 12:00pm Monsanto Auditorium, Christopher S. Bond Life Sciences Center <i>*Note time change</i>		