

## **RSF meeting notes for Jan 10, 2011**

Present: Jay Sexton, Adrian Ares, Heather Roberts, Peder Nelson, Scott Kolpak

### **Opening comments:**

Change meeting notes to more of a narrative style and post the notes on the web. Consider using a technology that records the conversation but allows for easy archiving into topic headings. (i.e., Live Scribe)

#### **1) COF Business Center presentations-**

A) Suggestion of topics for the business center to cover during their presentations to the COF.

- 1) Travel – changes with the new travel reservation system
- 2) Hiring – Field / temp workers are commonly hired to conduct research services, what is the most streamlined method of hiring? Are their limitations to how many consecutive years they can work in the position?
- 3) How will the new COF & COAS business center effect processes?
- 4) Common problems the Business Center deals with and how to fix them.
- 5) Accident reporting and workers comp.

B) Include computer services related questions?

- 1) What services are included in the computer fees associated with employees.
- 2) General presentations of services delivered by the CoF computer services.

C) Process: We will suggest topics to Penny and she will in turn offer suggestions of presentation topics. Starting the week of the 21<sup>st</sup>, each RSF committee member will send personal email invites to at least 5 RSF in the college in order to increase participation.

#### **2) RSF Website Update – Heather Roberts**

A) Start adding RSF meeting minutes to the website

B) The content on the website will be updated and when appropriate, links or documents names will be given more general names when the content is finalized rather than a subject heading + calendar date. In this way the website content won't look outdated.

C) RSF committee members need to send Heather photos to update current RSF committee members.

#### **3) Discussion of RSF Committee to college-wide**

A) Next steps, talk to WSE and FERM department heads before additional steps are taken.

- 1) Draft a short CoF wide proposal document - Jay
- 2) Practice presenting the information to Brenda for feedback
- 3) Present the proposal to Hal
- 4) Present the proposal to the WSE and FERM department heads.

B) Taking the RSF committee college wide would support the mission of the CoF in bringing groups together

C) Will adding the other departments bring in more complexity to RSF committee operations?

D) WSE and FERM departments have much fewer RSFs making it very difficult for them to start their own RSF committees.

**Action item:** exploring taking the committee college wide by analyzing the pros and cons more systematically.

- 4) **OSU mentor networking** – A mentoring program was developed 2007 but there has only been a few requests for mentors over the past couple of years. Two current committee members have participated in the pilot program. The RSF committee mentoring program in the FES department has the following objectives:

**Program objectives**

1. Facilitate orientation and professional development of new and existing RSF
2. Assist employees in identifying and developing skills needed to excel in their profession
3. Improve communication and networking among employees.

The mentoring program facilitates the linking of the mentor and mentee, then mentor and mentee work together to schedule meetings and discuss goals.

**Discussion:**

Tuesday February 1<sup>st</sup> mentor program leaders across OSU will be meeting. Jay and Heather will attend the meeting.

Should we be more systematic in attaching mentors to all new hires because those first 6 months after hiring tend to be the most difficult and work practices between supervisor and RSF tend to get shaped in those early months and a third party mentor could be helpful.

**Discussion of RSF goals for 2011**

A) **Safety** – Explore safety systems in place for field workers as it pertains to RSF members and the field workers they hire.

B) **RSF gathering** / forums are fairly successful in bringing together RSF members from our ranks to talk about specific issues / topics. The pizza lunches have shown to be a good incentive as well.

C) **Business office presentations** are scheduled for Jan 21<sup>st</sup>.

D) **Employee Annual Review** forum might be the next logical topic because annual reviews of RSF by supervisors occur in April

E) **Professional development** – Peder Nelson is working on summarizing his survey results. Adrian is still interested in helping in this area. Discussion: How do we effectively pass along existing Support Groups or User Groups that already exists on campus to RSF. One suggestion is to collate the contact information and meeting times on RSF committee website but this would likely be limited to groups that meet on a regular basis because the website information posted could get out-dated quickly.

F) **Mentoring** –see discussion above

G) **New employee orientation letters** – Every new RSF employee gets a letter from the RSF committee stating the objectives and services offered. Discussion: Is there a way to increase awareness of the RSF Committee because those early weeks involve lots of changes and decisions in the realm human resources, research projects, and a new campus work environment, and in many cases the RSF Committee's existence and objectives may be lost during that busy time period (and a time period when the committee's knowledge could be extremely helpful to a new employee). There was a discussion to try hand delivering the letters to new hires as a way to increase awareness. Peder Nelson & Jay Sexton will test hand delivering the letters for the next set of new RSF hires as a trial.