

JISAO STAFF MEETING
Wednesday, January 3, 2007

Facilitator: Cara

Note taker: Meena

Present: Mary, Marjorie, Cara, Fred, Joe, Meena

1. Mary asked that all staff attend the PMEL coffee hour next, Friday, January 12, 2007, at 10 am, at which time Tom Ackerman will be introduced to the staff there. Mary informed everyone that there will be a meeting after the coffee hour to discuss some business items such as the policy for JISAO/UW employees who work at NOAA when NOAA buildings are closed for federal holidays and awards & commendations for UW employees. Mary will send out the agenda early next week.
2. Mary commended Cara for her initiative & effort towards the 'Food Drive' she had organized at Lisa Li Building. It was a great success & received a very positive response and participation from CIG as well. Tom Ackerman, on being told of this, was also very appreciative of the drive & wanted to see more of such activities at JISAO.
3. Fred informed the group that as several PMEL staff have end dates of 12/31/06 in OPUS, he will have to work with Gayle to see if additional funds are needed or existing funds can be re-budgeted.
4. Mary & Fred had a meeting with C&C Nebula Group for deciding on computer support service at JISAO. C&C informed us that they would assign a person for JISAO to come in regularly to check on the computers, etc. They would also help in purchase & set up of the new computers; upgrade the wiring, subject to approval by the owner, & also loan computers in case one of our computers need to be repaired, etc. Mary will ask CIG in case they are also interested in getting this service. C&C will be contacted for further discussions.
5. Cara informed everyone that the post card will be ready for posting by the end of this week. The labels have been printed. Mary suggested that we have the option to take our printing jobs outside of UW.
6. Meena will contact Jason for the template/PDF of the JISAO 2005/2006 Annual Report for getting it printed.
7. Cara & Meena will complete the 'staff photos' project at PMEL by January 31, 2007.