

JISAO Staff Meeting
Thursday January 6, 2005

FACILITATOR: Mary
NOTETAKER: Fred

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

(note: meetings now take place at 11AM, every other Thursday to accommodate Cara's schedule)

STAFFING NEEDS AND ORGANIZATION STRUCTURE

Mary brought up the issue of whether new staff should be brought in now or after Joe leaves (Joe will likely leave around March/April). This issue will have to be discussed further and will remain on the agenda, but the following issues/comments were discussed:

- What specifically would this person do?
- What % of time should they be?
- Will it be an hourly student helper , should we hire through UW Temp Services or should we plan to create a new, permanent position?
- The person should have experience with UW systems and strong computer skills
- The person would likely be backing up Cara (i.e. doing payroll) for approximately 50% of the time. The other 50%, the person would be helping Fred, Meena and Marjorie. Cara also mentioned that her hope is to eventually go back to 75% at some point, but ongoing health issues remain. She also brought up that she wants to work on payroll, but perhaps it can be discussed if tasks such as the contribution database can be assumed by another.

Mary also informed us that she will request a review of the 2 budget analyst positions for reclassification —which is line with the other staff positions that have been reorganized recently.

Planning for the next JISAO/PMEL/AFSC meeting with our staff

Mary is planning the next meeting/presentation with the JISAO people at PMEL & AFSC (building 4). It will likely take place in a couple of weeks and Mary would like all staff to attend (even if they're not making a presentation). What she thinks should be discussed are:

- HR issues: hiring (permanent & temp), promotion, salary increases for professional staff, performance reviews & how to write job descriptions

- Grants: UW PIs to take grants training, and update on status of online systems
- Travel
- Publication database system

On the HR issues specifically, Mary hopes more info and forms can be put on the web (there have been some forms already created).

Individual updates

Meena: has been working on petty cash—closing the Key Bank account and opening a new one; reconciling old budgets and forwarding CTIs etc. to other departments if appropriate -- “CTI” files are now completely purged of old docs

Joe: working away at making sure people send in required forms and such in a timely manner and that payroll is processed

Fred: working on getting monthly budget report spreadsheets to PIs—has caught up on that; updating website and forms

Cara: her discrete task of working on the bibliography for the 5-year NOAA report is partially complete—info on published papers is mostly in and has sent out a memo regrading unpublished papers. She is also re-assuming her payroll duties now that she is back in part time

Marjorie: asked for staff to send her their vacation/days off for the next few months, so she can update webpage; she asked whether we should keep paying Atmospheric Sciences to update our main web page—Mary said that Mike Macaulay had been working with Mike Wallace on a new version of the main page, and that eventually we will be “housing” it here, for the time being we should keep paying Atmospheric Sciences. Marjorie is also working on the equipment inventory—specifically trying to have equipment that is housed in other UW departments be part of that department’s inventory. Inventory informed her the way to accomplish this is to change the budget associated with the equipment. Fred questioned whether this would have an impact on Federal requirements on equipment purchased with grants. Mary asked them to look into it. Marjorie also mentioned that for the winter quarter, she’ll be in class from 12:30 – 4:20 each Monday.

Mary also wanted to form a sub-committee to discuss new employee orientation. It will be made up of Mary, Cara and Marjorie.

Update on major upcoming events

Mary notified us of the major upcoming events:

- NOAA review (taking place April 19 – 21, 2005)

- Annual report
- 5-year report
- 5-year grant proposal

Mary's biggest concern is the 5-year report, and looked for ideas from the group on how to handle the organizational aspects of it. Ideas such as a detailed timeline, and Mary taking a more proactive role were discussed.