

JISAO Staff Meeting
Thursday January 19, 2006

FACILITATOR: Mary
NOTETAKER: Fred

PRESENT: Mary, Meena, Betsy, Cara, Fred

JISAO Postcard

Cara and Meena: the postcard is complete and they are working with Joe Greer—who has been back to help with this—to mail the cards. 140 went out on Wednesday, the rest should go out Thursday and Friday

Additional names to send cards to: Meena will check the JISAO Annual Report to make sure all NOAA program managers we work with get cards, and Cara will coordinate with Lara at the CIG if they want any cards to send out

Staff Meeting Day/Time

It was agreed that for this quarter, staff meetings will be held every other Thursday at 2PM, with a budget meeting beforehand and a diversity meeting (if required) afterward

Approval For Travel, etc.

A list was made up of JISAO staff at PMEL and their UW and PMEL supervisors/advisors, but there's still some more info needed to decide the best way to go about ensuring the correct people approve expenses. Mary is going to be meeting with Nick Bond on other matters, and she will discuss this with him as well. So, this issue continues

Safety

An earthquake plan is still needed, and another fire drill needs to be scheduled—but these will be put off until we know for sure when we'll be moving to the new building

Old Files

Before the move, there are old files to be shred; Joe will stay on to help with this

Publicity

There was discussion of doing some kind of publication to publicize JISAO. Some possibilities are a brochure, a bookmark and a calendar. This will be discussed at future meetings.

Cooperative Institute Handbook

Mary distributed copies of the new NOAA Cooperative Institute Handbook. Highlights for staff purposes are:

- Capital construction projects should be cost shared by the University
- There should be an active executive board and a council of fellows
- The issue of foreign scientists' having access to sensitive data
- Creating a business plan for JISAO
- Cost Sharing
- Use of NOAA logo needing their pre-approval
- Intellectual property

Publication Database

Cara asked if we could review the process of continually notifying JISAO scientists of the publication policy.