

**JISAO Staff Meeting
Thursday January 20, 2005**

FACILITATOR: Cara
NOTETAKER: Cara

PRESENT: Fred, Meena, Marjorie, Mary, Cara

Fiscal Items

Meena reported that the new petty cash account is now open at the HUB branch of US Bank. To make requests for petty cash: use the petty cash form; submit hardcopies of receipts along with the form to Meena. The form must include the budget name and number and the name of the person requesting reimbursement. (Fred volunteered to put the petty cash form on the JISAO administrative website.)

JISAO Review Update

Mary reported that a first draft of the JISAO Review Booklet has been completed. A Review website is in the works, and will be available prior to the actual review. The review schedule has been set and is as follows: April 19 and 20 is the science review; April 21 is the administrative review.

Mary will create a document that answers all review questions pertaining to the administrative functions of the institute. The purpose of the review is to make sure that the JISAO administrative staff is following all NOAA and UW policies and procedures and facilitating communication/interaction with PMEL staff in an efficient and effective manner within the governing rules and regulations.

The science review will be held at the Crows Nest at the South Campus Center. The administrative review will be held at the JISAO administrative offices at the Lisa Li Building. A reception and dinner will be held on the evening of the 19th. A tour of JISAO, PMEL and pertinent UW Departments will be conducted on April 20.

Professional Training and Development

Mary gave a report on the new Mentor/Mentee program offered by UW HR. The program is intended to facilitate professional development within the University. The Human Resources Department is making an effort to change the work culture at the University in order to bring more attention to staff contributions and the important role that staff plays in the successful operations of the campus and departments.

Mary encouraged the JISAO staff to take advantage of the classes offered through Training and Development.

Staffing Needs

Mary will hire a temporary person to assist with basic office tasks and help the payroll department catch up with a backlog of paperwork accumulated during Cara's absence. Staff discussed the qualifications needed in Joe's replacement; it was agreed that the person should have knowledge of FilemakerPro. A priority task for Joe's replacement is the creation of a database.

Miscellaneous

Staff celebrated Fred's one-year anniversary at JISAO with cake and pastries and a solemn presentation of awards recognizing Fred's many outstanding contributions to the Institute.