

JISAO Staff Meeting **Thursday February 3, 2005**

FACILITATOR: Meena
NOTETAKER: Fred

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

Welcome to Elaine

Mary formally introduced Elaine O'Brien who will be working with us at least until the end of March.

Brainstorming regarding JISAO procedures and upcoming NOAA review

Mary, Meena and Fred met with Gayle Elkins earlier in the week to go over the questions for the NOAA review. Mary is already starting to work on the answers and will have a draft soon for others to comment on.

But in the meeting with Gayle, it seemed that it would be helpful to more formally quantify the procedures for approvals on payroll, purchasing and travel. (e.g. should it be the PI or supervisor [or both] or Mike and/or Mary approving)

In general, the current methods are probably acceptable—but we want to ensure that what we do is both sound accounting/auditing-wise as well as facilitating the research work, not hampering it. A meeting was scheduled for this coming Monday (Feb 7th) at 11AM to discuss this issue in detail

Next meeting with PMEL staff

Tentatively scheduled for Friday March 4th, JISAO staff will again go over to PMEL and review/explain various procedures to the PMEL supervisors and advisors. The following are the likely topics:

- Changes in HR process (i.e. hiring, salary increases, promotions, performance reviews)
- Remind PIs (and potential PIs) about mandatory UW grants training
- Review JISAO publication policy
- Go through JISAO website and explain ESS (Employee Self Service) site
- Go over approval process for payroll, purchasing and travel (Marjorie added that her info on travel should really be given to **all** PMEL people; so, Marjorie's travel info may be moved to a future meeting)

We'll have a "dress rehearsal" of this at the staff meeting of March 3rd.

New employee information sheet

Some suggestions were made on this sheet—which will be given to all new employees, providing them with info on what to do and where to go to when hired (e.g. see payroll coordinator and Mary, info on Net ID & My UW, etc.)

Mary said that a separate info sheet needs to be developed for postdocs; Cara will work on a draft and get it to Mary

It was decided this sheet would be included with new employees' offer letters and it would also be on the JISAO Admin Webpage

Publication database

Cara said that the publication database needs to be updated to include fields such as lead author and whether the publication was peer reviewed or not. She added that maybe we should re-assess how we handle publications/contribution numbers

A subcommittee of Cara, Joe and Meena was formed to deal with this

Cara also asked for help in the upkeep of the database; and—at least for now—it will probably be Elaine who'll help with input

Staff PCs

Fred pointed out that Joe's PC is very weak, so it was decided a new one will be ordered (in addition to the PC that was just ordered for Fred (his old PC will go to Elaine)

Database

Fred brought up a discussion with Mary, Meena and him, about starting work on the grants portion of the database—specifically detailed info on the entire NOAA cooperative agreement. Joe was asked if he could spare an hour a week to work with Fred and Meena on this database. It's hoped that this database could eventually be expanded to Payroll and other areas (though likely the publication database would remain “stand alone”)

Picnic

Marjorie reminded everyone that it will be spring soon and time for the 2nd Annual Climate Palace Summer Solstice Picnic. A tentative date of June 24th was established, and a location (Magnuson Park). This year, PMEL people will be invited as well. Marjorie will send out an e-mail announcement to all about this