

JISAO Administrative Staff Meeting  
Minutes  
March 31, 2004

Facilitator: Caitlin Lu  
Note taker: Joe Greer  
Present: Caitlin, Fred, Joe, Marjorie

1. Budgets (Caitlin)

a. New State Budgets

- 74-3624 CIG OR CIG's OR's commitment  
OR = Office of Research
- 75-3624 CIG JORCOFS CIG's ICR, COFS, & JISAO  
JISAO OR College of Fisheries and Sciences
- 75-3625 SARA RSA Ed Sarachik's ICR  
Indirect Cost
- 75-3626 JISAO PI RSA PI's outside King Building (end in June 2004)  
3 months to spend balance or funds return to source
- 75-3627 COVE RSA David Covert's ICR  
Indirect Cost
- 75-3628 BATT OR Former Vice Provost (Alvin K.) funded JISAO  
\$125K to pay for a post-doc and Michelson's  
salaries, supplies, equipments, and travel  
expenses.

b. 62-5601 Postage charges

Caitlin will place a stop on this budget for postage. Most postage from our administrative group should be on 62-5439. Ask Caitlin if unsure.

2. Purchasing Procedures (Marjorie)

All purchases should be requested using the new form, JISAO PURCHASING REQUEST FORM. Stores orders are a different matter and should be handled as always. Joe will create a PDF version of it. Marjorie needs list of all PIs who use JISAO budgets. If anyone wants to make a purchase, use the new form. Send all requests to Marjorie. If others purchase, then there must be research for documents to find out who ordered.

3. Information Sharing

Marjorie noted that 2 new post docs will be hired for JISAO, as well as 2 new post docs for COFS.

Joe is permanent effective April 1.