

JISAO Administrative Staff Meeting  
Minutes  
April 14, 2004

Facilitator: Fred Averick  
Note taker: Fred Averick  
Present: Caitlin, Cara, Fred, Joe, Marjorie

1. Discussion of new phone system:

- Marjorie said that UW is recommending departments get the new phone system. The cost of “23 sets, 16 voice mail boxes” will be \$674.75 per month, versus the current system of “21 lines, 23 Merlin sets, 16 voice mail boxes” for \$674 per month. The new system will have caller ID and voice message lights—features the current system does not have. The installation charge of \$60 will be waived—unless/until we order additional sets.
- It was agreed that as the cost is essentially the same, and the new features will be helpful, to go with the new system

2. New State Budgets:

- Caitlin said there are 2 new state budgets: Kamenkovich (75-3629) and Battisti (75-3630)

3. ICR

- Caitlin informed us that Craig Hogan released the indirect cost recovery dollars (for the period 2001- 2003) to the PIs. She noted that all the PIs have separate budget numbers for these funds, and should not be spent of the central JISAO budget

4. Safety

- Fred informed us that an alternate Fire Safety Director and first aid contacts (at least one) are needed for JISAO’s safety plan. Caitlin volunteered to be the alternate Fire Safety Director, and Marjorie and Cara volunteered to be the first aid contacts. Robert Schadel at UW’s Environmental Health and Safety will be contacting us about any training.

5. Misc:

- Caitlin said that the contract for the copy machine expires next March, and she's looking into whether it would be better to get a different machine, and whether to lease or buy
- Joe said he's going to be the one who'll report the number of copies made to the company on the current copy machine (he doesn't believe we've done that in a while)
- Cara said that we'd be getting copies of the most current PMEL phone list from Vallapha Chaijaroen at PMEL