

JISAO STAFF MEETING
Wednesday - April 25, 2007

Facilitator: Joseph
Note taker: Marjorie Ann
Present: Mary, Cara, Fred, Meena, Joseph, Marjorie Ann

PMEL meeting on Friday is main topic for meeting.

Cara: gave an update on Outreach programs she is working on and asked Fred to pull up sites on the web about diversity. Fred suggested Cara could do it as she gave her talk.

Mary: request Fred to build a web page about points on talk that will be used on Friday.
http://www.jisao.washington.edu/JISAO_admin/STAFF%20RESPONSIBILITIES/AGENDA_04_27_07_01.htm

She requested that it be posted under Human Resources on the Admin page.

Information for the PMEL meeting will include:

- ✓ Annual performance
- ✓ Joe will reiterate the policy on leave and answer questions
- ✓ Workplace violence policy
- ✓ Recommended training
- ✓ Gayle will talk about Federal policies
- ✓ Cara will talk about Outreach programs
 - Gear up
 - Researchers to give talks to classes
 - Overview of events
 - Science camp
 - Summer Science Sessions

- ✓ Fred will give a review on website
 - Spotlight
 - Archives (should be broken into annual report year)
 - Contact list
 - Research page
 - Data page
 - Publications (reminder that everyone should use a contribution number)
 - Grants
 - HR
 - New Employees
 - Payroll
 - Purchasing
 - Travel
 - JISAO Documents
- ✓ Questions and Answer time
- ✓ Dr. Ackerman will be last to talk

Mary will be staying longer for two more meetings and ask for a car pool so everyone can get back and forth to the meeting at PMEL.

Mary stated she is having trouble with her email regarding large email list and suggested that email list need to be consolidated.

Fred: Buck is still working but we can still go to Nebula. Cara stated she thought the files on Buck should be put on Nebula. He said he would show everyone how to save by shortcut to the program.

Fred said everyone has to put their schedule on their calendar so the office calendar can work

Joe: is going through the on-line lessons on Outlook and offered to teach a class for the staff. Date was agreed upon for May 8, 1-2 pm. To set up the calendar for the meeting.