

## **JISAO Staff Meeting**

### **Thursday April 28, 2005**

**FACILITATOR:** Cara  
**NOTETAKER:** Fred

**PRESENT:** Mary, Meena, Betsy, Cara, Fred,

#### **Welcome to Betsy**

Betsy was formally welcomed to JISAO by the Staff. Mary also said she'd be sending out an e-mail to all JISAO people, introducing Betsy to them.

#### **Betsy's Workload**

Mary suggested an open discussion/brainstorm regarding Betsy's duties. The general framework of her duties are to provide support to the payroll and budget areas and to work on special projects, and what was arrived at were the following specific areas of responsibility:

- Publication Contribution database (Betsy will work with Cara—and with Mike—on what additional info this should track)
- Mailing & out & track return of Payroll (grant & contract) Certification reports
- Grants database (Betsy should be spending an average of 5 hours a week on this)
- Sending out & filing of BARs/BSRs
- Work with Mary on grant proposal to Educational Partnership Program with Minority-Serving Institutions
- Working with Cara and Marjorie to keep up online JISAO contact list