

**JISAO Staff Meeting
Thursday May 11, 2006**

Facilitator: Fred
Note taker: Cara

Present: Mary, Meena, Betsy, Fred, Cara

Graphics Program

A decision was made to purchase one copy of Adobe Creative Suite and one new Mac computer. The computer will serve as an in-house publication and graphic design station. Meena and Cara will talk with a representative from the UW bookstore next week and make a decision about which Mac to purchase.

The ability to publish this year's annual report using Indesign is dependent upon how quickly Meena and Cara can take the necessary classes and get up-to-speed on the program. An alternative is to publish the report in-house using Word. A final decision will be made in July.

GEAR-UP

JISAO and PCC are collaborating this year in UW's GEAR-UP program. Todd Mitchell, Meredith Hasting, Kevin Rennert, Joe Casola and Justin Wettstein will be teaching two classes to groups of 7th graders on August 3rd from noon to 5:00 p.m. The class will present basic information on climate issues and weather dynamics and include time for small breakout groups so the kids can run experiments. Experiment stations will demonstrate the formation of clouds in a jar, pressure forces through crushing a can and hydrostatic pressure measured using plastic bottles. Meredith will present segments from ice cores gathered during her Summer 2005 research trip to Greenland. Computer graphics will show cloud formation and weather patterns. The afternoon sessions will be held in rooms 310 and 610 in the ATG building.

Employee Evaluations

The self-evaluation form is due to Mary by Monday May 15. Evaluations will be scheduled within the next two weeks.

Audit

JISAO is undergoing a state audit on the task II budget. Cindy Loitsch from PMEL will be present during the audit to answer any questions about NOAA's funding procedures.

Safety Issues

Questions have been raised about student and employee safety while on research cruises, during research dives, and during responses to hazardous waste spills. UW Environmental Health & Safety (EH&S) has thorough guidelines and regulations to ensure safe working conditions. Mary said that JISAO may use EH&S standards to develop a formal training program for our employees.

BUCK

We are still having problems with the shared server functions of BUCK. Right now all shared information is on the old computer. Fred will check with Tim to determine what the difficulty is and how best to solve it. If Tim is unable to identify the problem we will contact a Mac specialist that Mary knows from Health Sciences.

Tim recommended Dennis Burges to help with our database design and set-up. Mary asked Fred to get an estimate from Dennis before we proceed.

Task II Supplies and Services

Meena reported that the Task II supplies and services budget (62-5601) has been reconciled. Gayle Elkins agreed to the reconciliation amount and additional funds will be distributed to the budget.