

JISAO Staff Meeting

Wednesday, June 23, 2004

FACILITATOR: Fred
NOTETAKER: Mary

PRESENT: Marjorie, Joe

JISAO ANNUAL REPORT:

The staff reviewed the NOAA annual report guidelines and decided that next week a subgroup will meet to discuss how to delegate the tasks involved in completing this document. Caitlin, Fred, Marjorie, Joe and Mary will meet at 9:30 am on Wednesday, 6/30, in Mary's office, to discuss this.

VACATION SCHEDULE:

Marjorie has compiled a summer vacation schedule and has placed it in the share folder on the server. Mary will post this on our website also so that everyone knows staff schedules.

TEMPORARY EMPLOYEE:

Mary has requested a half-time office assistant from Temporary Staffing to mainly support the budget analysts. We expect to have someone here by July 1 or at the latest, after the July 4th holiday. This will be a test to determine whether or not we need to hire another half-time office assistant.

JISAO ADMINISTRATIVE WEBSITE:

Mary will train Marjorie and Fred on how to maintain and add to this website. They will set up a time to meet in the near future.

FORMAT FOR STAFF MEETING NOTES:

In order to establish a standard format for these notes, we will use this document as the model for all future staff meeting notes. However, you can use any color of type you wish! Future note takers can get this format from the email copy I send out today.

SENIOR FELLOWS' MEETING:

Mary reviewed the notes from the Senior Fellows meeting held last week at the Center for Urban Horticulture. There were interesting summaries given by Principal Investigators in each of the JISAO research areas of seasonal prediction, aerosols, gases, fisheries and climate impacts.

The status of the search to fill the 3 post-doc positions was reviewed. There are four strong finalists: Ito from MIT, Hasting from Princeton, Lundquist from UC San Diego-Scripps and Chevnell from UC-Santa Barbara. A decision on these positions will be made soon.

It was noted that with the similarities between PCC and JISAO, it would be nice to collaborate on visitors. Upcoming guests include Thomas Peters and Sandy Tudhope (long-term visitor for 3 years).

Mike asked the Senior Fellows to consider changing the current JISAO research themes to include "coastal oceanography," in place of the "estuaries" theme. This would enable us to include tsunamis under this new theme. It was suggested that it would be a good idea to conduct a complete redefinition process for the

themes. Dennis Moore and Mike Wallace volunteered to handle this and will report back to the group by the end of the summer.

The terms of the Senior Fellows should be reviewed and new members voted in this year.