

JISAO Staff Meeting **Tuesday September 27, 2005**

FACILITATOR: Cara
NOTETAKER: Fred

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

Information list for PIs/Meeting with PIs & Administrators

Meena prepared a draft of a letter to send to all JISAO PIs, informing them of what info they'll need to give us over the year.

Mary suggested having a meeting with the administrators from the various departments we deal with—to have *them* convey to their PIs the info we need.

After some discussion, the thought was to have a meeting—or perhaps a series of meetings—inviting both the PIs and administrators, where we tell them what services JISAO provides, as well as what we require from them. Whether this meeting will take place here at JISAO, or as several meetings in the departments was not decided.

We also discussed having another meeting at PMEL, where we similarly discuss the info we'll be requiring from them, as well as info for new hires, re-review of the JISAO website, and training for PIs on SAGE.

Meena will send a draft of her PI letter to staff for comments, staff will send possible agenda items for these meetings to Mary, and Mary will likely ask PIs and administrators for their own agenda items.

Pres. Emmert's Leadership, Community & Values Initiative

Mary gave a report on the above, which she attended. A major goal is to make UW less “top to bottom” structured, and one of the big things Mary would like to see come out of this is for faculty in supervisory positions to be required to take management training. Mary will send information on this initiative to staff for their review.

Outreach Committee

Mary wants to form a committee to focus on outreach activities, such as getting K-12 students interested in careers in science, and attracting a more diverse workforce. Betsy and Cara volunteered to be on this committee with Mary.

Computer filing system

Mary discussed the filing systems on people's computers, as well as how they keep their e-mail. She recommended keeping documents separate from program files, and in folders - by topic and/or person; and filing e-mail by topic as well. Fred was supposed to do a demo, but couldn't get the projector to work; so he'll do that next meeting. Much of our email is now considered official correspondence and many electronic records are considered to be official UW documents so it's important to maintain both electronic and hard copy files according to the UW Retention Schedule and to keep them in an organized manner so they are easy to reference when necessary.