

**JISAO Staff Meeting  
Thursday October 12, 2006**

Facilitator: Betsy

Notetaker: Cara

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

### **Annual Report**

The report was turned into John Cortinas within the deadline and is currently being proofed by Mary and Meena. Cara has been asked to edit the document on Indesign in preparation for putting the report on the web.

### **UW Computer and Facilities Use**

Mary reviewed the UW policy regarding computer and facilities use and asked us to familiarize ourselves with the policy and to refer to it should we have any questions. In general, there should be minimal use of UW computers and facilities for personal purposes. There should be no political and personal business carried out using UW equipment and facilities.

### **Clarification of Roles and Teamwork**

Mary reported briefly on the evolution of staff responsibilities, noting that our jobs have changed and expanded over the past couple of years. While the administrative staff members have distinct areas of responsibility, staff members also function as a team. JISAO staff work together on specific projects and help each other as required. Mary plans to give our job descriptions and resumes to the new director so that he can become familiar with our duties and expertise.

### **Outreach Update**

Cara gave an update on recent outreach activities that include: 1) the development of funding undergraduate research opportunities through NSF REU grants; 2) broadening the applicant pool for JISAO postdocs as an effort to increase participation by women and underrepresented minorities. Mary suggested contacting the Vice Provost for the Office of Minority Affairs as well as Academic HR to get more information about where to advertise for JISAO postdoc positions. She also recommended creating a list of appropriate MSIs that we can advertise with. Betsy recommended contacting Chantelle Haskins with the NOAA Educational Partnership Program.

### **Battery Use**

Cara suggested using rechargeable batteries to reduce our dependency on batteries that will be thrown away and end up in a land fill. Cara agreed to get more information about how and where batteries can be recycled.

### **Web Report**

Meena gave an update on the activities of the JISAO web committee. News items will be updated so that the articles are kept current, Meena will be responsible for making the final decision about which items to post. Mary suggested that we use the news section to feature articles about JISAO scientists and research. The JISAO spotlight will be updated on a monthly basis. The web committee is working on plans to develop individual pages for each research theme with a tentative timeline of mid-January.