

JISAO Staff Meeting

Tuesday November 7, 2006

FACILITATOR: Joe
NOTETAKER: Fred

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

Update on annual report

- Meena worked with Jason Z all day Friday and Monday to make all the corrections on the annual report. Jason will give a PDF and master file to us; we can remove the text from the master file to use as a template for next year's report
- Meena hopes to have the fully corrected report Tuesday or Wednesday

Update on diversity/outreach

- Cara announced that there will be a Gear Up event on Saturday, 11/18, from 9AM to noon at NOAA-Sand Point. Participants will be 10th-grade boys from the "Honors Academy"—which is a Seattle-wide program. Nick Bond has prepared an educational activity and Drew Hamilton will lead a tour of one of the NOAA research vessels. Also, 3 –Atmospheric Sciences grad students will conduct activities for the event.
- For a new post-doc position (working with Nick Bond), JISAO is advertising in our normal manner as well as reaching out for possible candidates to the Cooperative Science Centers (NOAA-funded initiatives at minority serving institutions). In the process of doing this, connections are being made that may result in additional summer internships and a possible seminar series.
- JISAO may collaborate with COFS and other UW schools/departments in establishing a lecture series as part of the International Polar Year celebration.
- Cara and Betsy will attend the "Getting to Know NOAA Day" at NOAA-Sand Point on 11/08/2006.

Public records request

- Because of 2 public records requests, UW has asked departments not to destroy any payroll-related documents until further notice. A specific list of these documents will be given to each staff member.

Calendaring

- We will be changing our online calendar system (the current system, Trumba, is no longer free); Fred and Marjorie will work with Tim on that. Additionally, the group agreed that Fred will look into obtaining a shared calendar system for just the administrative staff and director.

Coordination of personnel info on the web

- There are currently 3 separate lists of personnel on the JISAO webpage (alphabetical list, supervisor list and purchasing/travel approver list). We want instead to have one master list that can show up on our website in various places. Fred will work with Tim on some sort of central database (which could just be a spreadsheet) that can track all this info and then post it on the web.