

JISAO STAFF MEETING
Tuesday, December 7, 2005 - 2 PM

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

- 1) **Update of budget meeting with PMEL administration** – Mary, Meena, Fred met recently with Cindy and Gayle (PMEL administrators) to discuss a variety of budgetary issues related to cruise charges, travel and supplies and services. They discussed the current systems in place to track funds and whether or not there need to be changes in those systems and procedures for next year's budget and beyond. This group will continue working together to resolve current deficits and other issues and also decide on new approaches to manage JISAO's Task II budgets. Mary will inform the staff about any changes that will affect their work.

- 2) **Diversity Initiative Update** - Mary, Cara, and Betsy reported on their work to date regarding this new initiative that will allow JISAO to recruit a more diverse workforce and student body. Mary will -discuss the committee's work with Mike when he has some time to focus on it. –There are many options for us to get involved in current campus and departmental activities and a decision will be made on our level of participation after Mary gets the approval from Mike. The committee will meet with Nick Bond and Phil Mote to discuss and get ideas from the work they are currently doing. Cara mentioned that as the committee progresses, items can be added to our website such as an introduction, a mission/goals statement, etc. Eventually, the website would be expanded to include more in-depth information. It will be necessary to present this initiative to the Senior Fellows for approval at some time in the future. Fred suggested that it may be possible to ask for several thousand in funding as part of the next Task I budget, and Mary agreed this would be good idea.

- 3) **Tim Hannon – Computer Support** – Thus far, Tim has been here Wednesdays from about 11 AM-1PM. Tim has requested a change in schedule and also thinks this has not been enough time so will try to come twice a week, Tim's hours--at least for the near future, will be Tuesdays & Thursdays 1 - 4. Tim is waiting for the server equipment in order to set it up, Fred will check with Tim as to whether or not he would like a work space. Several options available. (Update: he'll be setting up a desk over in room 118A, next to Rei.)
Tim will help Fred with the database as he has some FileMaker Pro experience. He may ask for extra FileMaker Pro input from some colleagues. Time Plan – Tim will work on the database after the server system is installed and running which will be after the first of the year. Data entry can then begin after the database structure is finalized.

- 4) **Workloads** – Cara reports a change, adopting UW-HIRES and socials coordination work from Marjorie. Bets can also help with training in UW-

HIRES. Fred has a backlog that is difficult to get to at present, but quicker to do himself than explain to anyone.

5)MLK Day Volunteering - UW Holiday Mon 16 Jan - group volunteer activity options discussed – Mary to send out email of specific choices, we will reply tomorrow so she can sign us up if we are interested.

6)a) JISAO Holiday social - noon Fri Dec 16th. Cara will send out email and post sign up sheet for potluck contributions.

b) Mary's House Holiday Party - Fri Dec 30, 11:30AM – we'll carpool to Mary's house, she'll be on vacation that week. Nice to include Todd, Joe Greer, others? Mary - lasagna, maybe some chicken. Cara – salad. Fred – bread/ cheese. Marjorie – dessert? Meena – rice dish. Bets – pie & flavored fizzy water or something liquid.

Mtg. Adjourned as no other misc. business.