

2 0 0 6 - 2 0 0 7 M I N U T E S

the **GIEC** *Minutes*

JUNE 2006

June 14, KS 415, 2:30 - 3:30 pm

In attendance: Bidushi, Seppo, Gerard, Andrea, Carolyn, Jim, Kartik, Dave F.

Absent: Ranga, Russ, Alberto, Anastasia,

1. Shared feedback from Tom about our meeting with the oversight committee with GIEC. Also noted conversation with Lisa S-L where she said (anecdotally) that the OC thought our report was perhaps too positive! Overall though I think we can conclude that the OC was happy with the work we have been doing to improve the environment at IPAC.

2. Updated everyone on my previous meeting with Gordon on a number of issues:

a. Gordon and I will meet every Friday after the GIEC meeting to try and go over issues raised and include resolutions or responses in the minutes to avoid caustic overreactions to the minutes as happened for some constituents in the past.

b. Suzy and Gordon happy to meet with us regarding performance evaluation and future employment / promotions issues. Will try and do that in the July meeting.

** SUZY will join us for the July GIEC meeting.

c. GIEC will try and reach out better to constituents to find out if there are people who feel unsure about the future or need better feedback from managers about their future.

d. Travel issues - Gordon and I decided to start documenting travel scenarios with JPL travel

** The travel scenarios mentioned by Anastasia is one of the ones we ought to document. We also need to document any and all scenarios that come up with colleagues / constituents. Please email me or Gordon when this happens.

e. P-cards - Gordon and Suzy are working on this. GIEC wants to know the timescale for getting this implemented.

** This is something we will bring up with Suzy at the next GIEC meeting

f. Gordon and I decided to update our FAQs with the new NBS / RAS system

** Scientist pages are updated with the NBS / RAS guide and the process has been vetted - its tedious but it works.

g. Admin staff requests for more help noted (apparently now the situation has been eased with the approval of hiring a new person).

** Three cheers for everyone who helped accomplish this - esp. Bill Latter who had some extra money to help out this!

h. Visiting graduate student program - Phil is happy to have someone else learn and take lead. Members of the staff can step up to this responsibility if they'd like to learn the system and help out.

** Basically this year everyone who expresses an interest in the program will be on the cmte - encourage your constituents to do so.

i. Next all hands will be an IPAC future meeting with George

3. New Business:

a. More printer options for wireless connections requested

** Mentioned it to Jason Surace - will follow up on it again.

b. Explanation of grant forms requested again

** Seminar with Eloise and Mari planned in the coming month. Suzy is organizing this. We need to supply specific questions of things that are unclear.

c. NBS / RAS complaints

** Gordon has put the NBS / RAS navigation on the scientists FAQ. It works so please encourage everyone to get that from there.

d. Welcome packets for new p-docs / staff requested

e. Link FAQ and Gordon's pages from somewhere - anywhere

** Discussed with Mary Ellen. We will print out the FAQ and welcome pages. We will also try and tell the new people about these pages before they arrive. Supervisors should be made aware of the FAQ / welcome pages and they should be put in more prominent places. I have sent an email to Linda Hermans to ask for the pages to be put in a more prominent place.

f. Funding for observing for p-docs - when p-doc's supervisor travels, the project pays - otherwise the supervisor has to pay for the p-doc to cover their observing. Can this be changed?

** Unfortunately no. The supervisors should take this into consideration before hiring p-docs but we will check if there are any other remedies.

g. Mentoring of p-docs

** Kartik is meeting with Mary Ellen to discuss this + ombuds process.

h. Lunch w/ constituents idea noted by Bidushi - all GIEC reps encouraged to do this

i. Additions to improve environment at SSC suggested - coffee table in 2nd floor lounge (already bought by Bidushi), hammocks (suggested by kartik)

** Coffee table already in place (thanks, Bid!). Hammocks being looked into by Gordon.

j. Rotating off GIEC cmte - Seppo or Ranga & Dave F. rotating off - they will try and get more Morrisroe people on it - suggested additions are Jarrett, Schurr, D. Gelino, Mary or Dennis Wittman. Pat Lowrance volunteered to join GIEC.