Date: December 13, 2012 – 10:00 a.m.
Location: Westcott Bay Room
In Attendance: Lana, Kristi G., Anne E., Noreen, Kristine J, Joni M., Jane, Kara, Michelle, Brian, Danette, Anita, Dorothy, Jennifer.

Treats – Dorothy (Pumpkin Pie) and Kara (Muffins)
Game – Holiday Trivia (Lana) Winner: Kara Wolkenhauer
LCC Update - Nothing to report

Joni related information she received from Ship Harbor Inn – special deals available for booking rooms. Will do per diem in winter months, not in summer.

Room Booking – Note "On TV" with actual hours for meeting time so Anita will know to list it on the lobby TV.

Website calendar is fed only by GSMU now. Let Rachael know to put meeting into calendar or ask her to show you how to put it in GSMU so it appears on the website calendar.

Go-around – Anita has coolers with ice packs every couple of months. If anyone interested, let her know.
Everyone else – busy with new programs and trying to keep up.
Kristine leaves on 12/20 for vacation, back on 1/2/13. Let her know before 12/20 if you need anything for payroll/personnel or clock hours.
Joni mentioned Traffic Safety has developed some challenges due to recent legislation regarding licensing examinations for drivers under 18. Procedures are still being worked out. DOL is currently sending students under age 18 to a school district or a commercial driving school to take their written and driving licensing examinations.

GSMU Training – those who don't use GSMU were excused if they don't want to stay. Kristine showed the pre-filled clock hour form (pdf) and attendance sheet (WORD version). She also told how to get to a printable clock hour form on the intranet: Go to Intranet/NWESD Forms/ADM-608 Clock Hour Form (fillable). Enter the information (from clock hour proposal) into Section II, then print.

She showed how to edit the WORD version of the attendance sheet. From the Course Dashboard, choose "Print Sign-In Sheet for your class. Choose a CSV format and Print Roster at the bottom. Print to an Excel spreadsheet to enable copy and paste function from registration list in GSMU to produce an attendance sheet that can be edited with information and formatted to the way it's desired.

Name, District and Position will automatically show up in the spreadsheet, but you can add other information, and you can manipulate to print it in landscape rather than portrait mode if you wish.

GSMU evaluations – Joni demonstrated the GSMU evals. She said as of now, they are submitted electronically but outside participants cannot view. GSMU has indicated that they will attempt to make some programming adjustments so front-end users will be able to view the evaluation results. This is expected to occur sometime in January.

Tammy showed the Evaluation Module – under Modules/Evaluation/Reports/Evaluation Summary Reports. There's a question about when the system sends out the evaluation – when the participant is marked "Attended", or when the course is marked "Finalized"? Tammy will check into that.

Instructions for GSMU modules - will be added to the Intranet under GSMU as the steps are learned. They keep changing because GSMU is still customizing and building in the system.

Slow screens - Susan and Tammy are working on trying to pinpoint the screens that are moving slowly. Please let them know which screen you're on when it's moving slowly so they can tell GSMU.

Meeting adjourned about 11:20 a.m.

Minutes respectfully submitted by Lana Haugen