

Support Staff Meeting April 18, 2013

Attended:

Kristi Gunerius
Michele Laiblin
Anne Knott
Nancy Menard
Joni Morrell
Brian Gianello

Jennifer Longchamps
Tammy Lee
Kara Wolkenhauer
Kristine Juhl
Noreen McKinney
Susan Singer

Dorothy Moller
Joanie Cochran
Danette Riordan
Anne Elkins
Anita Garcia-Holzemer
Jane Morgan

Meeting called to order at 10:00 am.

Thank you:

Thank you to Dorothy for providing the game and door prize; Jane won the tiebreaker.
Thank you to Kristine and Kara for providing the snacks.

LCC Update:

There was no LCC meeting last month; no report.

Tips, Tricks, and Demos:

Joni demonstrated right-aligned tabs within Word tables; extracting distribution lists from GSMU and setup as Outlook contacts; saving Outlook distribution groups as Rich Text Format for publication; Word developer tab and inserting Legacy Tools; discussion of PDF vs. Word applications for fillable forms.

Susan demonstrated how to insert screen clippings into email or other documents; discussion of proper handling of desktop microphones in Admiralty Room.

Kristi demonstrated print screen shortcut using CTRL + ALT + PRTSCN; where to add tips and tricks to Intranet page.

Jane noted that Adobe Professional 11 is offering free trials for a limited time; asked if anyone can provide the Excel shortcut for auto sum columns to the left of a cell using ALT key.

Kara demonstrated protecting PowerPoint slideshows as read-only.

Department Go-Round:

Joni mentioned if any groups renting meeting rooms ask, tell them if Reid Harbor is in use, wait for a break in the meeting before using the kitchen. Be courteous – the kitchen is not open to everyone and there is a microwave just off the lobby behind the elevator.

Anita reminded everyone to indicate TV times after the account code for every meeting in Outlook that involves outside people. If you don't want your meeting to show on the TV,

and it only includes staff that work in the district office, please put “No TV” after the account code. Also do not use acronyms unless you are sure *everyone* in your group knows the meaning.

Susan gave a status update of the social fund. The social fund covers coffee, tea, popcorn, plastic wrap, and ziploc bags for general use; paper plates, plastic utensils, meat and buns for summer kick-off, and ham or turkey for winter celebrations. There may need to be an increase to the monthly payroll deduction; look for an upcoming email and be sure to vote. Joni said facilities will provide paper plates and utensils for general use, wellness potlucks, and birthday celebrations.

Anita asked if sign-in sheets can be sent to the meeting facilitators during the clock hour process. Kristine noted that all sign-in sheets are scanned in upon receipt and can be found in the Common folder.

Anne K. asked who is good at catering in the Burlington/Mt. Vernon area – The Lunch Box. Anne will also be working part of the time with Jane and Behavior Specialists.

Kristi is working with two cohorts for Positive Behavior Intervention and Support (PBIS).

Susan is attending a Go Sign Me Up meeting today with Tammy, Kyle, and Joni to address speed.

Jane noted that one of Prevention’s federal grants was being reduced by \$10,000 immediately.

Brian will be out of the office on medical leave during most of June.

Michele thanked everyone for a weird but fun last meeting.

Joanie’s daughter will be graduating basic training next week; Joanie will be gone for a week to visit her.

Meeting adjourned 11:25 am.

Minutes respectfully submitted by Kara Wolkenhauer.