

**SUPPORT STAFF MEETING
AUGUST 15, 2013**

In Attendance: Joni, Angela, Tammy, Susan, Anne K., Nancy, Kristi, Noreen, Jane, Anne E., Kara, Dorothy, Anita, Kristine, Hope, Danette

LCC: No meeting to report on. New representative from support staff is Anne K. who is taking over for Kristine as her term has ended. Nancy will remain on the committee for one more year and Dorothy has been reelected for two years.

Anacortes Lodging: A list of hotels in Anacortes that allow the per diem rate of \$89.00 per night will be posted on intranet within the travel page under fiscal.

Contract/ICA template and checklist follow-up: Question regarding if an amendment form exists and what it looks like. Joni will check into this.

If a contract continues into another fiscal year, you may rollover the purchase order from the contract into the next fiscal year. Be sure to let Kara know that the PO should not be closed.

Joni will be updating the contract template to make it more user-friendly.

Revised Professional Standards, evaluations, proposal template: Mary Kernel brought a committee together to review the professional development standards, evaluations and proposals to align the documents with the WACs. The professional development standards will be formatted in the near future.

The professional development proposal template is very detailed and needs formatting. Joni asked for a volunteer to format the proposal. Discussion held.

New evaluations have been updated by Tammy. There are only two course evaluations available; one for Internal Staff Development and the other for all Professional Development.

Also, we still have a license for Survey Gizmo.

Visual Basics: Jennifer received an evaluation form which has behind the scene visual basic codes. Discussion held in regards to any knowledge we may have on Visual Basics. Will check with Kyle to see if he can help her.

Part-time Office Assistant Position Posted: This position is a 3.5 hour per day office assistant who will be answering calls, incoming and outgoing mail, and providing general support as requested. Joni has had many inquiries.

Flip Charts in Meeting Rooms: Each meeting room has a flipchart, which has been generously donated by Special Programs and Services. Discussion held in regards to placing the name of the room on the flipchart so the charts don't leave the room. Kristi stated that more flipcharts will be provided.

Mount Baker Room Update: The Marine Tech math class has rented the Mount Baker Room from September 27th through December 12, 2013 from noon to 3 PM.

Also, the Mount Baker Room re-design will be done very soon.

Certification: As of June 30, 2013, the NWESD Certification office has been closed. Joni reported that mail and phone calls continue to come in regarding certification. She is making many efforts, and Dorothy, to be sure that OSPI removes NWESD from their website in regards to certification. Joni and Dorothy are re-routing phone calls and mail back to the OSPI Certification department that continue to stream in.

Meeting minutes submitted by Anne Knott