

Support Staff Meeting – January 16, 2014

In Attendance: Noreen, Anne, Kristine, Anita, Hope, Kristy, Jane, Susan, Jennifer, Anna, Dorothy, Angela and Paula.

Treats: Angela & Dorothy **Game and Door Prize:** Anita **Winner:** Kristine

LCC Update

There was no meeting.

Admiralty room table configuration

The new configuration will be that all the tables will be moved so that they will all face the screen. If you move them for a workshop/meeting, make sure they are placed back in the original setting.

Use of color copier

The last couple of months there were an outstanding number of black and white copies made on the color copier. Please make sure your department knows that it is .10 for each b/w copy. Also Joni will check with ISSC to see if they can set the default setting to “store”.

Supply/paper inventories

When you see or use the last of the toner, paper, staples, any supplies please let Joni know so we have these in stock. First check the Madrona Point room for additional supplies.

If you need to use letter head, use what’s in the cabinet at the green printer. Also there is an electronic letter head in Common, Agency, Forms.

Excel pivot tables

Joni played a demo from Lynda.com of a few training in picot tables. If there is enough interest, for \$25.00 a month we can purchase other specific trainings.

We will continue with Excel snippets at each support staff meeting.

Other

Please keep conversations down while in the hallway and at the top of the stairs. Voices can be heard in the meeting rooms.

There has been no interest in the space being leased where Accu-Med housed. A while ago Joni and Jerry talked about making part of the space into a meeting room with all the technology set up. Joni will talk to Jerri again to see if we can do this and it will fiscally work out.

Joni is checking on having preventive maintenance on all the copiers.

Department Go Around

- Angela – Working on the budget process. January 29 the new hire will start for Early Childhood.
- Susan – Postage will increase to .49 effective January 26.
- Dorothy – PSES is closing their certification and finger printing in March.
- Noreen – State auditors will be here January 28.
- Joni – Jerri will be out until the afternoon of January 22.

Meeting minutes respectfully submitted by Nancy Menard