

NWESD Support Staff Meeting

February 20, 2014

10am – 11:15am; Westcott Room

Present: Joni, Anne E, Angela, Kara, Rose, Tracy, Jane, Nancy, Anita, Paula, Dorothy, Anna B, Joanie, Susan, Hope, Kristine, Jennifer, Kristi

Treats were provided by Jane and Anna – thank you!

Activity was guided by Angela – Susan won

Introductions of new staff: Tracy & Rose

LCC Update;

LCC did meet this month and they discussed 2014-15 technology fees and room fees. There will be changes in the technology fees, but the room fees will be the same.

Kara Moore was appointed the Support Staff representative to the LCC. She replaces Anne Knott who has left the NWESD.

Excel Tutorials:

This month's Excel tips were on using macros. We viewed two short videos from Lynda.com. These were useful.

- a. [Understanding What a Macro Does](#)
- b. [Reviewing Recording Method](#)

Other:

Joni informed staff that conversations are continuing regarding turning the AccuMed space into two meeting rooms. Joni is pricing tables, construction, etc., for what it will take to complete the rooms. Once all pricing information is received, the project will go for review and approval/denial.

Jerry has authorized the hiring of another floater to assist departments on tasks that need to be completed. This position is in addition to Anna's position.

Department Go-round:

Each person gave a brief update on what activities were taking place in their departments.

Meeting adjourned at 11:15am

Minutes respectfully submitted by Kristi Gunerius