

Support Staff Meeting

Date: May 22, 2014 10:00 AM

Location: Westcott Bay Room

In Attendance: Joni Morrell, Kara Moore, Angela Currie, Jennifer Longchamps, Susan Singer, Anna Bell, Tracy Weber, Dorothy Moller, Anne Elkins, Noreen McKinney, Jane Morgan, Kristine Juhl, Hope Noyes, Paula Molitor, Anita Garcia-Holzemer, Nancy Menard.

Snacks: Provided by Jennifer & Tracy

Game & Door prize: Provided by Kara, won by Anita

LCC Update

There was no LCC Meeting held last month.

Lobby Monitor - Anna

A reminder from Anna, Joni, & Joanie that if your class will have attendees from outside the building it must be put on the TV monitor in the lobby. Please remember to put your times for the class in your room reservation subject line. Remind others who might put classes in Outlook that this procedure needs to be followed. Anita said the info for the TV Monitor is taken from the Intranet>Room Calendar. Whatever is on the room reservation is what gets pulled to the Intranet. Please spell out acronyms if you want the full name on the monitor. Kara asked if it might be possible to put a small monitor in the front desk office so she will know what is on the monitor when she covers the front desk. Anita said the Intranet home page shows the calendar with everything for that day. Click Calendar on top left. If you hover over the line it will give you the room location.

Catalog Envelope Sizes & Postage Fees - Anna

Anna went over some guidelines for different size catalog envelopes and what the postage will be. See attached info sheet. The Flat Rate Priority mail boxes on the wall in the workroom have the current rates on them.

Room/Vehicle Reservations using Recurring Appointments - Joni

There is a problem with using the recurring appointments feature when booking a room or vehicle as a resource in Outlook. For some reason it doesn't go all the way out in the calendar and reserve the resource. Rather than use the recurrence feature, Joni advised to set up your first appointment then Control-Drag to the rest of the dates. You will need to hit send for each one.

Jane said that the new vehicles are not showing up in her Outlook as resources. Susan will check on this.

Adobe Acrobat 9 Pro Training - Joni

We viewed the following video from Lynda.com

<http://www.lynda.com/Acrobat-9-tutorials/pro-essential-training/541-2.html>

Other

The “dinger” on the finger printing machine is back. Due to Windows XP no longer being supported, the software was changed; therefore the dinger is back.

If you receive any questions/phone calls on highly qualified endorsements please refer to Jennifer L. OSPI is saying that ESD’s can assist on this, but there is no one at the ESD who can give expertise on this. Jennifer is trying to get clarification for questions from WWU and SPU.

The new rooms are almost ready. Furniture will be delivered the second week of June. Tech is being installed, with just a few bugs. The blinds are up and the carpets are being cleaned. Joni is keeping a list of those who want to reserve the rooms and will update in Outlook as soon as the furniture arrives. Cap Sante and Mt. Erie Rooms each have a breakout room that comes with the cost of the room. It is okay to use the breakout room for a quick meeting if the larger room is not in use. The new coffeepots are beautiful and working well. There are three new water dispensers for use in the new rooms and Admiralty Room. Kristine suggested we have a tour of the new rooms at the next Support Staff Meeting.

Department Go-Round

Jennifer - T & L has two upcoming retirements: Mary Kernel & Beth Niemi. T & L is busy with purging, moving cubes, and relocating library to new location downstairs. Kara - Fiscal now has signage for when they are away from their desks, where you can find them. Fiscal is exploring a module in Skyward ERMA for expense reimbursements for travel.

Angela – Working on calendar and contracts for next year. SP&S has a new Program Support Specialist, Linda Sieg. Her time will be divided as follows: 50% to Shirley, 30% to the detention programs, & 20% to DHH. This will adjust Sheila’s time a bit. Kristi and Angela will be AA support to Linda.

Tracy – Busy with three trainings this summer for Early Learning.

Anna – Doing ERate on her own now.

Jane - Lots of audits and possible Behavioral Health specialist hires.

Noreen - Fulltime Fiscal and Fiscal Services as of May 1. Learning new duties.

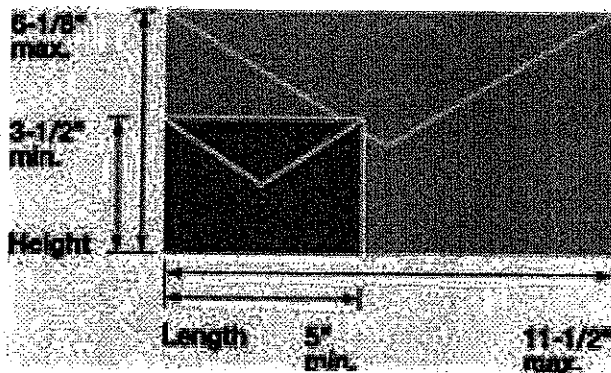
Anne – Interviewing for her position today. Lorali will be going to the NASN 2014 Conference in San Antonio, TX late June. As part of the WA state Johnson & Johnson team she will be presenting their student health plan.

Dorothy – New software for the fingerprinting machine, thus the “ding” sound is back. Her duties will be shifting a bit in 2014-2015.

Joni – Very busy with new room construction and setup.

The meeting was adjourned at 11:25 am.

Minutes respectfully submitted by Noreen McKinney.



Dimension	Minimum	Maximum
Height	3-1/2 inches (8.890 cm)	6-1/8 inches (15.557 cm)
Length	5 inches (12.700 cm)	11-1/2 inches (29.210 cm)
Thickness	0.007 inch (0.018 cm)	1/4 inch (0.635 cm)

Any item smaller than the minimum dimensions is not available.
 For items larger in length, width, or thickness, see large envelopes or packages.

For envelopes, length is the dimension parallel to the address.

For letter-sized items over 3.5 ounces (0.099 kg), large envelope prices will be applied.

Letters that meet one or more of the nonmachinable characteristics below are subject to the nonmachinable surcharge.

- It is a square letter
- It is too rigid – does not bend easily
- It has clasps, string, buttons, or similar closure devices
- It has an address parallel to the shorter dimension of the letter
- It contains items such as pens that cause the surface to be uneven
- The length divided by height is less than 1.3 or more than 2.5

Square Envelope

The minimum size for a square envelope is 5 inches x 5 inches (12.700 cm x 12.700 cm).

Square letters are subject to the nonmachinable surcharge.