NWESD Support Staff Meeting
July 17, 2014
10:00am – 11:25am in Wescott Bay Room

Present:
Joni, Kara, Nancy, Anita, Hope, Tammy, Susan, Rose, Jane, Tracy, Noreen, Anna, Angela, Jennifer, Paula, Kristine, Dorothy, Kristi, and Jodi (first Support Staff meeting)

Treats:
Kara's breakfast casserole and Jennifer's vanilla bread brownies w/brown butter icing – Thank you!

Door Game & Prize:
Jane forgot it was her turn and apologized for the oversight.

LCC Update:
No meeting

Gloves for food handling:
Discussed food handling hygiene. Small and medium gloves are available in the Reid Harbor room in the kitchen drawer next to the coffee pot area. Staff should let Joni know when stock gets low.

Using care with rolling carts
Darrell requests everyone be careful with the rolling carts; they are heavy and hard to steer, and he doesn't want damage done to the newly repaired and painted walls.

Cleaning up EMMA contacts
Rachael keeps the contact list for the Tuesday Tickler edition cleaned up. As support staff have time, departments need to check in EMMA and make sure their contacts and/or contact lists are up to date or removed. Anita asked: when there is a district email change, can Rachael change all e-mail extensions? Joni didn't think that option was available and suggested uploading the corrected district's contacts.

Fiscal Updates
From Kara:
- Distributed and explained a questionnaire survey asking what we would like to see and not see presented at their Fall Fiscal Workshop. Expected workshop will probably be a 3 hour block over several days.
- A requisition has been submitted to print POs from web version (requires a print engine change).
- A/R invoicing not yet available on Skyward version, but staff can look up things.
- Skyward/WESPaC down July 29-30th.
- Will be sending out an email in August to departments announcing the date of the shredding party.
- Cloud connection link for WESPaC should be set up. If you get a red error message, you need to log completely off and re-log in again.

From Rose: A clarification that Vendor invoicing timelines are a guideline, they're not set in stone.

Grammar Girl – Who Versus Whom (from quickanddirtytips.com)
- Who/whom is for a person; a group or team is a 'that'.
- Computer locked up and Helpdesk was called. Problem couldn't be resolved during the meeting.
- Joni was able to pull up the test. Summation: if you can substitute he or she, you would use who. If you can substitute him or her, you would use whom.

Other
- Sylvan here Mon.-Thur. from 4:30-6:30pm. Sharon Moorehead is hiring part-time certified teachers and would love to have folks from the Anacortes School District apply.
- Jennifer suggested we fill out a Plus/Delta Feedback sheet for SS meetings from the last year, and submit to Joni when finished.
- New meeting rooms update: ice maker is in and has a hook inside for the scoop; microwave is in Mt. Erie room closet, as are extra tables; locks were rekeyed for storage room keys; in Cap Sante room, tables and chairs go behind partition; potential noise issue when both large rooms are booked was discussed, along with several possible solutions.
- Anita had a GSMU request for a service dog to attend a training.

Department Go-Around:
Each attendee took a moment to share what is going on in their departments. Items covered: autism, finger-printing, clock hour corrections, T&L adding new personnel and rearranging cubicles, Early Leaning 3-day conference, Raintree scheduled to go live 8/11, new payroll administrator coming in, IT budget closing 8/31, Sp. Serv. conferences and contracts upcoming, new budgets, budget closings, new positions posting, Admin. vacation schedules (Jerry telecommuting afternoons, unavailable in the morning).

Blocking front-end registrations (GSMU)
If blocking registration on the front end, Susan can NOT take participants credit card info – it would have to go to Joanie or someone in fiscal.

To block registration from front end in GSMU, go to Edit Course > Course Miscellaneous Settings > Course Type > Show Custom Text > enter the text (a link can be embed in the text).