**Support Staff Meeting**

**January 20, 2016**

**10:00 – 10:50am**

**In attendance:** Anita, Jodi, Mia, Kristine, Noreen, Rose, Joni, Nancy, Angela, Kristi, Krista, Jennifer, Kara, Paula, Jane, Dorothy, Hope, Tammy

**Snacks** were provided by Rose and Jodi

**Game** was provided by Anita and won by Mia

**LCC Report:** Paula

* No LCC meeting. Meetings will only happen when an issue is raised instead of monthly.

**Fiscal Updates:** Kara

* Policy 6213. Meals must be incurred in order to be claimed on Travel/Expense form.
* Board will be revising travel policies to include language for the use of the hot lanes on 405. Flex passes have been purchased for company cars. After Board approval, there will be no reimbursement for lane fees when using personal car. No Exceptions.
* T&E form. Kara will be training on Jan 27 on the new T&E form.
* Budget workbooks will be available Feb 8. Fiscal will be doing budget workbook trainings on Feb 8 and 11.
* Kara hopes to have space allocation finalized and posted prior to the workbook training.

**Adobe Acrobat Pro:** Joni

* The Adobe Acrobat 9 that is on the terminal server is no longer adequate. Adobe no longer has concurrent license; those wishing to use Adobe Acrobat Pro DC will need to purchase a license. When all Staff are using Office 2016 Windows 10, Tech Services will work on obtaining the license for those who wish to purchase and have it installed on the local desktop.
	+ There is a major difference between Acrobat 9 and the new Acrobat Pro DC.
	+ Don’t spend a lot of time create new forms in Acrobat 9; will not be a smooth transition to Pro DC.

**Washington Education Directory Update:** Joni

* This is the last year of this Washington Education Directory. Will be taken over by an independent publisher. Hold on to this year’s edition – not sure what will be here next year.

**Other:**

Outlook 2016 appears to have a few issues. Tammy will take back to Tech Service department.

**Department go-round**

*Minutes taken by Tammy Lee*