

NESS Meeting Minutes

May 10, 2022

1. Addressed the Roster and committee attendees, will monitor Transportation work group to see if any upcoming meetings.
2. Dawn shared how she utilizes the calendar to organize schedules.
 - a. Try to attach any and all documentation to the calendar
 - i. Save attachment in google drive and attach to meeting
 - ii. Download and save any attachments for meeting into google drive and attach to meeting description
 - iii. Save email as pdf and attach as well in description add contact information if needed such as for rescheduling
 - iv. If the meeting is not one you scheduled utilize google drive link to material folder and add to description box
 - v. For holds for possible meetings, duplicate your calendar description and attached files for each of the meeting hold times instead of scheduling each individually
 - vi. If you need to add materials and prefer to keep the materials separate, schedule a separate meeting that is noted as meeting materials at the same time as the scheduled meeting
 - b. Color code depending on the meeting type to aid with keeping track of meetings (for example)
 - i. Red- reschedule
 - ii. Green- confirmed
 - iii. Yellow- action travel time
 - c. If you did not schedule a meeting any changes made to the calendar will only be shown on your calendar
 - d. When scheduling meetings out of state make sure to check the time zone to ensure everyone is at the correct time
 - e. Window button shift s/ command F4 or 4 for mac- will create a snip of a screen and you are able to send snippets of scheduling options to add to emails to check availability for meetings being scheduled
3. USM Admin Professionals Conference
 - a. Great opportunity
 - b. May be better in person but not as many people may be able to attend
 - c. Break outs helpful
4. Focus for Next Year
 - a. The new President and CHRO
 - b. Health and Wellness- diabetic now considered a disability on the job application
 - c. Mentorship program- speak with Jill
 - d. Conference with Leadership with PSS

- e. Hybrid meeting would be ideal for next year
- 5. Committee Updates
 - a. Parking Advisory Committee/Bike to work
 - i. Bike to Work week 5/16 -5/20
 - ii. OchaMocha at 9 on 5/20 event
 - iii. Pilot program 920 parking app students can use to find parking- 1 year pilot with one lot
 - iv. Chuck Boddy noted telework allowing enough parking for the summer- NO Crossover parking
 - v. Wait list requests for gated lots should be filled by this fall
 - b. Audit Update Meeting
 - i. Not many findings in current audits
 - ii. Four findings- sensitive equipment inventory process, business travel- new system will fix
 - iii. Announced legislative auditors returning in the Fall
 - c. IT Steering Committee
 - i. Clickers used to record responses in exams not used that much anymore- PAW everywhere not a physical clicker but app on phone- more cost effective looking to change to something like this
 - d. REACH- Retriever Essentials Action Committee Hub
 - i. Meeting tomorrow- anyone interested in attending
 - ii. Helena sending out email for people interested