

## Business Services News, Fall 2017



MESD's Business Services Team (left to right): Doana Anderson, Juli Johnson, Dana MacFarlane, Sara Bottomley, Don Hicks, Cuc Boone, Traci Silverman, Brian Altman, Karen Daniels

### **A welcome message from Doana Anderson, Director of MESD Business Services**

Welcome to the first issue of MESD's Business & Operations newsletter. This is the first of two newsletters this year to let you know about changes in business processes, important dates, and other information that we hope will be useful to you.

We have had some big changes in Business Services this year! Payroll is now teamed up with Human Resources to provide better efficiency between those two areas. Don Hicks, our Contracts and Risk Manager, has moved to Business Services and now sits in Laura Conroy's prior office (they switched). Our team looks forward to learning more about Risk Management and his experience at the MESD. Speaking of our team, we have four new faces since Spring! Please take a moment to learn more about them in the next section and stop by and say hi! Juli and Cuc are located in the 3rd floor Admin area and Karen and Traci are located in the Student Services area next to Iris Chow.

Other important notices in this issue include a new requirement for those of you that have Procurement Cards and a revised Cell Phone/Stipend request process. Please take a moment to read these notices if they affect you and let us know if you have any questions. Have a wonderful Fall Season!

### **Cuc Boone, Accounting Assistant III, AR**

"I came to the U.S.A. from Viet Nam in 2004. When I was in high school, I dreamed of becoming a math teacher, and I volunteered to teach math for neighbor kids on summer break. Then, I ended up deciding to be an Accounting major, which led to the work I'm doing now. My hobbies are doing gardening, watching TV shows, basketball and football games."

### **Karen Daniels, Business Partner**

Karen came to MESD from Douglas ESD's business office in Roseburg, where she helped business managers serve smaller districts. Karen has three boys, the oldest attends OSU (Karen's alma mater, "Go Beavs!"), her middle son is at Southern Oregon U, and her youngest just joined the Air Force.

### **Juli Johnson, Senior Accountant**

"I am a Portland native. Went to Southern Oregon University in Ashland, Was previously at Metro in the accounting department for the past 14 years. My favorite food is Mexican food."

### **Traci Silverman, Business Partner**

"In my life before MESD, I spent ten wonderful years in early child care with Head Start, building the grants for both Oregon Pre-Kindergarten and Migrant Head Start. I am married to a wonderful man, and we have one son about whom we are very proud of. We thank him for his six years of service in the Air Force. . In my off work hours I enjoy photography, and have sold some of my pictures in a gallery in Newport. Oregon has always been my home."

# Use of Cell Phones for MESD Business

All MESD employees using either agency or personal cell phones for MESD business are required to review these documents annually.

Board Policy: <http://policy.osba.org/mesd/E/EGACA%20GI.PDF>

Administrative Rule: <http://policy.osba.org/mesd/E/EGACA%20R%20I%20GI.PDF>

## Requests for agency phones or stipends:

Department cabinet directors may authorize the use of agency cell phones or phone stipends when an employee's job responsibilities meet certain criteria and when the expense is deemed a prudent use of MESD resources.

Employees assigned a cell phone or provided with a stipend must complete the form provided in the appropriate Administrative Rule, linked here: <http://policy.osba.org/mesd/E/EGACA%20R%20I%20GI.PDF>

**Looking for a form? Check here!** <https://www.mesd.k12.or.us/businessforms>

## Questions?

Staff in each department are serving as Department Leads to assist with cell phone/stipend logistics. Please contact your Department Lead or Sara Bottomley in Business Services if you have any questions.

## Department Leads:

Facilities – Connie Epperly

Instructional Services – Melinee Steck

Student Services (Special Education) – Jill Seiler

Student Services (School Health Services) – Traci Silverman

All other departments – Sara Bottomley

## Changes to the Business Services Team



The MESD Payroll Team, Rosalyn Freedland and Denise Treadway, are now under the umbrella of Human Resources. Thank you for all you do for MESD. We'll see you in the hallways, but we'll miss you at our meetings!

MESD Contracts & Risk Manager Don Hicks is now a member of the Business Services Team. Welcome Don!



## New P-Card Receipt Requirement

All MESD P-Card users are **required to attach a receipt copy for each transaction** during the signoff process. Instructions for this process can be found here:

<https://www.mesd.k12.or.us/pcard> under the heading Works: Transaction Signoff Process.



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## Keep virtual meetings on track: 5 tips

(Courtesy of [www.LeadershipBriefings.com](http://www.LeadershipBriefings.com)) It's hard enough to keep face-to-face meetings on schedule. But conference calls can become a noisy free-for-all. Here's how to run them smoothly.



**1. Limit the size to foster group interaction.** The ideal number is seven to nine participants.

**2. Start with a round of introductions to create a spirit of inclusion.** Ask participants to specify their role and what they expect to get out of the meeting.

**3. Engage everyone.** Keep prompting callers by name to speak up so that they're less apt to zone out.

In a 2012 survey, three-fourths of respondents said one of the biggest drawbacks of virtual meetings is that participants struggle to build rapport. It's hard to

feel like you're part of the team when you call in while others in the same room are laughing at jokes that you cannot hear.

**4. Draft a detailed agenda and stick to it.** Beware of allowing side conversations to interfere with the main items under discussion.

**5. Talk less than you would if the entire group were sitting around the same table.** When you can't see everyone, it's more important to ensure everyone's voice is heard.

A danger in conference calls is that a silent participant might get annoyed and withdraw. To prevent stewing anger, prompt quiet employees to open up.

For example, say, "Chris, we haven't heard from you much today. What do you think?"

— Adapted from "[Help! I'm on a Conference Call](#)," Sue Shellenbarger, [www.wsj.com](http://www.wsj.com).

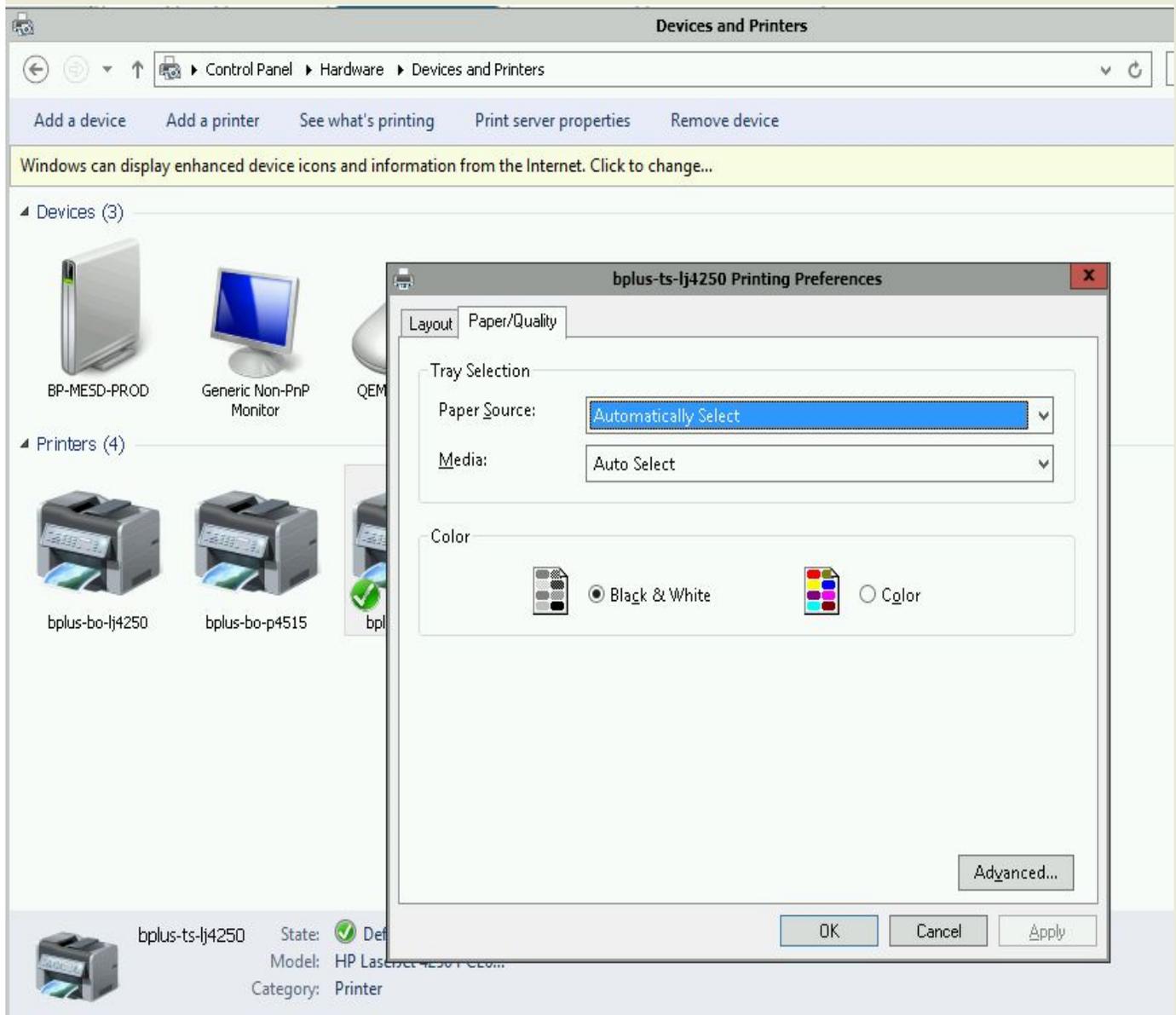
# Did you know...

...An easy way to reduce costs is to change your printer's default settings to Black & White?

In Windows, right-click on the Windows icon (at the Start Menu) and open the "Control Panel", then select "Devices and Printers".

"Right Click" on the printer in question and choose "Printer (or Printing) Preferences" in the context menu that pops up.

When the Printer Preferences dialog window opens, click on the "Paper/Quality" tab. Ensure under the "Color" section that the radio button is set to "Black & White". (Different printers may offer different preferences options. You can contact our Technology Services Help Desk at <https://cta-whd-01.cascadetech.org/helpdesk/WebObjects/Helpdesk> with questions.)



**You can still print a document in color by selecting "Color" in the same window in which you specify number of copies.**