

Staff Meeting

February 4, 2010

Present: John Urbanick, Jim Cook, Susan Cherry, Jim Maat, Scott Thede, Jennifer Thede

Annual Planning

John explained the divisional strategic plans, annual planning, and the annual operating budget document example that was put together by Student Affairs. John said the budget planning work that ITS has been doing will help for the future. John will have a planning meeting before the March 25th deadline. When John gets the templates from Jackie, he will send those out and more discussion will come.

FY11 Budget Planning

John shared that Ferris is looking to do a 2.5 million gen fund budget reduction. The university divisions must come up with 1.25 million. A&F's portion is \$202,000, but VP Scoby wants to see reductions planned for double as a plan a head strategy and is concerned about across the board cuts. IT Services target number is \$102,000. Then he will accept, reject and/or modify the budget recommendation from each area. Dollars maybe reallocated at his discretion. John needs to have the recommendation to him by Feb. 10. The reductions will occur in FY11.

John shared the sheet of reductions, etc. that the managers and John have worked on. Additional recommendations were made and John will clean up the sheet. John will submit the cost savings ideas and recommendations as part of the IT Services target.

IT Services Department Tab

Denise and Jennifer are going to redesign the ITS channel in MyFSU to incorporate thematic goals. Add job shadowing under Improve Communications. Send suggestions to Denise/Jennifer.

Voluntary Job Shadowing

Denise and Scott have met to discuss job shadowing to help unify IT. This will be the topic for the February lunch & learn. Scott showed the lunch & learn kit. Staff will be allowed to job shadow anyone of their choosing outside of their area. How do we ensure that the shadowing is meaningful? There is a check sheet of objectives. John is concerned that there are not requirements and that there might be more hanging out than learning. Susan suggested that on the post-job shadow survey that the employees have to describe three things they learned.

Round Table

John: ITS is receiving student wage dollars. John asked the managers to look at their budgets and let him know if they think they'll need additional funding for student wages. The dollars are coming for Student Affairs and let's make sure they are allocated wisely.

John is looking for someone to be in charge while he is on travel 2/20-2/25m and Jim C said he would be in charge. John said no projects or major changes while he's gone.

Susan: Lotus Notes training have had 80+ people attend and 1,304 have viewed the web page about it. Susan said there is a FerrisConnect channel to help customers troubleshoot issues.

Jim C: A couple of requests for 64 bit version of VPN, but we don't have licenses to give out; Jim will bring costs to John. Novell server FSUNW6 (time server, backup LDAP server) will be moved over to WES from FLITE. John set the expectations that the project needs to be very well thought out and we cannot afford any hiccups. This is being done to utilize some under-utilized equipment.

Adjournment