

## Staff Meeting

February 18, 2010

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

### Follow up on Job Shadowing L&L

John thought the job shadow lunch & learn went well. Four people have signed up for the program so far. To encourage more participation, the managers will discuss at area staff meeting agendas and remind people of the opportunity. Managers to find out what areas their staff want to shadow.

### Survey Reviews

Mary Holmes is working with Jennifer Hegenauer to add some questions to the FerrisConnect survey that Jennifer is working on, primarily questions to display quantifiable information related to satisfaction about the product itself and then services. We need to ask questions about things we can do something about.

John, Vicky, and Denise will determine what questions need to be asked on the MyFSU survey. Use all venues available to deliver the survey.

IT Satisfaction survey – the group reviewed the questions, removed some, and decided to get IT Satisfaction out in February. Will still offer prizes but will scale back due to budget sensitivity. Will send out 2/21 and be done by spring break.

### Planning Updates

Direction for planning is to submit what our unit can afford to do. John will take what we've done already and share them with the managers to ask for other ideas. John is having separate conversations about previous multi-year commitments such as PC replacement and VoIP phones. The University would like annual planning to be different than an annual request for funds.

### Employee Retirement Incentive

50% of buyouts to be paid by division and 50% to be paid by central. Non-general fund will pay 100% of a buyout...what about benefits for a year – would the NGF budget have to pay that, too? The intent of the program is to reduce overall salary and benefits commitment as it relates to budget and is meant to be a long-term strategy for reducing those overall costs. It is not intended to necessarily replace positions, because we need to get out of the cycle of constant reductions. However, cases can be made for keeping positions.

## John on Travel Saturday - Thursday

John will be available via cell and lotus notes. Jim Cook has volunteered to be in charge.

## Round Table

Scott - Lotus Notes 8.5 upgrade has generated a lot of work for Lynn Lewis, and he needs some help. Do we need to slow down the number we are doing at a time? Maybe some other techs can help. John will talk to Jim C. Groupwise Messenger will be turned on for customers to use it; this was announced a while ago but is just getting rolled out. An email will be sent to ITS group regarding the closing of that project. The password challenge questions are not moving forward for now. Randy Shanks will be off for a medical procedure starting Feb. 25 for 4-6 wks. Desktop and laptop vendor standards participation: Vel, Rosemary, Beth are participating but need a few more people. They are looking at computer vendors; need to set the goals upfront.

Susan – Lotus Notes 8.5 upgrade; several people unhappy with security of contact list, that unread emails are bold instead of red, etc. Perhaps send a note with the common problems and fixes. VPN: Susan shared the procedure the TAC is following when people request VPN access. ITAP is doing Excel training in Acad. Affairs. One of the focuses for Summer U is IT training. Diversity group has been working regularly and is trying to launch an internship. HLC group has a criteria 4 group on how to get trained on technology and what the units in IT are providing.

Denise – testing app node for FerrisConnect.

John – would like managers to encourage staff to participate in the A&F budget Q&A sessions and hear what our VP has to say.

## Adjournment