

Staff Meeting

April 15, 2010

Present: John Urbanick, Susan Cherry, Jim Maat, Scott Thede, Jennifer Thede
Absent: Denise Grinnell (vacation)

Temporary Personnel Communications

John and managers met with all temporary employees about their status. John thanked everyone for their patience and cooperation during the process. Two part-times will continue for another year and six positions will become FT continuing. There are six people leaving temporary positions.

Position Control and Budget Work

John to work with Jennifer to get position numbers and plan for the budget work that has to happen so that everything will be in place July 1. Jennifer will work on this for all areas.

IT Budget Reduction and Changes

Our commitment for next year's budget reduction is about 65K. John will share the final budget reductions for each area with managers in their individual meetings.

VP Scoby has asked for a change in the carryover practices. He wants us to take the carryover in general fund accounts and place them in central pool in IT to be used strategically. Each year an area will operate off their base budget, not their base budget plus carryover.

IT Sustainability

Begin a sustained effort on identification, prioritization, realignment and reduction of services

What I'm looking for:

Spring Planning Sessions - Mgrs - May/June/Early July? JENNIFER TO SCHEDULE

- Services for each department prioritized
- Human resources skills in departments
- Recommendations for change to minimize service reductions where possible
- Recommendations on service reductions
- Recommendations on new service requests
- Recommendations on organizational efficiencies

The list is not necessarily complete and you may have other important concepts/ideas to add.

Round Table

Susan asked what happened to department calendars in the new Lotus Notes. Jim C responded that ETS realized that under the 64 bit OS, there is an issue once time is approved it doesn't show up on personal calendars. It will be moved to the other domino server tonight to see if that fixes it. If it's not fixed, we will send out an email to the users of the department calendar.

Scott said PCR5 communications will be handled differently. Instead of individual meetings between techs and departments to figure out what computers the department wants to purchase, it will be done in a Question Pro survey.

Jennifer promoted the 125th anniversary events next week.

Jim Cook addressed the time sync issue for FerrisConnect and not being able to access the data all of the time. There is a temporary fix but still working on a permanent solution. Jacob Bouvrette is moving upstairs so all of Jim's ETS staff will be on the same floor. Jim said GVSU is doing a migration of Netware 6.5 to Active Directory, and Jackson Community College has converted. We would like to site visits and see their project plans and discuss how it went. John said the sooner we visit the better.

Jim Maat said the cell phone migration to Verizon is underway...will probably take another month to complete.

Student Employee Appreciation week. CTS & TAC partnered up and had a well-attended luncheon with games and statistical trivia related to work orders. The other areas are doing their own appreciation functions.