

Staff Meeting

October 12, 2009

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

Absent: Jim Maat, Denise Grinnell

Project Portfolio Management – Update

- Held kickoff meeting about the process and what Innotas does for fast-track implementations and had a follow-up call. Recurring meetings have been set up to look at the product templates. An administrator, Sean Smart, has been put in place and Kris Rasmussen is the project leader.
- We have two weeks to complete the initial setup and then hold project management team training sessions.

IT Summer Work Shop – Continued

- John created a table of outcomes from the summer workshop and the managers follow up sessions with themes, sponsor, actions, target dates, etc. The group reviewed the list to see if actions/duties are assigned appropriately.
- Improve Communications
 - All ITS meeting once a semester (mandatory) where John speaks to the group; however maybe there are other avenues for more frequent communication to the IT staff like the newsletter or email.
 - Lunch & Learns held for topics employees are interested in starting in October or November. A survey will be sent out to see what topics staff is interested in (Scott to assist)
 - Improve communication channels – coordinator meetings to begin.
 - Identify and report on key performance indicators – Scott as sponsor
- Better Planning
 - Daily Work Priorities – managers to put in practice and review after PPM launched (around July)
 - Create a Project Methodology – fine as written

- Unifying IT
 - Clarifying roles/responsibilities – clarify for services, not reviewing job descriptions
 - Clarify policies – fine as written
 - Clarify procedures/processes – sponsor TBD
 - Improve collaboration – Scott as sponsor

John thanked the group for their input and will send updated chart out to the group.

Diversity Session for staff – Oct. 29 @ 1:30 – 3:30

IT Fall Retreat – Nov. 12th @ HoI-Inn

- Date & Location
- Topics – John has traditionally set the agenda but would like the managers to send him ideas on format and/or topics to cover.
- Jim Cook suggested that VP Scoby spend time with us that day, like maybe lunch? The agenda will have to be set first & the topic we would like Jerry to address needs to be identified.

Holiday Party – Dec. 18. Location TBD

Adjournment