

CCIT NewsBriefs

ccitnews@listserv.arizona.edu

CCIT NewsBriefs

May 7, 1997

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This is CCIT NewsBriefs, your biweekly digest of news and information about happenings within or affecting CCIT. You'll find more about CCIT NewsBriefs at the end of this message.

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>> Dates & Deadlines <<

- > May 7, 14: Meetings to Discuss UA's Five-Year Strategic Plan
- > May 8: CCIT Payout Party
- > May 10: Caregiver Conference
- > May 15: Celebration of Mely's New Position
- > May 15: Pacheco Farewell Reception
- > May 16: Stress Video Brown Bag Viewing
- > May 29: CCIT New-Staff Breakfast
- > May 31: Last day of operation for CoSy, ICoSy
- > June 6: Last day to enroll in flex-time program

>> Leap Frogging to a New Pad <<

Help us congratulate Mely on her promotion to Vice Provost for University Information Technology at an in-house reception. We'll have continental-breakfast refreshments. Brought to you by the CCIT Momentum Team.

- > When: Thursday, May 15, 1997, 8:30 a.m. to 10 a.m.
- > Where: Faculty Center for Instructional Innovation (Computer Center 337)

>> Input Invited on the UA's Five-Year Strategic Plan <<
The Strategic Planning and Budget Advisory Committee (SPBAC) is seeking suggestions from all members of the campus community for revisions to the UA's five-year strategic plan.

A revised version of the plan, in .pdf format, is online at
<http://daps.arizona.edu/uaplan>

The plan may also be viewed in the Office of Academic Planning and Review, Administration 116B. Please send by May 16 any comments and suggested revisions to:

Office of Academic Planning and Review
116B Administration Building #66
Campus Mail

You can also FAX comments to 621-1807 or send email to
burkec@lan.admin.arizona.edu

Committee meetings to discuss strategic plan revisions are being held Wednesdays through May 14. These meetings are open to the campus community.

- > When: Wednesday, May 7 and May 14, 3:30 p.m. to 5 p.m.
- > For more info and meeting location:
 phone: 621-5900
 email: burkec@lan.admin.arizona.edu

>> Our Good Work Pays Off! <<
You're invited to a Payout Party to celebrate the Performance Incentive Program's first year of results and to hear the recommendations of the team that recently evaluated the program.

All active CCIT employees--including students--will see an extra "payout" of \$49.33 in their May 9 paycheck. The amount of the payout is based on ratings from the CCIT customer survey.

- > When: Thursday, May 8, 10 a.m. to 11 a.m.
- > Where: Break Room (Computer Center 321)

Please help pass the word to fellow workers and students who might not see online announcements about this celebration (and the extra money).

>> Farewell Reception for Karen and Manuel Pacheco <<
The University community is invited to a farewell reception for UA President Manuel Pacheco and Karen Pacheco. Guests are welcome too, and a basket will be available for cards and letters for the Pachecos.

- > When: Thursday, May 15, 4:30 p.m. to 6:30 p.m., with a brief program at 5:30 p.m.
- > Where: Marriott University Park (880 East Second Street), Canyon Ballroom
- > RSVP: 626-6350

>> Caregiver Conference This Saturday <<

Do you help care for someone who's getting on in years? "Elder Care Issues for the Working Caregiver: Balancing Caregiving & Career," a conference sponsored by The University of Arizona Employee Wellness Program and several other local and national organizations, will focus on caregivers and support services.

Presentations and discussions will cover a wide range of topics, including home health, long-distance caregiving, supportive housing, insurance, care management, and legal and financial planning.

- > When: Saturday, May 10, 8 a.m. to 12:30 p.m.
 - > Where: UA College of Nursing
 - > Cost: \$5 (covers materials and a continental breakfast)
 - > Reservations and more info: Margie Abbott, 621-2493
-

>> Dealing with Stress <<

Feeling frazzled? Come to a Brown Bag showing of Loretta LoRoche's latest video on dealing with stress. Snacks will be provided, but you'll need to bring your own stress.

- >When: Friday, May 16, 1 to 2 p.m.
 - >Where: Break Room, Computer Center 321
-

>> Date Set for New-Staff Breakfast <<

The next New-Staff Breakfast will be on May 29. Stay tuned for more details as plans shape up.

>> CoSy/ICoSy: Going, Going . . . Almost Gone <<

May 31 will be the last day for the CoSy and ICoSy conferencing systems. Both are being replaced by Caucus, a new Web-based system. You can pick up a brochure of basic Caucus info at Customer Accounts, the Support Desk, or Faculty Resources for Instruction. If you need assistance in switching to Caucus, please contact Nancy Penn, 621-6699.

>> Flex-Time Enrollment Now Open <<

June 6 is the deadline to enroll in the UA's Classified Staff Flexible Year Program for fiscal year 1997-98. A flex-time appointment allows an employee to take up to four pay periods in non-work status during a fiscal year. Salary is adjusted to be paid over the fiscal year. If you're interested in a flex-time appointment, please discuss it with your manager.

For more info: Priscilla Cantu, Systems Control, 621-7722

>> New to the U? Good Things to Know <<

Working for the UA has its benefits--and its responsibilities. Did you know, for example, that as a University employee you're entitled to substantial tuition discounts for yourself, your spouse, and your dependent children? And did you know that using University equipment and services--such as telephones, photocopiers, and computers--for personal business is grounds for disciplinary action?

It's all spelled out--and available online--in a collection of documents published by the UA's Human Resources Organization. You can find the Classified Staff Personnel Policy Manual, the New Employee Survival Guide, and more at

<http://hr2.hr.arizona.edu/policies.htm>

>> Free Training Workshops <<

Interested in learning more about email, homepages, the Internet, or the University Library's electronic resources? Check the schedule of free workshops posted in the south hallway, second floor of the Computer Center. Or, for an online schedule, go to: <http://dizzy.library.arizona.edu/library/workshops/workshop.html>

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>> About CCIT NewsBriefs <<

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Principal editor of CCIT NewsBriefs:
Michael Rule, 621-5111, rule@lan.ccit.arizona.edu

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May 20, 1997

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>> Dates & Deadlines <<

- > May 9 through June 6: Pre-session
- > May 20: RFP bids for CONVEX replacement opened; decision by early June
- > May 26: Memorial Day observed; official UA holiday
- > May 27: UNITE open forum on standards and guidelines, 2 p.m. to 3 p.m., Student Union 285
- > May 29: CCIT New-Employees Luncheon
- > May 30: Last day for CoSy/ICoSy, GAS computing systems
- > June 6: Last day to enroll in flex-time program
- > June 9 through July 10: First Summer Session

>> New-Employees Luncheon Set for May 29 <<

May 29 is the date for the next New-Employees Luncheon, held periodically to welcome new CCIT staffers. Joining CCIT since the last new-employees get-together:

Shadi Torabi (5/5/97) Systems Programmer, Senior
Luis Martinez (4/28/97) Telecommunications Systems Technician
Gordon Berg (4/7/97) Telecommunications Systems Technician
Doris Tofel (3/31/97) Telephone Services Coordinator, Senior
Henry Frazier (3/3/97) Telephone Services Coordinator
David Sergeant (3/10/97) Support Systems Analyst, Senior
Robert Gatterer (2/17/97) Computer Communications Specialist

- > When: May 29, 11:30 a.m.
- > Where: Student Union (room to be announced later)

>> Drive University Vehicles? See This Video <<
The use of state vehicles is necessary for many university activities, but with it comes a significant risk of employee injury, property damage, and liability. Now available: a new training video featuring a positive message aimed at boosting awareness of risk issues, helping improve driving skills, and reducing losses. Risk Management and Safety recommends that anyone who drives on university business view the video.

"How to Score a Perfect Ten When Driving University Vehicles" is professionally produced by AHSC Biomedical Communications and narrated by Western actor Don Collier. The presentation is humorous, entertaining--and, at eight minutes, brief enough to view during a staff meeting or a departmental briefing for new employees. Department heads are encouraged to set aside viewing time for their personnel.

You can check out a copy of the video from:
> Risk Management and Safety, 621-1790
> University Motorpool, 621-5124

Tentative plans are for the video to be available for viewing at CCIT all day on Friday, May 30, in the Break Room (Computer Center rm. 321).

>> Time for 1996-97 Fiscal Year-End Processing <<
The end of another fiscal year is approaching. It is very important that revenues and expenditures be recorded in the correct fiscal year. Each year, transactions are audited for proper fiscal-year recording. If goods or services are received before the end of the fiscal year, please make every attempt to get all related paperwork processed before year-end deadlines.

>> Here's Your Chance to Help UNITE the UA <<
A principal goal of the UNITE process is to foster an information-technology environment that allows data to readily cross organizational boundaries within the UA.

Now available for review and comment is a draft of the UNITE Recommendations, Guidelines, and Standards document. A 3D memo, now being prepared, will announce a public meeting for input on revisions to this document. Originally proposed for May 14, this meeting has been provisionally rescheduled to
> When: Tuesday, May 27, 2 p.m. to 3 p.m.
> Where: Student Union rm. 285.

To see the draft of the UNITE Recommendations, Guidelines, and Standards document, go to
<http://w3.arizona.edu/~unite/unite/deliver/deliv.html>

>> New Retirement Benefit <<

Governor Symington recently signed into law legislation that has received little media attention but will have a significant impact on many UA employees when they retire.

Effective July 1, 1998, there will be substantial increases in the payment that retirees can receive for unused sick leave. The precise amount will be determined by the total hours of unused sick leave that an individual has accumulated.

>> The Diversity Action Council Wants You! <<

The Diversity Action Council sponsors projects in three areas:

- > Education and awareness programs that enhance understanding of diversity-related issues
- > Improvements in policies or practices which impact diverse student and employee groups
- > Events which celebrate the diversity present among students, employees, and the community.

The Council also helps the University administration respond to current social issues which involve diverse perspectives.

Among the Council's activities this past year:

- > sponsorship, for the third year, of the Diversity Action Grants program, funding a variety of projects to create and develop diversity-related programs and services for students, staff, and faculty
- > initiation of a co-sponsorship program that funded, in 1996-97, 15 diversity-related projects, programs and services for students, staff, faculty, and the Tucson community
- > co-sponsorship with several University units of the fourth annual Daughters on Campus Day, a local celebration of the national "Take Your Daughter to Work Day."

The Council is calling for nominations of individuals to serve by presidential appointment for three-year terms. Faculty, classified staff, academic professionals, and graduate and undergraduate students are invited to submit an application form to the Office of the Diversity Action Council, University Services Building 220J, PO 210158. Deadline for submissions is 5 p.m., June 2, 1997.

- > For more info and the application form: Jennifer Aviles, DAC program coordinator, 621-8676

To see the Diversity Action Council homepage, go to
<http://w3.arizona.edu/~dac>

>> Usage Policies for UAInfo<<

In response to numerous requests by the campus community for information and direction regarding the creation of pages on the World Wide Web, the UAInfo Advisory Council has drafted a series of policies and guidelines for UA web sites.

The policies, which cover such areas as copyright, identification, and advertising, were created with input from various sectors of the University. They were submitted to Provost Paul Sypherd, who then asked the Information Technology Council to review them. The ITC approved the policies on February 21.

You can see the policies online at
<http://www.arizona.edu/uainfo/policies/policies.shtml>

>> Job Openings at CCIT <<

CCIT internal posting for this position ends at 5 p.m.,
Wednesday, May 21, 1997:

DATA ADMINISTRATOR, pay grade 61

Contact person: Mike Torregrossa, 621-2076

Submit UA employment application to: Terry Gonzales, rm. 108,
or Dawn Cissell, rm. 131A

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