

## Classified Connection Meeting September 12, 2007

Jessica Cole welcomed everyone and asked them to introduce themselves and department. There were approximately 55 people in attendance.

Mary Blaesius spoke about the Benefit Fair which will be held October 10<sup>th</sup> from 10 a.m. – 2 p.m. in the Roseman Gymnasium. Representatives from many of the providers will be available. No printed books will be distributed this year. All enrollment communications (health, ERA, vision and dental) will be through e-mail messages (with links to booklets or other info.) from Human Resources. One notable change for 2008: Deancare will be dropping Aurora as a provider. Dual-Choice Information Sheets were distributed.

Ron Buchholz explained that Career Services and Leadership Development have merged. Currently Career Services is located in Anderson and Leadership is located in Drumlin. With the anticipated opening of the new UC in January, the two offices will combine in one area (where the Warhawk room and Multicultural Education offices were) and will be called the Career and Leadership Development in the Warhawk Involvement Center (WIC). This type of a merger is a new concept not seen on many campuses nationwide. The goal is to get students involved early in their College experience in both identifying and developing career building opportunities through involvement in student organizations, athletics, performing arts, community service, governance, events, internships and other work related activities. Potential employers are looking for individuals with skills and characteristics such as:

- Communication Skills
- Honesty/Integrity
- Teamwork Skills
- Interpersonal Skills
- Motivation & Initiative
- Strong Work Ethic
- Analytical Skills
- Flexibility & Adaptability
- Computer Skills
- Organizational Skills

These skills and characteristics can be developed and/or learned through jobs and internships, involvement in student organizations, performing arts and athletics, service projects and other activities. Studies show that students who work approx. 15 hours tend to have a higher success rate than students who don't work or work 20+ hours per week. Better time management is developed when students must plan study time around work and social time.

Supervisors of student employees can help them prepare to be successful in their early career building efforts by encouraging them to:

- See a Career Counselor. Individual counseling is available to students, alumni and staff.
- Get involved on campus.
- Write a resume before their sophomore year.
- Think about the skills they are learning through campus jobs (i.e. leadership, teamwork, etc.).

Lisa Rowland spoke about some of the current issues being addressed by the campus Helpdesk.

1. iPrint has been down three times since the beginning of the semester due to the fact that there have been an abundance of printers added to the network. They are working on improving this.
2. Improved SPAM filtering is being attempted. Anyone interested in being in a pilot group should e-mail Lisa.

Software for personal use by students and staff and departmental software can be purchased through: <http://wiscsoftware.wisc.edu>.

Staff members can pick up WAM (work at home media) free of charge from the helpdesk. They currently have SPSS, Office 2003, McAfee and Mac Office (2004), Current operating system for MAC is 10.4 which is a \$50 charge but includes a free upgrade to 10.5. Office 2007 will be available soon. There is currently test piloting being conducted. If you would like to be in the pilot group, let the helpdesk know. The earliest release for VISTA campuswide will be Summer 2008. There are still compatibility issues.

Joe Friedel – iCIT went over some of the changes with Office 2007. There are new file format extensions. There is a compatibility pack available so those using Office 2003 can read and save documents in the new formats. Go to Programs>Zenworks Desktop Management>Application Window and select Install>Microsoft>Office>Office 2007 Compatibility Pack to install. The easiest way to find out if a computer has the pack is to click on the file save as in a word document and see if the file extension “.docx” is listed as an option in the “save as type” field. Visit the iCIT webpage for more info.: <http://www.uww.edu/icit/>. Office 2007 is very different from 2003. Training will need to be done to understand the new concepts of:

- Toolbars have been replaced by “ribbon”
- Contextual tabs come up automatically during certain functions
- “pick and click” galleries and live previews for choosing document styles and formatting
- Documents can be saved as .pdf, .xps and using new Office Open XML file formats: .docx, .xlsx, .pptx.

Outlook 2007 has also been revised with many of the same features and includes:

- To do bar with calendar, appts. and tasks
- Junk e-mail protections with red bar indicating junk and attachments blocked
- New calendar view
- Calendar snapshots
- RSS feed reader

New software included in Office 2007 includes:

- Info Path – electronic forms
- One Note – note taking software
- Groove – collaboration and information sharing software

Office 2008 for MAC

- 100% compatible with Office 2004, Office 2003 and Office 2007
- Fluent Interface and new Office Open XML file formats

### **Announcements**

- Classified Connection Spotlight will choose a classified employee randomly to interview and highlight on the Campus Connection Webpage.
- All student employees should fill out a compliance form (confidentiality in the workplace) and return to Jessica Cole. Staff compliance forms go to the helpdesk.
- College of L&S Open House 12:30-2:00 today in their new offices in White Hall.
- Students planning to graduate in December should apply immediately.
- WINTERIM term created today.

The next Classified Connection meeting will be held Wednesday, October 10, 2007 in **Carlson 1006**. Topics will include a review of the accomplishments made by the Classified Connection Committee since its inception two years ago and goals for future development. Special guest will be Interim Chancellor, Richard Telfer. Everyone will be encouraged to attend the Benefit Fair immediately following the meeting.