

Notes from the September 29, 2025, Staff Meeting

Facilitated by Mike Poteet

1. Live performances are worth the time and money – go see a show, game, match, etc.!
2. Director's Report
 - a. Respectful Workplace conversations are ongoing, and Leadership Team is committed to instituting a greater level of respect and accountability throughout our work efforts, internally and externally.
 - b. Appreciation for the Administrative Team for all they do to put together Commission meetings, as preparations are already underway for December.
3. Open Enrollment for state benefits changes will be from 10/27 through 11/24 – ask Sarah G. for more details and/or watch out for notification emails throughout October
 - a. The only other time changes can be made are if qualifying life-changing events occur during the calendar year (birth, death, new job, etc.)
4. Cultural Engagement Briefing – [Effective communication video](#)
5. IT Security Training – monitor your Training dashboard for the required course
 - a. Window opens next month – 13 modules, may take up to 90 minutes
 - i. Must be completed within 9 months
 - b. Coincides with Cybersecurity Awareness Month
6. Program Managers need to complete the [Program Snapshot Survey](#) **by this Thursday, October 2.**
7. Contracting Notes:
 - a. If you have any contracts that you plan to develop this fiscal year, please contact Nicole and Alec. They are working on developing work plans and forecasting for the rest of FY25-26. **Nicole needs basic information by noon today Sept 29.**
 - b. DES is offering a training on writing Scopes/Statements of Work for solicitations with vendors and contractors. This would apply to staff working

with outside vendors only, not CDs. The training will be on 10/15 from 2p-3:30p. Ask Nicole for training link.

8. New air travel booking through Atmos is more complicated than the old EasyBiz portal. The Travel Tips PowerPoint has been updated (beginning on slide 21) and was shared by Ashley via email on 9/29.
9. F5 VPN will be replaced automatically on October 31 with Netskope. You should no longer have to log-in each morning through the VPN to access SCC's Y: drive or other shared network folders and documents. Netskope may block websites that you have historically used. If you experience problems with Netskope, contact Thomas or report them here: <https://waecy.atlassian.net/servicedesk/customer/portal/5/group/23/create/337>
10. **The next Staff Meeting will be on Monday, October 13, 2025, with James leading on behalf of the Leadership Team.**