



In This Issue...

- Acceptable use of mobile devices and portable media
- You are appreciated!
- EMPAC supports fun at work and our community!
- Shorter. Sweeter. Simpler.
- **Sounding Out**
- ORS staff satisfaction remains high
- **business briefs**
- Mother's Day humor
- Granholm signs Executive Order 2009-22
- **Comings & Goings**
- Fly the blue during National Police Week
- **green scene**
- It's spring time! It's gardening time!
- Save for retirement posters
- Strategic planning

Calendar

May

Employee
Appreciation
Week 6 - 8

Acceptable use of mobile devices and portable media

With the incredible proliferation of handheld electronic devices, such as MP3 players, Blackberries, cell phones, iPods, digital cameras, and the like, there has been a corresponding increase in electronic storage tools, such as flash drives, thumb drives, smart cards, etc.

It's a safe bet that nearly everyone in ORS has one or more of these types of devices and data storage tools. While these wonderful technologies have made our lives more enjoyable and information more accessible, they also create significant security problems if not used properly, especially for organizations that must protect confidential information.



Data loss: Most of these devices have few, if any security features. This means that a lost or stolen device (such as a flash drive) can be accessed by anyone, exposing any sensitive information stored on the device. Not only can these devices be lost or stolen, but they can be easily "borrowed" and later returned once the data has been copied.

Malicious software: Spyware, keystroke loggers, worms, and other malware are often unintentionally spread by infected portable devices. A recent scam used by hackers involved dropping infected USB drives in a public area such as a parking lot. The curiosity of the unsuspecting "finder-keeper" does the rest. When the user plugs the portable device into his/her computer, malware or spyware is installed completely unknown to the user!

Coming Soon:

In May, the Security Awareness Committee (SAC) will be rolling out one policy and four procedures about the Acceptable Use of Mobile Devices and Portable Media.

These procedures will provide the following practical use requirements:

- All state-owned devices/media will be collected, "cleaned", inventoried, and secured.
- Once cleaned, staff may request use of these tools for a specified duration.
- Based on the business needs of the requestor, use will be authorized by the BPO (as Data Owner responsible for the data stored) and by the Process Support BPO, and assigned by the ORS EUC Coordinator.

Mother's Day	10
Judge's Board Meeting	14
Paper Bag Lunch With Lisa And Rose	20
State Employees Board Meeting	21
Space Walk	21
Memorial Day	25
Central Perk Cleaning	27

Quick Links

- [ORS Member Website](#)
- [ORS Employer Website](#)
- [Knowledge Library](#)

Commonly Used Acronyms

AST	Application Support Team
BLA	Business Leadership Assembly (EPC, BPOs, and BPLs)
BPD	Benefit Plan Design
BPL	Business Process Leader
BPO	Business Process Owner
CE	Customer Education
CSC	Customer Service Center
DB	Defined Benefit
DC	Defined Contribution
DIT	Department of Information Technology
DMB	Department of Management and Budget
EPC	Executive Process Council (<i>Phil, Laurie, Tim, and Anthony</i>)
EPO	Executive Process Owner
ER	Employer Reporting
FLB	Forms, Letters, and Barcode
ORS	Office of Retirement Services

- Monitoring will take place to ensure compliance across ORS.
- Data encryption will be mandatory.

If the work you do requires a flash drive, CD, PDA, or other type of portable data storage you'll be able to request that a state-owned device be issued to you. Meanwhile, please keep data security in mind and never use a personal electronic storage device on state-owned equipment without prior approval. After all, one of our most important responsibilities is to protect the confidentiality and security of our members and retirees.

You are appreciated!



ORS leaders hosted several events to show their appreciation for ORS staff. Work hard for our customers and live our values. [View more photos now!](#)

EMPAC supports fun at work and our community!

The recent EMPAC-sponsored Buy a Casual Day and My Casual Day fundraiser advanced two of EMPAC's objectives for this year: having fun and giving back to the community. By purchasing a casual day, staff contributed \$227 toward upcoming EMPAC fun-at-work activities.

ORS staff also generously donated over 210 pounds of nonperishable food plus an additional \$30 for special My Casual Day stickers (to be used before May 29th). The cash and food given to the Greater Lansing Food Bank, provided emergency food to individuals and families in need.

The Food Bank serves tens of thousands of people annually, many of them seniors and children, by distributing food through an extensive network of food pantries and community kitchens in the greater Lansing area. With the difficult economic times Michigan residents continue to face, these contributions were very much appreciated.

PRIM	Preretirement Information Meeting (public school employees)
PRO	Preretirement Orientation (state employees)
PS	Process Support
SME	Subject Matter Expert
T&T	Tools and Technology
UAT	User Acceptance Testing



Clarissa Sheler donates her prize.

Clarissa Sheler from PS was one of the winners of the EMPAC-sponsored Tropical Fools' Day prizes – a pizza lunch for her and three of her friends. When she found out EMPAC was organizing this casual day food drive, she asked to have the value of her pizza lunch donated to the Food Bank. Thanks Clarissa! Your generous gift went to an excellent cause!

EMPAC adds more “Community Involvement” to its underlying principles

EMPAC's original objective was to incorporate fun into the ORS work environment. Since fun is both an ORS and a DMB value, EMPAC's focus was to be on fun activities to join staff together using resources available to the committee. For a number of years EMPAC was able to use the proceeds from a number of fund-raising events to sponsor many parties and other fun events throughout the year. EMPAC, along with a number of ORS volunteers, also helped coordinate the annual Adopt-A-Family project in November/December.

With guidance from the EPC, EMPAC plans to do more activities and events that benefit people outside ORS. Following in the path of our successful Adopt-A-Family project, EMPAC is investigating where individuals or groups from ORS can contribute time or resources to make a difference in others' lives and have fun doing it! EMPAC is especially looking for volunteer opportunities where ORS staff can use all or part of their annual eight hours of School and Community Participation Leave they might not use otherwise.

What does all of this mean? It doesn't mean an end to our fun-at-work events – just a shift in priorities. The My Casual Day fundraiser last month was one example of the impact we can have on the community and there are many other opportunities like this available. If you have suggestions about where community help and involvement is needed, please share the information with an EMPAC representative.

Shorter. Sweeter. Simpler.

Nominate someone for the 2009 DMB Excellence Awards

The DMB Excellence Awards nomination form has been condensed, making nominating colleagues quick and easy. Visit the DMB intranet (<http://connect.michigan.gov/portal/site/dmb>) and click on the 2009 Employee Excellence Awards link to get started today!

Nominations are accepted from May 1 to June 12 at 5 p.m.



Sounding Out is a way for ORS staff to share ideas, viewpoints, gripes, praises, and concerns. Email your opinion (300 words or less, if possible!) to ORS-LookOut@michigan.gov.

Here **Richard Miles** shares his experiences with the Spring All Staff planning committee.

Wow, not even 6 months in and already thrown under the bus. This is one of the thoughts crossing my mind as I attended my first of many All Staff Committee meetings. Unsure of what to expect, I sat there nervously twiddling my thumbs. Most of the people there knew each other, but we still had to do the ritualistic introductions of “Hi, my name is _____.” Still unsure of what to make of the All Staff, we began to chart a path. To my



Richard Miles

amazement, something happened over the course of the meetings I rarely see - everyone pulled their own weight. Not only did this team individually contribute, but they outperformed their duties. Around the second or third meeting, All Staff ceased to be a chore, but it became a reunion.

An extrovert by nature, I looked forward to seeing my new friends. Even though we worked hard, we had fun and most people were able to see our fun side through the overall theme. When **Vanessa Walsh** introduced the idea of the wacky hat contest, I immediately jumped on board. I adore having a chance to be a little on the goofy side and I already had my hat presentation planned out.

I was comfortable speaking to audiences, but this was different. I missed so much sleep worrying about emceeing. Even in rehearsals, I slurred my words nervously. I kept thinking, What have I gotten myself into? I should have taken one of the jobs behind the scenes, but it was too late for that. I kept trying to tell myself, Richard you have done this before, you do poetry readings for crying out loud, but that little sinister voice of doubt would chime in, yeah, but never for crowds over 150 people, that is over 300 eyes looking at you. I tried to give my job away, but in the end I went through with it. If it wasn't for my new friends giving me encouragement, I would have never made it through the meeting as well as I did. I have them, along with **Cindy Adams**, to thank for that.



The final meeting after the 2009 Spring All Staff Meeting was a sad moment because it set in that I wouldn't be able to meet with the team as often as before. Some people view being on the All Staff Committee as a chore, or a burden. I would have too if I kept my initial views, but instead I gained an experience I would recommend to everyone. I would even go as far as to ask the people whom participated in the past to try it again, but this time make the most of the process. I did and I would do it again.

ORS staff satisfaction remains high

The ORS Employee Satisfaction Survey results are in. Survey highlights:

- Employee satisfaction of 83 percent is the highest it has been since April 2007.
- Of ORS employees, 81.2 percent said they'd recommend ORS as a great place to work – the highest since April 2007.
- Of the 123 survey responses received, 108 identified themselves as ORS employees (permanent, temporary, or student), 13 as DIT, AST, or other, and two did not identify themselves. This is the highest number of survey responses received since April 2007.



ORS leaders are reviewing your feedback and analyzing what actions to take. The EPC thanks you for your feedback.

[View the employee satisfaction survey results and comments.](#)

business briefs

AST included in ORS phone database

Did you know in addition to our AST partners joining us on the third floor, their names and photos are now included in our [phone database](#)? Be sure to say hi to your new neighbors!

Webinars move to a new time

CE is adding MPSERS PRIM webinars to the PRIM schedule. These webinars are scheduled throughout May during non traditional hours - webinars will begin at 4:00 p.m., while others begin as late as 7:30 p.m. Additional webinars will be added in June if CE sees a demand for the service.

All Staff results are in

On behalf of the EPC and the Spring 2009 All Staff Planning Team, thank you for completing the All Staff Survey and submitting a number of questions. Please find the [survey results](#) and the [All Staff questions and answers](#) attached.

Mother's Day humor

Notes on motherhood:

- "The hand that rocks the cradle usually is attached to someone who isn't getting enough sleep."- John Fiebig
- "I'd like to be the ideal mother, but I'm too busy raising my kids."- Unknown

Mother's dictionary of meanings:

- Dumbwaiter: One who asks if the kids would care to order desert.
- Full Name: What you call your child when you're mad at him.
- Grandparents: The people who think your children are wonderful even though they're sure you're not raising them right.
- Independent: How we want our children to be for as long as they do everything we say.
- Show Off: A child who is more talented than yours.
- Sterilize: What you do to your first baby's pacifier by boiling it and to your last baby's pacifier by blowing on it and wiping it with saliva.
- Top Bunk: Where you should never put a child wearing Superman jammies.
- Whodunit: None of the kids that live in your house.



Granholm signs Executive Order 2009-22

On May 5, Governor Granholm signed Executive Order 2009-22 to help eliminate a shortfall in the 2009 state budget. The executive order calls for temporary layoffs for all state employees in non-essential positions that will result in a shutdown of most state government operations on six days between now and September 30. Those days, for which state employees will not be paid, will be announced in the near future. A copy of the executive order is at www.michigan.gov/budget.

Comings & Goings

AST welcomed **Marcia Sweet** on May 4. Marcia is from St. Clair Shores, currently lives in Byron Center, and attended Indiana University where she studied finance. She spent the last twenty plus years working in the financial industry. She enjoys watching movies, reading, and traveling.



Marcia Sweet



Jon Curton

Jon Curton joined PS on May 4. Jon is from Portage and recently moved to Lansing. He graduated from Western Michigan University where he studied business administration. His hobbies include running and reading.

Please wish the best to **Baskar Rajamani**. Baskar has accepted a DIT position with the Department of Natural Resources. His last day is May 15.

On the move

Taylor Stiles accepted a new position in the insurance section of CSC. Talyor will focus primarily on policy and procedure reviews for the Knowledge Library as well as forms reviews.

Fly the blue during National Police Week

During National Police Week, all Americans are encouraged to display blue ribbons on their vehicle antennas. The ribbons serve two purposes: to remember those law enforcement officers who have made the ultimate sacrifice and to honor the brave men and women who continue to serve our communities 24 hours a day, 365 days a year. Any strip of royal blue ribbon will do. Just tie it to your vehicle antenna from May 10-16.



More information is available at:

<http://www.nationalcops.org/serv10.htm>

green scene

Below, staff weigh in with their response to the Green Team's Earth Day Challenge to Just Say No to bottled water.

I made the change quite some time ago to drink from the tap with a reusable container. Thanks for doing this! -

Leza Rebera

The challenge made me very conscience of how I am handling my water at my desk. I feel bad if I need a bottle of water! - **Ginger Czuback**

I had been trying for some time to use re-useable bottles! I had already taken the challenge before the Green Team article! - **Meg Leonard**



I will maintain my boycott of bottled water. I have always thought it was a waste of resources and my money. Your campaign has reinforced my beliefs. Thank you for this project. - **Marc Olenzek**

The challenge was good motivation to cut the habit. I'm no longer buying bottled water. So far, so good! I haven't bought any yet. - **Matt Torok**

It's spring time! It's gardening time!

Flowers are pushing their way out from the dirt to meet the sun and rain. This is the time of year when we really begin to believe that spring is coming and the long winter will soon be behind us.

The garden on the north side of the cafeteria has really grown since 2005 when ORS staff took over garden responsibilities. Last fall, ER's **Michelle Thompson** had to thin out some flowers and was able to move several perennials to the spot across from the cafeteria.



Michelle and volunteers will be applying fresh mulch sometime in the next two weeks. Donate annuals to be planted by staff to fill bare spots and add a splash of color to our garden.

If you have any questions or want to help volunteer please contact Michelle at 2-1842. Volunteer hours will be outside normal work hours or during break time.

DMB Mission:
Partners in achieving
excellence

ORS Purpose:
We are an innovative
retirement
organization driven to
empower our
customers for a
successful today and
a secure tomorrow.

ORS Values:
Integrity
Excellence
Inclusion
Teamwork
Growth
Fun

The *LookOut* is
published by the
Office of Retirement
Services,
Department of Management
and Budget, State of
Michigan

Director:
Phil Stoddard
Edited by Customer

Save for retirement posters



After learning what their parents do at work, our young employees drafted marketing posters on why they thought it was important to save for retirement during a creative project on Bring Your Child To Work Day.

Strategic planning

Education

Thanks for reading!!



Note: Because some of the links in this newsletter point to network resources, some of the links may not work if you are reading this outside of the organization.