- Phone System upgrade update
  - October 31st - training for users – two sessions
    - We will have training sessions for users which will be led by Nex-Tech technicians with IT being present for questions. Emails will be forth coming to explain times and where the training will be.
  - Week of October 31st – distributing phones
    - IT will be delivering the new phones to all employees this week. The phones will stay in boxes until November 7th cut off. Then Nex-Tech technicians and IT will be going to every location/area and instructing how to change out the phones.
  - November 1st – training for users – one session
    - Another opportunity for employee training. Again time and where will be announced by email.
  - November 1st - Traveling to Fort Leavenworth to do some work and drop off phones
    - We will have IT team members going to Fort Leavenworth to drop off phone and give instruction about the cut-off date, November 7th. This is a multi-purpose trip, not to just drop off phones.
  - November 2nd going to Fort Riley and drop off phones
    - IT team members dropping off phones and providing some instruction about the cut-off date, November 7th.
  - November 7th – cut off date
    - This day the old phones will be removed and new phones plugged in and start using.

- Terminal Servers
  - We are in the process of replacing two aging terminal servers with new.
    - Email will be sent out about the changes.

- IT Audit and policies
  - I'm working with Tandem (our cybersecurity partner) on the audit/policies and we hope to have the audit done by October 28th if not sooner. Results will contain a comparison to peers within higher education. Tandem's areas of focus are:
    - IT staffing
    - IT processes and capabilities,
    - Supported/adopted technologies,
    - Policies and standards,
    - And cybersecurity maturity

- Re-evaluating how cybersecurity training is done. – beginning stages – have some ideas.