

Staff Representative Group recap from meetings on March 17th, 2021 and April 21st, 2021

New SRG Chair – Alexandra Hill

New SRG Vice Chair – Katie Carswell

Secure File Storage

Jim Metcalf spoke on the proper folders for file storage at Terry

- V Drive is not encrypted, thus it should not be used to store files containing sensitive information.
- S Drive is encrypted, users need permissions to access files. Store files containing sensitive and restricted data here.
- T Drive is encrypted, Business Office uses this drive to store files containing financial information.
- Before moving large amounts of files, determine which files are outdated or no longer in use. Files that are being kept purely for record-keeping purposes can be moved to the archive. Files that are outdated can be deleted.
- Consult with OIT to move files to the archive or gain access to an encrypted drive.

Wellbeing Champions

USG would like to identify a few individuals at Terry who would be willing to serve as advocates for the benefits wellbeing program. If you are interested in promoting wellbeing benefits, events, and rewards to fellow staff members, please reach out to Sarah Fraker. Those interested would receive a training orientation to prepare them for this voluntary position.