

Parsons
Research
Center
and



Kansas
University
Affiliated
Program

September, 2000

Mary Maxwell, Editor



Business Office . . .

Laura Hanigan/Tammy Schoenhofer

Purchasing Dept.

The University of Kansas has setup a Trader's Corner which list items that departments are looking for or trying to get rid of. You may find the Trader's Corner at www.purchasing.ukans.edu then go to Property accounting then click on the Trader's Corner link. If you have any questions please do not hesitate to contact Tammy at ext. 1897.

Mileage Reimbursements

The email address to KDOT web page has changed, please change your favorite listing for Kansas Department of Transportation to the following: <http://www.ink.org/public/kdot/burtransplan/mileage.html>

Subscriptions Request

When initiating a subscription request be it a first time or a renewal be certain to fill out an IIF form with the pertinent information such as Subscription name, vendor, phone number, the person requesting it along with the PI's signature and grant # paying for it. (You may attach a copy of the information such as the tear card or renewal form from the magazine, journal, etc.) Once you have completed the IIF, please forward all information to Sandy Hill, Subscription Clerk. Sandy maintains all data concerning the subscription from ordering to distribution. If you have any questions or concerns, please contact Tammy at ext. 1897 or Sandy Hill at ext. 1885.

NOTE: All subscriptions are made out to the University of Kansas, Subscription Clerk, so the grant may pay for the subscription. Otherwise, you will be personally responsible for the payment.

CRINC FORM Updates

For everyone whom completes CRINC FORMS, please use the below listing as a reference guide:

- 1) Reimbursement to state employees only = TRAVEL EXPENSE REPORT.
- 2) Reimbursement to state employees only for miscellaneous purchases = MISCELLANEOUS EXPENSE REPORT.
- 3) Prepayment of registration and airfare for state employees only = PURCHASE ORDER/PAYMENT VOUCHER.
- 4) Reimbursement to participants, consultants, speakers, lecturers, etc. = PURCHASE ORDER/PAYMENT VOUCHER.

If you have any questions, please contact Tammy at ext. 1897.

Inventory Updates

Until we find out what KU intends to do with the existing and future Inventory Asset System, any purchases over \$500 should be inventoried on your Voucher Document by stating: Brand, Model, Serial Number and Location of product. Don't forget to make a copy of the voucher and invoice for Sandy Hill, so she may give it a Bar Code # for our inventory asset list. This will ensure that we have an up-to-date list when Inventory rolls around again next year. If you have any questions, please contact Tammy at ext. 1897.

Gift of Giving

I would like to thank everyone, who has contributed to the flower fund, it is very generous of you all to help brighten someone's day by showing that you care about their well being and their loved ones. As you may all be aware, a few of our fellow co-workers have experienced a great loss or has been hospitalized for one reason or another. With your generous contribution we tried to help brighten their spirits and let them know they are in our thoughts. Please help us continue this humanity effort, by sending your donation to Tammy or Laura.

Open Enrollment for Flexible Spending & Insurance

Open Enrollment for flexible spending accounts (health and dependent care) and for medical, vision and dental insurance coverage will be held from October 1st - 31st. This is a change only for Open Enrollment. In the future, updated information about Open Enrollment can be obtained by checking the Human Resources Web site www.ukans.edu/home/hres or <http://www.ukans.edu/home/hres>.

AKSESS (Automated Kansas State Employees Service System)

Benefits Open Enrollment information on the Internet for group health insurance and flexible spending accounts for plan year 2001 will be available through the Automated Kansas State Employees Service System (AKSESS).

During the month of October, 2000, benefits eligible faculty and staff who wish to participate in Open Enrollment must do so via the Internet by using a browser that supports 128-bit encryption to ensure that the new Web-based Benefits Open Enrollment process will work properly. (If you have questions, please refer to Technical Questions section below.)

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Preview the Web Open Enrollment Site Open Enrollment will begin on October 1, 2000, but the AKSESS Website is now available for a Benefits Open Enrollment Demo at <<http://da.state.ks.us/>>/aksess. This is a demonstration Website and will only be available until the end of September.

AKSESS Password Information

Beginning September 10, 2000, the Division of Personnel Services will send Web Open Enrollment information to employees' home addresses. This information will include individualized passwords will be needed to access Benefits Open Enrollment - October 2000 at <http://da.state.ks.us/aksess>. The Staff Benefits Office will NOT receive the individualized password information; therefore, it is very important that you keep your password information. If you forget or lose your password, please contact the Division of Personnel Services Help Desk in Topeka at (785) 368-8000, Monday through Friday, 7:00 a.m. through 8:00 p.m.

State Employee Identification Number

You will also need your State Employee Identification Number to LOGIN on the AKSESS Web site. This 11-digit alpha/numeric ID is in the upper left-hand corner of your paycheck stub. This number is also on your State of Kansas W-2 form. If you do not know your State ID number, please contact your departmental Personnel Related Staff member, Laura Hanigan at ext. 1896.

Who Must Participate in Web Open Enrollment

This is a change only on Open Enrollment. The following employees must participate in Web Open Enrollment:

1. Flexible Spending Account participants (health and/or dependent care) - enrollment is required every year.
2. If you are currently enrolled in Cigna or Kaiser health plans - these medical plans will not be available in 2001.
3. If you are currently enrolled in Protective Dental - this dental plan will not be available in 2001.
4. If you wish to change insurance companies, change dependents who are covered, add or drop dependent dental or vision coverage or change smoking status, you must do so using the Web Open Enrollment.

If you are currently enrolled in Cigna or Kaiser and you do not participate in open enrollment, your coverage will be defaulted to Kansas Choice (formerly named Blue Select). If you are currently enrolled in Protective Dental and you do not participate in open enrollment, your coverage will be defaulted to Delta Dental. If you do not wish to change any of your medical insurance enrollments, you may still visit the Web site to see your current enrollment and the premiums for next plan year. If you enroll in a Flexible Spending Account or make a change to your medical insurance coverage for calendar year 2001, you will receive a confirmation statement in November from the Division of Personnel Services, Topeka.

NOTE: When fill out your open enrollment for flexible spending and/or insurance, please be sure to print off a copy and send it to your departmental Personnel Related Staff member, Laura Hanigan at ext. 1896.

Open Enrollment meetings

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Open enrollment meetings will be held at the Computer Center auditorium in Lawrence Kansas on Tuesday, October 3rd at 9:30 - 10:30 a.m., 1:00 - 2:00 p.m. and 6:30 - 7:30 p.m. and Friday, October 13th at 9:30 - 10:30 a.m. and 1:00 - 2:00 p.m.

Representatives from the insurance companies and from the Division of Personnel Services will make presentations.

Note: I am uncertain at this time as to whether or not they will be coming to Parsons, but once I find out I will email everyone and let them know.

Computer Access for Web Open Enrollment

If you do not have access to a computer at work or at home with the appropriate browsers, you are invited to attend the open enrollment meetings and stay to utilize computers at the Computer Center. Staff Benefits personnel will be at the Computer Center auditorium on October 3rd from 8:00 a.m. - 9:00 p.m. and on October 13th from 8:00 a.m. - 6:00 p.m. to assist any employee before or after any of the regularly scheduled meetings. During the month of October, you can visit your departmental human resources office or stop by the Staff Benefits Office at 7 Carruth-O'Leary, from 7:30 a.m. to 5:00 p.m., if you wish to utilize computers in our office for Web Open Enrollment.

You must bring your password and State employee identification number with you if wish to use these computers for Web Open Enrollment.

Benefits Related Questions

If you have questions related to your benefits coverage and options, please contact your departmental Personnel Related Staff member, Laura Hanigan at ext. 1896.

Technical Questions (Network Data Connects, Browsers)

If you have questions related to your network data connection or browser, please contact your departmental LAN administrator, Tony Grady at techs@parsons.lsi.ukans.edu. It will be particularly important to discuss with him how they wish to handle access to machines in your department with 128-bit encryption.

Assistance will also be available at <http://www.ukans.edu/computing> and the KU Help Desk at 864-0200. Help Desk hours are:

Monday through Thursday from 8:00 a.m. - 10:00 p.m.

Friday from 8:00 a.m. - 5:00 p.m.

Saturday from 8:00 a.m. - 4:00 p.m.

Sunday from 4:00 p.m. - 10:00 p.m.

Direct Deposit for State Employee Payroll

For any one who has not enrolled in direct deposit for one reason or another here is a list of benefits in doing so.

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- 1) Your payroll funds are deposited on payday to the account(s) of your choice directly from the State. For most banking institutions this means your money is available with the start of the business day.
- 2) Your money is deposited on the working day proceeding a holiday ensuring that you have funds available during a holiday weekend.
- 3) You do not need to be present to “pick up” your paycheck each payday, i.e. no worry about being at the office on payday. Your money is in your account even when you are out of town.
- 4) No worry of losing your paper check; you will receive a direct deposit advice with your pay stub information.
- 5) You can designate a number of accounts in which to have your money deposited.

If you would like to partake in the direct deposit of state employee paycheck, please contact your departmental Personnel Related Staff member, Laura Hanigan at ext. 1896.



Presentations

The following presentations were made recently by Pamela Cress:

“Reading and Interpreting Vision Reports” at the Kansas Deaf Blind Summer Institute in Overland Park.

“AT Training Using Electronic Technology: Higher Education/State Tech Act Experience” at the RESNA 2000 Annual Conference in Orlando, Florida (with Marty Blair and Debra Bauder).

“The ForSight Screener Training Program” at the National Association of Vision

Professionals Annual Conference in Denver, Colorado.

“Physical Fitness - It’s For Everyone” at Interhab 2000 Conference for Direct Care Staff in Lawrence, Kansas.

On July 30-31, Pamela also participated in the “Quality Indicators for Assistive Technology (QIAT) Summit 2000”, a national work group developing quality indicators for assistive technology services in school settings, at the University of Missouri in Kansas City.

New Personnel

Patricia Ibbetson has joined the KUAP staff and is working with Bobbi Fabrycky and Angela Metcalf on the Child Care Focus project.

Chris Smith, who works for the Assistive Technology for Kansans project, recently moved to the Research Center building.



TECHNOLOGICAL FLUENCY: BUILDING THE FOUNDATION FOR TEACHING IN THE 21ST CENTURY CLASSROOM

In a report for the Milken Family Foundation, Kathleen Fulton used the term “technological fluency” to describe the changing definition of what students need to know and do with technology. Teachers with “technological fluency” create learning environments that apply technology to real-world problem-solving and decision-making. Technological fluency is a combination of the information, communications, and technology skills necessary to function in a technological environment. To develop technological fluency in in-service and pre-service teachers is the purpose of two Media Services projects.

Media Services is a partner in a project with Independence USD 446 based on a Technology Literacy Challenge Fund grant from KSBE. While most professional development models are based on teacher attendance or participation in a workshop or training activity, this project goes beyond the attendance-only model by establishing well-defined expectations and performance assessments of technology proficiency that validate the technological fluency of in-service teachers. This project is designed to increase the participation of in-service teachers in technology professional development through educational opportunities and activities that combine workshops, summer institutes, and individualized learning experiences with the assessment of technology-related performances to validate the technological fluency of in-service teachers. This project endeavors to validate proficiency at increasing levels of technological fluency and stipends of increasing value are provided to certified staff who validate their technology skills at each successive level of technological fluency.

Media Services has created an interactive web site (<http://www.parsons.lsi.ukans.edu/tlcf>) that allows project participants to register with the project and obtain testing information and materials. Project staff include Bob Tinchler, USD 446 District Technology Coordinator and Steven Mills, Director of LSI/Media Services.

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Media Services is a partner in a similar project with Pittsburg State University based on a Preparing Tomorrow's Teachers to use Technology (PT3) grant from the U.S. Department of Education. The purpose of this project is to develop technological fluency among preservice teachers, university faculty, and cooperating K-12 teachers at Pittsburg State University. This project addresses the need for increased technology skills among preservice teachers through the formation of a consortium of four main partners. Pittsburg State University (PSU) is the lead organization for the project and all project activities are directed at preservice teachers who are enrolled in teacher preparation programs at PSU. The University of Kansas—Parsons (Media Services) provides project evaluation services, technical support and consultation, and media products and services for project dissemination including the project web site. Greenbush, the Southeast Kansas Education Service Center, provides staffing, coordination, and scheduling of certain project professional development activities. Synergistic Systems, an educational software company, designs and develops on-line, performance assessment activities based on real-world experiences. K-12 cooperating schools provide technology-rich teaching environments for the field experiences of preservice teachers.

The project is comprised of three dimensions: Program Restructuring, Professional Development, and Performance Assessment. Program Restructuring is the foundation for all project components. Curricula, classroom instruction, and field experiences are restructured to infuse technology into the learning experiences of preservice teachers. The Professional Development dimension provides educational opportunities for preservice teachers, university faculty, and K-12 cooperating teachers to increase technological fluency through workshops, summer institutes, and real-world learning experiences. The Performance Assessment dimension authenticates the technological fluency of preservice teachers, university faculty, and K-12 cooperating teachers through assessment of technology-related performances related to authentic learning experiences.

Project staff include Steve Scott, Project Director, Dean of PSU College of Education; Brenda Frieden, Project Coordinator, PSU; and Steven Mills, Project Evaluator, Director of LSI/Media Services, KU.



Important Reminder

If you are scheduling a meeting, workshop or other activity that will bring visitors into either of our buildings, please notify the people who work in that building by E-mail as soon as your plans are made and a definite date has been set. Don't forget to reserve the conference room you wish to use. A calender is posted on each door.

WHAT'S GOING ON?

<u>Date</u>	<u>Event</u>	<u>Where</u>
Sept. 20-22	<i>Association of Community Mental Health Centers of Kansas, Inc. 21st Annual Conference "Keeping the Promise: Celebrating 10 Years of Mental Health Reform". [Contact: (785) 234-4773]</i>	Wichita Airport Hilton Wichita, Kansas
Sept. 28-29	<i>CASCADES Training supported by Kansas Inservice Training System.</i>	Wichita, Kansas
Oct. 11-13	<i>Interhab Annual Conference "Focus on the Future". [Contact: Interhab (785) 235-5103 or e-mail: interhab@interhab.org]</i>	Wichita, Kansas
Oct. 13-14	<i>KAEYC Conference. [Contact Person: Alita Cooper (785) 864-0508 or 843-2525]</i>	Lawrence, Kansas
Oct. 18-20	<i>Governor's Conference for the Prevention of Child Abuse and Neglect. [Contact: (785) 274-3100]</i>	Topeka, Kansas

For more information or registration forms on any of the above, please check the Conference Bulletin Board in your area.