DISC NEWSLETTER

STATE OF KANSAS

KANSAS

IMPROVING WIRELESS LAPTOP SECURITY

By Jerry Merryman

Laptop computers provide a tremendous boost in productivity and convenience for workers who must travel. With just a couple of mouse clicks a worker can acquire wireless internet access at several airport and hotel hot spots. Unfortunately, large numbers of mobile devices are not adequately secured and are prone to missing antivirus and security updates. Hackers know this and actively target users of airport and hotel based wireless services. The extent of the problem was demonstrated with an embarrassing effect last year at a security convention in Las Vegas. "White Hat" hackers broke into over a hundred laptops of security consultants, then posted the wireless credentials of their red-faced "victims" on the overhead projection screen. Criminal hackers won't be so kind. They would like your personal information or to take over your machine to carry out their business.

So what can you do to protect your laptop when traveling? Gartner Research suggests the following steps:

1. Use a wireless service that does not use the standard "Wi Fi" card supplied with your laptop. Many of the major wireless carriers offer this service that is secured by default.
2. Make sure the laptop has a personal firewall enabled to block both split tunneling and ad hoc connections. This will require a third party product since Windows XP does not provide this level of security. However, Windows Vista will support these options.
3. Take active steps to keep your laptop up to date on patches when traveling. Be sure to run Windows Update. Secure the laptop with a stand-alone version of your corporate antivirus software, configured to auto-update.
4. Use a wired connection and Remote Desktop to limit the exposure of your connection.
5. Look for hot spot providers that advertise "Wi Fi Protected Access" (WPA).
6. If you have to pay for wireless service, check to see if you can pay for it locally, rather than over the network.

Be wary of internet café's and hot spots that offer unauthenticated access. Look for services that require a one-time use password. This makes it impossible for an eavesdropping hacker to replicate the login.

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TIP OF THE MONTH

Did you know in Word you can create a simple table by:

- Click where you want to create a table.
- Next click on the insert table button on the toolbar.
- Then drag across and down to select the number of rows and columns you need.

KANSAS FUN FACTS and Trivia

January is named after Janus, the Roman god of doorways and of beginnings & endings.

Martin Luther King Jr. day is on the 3rd Monday in January.

January is National Soup Month.

January 1-7 is New Years Resolution week.

The most popular resolutions are: Spend more time with family and friends, lose weight, quit a bad habit, and get out of debt.

The first American Presidential election was held on January 7, 1789.

NEW YEAR PROMISES

By Charlene Atwood

Did you make your New Year's resolutions in advance or at 11:58PM New Year's Eve? Your Resolutions should be goals set to help improve your life style and/or break bad habits. Unfortunately most of us end up forgetting about them that same night or even the next day. Therefore you ask, 'what's the secret to successfully fulfill your resolutions?' Since we're not the fairy godmother and don't have her magic wand to make our resolutions come true, here are a few easy steps to make it easier to fulfill your goals.

- ❒ Be realistic. Be real about setting your goals. If they are unattainable you will never keep them. Strive for goals that are attainable.
- ❒ Build a game plan. Decide how you will handle temptations to skip the gym, have one more puff of that cigarette, or going out to eat. Try calling a friend or family to give you encouragement. There will be a few bumps in the resolution road, so be prepared to change your plans.
- ❒ Shout it out loud. Don't keep your goals a secret. Tell everyone you know who will be supportive. Try to find someone who has your same resolution to help keep each other motivated.
- ❒ Limit your resolutions. Too many goals can discourage you from obtaining them. Too many can also make you feel a little stretched.
- ❒ Treat yourself from time to time. No, this doesn't mean eat all the cookies and candy from Christmas or taking a few more puffs from that cigarette. If you've stuck it out for a month or two, celebrate your success by treating yourself to something nice. This will also motivate you to continue.
- ❒ Don't watch the clock. Experts believe that it takes about 20 to 25 days to create a habit, but six months to make it a part of your life style.

Most of all keep it simple and remember if you don't keep your resolutions this year, there's always next New Year's.

EMPLOYEE INFORMATION

Happy February Birthday To:

Jeff Muller	Dan Force	Hank Sipple	Dan Holmes
Brian Frahm	Michael Hunt	Dan Czajkowski	Jesse Springer
Lynn Moon	Bob Michaelis	Larry Kettlewell	Jordan Wagner
Larry Buckles	Mark Peralta	Jim Logan	

Employee Moves

Jo Armstrong promoted as the KIRMS manager

New Employee

Myron Johnson, BOT
January 8, 2007

Tammy (Roy) Murphy got married on December 30, 2006 to Matt Murphy. Congratulations!

New Arrival

Jean Pierce welcomed her new granddaughter Julia Grace into their family on December 17, 2006

In Sympathy of

Max Hoefgen, former DISC employee passed away on December 16, 2006

Linda Flye's Brother-In-Law

Kevin Tralle's Grandfather

KUDOs

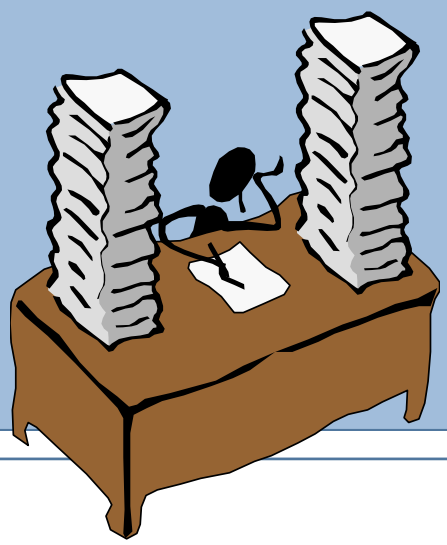
BDAS:

To: Duncan Friend
I wanted to let you know how much I appreciate Duncan and his efforts working as the Project Manager. Thank you also for making him available to do so. I don't know how this would have been completed without his leadership, persistence, knowledge, attitude, and teamwork, particularly within the established timeframe. Thanks Martin Eckhardt, Accounts and Reports

To: The SHaRP team
Good news! Thanks for everyone's effort to complete the development and testing on these tax updates during an especially busy time of year to keep SOK up to date with the latest releases. Great teamwork and customer service! From: Janice Magathan, Accounts and Reports

DISC:

To: Marsha Rogers and staff, Sarah Gigous and staff
Thank you (and your staff) for all their hard work to get the W2s printed successfully! Thanks, Nancy Ruoff , Accounts and Reports



Cut office clutter in half by handling paper once. Decide immediately to either respond back, file, trash, or refer it. Don't keep it on your desk or in box.

Project Topeka

Project Topeka is gearing up to help families in need in the Topeka area. According to last years statistics based on recorded food assistance transactions from the MAA-CLink statistics program, Hunger affects all nationalities and races, but children and the elderly suffer from hunger more than any other demographic. Neither group can support themselves because they are either too young or too old to work. The largest group of people in need of emergency food assistance at 43% is children from birth to the age of 19. The records also indicate that the working poor made up 41% of all persons or households who received food assistance last year. Therefore, it is clear that this project is very important to those children, elderly persons, and families who rely on food assistance. During the month of February, donations are welcomed and can be dropped off at any fire station located in Topeka or Shawnee County area. Their goal for 2007 is to collect 197 tons of food.

This February, DISC plans to start up the annual Penny Race. Due to inflation, the Penny Race has been changed to the Dollar Bill Race. Like last year, DISC is divided into 5 teams to help strengthen our team efforts. The hope is to bring employees together that might not get to work with one another and to build team spirit.

This year the rules have changed. Only dollar bills count towards your totals. Everything else, I mean *everything* else, including loose change, $5, $10, $20 bills etc. counts against your team. Teams can host individual fundraisers to knock out the other teams. To schedule room 106 or 108, teams can call 296-8070. Team totals from the cans will be reported on February 2nd, 9th, and 14th. The cans will be placed on the front desk starting January 29, 2007.

Teams are eliminated based on their dollar totals. The teams with the lowest totals are eliminated. The first team elimination will be February 16th. The second team will be eliminated on February 21st, and the 3rd team to be knocked out will be on February 23rd. Final totals will be reported on February 28th at noon. If you have any questions please contact Cheryl Shaughnessy, 2007 DISC Project Topeka Coordinator. She will be sending an email to let you know which team you are on.

Trans Fat

By Doug Quinn

For years, fitness experts, doctors and nutritionists have stated that fat spreads out over the entire body rather than settling in one spot. However, recent research demonstrates that there is an exception to that rule. It turns out that trans fat accumulates in the midsection. Researchers conclude that the body fat in subjects who followed a diet high in trans fats was four times higher than those who followed the same diet without the trans fats. Moreover, researchers found that body fat goes straight to the waistline. In other words, if one person consumes a specific number of calories using trans fat, that person will gain more weight than another person who consumes the same calories but uses non-trans fats.

Manufacturers have been experimenting with trans fat since the early 1900s, and it has been marketed to the masses since the late 1930s. It turns up everywhere. The U.S. Food and Drug Administration notes that trans fat is found in foods such as vegetable shortening, some margarines, crackers, candies, baked goods, cookies, snack foods, fried foods, salad dressings, and many processed foods.

Trans fat is produced when hydrogen is added to oil or fat to make it less liquid, more solid, and more desirable. It keeps longer and is cheaper to use than other oils. The process of producing hydrogenated oils causes random rearrangements of the molecules, turning the oil into something never intended to be digested by our bodies. It turns out those random rearrangements are quiet harmful to the body. The best-known health risk associated with greater intake of trans fats is the increased risk of heart disease and stroke. Trans fats, which cannot be metabolized, normally end up in the liver for biotransformation. If it turns out they can never be metabolized, they are returned in the blood to fat cells for storage, possibly posing a risk of permanent obesity. If you want to avoid trans fat, you have to be a label reader. Fortunately, it is now easier to spot. The FDA now requires food manufacturers to list the amount of trans fat in foods, with two exceptions. Restaurants do not have to report any trans fat, and if a food item contains less than 0.5 grams of trans fat per serving then it can show zero trans fat. Therefore, it is possible to accumulate a few grams of trans fats within a meal and not know it. Half a gram might not sound like much, but keep in mind that even the tiniest amounts of trans fats can add up quickly when you're snacking on cookies, chips or other packaged munchies. Many doctors and nutritionists now say that no amount of trans fat should be ingested.

When you order fried food in a restaurant, you can be certain it contains trans fat. Since the restaurant does not have to report the use of trans fat, they will not. It is not in the interest of the restaurant to report the fact they are introducing a substance that is proven to be hazardous to their customers' health. However, you can be sure that a restaurant will let you know if they use more healthy oil that does not contain trans fat. There are some national fast food chains who stated they will stop using trans fat oil to fry their products, but many have yet to make the change. The best policy would be to not eat fried foods at restaurants. My wife and I steer clear of fried foods if we do not know what kind of oil is used to cook them. We very rarely eat french fries or other fried food items, and select baked or broiled dishes instead.

It's no secret that a healthy diet should include some fats. Fat provides the most concentrated source of calories, gives us energy, and helps our bodies absorb essential vitamins. The key is the kind of fat you consume. Fats are either saturated, monounsaturated or polyunsaturated. Most people who eat a high-fat diet eat a high level of saturated fat, which can raise your LDL, or "bad" cholesterol, and increase your risk of heart disease. Red meats, baked goods, and full-fat dairy products are the most common sources of saturated fat. As far as researchers know, saturated fats provide no health benefits and do nothing to prevent disease.

On the other hand, monounsaturated and polyunsaturated fats reduce blood cholesterol levels and help curb the risk of heart disease. These "food fats" are found in foods like olives, avocados and most nuts (monounsaturated) as well as soybean, safflower and corn oil and certain types of fish (polyunsaturated). The problem is when some of these good oils are hydrogenated, such as those used in many margarines and shortenings, they turn into trans fats.

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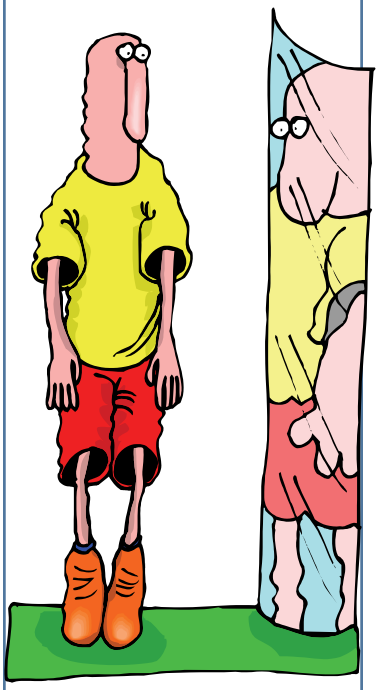

In addition to limiting bad fats and focusing on using monounsaturated and polyunsaturated fats, follow these lifestyle tips for overall health and longevity.

- ◊ Balance your calorie intake with your daily physical activity to achieve or maintain a healthy body weight. (See next month's newsletter)
- ◊ Include a variety of fruits and vegetables in your meals and snacks.
- ◊ Reduce your saturated fat intake to less than 7% of your total calories.
- ◊ Reduce trans fats to less than 1% of your total calorie intake and keep cholesterol consumption to less than 300 milligrams per day.
- ◊ Use naturally occurring un-hydrogenated oils, such as olive oil and canola oil.
- ◊ Choose soft, spreadable margarines rather than stick margarines or butter. The best margarines are those that list liquid vegetable oil as a first ingredient and have no more than two grams of fat per tablespoon. Avoid those with hydrogenated oils or saturated fats.
- ◊ Select whole-grain, high fiber foods like whole-wheat crackers, bran cereals, beans, and lentils.
- ◊ Look for the words hydrogenated, or partially hydrogenated, in products and avoid them if possible.

[1]www.fda.gov/oc/initiatives/transfat/q-A.HTML
[2]ibid

MEETING OVERLOAD

Do you spend most of your day locked in meetings? Have you ever asked yourself why? Middle managers spend approximately 11 hours in meetings per week. CIOs tend to spend approximately 17-20 hours in meetings. Could some of these meetings be better spent with an email or memo? Some meetings can be rather costly: staff skill set, cost of labor while attending, and cost of other duties not being down while attending meetings. It can add up quickly.

To cut your meetings down, take a meeting inventory. Write down all your meetings, then list the purpose of each meeting. Then answer the following questions to see if you need the meeting:

- ❒ Is it necessary?
- ❒ Has it outlived its usefulness?
- ❒ Can this meeting be combined with another one?
- ❒ Is the team still focused?
- ❒ How long does the meeting last? Could the meeting time be cut in half?
- ❒ Do you still need to meet?

If all of those above still pertain, then consider the management of the meeting. Do you have the correct participants there? Create an agenda for better time management; establish a parking lot for new items that can lead you off the agenda. Establish some ground rules for your team to follow, start and end each meeting on time, and at the end of each meeting evaluate the meeting to see if you still need to meet on a weekly basis. Can you meet bi-weekly or monthly?

To help manage your meetings, consider leaving 1-2 days meeting free on your calendar. You can use that time to do actual work such as returning calls, reading and returning emails, filing, preparing documents and getting organized for the next day. I believe that if a meeting has been rescheduled more than once, it's not necessary?

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