

**Unit Leader Meeting**  
**Wednesday, March 11, 2015**

**Those in attendance: Kris Boone, Elaine Edwards, Joe Lear, Greg LeValley, Gina Nixon, Mark Stadlander, Rob Nixon and Pat Melgares**

**Budget**

We received word from Dean Floros that there will be a 2% rescission for fiscal year 2015. We do not have details about the affect this will have on the department. The University will use funds from Global Food Systems. Vice President, April Mason is working on a 3-year budget plan. Dean Floros would like us to start thinking how we can operate like a private industry. As we move forward with the COA 2025 plan it will identify what kind of work we should be doing and how we may need to provide some services differently.

**Behavioral standards update**

The first Behavioral Standards committee meeting is scheduled for March 23. The members include Kelly Ingalsbe, Janie Dunstan, Lisa Heller, Brandie Disberger, Pat Melgares, John Cooper, and Dan Donnert.

**Collaboration update**

The collaboration group had a productive first meeting where they summarized organizational charts for the Department of Communications and Ag Education and the Division of Communications and Marketing. Their next meeting is scheduled for March 23, at that point they will establish tasks and goals. Steve Logback and Kris Boone stressed to the group that this working group is not about a merger but a way to build collaborative teams to work more efficiently.

**ACE Travel**

The ACE conference will be held in Charleston, South Carolina, June 9-11, 2015. The approximate cost for the conference, including transportation, hotel, and registration is \$1,875. It was proposed that the department cover up to \$2,000. Conference attendees are asked to carpool and share hotel rooms when possible. To date, Brad Beckman, Katie Allen and Donna Sheffield are planning to attend. We encourage and support professional development as our budget allows. Please remind staff of the great communicator brown bag luncheons on campus.

**Position update**

We have not heard back from the college regarding the Human Resource Specialist position.

The Marketing Specialist position has been approved and the search committee will meet next week. This position will report to Ashley Martin and Kris Boone.

Lauri Baker, Hikuru Peterson and Cheryl Boyer have secured funding for the Rural Enterprise Engagement Center, Research Associate position.

University printing hopes to hire a part-time worker by June to help with customer service and finishing work.

### **Leadership**

We have staff stepping into new leadership roles and unit leaders were reminded that as leaders, they have the responsibility to provide guidance for others in the department and at the university. This includes addressing disruptive behavior, reinforcing positive behavior, and keeping communication open. It is important to remember that we are all working to fulfill the mission and vision of Kansas State University and K-State Research and Extension.

### **IT update**

There are a lot of issues with CMS as we turn over to the new site. Thanks to all the staff that are traveling and training throughout the state. There are several sites/counties that are close to being up and running. Pratt, Comanche and Douglas counties will go live soon. July 1 is the deadline date to have all sites converted over to the new system. Centralized video services are in the process of setting up new servers. The data center in Umberger Hall is on list to decommission. The KSRE web team is moving along and getting ready to go live with their website soon.

### **Project intake**

Good WorkZone meeting with the Division of Communications and Marketing. DCM is exploring site license options for WorkZone.

### **Once Around the Room**

*Gina Nixon:* EPMS groups continue to meet twice a week; the meetings may increase as we move forward with the implementation. The bids have closed on an e-commerce solution. We will review all the bids we received and schedule demonstration meetings with the vendors. That time will also be used to better explain our operation. When a solution is identified, information will be shared with local offices about changes and implementation time lines. Bids have been received for the address printer used for bulk mailings. Lori Buss is scheduling meetings with bookstore and University Printing staff to determine which equipment should be purchased. Debbie Webb continues to modify and update ImageNow processes as well as train with unit leaders and support staff. Human resource documents are processing faster now that we can submit them electronically. The accounting processes are working well and most of the documents for fiscal years 14 and 15 have been scanned and cataloged. Unit Leaders are encouraged to contact Debbie for individual training. The business office staff is working fast and furious to reconcile accounts.

*Joe Lear:* IT has hired a new application developer. Google search clients are in place and running but as of right now KSRE searches are not working. Large file applications meeting today. ONE drive and office pro plus are being delivered to your web client this week and hopefully completed by March 16. There are now more options on Office 365, software section to install products to five separate computers. Web server maintenance, projects for the directory and data center will be complete by 2016.

*Elaine Edwards:* Katie Allen and Brad Beckman visited Alta Vista to talk with grocery store worker from the KS profiler. They have tried to cover a video story with him for a long time and finally got the chance. Only one staff member has used the tool kit that was developed. RFD contacted us and asked

for a story on that as well, good placement before it was even completed. There will be a news story coming out regarding the avian flu outbreak in couple states. Jim Richardson is doing a photography seminar next week. Ag Week is next month. Social media round tables are Thursdays in Hale library. April 15 is new agent training in Dole Hall.

*Rob Nixon:* Jeff and Gary are busy in Dole hall cutting and finishing, both have been very helpful with deliveries. Rex is working in Dole and Umberger hall, he is feeling more comfortable with quick master and is doing a great job. Dole hall had some preventative maintenance work completed, belts and lighting issues, all are currently working. Rick and Dwayne are steady researching projects and options regarding outdated press plate maker. Eric can help with the Ryobi. Rob and John will work together to build shelving to help with storage issues.

*Greg LeValley:* Visited with Carla Bishop in Purchasing and Marianne Hasler from Ricoh about purchasing a large format printer. He will follow up with Gina and Lori and see if go ahead is okay. This machine will be great for banners and printing on new/different materials. Kris asked Greg to work with Ashley Martin to market new options and to prepare unique sample pieces.

*Mark Stadlander:* Attended work zone meeting and parts of the program which may stop duplication. Mark will talk to Gina regarding an order form. Sue seems happy with Master Farmer. Kinzie did a great job. Elaine and Donna met regarding e-newsletter training and how the counties would like content for e-newsletter. Publishing staff meeting went over changes and procedures involving the move to second floor, any questions regarding the move need to be directed to Mark.

*Pat Melgares GFS:* Brad and Lindsey Elliot aim to have one solid GFS story in K-State today every week. Pat updated on General Mills and research partnership, USD labs and global campus offerings. In the marketing area they purchased half a page ad in the World AG 2015 publication. This publication goes out to approximately twenty thousand so it's a really big deal for GFS. NFS workshop (science becoming the messenger) is coming up April 13-14, It's a 2 day workshop, first day is open and second day you will have to register. GFS information card are in the works, lots of involvement with prospective, AG reports, looking at getting something very strategic on social media strategy.

*Kris Boone:* Shanna Legleiter, Director of Learning and Development, developed a training titled, How to run a meeting. Secondary major proposal is going through the approval process. Ernie Minton is happy that we produced information for the data base on impacts, great team effort. Kris and Danielle Holladay are working on communication, tools and series, website.