

Unit Leader Meeting

Wednesday, February 13, 2013

Those in attendance: Elaine Edwards, Greg LeValley, Rob Nixon, Joe Lear, Gina Nixon, Lauri Baker, Nancy Zimmerli-Cates, and Debbie Webb.

Tech update – Joe Lear

The department has filed a police report for the missing Mac laptop. Campus security was able to determine that it was last logged into the KSU system January 17.

Mac users be aware: Malware active on some websites is taking advantage of older versions of Flash. Mac users should check computers to verify they are running the latest version of Flash. To check, go to System Preferences, click on Flash Player, click the Advanced tab, and click Check Now.

If you have not changed your password since January 1, you must do so before the deadline (February 13, 2013) or you will lose access to your K-State resources.

To change your eID password, visit <https://eid.ksu.edu> and log in with your eID and password. Your password must be at least 10 characters long and needs to include three of these four categories: uppercase, lowercase, numbers, and special characters. It must not be based on an identifiable word, acronym, or name.

We highly recommend making your passwords longer than the 10-character minimum. One way to do this is to use a pass phrase, or several words put together or separated with spaces or other symbols. Those words must not be identifiable as defined above, but the phrase itself can be remembered much better than a short, complicated password.

While on the eID site, update your password reset options. Keep that information current, especially the alternate email address, which can be used to reset your password if needed. This year there is an option to receive a text message to help in resetting your password. We recommend enabling this option.

You can also sign up for K-State Alerts on the eID site. Doing so will allow you to receive emergency email and text message notifications.

Once you have changed your eID password, make sure you quickly update it in any email clients or mobile devices that you use to check your K-State email. If it is not updated quickly you may be locked out of K-State Zimbra for a few hours due to multiple failed login attempts. If you have multiple devices, turn them off when you change your password, then turn each on individually and update the password. Also, if you use a computer or mobile device on campus that connects to the "KSU Wireless" network, you will have to update the password there as well. Visit <http://wireless.k-state.edu/connect/> on your device and follow the instructions to connect to the network with your new password.

If you have any questions or problems changing your password, contact KSRE Support at 785-532-6270. You can also contact the K-State Helpdesk for assistance with password issues at 785-532-7722 or 800-865-6143.

The technology unit is working on the Active Directory move. There were almost 500 old ID's that had no one had used to login.

150th celebration

The celebration starts February 14, 2013.

Please attend and enjoy. Presentations will be streamed online. We are just days away from the kick off celebration in Ahearn Fieldhouse, Gala 150, Men's Basketball vs. Baylor and Carol Burnett! Here are some general updates for the group:

PARKING FOR 150th KICKOFF and GRAND EXHIBITION, FEBRUARY 14

Campus parking will be limited. We have arranged for a 2-bus shuttle service to and from Ahearn on Thursday, Feb. 14, from 12:30pm–7:30pm, running on the half hour. Pick-up and drop-off locations will be: Bill Snyder Family Stadium East Parking Lot, Northeast corner (look for signage) and the half-circle drop-off zone West of Bosco Plaza and East of Ahearn (look for signage).

LIVE STREAMING FOR KICKOFF PROGRAM, February 14, 4:00 p.m. (CST)

The official program, beginning at 4 p.m. (CST) during the Kickoff and Grand Exhibition, will be streamed live at these two online locations: K-StateHD.TV. www.k-state.edu/150
Please encourage your distance students, satellite offices, friends, and family to watch the historic program with K-State performances.

SIGN THE K-STATE GUESTBOOK

Leave your mark on the 150th celebration by signing the K-State 150th Guestbook at: <http://www.k-state.edu/150/attendees/>

WILDCAT MARCH STATUES WILL MARCH TOGETHER

Five statues will be on display at Ahearn Fieldhouse on February 14, while more than 20 other whimsical cats will march together at the Alumni Center Thursday afternoon and throughout the weekend. See the 150th website for viewing hours. The college/unit displays will also be viewable at the Alumni Center during the same hours.

The College of Agriculture cat will be one of the five in Ahearn!

DRIVING TOURS FEBRUARY 14-15

Driving tours will be leaving at the pick-up/drop-off zone just West of Bosco Plaza (and East of Ahearn Fieldhouse, just across the street) every hour, on the hour from 10am-3pm Feb. 14 and 15. Sign-up will be available on the 14th at the 1863 Hospitality Room, in the Cats Pause Lounge, 2nd Floor, K-State Student Union, beginning at 9am and from the K-Booth in Ahearn beginning at 1:00 p.m. On the 15th, people can sign up in the 1863 Hospitality Room only. 15 seats per tour.

Unit leaders discussed different places the logo should/could be displayed. An email will be sent to the local offices with suggestions of ways to add it to websites and newsletters. The logo will be added to newsletters and outgoing mail from the Bookstore and Mail Center and our websites.

Program Focus Teams

Last October, Lauri Baker and Jason Ellis did a strategic training session for some department staff. There are 11 program focus teams. Elaine is collecting names of those who have been trained, and some will be nominated to serve as communications reps for the PFTs.

Elaine has met with Barbara Stone, Gregg Hadley, and Margaret Phillips and continues to meet with them as they discuss the role of communicators on these teams.

ACE/NETC

June 11–14, 2013, in Indianapolis

Many of you have renewed your ACE membership, entered the C&A contest, and submitted session proposals. Now it's time to start thinking about the travel logistics for the 2013 ACE/NETC meeting June 11–14 in Indianapolis, Ind.

Rooms at the Indianapolis Marriott Downtown are \$159 plus \$27.03 in taxes for a total of \$186.03. If you share a room with a colleague, the cost per person is about \$93. We are not sure how many rooms are available in the conference hotel. This year the main office will NOT be reserving a block of rooms or booking travel. You must talk with your respective unit leader about attending the meeting and whether he or she is setting a maximum support limit.

The conference schedule and registration fees are not posted at this time. There may be preconference and postconference workshops. Gloria will create a list of who is going, when, and roommates to coordinate travel plans.

K-State has a fund to provide support for employee professional development. The deadline to apply is March 15. The application is simple. See:

<http://www.k-state.edu/today/announcement.php?id=5359&category=news&referredBy=K-State%20Today%20Home>

Communication Strategy– Elaine Edwards

Joe, Sarah, and Elaine continue to discuss and fine-tune the Communication Strategies presentation. They have developed a tool to help folks map out their strategies and will provide training with FCS staff on February 14.

Joe set up a Wordpress sandbox for this group to practice blogging. He offered to share this with department staff. If you are interested, please contact him at learj@ksu.edu.

It was suggested that communicators assigned to program focus teams also use these tools. It was noted that as a department we should also develop and use a communication strategy.

Sarah, Joe, and Elaine are starting a Communication Strategies blog.

Strategic Plan update – Elaine Edwards

The steering committee for the College of Agriculture plan met on February 7. Elaine expressed gratitude for the work done by and the involvement of the staff of the Office of Educational Innovation and Evaluation. The completed document will be posted sometime in March for public review and comment.

Unit/Department budget

A summary of 2012 departmental expenditures and revenue prepared by Lori Buss was distributed to unit leaders for review and use in preparing budget proposals for fiscal year 2014. Budgeted salaries were not included on the report. Debbie will schedule a separate meeting for the unit leaders to begin budget planning and discussion.

Project Intake

None at this time.

Once Around the Room**NMMS**

Yesterday they achieved a milestone in their unit: They posted their first audio to YouTube.

News Media and Marketing will start using NewsWise to pitch stories to media. They will have a training session tomorrow on how to upload stories and use this tool.

Dan and Eric have been working on Master Farmer interviews.

Kathleen's position closes Feb. 15. Currently we have 24 applicants.

Kansas City Public TV will air a program Deb Pryor produced about the smoke management plan.

Technology

NETC 2014 will be in Manhattan. The group is considering Hilton Garden Inn.

Gerry, Neal, Gamage, and Seth are working with Brian McCornack on a project called MY KSRE. They will write a grant proposal.

Joe will do a presentation to K-State Research and Extension—Riley County about smartphones and agriculture.

Innovations in Teaching and Learning is March 4–5 at the K-State Union. This conference provides an opportunity for faculty to connect with peers and learn about emerging tools and techniques of online teaching and learning. <http://innovationsinteachingandlearning.org/>. Gamage, Larry, Gerry, and Seth will be demonstrating the Wowza streaming media server.

University Printing

Everyone is working hard to cover for Kenny McVey while he is out this week on vacation. Jess Holiday was hired as a new student employee at Umberger. The Union copy center will be hiring a new student as well.

Rob, Greg, Gina, Vernon, and Joe are working with a vendor, Page DNA, to possibly provide support for the University Printing ordering website.

Safety training opportunities are available online. Please see Rob if you need a list of courses or if you would like to attend a session.

Variable data software has been installed for the new copier, and John Cooper has received training. He is working with Mike Ryan in the Bookstore to run some tests on importing barcoded mail files and hopes to have a demo ready soon.

Greg will meet with Myra Gordan in the Office of Diversity regarding the copy center, location changes, and workflow. He is also meeting with union staff Feb/ 25, to discuss some union client issues. Rob and Greg will move to Umberger 10C (now known as Tennessee) Feb. 19.

Publishing

Nancy has returned from vacation. Thanks go to Sarah and Gloria for keeping things running smoothly.

Academics

Classes are proceeding. Ag Ambassadors interviews were last night, and 38 students applied— 28 students are needed.

Ag Comm students will travel to the University of Arkansas in March for a professional development conference. We will be hosting the conference in Manhattan next year.

Bookstore and Mail Center

It was suggested that a link to the Tuesday Letter be placed on the K-State Today website.

Wall panels will be erected in the back quarter of Umberger 24 to create a staging area for bulk mailings and excess inventory.

Packet sales went extremely well this semester. Staff served more than 900 students with sales of \$23,000 in the first four days of classes. It was a great example of staff working together and communicating frequently to ensure packets were available.

Business Office

Changes are being made to departmental invoicing and receivable processes in an effort to become more efficient, consistent, and responsive to client inquiries.

Effective immediately, JoAnn Ebert will receive all payments for departmental sales and services; Deb Stryker will create all invoices for University Printing, Technology, NMMS, and academic faulty; Deb McClain-Williams will invoice for publishing services not involving print; and Lisa Heller will prepare invoices for bookstore and mail center sales/services. Efforts and time will be tracked to determine if additional staff is needed. On an interim basis, Lori Buss and Lisa Heller will pay bills for University Printing.

Approval for funding the National Ag and Veterinary Online Training Center is pending. A request will be made to conduct an internal search to the department to fill the coordinator position. Position

descriptions for a coordinator and web/database developer have been signed by the dean and sent to Human Resources for approval.

The computer information specialist position (Feldhausen) closed Feb. 8. The search committee will meet February 14. We received 14 applications for this position.

The Newswriter/Communication Specialist position (Ward) will close on Feb. 15. At the time of this meeting we had received 24 applications. The search committee will meet on Feb. 27.

A survey from Dean Floros was emailed to all classified and unclassified department employees requesting feedback on the department, college, and KSRE administrative team members. If you didn't receive the email, please contact Debbie Webb. Feedback should be provided to Dean Floros no later than March 1.

Kansas State University Open House is scheduled for April 20. Preparation for the pancake feed and scavenger hunt has started. Unit leaders agreed that the academic activities are sufficient for departmental involvement.

The department will replace one of the delivery vans with one with fewer miles as part of the KSRE fleet program.

Gina reported serving on a search committee for a full-time classified mail carrier for Central Mail Services.

Mandy Wilson and Mike Ryan presented information on bulk mailing at two recent sessions of "Mail Preparation" led by Central Mail Services. Each session had approximately 25 participants. This was a result of efforts by staffs in each area to find ways to collaborate.

Administrative Professionals day is Wed. April 24.