

## **Unit Leader Meeting**

Wednesday, March 13, 2013

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

## **Tech update**

In July the university's email system will switch over to Microsoft 365, a full-featured email client used by professionals around the world. Among the enhancements are improved reliability; enhanced security, spam, and phishing protection; more robust calendar features; and compliance with federal data locations and security — a necessity for K-Staters working with federally funded grants. Users who forward their email to open systems such as Google, Yahoo, and Hotmail will still be able to forward email to such systems.

An email committee has worked during the past six months examining options for the Zimbra email system due to support issues that led to lengthy outages. As part of this analysis, the committee consulted broadly with students, faculty, and staff on desired features and preferences for a new email system. The work of the committee and those who offered input throughout this effort is appreciated.

The options discussed with President Schulz and Provost Mason included Microsoft 365, Google, and Zimbra with a different service provider. The decision to transition to Microsoft 365 was based on several compelling reasons, in addition to the enhancements listed above:

- Microsoft offers superior support services.
- The Microsoft 365 Suite mimics the MS Office Suite on computers.
- Calendar offers more robust features.
- A professional migration path is offered, rather than relying on faculty and staff to migrate from one system to the other.
- Microsoft 365 has a backend of Exchange, the email system of corporate America, which many graduates will use when entering the workplace.

The transition to a new email system can be a challenging process. We are just beginning the planning stages and will undertake the transition this summer. ITS will keep users informed of plans and progress in the coming months, including announcements in K-State Today and a website now in development that will include information and frequently asked questions about Microsoft 365.

This is the corporate version of Microsoft 365 and will work with people outside of K-State. It allows users the ability to host small meeting groups. Access to Live Meeting may be available. It allows users to share video and audio, and record the meetings.

Customer service issues are being addressed.

Interviews for Computer Information Specialist position: March 13, 14, and 15.

## **Annual Conference – Comm Expo/PFT relationships?**

What is best way to present departmental services? University Printing has success with both poster session and Communications Expo. However not all new agents come to the poster session.

What about mini sessions or flash presentations? These work really well.

The department also should consider more in-depth proposals, perhaps something on variable date.

It would be fun to do pictures with Willie and the coaches. They could be done in person, using foam core cutouts or green screen.

**For Staff Webpage: What can be public? What needs to be department employees only?**

Everything on our website should be public. The department shirt page will be moved to the NZone website.

**Departmental Spring Meeting**

Two department spring meetings have been scheduled:

Tuesday, April 23, 3 – 4:30 p.m.

Wednesday, April 24, 8:30 – 10 a.m.

Both meetings will be held in 137 Waters Hall.

April 24 is administrative professionals' day.

**Employee of the Year**

The 2012 employee of the year winners will be announced at Annual Conference. Nominations for 2013 employees of year will be accepted in November 2013. Each unit should nominate someone. It is acceptable to nominate previous winners.

**New Agent Training Changes**

Elaine presented a draft agenda for new agent training. A new component for technology has been added. The newsletter session continues to be valuable and useful in raising awareness of newsletter printing and layout. Perhaps it could be expanded to emphasize content and include electronic newsletters. Seven agents are attending this session.

The notebook needs be updated, possibly as web pages. This will be completed before 2013 annual conference.

**Fax Machines**

Fax machines are seldom used, so the number in the department will be reduced to save on phone charges. Scanning documents and emailing is more economical. Fax machine phone lines range from \$17 to \$33 per month. The department will keep the bookstore fax machine, which is used daily. Department employees may use this fax machine.

**Project Intake**

None at this time.

**Once Around the Room**

**Academics**

Two students are among the five university students for Udall scholarships: one from Ag Ed and one from Ag Comm. Friday, March 15, all the student teachers will back on campus. Shannon, Steve and Brandi will meet with them.

K-State Open House is April 20. The ACJ students will host a pancake fee, and Ag Ed is running a scavenger hunt.

Outstanding seniors are being identified to prepare for College of Ag awards program. The academic unit is recruiting, and several out-of-state students have committed..

### **News Media and Marketing Services**

The university has updated its style and branding guides, which are also online.

The K-State 2025 team is putting together a calendar of events. The 1863 video is highlighted on the university website. Master Farmer awards are presented Friday, March 15. Greg Hadley will be the emcee for the banquet. Kevin, Dan, and Elaine are attending.

The smoke management video Deb Pryor created is going through a peer review process.

Communications and Marketing has hired two social media staffers.

The APLU has hired a group for advocacy and education. They will focus on K-State for the next few months. The group will use the Twitter account agamerica. This is help folks in Washington DC to understand the importance of land-grant universities.

The news writer search committee has identified four candidates to interview, possibly the first week of April.

### **Technology**

Joe presented a session for Greg McClure about smart phones and agriculture. It might be a good session for annual conference. The Community Development program focus team contacted Joe to talk about communication strategies.

### **Bookstore and Mail Center / Business Office**

Gina met with Steve Logback and Jeff Morris to discuss a retreat for Department of Communications and Agricultural Education unit leaders and Communications and Marketing unit leaders. Jeff suggested the two groups work together on a specific project. Dave G. from the Cleveland Clinic has very successful business model, he will possibly Skype into the meeting. A facilitator might be used to conduct the meeting, possibly on April 17.

Gina and Kris met with Daryl Buchholz to discuss more space for the department, including offices, storage, and classrooms. These discussions will continue.

Recruitment will begin soon for the National Agricultural and Veterinary Online training center. March 28, Kris will meet with John Floros, Daryl Buchholz, Ralph Richardson, Dan Thomson, and Priscilla Roddy regarding this project.

No news on budgets.

Accounting professionals met March 12. One topic discussed was procurement cards and travel. Financial services office is looking more closely at sales tax being charged. K-State has tax exemption status in about half of the states. [Click here for a complete listing](#). The website provides forms, letters, and certificates for travelers to present when paying. If the hotel charges sales tax, we will have to

provide written documentation that we attempted to have it removed. Emails are acceptable written documentation.

A departmental survey of our clients has been suggested: Are we doing a good job? Are there some things we should be doing better?

Vernon, Joe, and Gina are working on the accounting software project. An action plan has created. We would like everyone to provide detailed information regarding the type of reports needed: Who would use this information and why? The next step in the process is looking at the type of data to track.

### **Publishing**

An electronic archiving system with the KSU Libraries' K-REx database has been established. Amy has created a simple archive on a KSRE page to display documents while library archiving is completed.

Editors are getting ready to visit with authors about updating extension publication. Responses are due April 1, 2013.

Several folks are working on the *Invest an Acre* hunger relief project with 4-H. The final document will be both pdf and ebook. An administrative 4-H ebook is also in the works.

Lots of design work coming through.

### **University Printing**

Rob and Greg did a Connect session with Greenwood County regarding newsletter production. Pat Hackenberg quickly responded with a design.

Greg and Rob met with Jim Rigg on variable data.

We have purchased some new CD and DVD duplicating equipment.

The Gator's tires are being repaired.

Rob has been working with Mitch Ricketts on some air quality issues in Umberger Hall.

Becky Burks resigned to take a position with University Counseling Services. Her work with University Printing is appreciated, and colleagues wish her the best in her new job.

One of Becky's duties was setting up templates for business cards, letterhead, and envelopes. Rick Butler is working with Becky to take on those duties and provide a smooth transition for our customers.

In the Student Union, a new student, Larina Haley, was added to the crew. Welcome, Larina!

Interviews for our departmental tech support position have been going on this week. It really is an important position not only for us, but the whole department. We are fortunate to have DeWayne on the search committee, and Rob and Greg have been a part of that process as well.

Last week, Daryl Buchholz, the Associate Director of Research and Extension and one of our "big-wigs," took the time to send Greg a note and one of the things he said in his note was "your team is doing remarkable."