

Unit Leader Meeting

Wednesday, October 15, 2014

Those in attendance: Kris Boone, Joe Lear, Greg LeValley, Gina Nixon, Rob Nixon, Mark Stadtlander, Elaine Edwards and Nancy Zimmerli-Cates

Web updates

Nancy reviewed the Communications and Agricultural Education website with the group. Unit leaders identified a significant number of items that need to be archived, updated or permanently deleted. Danielle Holladay and Kelly Gurik will work with Nancy to get the web pages revamped.

Handout attached

Quarterly unit leader meeting

The first quarterly unit leader meeting will be held on October 27. Unit leaders were asked to bring summaries of unit activities using fiscal year 2014 data or if different, to be clear on the period used. Kris shared information on the five stages of tribes from “Tribal Leadership: Leveraging Natural Groups to Build a Thriving Organization” and the parallels to the development of the department. This will be the foundation for discussion at the quarterly unit leader meeting. Kris suggested that unit leaders and others view the Ted Talk at http://www.ted.com/talks/david_logan_on_tribal_leadership.

Fall departmental meeting

The departmental meetings scheduled in October have been cancelled due to conflicts with the KSRE Annual Conference. These will be rescheduled in November.

Move updates

News Media Services: Offices have been moved from McCain to Dole. Eric Atkinson and the radio studios will move on Friday, October 17. Elaine is working with the university archivist to pick up the remaining digital archives for radio. Facilities and recycling need to be contacted to remove old electronics with potential PCB's. Rob will follow up with campus safety and contact Bill Spiegel with recycling. This should be scheduled the first week of November to ensure the radio studio and Eric Atkinson moves are complete. Remaining items in McCain will be organized into “keep” and “dispose” sections. The Music Department will have the opportunity to look at the items and see if they would like to keep any of the items. If not, we will arrange to get them moved.

Publishing Unit: The carpet and paint for the 2nd floor has been requested. Ellie Mankin has been cleaning, organizing, and taking inventory of equipment and furniture for posting to the department exchange. Designed Business Interiors (DBI) will disassemble existing cubicle furniture. Facilities maintenance needs to be contacted to replace the air conditioner units.

Academics: After the Publishing unit move is complete we will go forth with moving some of the academic faculty offices and classroom. The graduate student office currently located on the first floor will move to the third floor, room 317. We will combine rooms 313 and 314 to make a smaller classroom, room 312 will become the new computer lab/big classroom and 311 will be a semi private meeting room with a round table for a collaborative work area. Jason Ellis will move to room 309, Lisa Moser will move to 310 and Richard Baker will move to 315. The AG ED and ACJ labs located in the basement will move to the third floor as well. The ACJ lab will be located in room 311 and Ag Ed lab will move to room 305. All other academic offices will stay where they are currently located.

Position updates

Graphic Designer interviews are this week and next.

University Printing filled the two digital operator's positions. Kathryn Ellis and Victoria Pantle will start on November 3rd.

Gina is working on the position description for the Human Resource specialist position.

The administrative team met regarding marketing and would like to hire a KSRE marketing person and place under Ashley Martin in the Division of Communications and Marketing.

ACE 2015

Next year's ACE conference will be held in South Carolina. Kris reported that airline tickets from Manhattan currently price at \$650.00. Kris asked that unit leaders begin discussions about planned attendance with staff members. Travel expense reimbursements may be limited this fiscal year.

Legislative Report

Kris reported that the team working on this year's Legislative Report is moving ahead. Work to the website is getting started, short videos are being designed and shot, and content is being written.

Once around the room

Joe Lear: KSRE folks will meet on Friday regarding the website. Kris will form a faculty group to prioritize content. This will include Julie Fosberg, Neil Erdwien, Danielle Holladay, Joe Lear and other faculty identified by Kris at a later date. Video server consolidations are beginning. Office 365 mobile client authorization is working well.

Gina Nixon: Mandy attended the National Resource Management Officer (NRMO) conference in Columbus, Ohio, the last week of September. Mandy was complimentary of our facilitators at last year's conference and noted that having facilitators helps keep the discussion on-track. Take-away items included: 1) having authors designate a publication

lifespan and whether or not the publication is able or likely to be revised when the manuscript is submitted. 2) Ohio has a vibrant 4-H program. Gina further discussed the discontinuance of the project guide by the Kansas 4-H Foundation in 2015 and concerns about the future of the state's 4-H programs. 3) Ohio has a flat-bed printer/cutter that allows them to print directly on corrugated cardboard, metal, and other surfaces. Next year's NRMO meeting may be held in Mississippi and in Louisiana in 2016. Lisa Heller reported in the last administrative assistant meeting that her BPC card was hacked and maxed out in less than 20 minutes. The Enterprise Print Management System (EPMS) and PageDNA purchase ran into snags while submitting the contract for approvals. General Counsel is currently reviewing the new contract. Once the contract is set, WebEx training on database setup will be scheduled. Google documents will be utilized to establish schema for setting up customer and vendor accounts. These documents will also serve as basis for the procedures manual.

Elaine Edwards: Faculty is getting situated in their offices and is close to being completely moved to Dole Hall. Attended the ag state leader meeting with Greg and focused on specialist issues. She met with Horticulture on Friday regarding healthy yard video and with Julie Fosberg to work on the news media and marketing website. They decided to start over with the content. Donise does web updates but everyone will go through the training. They would like to feature a banner to highlight videos and photos. The biggest issue will be the radio with KRSE feeds and such. It's possible it may go live next spring. Daryl Buchholz asked her to organize the elevator speech for annual conference.

Rob Nixon: The Union got kudos from The Union Program Council (UPC) for projects completed. Seth Diem is a new student employee located in the union. We have recently completed 4 different pocket portfolios totally around 7000 pieces. Rob and Rick Butler attended a Page DNA webinar on how to write codes for ordering online business cards. Rick will set this up along with letterhead and envelope templates. Your log on will depend on which department you are in so you can get the specific choices that relate to your unit. Will need to work with ITAC and synch with EIDs so when people change departments they get a new log on. This will launch sometime next year. It was reported that a couple of employees have gotten positive results while signing up for the new health insurance online.

Greg Levalley: Attended Brand day on October 1. There was not a lot of student's involved at Brand day even though it was geared more to them this year. The next director round table meeting is with Jeff Morris and the topic is coaching poor performance. Next Thursday Greg, Rob and John will meet with the union architects to discuss Union Copy Center design. Admissions worked with Mandy and Gina and had new employees get a tour of printing. Finished KDA business cards totaling 500 cards completed. They made their own preprint and this is an ongoing job.

Mark Stadlander: Publishing unit had their first interview for the Graphic Designer position yesterday. Donna Sheffield and Mark met with representatives from the Department of Entomology to address time concerns regarding a series of their publications. Last week there were computer issues with multiple computers. ITAC was

called, they are looking at getting out of the repair business, but that has not been officially announced.

Kris Boone: GFS communication team is developing fact sheets with folders. There will not be a unit leader conference call on Wednesday, October 22. Kris is currently working with the high school stucco leader and doing leadership training, reflective listening and dialogue for student council officers. Everyone was reminded about the meeting with the President and Provost on Friday. Kris had a meeting with Ernie Minton last week regarding his website and the need for research and graduate program information. Also need to reach out to the communication team in regards to the Post Harvest lab because their information doesn't look like SIL and MIL. Mark and Elaine will send proposals by next week on how to help spend the carry forward money. We should have the carry forward funds encumbered by February or March. Currently working on advising students and faculty group for the web. Shannon Washburn is in Ethiopia and Lauri Baker's promotion and tenure is coming up soon.