

Unit Leader Meeting
Wednesday, March 12, 2014
8:30am
Umberger 301E
Agenda

Departmental Meetings/2025/Performance Ratings and Task Force

- Everyone was reminded to attend one of the Departmental Spring meetings either Wednesday or Thursday. Dean Floros will speak at the Wednesday meeting in the Union. Each Unit Leader will do an update on their unit's status and introduce new staff members.
- A handout was given showing Department Metrics for the last 5 years which will be provided at departmental meeting. Lauri Baker has helped secure over \$900,000 in grant funds. Jason Ellis and Shannon Washburn have also participated in numerous grants and are currently part of the Post-Harvest Loss USAID Lab grant.
- A draft of the department 2025 Strategic Action and Alignment Plan was distributed. The plan must be submitted to the Dean and the University for approval. Kris asked unit leaders to pay close attention to the list of activities and outcomes generated from planning activities facilitated by OEIE to ensure the essence is captured in the plan. The department plan will be available online the week of March 17, along with a link to a survey.
- Kris is working with Communications and Marketing to develop a marketing plan for the Five Grand Challenges. Jennifer Ray is conducting a communication audit that will feed into the plan. The Global Food Systems video was presented by the President to the Kansas Board of Regents. It was well received. We are proposing a secondary major titled Global Food Systems Leadership.
- Kris is on the Unclassified Employment Task Force which has been charged to develop a common evaluation form for unclassified professionals in the College of Agriculture. This form would not be used for unclassified support staff. The University is offering training on assigning performance ratings in order to realign them as they have been over-inflated over the years.
- Shared leave pool was discussed and will be addressed at the department meeting. Staff will be reminded that the shared leave pool is for individuals experiencing serious or life threatening illnesses, not for chronic health issues, routine appointments, surgeries, or normal life events.

IT Reorganization

A leadership team was developed and then broken down into smaller sub-committees who developed reports and recommendations. They addressed technology support, infrastructure and application development. The reports have been summarized and a drafted proposal has been given to Jeff Morris and Ken Stafford. Once Ken, Jeff and Kris have a final proposal, it will be presented to the President. If he approves, the proposal will be presented to the Provost and Dean Floros for their approval before a broader announcement and implementation. Joe reported Vernon has been working with ITAC and the network operation center committee. The network operations center (NOC) will address smaller tech issues to allow other staff to focus on applications and development.

Web Updates

Nancy Zimmerli-Cates reported on problems within the system. It was mentioned that the editor is to correct language, punctuation, grammatical errors not necessarily to edit designs of web pages. There are frequent requests to update the Academic and For Staff page. The For Staff page is updated often but not reviewed by staff members on a regular basis. There were suggestions to turn the page into a "how to" page with links to documents staff may utilize ie: deposit forms, W2's. We do not need to repeat employment updates, but replace with links to the information. Nancy and Rob will work together to update the University Printing page. A variety of information needs to be updated on this site such as links, printing forms, billing information, department logos, etc. It was noted that designers are available to help with graphic publications. Bob Holcombe is coordinating graphic requests at this point in time.

Interim Publishing Manager Interviews

Interviews are scheduled for Tuesday, March 18, 2014. Questions were discussed by Unit Leaders at the end of meeting. Greg, Donna and Mandy are on the search committee.

Project Intake

The Five Grand Challenges graphic will be utilized for presentations. Mark Stadlander has worked closely with Erick De Wolf, Mandy, and University Printing in producing a new wheat publication that will be distributed all across North America. As has been done with similar publications, the back page of the publication was printed with each ordering organization's contract information.

Once Around the Room

Gina: Bookstore staff is working with KSU Central Mail when presenting campus wide mail prep sessions. The latest session resulted in opening dialogue with the Division of Communications and Marketing to better plan the production and distribution of their projects. There was discussion about how mail is delivered to Umberger Hall and sorted. Gina will investigate the possibility of a change in sorting for Umberger and McCain.

Joe: The technology staff is working to migrate the blog server to central resources or to a paid host. Staff will also begin to migrate county web sites to the K-State CMS. In the meantime, Neal Wollenberg continues to train county personnel on the KSRE CMS. It was suggested that an online CMS training tool be developed as well as scheduling training across the state. Joe Lear attended the recent leadership training seminar and he reported that video training has been set up on ZOOM for Microsoft office 365. A reminder that XP support will end and remaining XP machines will be blocked in May. Joe Agnew will be updating the POS machine in the Union Copy Center and a machine used for large format printing.

Rob: The Ryobi is finally paid off! Interviews for the Estimator position have taken place and the search committee will give recommendations soon. Recruitment for a digital operator position will open soon. , Rob attended a Union renovation plan meeting and shared proposed plans for relocation of the copy center.

Greg: Katie Mayes from the Division of Communications and Marketing has accepted a position as Director of Communications for AIB. Her last day will be March 21st. Greg spoke with Jeff Morris and Steve Logback about working together to promote each unit's services when working with departments on campus. A follow-up meeting with them has been scheduled for March 25th. Jason Shula from the Art Department offers a print making class and has asked to incorporate a tour of the printing facilities each semester. There was discussion about potential internship opportunities.

Elaine: Elaine and staff are working on materials for the 100th anniversary of the Smith-Lever Act. Staff members are working on stories with a John Deere exec visiting campus, parent's use of technology effects on children, obesity and children update, and brown recluse spiders. They are also working on videos for the Eat Smart, Play Hard project. A national impact database will go live next week and several staff members have had sessions accepted for ACE.

Nancy: No report.

Kris: Senate Bill 411 has not had any additional activity. Global Food Systems (GFS) was presented to K-State Deans at Dean's Council a few weeks ago. A meeting will be held on March 24th to answer questions and get ideas on getting faculty across the university involved. A faculty meeting will be conducted on March 31st regarding GFS and they will be asked to start identifying where they see themselves and their work fitting in. Academics have a big incoming undergraduate class.

Teacher/student caseloads were discussed. Jason Ellis is putting together new internship requirements which will include student's blogging about their internship experience. Jason will be traveling with students to Ireland on Fall break. Shannon will travel to Ghana the last two weeks of May and to Ethiopia at some point this summer as part of the Post Harvest Loss grant he and Jason are on.

Adjourn

NEXT MEETING: April 9th at 8:30am