

Unit Leader Meeting August 13, 2014

Those in attendance: Kris Boone, Joe Lear, Greg LeValley, Gina Nixon, Rob Nixon, Mark Stadlander, and Debra Pryor on behalf of Elaine Edwards

Update on IT and News Media and Marketing

IT should have office moves completed by the end of next week, August 22. Anthony Cobb is working on moving phone lines for Gary Kepka and Janelle Harvey to Hale Library. Their offices are located right next to each other in the client service area. Larry Havenstein is located in the basement of Hale and three KSRE student tech support staff will integrate into the ITAC team.

News Media Services unit is still in the process of moving to Dole. The walls will be done by the 15th and painting portions of the offices will begin the week of August 18. The goal is to complete the painting and carpeting in two stages; painting empty studio and office space first, temporarily moving Deb and Larry to those newly painted offices, and complete painting of the rest of the offices. Carpet will then be installed in much the same way. We've asked for a tentative date of September 12 to install the furniture.

Publishing will move to the second floor where IT was located, graduate student offices and computer labs will move to the third floor. The old server room on the second floor requires more extensive renovation and will be completed prior to the publishing move. The Institute for Commercialization is still renovating their area as well.

Global Food System

The Global Food Systems faculty group will move forward this fall. A meeting to discuss a dashboard for GFS resulted in members being asked to gather more information from audiences on what kind of outposts are needed to help capture data. The idea is to create a database that will contain information regarding each GFS challenge, what has been done to date, and provide ease of reporting. The GFS marketing material is ready to go. The Department of Commerce is accepting proposals for seed money to create interdisciplinary teams. Kris has been working with others on campus on the K-State proposal. Included in the proposal is two years of funding for a graduate student to support the creation of a new interdisciplinary Ph.D. program. The proposal has been submitted.

Adobe Creative Cloud pricing/numbers

The state of Kansas and the Kansas Board of Regents is entertaining a new three year agreement with Adobe for Adobe Creative Cloud and Acrobat. Webinars were held August 8 and 15 detailing the agreement. Preliminary estimated costs are \$65 per license for Acrobat and \$360 per license for Creative Cloud. Employees (including student employees) who work over 200 hours per year will be allowed to purchase a license for home use for \$10. Students will be able to purchase a Cloud license for \$199 per year. The total agreement price is based on the number of FTE at the university so everyone will be covered. Information Technology has requested departments contact them with the number of Cloud licenses needed. The total cost of the university license will be spread over those departments

using the licenses. Unit leaders were asked to provide Gina with the number of licenses needed in each unit no later than August 14.

Financial services update

The Division of Financial Services has updated travel reimbursement rates for fiscal year 2015. Daily per diem for in-state and out-of-state travel has decreased by \$1 to \$46 per day. Per diem rates for out-of-state high-cost cities and international travel increased. International rates may be reimbursed at the university set rate or using the U.S. Department of State International Per Diem rates. The out-of-state lodging rate was also reduced to match the in-state lodging rate of \$83. Additional documentation will be required if reimbursement requests exceed stated allowed amounts.

The Division of Facilities Management has implemented new invoicing and payment processes similar to Telecommunications. When requesting work from Facilities, departments are now required to provide an account number that will be used to pay all associated charges. Invoices will be made available online for 10 days near the beginning of each month. During that time, we will review the charges and have an opportunity to change the account from which they will pull funds.

UMB Bank is transitioning their online banking tool to a new format. This will impact the UMB Online Access Feature that BPC cardholders use to electronically view their purchases through UMB. The Division of Financial Services will work closely with UMB to transition to this new tool and will keep cardholders informed of any additional steps that need to be taken to gain access to the new tool.

EPMS/Page DNA update

The accounting and on-line ordering team met on Friday, August 7, to discuss the project charter for the EPMS/PageDNA software implementation. Anthony Phillips from Information Technology has been assigned as the project manager. He has created a listerv for everyone involved in this project. Vernon Turner has set up a new SQL server in Hale Library to start up a new version of the EPMS system. IT also received a new quote for EPMS that included the PageDNA connector and associated training charges. There will be three separate 3-day trainings for two individuals that will take place in Massachusetts. Due to new Payment Card Industry Data Security Standards (PCI DSS) that go into effect January 1, 2015, this new online ordering and accounting system will need to be implemented December 31, 2014. This software is a great investment and will make processing invoices faster and easier. This system specializes in online orders. The primary focus is getting the bookstore online in order to meet the PCI deadline.

Quarterly Unit Leader retreat

At the end of September, a half-day Unit Leader retreat will be scheduled. The first retreat will focus primarily on professional development. Will work with Leadership Studies to plan a strength finder lesson and possibly invite someone to speak regarding the subject. Unit Leaders will also begin work on updating action plans associated with the departmental 2025 strategic plan.

Scheduling of staff meetings

Kelly will follow up with unit leaders to find out dates of unit staff meetings. Kris Boone will attend one unit staff meeting a year.

Recruitment update

The Digital Operator search has been extended to September 4, 2014. The Graphic Designer position screening of applicants will begin August 24, 2014, and will continue until position is filled. Heath Yates has announced his resignation and recruitment will begin soon through the Office of Mediated Education. Kathy Henderson announced her retirement. Her last day in the office was August 14.

Local unit projects (counties)

All projects from counties should be routed through Kris or Gina. She will determine how the project should be assigned. This includes requests for signage.

Once around the room

Gina: Mandy Wilson, Bob Holcombe and Elaine Edwards have created a brochure highlighting some of our publications for use at the State fair. The brochure includes a perforated self-mailing order form and a coupon code that can be used on-line when purchasing publications through October 2014. Ag Econ is now sending all their mail through the bookstore after realizing the surcharge is 9% less than Central Mail. Kelly Ingalsbe joined the accounting office as an Account I on August 4. She is already balancing statements and is very excited to learn the rest of her duties. She will spend time with Gina this week to learn Microsoft Dynamics. In the next couple weeks, she will spend time observing processes in the bookstore, university printing, the copy center and publishing. This year the teaching funds for technology were added to the department's base budget. News Media staff in Dole Hall have set aside three boxes of old CD/DVD masters. Most of these materials will be sent to university archives. Gina attended the Coffman Institute, August 6-8, and reported that it was a great experience. She is reenergized and reengaged. The first day of the Institute was spent learning about self, the second was spent learning about others, and the third day focused on community. There was a lot of self-reflecting and the building of great new university relationships. *Mark:* Ag Report is off the press. Amy posted the October order form last week. She also has found broken links and misspellings on the University website. Janie created a Word version of a 4-H newsletter for Wyandotte County. Mark asked Rob to Bill Spiegle in recycling to request a bigger recycling container when Publishing moves to the 2nd floor. Kenzie Curran will start as a student worker in publishing after Labor Day. There have been a few requests for 20-year farm management guides. A group met with library regarding a digital repository that would include extension documents published through our office. It was suggested that when Amy pulls the current version off the web, that a watermark be placed on the document and sent to the library. This would include documents that just had a revision, not just when they are deadfiled.

Greg: Rob met with HP and xPex regarding large format materials and equipment. University Printing staff will attend a demo for a color envelope copier at Master Teacher. Greg will meet with Shanna Legleiter on September 23, to discuss proposed training for shared services. Greg will meet via Zoom with Ashley Martin and Angela Cummins, who is new to Olathe. Rob and Rollin met with our printing partner regarding legislative reports, which should be coming in soon. Kris requested data from Joe Lear on how many hits there have been on the past Ag report site. Greg reported that Shanna Legleiter is now in charge of the Directors Round Table.

Rob: Rob mentioned he had misprinted letterhead that would work great for scratch paper if anyone is interested. University Printing has eight students to fill union and Umberger spots for the Fall semester. They may be looking for additional student help. Three pallets of admissions portfolios and transfer visit portfolios arrived. Rick Butler received the tentative deadline for Fall commencement program. Staff are busy assembling NACADA (National Academic Advising Association) packet pocket guides and the Beach Museum of Art newsletter. With school starting, there are a lot of hot jobs in pre-press. New Ryobi plates have been received in the production area. Doug Austin is getting a chance to do some needed maintenance on his press. The Dole shop is working on College of Agriculture study guide preprints, junior/senior application postcards, transfer application postcards, and lots of folding and finishing. The digital shop is waiting on course packet files from Xanadu and the Union has several Agronomy laminated posters

Joe: KSRE/CMS migration waiting on Neil Erdwien to finish what they need to do for classes to start. There have been meetings regarding the merging of video servers. Windows media files in News Media still need to be converted, uploaded and linked if they are to migrate over to the new server. It was suggested that we archive what is currently there and call it good. Joe Lear and Ken Stafford will meet with the joint council on the 20th, FCS agents meeting on the 28th, scheduled district meeting in Hutchinson on Sept. 3rd, meet with Agronomy regarding IT changes on Sept. 5th. Horticulture and Forestry cancelled Friday meeting so will need to reschedule.

Deb Pryor on behalf of Elaine Edwards: Our construction is slated to begin this week. Furniture plans are being finalized (really close). Paint and carpet ordered. Still need to figure out board for radio studio (dependent on C&M board decision). Best guess is October for moves. Staff meetings are every two weeks normally as of this time (Thursday at 11am). We usually have them penciled in a weekly schedule in case we need to meet. Kathy Henderson is retiring this month. Friday we have a retreat with other communicators on campus at the Konza. Still waiting to see the final agenda. As part of the preparation for this retreat, we all took a "StrengthsFinder" survey from Gallup. In case you were wondering, my top five strengths are "arranger, adaptability, strategic, maximize and input", KS Dept of Education project is the focus for Deb and Randall right now. Both are working on separate projects within this contract. Deb is working on the Eat Smart/Play Hard video news stories; Randall on the QuickTrain video modules.

Deb has finished a 360 video/photo project with Carol Blocksome that we will ask her to share with the department when ready. We are working with Comm and Marketing on a 1-minute video for the President's State of the University address. We are developing a story on water, focused on Freddie Lamm's research. Brad, Dan and Kate H. went to Colby and got interviews and footage. Script was approved by Jeff M. Risk and Profit: Dan has been working on a video of a producer profile for Risk and Profit. Eric and MaryLou will be covering, maybe others. One of our unit goals this year is to develop a water communications strategy. We are hoping to release a series on Kansas water issues. We hope to work with Gregg H. and Dan D. on this initiative. Eric is going on vacation in September and we are working to figure out a plan to cover when he is out. Randall is not an option with his deadlines. It is during State Fair also. State Fair is coming up. Elaine and Katie are working with Steven on overseeing the booth. We will be using the centennial display. Katie attended Ag Media Summit in Indianapolis. Kate Hagans is attending a national legislative event next week to capture Radon PSAs for a national project (with Bruce Sneed). Gregg Hadley is working with the Ag State Extension leaders a list of all

water initiatives within each department. I am currently identifying water stories and publications developed in the past 9 to 12 months. We will also do the same with GFS (thanks to the GFS team for identifying news stories. And thanks to Mark for sending new pubs over past year. I also need to contact any of our academic faculty with extension tenths to find out if they are doing any work in this area.