

Unit Leader Meeting

Wednesday April 11, 2011

Those in attendance: Kris Boone, Elaine Edwards, Gina Nixon, Shannon Washburn, Nancy Zimmerli-Cates, Larry Jackson, Greg LeValley, Rob Nixon and Russ Feldhausen.

Technology Update – Russ Feldhausen

Tuesday morning tech tips could be utilized to distribute/capture information on how to prepare files for print. More training needs to be provided. This is also a great venue for students.

Russ will be hiring a fourth student to work in tech support. Garret, Jason and Mark will be working various schedules during the summer.

Flash drives die and unlike hard drives, data is unrecoverable. Sync back can be used to back up flash drives.

ACE/NETC Conference

This year's conference will be held in Denver, June 10-13, 2011.

Registration is \$395 and the department is providing vans for transportation.

Retreat Planning

The Unit Leader Retreat is scheduled for May 11, 2011.

Agenda items include reviewing the strategic plan and planning how we will accomplish our goals; NIFA review; team building/morale boosting (new tactics). Kris will check on teambuilding.

Budget

At this time there is no news. It looks like it will be flat. The freshman Congress is running around trying to make good on campaign promises. There is likely to be unfunded mandates.

Spring Meeting Agenda

May 16 from 3 to 4:30 p.m. in 213 K-State Union

May 17 from 8:30 to 10 a.m. in 137 Waters Hall

Encourage folks to attend one meeting or the other.

Department Name Change – this will be voted on during the meetings

NIFA review – definition and timeline

Wordmark

Master's Program Update

Employee Recognition

Wordmark

Kansas State University is developing a new wordmark. Greg has been printing many samples for meetings and discussions. Cheryl May said thank you! This is a work in progress. Kris met with Jim Rigg and Jeff Morris; they are starting to work on the kerning issue and also a standards guide that will be continually revised. Printing and Licensing are the repositories. The powercat can no longer be printed or made in any other color than purple; there is concern of losing the trademark. There is also an Anderson Hall academic icon. We have information on how to use the seals. The official seal has Ag in it. Kris met a couple of times with Jeff regarding the KSRE wordmark. We are retaining K-State Research and Extension. Kris provided sample wordmarks. KSRE, Alumni and Foundation are separate from the University. We are primarily statewide so we can keep K-State and the Powercat. We need to come up with cobranding guidelines. No more individual logos. Grant funded logos will go away unless it is a conglomerate. When we have multiple players/funders, we are going to have to work through that. There is a lot of confusion about the new wordmark. We need to appoint people, Kris Boone, Nancy Zimmerli-Cates, Greg LeValley, Gina Nixon, and Pat Melgares, will answer questions. There are two different messages for KSRE and the University. We won't have anything final until after April 18. We have to be the logo and color police. Need to pull together KSRE communicators for post April 18. We will need to also have department heads meet.

Brownbag of university communicators is next week. Talk about training.

Printing Merger

Kris is continuing her individual meetings with University Printing staff. Rob Nixon has done a tremendous job of bringing things around. Last month the loss went from \$34,000 to only \$9,000. Processes are being improved and more communication with clients is occurring. Drastic improvements are being made. Pat M. and Greg need to meet regarding the marketing plan – need to hire student to help with some of this. We will be hiring a new tech person.

Smoke Management Project

Pat M just had a huge win with the smoke management. He had been training the smoke management team and the messages they developed are being used in the news. Elaine said he also did a terrific job of selling it back to the client to show them how it worked. He spent time training the team on how to use key messages.

NIFA Review

Our department wants to do this 2012. Kris has asked Shannon Washburn to serve in the leadership role. We need to get people involved in setting up the plan and start working on self-study. The review team will meet in early 2012. We can use our last document as a guide. Need to get steering team together this summer. Unit leaders need to assign team members and need to have each unit represented with at least one person.

Office Professional Meeting

Gina Nixon, Lori Buss, Lisa Heller, Marsha Stagner, Tamie Staatz, JoAnn Ebert, Donise Osborn, Kathy Henderson, Deb McClain Williams, Karen Wingo and Debbie Webb met on April 12. In an effort to keep everyone updated on current department, accounting, and human resource information, the department support professionals will be having monthly meetings.

Project Intake

No new projects at this time.