

Unit Leader Meeting Wednesday, August 17, 2011

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

Technology Update – Russ

Manufacturers are releasing tablets. Russ has an HP Touchpad if anyone would like a look at it. The basic apps are good for business but beyond that the app support is low. Many places are selling them cheap so they may not last that long in the market. Lenovo will be releasing a new tablet next week, they will give us 60% off the first two we purchase (sorry, already spoken for as of this afternoon). They will try to have a few for folks at the Comm Expo for folks to try out, as well as current laptop models from HP and Lenovo. They will also be doing the Laptop PitStop and Ask the Techs outside the Big 12 room as usual. Tech Support in Umberger will close during Annual Conference, as they will all be in the Union providing support.

Russ and Elaine did social media training yesterday; Elaine had a great PowerPoint on Facebook. Afternoon was hands-on session. They will have longer sessions in the future. The participants got a lot out of it; they will do more of these trainings. Russ will be contacting Area Directors later this month to see if they are interested.

Russ will be meeting with all teachers to show them about the new labs in 317. The Ag Conference last week went really well.

Annual Conference--Comm Expo

Most people have responded to Larry Jackson regarding their display needs for Comm Expo. Table covers can be rented from the union for \$25.00 each. Publishing has developed the graphic image.

The social media panel will meet via teleconference Friday; the group will also be available to talk to our Ag Com classes.

ACE will host a reception at Strecker Nelson Gallery during the evening hours of Annual Conference.

State Fair

Janie is working on a new display for the state fair. Pat M has been phenomenal in the planning and preparation. There will be a rain barrel, new 4H materials and several other exciting items on display. President Schulz will be there one of the days. Friday we will have a radio broadcast.

Perhaps we could have a department day at the state fair next year. Would be great to visit with more folks about what we do.

Print Merger Update

Rob Nixon, Gina Nixon, Greg LeValley, Kris Boone, Jeff Morris, Bruce Shubert, Geneva Jahnke, Doug Elcock, Cindy Bontrager, and Fran Wilbrandt met regarding the print merger. We have until the end of this fiscal year to complete the merger. The group will meet again in September, at that time we will present a 3 year business plan. An organizational chart has been established, Kris will be meeting with folks individually to discuss it.

Strategic Plan Update

The unit leaders will meet Wednesday August 31 at 8:30 to discuss the strategic plan.

Departmental Review

Shannon is chairing this committee; the first meeting is Sept 29. Committee members include: Vernon Turner, Nancy Zimmerli-Cates, Eric Atkinson, Pat Melgares, Rob Nixon, Mandy Wilson, Brandi Nelson and Gina Nixon.

Early Retirement

Early retirement option for classified folks is being offered. Human Resources sent an email to everyone who is eligible. Several informational meetings were offered. If you have questions, please call Stephanie Harvery in Human Resource at 785-532-6277.

Fall Department Meetings

- Thursday, Sept. 22, 3:00 p.m. to 4:30 p.m., 137 Waters Hall
- Friday, Sept. 23, 8:30 a.m. to 10:00 a.m., 137 Waters Hall

Agenda

Strategic Plan

Name Change

Printing Merger

Annual Conference

Department Events

Department/Unit Shirts

The Wordmark has been finalized and revealed. We will talk to Tammy Breymeyer, Director/Licensing for K-State Athletics Inc., before we move ahead with this project.

New Student Hires

The main office (and sometimes the unit administrative professional) is caught off guard when a new student worker arrives unexpectedly for processing.

Please fill out the pdf form and send it to Debbie, she will complete the necessary paperwork before meeting with the student for signature. This will ensure that when a student then reports for processing, we are expecting them and have things set up before their arrival. The form is available on our website: <http://www.communications.ksu.edu/p.aspx?tabid=1101>

Monthly Updates emailed to Kris

Unit leaders should be sending monthly updates to Kris, the first of each month. It's good to know what other units are doing.

This can be used as a summary project for performance reviews.

Making Difference Website

This is a pilot website. People can visit the website and record how K-State Research and Extension has made a difference in their life. Elaine and Lauri will conduct two focus groups with the Extension Advisory council, and an additional two focus groups with KSRE staff in Wichita and Salina County. They also plan to do three in-depth interviews with legislators that would find this information valuable. We are receiving very positive feedback.

Water in the Basement of Umberger Hall

Water in the basement of Umberger Hall, it is coming up through tiles (asbestos tiles). Daryl has been informed; a work order has been submitted. They will take care of the water first, then the tiles.

Project Intake

None at this time

Once Around the Room

Business Office / Bookstore and Mail Center

Important Dates

- Aug. 30 — College of Agriculture Watermelon Feed, Weber Lawn
- Sept. 5 — University Holiday (Labor Day)
- Sept. 22 — Dept Fall Meeting 3:00 p.m. to 4:30 p.m., 137 Waters Hall
- Sept. 23 — Dept Fall Meeting 8:30 a.m. to 10:00 a.m., 137 Waters Hall
- Sept. 23 — Department of Communications' annual picnic, east lawn Umberger Hall
- Sept. 28-29 — K-State Research and Extension New Agent Training
- Oct. 8 — College of Agriculture Tailgate, Cat Town(possible group ticket purchase only 2 replies)
- Oct. 18-20 — K-State Research and Extension Annual Conference
- Dec. 9 — Holiday Party, IGP

Administrative Professional meeting update

We are documenting any issues with Financial Services; there have been several inconsistencies in past few months. Please send these to

Debbie she will compile a list/report. Gina will give to Genevieve at the next CoA business manager meeting.

Scanning— several department across campus are scanning their documents and storing them electronically. At this time most of the departments are doing their own thing. Russ and Gina met with Robert Ottman and Ken Stafford last week regarding how the university system, currently used by Student Records, Human Resource and Financial Services. The cost right now is \$1,500 per license to use, and \$1,500 for scanner. The licensees would then be \$200 annually and are not tied to individuals.

Emergency Contacts—we are updating the emergency contact cards. Unit leaders received a handout of phone numbers, please check have your folks verify and fill in missing information. New cards will be business card size and stock.

Remind your people to update their information in HRIS.

Notes from the administrative professional meetings will be posted to the communications website.

New liability sheets for vehicles; these have been updated in the vehicle books.

Password change time.

Students are returning and buying packets from the Bookstore and Mail Center.

News Media and Marketing Services

Elaine is working Russ and Gerry Snyder on Comm Tips Trainings, a series of 30-minute Connect sessions that will be offered on Wednesday mornings.

Sept. 7, Perfecting Your Elevator Pitch: Elaine Edwards and Pat Melgares

Sept. 14, Come to Grips with Zimbra Tips, Russ

Sept. 21, Wordmark Templates, Pat M. and Pat H.

Sept. 28, Image Library, Gerry Snyder

Oct. 5, Get Mobile, Russ

Oct. 12, PowerPoint Tips, Gerry Snyder

Oct. 19, None (Annual Conference)

Oct. 26, Snappy Titles and Headlines, Nancy Z and Elaine

Nov. 2, eXtension, Elaine

Nov. 9, Communicate your Public Value, Elaine and Pat

Nov. 16, Travel Tips Security, Russ

Our department had an exhibit at NACAA (National Association of County Agricultural Agents) meeting, Sunday through Tuesday, Aug. 7-9.

Gave handouts on impact statements, publications.
Thanks to Nancy, Pat and Russ—new handout format—looks great!!!
2 days of live Agriculture Today Radio Broadcast Showed hort video and audio slide stories Elaine, Eric, Mary Lou and Kevin staffed the exhibit.

Mid year reviews—almost done, three to go.

Elaine is working with Ernie Minton on some videos, he has shared the videos with Gary P.

On Aug 30, Kris and Elaine will be doing the IGP retreat. The retreat for commodities group communicators.

First University Style Guide Meeting, the group has set up a regular meeting schedule. There will be resource for everyone to use regarding style issues.

Publishing

epub and use and needs by surveying current users, deciding how to prioritize epub development, determining the progress of a mobile-friendly KSRE website, and finding resources needed. Kris is running the survey questions through Institutional Review Board in preparation for an AXIO survey of KSRE personnel.

Related:

*We are ordering several seats of CS5.5 to simplify epub process.

*We hope to use tablets / smartphones / other devices to display some of this work at KCRE Annual Conference.

*We have found entomologists here doing similar survey on e-pub use as part of an "iWheat" project with Oklahoma, Texas, Nebraska, and Colorado.

We are revising the KSRE Style Guide for use by students within the College of Agriculture, as requested by some faculty. We have received comments from faculty and others on a draft version and hope to release the final (?) draft this Friday (8/19) for use during fall semester.

KSRE Style Guide and copyright will be continuing issues for focus at annual conference.

Publishing workflow and infrastructure. We want to find a way to automate and streamline from manuscript intake through printing or electronic distribution. This system could be purchased or evolve by combining elements of the existing KAES manuscript system and the Bookstore/Library database. As next steps, Nancy Zimmerli-Cates will discuss more details with Kris and invite committee members to help envision the system, determine resources needed and available, map the process, test, evaluate, and put into use.

Tentative schedule:

By August 26: Discuss committee with Kris and set meeting date(s).

Sept. 30: Create vision of system and what we want it to do
Oct. 31: Determine resources needed (time, money, people)
December 31: Identify staff, funding, timeline; map process to completion.
March 2012: Beta test
June 2012: Implement workflow system.

Upcoming:

Mark Stadtlander and Janie Dunstan will go to Dallas Sept. 14--15 for one-day e-pub training.

Pat Hackenberg registered to attend the Photoshop World Conference and Expo, Sept.7-9 in Las Vegas.

University Printing

JJ (at Umberger location) is now doing more of the digital work that was being done at the plant. She is doing study guides, business cards (main campus as well as Research and Extension) and letterhead. The study guides are preprinted in four-color out at the plant.

We hope to gradually bring more of the (black) digital work in from the plant to Umberger.

JJ is also busy with course materials and Master Gardener notebooks.

Rob updated on the road construction on the way to the plant. Eureka Drive is now the only way to get out there. Rob also showed samples of work being done at the plant: the Calvin Today publication that is four-color throughout, a four-color annual report for Engineering, a "Beat KU" table tent (that Greg now has on his desk) 4-color promotional brochure for McCain that has a perf and 78,000 four-color cards of which 60,000 will be labeled and mailed from the plant. All of these jobs are of high quality and were done on tight deadlines.

The Union location is gearing up for the new semester with course materials and a large volume of walk-in traffic.

Greg met with Emily Vietti, who is the new Communications Coordinator for the College of Architecture to discuss future print jobs and process. Rob and Greg met with Carrie Rich, Katie Mays and Hayli Morrison from Communications and Marketing to discuss ways to improve the workflow between their unit and University Printing. They were also given a tour of the plant to better understand capabilities.

Greg and Rob also met with Howard Boshers, an equipment broker, to look at the stuff that we are getting rid of with the move to campus.

Greg and Becky met with Pat Melgares to discuss a marketing plan for the new print unit. This group will be meeting again to begin putting the plan together and implementing.

Construction at Umberger has been going on since school was out in May. Williams Auditorium, the largest lecture hall on campus is being remodeled and reconfigured. Unfortunately for the folks in Umberger, Williams Auditorium is located directly above Duplicating and mechanical room for the auditorium is in the back of Duplicating next to Kenny's press area. It's been a summer of noise and dust and down time that is wearing thin. Hopefully, that part will be done soon, but then they will be tearing out part of the ceiling in JJ's area so we are making arrangements to keep running (we have a lot of work over there) while this goes on.

Reno County (Hutch) is interested in doing a monthly newsletter so Greg is planning to travel there and meet with them in the next week or two.

Technology

Gamage is back in town through Sept 9th. Then he will return in December. Brian took another position on campus. Recruitment has begun for both Brian and Reshma's positions. Next search committee meeting is Tuesday Aug 23rd, when the committee will evaluate the applicant pool. Next week is the technology unit will have a follow-up from the earlier retreat. Rusty will lead this discussion and help begin to formulate a plan to address the main issues that emerged from our listening session with clients and partners.

Gary, Russ and Steve assisted with last week's national ag agents association conference. They put in a lot of time and work setting up, transporting and maintaining/troubleshooting nearly 30 laptops and nearly 20 projectors. The departmental wellness committee sent us a letter offering to come to Umberger and provide flu shots at \$25 per. The committee will meet soon to schedule this important and popular event. Also, we have lost some members from the wellness committee, so we hope to identify some replacements.

Academics

Jason, Lauri, Brandie are on board; three positively fabulous new employees.

Big summer for this unit

Shannon traveled to Kenya with five member faculty team from KSU—the main thrust of the project was to look for opportunities for KSU to partner in a pilot project to create regional vocational schools for orphans in Kenya—spinoffs of this trip

Applying for grant to send 4 students to Kenya for summer to work in these programs Partnerships with Jomo Kenyatta University for Agriculture and Technology who is doing great work in youth education and extension communication.

National Science Foundation funded Climate Education Partnership

K-State is one of 15 entities receiving Phase 1 funding to develop a plan for Phase 2. Ours is the only proposal that deals with rural areas and agricultural issues related to climate. Phase 2 funding proposals are due March 15, 2012. Nine K-State faculty and three NE faculty working on this project

Steve did a cool presentation AGECON faculty and grad students—helping them understand who their students are and difference in generations

Steve and Shannon will travel to State College PA for AAAE meeting in late September.

Shannon and Steve conducted a 2 week CASE institute class, with 19 participants from 11 states. Registration was \$2450.00 per participant. Thank you, JoAnn and Lindsey for your help with this project.

Master's Degree program continues to move forward; hopefully the faculty senate will look at this in early September

Students will be back on campus Monday

Everyone is teaching something new this semester

Kris

President Schulz presented testimony for the Farm Bill.

Kris will teach AG Bus Comm Class while Lauri is on maternity leave.

Wireless connectivity in Umberger will be improving over the next year because of some university initiatives.

If you received an award during the last year, please get his information to Debbie it needs to be turned in for Annual Conference.

Promotion and Tenure Workshops are next week