

## **Unit Leader Meeting January 12, 2011**

Those in attendance were Kris Boone, Gina Nixon, Ed Wilburn, Greg LeValley, Larry Jackson, Nancy Zimmerli-Cates, Elaine Edwards, Steve Harbstreet and Russ Feldhausen.

### **Technology Update**

Required SIRT training should be on-line in the next two weeks. This is a mandatory IT training course for every employee and student; the training takes approximately 1 hour to complete. You will have to complete the training prior to Fall password change. Face-to-face training will also be offered. Russ will alert folks as those times become available. This training must be completed annually.

There was an Enterprise software demo Jan. 12 at 1:30 in 301E. They will demo the different modules.

If you handle credit cards, the SIRT roundtable will discuss new state security standards on Friday morning at 9 a.m. in Hale 301. There are more stringent controls on credit cards and credit card machines as well as storing data.

The encryption software will also be pushed from central administration more. At this time we don't know how stringent this will be.

New labs for 317 and 316 should be done by the end of the week. Any training presented in 317 after Monday will have the option of using the Mac lab. The PC's will remain in 317 to help ease the transition. This summer we will evaluate the use for the new fiscal year. We will have 8 new Macs in the ACJ student lab and 8 new PC's in 10C for Richard Baker's class. Engineering still has a bunch of old PC's for \$250 each, which are better than some of our older machines.

We have the site license for Office 2010, mac 2011 and Windows 7. This will allow everyone in the organization to be on the same version of Office software. Russ will check on Adobe Creative Suites.

New back-up system for the department; hardware is coming in cheaper than anticipated. More information will be coming. The software costs approximately \$50 per seat and then maintenance of \$9 per seat after that. Russ will check into a group license.

The technology unit will have a KELP interview via SKYPE on Thursday. Two candidates will be here that day.

Nancy asked that the creative suite update be completed. Backup disks may be needed so that others can load the software on laptops as necessary.

### **New Agent Training**

Elaine and Shannon met this week and will be pulling others from the department together to review what we are doing and make sure we are giving the agents the tools they need to be successful. Shannon will be presenting a session; the agents need some teaching training. He is meeting with Stacey; Kris suggested that Russ go with him to talk about technology training also. These don't necessarily fit in the communications training; however training needs to go beyond new agent training. There will be tours and presentations of both the Bookstore and University Printing. Gina will do a session about the bookstore website and bulk mailing.

### **Performance Appraisals**

Unit leaders should be working and meeting with your staff. Debbie will schedule meetings with Kris and the unit leaders. Please have drafts of your letters ready when you come to meet with Kris or at the very least, talking points. Unit Leaders' performance review will be at the same time. Letters will be distributed to staff on Feb. 7.

Schedule a meeting with all those supervising classified employees to discuss issues and how to complete the process.

### **Budget**

We don't know anything. The governor expects to present his budget on Thursday. At this time it looks like we will be flat. Legislative meetings are taking place each Monday morning so Jeff is keeping updated.

The regents will not be trying to get an additional \$50 million. This will be a cut because lack of stimulus funds. We will have a benefits increase that will unlikely be state funded so there will be money withheld or recalled. No idea on how the classified adjustment would be funded. Unknown if there will be any raises again this year.

### **Printing Merger**

Rob is working at the Plant and Ed is staying at the Union. Some new students have been hired. At this time we are still working on the space issues. There was a meeting yesterday. Jeff met with Lori Goetsch and Shubert because the library wants the airport space. Shubert should be working on building up the hill.

Enterprise meeting will be going on.

Jeff and Kris met with Clyde regarding interim positions for Rob, Ed, and Greg.

Kris will begin drafting business plan. John, Rob and Greg viewed variable data webinar. It was good and showed shops that were similar to our operation.

### **Burn Plan Project**

KDA, KDHE have all chimed in on burn plan for the flint hills. Smoke goes over to KC and causes issues. It was brought to our attention just before Christmas and they want stuff out and running by February. The project has been working since August. This has all been driven by Agronomy. Folks wanted to be paid overload to do it. Jeff and Kris and Bill Herndon attended and pulled the project for the website back from agronomy. Jan. 18 is the next meeting. Seth and Gamage are invited and Zimbira calendars should be kept updated because a lot of people are scheduling meetings.

Will have a model of the climatological and weather data. It would run each night and post each morning. It will provide customers a text file from the model. We don't have a faculty member with the expertise. We have some piecemeal communications work being done but don't have a communications plan. Pat Melgares will be leading the communications plan development and implementation. When Carol sets up these burn programs, she puts together a spiral bind book the day before she goes out. Greg is going to give Pat a copy of the book so we can see what all is being done.

### **Communication Meeting**

Met with communication folks from across the College, Vet Med, Human Ecology, Agronomy, Animal Sciences, Ag Econ, BCI, and Administration – nearly everyone showed up. It was a large group.

The main topic of conversation was coordinating communication at the university level and national media buys. We talked about the communication site and where they can find resources and people. The image database was also discussed; we need to have firm time-line on that project. Talked about social media – Elaine will talk to Alex about Facebook group. There is a request for a web meeting to talk about who is doing what on sites.

### **Unit Leader Retreat**

Scheduled for March 18.

### **Project Intake**

Nothing at this time.