

## **Unit Leader Meeting**

**Wednesday, November 14, 2012**

Those in attendance: Kris Boone, Elaine Edwards, Greg LeValley, Rob Nixon, Russ Feldhausen, Joe Lear, Gina Nixon, Jason Ellis, Nancy Zimmerli-Cates, and Debbie Webb.

## **Tech Update**

A new email and calendar system for the university is being considered. Central IT is in the process of making a decision, and the legal staff has issues with Google. Office 365 is the other choice. Our department may need to change licensing for Connect if Office 365 is chosen.

Russ, Vernon, and Joe met with Ken Stafford about starting to move some data to central IT servers. One server has been set up in the cloud for the accounting system and so far has been working well. There are more possibilities using cloud storage.

If anyone has an iMac from 2008–2011, please let the Technology unit know. Apple is recalling some of them. Apple has set up a website where users can enter the serial number and find out if the iMac has been recalled. (See: <http://www.apple.com/support/imac-harddrive/>)

Several machines have been infected with Zeus virus — a very nasty one. Be mindful of opening weblinks, attachments, or infected sites. Web of Trust is recommended to help with virus control. Go to [www.MYWOT.com](http://www.MYWOT.com) to download the app. It will tell if you if a website is safe.

Central IT has a new network packet, and they can tell which machines have been infected.

Russ and Elaine created a Facebook page for the department. Both ACJ and Ag-Ed have their own Facebook recruitment/student pages. We could post employees and communicator of the year, information about new publications, departmental services, or other internal news.

This university plans to buy Qualtrics to replace Axio Survey..

## **Cost of Living Increase for Unclassified Professional**

On October 25, 2012, President Schulz announced a one-percent mid-year salary increase for benefit eligible faculty and unclassified staff. Increases for twelve-month employee salaries will be reflected on the January 4, 2013, paycheck, while nine-month employees will see the increase on their January 18, 2013, paycheck.

## **University Position Terminology Update**

The Division of Human Resources is clarifying position terminology in an effort to provide consistency in how positions are identified. Positions will be identified as budgeted/non-budgeted and benefit- or non-benefit eligible. These terms will apply to both full- and part-time positions.

## **National Agriculture and Veterinary Online Training Center**

The National Ag and Vet Online Training Center team presented information on the center to the University Deans to garner support for further development. Veterinary Medicine team members are developing a more formal business plan for the center and will present it to the Deans Council in

December. The International Grains Program has contacted the center asking for new program development.

### **Performance Evaluations**

All direct reports to the department head should complete and submit 2012 accomplishment documentation to Kris Boone and Debbie Webb by Nov. 19, 2012.

Classified performance evaluations are due in the department business office by Dec. 19, 2012. Forms are available at: <http://www.communications.k-state.edu/for-staff/appraisal-forms-and-prodecures.html>

### **2025 Strategic Plan**

2025 College of Agriculture/K-State Research and Extension committees are beginning to meet. Please actively engage committee members to provide input into the process. Following is a list of the committees and departmental representatives. If there is not a departmental representative, the committee chair is listed.

Steering Committee: Elaine Edwards, Ex-officio  
Engagement: Kris Boone  
Extension: Eric Atkinson  
Facilities and Infrastructure: Ernie Minton, chair  
Faculty and Staff: Gina Nixon  
Graduate Program: Curtis Kastner, chair  
Research: Jim Stack, chair  
Undergraduate Programs: Shannon Washburn

For a full list of committee members, please go to: <http://www.strategicplan.ag.ksu.edu/>

### **Project Intake**

None at this time.

### **Once Around the Room**

#### **University Printing**

Open house was very successful. Everyone participated and turnout was great. President Schulz attended.

At new agent training, Greenwood County agents expressed interest in newsletters and fair books.

A new air-handling-unit is being installed in Dole this week. The installation is expected to take four days.

Now that most items at the former print plant are numbered, a time will be scheduled next week for departments to come out and look at what is available. It will be scheduled similar to the way departmental meetings are done (one afternoon followed another the next morning). Several items went to new homes on Monday.

Randall Kowalik, from our news/media and marketing group, was here last week to do some filming for open house. The intent was to provide a video loop of our equipment running to show during open house. Mitch Ricketts, our college safety coordinator, suggested we do this instead of having machines running while people were walking through. We may also use this footage for the University Printing website. Thanks to Randall and Elaine Edwards for making this possible on short notice.

Greg and Rob thanked Rick Butler for providing ice cream treats when K-State wins, wondering if he knew what he was "in for" when he started it back on Sept. 1 ...

Joe and Russ went to the plant on Monday and recycled hard drives on old computers out there.

Plate trouble for one of the machines, currently looking at a new company.

Chili cook off includes two contestants from University Printing and many others.

### **News Media and Marketing Services**

Deb Pryor is applying for a sabbatical next September. She will be working on a photo and video project with the KAW Nation to document and preserve their cultural heritage and working with Jason's class also.

NMMS is in the process of getting ready to recruit for Kathleen Ward's position.

A Great Bend radio station has picked up the radio program "Perspectives."

Russ and Elaine spoke at an office professional meeting in Garnett. Elaine also will go to Post Rock for some training.

Com Tips training is working wonderfully. Gerry, Russ, and Elaine will start planning for 2013 sessions.

Elaine would like to pull a group together to do infographics using data from Mary Knapp's Weather Data Library.

### **Technology**

People's Garden website is finally up and running. First sessions will Nov 29, with five total sessions.

Gamage and Neal are working with Kansas Forest Service on a wildlife website, and Gamage is working on a site for PRIDE. Gerry is working on wheat blast project. Will Boyer, a watershed specialist, is working on a mapping project.

Technology staff members are testing windows 8, Joe has it on his computer.

If an Hotmail account is being blocked, notify Technology. A list will go to central IT to have it unblocked.

We will host the National Extension Technology Conference (NETC) in 2014.

## **Academics**

The academic staff has divided and delegated responsibilities. Jason will take responsibility for internal academic issues; Shannon: College of Agriculture; Laurie will handle financials with Lindsay; Steve will be the unit representative to national conferences; and Brandie Disberger will work on recruitment and outreach.

Jason was added to a grant to do some training with high school teachers on nutrition, food safety, and *E. coli*.

Graduate faculty will meet today at 5 to work out procedures and policy items.

*Agriculturist* is exceeding last year's totals with 6 advertising pages from Merk. The dean has approved subscription offers for the magazine, with most of the money going to scholarship funds. Subscriptions might be tax deductible.

ACT is finalizing content for the fall ACJ newsletter. Next semester both ACJ and Ag Ed will produce newsletters.

## **Business Office/Bookstore and Mail Center**

Rob and Gina Nixon attended the National Resource Managers Organization meeting at Purdue October 29-November 2. The organization is comprised of distribution, publishing and printing staff from land-grant institutions around the nation. Topics discussed included e-books, print-on-demand, on-line ordering and accounting systems. Kansas State University will host the meeting in 2013.

New signs are being considered for departmental units in Umberger Hall. Gina showed a sample for the Bookstore and Mail Center.

The Bookstore is ordering boxed wooden pen and letter-opener sets. Mandy is working with N-Zone to identify new and updated Walk Kansas items that will coordinate with those Sharolyn uses in the program.

Lisa Heller is now invoicing departments weekly for postage usage.

Mike Ryan is preparing for a 100,000-piece mailing from admissions and trying to identify storage space during processing time.

The bookstore, business office and University Printing staff will meet to discuss invoicing and work flow processes. With the increased business and additional staff, processes need to be revised.

The Bookstore's new e-commerce site has been launched, but a formal announcement will be delayed until a few changes are addressed and testing is complete. Check it out at: <http://www.ksre.k-state.edu/bookstore>.

Lori Buss and Gina Nixon have met with all unit leaders and unit support staff regarding basic accounting processes, terminology and reporting. Unit leaders will begin receiving payroll payments by account to verify salaries paid from general operating accounts.

Joe Lear, Russ Feldhausen, Vernon Turner, and Gina Nixon meet weekly to identify a new accounting system for the department. Activity with this group will pick up after the Thanksgiving holiday.

JoAnn Ebert has been assisting Deb Stryker with invoicing as a result of increased volume. We will discuss workflow in business office and Bookstore to see how to address that volume.

Debbie Webb has been updating the main page and staff pages of the department website. To see the changes please go to: <http://www.communications.k-state.edu/for-staff/>.

### **Publishing**

Web standards group met with last Friday. Web editors will review each departmental website page and mark up changes needed on paper. Sarah Hancock is joining the rotation as a web editor.

Digital delivery group is scheduled to meet Dec. 11. On the agenda: Cheryl Boyer is working with some of the IT folks on a plant identification app and is applying for grant to train growers on social media; update on wheat disease book app; ebook series of administrative publications for 4H.

Barbara Stone also wants to do some 4-H materials to address hunger, based on materials developed by Alabama Extension. She is also considering regional or national offerings of the "Join the Club" promotional materials. She expressed concern about the sparse use of National 4H materials and is considering whether digital presentations might replace some of those items.

Professional development: Some of the publishing staff visited Allen Press on Monday to discuss workflow for books and other lengthy materials. Afternoons of Nov. 26 and 28 pubs staff will look at ebook development modules available through Linda.com.

Nancy met with Lynda Carter, a designer in engineering. Her group is interested in collaborating on newsletter and magazine production. Also, Paula Peters and some of the specialists in Human Ecology are interested in collaborating on design and production of a series aimed at the aging population.

### **Kris**

Communicators Brown Bag is Thursday, November 15: Video storytelling, with Deb Pryor as one of the presenters.

Michelle Godinet-White contacted Kris, about our help in promoting the SafeZone program. See: <http://www.k-state.edu/safezone/>