

Unit Leader Meeting

April 23, 2014

Those in attendance: Kris Boone, Joe Lear, Greg LeValley, Gina Nixon, Rob Nixon, and Mark Stadlander.

It Reorganization

Kris Boone and Jeff Morris have a few additions to make to the IT reorganization project before presenting to President Schultz on Friday, May 25th.

At the College of Ag administrative team meeting on April 18, it was discussed that Ken Stafford and Joe Lear will attend College of Ag department staff meetings and KSRE area office meetings to discuss how the reorganization will affect campus and local offices. The idea is to make sure KSRE faculty and staff know that computer support will continue to exist. Kelly will follow up with the eight college departments and request that Joe Lear and Ken Stafford be added to agendas at their next departmental meetings. Joe Lear will work with Kelly and area directors to schedule similar meetings for each area office and request representatives from each local office have the opportunity to attend. President Schulz commented that the University Printing merge was impressive and is very excited for the IT reorganization.

News Media and Marketing Reorganization

Plans are underway to move News Media and Marketing Services from McCain to Dole Hall and the Institute for Commercialization. Over the past several months efforts to better collaborate on KSRE and KSU media presence have been underway. Additionally, the Global Food System has exploded and significant effort is needed to support this university directive. A communications team that will be located in the Institute of Commercialization is being created with current staff members from Communications and Marketing and our department. Potentially Pat Melgares, Donise Osbourn, Kathy Henderson, and Brad Beckman will be a part of that team. Eric Atkinson, Dan Donnert, Elaine Edwards, Deb Pryor, Larry Jackson, Kevin Block, Randall Kowalik, Katie Allen, and Jeff Wichman will be located in Dole Hall possibly. Mary Lou will still be working out of Olathe. Kevin and Robert Nelson will be working to reduce duplicative equipment, clean out three areas of our current Dole space, relocate Kevin to the engineering team, and create new office and studio space.

Budget updates

Legislators are at recess but will resume in a few weeks to make final session decisions. At this point there is nothing new to discuss. Dean Floros has not made any changes on filling positions. It was suggested at the administrative team meeting that requests to recruit include information illustrating how the position ties to the department, college and perhaps University 2025 plans.

ACE Travel/June 24-27

Staff interested in attending ACE should work with their unit leader to ensure adequate funds are available for conference expenses. Attendees should complete their registration, make hotel reservations, flight reservations, and coordinate transportation with other attendees. Unit leaders were asked to remind staff that all travel expenses such as, registration, flight, hotel, and taxi/ shuttles should be purchased on BPC cards. The only reimbursable out-of-pocket expenses should be for non-covered meals/per diem. It was also noted that due to the dates of the conference and fiscal year-end, reimbursements will not be available until September.

Other Items

- Global Food systems team creation will move very fast
- There may be new faces joining future Unit Leader meetings
- Ashley Martin is the new Director of Marketing in the Division of Communications and Marketing and works a lot with KSRE
- 1st interview scheduled for Vice President for Human Capital on April 24th
- Kris will meet with the Dean's advisory committee on Friday, April 25th
- New department vehicle will be ready in a few weeks

Once around the room

Mark Stadtlander: Sarah Caldwell-Hancock is working with the library and Ernie Minton on possible use of New Prairie Press open access scholarly publishing for journal articles and AES research reports.

Greg Lavalley: Upcoming Rawlins County newsletter and fair book, along with Marshall County coming out with a newsletter. Also, University Printing just completed a successful poster job for Johnson County. There are a lot of other projects developing as well as a result of the recent new agent training.

Rob Nixon: Expedited efforts were made to update systems with Continuing Education's name change to Global Campus. Also completed history program/brochure for journalism created by the New Boston group and delivered it to the client ahead of

schedule. Nancy Zimmerli-Cates has been in contact with Rob Nixon to update University Printing forms and web page content.

Joe Lear: The move of the active directory at the Dean's office is almost complete. It has gone smoothly with ITAC and client services there to help. NETC is May 20-22 on the K-State campus. As of April 22, there were 73 individuals registered. A student registration rate was established to encourage more student involvement.; Typical NETC attendance is 125. Gina Nixon: The systems programmer committee met on April 18th and will meet again on April 25. Committee members are Vernon Turner and Russ Feldhausen. All of the IT staff will have an opportunity to be involved during the interview process. Gina will be updating two digital operator position descriptions to include 20% writing up estimates and job orders. JoAnn's position has been sent to Human Resources via the Dean's office for reallocation to Accountant I; this job will be vastly different with a higher level of responsibility. Unit leaders were asked to share with their staff that any transactions that had been handled by JoAnn should be directed to Lori Buss until the position is filled.

Elaine Edwards

- Talking with Department of Education on a new contract project for next year. We will have more creative license with this one, and will be in alignment with GFS if all works out. More later.
- Several of us met with Michael Quade, general manager and CEO of Smoky Hills Public Television in Bunker Hill, KS, on possible collaboration. They are producing an ag program called "Real Ag" which is hosted by our good friend Kyle Bauer. Also discussed the possibility of using public television as an avenue for having community discussions across the state, such as on water.
- We will be writing up a story about the Dean's presentation today, also using social media.
- KDHE project (Eat Smart Play Hard) is nearing the end of the filming, and we are in full post production. Second part of the contract will begin this June.
- Lots of good news stories such as: Chuck Rice Climate Change, Lesser Prairie Chicken, Beef Quality Assurance, 100th anniversary of Beef Roundup at Hays, etc.
- Working on a good one on the Circles programs, for getting people out of poverty. Also spice research and backyard poultry.
- Today several of us (here and Comm and Marketing) are participating in a Kansas Department of Ag social media exercise (crisis planning)
- Deb is working on several big projects with Carol Blocksome.
- 100th display, poster, info card is close to final. Bob Holcombe loves design by committees.

- Don't forget to come to the Dean's State of the College address this afternoon. In Leadership Townhall.

ACTION ITEMS

Kris Boone

- Meet with Steve Logback in regards to a "Team Building" event

Kelly Gurik

- Contact departments to add Joe Lear and Ken Stafford to departmental agendas
- Schedule meeting with Gina, Greg and Rob to discuss workflow
- Notify KSRE extension office/counties of visits