

## **Unit Leader Meeting**

**Wednesday, August 15, 2012**

Those in attendance include: Kris Boone, Gina Nixon, Elaine Edwards, Gamage Dissanayake, Steve Harbstreit, Nancy Zimmerli-Cates, Greg LeValley, Rob Nixon, and Debbie Webb.

### **Technology Update**

- University Printing Move: All major systems are in place in Umberger and we're working to get everything fully back online. The only major thing left to get set up is the Ryobi press when it arrives in Dole Hall. Russ will be working with University Printing staff to get their computers added to our domain and on the new network drive. Hopefully should have that done within a week.

- Inventory Project: Almost everything but University Printing, Dole Hall and some production equipment in McCain is inventoried. Russ will be working over the next few weeks to verify everything in the system and label things properly. Once that is done Russ can work to make inventory information available to each unit.

- Computer Labs: Umberger 316 will be updated this week to be ready for classes. We'll try to get Umberger 317 updated between classes early in the semester. Once we have Adobe CS6 purchased we will install that in the labs as soon as possible. The printers in 316 and 317 are now both working as they have in the past. Umberger 10C has not been used recently and is out of date. Please let Russ know if it will be used ASAP so he can work on getting it updated.

- Russ's Schedule: He will be starting grad school this fall, and have one class this semester. He will be out of the office from 2:00 - 5 on Mondays and 9-11 on Tuesdays and Thursdays for class. Russ's calendar on Zimbra should be accurate. He will do his best to make sure there is adequate coverage in Tech Support during the times that he is gone. If you have anything you'd like Russ to take care of, email is by far the best way to ensure it is on my todo list. However, if it is urgent please call (785) 532-6270 and let them know. They have his cell phone number and can reach him if necessary.

- Various IT Happenings

- Interviews for new Chief Information Security Officer (formerly Harvard Townsend) are this week and next.

- VPN software is now required to remotely access computers on campus using Remote Desktop. It is a good idea to have it installed on laptops anyway because of the security it can provide.

- The Umberger Networking Upgrade is moving ahead. If you have any questions or concerns about the networking needs in your area please let me know.

- Password change deadline is Sept 12. Make sure you IMMEDIATELY update the password in all programs and devices that receive K-State email or you may get locked out.

- Let Russ know if you have any old electronics or computers for disposal. Any CDs/DVDs, floppies, Zip disks, hard drives, flash drives, mobile devices, etc. must be securely erased and destroyed. There is a box in Russ's office to collect these items.

### **Fall Department Meeting**

Oct. 24, 137 Waters Hall, 3–4:30 p.m.

Oct. 25, 137 Waters Hall, 8:30–10 a.m.

- Update the Strategic Plan for the department
- Departmental Review
- Strategic Plan for College
- Employee Awards
- Morris Update
- Printing Update
- New Employees
- Masters Update

### **Unit Leader Retreat**

Sept. 26, Jardine Tower

Updating the Strategic Plan

### **Book Club**

The book club will meet this afternoon at 3 p.m. at Bluestem Bistro in Aggieville.

### **Dean Meeting**

Kris met with Dr. Floros Monday, the meeting went very well.

They discussed: printing move, working with common marketing, KELP, NAVOTC (he thought this was a great idea), food systems window, Master's program and our departmental review. This was mostly a fact finding meeting. Dorothy Doan will be scheduling met and greets with each department in the College of Ag.

### **Outreach position**

This project will be put on hold until further notice.

### **Project Intake**

Nothing at this time

### **Once Around the Room**

#### **Academics**

1. Classes start on Monday 20 August.

2. Enrollment continues. Tuesday was an additional day for Freshman. Thursday will be with Transfer students and Friday another day with Freshmen.
3. Unit has a meeting to review the departmental review team recommendations. We have provided feedback to Shannon on the items that pertained to the Academic Unit.
4. An excellent session yesterday of “flipping” your classroom. Great discussion and interaction. Other faculty from other departments also attended.
5. We have 6-8 students that are in various stages of being accepted into our new M.S in Agricultural Education and Communications. Much interest was shown at the Ag Teachers summer conference. We are working on new course proposals as they deal with courses we want to use from AG IDEA and courses that we will deliver as part of the consortium.
6. Shannon was part of the COA new faculty orientation focusing on student learning outcomes and assessment.
7. Shannon and Steve provided two workshop sessions for graduate students in Entomology focused around teaching and learning principles and translating SLO’s into instructional objectives and assessment. 12 graduate students attended.
8. Lauri just got back from attending AMS where they had a Forrest Basford Travel Award Winner (finalist). Wyatt Bechtel won the Overall Award for Excellence in Writing, Wyatt Bechtel 1st place in News Writing and in Research-Related Writing, Amanda Spoo received first place in the Publication Division for Newspaper, Tabloid, & Newsletter. Megan Brouk got third place in the written report. Greg Peterson received a lot of press while there and sang the national anthem at a luncheon. The Kansas State ACT Chapter received the bid to host the 2014 Professional Development Conference here in Manhattan. Kris hosted an alumni retreat with a wonderful turnout.
9. Lisa Moser: Ag Magazine placed 2nd overall in the NAADA competition.
10. Jason - Wrapping up layout and design intersession class. There are 13 students, taught by Pat H and Mark S. The course will run as a semester class in Spring 2013.
11. Richard is also finishing an intersession class.
12. North Central AAAE Regional Conference is 4-6 October hosted by the University of Illinois. Steve is finishing his 2 year term as VP for AAAE.

### **University Printing**

Newsletters. Preprint for Red Angus Assn.

Leavenworth did a preprint newsletter... Uncertain but now they love it. CTP system installed in Umberger. Some issues with internal workflow software.

Things going well after the move. Need to bolt a press to the floor, watch for drains, wires, etc.

Ryobi moving into Dole tomorrow.

Search for UP accountant I position: 35 strong applicants, 8 to 10 with lots of experience. Phone interviews will narrow pool to 4 or 5. Hope to hire by Sept.5. Letter from customer complimented Union Copy Center staff.

### **Technology**

Moving the internal site today of CMS. Department website

We might need to create an intranet to support some things

Mobile web development is the next focus for tech group. (Yaaaay!)

Bookstore is ready to go, Seth needs to finalize on his end. Going live Sept. 1.

Russ planning to hire to replace students who left and to cover his absences for school.

Entomology has a system for travel they would like to sync with eforms using cold fusion. Maybe we can adopt to save paperwork?

### **Publishing**

Town hall planning on hold ... Digital delivery needs to rev up state fair app in development.

KDA meeting on July 23 to discuss any "governor sighting" requests; set up followup meetings in Nov. and Feb. Might move Ag Week into Ag Month, since it will fall during most schools' spring break.

SIDLIT @JCCC Aug 2 and3. Sent notes out as a followup.

Ag Report goes to press today.

Daryl requested a template placing for the wordmark on KSRE pubs, feeling that placement on the cover isn't adequate for branding. Designers discussed in a meeting yesterday, and we'll take to the unit at a meeting tomorrow to discuss placement recommendations. Looking at other landgrant pubs, those that use the template look seem to be headed toward html distribution with options for "printer friendly" and / or a b/w template PDF as options. Design on the web page but not much in the print document. It's our new direction.

We will have four students this fall. Britny and William will stay while Molly Murphy will return and Elizabeth ... Will join Sarah for a directed study/internship on technical editing.

### **NMMS**

Drought a big news focus.

Working with Charlie Lee on lesser prairie chicken website. (Also coyotes!)

KFS "faces of forestry" videos.

Kathleen: retirement reception Aug 23

State fair. Sign up to work a shift during the week, as possible. Students will cover weekends.

Districting: 35 or so interviews. Website developed. Daryl likes it and will focus on districting in Update to extension strategic plan.

Strategic Communications training for unit leaders: 1:30, Oct. 26 in Leadership Studies. May open to others.

Midyear reviews almost done.

State leader meeting: New specialist orientation track at annual conference: Working with local agents; P&T considerations; other?? (Five minutes to talk about communications. We need a handout.)

McCarty Dairy and Dannon: Story for Ag Report and video.

Bethany is back.

KSRE website should have associated college listings added.

Had a "Making a difference" meeting with Daryl to report focus group feedback ... Groups wanted interactive site to post comments. Maybe use Gregg Hadley's Difference Makers site and social media to have better interaction ... Twitter, Facebook and blog.

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

Need the awards for the past year for annual conference.

Employee of the year committee – we have a difficult time getting nominations—how can we make this work better often times they make lots of requests and receive only one nomination—can we make this an agenda item at the unit leader meetings

..... Cheryl Boyer for Comm of Year?..... Let's nominate her!

Business Office and Bookstore and Mail Center retreat will be Jan 10, 2013;

Lauri Baker will facilitate.

Budget will include salary info for unit leaders.

Russ, Vernon and Gina meeting about combined accounting system.

Copy center will be using Solomon for invoicing instead of quick books. Need to bring in a consultant to save time and money to find an accounting solution?

Maybe we should go to Quickbooks? Have we complicated the system more than need be?

NRMO Conference, Purdue is hosting this year Oct 30-Nov 1—Purdue seems to have a lot of good practices and processes in place.

Mail meeting in KC—Mike Ryan and Rick Butler possibly attend.

### **Kris**

Fall picnic date-Sept 21

Adaptive leadership-Kris can facilitate such discussions, as needed.

Promotion and tenure workshops went very well

Kris is meeting with Jeff Morris and Steve Logback to discuss a retreat for both groups

Elaine and Kris will be meeting with Jeff and Steve about functions

Planning advisory meeting for ACJ

Meeting with Kris, Elaine, Nancy, Jeff and Steve today to discuss collaboration.

Another meeting tomorrow with all but Nancy to discuss news coverage.

Meeting with KDHE on KELP: funding, support, other issues.

Jeff W will chair Communicator brownbags. Meetings will be 9/20 (style guide), 10/18 (visual storytelling), 11/15 (roundup with postal, printing and other updates); topics to come for 12/20, 1/17, 2/14, 3/15, 4/18.

If you have Project Management Software ideas please see Kris