

Unit Leader Meeting

Wednesday, January 11, 2012

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

Technology Update – Russ

PASSWORD CHANGE DEADLINE IS FEBRUARY 8

K-State's eID password change deadline is February 8. If you have not changed your password since January 1, you must do so before the deadline or you will lose access to your K-State resources.

To change your eID password, visit <https://eid.ksu.edu> and log in with your eID and password. Your password must now be at least 10 characters long, and needs to include three of these four categories: uppercase, lowercase, numbers, and special characters. It must also not be based on an identifiable word, acronym or name.

We highly recommend making your passwords longer than the 10 character minimum. One way to do this is to use a pass phrase, or several words put together or separated with spaces or other symbols. Those words must not be identifiable as defined above, but the phrase itself can be remembered much better than a short, complicated password.

While on the eID site, you will also be prompted to update your password reset options. We encourage you to keep that information current, especially the alternate email address, since that can be used to reset your password if needed. You can also sign up for K-State Alerts on the eID site to receive emergency email and text message notifications as needed.

Once you have changed your eID password, make sure you quickly update it in any email clients or mobile devices that you use to check your K-State email. If it is not updated quickly you may be locked out of K-State Zimbra for a few hours due to multiple failed login attempts. If you have multiple devices I advise turning them off when you change your password, then one by one turning them on and updating the password to help prevent being locked out.

Also, if you use a computer or mobile device on campus that connects to the "KSU Wireless" network you will have to update the password there as well. Simply visit <http://wireless.k-state.edu/connect/> on your device and follow the instructions to connect to the network with your new password.

If you have any questions or problems getting your password changed, feel free to contact KSRE Support at 785-532-6270. You can also contact the K-State Helpdesk for assistance with password issues at 785-532-7722 or 800-865-6143.

There will be a network upgrade tonight at 11 p.m. they are in the process of replacing all routers and switches on campus, this takes down webmail, websites. Should only be down for 5 minutes at a time.

Putting in a new box on campus border, which is much more powerful. Remote desk top needs to be upgraded.

Check the status page for updates.

Trendmicro was blocking the master gardener website, this issue is being addressed.

Lab in 10C; computers should be down there very soon, there won't be any wiring in that room until the building is complete. Richard will be using this for his classes and student workers will be using this. Eight older dell desktops will be installed.

Listserve process, Tamie, Larry Havenstein and Jena (student worker) have moved all the lists to the central server.

Comm-L@ksu.edu

Time line is the end of April, Technology would like department lists move by February 28.

Group accounts in zimbra are a great idea.

Five Resolutions for Aspiring Leaders

http://blogs.hbr.org/cs/2011/12/five_resolutions_for_aspiring.html

Thinking of possibly doing the Leadership lunches again. Leadership institute graduates and others from department met once a month to discuss issues. Sometimes they would have group discussions, webinars or speakers on developing leaders.

Leadership training program in department? Group of 6 or 8 to discuss issues and get other viewpoints. Discuss your problems with people who can help. Discussing case studies instead of specific people.

UL's will discuss this in their units, and then talk about February UL mtg.

Performance Evaluation Update

All the meetings are scheduled with Kris. Consider 2025 as you are working on the evaluations. Think in terms of good professional development for folks.

Leadership, communication skills are also important.

Position Update

Technology Manager, provost office has received the paperwork.

Printing Services, will be recruiting for one Finisher.

Project Intake

Nothing at this time

Once Around the Room Academic

1. Enrollment Friday
2. Completed revision of Strategic Plan in December – Draft of what our unit has to offer in the way of research.
3. Cross-training on Advising Thursday—all academic staff can assist with both majors.
4. Visioning meeting Thursday
5. Ag Ed Advisory Committee Friday
6. Classes start Tuesday 17 January
7. Ag Ed Symposium 26-28 January in Pittsburg KS
8. Ag Communications Advisory Committee Meeting Spring 2012
9. Grant work and publishing ongoing

Bookstore and Mail Center/Business Office

Working on boxing things, remodeling will begin shortly. Dates are not available yet, they will be closed for about 8 weeks. They will have a container outside for some of the publications and promotional items.

Everything else will be stored in a storage unit. The room has to be emptied before the process can begin. New floor, HVAC, new paint, new furniture, asbestos will be removed. Should be completed before end of fiscal year. All of it will be contracted; facilities will not be doing any of the work.

Since break they have been inundated, working on Chemical Weed right now. Huge 4H order.

Beginning July first class mail will be delivered to central mail and disbursed from there, currently first class mail is delivered to all the building on campus.

Lots' of course materials for this semester, classes start Tuesday.

External review team met yesterday. Note has been sent to department folks this is due Friday. We are also working with Dan for professional photographs of individuals for website.

Office professional meeting—since procurement cards have been opened for travel expenses more folks in the department are getting them. Please be clear about unit procedures regarding purchases. People can now book their own travel.

Out of state travel—office professionals need to know before you travel.

Anyone who has a procurement card is responsible for keeping receipts, matching receipts to statement, card holders are responsible to remove sales tax or get credits. If you lose a receipt it's the card holder's responsibility track these receipts down.

If there is six months of inactivity the BPC will be cancelled.

Business office mtg—working on employee of year for 2011. Please get your nominations turned in to Lori or Gloria

Open house is April 21. There will be a bigger presence at Dole Hall. BMC and printing services will set up at union.

There will be a postage increase on Jan 22, first class letters are going up 1 cent. Priority mail is going up 1-2%.

Name change, has been approved by Board of Regents subcommittee and will be approved by Board of Regents soon. It is now on our letterhead and business cards, please use up what you have before making new. Updating signage, the way we answer phone, and changing in systems across campus.

Publishing

Mark completed his master's degree. Donna is on track for May.

Jason Ellis has proposed an inter cession class which involve some publishing folks to teach creative suite.

Everyone is busy. Nancy is going on vacation for 3 weeks. Mark will be acting unit leader.

University printing

Airport facility had a wonderful holiday season. Some equipment issues these problems have been resolved.

Rob and Greg are trying to spend more time in union.

Plate maker machine has died, thermal imager will replace this.

Rob, DeWayne, Rex, Greg and Doug are going to Topeka to look at one of these machines to before purchasing it.

Everything Annette (architect) wanted she now has.

Client stalls for in parking lot.

Can we add more faculty staff parking in our parking lot?

Copiers issues have been ironed out in president's office.????

Technology

NETC mtg 2014, hotels have been secured and dates; we are looking for sponsors and vendors.

Gamage is back. Sethu is taking some time off.

Potential equipment purchases –one list from the technology unit.

We house one of 4H's servers; will be purchasing a new one

Hard drive prices are now expensive and hard to find due to flooding in Taiwan (75% of hard drives are made there)

CDW has is providing better customer service- we will be doing more business with these folks.

If you are thinking about buying computers please let Russ now, he will start comparing prices.

Support email address ksresupport@ksu.edu (group zimbra account)

Once the list server is turned off, the email address will still work, they will be forwarded to the new account.

NMMS

Comm tips, 10 sessions have been scheduled for next semester. They will start advertising those this week.

Put on master calendar for extension.

Guest, Kathy Rodriguez will do the presentation on Yammer.

Team including some from publishing visiting with KS Forest for 125 anniversary.

Master farmer tour starts next week.

Dean's search is on dept calendar the presentations will be streamed.

Elaine will meet with Barbara Stone next week, we will be collaborating and coordinating more with 4H regarding news releases.

Working on big grant announcement will be a Jan 23

KSU getting a huge grant, 11 institutions are getting money regarding food safety.

Lyon County some districting PR nightmares, Elaine and Pat M are going to Lyon County to do some media training with county office.

Media training / spokesperson training for agents

ACE workshop proposals due this week.

Kevin is out and will be returning late this week.

Dan has been using new technology HDR photos.

Kris

Food systems window working with Jason on this.

Jason, Shannon, Kris and couple of students are working on secondary major different from other programs on campus

Proposal National Ag online training center Dan Thomson, Ralph Richardson, Priscilla are working – capitalizing on beef cattle institute of non-credit training—trying to pull research extension training through this. Dedicated to graduate students

Involve some of our marketing pieces also

Districting videos—why it's a good idea to district

How do we formally pull together alliance between two departments—Kris met with Jeff Morris

Boston second week of Feb Immunity to Change

Manhattan business women's group—first mtg Jan 31