

Unit Leader Meeting

Wednesday, July 18, 2012

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

Technology Update

State of Kansas policy requires that all state employees receive annual training in IT security. The 2012 version is now available and must be completed by all employees, including student employees, by July 31, 2012. This year's training builds on the foundation of last year's introduction to basic IT security topics. It contains a single module, has no narration, and should only take 20-30 minutes to complete.

To take the training, go to <http://secureit.k-state.edu/secureit>, login with your eID and password, and click on part 1 of "2012 Secure IT @ K-State Training."

If you do not have green checkmarks next to all four parts of the 2011 training that means you didn't complete last year's training and you must finish it first.

Once you complete the online security training, your personnel record in HRIS will be updated to indicate you have met the state requirement. It will be listed as course "Secure IT Refresher FY12" with course code WIT007 under your "training summary" in "learning and development" in HRIS.

For questions about your training record, please contact Human Resources Training at training@ksu.edu or 532-6277. For questions about the content of the training, please contact Information Security and Compliance at security@ksu.edu or 532-2540.

Inventory project, Russ has 3rd floor inventoried and labeled everything. He will send a copy to each unit for verification. Basically they want to inventory everything that is worth \$100.00 and above, anything we would miss if it were stolen. The goal is to update inventory every summer. As we get rid of things we need to let Russ know so he can remove them from inventory and also as we move things to a different location. When technology is purchased they will add it to the list immediately.

Publishing, university printing and the academic group are ready to move forward with Adobe CS6 upgrade. Communications and Marketing has already upgraded their software.

The previous license for Adobe allowed employees to install the software on their home computer, if it is used primarily for work for K-State. The software cannot be used for personal side businesses.

The networking guys have been working very hard on the update. Hopefully they will finish up in the next couple of weeks. They are putting several more access points for wireless networking. The basement has been completed.

County and District offices now have site license to Microsoft Office 2010. Several extension employees are using WordPerfect 3 this will help move everyone to Microsoft Office 2010.

Remote desktop will now be blocked by K-State security. Russ will work independently with people in the department to help you remote into your work computer.

Greg, Gina, Rob and Russ will talk about options for university printing.

Position Update

University printing position has been upgraded from an accounting specialist to an accountant I. The search committee is organized and moving ahead.

Outreach Position

Gina has sent out the notes, the unit leaders will have separate meeting to discuss this.

One of things we discovered in our department review, we don't have coordination of training and outreach. This position will organize and coordinate all of this. This will be a new unit leader position, wouldn't be doing the training but coordinating new agent training, specialist training, state leader for the dept., when people go out to do training, put it on a calendar, get the information to other people to make us more efficient and give leadership to the two independent programs. We are forming this position we will open it up for an internal search.

National Agricultural and Veterinary Online Training Center

This is something that emerged out of vet med and college of ag and ext. The idea is creating an umbrella group that helps position all the online training that we do in both colleges. Very successful model used by the beef cattle institute. We want to take that model; one person manages the marketing and another would take care of the technology aspect. The position descriptions are drafted, we hired a young woman Brandi Buzzard on a temporary hire. Both employees would be in room 20 of Umberger.

Money is coming from Daryl and Ralph, three year startup, then it will be self-funded.

External Review Update

The NIFA review team has sent a draft of their final recommendations to Kris and Shannon Washburn. Kris has replied and provided them comments; the

team was very open to comments. We don't know when we will get the final document.

Project Intake

None at this time

Once Around the Room

Kris

Schedule an open house for printing, after the move is completed.
Food systems window project, there is a draft launch plan.
Tentative date for branding day Sept. 27, presentations about branding.
Mike Finnegan came in a did strengths quest at Communications and Marketing, focuses on peoples strengths. Comm and Marketing are very excited about working with us.

College of AG site has moved to university CMS, they will start with Entomology next. Jeff Morris and Kris discussed training for the new K-State CMS, they will be working more closely with us

Video conferencing summit, there was a lot discussion about the different types of video conferencing on campus that folks are using. How will we collaborate on this? Gerry Snyder did a great job of explaining KSRE what they are? People on campus don't understand it.

Kris will be out next week. Immunity to change certification, then on to Kentucky for a review, then Ag Media Summit.

What can Comm and Marketing support us as the new dean comes in?

Brandi Nelson is helping with Pride program while Dan Kahl is on sabbatical.

Larry Jackson is going leave for professional development.

Technology

Vernon and Larry are moving trend micro to central IT, we won't have to manage trend micro servers. We will be moving our active directory to central ITs. We will be working with central IT to decrease duplicative services. Central IT will manage our domain we won't have sync IDs they will.

Support levels for copiers in the counties, the biggest problem is they already have support contracts, Russ will work Greg to develop a document for counties.

Elaine, Sarah and Russ submitted some annual conference sessions. They are also doing some social media training.

Academics

July 29 through Aug 1 in Wichita, Ag Ed Summer Conf

Brandi D will working with novice teachers program

July 30 Richard Baker will be teaching an intersession course in morning and Jason will teach intersession course Design and Layout in afternoon

Pat H and Mark S have been helping to layout Jason course. Talked with Greg about setting up tour showing plates

Aug 4-8 Ag Media Summit Lauri Baker taking 4 students

Two completed master's applications in Ag Ed, one that has shown interest in South Dakota state

Grant proposal to get some support in Master's --Lauri and Jason are working on this

University Printing

After a "pre-bid" meeting on Monday, the actual bid has been sent out for cost on our move. The bid closes July 16 and we should have a clearer picture at that time as to when it will take place. Right now, it looks like it will be on the 30th of July. The plan is to move the Quickmaster, Halm and Harris stitcher into Umberger and get them up and running at that time. Electricians will be here (in Umberger) on Monday to look over plans for wiring.

Approx. a week before that, we are planning on installing our new CTP unit in Umberger. We will also be doing training at that time. We have contacted the installing/training group, and are waiting to hear back for a specific date.

The move to Dole (Ryobi, MBO folders, letterpress, forklift) is planned for the 2nd week of August and we will allow a couple weeks to get everything up and running over there. We will be working with our print partners to cover jobs while we are down.

We are still awaiting word on completing renovations for the office space in Umberger, room 26, and will let you know as soon as we find out what those dates are. I will also pass along "contingencies" for the office if that isn't ready in time for the move.

We have met with several different vendors to talk about replacing the copiers in Umberger. We have sent paperwork to Purchasing and are waiting to hear back.

A HUGE thanks to Gina Nixon for helping us out with our accounting position

at the plant. Anything you had taken to Karen Wingo before, you can now take to Gina. We are currently underway in filling that position as a search committee has met and is meeting again next week.

Publishing

Stored product protection is being printed.
Thank you to Russ for leading Digital meeting.
Several design projects
Looking at workflow change for publishing.

NMMS

Working on district marketing 35 interviews; Pat M has been working on stories and Deb P has been working on videos.
Working on a lot of drought stories
Communications and marketing has been getting a lot of requests and have been using our website
Dan and Elaine went to Ellsworth KS and interviewed the fire chief
Working on state fair, not as much to do this year using the same exhibit as last year
Kathleen sent on news story on lesser prairie chicken may go on endangered species
Peterson farm brothers came into studio last week, did a wonderful interview with the entire family--51% percent reach from this video

BO/BMC

Mike Ryan will move to the bookstore from University Printing.
Mandy has set a goal of visiting all the extension offices personally.
Lisa and Mandy are unboxing publications and finish their moving process.

Line schedule has been completed.
Lindsey is mailing out the Agriculturist.

Bookstore website shopping cart is finally ready to launch—now we just need to test it. Seth has also been working with Lori Buss and JoAnn Ebert on the accounting system.

Deb McW has working this week to restructure the quarter order form; she reduced it from 33 pages to 25 pages. Those forms show all the publications for the entire year.

Russ, Vernon and Gina meet weekly regarding the accounting systems being used in the department. Vernon is making a virtual copy of the enterprise data to help with this process. Working to reduce the number of systems we are using then looking at a new system.