

Unit Leader Meeting
Wednesday, February 11, 2015

Those in attendance: Kris Boone, Elaine Edwards, Joe Lear, Greg LeValley, Gina Nixon, Rob Nixon and Mark Stadtlander

Rescission

We have received word from Dean Floros that there will be a 2% rescission for fiscal year 2015. We do not have details about the affect this will have on the department. Public schools are cut 1 ½ percent. Dr. Boone sent in her viewpoints to the budget committee who will meet Friday, February 13.

Collaboration group

As a follow-up to our collaboration meeting with Communications and Marketing earlier in January, a steering committee has been tasked with identifying how we can work together better and develop action items for 2025. The committee will have its initial meeting on Thursday, March 5, 2015.

Behavioral standards group

We are creating a behavioral standards group to follow up on the discussion we had with Shanna Legleiter on January 15. Unit leaders provided names of individuals from their unit to serve on this work team to the department head.

Performance reviews

Performance reviews should be completed and all documentation sent to Business office. The letters are done and will be sent out late this week or very first of next week. Documents will be sent to the Dean's office by February 19.

Position updates

Greg LeValley is retiring April 1, 2015. A reception will be held in late March in the Dole Hall atrium.

Kris reported that we have received approval for a new marketing specialist position. Recruitment will begin immediately. The position will be responsible for marketing initiatives for KSRE. With the move of the KSRE website to the university CMS, and a realization of where our organization is, marketing activity is ramping up.

Gina submitted the HR position description for reclassification and recruitment resulting in additional discussions with the college business office. Gina asked clerical university support staff to begin updating their current position descriptions. Gina will send them the most current electronic copy of their position description and the new position description form. Change is ongoing so we should update position descriptions as there are significant changes to our responsibilities or when reporting lines change.

Kris Boone, Joe Lear, and Ken Stafford met with Dean Floros regarding final moves of IT position funds. Initial response is that the funds cannot be transferred. Gina will be following up with Geneva to find a workable resolution.

The Dean has approved collapsing the Director and Associate Director positions upon Greg's retirement. Rob Nixon's position will be reclassified and he will assume the role of Director.

Joe Lear reported that recruitment for the application developer position, is currently taking place. They hope to extend an offer the week of February 9.

Recruitment for a permanent publishing manager will begin soon with an anticipated start date of January 2, 2016.

Move updates

Painting is well underway on the second floor. The wall air conditioner unit has been removed from the old server room. The old telecom wires have been removed. New outlets are being installed in a couple of rooms. We are waiting to hear back on when DBI can move furniture. It's tentatively scheduled for the week of spring break. Telephone moves and rekeying should be completed at that time as well. It is anticipated that the POD storage unit behind Umberger will remain for some time because we have multiple remodeling projects that will be taking place over the next 6-12 months. Changes to the fire code footprint for the third floor have been submitted. We will be creating two classrooms in the end suite, moving the student labs from the basement to the third floor in hallway offices, the grad students will move from the first floor to the current classroom (317), and Lisa Moser and Richard Baker will both have offices in the 3rd floor hallway. We are working to secure all the storage rooms at the west end of the basement so all walls can be removed. The intent is to make room for new digital printing equipment and inventory.

Business operations

Unit leaders discussed how the changes in the business operations were going. Image Now is up and running and being tweaked as we identify new ways of using the software to improve workflow and document accessibility. It is a tool to help answer questions about what items or services cost, the date of a past purchase, authorizing payment, and similar activities. A short demonstration was provided to administrative support staff. Please remember that questions regarding account payments or payment receipt status should be directed to the accounting office at 2-1139 (payment) or 2-6423 (receipt). Please let Gina know if you experience any challenges. Gina also reported that we are not doing a good job of getting financial reports out to units. When performance reviews are complete she will focus more on the reports.

Annual Conference / Expo October 2015

Unit leaders discussed the effectiveness of the Communications Expo at the KSRE Annual Conference. It was decided that an Expo will not be held this year. Instead, units will be encouraged to participate in the poster session or submit proposals for conference sessions. Publishing designers will develop a theme all units can use for posters and handouts so that materials show some consistency. There will continue to be a Help Desk Express for the duration of the conference. Suggestions were also made about having the new KSRE site demonstrated and possibly offering CMS training during annual conference.

ACE

The next ACE conference will be held in Charleston South Carolina on June 8-11, 2015. Please click on the link for hotel reservations information. Staff members are encouraged to visit with their unit leaders regarding available funding for ACE conference attendance. <https://www.aceweb.org/index.php/en/2014-conference>

FYI, we are also hosting two CASE workshops: Principles of Agricultural Science/ Plant will be held on June 16-25, 2015; and Agricultural Power and Technology will be held on July 5-16, 2015. For more information please click on the following link.

<http://www.communications.k-state.edu/academic-programs/educators/index.html>

KSRE/Research/COA website

KSRE website

Dr. Boone presented changes taking effect on the KSRE website. She highlighted on several areas such as, mirroring after college of vet med, stable main navigation, third column still up for bids, images and text for landing page, home page can have rotating photos if we have an event; HOME has about with lots of information under that tab, - news, bookstore, events, volunteer and research, which will be the new site for Ernie Minton; Home page main space, general text grand challenges and twitter feed and pulse calendar – every department has identified their buckets but over time we will check analytics.

COA website

We are working with Sandy Klein and Ernie Minton to redesign the college website to highlight research and developing site for research and graduate education. Sarah Hancock, Gloria Holcombe, Danielle Holladay, Kris Boone and Julie Fosberg are working on this part. Danielle Holladay, Nancy Zimmerli-cates and Kris Boone are working on Communications services. Making a difference 2015 PowerPoint is published to help counties with presentations. Daryl Buchholz and Susie Wilkinson will send out a new link to show the new programs, grand challenges and to help use the legislative report. A section for word documents is needed for downloaded-able brochures and templates. Once MicroSoft OneDrive is available, the counties will be able to upload documents themselves.

Project intake

Mark Stadlander met with Ken Burton in regards to an NACB project, they do not need editing services. This project uses homeland security funds that previously went through Iowa. This project includes an instructor and student book, training materials, and material for first responders. NACB would like us to produce and drop ship to teaching locations. Mark is working with Rob Nixon on printing and will have future meetings with Mandy Wilson, Rollin Mensch, Greg LeValley and Rob Nixon. Mark also sent and emailed various video staff to introduce Brian McCornack to other resources available to him for a future video training. Brian is working with Mark and Donna on an unmanned aircraft factsheet and a video training in NW Kansas. Elaine Edwards will follow up with her team.

Once Around the Room

MARK STADTLANDER: KAES report page is up and covered in Tuesday letter and K-State today. Mark covered Jason Ellis's classes last week. He used Zoom with one of the classes and reported it went well. Trying to finish up joint project on cattle but running into problems with Oklahoma. Janie is plugging away on stuff for Sarah Hancock and the KAES Research Reports.

GREG LEVALLEY: Rob Nixon and Greg LeValley met with Kris Boone last week discussed an email from state printer regarding the disaster and recovery plan, want to help but biggest issue is 7x3 stationary piece and tabletop component, need to identify where this should go, a meeting set up for February 19 in Dole 154. Greg has been taking more time to get out and meet with our customers.

ROB NIXON Last week, Lyle and Annette from the Union Copy Center were out sick. University Printing dropped off materials in the Union for the career fair ahead of schedule. There are some Follett books trickling in as well. In Umberger, Kenny will be out 10 days starting Friday; Rob and Greg will fill void, and work on the Spring commencement cover has begun. The Union had a big project which produced a flow chart for the 80 step recruitment process. It will be used during the Kaizan event. President Schulz and others were tweeting out photos of it as the Kaizan began. Rob forwarded the photos to union staff to remind them that the work they do is important to the University and beyond. Joe Agnew installed new EMPS client in printing areas. Rob reported that the COA safety professional search is moving forward and that reference checks are being conducted. Interviews have not been scheduled.

ELAINE EDWARDS: Eric Atkinson and Dan Donnert are on master farming tour and Katie Allen is filling in for Eric today. Next week Brad Beckman, Katie Allen and Elaine Edwards are going to Parsons, Kansas, to present social media training. Adolescent research social media meeting coming up, Info graphics for 4 H; Zoom ag in the classroom is set up for end of February and is part of Ag month. KDA is having a meeting with Katie Allen in regards to social media and assist with zoom with ag in classroom; Current videos – Walk Kansas infomercials; PSA for aging expo SE KS; New agent training on April 15 and 16 – reminder. Social media round table on Thursday. This afternoon there is a CMS training which News Media will go thru again; Kansas profile Sunday, Mercury, credited Ron Wilson's story regarding a 3 year old girl and her 3D arm. We should start promoting his blog soon (KSRE web). Randall out sick for 3 days but he is back now.

JOE LEAR: Projects are moving forward on video services, messages in Tuesday letter, web authentication moving forward. There were issues updating domain controllers but they are worked out. John Floros, Kim, Kris Boone and Ken Stafford report the IT integration is all positive. Anyone that request video services is getting them.

Meeting with Jamie Mention PRIDE reporting system meeting.

Evelyn Neier about 4-H Horticultural Judging site. OME students will go thru CMS training and move data for her.

This afternoon attending seminar that Brian Thompson from Blue Valley telephone where he talks about agriculture and telecommunications. The work in room 27 is complete as per the Fire Marshall's Inspection.

GINA NIXON:

There are new inventory items available in the bookstore, water bottles (not dishwasher safe) and changing-color pencils. E-commerce bid is out on the purchasing site. It closes March 11, 2015. EPMS – operational or at least the shell is there, exported some data from old database, working on user rights, Joe is working on getting client's installed. He is also setting up three laptops that can be used to enter data into the new database since the old and new clients cannot run on the same computer.

If you didn't sign up to view your W-2 electronically or haven't received it in the mail, please contact Gina. If you have students commenting that they haven't received it, please advise them to log in to

HRIS self-service and check the address they have listed in the system. If it isn't correct, they should update it and come see Gina so we can request a duplicate.

North corridor campus planning group will have open meetings on February 16 and 17. Human Capital Services continues to recruit for new members for their team. They are currently recruiting for an Assistant Director for Employee Relations, Talent Acquisition Applicant Tracking Systems Administrator, Talent Acquisition Assistant Director, and an Office of Institutional Equity Investigator. This week they also have a team evaluating the recruitment process and making changes.

KRIS BOONE: Dr. Boone needs to provide metrics for evaluations to Dean Floros. The budget and operating numbers are down, currently at 3.5 million, restricted fees down; University Printing ended down abit, \$39,000. Grants are up \$850,000, enrollment of undergraduates is 150 and endowment up. Good numbers this year.

Global Food Systems announced numerous grants and are really busy. We will invite a GFS staff member to a Unit Leader meeting to give us updates.

Next week there is an Institute for Civic Discourse and Democracy's Public Issues Facilitation workshop. The workshop begins at 11:30 a.m. Monday, March 2, and concludes at 12:30p.m. Wednesday, March 4, on the Manhattan campus.