

**Unit Leader Meeting
May 14, 2014**

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

Update on IT and News Media and Marketing

Plans are moving ahead with IT reorganization. Last week there was a meeting with President Schulz and this week with Dean Floros. FSCOUP will be held on Thursday, May 15. Joe Lear reported a new group, Client Relations and Consultation, may be formed. Joe will also start attending IT directors' meetings. Jeff Wichman is working on the draft for News Media and Marketing reorganization.

Fiscal Year End

A handout was given with dates to remember for end of year processing deadlines. Purchases made on BPC cards after June 1 will appear after FY 14 has closed. If you use your BPC card during that time, ask for an invoice so the funds can be accounted. The IT and publishing units have dollars to spend before the end of the fiscal year, and Academic, Research, and Teaching funds remain as well.

Budget

Merit increase reports are due to HR on May 16.

Global Food System

Kris Boone submitted a proposal for two years of funding for a graduate major. Shannon Washburn submitted a proposal to Kris on the interdisciplinary secondary major. A meeting is scheduled on Thursday to discuss the proposal. The department also is working on a RFP for Industry, interdisciplinary research, and programs.

Jeff Morris is putting together a communication package and will meet with faculty next week to find out how to engage staff campus-wide. Kris is working with HR to create a new position description for an unclassified events coordinator and general support who will be located at the Institute for Commercialization. The GFS Communication and Steering Committee teams are meeting today and will discuss this position and responsibilities.

Landline phones at the Institute for Commercialization are moving, and the communication team and architects are working on renovations this week. There will be a faculty meeting next week where everyone will be updated on upcoming changes.

Once Around the Room

Elaine Edwards: New Agent Communications Training team meeting is scheduled for June 18 from 10:00 a.m. until noon to work with Shannon Washburn on improving delivery methods and content for the new agent communications training. There will be a July retreat where

KSRE representatives and Shannon Washburn will attempt to help staff understand why there is a need to do new agent training. Elaine will also attend a meeting Monday for demo on milk water. The video shoots for *Eat Smart and Play Hard* are complete. Deb Pryor is working on the final 12 news story. News Media and Marketing staff members are working together on transitioning into their new location at Dole.

Rob Nixon: The Union Copy Center is really busy this time of year. That shop has two students graduating, but one will stay until June. Dole Hall offset printing and finishing is on schedule. Umberger Hall digital printing is busy and will lose students in the summer, but will have a few on board and may move some to the Union thru the summer.

Greg LeValley: Made final delivery of commencement programs, and all were distributed appropriately. The communication and team efforts have increased this year overall. Marshall County wants to do a newsletter and inquired about mailing options. It's a big newsletter — about 1,500 copies. There are plenty of fair books in the works.

Mark Stadtlander: Graphic designer Pat Hackenberg submitted his two-week notice last Friday. The other graphic designers have met and distributed work accordingly. Mark has a meeting scheduled with Gina to work on the position description.

Gina Nixon: The Accountant I position posted this week, University Printing position has been sent over for allocation, and she is working with staff to rewrite positions descriptions in IT and University Printing. Recruitment for the Graphic Designer will begin soon, but the position description will be updated to reflect new duties.

Debbie Webb and Lori Buss have attended the Image Now meetings, and today they will discuss the implementation timeline. The flowcharts are completed, and our department will be a test spot for workflow with electronic signatures.

Facilities will soon implement a new billing system, so future work orders will need to have an account funding number. Minor Repairs has changed its title to Facilities Customer Service. Problems need to be directed to Loleta Sump. Motor vehicle reservations need to be submitted online, along with funding information.

The Lets Talk HR meeting was held last week, and unit leaders were advised of the changes taking place soon. There will no longer be paper forms for HR to give to new employees, as everything will be completed online.

Health insurance: They are eliminating Plan B next year and also dropping tiers. All fulltime employees will pay the same premium, but it is not known how much the premium will increase or decrease. The Affordable Care Act has created new requirements, such as tracking the number of hours individual graduate students work. Graduate students who are working 30 hours are eligible for health insurance.

Classified to unclassified support positions: Titles and salaries will stay the same. HR is also offering Learn Smart training to look at a different approach to professional development. The HR website has been updated and is more user-friendly.

Joe Lear: IT group is prepping for NETC. Joe is meeting with ITAC about summer support and met with faculty senate yesterday, and KSRE leadership Friday morning. Ken Stafford and Joe Lear are on ASI's May 20 departmental meeting agenda and will discuss the IT reorganization.

Kris Boone: Kim Baccus will attend next month's Unit Leader meeting. Vice President for Research hired; VP for human capital search is complete. Communication position in Olathe had more than 100 applicants.

Shannon Washburn is leaving for Ethiopia on Friday. Brandie Disberger and Steve Harbstreit will work on CASE this summer, along with DCE.

Jon Roberson sent email to Cindy on our need for purchasing and inventory guidelines.

A marketing plan meeting is today with Kim Baccus and Ashley Martin. Kris is also working with Gregg Hadley on creating a community dialogue on each grand challenge with three components: how to talk to communities, statewide facilitator training, launch with resource packages. It will be specific for each community's needs.

Systems programmer interviews are complete, and we will make an offer soon.

Congratulations to Gina for being accepted into the Coffman Leadership institute.

Adjourn

NEXT MEETING: 8:30 am June 11