

Unit Leader Meeting

Wednesday, October 10, 2012

Those in attendance: Kris Boone, Elaine Edwards, Greg LeValley, Rob Nixon, Russ Feldhausen, Joe Lear, Gina Nixon, Jason Ellis, Donna Sheffield and Debbie Webb.

Tech Update

Adobe CS6 is here, and Russ will start installing the software this week. Adobe Acrobat 11 comes out Oct 15. If you have an Adobe license on your work computer you can use it on your home computer. If you have software licensing questions please call or email Russ.

KSRE Annual Conference is next week. Tech support will be doing the Laptop Pitstop again this year and providing support for several sessions. Tech support student employees will be in the student union during annual conference. If you need computer help then, please call Tamie.

Thursday and Friday of this week Jim Johnson will be in our department, to look at our accounting software and help us proceed.

Department Head's Sabbatical

Kris will be taking her sabbatical starting Dec. 1, 2012, and returning in May 2013. She will do exit interviews for graduating seniors in both December and May.

During her sabbatical the unit leaders will share responsibilities. Gina Nixon will be the point person. Jason Ellis will be the point person for the academic unit. Elaine will represent the department at the CoA Big Team meetings. Gina will represent the department at First Tuesday Roundtable Meetings.

Associate Manager Position

The outreach coordinator position has been dropped. The dean has expressed interest in an associate manager position. This position would manage/lead the service side of our department and report to the department head. Unit leaders would report to this person. The position would require someone with strong attributes in both business and service. The unit leaders will continue to look at different models using this structure during Kris's sabbatical.

Strategic Communications Session

This meeting is scheduled for Friday, October 26, 1:30 to 4:30 p.m., in Leadership Studies, Rm 201. Any employees wishing to serve on a PFT committee, as a contact for project intake, or working on the department's strategic plan should attend this training session.

Department Fall Meetings

Dean Floros will attend both meetings and address the department. Other agenda items will be:

Strategic Plan Updates/2025 Approach - Kris Boone

Department Review Update - Shannon Washburn

Position Updates - Gina Nixon

Awards - Kris Boone

Introductions - Unit Leaders

Department News - Everyone

Strategic Plan

A folder has been created on the W drive for updated strategic plan spreadsheets.

Project Intake

None at this time.

Once Around the Room

University Printing

In a recent visit to the plant (for paper), DeWayne and Greg ran into a van full of library employees who were thrilled to see the office space cleared out and were also happy with progress made out on the floor. Still a way to go, but we are making progress. Ryan and Parker, two of our students, have been busy at the plant writing down the property numbers of all our stuff. As of today, they are up to about 200 pieces. When that is completed, we will make items available for university departments. A representative from the art department is interested in some of our paper. We will work with them to schedule a time to go through paper that won't be brought in.

After discussions back and forth with K-State Purchasing Office and Ricoh, a contract for new digital machines is ready. Greg should know in the next day or two when we can expect delivery and begin training.

We are now back on track for hiring a full-time position in the union. We had begun that process back in June, but had to delay until our accounting position was filled. One of our former students, Andrew Wilburn, was hired on as a temporary six-month employee to fill that role until we could open it for permanent status.

The University Printing "Open House" will be in November. *Maybe* 1–4 p.m. Thursday, Nov. 8. The date is not yet final. This is a great opportunity to promote the new location(s), services, and most of all, our people. University Printing will participate in the Tuesday poster session at annual conference.

Rob and Greg participated in the first ever KSU "brand day" last Thursday in the union. There was a good turnout and after our presentation we received

several compliments from folks about their experiences working with University Printing.

Safety: New emergency eyewash stations have been installed in both Dole and Umberger. Also new first aid kits have been added to both areas. Rob needs a student representative for the safety committee.

NMMS

Elaine wrote the dean's talking points for his speech at annual conference: "How the land-grant system has evolved and made a difference in people's lives, with an emphasis on Kansas.

Sarah, Russ, Nancy, and Elaine are presenting a three-part conference session on communication strategy, with 67 participants registered.

Russ and Elaine are going to Garnett, KS, to do a social media training with the office professionals in November.

Communications training is Nov. 7-8 for 16 new agents.

Technology

Joe met with Nancy and Elaine about the Image Database, discussing making some improvements.

Nancy and Mark made a request for some reports, Sethu and Russ were able to work with Dynamics and the web logs and pull that information.

Continuing to move forward with the active directory move.

Larry Havenstein is on the email task force. Hopefully we will be moving to a new system by May. There is potential to move completely off Zimbra.

Currently looking at Google and Microsoft email systems.

Academic

Last week was AAAE. Lauri Baker received an award for the outstanding paper. Jason has been working with Kansas Dept. of Ag to set up Creative Suite training three days in November.

Major-minors today in union to recruit students to our programs.

Publishing

Busy working on Annual Conference.

Several folks attended Brand Day at the Union.

Business Office/ Bookstore and Mail Center

Gina has an accounting budgeting process meeting scheduled with each unit. Academic faculty will be invited to participate in meetings scheduled with the service units. These meetings are intended to begin discussions about the budget process, account limitations, fiscal responsibility within the units and within the department, and unit processes.

The department accounting professionals met on Tuesday, October 9. Items discussed included:

- Travel expenses (hotel, registration, airfare, parking) for university and department employees from multiple units may be charged to a single university- issued business procurement card. Funding from various sources may be used when paying the statement.
- Equipment maintenance insurance, REMI, equipment insurance group, has offered to have a representative visit with the department about insurance/maintenance options. Unit leaders asked that a time be scheduled.

The copier contract has been extended for another three years. We will keep the walk-up copiers we currently have in the business office; news, media, and marketing; and the bookstore.

The employee of the year committee will be made up of all new representatives this year. Greg LeValley will serve as the unit leader rep, Lisa Heller will serve as the classified rep and Amy Hartman as the unclassified rep. The group will discuss changes to the nomination process and timing of selection. Each unit leader will be responsible for ensuring at least one person from their unit is nominated.

The College is beginning the strategic planning process for 2025. Committees have been formed and our department has representation on the following committees:

Engagement: Kris Boone; Undergraduate Studies: Shannon Washburn; Extension: Eric Atkinson; Faculty and staff, Gina Nixon. Elaine Edwards is serving as ex-officio and will have a presence on each committee to help with communication. Staff members are encouraged to share information with committee members to take forward and inform the strategic plan. Committee work is expected to be completed before the holiday break. After the break the drafted strategic plan will be shared with stakeholders, others across campus, and among all college faculty, staff, and students.

The National Resource Management Organization (NRMO) will hold its annual meeting in West Lafayette, Indiana, October 30 - November 2, 2012. Rob and Gina will be attending.

The Bookstore and Mail Center will be present at the KSRE Annual Conference poster session on Tuesday evening.

Kris

Greg Peterson is going to be one of the speakers at a 140 meeting in Hutchinson. Last week he was at the Texas State Fair and on Good Morning Texas.

Digital Preservation Meeting: The library is hosting this meeting about how the university is storing and archiving digital information.

Kris helped to facilitate the dean's advisory meeting last week.

Kris meets today about secondary major on leadership in ag and food.

Dr Larry will be leaving the department at the end of the calendar year.

Kris is working with Facilities to locate storage space for bookstore surplus inventory storage. Space is available in Lafene, we are just waiting to find out any associated costs.

Revised F&A/indirect costs for extramural awards were released this week.

Rates are available on the Office of Research and Sponsored Projects website:

<http://www.k-state.edu/research/preaward/indirect.htm>