

Collaboration – Tier 1

Tier 1

ACTION PLAN

Focus Area: **Collaboration**

2025 Theme IV

Project Name: **Collaborate More with Campus and External units**

Creation/Revision Date: **Aug-11**

Project Start Time: **Sep-09**

Anticipated Completion: **Ongoing**

Team members: **All departmental members**

Task/Activity	Who's Responsible?	Resources needed	Dependencies	Who needs to know?	Deadlines		Status
					Start	Finish	
Collaborate more with university media units and media staff in other departments. Develop collaborative staffing plans	News media services staff, Publications staff, Marketing staff	Time, technology, transportation, meeting room	Cooperation of all university communication unit staffs	University and college administration, comm unit staffs, unit leaders	Jul-10	Ongoing	VP for Communications and Marketing hired. Sharing resources and staffing decisions are being made to be complimentary.
Continue strong collaboration with university, college and other IT units. Look for ways to collaborate with other universities.	IET staff	Time	Cooperation from others	University and college administration, IT unit staffs, unit leaders	Sep-09	Ongoing	
Clarify roles with Central Mail to better serve the campus and KSRE communities.	Bookstore and mail center staff, central mail staff, business officer	Time	Cooperation from others		Sep-09	Jun-11	
Finalize merge of printing services to better serve the campus and KSRE communities.	University printing staff, department head, business manager, vice-president for communications and marketing, college business officer	Funding, space, university administrative support, college administrative support	Ability to make profit, space, administrative support	University community	Oct-10	Jun-12	Merge is in process.
Establish and continue collaboration with communications and education academic programs	Academic programs staff		Cooperation	University and college administration and unit leaders	Sep-09	Ongoing	
Collaborate more with external partners such as other universities, National 4-H, Kansas Press Association, and Kansas Association of Broadcasters, Kansas Dept of Education to enhance relationships and promote departmental services while also promoting how KSU and KSRE works with each of these entities.	News media services staff, Publications staff, Marketing staff, Academic staff	Time, technology, transportation, meeting room, satellite system, funding	Grants and projects to work on	Unit leaders, News Media Services staff, Publications staff, Marketing staff	Jul-10	Ongoing	

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Develop style guides and service guides for communication, printing, marketing, branding and mailing services.	All departmental staff	Administrative support, funding, time, technology	Collaboration and cooperation, administrative support	University and KSRE staff	Jan-11	Jun-12	Completed
Work with commodity groups to identify and promote collaboration with KSU and KSRE. Identify ways we can enhance collaborative and supportive efforts.	News media and marketing staff, publishing staff, academic staff	Administrative support, funding, time, technology	Collaboration and cooperation, administrative support	College and university administration, commodity boards	Aug-11	Ongoing	
*Consider developing complimentary services and defining areas of expertise							

Tier 1**ACTION PLAN**Focus Area: **Collaboration**

2025 Theme V

Project Name:

Increase Information Flow Among Units and Departmental Members

Creation/Revision Date:

Aug-11

Project Start Time:

Jul-10

Anticipated Completion:

Team members:

Departmental members, unit leaders and administration

Task/Activity	Who's Responsible?	Resources needed	Dependencies	Who needs to know?	Deadlines		Status
					Start	Finish	
Increase information flow between units -- be more knowledgeable about what other units are doing/working on	Unit leaders, administration, department staff members	Time, meeting room, reporting tools	Unit leaders, department members actively listening	Unit leaders, administration, departmental staff	Jul-10	Ongoing	
Hold regular staff meetings and report to department members information from the unit leader meetings	Unit leaders	Time, meeting room	Unit leaders, staff members, active participation of staff members	Unit leaders and departmental staff	Jul-10	Ongoing	
Publish the unit leader minutes in a timely fashion	Administration	Uninterrupted time		Departmental employees	Jul-10	Ongoing	
Host unit open houses	Units	Time, baked goods	Unit agreement	Departmental employees	Jan-11	Ongoing	
Implement administrative support meetings.	Business manager, administrative support staff	Time, unit leader support	Participation and unit leader support	Administrative support staff and unit leaders	Jun-11	Ongoing	Completed