

## Unit Leader Meeting

Wednesday, September 12, 2012

Those in attendance: Kris Boone, Jeff Wichman, Nancy Zimmerli-Cates, Greg LeValley, Rob Nixon, Steve Harbstreet, Joe Lear, Gina Nixon.

Kris Boone reported that the Food Systems Window is beginning to move again. Elaine Edwards and Jason Ellis are working on this project. The website has been developed and is currently being edited and defined.

Kris Boone, Elaine Edwards, Jeff Morris and Steve Logback met on September 11 to begin discussions on a collaborative staffing plan. The first meeting was spent identifying all of the communication functions that are being done by both shops. Kris reported that it was a "fruitful" meeting and more meetings will follow. Others may be asked to join future meetings. Eventually there will be a collaborative staffing plan, a collaborative communications strategic plan for the university, and strategic plans for each unit/department.

## Tech Update

Russ Feldhausen shared a recent situation when a departing employee deleted all working files off their desktop and off the server. It was discussed that this was a violation of the intellectual property agreement signed by all university employees. The university policy regarding destruction/theft of data will be reviewed, a department policy will be developed and both will be shared with all department employees. Part of the university policy is displayed on department start-up/log-in screens.

The Umberger Hall wiring project is scheduled to be completed by the end of September. Telecommunications reports that new switches should be installed and hooked up by the middle of November. At that time, Technology staff will go through the building running new internet cables in each office and moving both internet and telephone connections.

Russ reported that he was able to get the Ryobi (4-color press) on the network and talking to other network computers. He indicated that University Printing is nearly up and running on the technological side with the exception of some old printers/copiers in the Union that need new printer drivers installed. He is working with Ricoh tech support to resolve that issue.

Austin Green is the newest addition to the tech support staff. Russ will be bringing him around to introduce him.

The official final quote is in for Creative Suites 6 and the order will be placed on Thursday, September 13.

Russ, Vernon and Gina have been meeting each week to discuss the accounting software. Representatives from SBS, Microsoft Dynamics and Enterprise 32 will be contacted to provide possible software solutions for identified accounting needs.

## Printing

Greg LeValley reported that a bid for a two new large volume digital printers has been accepted. These will be located in Umberger 28. John Cooper will be moving to Umberger Hall when the new machines arrive. He and Jan Slezinger will be located in Umberger 26.

The four-color press is not running yet. There was an electrical need oversight during the renovation process. One part should arrive and be installed on September 12 and then a building (Dole) shut down will be scheduled to bring in more power.

Rob Nixon has been working with Facilities on air compressor issues in Dole Hall. Air is needed for the drying unit on the Ryobi.

Xpedx was on-site this week to set up plates for the Ryobi. Greg reported that plates for the Quickmaster press are working well but they are still working on the chemistry for the Halm-Jet press.

Greg and Kris met with Union copy staff to discuss site operations after John moves to Umberger. Becky Johnson will be moving to the back of the copy center which will allow us to reduce our footprint and rent expense. Course packet sales will be moved to Umberger Hall location beginning in January 2013.

The front office for University Printing is now set up. The furniture was installed last week and Karen, Jan and John are in different phases of moving in. Lateral file cabinets have been ordered for the area and will arrive in four to six weeks. The front office is located in Umberger 26. Greg encouraged everyone to go by and have a look.

Deb Stryker will begin work on Monday, September 17, as the Accountant I for University Printing. She comes from the Office of the Vice Provost for Research.

Greg reported that the Central Kansas District – Saline County FACS agent asked to have a color newsletter template designed to replace the black and white version currently used. She believes she will increase readership and program participation with the change.

Greg LeValley will be hosting a meeting with staff from Communications and Marketing and University Printing to discuss print scheduling. With the reduction in space, paper will be ordered as jobs are received making it more important to know when jobs requiring special paper will be coming through because it may take a few days for the paper to arrive.

Rob Nixon reported that University Printing staff members are attending the University Hazardous Waste Training.

Rob shared information on the College of Agriculture safety audit that is currently underway. He has sent emails out to the department and the building with more detailed information. The important things to note are that all rooms in the building are subject to this audit. Individuals should be sure to put away space heaters, ensure extension cords are not being used and that power strips are not

piggybacked. Also, walkways should be a minimum of 36" to be ADA compliant. If you have questions, please contact Rob.

Rob and Russ will be leading a meeting with University Printing and Bookstore and Mail Center Staff to begin discussing new processes for handling emails and attachments/files.

#### Publishing

Nancy Zimmerli-Cates reported that the digital delivery group met last week and they are making progress. Authors appear to be interested in the idea of e-books and other forms of digital delivery of information. One suggestion was that there be a central intake place for all the work done by our department. This group will continue to meet every 2-3 months.

Elaine Edwards, Donna Sheffield, Janie Dunstan and *Stored Product Protection* authors met to develop a marketing and publicity plan for the book. Nancy reported we are waiting on information about internal newsletters and professional organizations that could be targeted. Janie is also beginning work on the e-book. We need to identify the process for selling the e-book.

Bob Holcombe and Janie Dunstan are working on a \$10 million CAP grant proposal for Chuck Rice and Dan Devlin. The deadline is Friday, September 14, and we are waiting on additional information from the PI's.

The Publishing unit will have their retreat on Thursday, September 13, 2012, at the Manhattan Public Library.

#### Academic Programs

Steve Harbstreit reported that the academic group continues to work on their strategic plan and budget. He also reported that classes are going well.

#### News, Media, and Marketing Services

Jeff Wichman reported that they are going through grape pencils like crazy at the State Fair. Elaine Edwards is there working the booth this week.

Elaine Edwards has been busy working on talking points for Dean John Floros for his discussion with Louis James from the BBC. Louis is in Kansas working on a story about the drought. He visited with Dean and College of Ag students on September 12.

Elaine also is working on website support for the College of Agriculture and KSRE strategic plan for the Dean.

Jeff Wichman conducted an interview with Tanda Kidd childhood obesity. Nancy Peterson is working on a complementary news release.

Elaine Edwards and Pat Melgares are working on the State of the University releases for President Schulz.

The KSRE Ag State Leaders hosted a reception Monday evening for specialists and new agents. The event was held at IGP with nearly 55 individuals attending. More of these kinds of events are planned for the future.

## Technology

Joe Lear met with Daryl Buchholz, Jeff Morris, Steve Logback and a central IT staff member to discuss the the CMS and KSRE on-line. Focus right now is on moving campus departments to the University CMS. County movement will take place at some point in the distant future. In the interim, Gamage and Seth will continue to update the look of the KSRE CMS to match the University and will continue to maintain the county CMS.

Joe is working with Annie Ceccarini from the USDA Peoples Garden Initiative to provide streaming and archive services for fall and spring webinars. These services used to be provided by Iowa State University but they have indicated they are no longer interested in handling the registration.

Central IT has agreed to provide space for us on two of their virtual servers. This will allow us to redirect some of financial resources to other areas of need.

Gamage Dissanayake reported that the State Fair mobile application had recorded 4,900 hits by 3,000 unique visitors.

## Business Office/Bookstore and Mail Center

Gina Nixon shared information from the accounting professionals meeting held on Tuesday, September 11. Staff appreciates the recent efforts by unit leaders and other supervisors to bring new staff members through the department and introduce them. It was also suggested that all units host an open house. It was suggested that we schedule unit open houses for six consecutive weeks – a different unit each week. It could be promoted as a time to come and mingle with/meet your departmental peers.

Gina will be working on a departmental telephone work order. She asked that unit leaders and/or accounting staff send her an email by Friday, September 14, with any changes to caller id, services, phone numbers, etc.

The new KSRE Bookstore website is ready to be launched as soon as the Division of Financial Services provides the necessary link to process credit cards.

The unit will have their retreat in January 2013. Laurie Baker will be facilitating the discussion.

Pat Hackenberg, Rick Butler, Mike Ryan, Mandy Wilson, Janie Dunstan, Bob Holcombe and Nancy Zimmerli-Cates will be attending a Postal Consumer Council meeting in Topeka on September 18, in Topeka.

The National Resource Management Organization's annual meeting will be in West Lafayette, IN, October 30-November 2.

November new publication order form is getting ready to go out. There are three publications on Traumatic Brain Injury.

Gina would like to begin discussions on new unit signs at the next unit leader meeting. She will obtain some samples from Facilities.

The staff of the Bookstore and Mail Center will be distributing information for a monthly pot-luck treat day. Some Umberger Hall staff members have taken turns for the past few years providing treats each Friday. The size of staff have increased making it cost prohibitive to continue. The pot-luck would decrease the frequency and cost while increasing the variety of offerings. More information and dates will be shared as plans are finalized.

Input was sought from unit leaders regarding meal preferences for the upcoming Unit Leader retreat.