

Unit Leader Meeting

Wednesday, August 12, 2015

Those in attendance: Kris Boone, Joe Lear, Jeff Wichman, Brad Beckman, Larry Jackson, Mark Stadtlander, Regina Nixon and Rob Nixon.

Fiscal year 2105 review and 2016 budget plans

- Fiscal year 2015 expenditure summaries for each unit were distributed.
 - University printing ended fiscal year 2015 nearly \$300,000 in the black. This is a major accomplishment, as of four years ago, it was ending each year in the red by just over that amount. A significant amount of the increased funds were captured from clients with past due balances. Thank you Kelly Ingalsbe and all the University Printing staff!
 - The academic staff increased grant funds managed in the department by 270% from \$10,000 to \$274,000.
 - The bookstore and mail center covered their expenditures and earned an extra \$46,000.
 - Publishing, news media services, and the business office all spent down excess funds this year, as requested by the dean of agriculture.
 - We spent \$4.5 million on faculty and staff salaries, \$87,300 on graduate student salaries, and \$81,000 on hourly student salaries for a total of \$4.7 million on human resources. That is \$300,000 more than the \$4.4 million allocated operating and salary budget for the department.
 - Overall, the department ended fiscal year 2015 with a balance of \$1,450,093, an increase of approximately \$500,000 from fiscal year 2014.
 - The remodel of second floor was invoiced in fiscal year 2015, but the third floor remodel was not invoiced.
- Fiscal year 2016
 - The department has been allocated \$3.5 million for salaries and operating for fiscal year 2016. This is a \$900,000 reduction resulting from the move of the technology unit.
 - Unit leaders were asked to provide projections for student salaries, equipment purchases, and other anticipated large expenditures.
 - Each unit was asked to provide the number of creative suite cloud licenses needed by individuals and devices. Acrobat Pro licenses will again be purchased for all department devices.
 - Travel will be discussed each month at unit leaders. All faculty and staff are encouraged to participate in professional development opportunities on and off campus, including webinars, conferences and organizations beyond ACE.

Lynda.com was provided as a professional development resource. It is available through the Manhattan public library.

Collaborative retreat meeting update

Follow up meeting of the collaboration steering committee is scheduled for August 25, 2015. This group will get the steps together to get us moving. Notes from the retreat will be sent out soon. There was good positive attitude and value of the informal introduction and what people do.

Position update

- Scientific Editor Position has been accepted by Amanda Erichsen. Her first day will be August 31, 2015.
- Marketing Specialist interviews and open forums will be held August 18 – 27, 2015.
- Ag Education Assistant/Associate Professor reference calls are currently underway.
- Publishing Manager recruitment will begin soon.

Construction update

Umberger Hall, Suite 311, will be ready before the beginning of classes. All rooms are painted and new carpet is installed. The week of August 17 begins the technology and furniture updates.

Fall event

ACE fall board of directors meeting is October 1 & 2. There is a welcome reception Thursday evening.

Wellness

Discussion regarding the HCS Movement Challenge recently announced in the K-State Today. Captains are needed to help encourage department staff involvement. Anyone interested in serving as the department captain or co-captain should contact Amanda McDiffett in Human Capital. Unit leaders were encouraged to support staff wellness initiatives as work schedules permit.

Project intake

'Working with Industry' video production. Series of short learning modules coordinated through GFS and Institute for Commercialization

Once around the Room

Joe Lear:

- KSRE CMS migration sites that have been moved the week of August 10: Butler, McPherson, Southeast Area Office, www.prairiestarflowers.org.
- The county sites left: Clark, Stevens, Sumner, Southwest Area office
- Once counties are completed, Julie Fosberg will begin working with the other KSRE sites, including News Media Services. We are still waiting on FlowPlayer licensing. The development team is working on ways to keep sites such as seminars and Walk Kansas that require the KSRE FlowPlayer license to work.
- Dave, Gary and Gerry are attending an NETC event this week. The annual NETC is in Big Sky Montana this year. Steve is on vacation.
- Virtual servers Tinman and Twister located in the Umberger data center have been shut down. These were old file servers for KSRE and the College of Agriculture. Hercules, a network storage server, failed over the weekend. Hercules housed the snapshots of servers in Umberger Hall. Larry Havenstein reportedly had a backup of Hercules and will be restoring those snapshots on a network storage server in Hale Library.

Rob Nixon:

- Repair service for the Ryobi 4 color press is taking place today.
- John Cooper had a digital staff meeting to get the group ramped up for the start of the semester and course packet production. Packets are produced for our Bookstore, Follett Bookstore and some departments.
- University Printing has three new pieces of equipment at the Union Copy Center. A new wide format printer that uses latex based inks to produce a vibrant water resistant finish on a variety of materials including vinyl, cloth, re-positionable window cling and papers. A new production color machine that specializes in fusing toner to textured papers like linens and felt weaves as well as producing quality color imaging on “normal” papers. And, a new black and white production machine to assist with packet production and walk up copies.
- DeWayne, Rick, Joe Agnew, Lori and I have been working with ESKO on a bid to upgrade our prepress server and software as well as new prepress workstations.
- Ashley Martin from DCM has invited University Printing to join their booth at the new faculty and unclassified professionals orientation on Tuesday, August 18.
- Rob and Gina recently returned from EPMS software training and are working out a time line for implementation.
- New business card design is in the works and awaiting approval from the president.
- Construction and road closures have kept the delivery staff on their toes. There are some concerns with delivery truck access to the Dole Hall print shop area but both Kris

and Gina have had conversations that indicate Facilities will do their best to accommodate us.

Brad Beckman:

- GFS intern finished and presented Periscope demo.
- There is ongoing communications training.
- GFS Lecture video promo, NBAF b-Roll, Mobile Drip Irrigation – GFS/Grand Challenges and field day presentations.

Jeff Wichman:

- Pat Melgares is working on the marketing plan for economic growth of Kansas State University, KC Metro, and Salina opportunities requested by Jeff Morris. The plan will highlight how KSU contributions are parallel to the economic development of the state, education, training and talent.
- Jeff Wichman is leading the President’s radio initiative. He has met with Dole Hall writers to discuss recording interviews on the telephone or via zoom in the studio.
- Sarah Hancock is writing more research stories with labs and National Science Foundation. There is focus on graduate student research in the labs each month.
- The fall edition of Perspectives will be out soon.
- Stories on smart thermostats, fall prevention, grandparents day and “go for life” are all coming out in September to highlight older adult month.
- Karen Blakeslee is working on materials for school lunch safety (USDA food safety).

Larry Jackson:

- For the most part the group is simply working on normal products and responsibilities.
- Mary Lou is working on a variety of press release, including upcoming field day announcements.
- Eric is gathering interviews for the daily radio program, and overseeing a pair of student workers who are doing radio pieces but are also getting some training from the unit in videography and newswriting.
- Katie hosted that radio program a couple of days last week, and is working on a variety of stories and social media. On Monday she provided some press-release training, and offered tips on working with our unit to the new Kansas Forest Service communications director, as well as to the events marketing person in 4-H. Others have expressed an interest in such training.
- Dan is working on various video projects, and wrapped-up a strawberries video that Deb P. had been involved with before she moved to DCM.
- Randall is finishing some horticulture videos with Raymond Cloyd, and is putting the final touches on Radon PSAs.
- Kevin has the new audio studio up and running. Larry is finishing up some projects for Ron Wilson and Carol Blocksome, as well as trouble-shooting some problematic Deadly

Dust DVDs (3 different ones) and remastering them to fit onto a single disc that is sold by Grain Science.

- The unit's new CMS site is not yet live---we have requested some additional features that needed programming support, but we expect to unveil the new site soon. Since April we have been maintaining the old site while populating the new site's pages so that when it goes online, it will have several weeks of materials available. The live-stream of the daily radio show is still a feature that needs to be addressed.
- We are working on creating editorial and social media calendars, and have other projects to tackle in the longer term.

Mark Stadtlander:

- AES editor search is complete and announcement will go out soon.
- There are 75 projects in the works.
- Donna is working on preserving projects
- COA study guides are at the printer
- Turf grass research (AES job).

Regina Nixon:

- New employee department shirt orders will still be handled in the accounting office by Debbie Webb.
- Bookstore reported Wheat books have arrived, state fair items purchased and engineering packets are ready to be sold.
- Lauri Baker, Gloria Holcombe and Gina are developing a survey to be sent to Ag Report recipients to gather information on preferences on delivery method, content, and advertising tolerance.
- Goal of rolling out the new EMPS in University Printing by November 1, 2105. E-commerce bids are being reopened.
- Debbie Webb reported LearnSmart online learning licenses are \$18.00 per person for soft-skills development, \$30 for the technology bundle and \$44 for a combo license. Supervisors can set up mandatory training for employees through LearnSmart.

Kris Boone:

- Mark Stadtlander is working on merging the KSRE branding guide into the University branding guide.
- Linda Gilmore is working on the style guide.
- New agent orientation has been revamped to include elevator speech training and 4-5 hour blocks on strategic communication.
- Unit leaders should send Kelly missing PFT staff.
- DCM suggests blog or newsletter instead of the reports send via email from President Shultz.

- Mark is working on a revised non-discrimination statement with Stacey Warner and Travis Gill.
- Jeff Wichman has been asked to go on video shoots with Tyler Traxson.