

Unit Leader Meeting

Wednesday, July 13, 2011

Those in attendance were Kris Boone, Gina Nixon, Steve Harbstreet, Elaine Edwards, Larry Jackson, Greg LeValley, Nancy Zimmerli-Cates, Debbie Webb, Russ Feldhausen, and Gloria Holcombe.

Comm Expo in October - Gloria

Annual conference is Tuesday through Thursday Oct. 18-20, 2011. Tuesday, Oct. 18 from 5-6:30 p.m. is the time allotted for technology. This year it will be in the ballroom; there will be food but no music. Larry Jackson is putting together a spreadsheet of what we will need for Comm Expo including how many tables, extension cords, contact person, etc. At this time the Bookstore, Printing Services, Image Library, and the Academic's Master's Program will have displays. EPubs will be conducting a survey by randomly walking around and asking questions. April Mason plans to attend the Comm Expo this year.

[Click here to visit the Annual Conference webpage.](#)

From the Outside Looking In, is one of the sessions at annual conference this year. Presenters include Jim Langcuster, news and public affairs specialist, Alabama Cooperative Extension System; Jeff Caldwell, news and features editor, Meredith Corporation, Des Moines, Iowa; Eli Sagor, extension educator, forestry, University of Minnesota Extension; and Dan Toland (via technology) communications specialist, Ohio Farm Bureau Federation. They received a professional development grant from ACE to present at annual conference. Please visit the website for more information on this topic.

Technology Update - Russ

Russ has established a new inventory database for technology purchases. Please contact Russ with all new technology purchase information. This includes computers, monitors, cameras, printers, copiers (purchased, not leased), etc. Keyboards, mice and flash drives (small purchases) do not need to be reported. This system may eventually be used for all department inventory/assets.

The new operating system for Macs, 10.7 or Lion, comes out next week. Also, Adobe CS 5.5 is available. InDesign especially has a major upgrade. K-State is looking at group purchases for software. Kris will call Ken Stafford about doing this. Lion software is only available from the app store; DO NOT buy it from app store. The same applies to any apps purchased for a state-owned iPad. K-State employees will get vouchers to purchase the software for work computers. If you have any questions regarding this please contact Russ.

Rewiring the building for faster internet service -- The meeting last week with Telecommunications and Facilities went very well. They are going to rewire the entire building up to a Gigabit connection. Closets will be built to house the panels and wiring. Second and third floors' closets will be built in the corner of the stairwell. The basement closet will use some of Local Government's office space in 10K, primarily the space behind the hallway microwave. A custodial closet for Rene will also be constructed. This process will be done over Christmas break. Our internet speed should be many times faster. The first floor and basement ceilings will be completed at the same time. Waters Hall will also be upgraded. The wireless connectivity in

Umberger Hall will be upgraded; it is still in the planning stages. This will change the phone wiring; all the phone connections will be updated also. We may be going around to offices to determine the number of connections needed.

Dropbox software has some security issues that have made that software unfit for official use. If you use this program please check with Russ. The data is not encrypted and should not be used for official K-State files at this time. IET is testing some other software solutions that provide the same features but better security.

The technology unit is looking at some new options for rebuilding computers. They will be able to install Windows 7 on new computers much quicker and with a higher level of consistency than previously.

Russ is comparing a couple of different password management programs and will have recommendations soon.

Elaine and Russ will be doing Social Media 101 for agents in the Northeast Area in August. If this goes well they will give more presentations across the state or on campus as requested.

Windows7 login scripts will be fixed in the next few days. Watch your e-mail for more info.

Some departments on campus are using USB microphones to make audio recording of meetings. Our department will invest in one as trial.

K-State is hosting NETC in 2014. The conference will be in Manhattan.

Training

Gerry, Russ and Elaine had a brainstorming session; they hope to create 10 sessions using Adobe Connect. Russ did four sessions in April; they are currently on the website for people to view. These sessions are aimed at our own staff and agents. Presentations will be 20 minutes followed by 10 minutes of question and answer. Two or three people will be available to answer questions in a timely manner. Another series will be proposed for the Spring semester. A new session would be added to the series every Wednesday.

Suggested topics are listed below:

Mobil Devices/iPad - 2 programs:

- Top tips to make your job easier – Elaine Edwards
- Top production mobile devices and apps – Russ Feldhausen
- New KSRE wordmark; templates – Pat Melgares and Pat Hackenberg
- 10 top tips from the KSRE Styleguide – Linda Glimore
- University Printing – Greg LeValley
- eXtension – Elaine Edwards
- Window 7 tips – Russ Feldhausen and Gerry Snyder
- Zimbra tips – Russ Feldhausen
- PowerPoint tips – Gerry Snyder

Image Library – Gerry Snyder
Impact Writing/Public Value – Elaine and Pat
Password tips and tools– Russ Feldhausen
Blogging – Elaine Edwards
Fact-checking for newsletters or presentations – Nancy Zimmerli-Cates
Writing titles and headlines – Kathleen Ward or Nancy Zimmerli-Cates
Perfecting Your Elevator Pitch – Elaine Edwards and Pat Melgares
Preparing for your media interview – Elaine Edwards and Pat Melgares
Spring...KSRE Book Store – Mandy Wilson
Honing in on key messages – Elaine Edwards
Expectations for media coverage
Branding 101

Making a Difference

Thanks to Brian Mulanda and Pat Melgares, there is pilot website for Making a Difference. People can visit the website and record how K-State Research and Extension has made a difference in their life. In August, Elaine and Lauri will conduct two focus groups with the Extension Advisory council, and an additional two focus groups with KSRE staff in Wichita and Saline County. They also plan to do three in-depth interviews with legislators that would find this information valuable.

Lauri Baker and Elaine presented this to Extension Administration on July 13th for feedback.

Wordmark

July 1 marked the official debut of the new wordmark. The branding guide site has also been launched. At this time we are working on a lot of templates, cobranding stuff and answering questions regarding this topic. Pat M and Elaine will be doing a webinar about the wordmark, Oct. 14; file format will be one of the topics addressed in this webinar. It is important for folks to understand there is a distinction between KSU and K-State Research and Extension. The wordmark is not downloadable; we are following the university's lead in this matter.

County Agent Exhibit

The National Association of County Agricultural Agents meeting will be August 7-9, 2011 at Overland Park Center in Overland Park KS. The Technology unit will be providing support for the conference. The department is considering having displays at the event.

External Review

Gary Pierzensky has given approval for the external review, which will be in Spring, 2012.

Strategic Plan

The August Meeting will be dedicated to discussing the department's strategic plan.

Project Intake

NMMS needs help from publishing for a new display for state fair. The focus this year will be a general KSRE display based on the column Daryl wrote.