

## **Unit Leader Meeting**

**Wednesday, August 17, 2011**

Those in attendance include: Kris Boone, Gina Nixon, Elaine Edwards, Larry Erpelding, Rob Nixon, Greg LeValley, Nancy Zimmerli-Cates, Russ Feldhausen and Debbie Webb

## **Technology Update – Russ**

Network Upgrade on Thursday Sept 22, 2011 in Umberger, internet will be down for about 20 minutes over the lunch hour.

Russ will be in Sedgwick County for training covering email, CMS, Facebook, security and other items.

K-State Wireless upgrade, everyone needs to be on the new system by 10/25/2011. To move over, go to [wireless.ksu.edu](http://wireless.ksu.edu)—click on the link and follow the process. Every time you change your password you will also need to change it on the wireless network. The big push for the upgrade is security. You must do this from here on campus. Anything that uses wireless will need to be upgraded.

New SyS Admin meeting, larger group than SIRT, working with central. They are reevaluating antivirus—there may be a change coming. New routers at the border on campus, there will be a firewall on the campus borders—which helps to secure our network. We will need to remote in using VPN.

## **Departmental Meeting**

Thursday, Sept. 22 at 3 p.m., 137 Waters Hall

Friday, Sept. 23 at 8:30 a.m., 137 Waters Hall

### Agenda

- Strategic Plan and KSU 2025s
- Department of Communications and Agricultural Education Guidelines, Standard and Procedures for Reappointment, Promotion, Tenure, Mid-Tenure Review, Professorial Performance Award and Annual Performance Appraisal
- NIFA (External) Review/HLC Site Visit in Spring
- Name Change
- Master's Degree Update
- Printing Merger
- Annual Conference
- Training
- Department Events
  - Sept. 23 — Department of Communications' annual picnic, east lawn Umberger Hall

- Sept. 28–29 — K-State Research and Extension New Agent Training
- Oct. 6 — Benefits Expo, K-State Union Ballroom
- Oct. 6 — Department of Communications Flu Shot Clinic, 125 Umberger Hall
- Oct. 8 — College of Agriculture Tailgate, Cat Town
- Oct. 13 — Department of Communications Flu Shot Clinic, 20 McCain Auditorium
- Oct. 18–20 — K-State Research and Extension Annual Conference
- Dec. 9 — Department Holiday Party, IGP

### **Project Intake**

None at this time

### **Once Around the Room**

#### **Academic**

Steve Harbstreit will chair the North Central AAAE Research Conference and Seminar at the end of this month on the Penn State Campus.

Ag Ed Club will be attending the National FFA Convention 18-22 October in Indianapolis IN working the Career Show and judging various award programs.

The Master's degree proposal will be in front of two Graduate School committees next week (the 20th and 21st).

Items from Shannon Washburn:

NSF Climate Education grant project has scheduled five focus groups with Ag Ed teachers that begin next week

Also next week, the Climate Education project will have its first advisory committee meeting on Sept 19 with leaders from several sectors of agriculture and the environment in Kansas including Lee Weis

The team I traveled with to Kenya has drafted an Academic Excellence fund proposal to bring some of our Kenyan college to Kansas in the next year

Ongoing discussions continue between myself and an extension educator at Jomo Kenyatta University for Agriculture and Technology regarding a collaborative proposal for project funding

Five area ag teachers will be supporting professional development of our students through their participation in our Professional Development Schools program. An orientation meeting for these teachers was held last week

14 Ag Teachers statewide have agreed to collaborate with us on working with our students in teaching internships. These teachers will be on campus on either September 16 or 24 for a daylong orientation meeting

27 Ag Teachers have submitted an intent to participate in an 8 day Costa Rica travel seminar in June 2012. John Unruh and I are collaborating on this effort

The Out of State Fee Appeals committee on which I serve has heard 11 appeals so far this semester and has four more scheduled for Fall. We typically hear 8-10 appeals in year.

### **Business Off and Bookstore**

Schedule of Charges—Off pro mtg PPM regarding this was handout. Off pro were asked to work with in their unit to update the schedule.

New faces how do we introduce them to folks in the department.

Cindy Bontrager, Geneva and Gina looked at financials for university printing. We will keep them separate for this fiscal year. We need to show we are making progress financially. It was a positive meeting.

Eproposal and Esign—the college has adopted a new program doing documents electronically for grant proposals. Gina attended the initial training there will be more training opportunities.

It's time to think about classified evaluation forms they are due between Oct 1 and Dec 23.

### **Publishing**

We are all very busy.

### **University Printing**

National Resource Management Conference coming up in Ames IO—Rob, Gina and Mandy will be attending. Next Wednesday KSU Art class is touring the plant Business card, letterhead is now being done by Deb McClain-Williams and Becky (Union) going very well.

Sent of 5 large bales of recycling—they receive 3-5 thousand \$\$ for this.

Pott Co is now doing a newsletter

Shawnee Co is going to do the newsletter with us.

Graham Co newsletter

Scott Co newsletter

Master Teacher Greg discussed some outsourcing with them.

Lyon Co doing a rock for the front of their office.

Greg will try to set up training for Northwest Area in Quinter in November.

## **News Media and Marketing Services**

We started the Grow Column with KC Star.

Lot of news stories going on right now. Pat Melagres is working on Hunger series.

Media coverage NRCS today and tomorrow

First week of Oct fall ACE Board Mtg—mtg at Konza Barn

Started Comm Tip professional development sessions online-two weeks ago

There are 10 lined up—they archived to view at a later date

State fair ended on Sunday—our display was not as staffed very well.

We need more volunteers from the department.

## **Technology**

Damage is in Sri Lanka until December. We have been communicating with him via skype and adobe connect, both work very well.

The Systems Programmer search committee met Monday to discuss the candidate interviews. Five people interview for the two positions. The committee has provided Kris with their recommendations.

CS 5.5 Russ I working on getting this installed.

Vernon has moved his office to 213 Umberger Hall. All the programmers will be in the same area of 211 Umberger.

The wiring project for Umberger is moving forward, this physical work will be done over Christmas break.

The tech support will provide a laptop pit stop in union during Annual Conference. Tech support in Umberger Hall will not be staffed during this time. Tues and Wed during Annual Conference—they will all be in the union--there will not be any staff in Umberger.

## **Kris Boone**

Food Systems window the web interface is moving along

Dan Thomson and Kris have drafted a proposal for National Ag and Vet Online Training Center --based on the beef cattle institute model. Our department will be involved in this. The industry demand is for online training.

All University campaign—the goal is for more folks to participate not a dollar amount.

The university is participating in a campaign called swipe out hunger

CoA students are collecting 15 thousand dollars to make meals to send to Africa.

All collections must be made by Oct. 24

Communications Brown Bag—the next one is kind of a services round up of services across campus-up, comm and marketing, postal, 3<sup>rd</sup> Thursday of each month town hall leadership studies building 11:30 to 1

Nov mtg focus on magazines—