

Unit Leader Meeting
Wednesday, January 14, 2015

Those in attendance: Kris Boone, Elaine Edwards, Joe Lear, Greg LeValley, Gina Nixon, Mark Stadlander and Rob Nixon

Staff meeting update

January 15th, Shanna Legleiter from the Division of Human Capital Services will be leading us through various activities and discussion on team-building, behavioral guidelines and values/quality standards. Focus will be on positive behaviors, respect, developing core values, end results and customer needs. The staff meeting is scheduled in room 105 Umberger Hall.

Performance appraisal reminders

The deadline for all unclassified staff members to turn in 2014 accomplishment documentation was December 19. January 5 – 16, 2015 evaluators meet individually with staff members to discuss progress in meeting 2014 goals and set goals for 2015. January 14-29 evaluators will meet with the department head to discuss staff performances and to determine individual ratings. February 5th is the deadline for all documentation to be sent to Gina Nixon.

Umberger space updates

Gina Nixon had a meeting scheduled with Stacey Warner this week regarding basement space. We proposed flipping the space to add more room at the end of the hall. Currently 4H Foundation has their inventory separate from bookstore. It was proposed to 4H Foundation that the bookstore takes over inventory and processes. They did not agree to this arrangement. We will need to do fire code footprints for all remodeling. And a big thanks to Joe and Rob for taking care of our safety violations.

Estimates for remodels in Umberger

2nd floor \$22,427

3rd floor \$ \$42,000

Research Projects

Jason got a multi-million dollar grant with multi citrus screening with biology.

Technology update and pending needs

The question that was proposed was how do we get updates on new IT initiatives?

Elaine contacted Joe Agnew on Premiere and how to incorporate into video work stations. He helped Elaine with this project, but Gina asked to be copied on all such requests as his supervisor.

Project intake

Eric Wolfe has a grant that is written for wheat blast, which currently doesn't exist in US but does in Brazil. Mark is working on booklet that effects wheat head, grain and wheat blast. Mark is doing the model and distribution. It is branded in 30 other cooperating states and internationally. Met with University Printing and Bookstore because it's a \$26,000 budget and we need to have unique packs to box and ship the items. We will get a price next week from Rollin to get an idea of the cost to ship. The printing is in three parts. There's this one, managing publication and also add new diseases to wheat id book, they were give a \$60,000 budget. Mandy, Greg and Rob shops have been very helpful. This is one of those projects that need to have everybody working together. Mark does a good job at bringing everyone together. News Media would like to be included to help promote the publication

Once Around the Room

Joe Lear: The 4th attempt to make authentication for office 365 is scheduled for this afternoon. Using media site and cloud requires having to pay for size, but can also get charged for durations. It will be cheaper for us to have things on site because we can buy storage. It's \$50,000 for one time license. Gina will look at budgets. Fall back plan is to upgrade server and pay on monthly basis, which is cheaper if we can't continue to use media site. Media site gives user more control, statistics and analytics. Performance appraisals almost complete. On Friday, Joe will meet with Rob Caffey and Daryl regarding website and reminding that we are moving to zoom. Zoom had a recent upgrade and added cloud base storage so it can be recorded in central location.

Elaine Edwards: On Monday, Gloria Holcombe met with a few faculty members in Global campus regarding collaborative opportunities and how to share content in news and publication. This meeting went well, and will meet a couple times a year.

Karen Blakeslee and Londa Nwadike received a new grant on home preservation videos. They are working on content and will be based on fact sheets that Karen did in the last year. The videos are directed to 20-40 year old people for home preservation. These will be "how to" videos. It was recommended to pull in Global Campus instructional designers

as these are educational videos. Karen talks through video but considering scripting to make it simpler.

2nd news stories on international year of soil on video/social media released today.

Dates set for master farmer tour, Eric and Dan will attend.

The new video student, Miley Widman, will start next week. She also works on the wildcat watch program

Zoom set up with a couple people with KJS dept. of ag and pork who are working on ag week. Connect dairy farmer with elementary students. Shelly Troyer will join meeting this afternoon. She is excited about this and best way to use technology.

Kaitlin Morgan is working with Dr. Ellis in undergraduate research; she is researching how Kansans are getting news via social media. She has received 600 responses so far.

Katie Allen, Brad Beckman and Elaine will conduct social media training at the end of February for Wildcat District.

Currently in the middle of performance reviews.

Rob Nixon: Responded to fire marshal citations, and noted that room 20 is listed as storage, which is under facilities, not us.

All areas of shop are ramping up for beginning of semester with lots of deliveries.

Chad Fisher is the outstanding student. He is a local guy and works during the break. He has been fantastic asset to the team.

In the process of course packets, pocket portfolios, envelope jobs, open house poster.

Raise the Roof for McCain contacted UP on Friday and wanted their print in the mail on Monday. UP received the job ticket on Monday with little explanation. It was delivered yesterday.

Greg LeValley: Poster sampling for different materials. Sample of poly fiber poster folded up and manipulated to see how they would work. They would be excellent for traveling and packing. These posters are directed for clients that work in the field and travel a lot. Carl Garten would be great to show and help promote poly fiber posters

Paula Baccus is the new contact for Central Kansas.

Jim Batter in the controller's office has tax statements. This work involves Mike Ryan as he will help fold and insert and mail sensitive material.

Cover your acres is a big project and Kathryn did good job knocking out.

Gina Nixon: Currently renovating the second floor, organizing and taking pictures to place on the website. The movers are here tomorrow and Friday to clean out stations and move to the pod. What we don't need we will have recycling pick up and then they work with purple wave to get sold. During spring break or after publishing is moved to second floor we will be able to start renovations on the 3rd floor.

Tamie is out sick this week and Lori and Debbie are trying to manage payments.

Human Resource position will hopefully move forward in the next couple months.

Mandy Wilson informed Gina that Barb Stone did presentation with area directors and is making baskets.

Mark Stadlander: Tuesday, January 20th the new student worker starts, hours may be 10:00am to 2:00pm.

Classes start Tuesday and Mark is filling in for Dr. Ellis.

Sara Hancock and group met last week regarding the research report website and it's progressing nicely.

Order for 4H life little question campaign packet from Oregon state.

Other projects: Forestry project, wheat project and evaluations.

Kris Boone: ACT club will do an open house race. Ag Ed will have the scavenger hunt for open house.

Kelly Gurik has set up a senior web site directed toward school districts to view current student teaching interns and resumes.

Student admit numbers are up 38% for ACJ and 14% for Ag Ed for fall 2015

ACE nominating committee work is complete.

E-newsletter piece in Tuesday letter generated a lot of interest. We are contacting Kim Baccus to help set up distance training.

Established student fee committee consisting of 2 ACT students, 2 Ag Ed students, graduate students and faculty to figure out how to use the fee.

Final meeting today on secondary major and then we will move forward on PHD need to meet with dean council and then proceed.

Dean Floros presented on the legislative report last week. The printed version, video and web reports look really good. Steven Graham and Elaine Edwards did a PowerPoint for John Floros, We are developing another for local agents to do presentations. We will send it out with letters who have appointments in COA that are KSRE. Letters go to local educators to give ideas on how to use reports at local levels. All pieces are coming together nicely. Kudos to Gloria Holcombe for all her hard work and leadership on this project.