

## **Unit Leader Meeting September 9, 2015**

Those in attendance: Regina Nixon, Rob Nixon, Jeff Wichman, Larry Jackson, Mark Stadlander, Kris Boone

### **New agent training – review handout**

- Engagement in social media: Katie Allen, Scott Stebner and Mary Lou Peter
- Media relations: Discussion group and gear towards adult learner
- Video/radio relation need improvement
- Writing coaching is the most positive area (Mark Stadlander)
- Branding: Involve Lauri Baker and new marketing specialist, Megan Macy
- Day 3 we have a four hour section and we need to be very focused
- Take out conflict management and have Terri cover reflective listening
- Bookstore and mail center will develop flyer

### **Facilities update**

- The blinds for the 311 suite will go up next week. The student committee and their fees helped to design the new collaborative learning environments (suite 311) and are enjoying the new area
- Umberger 317: Electrical work in progress, the power will drop out of ceiling and down through poles, carpet ordered, paint is here, please feel free to stop by 317 and see if there is anything you would like from the vault “clean out”
- Bookstore and Mail Center is still working on details to prepare more space for storage and to bring over equipment from the Union
- Received the paint estimates for room 301 and Scott Stebner’s office

### **Position update**

- The new Marketing Specialist position announcement will come out later this week
- Amanda Erichsen, new Scientific Editor announcement is in K-state today
- AG ED Professor position: Six interviews to schedule between October 8-21. We are hiring two to fill Dr. Washburn’s vacant position and Steve Harbstreit whose last term is the first semester of fall 2016
- Publishing leader and news media position description are being rewritten

### **Department events**

- Department picnic is beginning plans, bring a side dish, no charge for picnic, committee will provide the meat
- Fall department meeting dates are October 28 at 2:00pm and October 29 at 9:00am both in the student union, room 227
- Chili feed will be in November
- Holiday Party may change date to after the first of the year

- State of College address is September 29 from 3:30-4:30pm in Waters 137
- KSRE state of address is October 1 from 10:00 -11:00am in the Hemisphere room, Hale Library
- State of the University address is September 18 at 10-11:00am in Justin Hall

### **Once Around the Room**

#### ***Regina Nixon:***

- Lauri Baker, Gloria Holcombe and Gina are developing a survey to be sent to AG Report recipients to gather information on preferences on deliver method, content and advertising tolerance. This survey will close early October
- Unit leaders are asked to remind their staff about the movement challenge from HCS
- Health Quest deadline is November 15 to earn your 30 points for \$480.00 health insurance discount
- Starting January 1, 2016 the bookstore is going paperless on order forms

#### ***Rob Nixon:***

- University is having its Career Fair at Bramlage on September 22 and 23. They print 2 versions of a “vendors list” one for each day that gets handed out to participants, approximately 3,000 to 4,000 copies. This also means that Union will be very busy doing resumes for students that plan to attend
- Greg is going to the Flint Hills Technical College on Friday to speak to the Graphics Arts Technology class about the printing industry. This class combines graphic design, print and screen printing and this will be the second time we’ve done this. We see it an opportunity to harvest potential future employees! We would like to works towards an internship program with this group
- Ron from Electrical services is here today to work on our Ryobi press. We will see where we are at the end of the day and weigh our options
- The shop is working on a multi piece mail match mailing that has 2 personalized pieces along with other “stuff” that will be inserted and processed through the bookstore/mail center
- Also have a portfolio project for Admissions that they needed quickly. We got it done in a timely fashion but now they have found an error (on them – not us) and we will be re-doing it
- **UNION:** The initial stages of renovation will consume our paper storage room in the Union so they have agreed to let us use the old office we once rented to store our paper and large laminator. They are taking care of the electrical needs to keep us up and running. Wide format printer waste issues have been worked out with EH&S. Our waste is NON HAZARDOUS. This keeps us on our mission of generating no hazardous waste from our operations. Union is also working on a large order of laminated posters for the College of Ag - along with the usual volume of orders

#### ***Mark Stadtlander:***

- Web editor discussion with Larry Jackson regarding CMS updates and approvals
- Mark is working with his staff to make sure they have been to CMS training

- Amanda Erichsen is starting to work on manuscripts, she is working toward a two-week turnaround time.
- New listing of publications went out this week
- Kenzie Curran is back as student worker

**Jeff Wichman:**

- **Radio Initiative:** Here is a quick glimpse of the last four audio stories released, including reach.
  - **Seaton Hall Revitalization and Expansion About to Begin (Script and 2 audio cuts) (14 stations);** K-State president Kirk Schulz says the one thing he hears from alumni from the College of Architecture, Planning and Design is that Seaton Hall needs work
  - **Groundbreaking Held for K-State Student Union Renovation (Script and 2 audio cuts) (10 stations);** K-State president Kirk Schulz says the students approving the referendum to fund the renovation and taking the lead on the project is not surprising
  - **K-State wheat geneticist helps identify one of the wheat genes that controls response to low temperature exposure (Script and 2 audio cuts) (14 stations);** K-State associate professor in the K-State plant pathology department, Eduard (ed-ward) Akhunov (awk-hoo-nahv), says natural variation in vernalization genes defines when the plant begins to flower and is critical for adaptation to different environments
  - **Using 3-D Printing to Design Treatment Options for Animals (Script and 2 audio cuts) (11 stations);** For her Developing Scholars Program project in the 2014-15 school year, Kelsey Castinado (kah-steh-nah-doe), now a fourth-year student in the College of Architecture, Planning & Design, turned CT scans of animal bone fractures and deformities from K-State's College of Veterinary Medicine into full-scale 3-D prints...
- Stations airing audio stories include: KRSL-Russell, KANU-Lawrence, KAIR-Atchison, KNZA-Hiawatha, KOFO-Ottawa, Mid Kansas Radio-McPherson, Eagle Radio-Great Bend, Hays, Hutchinson, Salina, Junction City, Manhattan, AdAstra-Hutchinson, KFDI-Wichita, WIBW-Topeka, KLWN-Lawrence, KSOK-Winfield
- We're getting approximately 10 email bounce backs per distribution. Jeff has been contacting the individual stations to troubleshoot the problem. He hasn't diagnosed a common problem. However, in a few cases, their inbox was full. The folks in Dole say they also encounter bounce backs with their news releases

**Larry Jackson:**

- We've had an extraordinary run in social media the last couple of weeks We have been focusing more on visuals and consumer-oriented content, and it's increased our reach. . For instance, it's currently food safety month and we developed some interesting infographics each week (Food Safety Fridays), and that appears to be elevating our numbers.

- Three or four of us met with Brad Beckman to coordinate our video branding with the same general look and feel. Brad meet with DCM to make sure it passes the branding guidelines. Will make sure it's noted and in the branding guide.
- Steve Logback announced there will not be a branding day this year
- The news webpage will hopefully be up soon.
- Kevin Block is out this week abut is available if needed
- October 1 is the ACE meet and greet
- Interacted with Joe Lear and hoped the Adobe programs will be offered individually but that is not the case. If someone wants one program other than Acrobat, he must purchase the entire suite.

***Kris Boone:***

- Everyone should be using the university style guide which supersedes the K-state research and extension style
- Continued work on PHD and secondary major and will be in front of faculty senate soon
- The September donor banquet and ACJ advisory committee meetings are cancelled
- Livestock publication council and BFI have a professional development opportunity this fall
- The first Tuesday meeting reported new titles that faculty senate have approved, non-tenured titles things, money is not associated to them, more towards research, teaching, extension and not pointed towards service
- Two PMT workshop last week with Zoom meeting and had a great turn out
- Teaching and advising awards are Friday at the Stanley Stout Center
- Today at 2:00pm we will meet to discuss COA research, hoping Jeff can attend
- September 19, Scott Stebner's Farmers and Ranchers in Kansas photography gallery will open in the Chapman union. We are excited for Scott and hope everyone will show up for his opening event.

***Joe Lear:***

- Adobe purchasing has started. Pricing and requesting a license can be found at <http://www.k-state.edu/its/software/software-licenses/adobe/index.html>
- The following sites have been published
  - [http://ksre.k-state.edu/agent\\_association/](http://ksre.k-state.edu/agent_association/)
  - <http://ksre.k-state.edu/historicpublications/>
  - <http://ksre.k-state.edu/agsafe/>
- Due to the State Fair we will hold off publishing the 4-H site and the KSRE main site until Sept. 22. The KSfair map application is still being used and we did not want to interrupt its use during the fair and we did not want to cause any interruption for 4-Her's during the State Fair
- We're still waiting on Horticulture to move but we are close to being 90% complete on the move
- Due to some issues with file storage and the overall goal to move systems out of the Umberger data center, Larry and Vernon are working to move the Image database web site to new servers and file storage in the Hale data center. I'll send out a notification when we are ready to make the switch to the new servers. We plan to keep the same URL so there should be no disruption in access to the site once the new servers are on line
- I've started officially as acting director of Enterprise Server Technologies and Information Security and Compliance. Robert Vaile has taken the Position of Chief Information Security Officer for the State of Kansas. We will be moving as quickly as possible to fill the Chief Information Security Officer position

- I'll continue to serve as the liaison for KSRE and the College of Ag for Information Technology so continue to let me know about issues or questions that you have regarding technology
- Ken and I had a great visit with the faculty and staff in Western Kansas and it seems like the transition has gone fairly well and found some areas we can assist the offices with as well as some additional needs for communication and training