

**Unit Leader Meeting**  
**Wednesday, April 8 2015**

**Those in attendance: Kris Boone, Elaine Edwards, Joe Lear, Gina Nixon, Rob Nixon, Mark Stadtlander, Brad Beckman and Jeff Wichman**

### **Legislative Report**

Gloria Holcombe is doing a wonderful job organizing and engaging others with the Legislative report. She met with Dean Floros and Sue Peterson regarding messages. She and Kris Boone will align everything with that, such as tracking analytics on website and making sure everyone is informed. Staff is encouraged to stay in touch with Gloria.

### **Image Library**

There are numerous dead links and old information on the communications web site. Such as KSRE image library, old logos and templates used for image library. The collaboration group would like one repository for images. There were issues accessing the image library resulting from catalog moves on the server. These have been resolved for active photos and should be soon for archived photos.

### **New Agent Training**

New Agent training will be held April 15 in Dole Hall room 154 from 8:00AM – 6:00PM.

### **Mini workshops**

Unit leaders suggested the below topics for mini professional development workshops for our departmental folks.

- Use of style guide, including branding, punctuation and grammar rules.
- How to run effective meetings
- Healthful lifestyle
- Jessie Topp and Scott Stebner possible brown bag lunches regarding their thesis topics
- Making media educational – cognitive element
- One or two hour event where we invite people (open invite), explaining what goes on in each unit (may be part of unit open houses)
- GFS meet with other units and departments to help others discover how what they are doing fits in with the GFS mission theme

## **ACE Travel**

Gloria sent a note to ACE members about airline ticket prices out of Kansas City. Lauri Baker is taking a total of 10 students (7 graduate and 3 undergrad students). ACE membership was up last year along with registration and record numbers of C&A entries.

## **Position update**

Human Resource Professional position description has been submitted to Human Capital Services. This position will serve as the HR specialist for Umberger and will report to the Dean of Agriculture's business office. Recruitment should begin by the end of April.

Research Associate for the new Center of Rural Enterprise Engagement position description has been written. Recruitment will begin by the end of April. This position is soft-funded and will be a term position.

Marketing Specialist recruitment will also begin by the end of April. Search committee members are Jason Ellis, Kim Baccus and Steven Graham. This position will be located in Dole Hall working closely with staff of the Division of Communications and Marketing.

Recruitment for a Scientific Editor will begin in early May. This position was recently vacated by Sarah Hancock. Manuscript editing has been suspended until the position is filled.

University Printing will begin recruitment for a part-time staff assistant to start work in early fiscal year 2016.

Global Food Systems is recruiting for student intern position. Application review will begin April 24, 2015, and will continue until the position is filled. Students who wish to apply should send their resume, a letter of interest, and two references to Kelly Gurik, [kgurik@ksu.edu](mailto:kgurik@ksu.edu), 301 Umberger Hall, Manhattan, KS 66506.

## **Open house reminders**

ACT club will host a Farm 2 Fork race Saturday morning. The AGED club is distributing T-shirts in front of Waters Hall for the College of Agriculture scavenger hunt.

## **Once Around the Room**

*Mark Stadlander:* Mandy Wilson and Mark spoke regarding receipt book. University Printing is familiar with the process as it was an internal job in the past. Herb side mode of action publication is popular. Chemical company usually orders 250 of this publication. Deb McClain Williams and Mark have been working in work zone. Amy Hartman emailed a list

of calendar hits for 2014. Electricians are almost done, work orders have been sent to facilities regarding air conditioning issues. Mandy, Donna and Mark gave Cheryl Boyer 1,000 residential landscape publications to give away. They still have an abundant supply left over. It was suggested that they recycling them, give to former horticulture graduate students - go thru alumni association or give away on radio program. There is also an abundant of Canker disease books.

*Elaine Edwards:* Last week was spent working on the web site. Kevin and Jerry are meeting to work on audio part. Katie Allen and Elaine are going to Meadowlark District next Wednesday for social media training. Katie and Mary Lou Peters are attending PFT. Mary Lou's water story is currently under review. The grocery store video was shared on facebook and had 150 shares so far, great analytics. Robert is setting up the electronic calendar for radio studio and should go live next week

*Rob Nixon:* There has been discussion with Maryann regarding the Rico copier. Bartering with her on process and moving forward to get new equipment into the Union. Art department is interested in new equipment. Rex sent an informational letter he received from USD 383 on an internship program that covers all cost for youth 16-21. The goal is to help development and to hire full time. The front office is caught up on billing and received a nice thank you from Annie Rubash on portfolio and how the pages completed in short time frame. The first fair book of the year has come in from Geary county, Dewayne's battery back up on his machine went done so he ordered a new one and installed it himself. Plate supplies and maker equipment is going well.

*Global Food System:* GFS had a presentation with staff in Throckmorton on April 7th. They had a good turnout, including two Zoom participants from the Olathe campus. There were a lot of questions about how horticulture and forestry fit into the GFS initiative. NSF workshop next week 8-5 on (Monday and Tuesday). Pat Melgares sent out email with information. GFS information cards have been printed and are available for distribution at upcoming GFS events. Brad is working on videos, such as the John Buckwalter interview which has great information about Human Ecology's role in global foods. The video will be something to take to other departments to demonstrate how we are promoting K-State's expertise in global food. Jeff is working on a radio series for Week of the Young Child. Guests included Bradford Wiles, David Dzewaltowski, Tanda Kidd and Sandy Procter. Topics included teaching children empathy, the benefits of allowing children play outdoors and developing healthy eating habits in a child. A print and video series was also produced by Jane Marshall, director of communications for Human Ecology.

*Joe Lear:* Network issues yesterday due to router upgrade done the night before, they were back up at 1130AM. Office 365: hold off on education on LYNC cause over the past year they have threaten to switch to Skype for business. Moving forward on web authentication

project, Poongothai Ammaiappan is working on cms systems, turn off domain controllers in May or June. Karen Blaksley has moved the Wildlife o to new CMS. All the counties have been trained on the new CMS.

*Gina Nixon:* Lori Buss is working with Mandy Wilson, Mike Ryan, Kenny McVey, and Rob Nixon to procure new equipment for tabbing and spaying addresses on mail pieces. EMPS is gearing up and becoming more active. Work sessions are being held each Tuesday and Wednesday afternoons until set up is complete. Collaboration committee is moving quickly. This week committee members will establish small groups made up of staff members performing similar or related functions in the department and DCM, establish overarching goals for the small groups and develop facilitation guidelines. The meetings are free flowing and going very well. The behavioral standards committee has met once. They will meet on April 9 and April 29. Joe Agnew will return to work part-time on Wednesday, April 22.

*Kris Boone:* PHD team present to deans on May 18. Secondary major passed through the College of Education and in the fall will go through Arts and Sciences and AG. After faculty senate, it will go to board of regents. If approved this should be available fall 2016. Gary P. presented last week at department heads meeting on agronomy social media. Some of the practices being used are supported by some of our research. We received a thank you from Carol Blocksome on KTA one pager, Phylicia did a great design (send to GFS team). FFA CDE's are first part of May. High Plains Journal is a sponsor and wants to be part of our judging. Logan Britton received the Outstanding ACJ student award and Kinzie Selke received the Outstanding AgED student award. May 2 David Holliday will be recognized as a distinguished alumni. Kris will attend the Center of Food and Integrity conference in Chicago on May 13-14.