

## **Unit Leader Meeting**

Wednesday, January 9, 2013

Those in attendance include: Gina Nixon, Elaine Edwards, Greg LeValley, Rob Nixon, Jason Ellis, Sarah Hancock and Gloria Holcombe. Nancy Zimmerli-Cates attended via telephone.

## **Critique and Award**

Awards are due January 31. There is an ACE meeting on Thursday. The legislative report will also be entered. Prices have gone up for group entries. Proposals for the ACE conference are due in a couple of weeks. Linda G. is submitting, Elaine will submit same one for SASS and ask Joe to assist. Printing for conference will be done here. Elaine will be driving.

## **Tech Update**

Replacing cables in UM and working through offices.  
Servers have been upgraded and backup server is running again.  
Generator is functioning again – had been dead batteries.  
New digital copiers up and okay on network.

## **Project Intake**

Elaine – email convo about state fair. Use sesquicentennial display for fair this year. KSU and KSRE are different shapes. KSRE has two pieces and Ag is one piece.  
Anything that is going to be used this year should have the logo on it.

## **Once Around the Room**

### **University Printing**

- Purple wave auction has ended; folks are starting to pick up stuff. It was a successful venture.
- One of the cutters in Umberger needs repair.
- Two new machines are in. Color is working. The B&W ran last night for 4 hours so we are still trying to get it up and running.
- Plate maker CTP was down and able to fix it with telephone support.
- Legislative report is in.

### **Academics**

- Shannon doing workshop at AIB
- Brandie Disberger is at a conference
- AG Ed has advisory committee on Friday at Waters Annex.
- Laurie is teaching AGCOM 400 business communications online for intersession. The class is full with 15 students and 11 on waiting list. Good for on-line.
- Ag Comm advisory will be this spring.
- Curriculum changes and creating new graduate courses, thesis, topics, and something else.
- We have 2 or 3 Ag Comm and 5 or 6 Ag Ed graduate students this semester.
- ACJ newsletter almost done. Waiting on file from student.
- Will be doing two newsletters at end of semester, one for each program.

### **Publishing**

- 4-H – working on policy guide for ebooks. Want to introduce at partnership meetings – policy guide on ebook. Some hyperlinks don't work so waiting on final text and hyperlinks to finalize. Won't be the ebook to show quite yet. They also want an ebook on toolkit and has to be finished by mid-February. It will be a regional publication. Grant from buffet foundation and national 4-H council. Linda doing editing, others contributing. Only \$2,000 available but we want to do it to test and showcase what we can do. 75 pages.

- Farm management guides are done.
- Legislative report at printer.
- Working on Cattlemen's Day.
- Menu of services – developed in unit retreat and we have been talking about for a long time. Good information for our website. Please provide comments to the group. Add our stuff to the list. Can move it to a google doc.
- Gloria has great ideas on what to put on website and facebook pages. Web standards meeting coming up. Sarah is working with University Printing to revise the text. We need to have others that make the changes. Get Rick to sign up for the 15<sup>th</sup>. TALK TO GREG AND ROB – urgent

### **Technology**

- Sharmilla is back. Gerry is out all week with family.
- Lots of web projects going on. BCI, KS PRIDE, IGP, State FFA, Bookstore login, Plant Selection web application, 4-H web menu, Evelyn Nier for 4-H judging, web conversion stuck on grain science, looking at migrating web videos to WOWZA web server to do multiple web sites and mobile. Will get them moved over. Going to (with right equipment) start doing high def streaming in a few months. Worked for People's Garden Initiative streams.
- Our conversion to the new CMS is taking longer than anticipated. Doing some updates to our CMS system to make it look like the KSU system as much as possible by using their CSS. Will create less problems at transition.
- Will be a proposal document created for all projects that will describe responsibilities of all parties, timeline and complete definition of project. It will include client responsibilities. Gamage has a form; Joe will share it with the group. Includes tracking of hours. Allows for changes and revisions to create new projects.
- Sarah suggested a mini-glossary for tech terms so we use same terminology. Neal has start of one in his CMS training. (Perhaps a menu of services)

### **News Media Marketing Services**

- Sesquicentennial – doing stories related to it. 1863 wheat variety story will be first. Video and story ready to be released in Feb. Next one will be the 100<sup>th</sup> cattlemen's day – if possible, put sesquicentennial logo on it as well. Dedication of something on March 1. (No material for publication)
- Thursday, National Extension brand will be unveiled to the public. Elaine will be at this. Should be part of the ACE meeting.
- Feb 14, still on for social media training with FCS people – Joe, Sarah, Elaine – twitter, facebook, and blogs. 209 Union with projector. Elaine sent presentation to Joe and Sarah – look at that.
- Eric and Dan start Master tour in a couple of weeks. Will Dan be around for sesquicentennial events? Gloria will check with Dan. Nancy going to give Elaine bio's. Work on the program this year.
- Contacted Gregg Hadley about KSRE intern. Reminded Joe and Nancy about that.
- New service – newswise for national story placement. Will offer services for journalists and incorporate your social media into their things.
- Making changes as folks leave unit. No longer doing hardcopy archive of print news as of January 1. Will have an electronic archive of ALL news releases. Going to do a KSRE calendar so we can include major events, not just Hort and FCS. Quit doing briefs.
- Larry Jackson is part of NMMS. Working on sabbatical project – how extension is using mobile aps/technology. He will do a presentation for the department. He is located in Dole Hall.