

Unit Leader Meeting

Wednesday, April 11, 2012

Those in attendance include: Kris Boone, Gina Nixon, Elaine Edwards, Larry Jackson, Steve Harbstreit, Nancy Zimmerli-Cates, Russ Feldhausen and Debbie Webb

Technology Update

Larry H is working on a back-up system for the department. The software is 50 per license. How many licenses do we want?

Radio programs are archived for 2 weeks.

The end of the fiscal year is quickly approaching; does anyone have technology purchases you would like Russ to make?

One of the Academic unit students had his laptop stolen. The inventory program was great. Russ worked with central IT to watch for this computer. When equipment is going off campus, there is a form that needs to be filled out and signed. We will post this on website.

Looking a good way to put wireless in the county offices.

Technology website has been updated to new look. The unit will be looking at the website to make positive changes.

KSRE support now has a social media webpage. Both face book and twitter accounts.

County list—now using central IT listserv, the county listserv has a limit and they are working on a solution to this problem.

The basement now has new wiring for internet.

Daryl has given go ahead to convert websites to the new look and feel.

Year End Deadlines

Year-end deadlines are quickly approaching, please be mindful of your accounts.

Position Updates

We will be interviewing May 14-17 for technology position.

Printing specialist interviews are next week.

Steve Ballou has announced his retirement at the end of the month.

External Review

The schedule is out. Nancy has been working very hard to put the document together. There are some over ridding questions; descriptions of listening sessions please look at these.

Who is doing the tours? People from each unit will do these.
How will the new Dean participate?
2025 information has been referenced in the book.

Work/Life Balance - is it still a Tier One priority?

We are so busy there is no time for work life balance. We need to be reminded to take care of ourselves and encourage our employees to take care of themselves. It important to keep this as tier one. Look at breathing some life into this program again.

2025 Update

The new dean asked to have a table for the college of ag. The department heads came up with strengths, opportunities, weakness and threats for the college
The real plan will start when the new Dean comes in Aug.

Open House

April 21, pancake feed, scavenger hunt.
University Printing will have something in the union.

Bookstore Update

Renovations are done; they are in the middle of doing inventory and reorganizing. Furniture arrives Friday.

University Printing Update

Movers are here today, cleaning out room 11. They will do the floors and paint, the room should be completed in 3 weeks. Offset production is out at the plant, some will be 26 Umberger. Bids close on dole renovations tomorrow. The plan is to be able accept an offer by Friday 13. Shubert has extended the deadline to Aug 1. We are taking over garage space in Dole Hall, new floor, new heating and AC, dropping electricity. Several pieces of the large equipment are currently listed on purple wave, that auction closes April 24. Working with purple wave has been wonderful experience. Kenny is working more at the plant.

Project Intake

Elaine sent a request for help with a blog for Greg Hadley.

Once Around the Room

NMMS

Five people from the unit are going to ACE. News items about the new discovery center will be going out this week. Video is very nice. Bethany's story will be done tomorrow.

Working on a project with KS forest service, highlighting several people.
Ag AM the Topeka based program has working with RFDTV working with Dan Thomson, about animal health. They will give us 2 minutes of national time every week.

Talking about merging ksre and news page on facebook.
Student Meg Drake won an award from KAB.

Academics

1. M.S in Agricultural Education and Communication is fully approved by the Board of Regents.
2. ACT submitted 32 entries for the national critique and contest. These will be judged by industry professionals and awards will be announced at the Ag Media Summit in Albuquerque this coming August.
3. ACT submitted an entry for the Yamaha scholarship program. For the Yamaha scholarship competition the students developed 3 pieces around the same theme. They chose "Giddy Up for Safety" and wrote a social media plan, designed an advertisement, and wrote and laid out a feature story. If they win they will receive \$2500 to help cover the chapter's trip to Ag Media Summit in August.
4. Curriculum revisions for and new courses for the ACJ program are in the final stages of the approval process. We are working through some challenges but hope to have these approved at the May Faculty Senate meeting so we can implement them in the coming semesters
5. The ACT Pancake feed is April 21st from 7am-1:30 pm in Seaton 142. The students have been working hard on preparing and would love for people to attend and show their support. Tickets will be available soon or can be purchased at the door.
6. Transfer Enrollment Days are 23 and 24 April.
7. State FFA Career Development Events (CDE's) will be here on campus April 29,30 and May 1.
8. American Association for Agricultural Education national conference will be held in Asheville North Carolina. Steve Harbstreit is finishing his last year as Vice-President of the North Central Region.
9. Kansas State FFA Convention will be held here on campus May 30 through June 1.
10. Summer enrollment begins Thursday 7 June

Technology

Struggling this last week to get everyone registered for NETC.

Publishing

Donna and Janie story product protection book finished. They will work with Elaine on publicity.

Last minute project for training PFT for local boards.

Ag report went to new printer, should be done by the end of the week.

BO/BMC

Recycling –we do not have to fill a room with computers, DA110s can be completed in one day, and we can get rid of computer on same day.

All of the displays boards, racks and anything one might use to do a presentation, we now have pictures on the website. On website has a department phone list and which is updated as needed. Department name is official, as you notice places where it hasn't been changed, please let the business office know. Don't forget to change your email signatures. Signage for units will need to be changed. What signage do you need for your unit?

University Printing

John, Rex, Rob and Greg met Wednesday morning with Kris Boone to discuss ideas, issues and goals for the coming year. Through a process that was facilitated by Kris, we came up with a list of goals for the future, and out of those we identified four that will be most important for the coming year. Those four are: 1. creating a positive work environment 2. providing a consistent message of where we are and where we want to be 3. maintaining a clear focus on our work as we move forward 4. professional development.

Of course, creating a positive work environment is a goal that can only be achieved with everyone's help - we can make university printing a great place to work for many years to come by being positive and working together.

Our management team has been meeting once a week to discuss work flow, moving and other issues that come up in our day to day work. Part of our "consistent message" will be sending out an e-mail after those meetings to let you all know what was discussed.

It is important during this time of change that we all do our best to keep a clear focus on our work and remember that we have made great progress in the past year, but need to continue to improve.

Professional development is something that we all need. Opportunities will be made available.

NIFA, the National Institute of Food and Agriculture, formerly USDA) will be conducting a review of our department next week, April 30 - May 4. All departments within the college of Agriculture are required to have a review every seven years. This is a good thing! The review process provides us with an opportunity for knowledgeable, third-party assessment of the work done by the Department of Communications and Agricultural Education. They make suggestions to increase effectiveness, if and when resources become available. Here is a link to the process on the departmental web-site:
<http://www.communications.ksu.edu/p.aspx?tabid=579>

University Printing employees are requested to attend the meeting at the plant on Tuesday, May 1st from approximately 3-4 pm. Other highlights include an informal reception at the Little Apple Brewery on Wednesday at 5:30. This is a

pay for you own meal event. And, final presentation from the team at 9:30 on Friday, May 4th. Everyone is encouraged to participate in any of the sessions.

Kris

Met with Dr. Floros, they discussed the external review and Kris's sabbatical. Meeting with Laurie Baker, Jason Ellis and Rusty to talk about curriculum stuff.

Conflict coaching workshop in KC, Kris, Nancy ZC, Elaine and Gina will be attending.

National ag and vet online training center, proposal is going through KSRE, this is a joint venture with CoA and vet med. Only online and will be housed in our dept. Delivery of training not classes. There will be an information meeting with department heads from both CoA and vet med at the end of the semester.