

**Unit Leader Meeting**  
**Wednesday, June 20, 2012**

Those in attendance include: Kris Boone, Gina Nixon, Elaine Edwards, Larry Jackson, Steve Harbstreet, Nancy Zimmerli-Cates, Rob Nixon, Greg LeValley, Russ Feldhaussen and Debbie Webb

**Technology Update**

The tech guys are updating the technology inventory; they will need to access to your computer for 1 to 2 minutes. Security updates on printers will be their next task.

Wiring update, the contractors have started in the basement. Russ will be making sure all the rooms are labeled correctly. Once the process is completed UMBERGER hall will have new internet and phone cables; which will make the internet faster and easier to maintain.

**Fund Raising**

Kris met with foundation folks yesterday. Emily Fink, Development Officer-Agriculture - Foundation KSU Local Agency, she is wonderful. We just set up a new account for Excellence, scholarship program.

**Printing Update**

Every other Tuesday, Greg and Rob meet with the Dole Hall project planner. There is an issue with the ventilation over the printing press and we are working to resolve this.

Greg will meet with Carla Bishop in Purchasing about sole sourcing the copiers.

**Personnel Update**

Joe Lear has accepted the Information Technology manager position he will join us August 1, 2012.

Gary Lindsay started working as a Printer Specialist on May 12 for University Printing.

We are in the process of developing a new full time position in union copy center to decrease the number of student employees.

Brandi Buzzard has accepted an interim position coordinating the National Agricultural Online Training program. We will also be hiring a programmer to assist with this program.

Bri Miller is working with Lauri Baker as a summer intern.

Marsha Stagner, office professional in University Printing, will retire June 29. University Printing will host a reception from 9:30 to 11:30 a.m. Thursday, June 28, in Room 24 Umberger.

### **Budget Year End**

All payment vouchers must be delivered to Financial Services office by 5 p.m. today.

### **Conflict Coaching**

Gina, Kris, Nancy and Elaine participated in a conflict coaching workshop in Kansas City, April 26-27, 2012. Conflict coaching is a one-on-one process to develop the employee's conflict understanding, interaction strategies and/or interaction skills. Conflict coaching can be a benefit to anyone facing an important workplace or personal conflict. It can also be useful for those adapting to a new organizational setting or developing as leaders.

Mishandled conflict can derail careers. Talking through conflict issues and carefully considering options with a conflict professional has the potential to greatly enhance career prospects for the coaching client and others.

Serious conflicts can cost organizations serious money and disrupt the organizational and client climate. Effective early intervention in the form of conflict coaching can stop the financial and human hemorrhaging before it happens. There is no stopping conflict but its downside can be minimized and its upside can be maximized. In a complex service economy where innovation, diversity, teamwork, and speed matter, managing conflict effectively really is a basic business practice.

All of the unit leaders and academic team have received a copy of the book and the CD. They will begin meeting regularly to learn about the process; Elaine will take leadership role.

### **New Specialist Intake**

At the State Leaders meeting with Greg Hadley they discussed implementing a KSRE Extension Specialist orientation/training program. More detailed notes will be shared from Greg's office in the next few days. Gina expressed that as a department we had discussed this during our last strategic plan development discussions and that we are very excited to be involved as this moves forward. The sentiment in the room was that a specialist orientation is very much needed and that as long as there is value in it, people will attend. One resounding request was a session on reaching adult learners, not just for new specialists but for ALL specialists.

Following is a summary of the proposed orientation outline.

- Overview of extension and the land-grant system
  - How KSRE is set up, how it differs from other states and how that affects program deployment.

- Budgeting overview
- Reporting – why is it important and how is the information used?
  - Program evaluation
  - Program planning
  - Measuring impact
  - Creating HATCH projects
- Building relationships
  - County/District agents
  - Campus mentor
  - Key people in the organization
  - Key people in the university
  - North Central Region
- General policies
  - Travel
  - Cell phone
  - Leave reporting
  - Promotion and Tenure
  - Purchasing
- Resources
  - Communications
  - Technology
  - Grants
  - Calendar of events
  - Professional development
  - Contact list

Various methods of delivery were discussed.

- Meet and greet with KSRE administrative team (Greg) – include both specialist and mentor
  - Land-grant overview
  - KSRE vision, mission, values
  - Define expectations
  - Provide resource binder at end of session
- Meet and greet with communications staff
  - How to publish
  - Where to have things printed
  - Available communication methods and support available
- Formal training session – professional development
  - Annual Conference
    - Various communication topics
  - Spring Action Conference
- Notebook/Web based
  - Communication topics
  - Evaluation, planning and impact reporting
  - Trainings available “anytime”

- Contact/Resource notebook
- Facilitated discussions
  - How to work with agents
  - Promotion and Tenure
  - Scholarship of Extension
  - Mentoring
  - Measuring impact
  - How do we fit in the land-grant and extension mission?
  - Program deployment
  - Collaborating with other departments and institutions

### **Outreach**

Outreach efforts have no coordination. We will be creating a new position to coordinate all of the training the department provides. The unit leaders are working with Kris to create a position description. An internal search will be conducted for this position.

### **Increasing Communication among Unit Leaders**

Unit leaders will have a regular scheduled teleconference once a week every Wednesday morning at 8:15 a.m.

### **Once Around the Room**

#### **Academic Unit**

1. Lauri Baker was elected as vice chair elect for the academic programs SIG at ACE. She is also going to NACTA next week to present research on teaching. She has a KSRE Diversity Fellow working for her this summer. She is Briony Miller and she is working on research related to farmers and climate change.
2. Jason Ellis has just returned from a faculty lead student trip to England. Six KSU students, one UNL student and a UNL faculty member, and a grad student and faculty member from Ohio State participated. The program is scheduled to be offered next year with Ohio State being the lead institution. Jason also made two presentations at the ACE conference last week. One was to present research on membership's preferred sources for agricultural communications and agricultural science research. The other was on recent changes to the Journal of Applied Communications.
3. Shannon Washburn had an 8 day trip to Costa Rica with 15 ag teachers and Dr. John Unruh. Many thanks to the office staff for all their support to make this possible. He is also greatly enjoying the LEAD 21 experience in Indianapolis.
4. Brandie Disberger and Steve Harbstreit are leading a two week CASE Institute (Curriculum for Agricultural Science Education). Twelve teachers are involved from 6 different states. Waters Hall

5. Steve Harbstreit finished a 4-day welding workshop the first week of June with 9 ag teachers in cooperation with MATC. The second week, he was involved with a weeklong Ag in the Classroom workshop for elementary, middle school, and high school teachers to help them learn about agriculture. The teachers will develop activities that are core skills that they are required to teach but incorporate agriculture as the focus for teaching the skills.

6. This is the last week of enrollment.

### **NMMS**

Jeff Caldwell critiqued the website; he stated we need to be aggregating our website so people can easily find what they need.

District marketing plan for Daryl a lot of staff have been making trips gathering stories. Interviews should be done next week.

Pat M. and Elaine will be working on state fair; Sept. 9 is K-State day.

### **BO/BMC**

Academic survey received on 1 year and 4 year from foundation. Don talked about it at CoA mtg. The responses were very good. Our department and faculty were mentioned by name with exceptional job they were doing and the support staff was mention. Big thing Don hit on—students thought personal finance should be a required course. Instructors let students know how important oral, written communication and problem solving are out in the real world.

Updating signage in the department, perhaps we might want to do something besides the generic basic brown standard signs. They will be painting the walls in Umberger after the wiring project is completed.

Updated name tags—send Debbie a list and she will order them.

Update on construction

Umberger roof should be done by July 1.

Rewiring has started, they are putting in the conduit first, then they will put the wires in –they will need to get in every single office to do this project, Russ and Gina are working with them. Please alert staff it will be disruptive. When the project is complete we will have connectivity and better wireless connectivity.

Room 26 of Umberger will have carpet and be painted.

Rob has a copy of the gator safety video. Might schedule 317 for interested folks to watch the 7 minutes video, there is no test.

Promotional items, Carla Bishop is putting together a bid for promotional items.

## **Publishing**

Janie had her baby, Elliott baby boy.

Two new student employees William and Brittany they are wonderful.

Editors all attended ACE, they had good things to say.

Pat H and Nancy ZC are updating influenza A.

Mark is working on grant project federal grant project

## **Technology**

New student Brittany for the summer

Back from ACE and NETC time to get series about 2014

Video summit coming up in July

## **University Printing**

Repopulating of room 11

Equipment placement in Umberger

Dong a lot of fair books

Kyle new summer student has been great

Brand new newsletter Rice County

Meeting with Richo people and Carla Bishop about two new copiers

## **Kris**

Design class is going to be taught as an intersession, this would be great for working graphic professionals on campus in August. AGCOM420Top/Ag Communication - Top/Design w/Adobe Creative St MTWUF 8:30 a.m.-12:00 p.m. UM 317 Instructor Jason Ellis. DCE tuition and fees apply to this course. See [www.dce.k-state.edu/courses/](http://www.dce.k-state.edu/courses/) for individual course costs. Intersession meets from July 30, 2012 through August 17, 2012.

Students may enroll in a max of four credit hours during an Intersession period. Dean's permission is required to exceed the four credit hour limit.

Current plan--Kris sabbatical moved to December

Bob Holcombe did a poster for Lisa M; the Agriculturist magazine is 90 years old did not have publication for 2 years during WWII. Jostens is nor closing shop in Lawrence, we do not know if this will affect our magazine.

Three of our students were elected to state FFA officers

Brandi Nelson will be on split appointment between us and community development with Trudy Rice. We will be assessing the KELP program during the next year perhaps taking it national.

Received feedback last week on the need to invigorate ACE Leadership institute, we are looking at more cost effective ways to do this.

