

**Unit Leader Meeting**  
**Wednesday, May 09, 2012**

Those in attendance include: Kris Boone, Gina Nixon, Elaine Edwards, Larry Jackson, Steve Harbstreit, Nancy Zimmerli-Cates, Mandy Wilson, Pat Melgares, Shannon Washburn, Rob Nixon, Vernon Turner and Debbie Webb

**External Review**

What did we take away from this experience?

General Impressions

Big Things we should consider—relationships both internal and across campus and the nation—relationships at all levels

Disconnected from extension planning process—more connected in extension planning process

No strategic plan for social media, mobile

Start offering more with extension

Lack of strategic thinking—are we thinking strategically daily

Lack of shared vision

Outreach group needs to focus on who they are and where they are going

At the end of the year--look at my work to see how it fits into the strategic plan instead of how will more work effect the strategic plan

Very positive comments about our organization from outside of our department

Get more involved with planning on extension groups

How compartmentalized our department is—we see ourselves department of departments—this is part of shared of vision problem

Relationship building is important—we need to able to articulate why we are different

We can be so much more than just new release, or radio show

**Strategic communication planning for entire department**

Devolving system a catalog of services—show people everything we do

Some of the students felt discrimination from other departments on campus

As we get our new master's degree going—how do we balance both programs

More shared leadership in academic program

As a department are we comfortable –how are we going to be part of 2025—when Dean Florres comes in Aug there will be a kick off for Extension

How do we change the division in the department –how could we do things differently –how do you make people big picture thinkers and how do we empower people do to this—

Making sure we are reaching to others across campus to collaborate and how do we do this in our department

Linking stories to publications—how do we fix this –

We have to build relationships with others across campus – how do we deal with distrust and elites attitude

We have to keep trying to build those relationships – everyone needs to do this not just at department head level

Open a dialogue with communications about some trust issues  
Shared vision with Communications and Marketing  
Printing—building relationships with folks we are bringing to into department  
Maybe develop mentor relationship with new folks in the department  
Recognize that they also bring a lot to the table and collaborate with them –  
people need to feel that they are adding value  
Academic program about adding another degree program  
Academic program needs to look at what they want to be  
Accounting system—needs to be looked at and focus on  
How do we find resources?

Project management system that would work across the department—major  
culture change – in the long run it's a good thing—

How are we structured to make us sustainable for the future?

4 different ways to look at organizations—Bolman and Deal “reframing  
organizations”  
--structural (policies, rules, physical)  
--human resources do you have to the rights skills and talents, relationships  
--political what is the organizational politics, power conflict, competition  
collaboration  
--Symbolic (rituals, culture, make meaning, heroes, ceremonies)

Not everyone heard the same thing from the report, it's important to discuss  
these things in our units

Project management—a lot of project management has one person as key entry  
person –works better to have several folks that initiate process

Are people confident that they can provide advice to clients?

Consulting communication model was initiated by Bob Kern

We need to be engaged in PFTs, how does this look for us as a department  
We need to have a plan, more than just getting on those teams, but we need to  
have a plan and be able to communicate how the teams can achieve their goals  
using our leadership.

Giving up some of control of equipment in technology and management of  
software

How do get stuff off Kris's plate? What else can unit leaders or others in  
department? We need to keep Kris informed, but give her the confidence that  
she is in the loop but folks can talk to unit leaders.

Do the new opportunities fit well in our department—we need to consider if it Works well with our department

Reestablishing and creating teams with Jeff's group, to create an environment of collaboration

Initiate this also with technology unit on campus

What does academic unit have to offer

Concept of catalogue of services across the department

Continue to explore project management solutions

So what are we doing that's right with the administrative group that we are doing with our clients day to day

Retreat for unit leaders to discuss the organization of our department

We have until May 15 to provide more comments

Plan several ½ day meetings for unit leaders, start once a month, onsite

Call Gerry about archived presentation

### **Conflict Coaching Workshop**

Graduate certification program, on campus lead by Terry McCants. Patricia Jones presented at this conference. Bases of conflict coaching, thinking through the process, using a systematic approach to work through the process. The process is different than meditation. You work one on one with someone who is engaged in conflict. Helping someone through the process and help others to look at this in different angles and perspectives. Looking at the conflict through emotion, power and identity; to identify nature of conflict. Help- people identify best case scenario, what can they live with.

Unit leaders will do a book club with conflict coaching book.

### **Project Intake**

None at this time.

### **Once Around the Room Academic Unit**

Brandie Disberger - Received \$6,800 to purchase Vernier Lab Equipment through the student fee funds offered by the College of Agriculture.

Lauri Baker - intersession class on environmental leadership begins May 14th. We will be put at the zoo May 22-30 building a rain garden and play area. Perhaps this would make an interesting story of some kind.

The website revision and future management plan for our site. The site is also live now and can be viewed at <http://www.communications.ksu.edu/p.aspx?tabid=515> The Management Plan is attached.

Shannon Washburn & Steve Harbstreit will be attending the American Association for Agricultural Education National Research Conference in Asheville NC 14-18 May.

Kansas State FFA Convention will be May 30 to June 2 here on the K-State Campus.

ACJ and Ag Ed Graduation this Saturday with Brunch for graduates at Pottrof Hall at CICO park from 98:00 to 10:30 a.m.

### **Publishing**

Sarah and Amy are planning a presentation on epubs  
Survey—Using stealth placement of the same information in various forms then looking at which method gets most action  
Project management—get away from some of paperwork make a more digital system

### **Technology**

NETC starts week of memorial day  
Check conf on campus  
ACE conf  
Increasing students hours and help desk during Russ absence May 14 through June 15

### **University Printing**

Renovations--Umberger is close, they will start grinding on floor in room 11, hopefully within a week we will be moving back in. Dole Hall construction started today. They have moved the trucks out of garage and feel confident that that will stay on schedule, they should done with renovations by July 23 and we will be moved in by August 3. Working with purple wave to sell excess equipment. We have received all the payments and some of the equipment has left the building.

### **NMMS**

Working on a district marketing management plan.  
Meeting with unit to discuss how to move forward without Steve Ballou.

This July there will be a video class for extension so they can learn how to get more hands on with shooting, lighting, editing and uploading to utube. Kathleen has been working on last grow article, spring grow column this has been good for extension have this content.

### **BO/BMC**

Name change is official, we will be redoing signs. The signs do not have to be brown; we can get them also in purple. If you want to change the signs outside of areas please let Debbie or Gina know.

### **ACE**

Block of 20 rooms reserved and will be direct billed. When employees check-in at the hotel they must provide a personal credit card for incidentals not BPC. Travel loans—foundation policy was handed out at accounting professionals meeting to support staff. There is a commercial shuttle from airport to hotel. Baltimore is best airport.

Year end is approaching there is training next Monday and Tuesday. Lori is going and will share information.

Name tags—for unit staff with new name and wordmark. We will use department name and employee name.

Gator has been purchased for department. We are trying figure out campus policy regarding driving and parking. There is video that must watched before you operate it. What is the policy for this going to be? Checkout policy what's appropriate.

Employee of year classified Tamie Staatz, unclassified Russ Feldhausen and student Garret LaRue

Accounting system—Vernon, Gina and Russ are having weekly meetings regarding software, they will also attend one university printing meeting to visit about requirements for software.