

Unit Leader Meeting
Wednesday, October 14, 2015

Those in attendance: Kris Boone, Regina Nixon, Rob Nixon, Jeff Wichman, Larry, Jackson and Mark Stadtlander

End of year balances

- The department ended the year with \$1.2 million in balance
- College ended with \$41 million
- Legislature only looks at end of year balances, we have to spend down, per Dean Floros
- Request: End of year, Lori and Gina are currently working on balances

Course and curriculum

- PhD proposal in Leadership Communications is in front of three colleges (Agriculture, Education and Arts & Sciences).
- COA course and curriculum committee votes on PhD and secondary major in Global Food Systems Leadership on Friday, October 23.
- The secondary major proposal has gone through the College of Education and is going through the Colleges of Agriculture and Arts & Sciences.
- Shawnee Heights is interested in developing a Global Food System focus/curriculum. We have requested an instructor level position to focus on outreach for such requests.

PFT meeting

- Communicators serving on PFT committees will meet on Thursday, October 15, to discuss their roles and responsibilities to the PFT's.

Position updates

- AGED interviews are scheduled. Candidate vitae's, streamed presentations, and feedback forms can be found on the department website:
<http://www.communications.k-state.edu/about-us/interview-sessions/index.html>.
- Publishing Manager position will be posted soon.
- News Media position is under review by Kris Boone.
- We are considering creating a second University Printing estimator position.
- The College of Ag will put out a call for uses of student fee dollars. The department plans to request funds for an instructor/assistant professor in agricultural communication and journalism.

Project Intake

- Requests have been received for four publications related to work being done at one of the USAID labs. Kris is following up with Ernie Minton and John Leslie to determine how these publications will be delivered. Amanda Erichsen has started editing the text while the final process is determined due to tight submission deadlines.

Once Around the Room

Mark Stadtlander:

- The feed the future project may involve lots of publications which will take up a lot more time than in past.
- Donna is working with Brian McCormack on unmanned aircraft publication, Brian will present today and governor will attend.
- Janie Dunstan and Bob Holcombe are working on displays for annual conference.
- Gloria and Bob are working on annual report.
- Janie, Megan and Mark will meet October 15 on branding guide updates and research extension. Did not make the move to branding guide but hope to put into university guide. AP style guide need changes, Mark will follow up.

Larry Jackson:

- News Media Services website needs tweaks, so will meet with Julie Fosberg.
- Working on completing editorial calendar.
- Sharolyn, through FCS, is offering CPR training
- Unit is losing Kaitlyn Morgan to graduation in December and looking for replacement, ideally a student writer with experience with infographics
 - We have asked Kaitlyn and Kenzie Curran to do some training on infographics
- Communication brown bag with Sarah Hancock this week on communication and research.
- October 19, Daryl Buchholz, Lori Chandler, Larry Jackson, Mary Lou Peter and Kris Boone meet on impact in excellence database.
- Mary Lou Peter represented KSRE at the Extension Disaster Education Network (EDEN) annual meeting Oct. 6-8. Mary Lou is a delegate and the KSRE point of contact with Eden. She, Elizabeth Kiss and Mary Knapp presented a poster on the prepare Kansas Program.
- Switching to new CMS broke the audio streaming capacity, but were able to quickly switch to a compatible server and the stream now works fine.
- Katie Allen, Eric Atkinson, and Megan Macy will attend the NAFB in KC on November 11, 2015. Megan is putting together brochure to promote services (suggests 3x5 cards). Kevin Block and Jeff Wichman are going to KAB on October 19.

Pat Melgares:

- Ag Research project -- small team meeting each Wednesday afternoon (publicizing AES research, Ernie Minton request)
 - Pat is entering research impacts into a national database, <https://landgrantimpacts.tamu.edu/>
- Marketing for Institute for Commercialization (IC) -- focus on food, economic development, and licensing with companies.
 - Nationally, the IC is ranked 22nd among U.S. public universities for licensing revenue per active license, about \$36,000; total licensing revenue in the past year was over \$2.2 million (statistics just released in the past week)
- Greg Page lecture a success; approximately 1,000 people in McCain on Monday. Not yet known how many tuned in by videostream (waiting for numbers).
 - No date or speaker yet for next in the series. Committee has a long list of potential speakers from many of America's top companies.
 - We were very active on Twitter during the lecture; have picked up a few more followers in the process. Did a good job using the hashtag, #GlobalFoodSystems
- Think and Do Challenge offering prize money for faculty/staff or other groups with interesting ideas related to future support for NBAF. News release just out on Tuesday; website has more information. Maybe an opportunity within our department?

Jeff Wichman:

- Adverse child experience story; interview with Dr. Rainey and Rertizerall from Oz to Oz program;
- Brad reports that he feels like he is ahead of the game on most of videos for annual report and looking for ideas on Global food things;
- Jeff suggest looking at some of the folks we gave grant money to and to do research things and how this messages is getting out to public; check in wheat lab and SMIL and see if there are any results yet;
- CAST sent out report on labeling – per Dr. Boone;
- Jeff going to KAB next week in Lawrence and will hand out info on what we are doing

Rob Nixon:

- Joe Agnew installed the new Adobe Creative Cloud user device license on Rollin's machine. He will work on John's machine next.
- The Automation Engine prepress hardware, software installation and training are complete. The onsite trainer was very pleased with the progress made and enjoyed working with Rick, Dwayne and Kenny. He also expressed how pleased he was with the shop and organization. We still have some WebEx training time banked with this group and will use at later date if needed. This change in software has forced us to update our Preps software too. DeWayne may require more training for this new version.

- The Halm jet envelope press is being serviced as part of its normal maintenance.
- Megan and Phylcia worked on designing a University Printing poster for annual conference – themed to match Mandy’s bookstore poster to display our positive working relationship.
- Student Union space and remodeling issues affected our copy center. We have lost space due to construction that was not anticipated.
- Our accounting group met with union staff and discussed end of day procedures to resolve some reporting issues.

Gina Nixon:

- Mandy is at NMRO this week (October 11-14) at Oregon State University
- Kelly Gurik is busy scheduling advising appointments and running DARs reports for students and faculty.
- Graduate students will begin their move from the first floor to the third floor on November 4.
- Lori, Kelly Ingalsbe, and Debbie will attend EPMS (print management and accounting software) training November 4-6 in Boston.
- Joe is making rounds to install Creative Cloud and acrobat. The device install is time consuming and does not allow for only specific components to be installed.
- Representatives from the Office of Mediated Education, Union Copy Center, Bookstore and Mail Center, and the accounting unit met with COALFIRE and university representatives to discuss department security procedures used to handle credit card information. New chip reader credit card terminals have been ordered for the Union Copy Center and the Bookstore. The new machines require additional telephone lines to be installed. During the discussion, the university representatives asked if our e-commerce system could be modified and used by other campus entities.
- Administrative support staff discussed peer to peer communication and the importance of recognizing different communication styles. Attendees were encouraged to share their preferred communication style.
- Gina will be attending the Kansas CUPA-HR conference being hosted on the K-State campus on October 28 – 29.

Kris Boone:

- Kris asked Rob to attend the in-person One Voice meeting each month to discuss services and business development
- Sorting out Kim Bird and Megan Macy clients -- forestry to Megan; research and academics can go to either one. Megan is doing good work and Kris is pleased.

- Talked with Chad Bontrager and Josh Roe from KDA on Monday and mentioned that we will have Dan Donnert set up taking headshots in the Union during annual conference.
- Lisa Moser, Katie Allen, Jason Ellis, and Kris served on a committee for livestock publication council meeting to be held on June 14, 2016, from 9-4 pm. It is on how to market your own news. Encourage folks to attend social.

Refer to dates:

Next websites to build: research, graduate education and international programing

Video training: Jim Mock is in charge of this and has health issues so this has not moved forward

CANVAS – the CLASSIC version of K-State online will be shut down by end of the semester. View access will remain available but content cannot be updated.

College of Agriculture/KSRE Holiday party: December 9. Kelly Ingalsbe is our department representative serving on the planning committee.

Deans Advisory Council: October 16. Nathan Lauden and Nicole Lane will discuss their research experience.

KSRE Annual conference: October 20-22, 2015

Spark Week (Students Promoting the Advancement of Research at K-State) October 5-9.

University fund-raising events official campaign kick-off -- October 12. A variety of events are planned for the week.

Global campus is celebrating its 50th year, February 8, 2016.