

## **Unit Leader Meeting**

### **Wednesday, December 9, 2015**

**Those in attendance:** Gina Nixon, Kris Boone, Larry Jackson, Pat Melgares, Amanda Erichsen and Robert Nixon

### **Architects:**

The RFD Architectural Firm is schedule for a visit in December to speak with different departments within the College of Agriculture regarding their needs of space/research areas. The architects would like to know the totality of space since some departments are spread across campus.

- Visit with the BNIM and RFD Architectural firms is scheduled for December 16 in Umberger Hall room 313 at 10:00 AM
- Dr. Boone will lead a tour of Umberger and Dole Halls
- Faculty and unit leaders are meeting in Umberger Hall, room 313 at 10:45 AM

### **Holiday Schedule**

- The university is operating under reduced activity December 24- January 2, 2016

### **Performance evaluations**

Performance review documents are due December 18. Unit leaders and faculty should turn in review documents no later than January 20. Please remember to submit documents to your supervisor and Audrey Mortimer.

- **Once around the room**

*Gina Nixon:* The 2015 tax guides have arrived and been distributed. A window sign for the bookstore and mail center has been ordered. Mandy is getting estimates on a new postage meter from Pitney Bowes, Mike is busy with multiple bulk mailings and is having trouble with the feeder. A new one is being ordered. Brandie Disberger suggested that the bookstore set up a table promoting extension publications at the Ag Ed symposium in January. The accounting office is working on implementing EPMS with a go live date of April 2016.

*Brad Beckman:* Nearly finished with five videos for the legislative report. Videos are centered around KSRE's Grand Challenges. They have been formatted so that Dean John Floros can use portions of videos to fit audience needs. Currently working on a short video to support a National Science Foundation project for the Institute of Commercialization. Video is for December 14 meeting in Los Angeles. Current plan is to begin producing videos highlighting KSRE research in early 2016. Would like Kris Boone to keep equipment needs in mind.

*Jeff Wichman:* Radio initiative is very active. The most successful stories recently seem to be consumer stories (some have more than 20 stations picking them up).

*Pat Melgares:* Most time is spent on tracking down and writing research stories (Ernie Minton request), including putting those stories into national impact database. Monthly marketing meetings with staff in the Institute for Commercialization. Recent projects include Twitter page, articles for K-State Today (promoting awareness of IC), and updating the IC website. Gardiner GFS committee is meeting already for the 2016 lecture, which will be in fall. Focus for the 2016 lecture will be water issues. Speaker and date not yet determined.

*Robert Nixon:* *The 2016 University Printing* Calendars are printed and ready for distribution. There is a small stack in the business office and plenty more available – See Rollin in Umberger 26 for more. Greg LeValley will start delivering them to campus offices this morning. Kathryn Ellis, a digital equipment operator, is moving to Charleston, South Carolina. Her last day in the office is December 23<sup>rd</sup>. Rob met with Kim Zerfas and Kim Downing from the Foundation to discuss new large format capabilities and toured their new facility. They have a Ricoh copy machine that is impressive. On January 7, Greg LeValley will present the new large format capabilities to Global Campus staff. Holiday cards are a hot item and the President's card has been mailed. New Student Services has requested 14,000 pocket portfolios by December 15 and has ordered 84,515 Spring Events brochures. 33,000 will be mailed now and another 33,000 on January 21<sup>st</sup>. The Legislative Report and Chemical Weed are at the press as well as 20,000 Focus Magazines for Human Ecology. Rick Butler is redesigning all of the University Printing forms with updated information and will upload to our web page soon.

*Larry Jackson:* Radio Kansas has contacted us, offering a digital channel to air Extension and other audio materials from K-State. We will explore the possibilities in 2016. Later today we meet with DCM News regarding a combined K-State News webpage which will include materials from both DCM and KSRE/NMS. Last month we agreed to do the project---now it's a matter of working out the navigation, content, etc. Larry will meet with DCM News' Cindy Hollingsworth about adding Extension attribution when featuring Extension specialists in their press materials. He will offer to have NMS proof their ag-oriented press materials. Katie has agreed to serve on the search committee for Greg Tammen's writer/editor position in DCM. The "year of the soils" is wrapping up. Dan is through with his portion and Katie is finishing up the last part of this long-term project. Mary Lou spent last week adding impact reports to the database housed at Texas A&M. K-State now has a number of items posted for 2015, and that will continue in 2016 with contributions from various authors. Eric Atkinson is involved in Master Farmer judging, and Randall is wrapping up a series of videos featuring Karen Blakeslee.

*Amanda Erichsen:* Met with Brandie Disberger to discuss items in the bookstore that would be useful for Ag Education teachers. Legislative report is at press; Swine Day is finished; Chemical Weed is being printed; and, PFT making a difference reports are with Lori Chandler.

*Kris Boone:* Scott Stebner's new book titled *Kansas Farmer* was passed around the room. All profits from the coffee table book will go to the department's scholarship fund. Megan Macy and Kim Bird will meet with Dr. Boone to discuss marketing on the Kansas Farmer table book. A Food Security, two day conference will be offered this spring. Commencement is this weekend.