

EXTENSION OFFICE

OPERATION and MISSION

The Extension Office is a part of Kansas State University Research and Extension. In this capacity, it may draw upon information, research and other resources from Kansas State University and extend it to the public in Johnson County. The department offers educational classes, and provides non-biased information that can help Johnson County residents make informed decisions about many areas of life, including Agriculture, Horticulture, Family and Consumer Sciences, 4H Club, and Community Development.

INTERACTION AND ADJACENCIES

This department is actively engaged with a number of local schools, and is increasingly involved with collaborative efforts with other County agencies.

FACTORS INFLUENCING CHANGE

The department will tend to grow as demands for available information increase along with the population and exposure of this service. Recent trends in public contact are illustrated in the graph below:

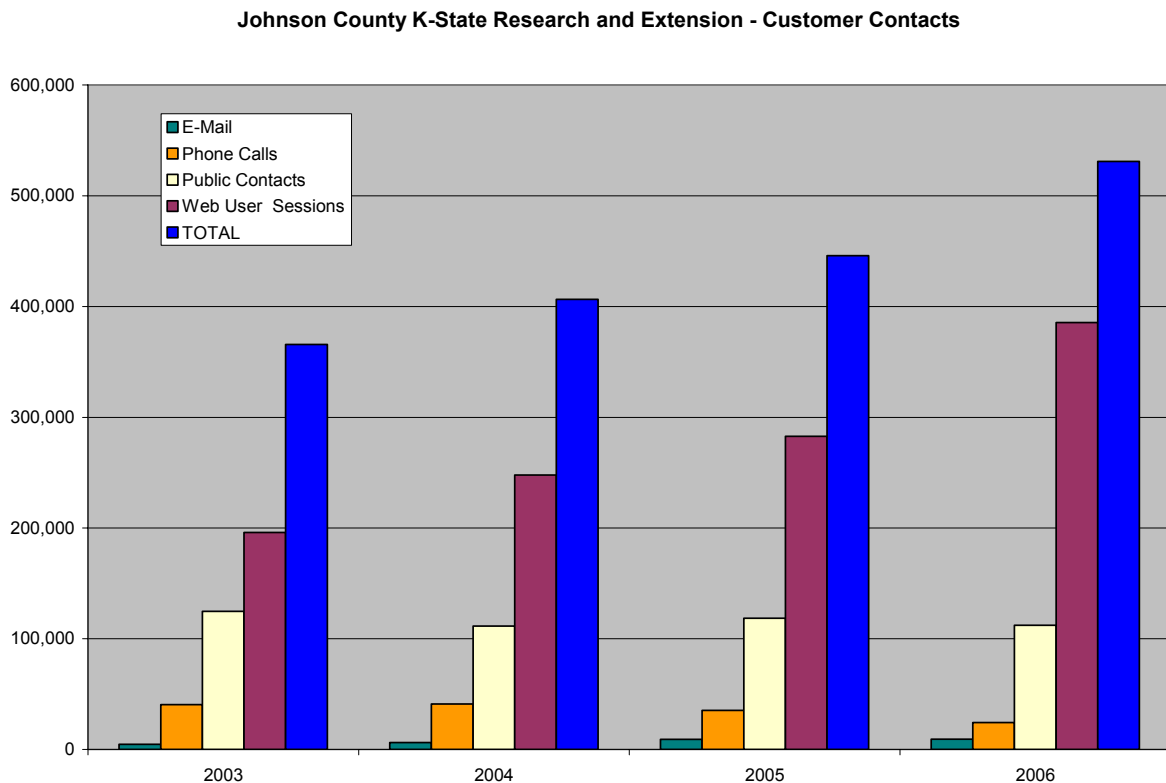


Figure 26: Johnson County K-State Research and Extension-Customer Contacts



Extension Office staff accommodates growth primarily with the addition of extension agents (partial funding through KSU) and support staff.

SPECIAL NEEDS

- Demonstration room with kitchen
- Currently use three County-owned vehicles
- Large educational classrooms with priority for scheduling.
- 8-9 parking spaces per 1,000 square feet
- parking that allows for up to six busses to load and unload
- ground level access to load and unload educational supplies including AV equipment
- ground level access for customers bringing in plant, soil and other large samples
- Easy access for customers to educational meetings in evenings/weekends without security hassles

CURRENT CONDITIONS

This department currently occupies space at the Sunset Drive Office building where they moved in March of 2006. The new space accommodates all of their current needs and allows for future expansion with perhaps the exception of storage for educational supplies. Two new Extension Agents were added in 2007 to bring there Extension Agent total to eight. The Extension office also began to house a staff member from the Johnson County Conservation District in 2007. This occurred as a result of the local office for the Natural Resource Conservation Service closing.



JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

SPACE NEEDS ASSESSMENT: Extension Council

Current Space: Sq. Ft.

Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	2008 Needs			2013 Needs			2018 Needs			2023 Needs		
	Room Std.	Description			No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
Sunset Office Bldg																
SPT SPACE																
Demonstration Kitchen 6	LAB00550	Labratory 550 SF	550	1.35	1	550	743	1	550	743	1	550	743	1	550	743
Demo Kitchen Storage	STOR00100	Storage Room 100 SF	100	1.35	1	100	135	1	100	135	1	100	135	1	100	135
EXC General Storage 4	STOR00400	Storage Room 400 SF	400	1.35	1	400	540	1	400	540	1	400	540	1	400	540
Master Food Volunteers Room	CLSRM-010	10 Pers Classroom 350 SF	350	1.35	1	350	473	1	350	473	1	350	473	1	350	473
Master Gardener Volunteers Room	CLSRM-014	14 Pers Classroom 500 SF	500	1.35	1	500	675	1	500	675	1	500	675	1	500	675
Conference	CNF-006	6 Pers Conf Room 150 SF	150	1.35	1	150	203	1	150	203	1	150	203	1	150	203
Conference	CNF-008	8 Pers Conf Room 225 SF	225	1.35	1	225	304	1	225	304	1	225	304	1	225	304
Conference	CNF-014	14 Pers Conf Room 350 SF	350	1.35	1	350	473	1	350	473	1	350	473	1	350	473
Reception/ Waiting	REC-STND	Rcptn Area - 1 pers stand	15	1.35	10	150	203	10	150	203	10	150	203	10	150	203
Education Resource Room 5	STOR00300	Storage Room 300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
Supply Storage 1	STOR00300	Storage Room 300 SF	300	1.35	2	600	810	2	600	810	3	900	1,215	3	900	1,215
Public Resource Room 2	STOR00400	Storage Room 400 SF	400	1.35	1	400	540	1	400	540	1	400	540	1	400	540
Copy / Storage / Work Room	WKCP00300	Work/Copy/Eq Area300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
Soil Testing Processing 3	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Interns	WS01	WS Typ. 01 53 SF	53	1.40	3	158	221	3	158	221	3	158	221	3	158	221
		TOTAL:			27	4,653	6,289	27	4,653	6,289	28	4,953	6,694	28	4,953	6,694
STAFF																
Director	POFC0180	Private Office 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243
Support Position	WS01	WS Typ. 01 53 SF	53	1.40	5	263	368	6	315	441	6	315	441	6	315	441
Program Assistant	WS01	WS Typ. 01 53 SF	53	1.40	3	158	221	4	210	294	5	263	368	6	315	441
FNP Grant	WS01	WS Typ. 01 53 SF	53	1.40	1	53	74	1	53	74	1	53	74	1	53	74
Agent	WS03	WS Typ. 03 90 SF	90	1.40	7	630	882	7	630	882	8	720	1,008	9	810	1,134
Public Information Coord.	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
		TOTAL:			18	1,373	1,913	20	1,478	2,060	22	1,620	2,259	24	1,763	2,459
BUILDING TOTALS:																
Contingency Space Allowance (1% per year)																
						6,025	8,201		6,130	8,348		6,573	8,953		6,715	9,152
										417		895			1,373	
TOTAL REQUIRED						6,025	8,201		6,130	8,766		6,573	9,848		6,715	10,525