

Unit Leaders Meeting, April 26, 2018

In attendance: Jason Ellis, Mark Stadtlander, Rob Nixon, Gina Nixon, Jason Hackett, Megan Macy, and Patty Karr

Jason Ellis:

- Faculty talked about Undergraduate research, Dean wants us to do more.
- No budget news
- Gregg Hadley will chair the Search Committee for the Interim department head of Agronomy.
- Starting a search for SE Extension Leader, making it one position instead of several.
- Animal Sciences and Industry will reopen the search for a new department head.
- State of College Address is May 3rd in Leadership Studies Town Hall.
- Dean is looking for recommendations for Dean's Advisory Council that begins in the Fall. As potential representatives we might want to look at our Alumni database or community members.
- No news on the Provost position.
- Dean is interviewing at New Mexico State.
- There has been research on 1st generation student success. Dean would like us to please share any ideas that targets this population.
- Jason met with FCS Specialists and shared the trial communication model we will use with the Culture of Health. They were supportive of the idea of having a Project Manager focus, where they are treated as clients. We need to reevaluate our core focus on how we work with Research and Extension, our policies, and working with people outside Research and Extension. Communication staff will continue to serve as representatives on PFTs. Project leads may serve on multiple PFTs to improve coordinated communication efforts.

Mark Stadtlander:

- Both the web and publication review committee are making progress.
- Deb and Mark met with Jason Ellis to learn how to combine data from separate spreadsheets. This is a useful tool and others might be interested in learning it.
- Lots of projects moving along.
- Had two cases recently that we may need to change the way we communicate estimate information. There is too much lag time between the estimate and actual printing. The time delay seems to be an issue when we are looking for outside funds.
- Kaci will be working for us this summer.
- Lots of people out Friday and over the next week.
- Donna attended a technology listening session. Outside consulting group reviewing issues and what is working well with technology at K-State; from financial to address book issues and shadow systems.
- ***Conifer Trees for Kansas A Guide to Landscape Evergreens***, a publication by Jason Griffin, edited by Donna and designed by Bob received a 2018 ASHS (American Society of Horticulture Science) Extension Materials award. The publication had a tight time frame; the manuscript and photos were received in late February. The award will be presented at the 2018 Annual Conference in Washington, D.C. during the Extension Division luncheon.

- Met Sandy, the new floor custodian.

Jason Hackett:

- Kevin is making progress on the studio and working on getting nice, clean sound out of the room.
- Pat, Mary Lou and Randall have turned in all the stories, photos and video for the next edition of Statewide.
- We're going to make a more concerted effort to cite publications in the bookstore that have direct ties to news stories.
 - Discussed Mary Lou's idea about the most requested publications, in order to call attention to certain publications...perhaps highlight a Top 10, seasonal guides, etc. It was suggested to look at hits on the webs as a great reference, and they will talk to Mark Stadlander to discuss story idea.
- We had a vacation planning meeting to discuss coverage for Eric on Ag Today. Jeff will be handling the lion's share of those duties, and Eric will line up and produce as much as possible in advance.
- Eric, Dan and Brad are helping Sarah Sexton-Bowser with a video shoot about a longtime sorghum researcher. Because it has news value to us, we're helping with the shoot.
- Brad has a 4-H video that he just finished for Statewide and social.
- Dan has a video on Heifer International from Ag Today.
- Eric and Mary Lou have radio and print news stories on Mykel Taylor's land value report.
- Mary Lou and Jason sat in on the SEEK magazine planning meeting.
- Posted latest episodes of The Extension Files podcast and more interviews are upcoming.
- Jason had a call with a representative from the SoAR Foundation and will help coordinate story sharing for their new FedByScience initiative, for which we sent out a localized press release this week.

Gina Nixon:

- Gina and Mandy are now attending the daily production meetings in University Printing. Gina will also be physically spending more time in the bookstore beginning May 1.
- Mandy is continuing to reduce the bookstore physical footprint. Inventory is being reduced and the few items remaining on the shelves are being condensed.
- The Office Professionals from the NW Area toured the bookstore. Individuals were given a KSRE satchel.
- Justina will be working half-time until May 2nd.
- Fiscal year end training sessions are scheduled for May 7 and May 10. Accounting staff will be attending and distributing year-end information.
- The printing contract should be finalized soon.
- Patty is downloading/uploading photos from Audrey King's AGCOM 420 class to Flickr, and working with Dr. Burke on the upcoming FFA CDE on Monday, Apr. 30th.
- Transfer enrollment numbers were up a bit for both programs from last year.
- Gaea is getting ready for her study abroad trip to Czechoslovakia.
- There will a graduation reception on the 3rd floor of Umberger on May 12th, 11am-1pm.

- AGED have a fund raiser at the Panda Express in the Union on Monday, April 30th.
- Sound panels are being hung in the publication area on the 2nd floor, and in Dole Hall.
- Fire Marshall came through on Monday, but we haven't heard any report on our fire safety.

Megan Macy:

- Ashley Martin gave a heads up that the University, Global Campus, Polytechnic and Olathe are combining resources to purchase a SEO system for the website. The contract is per page and priority will be given to web pages pertaining to recruitment and enrollment. If there are pages left in the contract, Ashley said KSRE might be able to utilize the service.
 - Megan is going to find out more information on the platform and see if it is worth KSRE also investing money to have access to the services without only getting what is leftover.
- Jason Ellis and Megan met with the Alumni Association about enewsletter system capabilities and efficiencies.
 - The Alumni Association is going to reach out to their vendor to see if they can build/add email marketing platforms and communicate what data is needed.
 - The Alumni Association's platform also is a CRM. Future discussions will include how KSRE can possibly utilize/access this system and data.
 - Europe recently implemented new SPAM laws with necessary disclaimers. The Alumni Association is working on language to begin using in enewsletters and will share that for us to include in our Constant Contact email.
 - Megan will pro
- Met with Susan Metzger about her role and how she worked with Steven.
- Megan and Jason Hackett are working on third round of Extension Files podcast interviews.

Rob Nixon:

- Rob and James Sigle attend their quarterly meeting with Ricoh equipment provider. They discussed maintenance, down time and looked at a new garment printing product capable of printing on t-shirt, hoodies and bags. He is seeing if he can print on a clear bag for athletic events. Megan would love if he could print 4H t-shirts, etc, and then clubs wouldn't have to pay additional royalty fees.
- Working on an opportunity to host a brown bag luncheon here in Umberger about printing services and how we can help with communication.
- Our internship with Megan Allen from Flint Hills Technical College starts June 4-15th. They are excited to have her join us.
- The Commencement program for graduation is on track and going well.
- There will be a tree planting in front of Dole Hall in memory of Steve Logback, former associate vice president of communications and marketing.

