

Unit Leaders Meeting – March 8, 2018

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

Jason Ellis:

- Beginning Monday, March 12, the driveway between Dykstra Hall and Umberger Hall leading to parking lot B13 will be closed. The closures are to protect pedestrians while areas are being excavated to install new electrical components to Umberger. The area is expected to reopen to normal traffic Monday, March 19, weather permitting.
- The construction is part of the Division of Facilities' campus infrastructure improvements. These improvements are planned to eliminate K-State's aging electrical power grid and outdated electrical equipment installed in the 1950s and 1960s. This new electrical system will be a more reliable electrical power source to feed campus buildings. Overall this infrastructure work will take approximately two years to complete and will affect 18 buildings.
- Discussed Project-Based Approach to work assignments and responsibilities.

Gina:

- A total of 43 co-branded 4H and KSU tablecloths were ordered. This dropped the per piece price from \$298 to \$244.
- Wildlife Management ordered vehicle magnetic signs for their trucks. They liked them so well, they ordered more. There was discussion about University Printing's ability to print vinyl car signs for the same cost and the application process.
- The KSRE Bookstore has 500 followers on Twitter. Mandy has the posts planned for March and is beginning to plan April.
- Reminder that the department pays an annual subscription to iStock. Linda Gilmore is the department contact to set up user access to the account. Megan Macy, Jason Hackett, and Mandy Wilson have recently set up accounts.
- Gina will work with Diana Leblanc to schedule a "Mental Health First Aid" class presented by Pawnee Mental Health. This is an 8-hour class, but it can be divided in two 4-hour classes. We need 12 - 25 participants. Cost is \$20 per person, which will be covered by the department. Participants will learn: about the emotional and economical costs of mental illnesses; potential warning signs and risk factors for a variety of disorders; how to help an individual in crisis connect to professional care; and about available resources.
- HRMN meeting on March 21st will be about Mental Wellness at Work. The April meeting is with USI, a risk management and benefit brokerage firm; May will be a Kansas legislative update by Natalie Bright; and in June Frank Keck will present "The 60-Second Coach".
- Jason E., Rob, Mandy, and Gina have started discussions about the next phase of renovation in the basement. They are coming up with a plan, getting estimates, and securing approval of a new fire code footprint. The goal is to create a customer service center where clients can drop-

off and pick up printing, publications, mail, promotion items, etc., an open concept work space, reconfigure production space, add climate control in University Printing, and realign doorways for easier material and equipment delivery. Ultimately, we hope to be able to relocate all printing production into Umberger. The goal is to integrate areas and consolidate space to better serve customers and employees.

- Still working on performance appraisal forms.
- Effective March 8, Deb Stryker will be working from home on Wednesdays. Lori Buss has been out of the office this week. Mandy was out for two days and Lisa was out for one. We will also have reduced staff in both the business office and bookstore March 19-23.

Megan:

- 4-H Policy had a \$100 application licensing fee per year, but there is too much processing time to justify fee for Learfield. It is now changing to a \$200 annual fee. Megan is letting everyone know of the increased fee, and how KSU licensing kept the fee cost down as much as they could.
- She met with Emily Lehning and Ashley Martin on ways KSRE can work with our New Student Services Admissions Reps recruit prospective high school students - how communication can work between agents and reps and how we can educate reps about KSRE.

Mark:

- The steam leak in Gloria's office has been fixed. Rob has lent them space to store filing cabinets as they repair carpeting and space from water damage.
- Gloria will make call to the printers soon to set a print date for the *Ag Report*; expected delivery date is late April.
- Gloria met with Dean Floros and staff from the K-Stater who have been creating good stories on College of Ag. They are interested in stories about families with a long K-State tradition and departmental milestones/anniversaries to highlight.
- Mark is part of a search committee for the Kansas Forest Service/KDA outreach coordinator position. The committee met Tuesday at KDA.
- Sunflower Report is done, Mark didn't know the expected delivery date at this time.
- Amanda has 14 online editing requests in the queue.
- Working with Gina on pricing entomology books.
- Cattlemen's Day is done.

Jason Hackett:

- Cattlemen's Day reporting is almost done. Gregg Doud, K-State alumnus, has been appointed the new Trade Representative for Agriculture and was a keynote speaker at the event.
- Eduard Akhunov is featured in a new story ... Pat will have a story about a breakthrough in glyphosate resistance that's being published in PNAS on Monday. Bikram Gill said this is the biggest thing he's seen in his 50-year career.

- Jason met with Julie Fosberg and Neil Erdwein about our website: Some things are not possible to do. However, they did show him that he has access to the KSRE page, and he added the news RSS feed so there would be something new on that page.
- Master Farmer is tomorrow night at the Four Seasons.
- Brad and Dan are helping DCM on a project with NASA to measure smoke data with drones and compare that data with info from a satellite. The idea is to calibrate the satellite's readings.
- The team collected and looked at data from the latest Statewide email newsletter and are focusing on where changes can occur. Also looking at adjustments in production of videos for legislature meetings and how much time should be allowed for videos? Perhaps focus more on shorter clips that can be put together as highlight videos at the end of the year.

Rob:

- Chad Jackson from the Entrepreneurial Center has asked the printing staff to accumulate kudos/compliments from customers about the team. He is trying to create a workshop to get the team to think more entrepreneurial. Gina suggested reaching out to Kelli Farris from Org Sync to get more input on positive comments.
- Frank from the Union is working with James in the Umberger print shop today.
- Working with McCain in creating a new ticket envelope. They are migrating to a new ticketing system and we are working with them on envelope sizes so we can design and create it in-house.
- Cindy Hollingsworth with DCM has asked for a list of magazines, and inventorying what goes where, regarding college wide promotional pieces. They are trying to figure out what magazines are being printed and where.