

## Unit Leaders Meeting, June 21, 2018

Those in attendance: Jason Ellis, Gina Nixon, Rob Nixon, Jason Hackett, Megan Macy, Mark Stadlander, and Patty Karr

### Jason Ellis:

- A meeting is set up in August with Mary Kay Seifers, Shannon Washburn, Emilie Fink, and representatives from Frontier Farm Credit. We will be discussing the Global Food System Secondary Major program. Specifically, how funds have been spent to date and plans for future spending. Frontier Farm Credit provided \$100,000 for the launching and support of the program.
- This is the last week of Orientation & Enrollment.
  - AGED is projected to be at 32 new/transfer students (record number), with 94-95 in AGED program.
  - AGCOM is projected to have 13 new/transfer students (increase from last year), with a significant number being transfer students.
- Interim Dean and Director candidates for the College of Ag/KSRE were interviewed on Monday and Tuesday. The last feedback survey closes June 21. The committee will reconvene to discuss results and make recommendations to the Provost.
- There is a search for a Food Science Director, and Jason is on this committee. Don Boggs is chairing this committee.
- Animal Science Department Head search should begin this summer.
- There will be a split interview for SE Research and Extension director in Parsons and on campus.
- Jason met with Gregg Hadley on June 15.
  - We discussed getting on the agenda for the State Leaders meeting in July or August to discuss outdated publications. Gregg is supportive of getting rid of materials that are outdated and/or we do not have a specialist to review the information for accuracy.
  - There will be a technology meeting on June 26 to discuss Extension Administration systems. Gerry Snyder initiated the meeting after the failure of the library systems. Gina will attend to represent the department interests.
  - Discussed the fact that the Wildcat District is hiring their own communications specialist. Gregg suggested we find a way to reach out to local unit communicators to build relationships.
  - Gregg talked about the Extension Impact Report. What is the meaning/value of the report? He felt the legislative report represents Extension more on the specialist level and we need a more local value presence of Extension. *Statewide* might be filling this need and identifying these stories.
- Department heads discussed how to have more presence and inform the President's Cabinet. Some suggestions included a monthly report on College and KSRE activities. The *Statewide* newsletter could help with the Extension component. Megan and Jason H. will verify that the newsletter is being sent to Cabinet members.

### Gina Nixon:

- Unclassified contracts have been received. They will be distributed by end-of-day on June 21.

- Employee Relations will be presenting *Understanding Policies* for university support staff on August 7<sup>th</sup>. There will be 2 sessions, one in the morning and one in the late afternoon.
- Diana LeBlanc will become a US citizen on July 19<sup>th</sup>. Congratulations, Diana!
- Effective July 1, the Center for Rural Enterprise Engagement (CREE) will relocate to Horticulture and Natural Resources.

**Rob Nixon:**

- Rick Butler worked with Cory Spicer to successfully update his computer to the latest Mac OS, Creative Suite, Office and Quark. Software necessary to run the plate processor was moved to a computer with an older operating system to ensure continued operation of the plate processor. Cory also assisted in updating Rob's laptop.
- Rob and Greg are working with the Center for Student Involvement (CSI) to attend an upcoming meeting with student organizational leadership. Each semester, student organizations set up displays for the student activities fair and other university events. Rob and Greg are wanting to promote available display materials and services. They will be giving one student organization a free table top display that will then be used in promotional materials to other student organizations. Gina asked if Megan could have someone from DCM reach out to CSI to clean up the weekly newsletter format.
- Each semester, students from Jason Sculla's print making class and Mervi Pakaste's graphic design classes tour University Printing. While Megan Allen was here from Flint Hills Technical College (FHTC), Greg and Rob were hoping to schedule time to get the three together to tour the Art Department and to initiate discussion on a possible 2+2 program. Jason S. was out of the country. Greg is scheduling a meeting before school begins. Rob asked how they could also include Katie's class(es).
- Rob shared Megan's final narrative report describing the value of the internship to her.
- University Printing will be hosting the Communicator's Brown Bag Luncheon on July 19 in Umberger 312. The meeting will include a tour of University Printing facilities and information about the services available to the campus community.
- Printing 101 for Administrative Professionals will be held August 3<sup>rd</sup>.

**Jason Hackett:**

- Email from Jan Middendorf about a piece they wrote on the SIIL lab. She needs help with editing a news story and needs to do some video work with Brad.
- Pat, Mary Lou and Randall are working on articles for SEEK and the Ag Report.
- Maureen hired a PhD student to help her with Global Food System work, and they are planning a monthly podcast. Randall and Jason are exploring how we can help.
- Dan's cover crop video ran on Ag AM today. The wheat heat tent story for which Dan put together a video and Pat wrote a story has been getting a lot of pickup internationally.
- Kevin helped with inventorying phone lines, Adobe licenses and setting up backup drives for Megan and Cassie.
- Eric, who seldom takes time off, is adjusting his work schedule.
- Jeff is working on including county fair details in the Ag Today 4-H segments.

**Megan Macy:**

- Met with Jeff and Learfield and the meeting went well. We discussed licensing fees, policies, art work designs, insurance, and how we handle things in the future.
- Jeff met with all the client managers regarding Hurrion Research and new marketing techniques. There will be big changes in work flow. Focused marketing on transfer and out of state students and working to market programs that have the capacity to grow not just "me too" programs.
- Meeting with Grain Science on updating website to utilize the data we know from the Hurrion Research. Also have meetings scheduled with Ag Econ regarding their marketing efforts and utilizing this research.
- Zelia Wiley wants to redesign the Diversity brochure.
- Cassie and Megan will be going to Salina on July 16 for 4-H Social Media training and planning.

**Mark Stadtlander:**

- Amanda and Mark met with Neil Erdwien, Director Web Services, to discuss options for the publishing website. He seemed to think we were on track. One takeaway from the meeting was the that Neil seemed to think creating each publication's page will take longer than we were estimating.
- Canola Production coming to print soon. Mark may need to work with the business office to confirm a final price for grant reporting. This is not a fiscal year issue.
- Megan Macy attended the publishing unit meeting Tuesday and showed the workflow used by DCM in WorkZone. Megan is going to work with Deb and the designers to adapt this workflow to jobs coming through the publishing unit.