

Unit Leaders Meeting, October 4, 2018

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

Jason Ellis:

- Department Head's Meeting:
 - Asked them to provide faculty, staff, KSRE specialists, etc, that work with us to put on our Service Support Assessment.
- Departmental Meeting Agenda
 - Budget Model
 - Foundation for Change
 - Finances
 - Enrollment management
- Unit Retreat for Publishing, Tim Shaeffer could be a good facilitator
- First Tuesday Update
 - University policies on Election activity on campus: don't send things from your email, don't do anything during work hours (even on lunch hours from a personal account), no campaign posters in your office, no photos on campus supporting a candidate/causes, etc.
 - Please share with your unit.
 - Rules are tighter for campaign activities than political activities.
 - Discussed enrollment management, including financial aid, out of state recruitment, and budget. The Putnam Scholarship is going away but they are replacing it with another type of scholarship.
 - Budget Remodel, we should be receiving updates on the proposed governance structure.
 - University freshmen numbers are up, though overall numbers appear to be down.

Gina Nixon:

- Mandy has a lot of promotional items coming in:
 - 4H Face tattoos – these will not be maintained in inventory
 - Ordered the chip clips for the Benefits Fair
 - Johnson Cancer Research Center ordered more signage
- Mandy will finish up the last mailing for a Family Studies and Human Services military grant.
- Columbus Day is Monday. The post office will not deliver mail, but we will still be providing service.
- Mandy ordered KSRE metal business card holders. Gregg ordered 400 to hand out at annual conference, and we have 350 in stock to sell.
- Business office staff are reconciling accounts.
- Unit leaders will retreat on Tuesday, October 9, from 8 am – 1 pm, at the new Foundation Building.

Rob Nixon:

- Several employees going to the Benefits Fair today.
- Working with Ashley Martin in Marketing and their Visitors Guides. We assisted with distribution of the materials.
- Worked with three groups with multiple projects and tight turn-around time schedules: McCain, Beach Museum, and New Student Services ... and customers were impressed with turnover time.
- The Halm Jet envelope press was serviced last week, and the Heidelberg Quickmaster is scheduled for Friday.
- Thank you to the Business Office for help with Financial Services.

Mark Stadtlander:

- Faculty Senate Committee on Technology report
 - Requesting names for the enterprise resource planning meeting (<http://www.k-state.edu/erptf/>) on Oct. 24, 8:30am
 - Oct. 24th is Shred Day at the Union
 - October is Cyber Security month, Oct. 31st will have “Scary Security Stories” at the Union
 - Demonstrated the dual authentication program and key fob technology
 - Ryan Leimkuehler talked about the DAM project
- Vernon has made it possible for Amy to access the photos through Extensis. She now has a desktop application on her computer.
- Megan, Mark and Janie are updating the Making a Difference report template
- There will not be a smartphone application for Annual Conference
- He continued to talk to John Cooper about the variation in color in the print shop. We can't find an internal reason, but it is better. The main problem is the photos appear dark. We are recommending proofing sheets as they come off the machine.
- Mark is speaking to Gaea Hock's class at a 10:30am today.

Jason Hackett:

- We had our team meeting on Tuesday and are discussing our “Big Rocks” discussion. Who do we need to focus on the most in COA and KSRE?
- Working on an announcement for KSTATE Today and ag media about Marty Draper and his new position
- Jason attended a new agent training coordinator review session.
 - Once again, the new agents reported liking how the training was structured.
 - A couple of agents wondered if they could have some of the branding/marketing items earlier in the process.
 - Jason suggested recording some of these sessions, but there was no decision made at that time.
- Eric is back, and things have returned to normal.
- Jason will be out a week from today, and possibly out for the entire next week.
- Built our holiday calendar in Microsoft Teams so we can collaborate.
- Had a content building meeting and set deadlines for Statewide.

- Kevin noted the Flash player for our live stream of Ag Today is causing some trouble because of upgrades and browsers moving away from Flash. We had to pay for a software license to fully enable an alternate stream, then updated the stream's web page so everyone can have access.
- Talked to Vernon about the Extensis Portfolio DAM system, to perhaps shut it down and archive it. Yet, Vernon wanted to discuss this idea because we had paid, in the past, for an upgraded license. But that license is now past the support lifespan for Extensis. We want to see what Adobe has available currently.

Megan Macy:

- Working with the Livestock PFT on a new Master Cattlemen's program. Visited with them about brand guidelines for KSRE programs and provided advice on potential ways to structure the program similarly to Master Food Volunteer and Master Gardener. Offered marketing and publishing services as they get closer to launching the program in Fall 2019.
- Continuing to work with Mark's group on a number of different projects.
- Excited Dan will be able to travel to capture "marketing" photos for Stay Strong, Stay Healthy and grant writing workshops.