

## **Unit Leaders Meeting, April 11, 2019**

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

### **Jason Ellis:**

- Jeff Hake of JNT joined us to discuss the scope of work on the proposed extension publications system and potential scale-out options for a DAM and "Extension Info" (aka similar to Penn State Extension site) component down the road.

### **Cory Spicer:**

- Working on updating Windows 7 computers to Windows 10. Some computers might be too old for this upgrade, so Cory and Gina will discuss specific machines.
- Next Monday, April 15<sup>th</sup>, they will release Windows 1709...so users might see requests for an update soon.
- Window 7 support ends at the end of this year, 2019.
- Cory will grab the laptop out of the vault and update it for Kris Hanson, for her training in May. There is specific software that needs to be loaded on to it.

### **Gina Nixon:**

- We found the receipt for the two iMac's that were destroyed in the fire and we now have permission to order two new 21" iMac computers. It was discussed that they should be used by Megan Macy and the new Marketing Officer.

### **Rob Nixon:**

- Printing and Bookstore staff have an opportunity to tour Jason Sculla's print making class on Friday, April 12.
- Flint Hills Technical College will be on campus April 22 to finalize the articulation agreement with the Art Department.
- Cutter move is scheduled for April 16 and 17.

### **Jason Hackett:**

- Team finalized the list of Statewide stories, shared in editing of the copy and have most of the email ready to go. Just need to shoot a video with Ernie; that's scheduled for April 23.
- Team fully participated in attending candidate presentations.
- Dan, Eric, Pat and Jason have been chasing down Alumni Fellows during their visits to campus.
- Mary Lou was invited to cover a Douglas County event that is pulling together various producers (and ended up being asked to be a facilitator/notetaker).
- Eric emceed the KARL graduation event.

### **Mark Stadtlander:**

- Need to revisit the discussion about a need for a graphic designer.

- Professional development needs to benefit the position, and hopefully the employee will come back and teach associates. It is good for different associates to go to different conferences.
- Tuesday Letter workflow process regarding new, revised and deadfiled publications seems to be going okay.
- Hired a summer student, however she will begin this semester and work at least through the summer.

**Megan Macy:**

- Marty Draper contacted Megan needing help to prepare posters and handouts for three specialists exhibiting their research in Washington D.C. on May 15. Megan is working with Marty, the specialists, and Mark to identify what information we have, what materials are needed, etc.
- Megan and Brad met with Paula Peters and the Program Leader Coordinators to begin discussions about creating a video that will share the importance of all agents working together in local offices to implement policy, systems and environment changes. The video will highlight success stories and will be targeted to local boards and internal employees. The goal is to have Gregg Hadley roll out the video to all KSRE at the 2019 Annual Conference.