

Unit Leaders Meeting, December 12, 2019

Those in attendance: Gina Nixon, Jason Hackett, Mark Stadtlander, Susan Schiff, Cory Spicer, and Patty Karr

Gina Nixon:

- JR from Designed Business Interiors is scheduled to be here Dec. 16 and 17 to begin reconfiguring office spaces on the second floor of Umberger. These moves will include Janie Dunstan, Nathan Leatherman, Taylor Kennedy, Dan Donnert and Meg Drake. Facilities is being contacted with hopes they will be available to move boxes, file cabinets, and miscellaneous furniture from Dole to Umberger on Thursday, December 19.
- Phones will be moved for Janie Dunstan and Meg Drake on December 17 and for Dan Donnert, Taylor Kennedy, Nathan Leatherman on December 19.
- Individuals moving to a new office will need to stop by and see Patty Karr to sign new key cards.
- Cory Spicer will be available to assist with moving computers. Please contact him at cspicer@ksu.edu to schedule a time.
- The excess chairs have been posted to the purchasing exchange site. So far, we have given away 8 of them but we still have quite a few left. Gina will work to get the other excess furniture in Umberger posted to the exchange site after the first of the year.
- The space in 211 will be reconfigured to house Randall, 3-4 students, files, and hopefully the water cooler and a break table. The walls will be lowered from 84" to 67" to open the space up a bit more. We are also looking for mailbox solutions to put in the area.
- The primary focus is to get individuals moved into their new spaces and start to get settled. Late this Spring, we will check-in and discuss any needed workspace changes.
- The basement reconstruction is progressing nicely. The ceiling is coated, and walls are painted. Once painting is done, they will put down the new carpeting. We do not have a date for the concrete pouring of the new ramp. The power supply for the renovated area has been delayed from the manufacturer so a temporary solution has been identified to keep the project on pace. We are still on track for completing the first phase around Dec. 23rd. Second phase is projected to be completed by mid-February.
- There was discussion about hiring a student/temporary part-time individual to work with Lisa Moser on departmental recruitment materials.
- Diana LeBlanc sent out reminders to employees who still have their discretionary day to use it before December 28, 2019. The University will be closed December 25 – January 1. Individuals planning to work during that period need to work with their supervisor for approval. Additionally, supervisors should be made aware if employees will be working on campus in case of an emergency.

Jason Hackett:

- Best Buy is requiring a form, after January 2020, for tax-exemption. There is a form online for us to complete.
- Dan, Taylor and Nathan are preparing to move. Pat is ready to move as soon as needed.
- Eric traveled to Wichita on Tuesday to receive the Meritorious Ag Media Award from the Kansas Forage & Grassland Council

- Mary Lou and Pat were part of multiple 2019-2020 CASE award wins for the Seek research magazine:
 - Fall 2018 Seek magazine is a gold winner in the Institutional Relations Publications: Research Publication category.
 - Fall 2018 Seek magazine is a gold winner in the Magazines: Special Constituency Magazines category.
 - Spring 2019 Seek magazine is a gold winner in the Design: Periodicals category.
 - Fall 2018 Seek magazine periodical writing is a silver winner in the Writing: News Writing - Periodical Staff Writing category.
 - Fall 2018 Seek magazine is a silver winner in the Individual In-House Print Publications category.
- Pat and Jason have assignments for the spring 2020 Seek magazine.
- Mary Lou connected with the executive director of the Kansas Press Association to make the Better Kansas blog available to newspapers across the state.

Mark Stadtlander:

- We upgraded to the 2020 Creative Suite on Kirsten's current computer. There were some licensing issues. She seemed to get it worked out, if other issues arise, we'll contact Cory.

Susan Schiff:

- Gregg Hadley expressed the importance of making it clear in all types of communication that any program KSU develops for a specific audience is open to all people. General counsel contacted Gregg about this issue. Although no mistakes have been made, our attorneys want to make sure we consistently emphasize our commitment to inclusion. For example, for a Women in Agriculture event a statement could read: *This is just one example of K-State Research and Extension's commitment to diversity and inclusion. While the program is designed to highlight women's issues in agriculture, it is open to any participant without regard to gender.*

Cory Spicer:

- Image Now/Perceptive is being upgraded. No timeline has been given yet. Current records will be rolled over.
- Cory will assist with moving computer equipment from Dole to Umberger on Thursday 12/19