

Unit Leader Notes, March 7, 2019

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

Jason Ellis:

- Ernie – nothing new on the budget; still working on college plan, version
- University launching new scholarship program for fall 2020, changing amounts, renewal requirements, etc., to “increase recruitment funnel”
- JNT moving forward with proposal, timeline for new ePubs system. Also looking at DAM back-end with potential of also building the “info system”
- HCS launching “Welcome Wednesdays” – new employee welcome program. Focused on university culture, onboarding rather than benefits. Testing March 13, going live April 10
- Action Items:
 - PD proposals after March 4 deadline
 - Megan Macy – Conference on Brand Marketing Summit and Social Media Marketing in San Francisco, CA, May 30-31, 2019
 - Janie Dunstan and Phylcia Mau – Creativity Conference in Los Angeles, CA, Nov 4-6, 2019
 - No Unit Leaders Meeting next week, March 14, 2019, due to Spring Break.

Gina Nixon:

- Mandy Wilson, Linda Gilmore, Shane Potter, Dona Ratliff and Gina Nixon met to discuss 4-H publication inventory. Shane will review current 4H inventory and identify titles that are no longer being used. Mandy will contact the 4-H Mall to ask if they will accept any of our overstock and issue a refund (full or partial). We have 246 titles with an average quantity of 8 per title for a total 1,968. Last year we sold a total of 180. Also discussed was offering the current inventory at a reduced rate. We will provide links to approved 4-H curriculum items on the bookstore website.
- Had EPMS user group meeting. We identified common questions and where callers and email should be directed for answers. There was some discussion on the job ticket filing system and how customer accounts are named/set up or accessed. The next meeting is scheduled for March 20.
- Patty ordered and hung new pictures in the classroom commons area. Pictures have also been printed and will be hung in the business office. All displayed photos were taken by Agricultural Communication and Journalism students.
- We continue to work on completing hiring process for Levy and Tiffany Randolph.

- The search process for a Digital Media Specialist is progressing. As of Thursday morning, there were 14 applicants. Preferred applicant deadline is March 15. Search committee members are: Megan Macy, chair; Dan Donnert; Michelle Geering; and Amanda Tomlinson.
- The Marketing Specialist position will be posted on Monday, March 11 and preferred applicant deadline will be April 1. Search committee members are: Katie Burke, chair; Autumn Prosser; Pat Melgares; and Janie Dunstan.
- The Human Resource Management Network is hosting a full-day workshop on strategic planning on March 27.
- All the 2018 AES Reports of Progress have been received and distributed.
- Mandy has placed orders for promotional items for Meadowlark District, Agronomy, Animal Sciences and Industry, Forestry, Global Foods, Sociology, Diversity, and University Printing.

Rob Nixon:

- He is looking for student help for this summer both in the Union and in Umberger. If you know anyone, please send any college students his way.
- Met with Architects to discuss electrical panel location and moves.
- We were contacted by Emporia State University's copy center to provide input on wide format printing equipment and material as they move towards the purchase of new machines to provide this service to their campus.
- Greg LeValley is working with Jason Scuilla to schedule a tour of his print making facility for interested employees. Jason plans to reciprocate with a tour of our shop for his students from the Art Department.

Mark Stadtlander:

- Thanks to all who helped with and attended Gloria's retirement party.
- Janie will be working offsite late in the week the 4th and early in the week of the 11.
- Mark will be out of the office March 13 - 15.
- Kaci will be out of the office during spring break.
- Although she didn't win, Kaci was nominated for the 2019 Kyle Pelton Student Employee of the Year Award.
- No unit meeting Friday. Enough people are out, it is canceled.
- Master Farmer/Master Homemaker banquet Friday evening.
- Action Items:
 - Tech needs: Hard drives to get items off retired folks' computers. Issues arise when the Adobe Suite software subscription is deactivated.

- Cory could perhaps use a hard drive we have in the vault, and there might be an extra one in Dole.
- Can Cory show Mark how to connect to WebNow through the remote PC? (Continue to put deadfiled publications in WebNow?)
 - Yes, continue doing this.
- Is anyone using the web version of Outlook calendar? There is a new option for “Try the new Outlook.” When trying this, options to place items on other calendars doesn’t seem to work. All new items go on my personal calendar.
 - Several Unit Leaders have tried the new version and have lost the calendar capabilities of sharing and putting the information on the right calendar. Cory will have to show us how to use the new version.
- He got an email from David Key from Meadowlark District and they would like to do a newsletter. David had questions about our mailing and printing services. Mark will work with Rick on the details of producing the newsletter.

Jason Hackett:

- Eric, Kevin and Jason have the Master Farmer banquet on Friday
 - Eric emceeding
 - Kevin overseeing A/V needs
- Brad made final edits to the video project for K-State Olathe graduate research assistant and will be billing for it upon final confirmation.
- Brad is also finalizing prep for his SILL trip to Senegal. He will be on annual leave March 13-April 1 and will leave for Senegal on April 5.
- Mary Lou finished the white paper for the organic wheat conference and will be billing for it soon.
- Jason attended two planning meetings regarding communications support for the Global Agenda for Sustainable Livestock conference in September.
 - This will be an all-hands-on-deck effort
 - Among the support aspects required:
 - Notetakers for sessions
 - Press releases
 - Advance press support
 - During-event media support
 - Reporters for field trips (possible opportunity for Ag Comm students?)
- Discussed video series that Gregg Hadley wants to be put together for board meetings.
 - Team is looking at the need for 16-18 training videos, including topics such as performance reviews, open meeting laws, etc.
 - The question is where we will shoot these videos. It should be an interview type of video. Looking into converting existing room into a full-fledged studio or the likelihood of being able to reliably reserve main TV studio.

- Jason also discussed with Gregg how the NMS team should support the Kansas Forest Service during wildfire season.
- Content team met Tuesday to plan content for the April edition of Statewide.

Megan Macy:

- College of Ag SEM messaging workshops/summarizing notes
- Scheduled Art of Facilitation workshop with Trudy Rice on April 9 – if anyone is interested in jumping in on this training (will be 6 hours) let me know. Space will be limited.
- Developing 4-H communication plan
- Working with Hackett, Brad and Dan on Extension Admin video messaging targeted to Board members
- Working with Jennifer Wilson to create consistent email signature that her office can create for new agents as they onboard them
- Dr. Wiley's Diverse Tools for Success newsletter – will edit content and follow up with Dr. Wiley to identify how they use the newsletter, how they distribute and what is its goal.