

Unit Leaders Meeting, March 21, 2019

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

Jason Ellis:

- We will schedule a Departmental Meeting in mid-June or August.
- Meeting tomorrow with JNT to discuss the proposed statement of work for their digital system. Cory Spicer might sit in on this meeting.
- Update on the COA building projects:
 - They are working with architect on redoing Shellenberger.
 - Architects are aware of what type of space each department needs.
 - Grain Science will be in Shellenberger, maybe Entomology, COA administration as well as 4H administration, and maybe AGED Teaching Lab.
 - Phase 2 and 3 would involve Waters Hall.
 - Jason is not sure what phase our department is involved in.
- Advertisement in the *Agriculturist* magazine is focused towards our academic programs of the department.
- Feedback Survey Sharing:
 - Responses were from leaders in different departments from COA.
 - Unit leaders were asked to give feedback after looking at the responses.

Gina Nixon:

- Our bulk permit was misused by Able Printing and American Presort group. The Office of General Counsel has been contacted to determine if further action is necessary.
- Gina is attending the HCS pilot program for a revamped Foundations of Supervisory Training. This new training will be available to all supervisors beginning in June 2019. The material is pertinent to individuals who supervise unclassified professionals and university support staff. The Foundations course provides an overview of the university, its policies, and resources for supervisors. Additional supervisory modules that will further develop supervisory skills are under development.
- The department onboarding process is being updated.
- Applications for the Digital Media Specialist position closed on March 22, 2019. The search committee will meet on March 26 to identify candidates for interview. The search committee is comprised of Megan Macy, Dan Donnert, Amanda Tomlinson and Michelle Geering.
- Applications are being accepted until April 1 for the Marketing Coordinator position. Search committee members include Katie Burke, Pat Melgares, Janie Dunstan, and Autumn Prosser.
- We have several graduate student defenses coming up. Darcie Gallagher will present on March 29 at 12 p.m.; Kelsey Tully will present on April 3 at 10 a.m.; Mariah Bausch will present on April 5 at 12 p.m.; and, Anissa Zagonel will present on April 12 at 12 p.m. Details will be sent to the department listserv. Please mark your calendars to attend these sessions and support our graduate students.

- Jason Ellis, Rob Nixon and Gina Nixon will meet with representatives from Facilities, Clark & Huseman and Latimer Sommers & Associates regarding Umberger basement renovations on March 26 and April 17.
- There was an EPMS user meeting on March 20. The group discussed the filing system for job tickets and invoices. The next meeting is scheduled for April 3.
- Discussion continues regarding the new budget model and its impact on the department.
- Levy Randolph, incoming assistant professor, successfully defended his Ph.D. thesis. Levy will arrive at K-State in mid-June.
- Cory Spicer and Gina Nixon continue discussions on a new ecommerce system for the KSRE Bookstore and University Printing.

Rob Nixon:

- *Deadly Dust I - III* DVDs do not represent us well. These DVDs are still being sold. How can we reproduce or update it?
 - Jason Hackett will investigate on updating and reformatting, so it can play on current technology computers/players.
 - We need to include verbiage on how the DVD was produced and filmed.
 - Need to update the cover of the DVD.
- Student applied for a position in University Printing and has some experience that other units might be able to use. He passed the application on to other unit leaders.
- Veritiv has sold its wide format material distribution to Laird Plastics. We will meet with a representative on Monday. They may also be a vendor for corebond and plasticore signage.
- Lori Buss helped us locate equipment and produced new labels that were missing.
- Union Copy Center has a new student employee, Abril Lara.

Mark Stadtlander:

- Production meetings start again this afternoon after a week off.
- Unit meeting March 22.
- Bookstore, Gina and Mark will meet with Deb to figure out workflow on March 26.
- ADA Hort question from Steve Keeley. This could be an issue because of the tables.
- Drobo is setup in my office, I don't have access to it currently. Cory is going to send Mark instructions.
- Deb's last day is March 29.
- Haven't found an answer for why the new Outlook calendar via a web browser won't let me add to the Publishing calendar. It seems to work for Cory.
- Kaci our student worker is going to intern at Angus Journal this summer. We will be looking for another student for the summer.
 - We might be looking for two students during the fall semester.

Jason Hackett:

- Ag Report editing and collection of last few pieces of copy
 - Splitting duties for future tracking of class notes, college notes, dept. notes among Pat and Mary Lou
 - Dan getting more photos
 - Randall getting last two hard-to-pin-down briefs
- We're re-sharing how-to-help Nebraska-flood-victims posts on Twitter and Facebook
- Discussed the 2019 Infinite Dial report during team meeting, noting stagnation of social media and continued growth for podcasting: <https://www.edisonresearch.com/infinite-dial-2019/>
- Worked on finalizing Statewide story list for April
- Looking at Pat going to SW KS for Starbuck Fire recovery field day coverage
- Dan has shot a couple of Eric's radio interviews to turn into videos
 - KFS wildfire prep
 - Vitamin A deficiency in calves
- Eric deftly handled a controversial study involving ethanol research findings and had both the ag economist and the dean on to address the issue
- Jeff helped connect Sandy Proctor with a radio station in Wisconsin, which did a long interview with her and highlighted K-State multiple times.
- Brad finished an edit-for-hire job for Londa Nwadike before leaving for vacation
- Randall finished PSA for Aging Expo in SW KS
- We're trying to carve out time to finalize and launch Randall's new research podcast
 - Three episodes done
 - Fourth just recorded
- Dan is trying to save the ash trees in front of Dole
- Mary Lou has had several releases to clean up and send out from others
- Worked out arrangements with Cassie Wandersee to handle wildfire emergency communication; still working on RSS setup to do what's necessary on websites
- Handled random requests: Freelancer intro; Adobe Rush and Spark questions; video requests; DVD track down (thanks Rob!).

- Action items:
 - Need guidance on GASL staffing - September 9 – 11th
 - Five notetakers the first day; four the second day
 - How do we find individuals for these days?
 - Possible units: News Media, Extension Agents, AGCOM professors or students
 - Five field trip reporters on the third day (students?)
 - Content would be summaries of the day
 - Computer questions
 - Plans for a computer for new staff member?
 - Needs a laptop
 - Needs sufficient power to edit video
 - Gina will talk to Cory about the lost computers from the fire and see what will be replaced.
 - Need to survey staff on time spent looking for/asking for photos that would be saved if we had a DAM (for DAM committee meeting in April)
 - The DAM would be more like a library system.
 - The main question is how much it would cost and who would monitor/administrate the library.

Megan Macy:

- Reached out to Susan Metzger to get on the calendar to discuss and plan 2020 Legislative Report. She mentioned it will be several weeks before folks are available, but I should work with Maria to get something scheduled
- Reviewing applications for Digital Media Specialist
- Participating in University SEM college messaging workshops
- Dr. Wiley Diversity Programs and MANRRS brochure update
- Finalized College of Ag Campus Guide