

Unit Leaders Meeting, November 14, 2019

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

Jason Ellis:

- Guiding Principles document
 - Please revise and edit the document this week, so we can work on it next week.
 - The focus needs to be on the Comm Service of the department. The first target will be to blend publishing and news/media, and document will be used internally.
 - The next target will be to blend entire department to include printing, distribution, and academics.
 - The department focus will include the 2025 University Vision.
- Construction and move update
 - Linda Gilmore has relocated to 208 Umberger. Susan Schiff has partially moved into 211A Umberger. Painting has been completed in 211 and in 213. The water leak in 212 should be fixed on Monday so painting can be completed. Excess furniture is being stored in 211D and will be removed soon. We are identifying necessary pieces to reconfigure some workstations and then moves from Dole will begin.
 - The construction in the Umberger basement is moving along. In just a week's time, walls have been removed, electrical panels relocated, new doorways created, air conditioning units removed, and abandoned pipes discovered. Things are moving along quickly.
 - Construction Update in the basement is they will be done with Phase 1 by Christmas!
- Performance reviews - due to Gina on Friday, November 15, 2019. Unit Leaders need to start meeting with staff Nov. 18th - Dec. 11th to talk about the staff's 2019 review of goals and discuss 2020 future goals.
- Holidays - entire Thanksgiving Week is a Student Holiday, and University is closed Thursday/Friday, Nov. 28-29. University's last working day is Dec. 24 and closed through Jan. 1.
- Big Rocks
 - **Gina** - Lori Buss is out, so if you have any receipts or purchasing paperwork please send it to commacctg@ksu.edu and not to her personal email account.
 - **Susan** - AgReport is almost ready. Susan Metzger is reviewing it on Friday and then it will go to the dean for his review.
 - **Susan** - Jason and Susan met with KSRE's Marketing Advisory group to identify our current and potential audiences, what they value and how they like to get information. They discussed how the transdisciplinary focus groups will help us market KSRE across the state. The group wrote new drafts of KSRE's mission and vision statements.
 - **Jason Ellis** – Jason, Jason H., and Susan Metzger had a phone call with the Quivera Wildlife Refuge about their water rights...and how that has affected areas upstream.

They have until Sept. 30, 2020 to see how the water will be allocated. This was a crisis communication type of discussion.

- **Jason Ellis** - We kicked off our work with the Beef Cattle Institute. Taylor Kennedy and Lisa Moser are working with them. Randall will work with them next with a podcast.
- **Jason Ellis** - Nathan Leatherman is here, and Meg Drake will be here December 2nd.
- **Mark**- worked on issues with author of publication that Chinese group would like to translate and print. We did reach a resolution. Cleaning is moving along.
- **Susan** – shout out to the Foundation who is allowing us to use one of their videos, and even edited it for our needs, on student scholarships for the dean’s legislative review.

Gina Nixon:

- Bookstore and Mail Center
 - Farmers Tax Guides have come in from Ag Econ. These will be distributed to all Kansas county offices by November 25.
 - There have been a lot of new promotional item orders! In the last month, Mandy has received three different requests for outdoor signage, three different promotional items for Douglas county, seven different items for the Kansas Forest Service, buttons for FSHS, a business card pocket magnifier for AgrAbility (something they saw me use as an example at Printing 101 and then ordered their own personalized versions), and pencils for the Mesonet lab. She also has given estimates for stress relievers, pennants, and stickers, and visited with Zach Callahan about potential items for Gaea Hock’s Kansas Corn grant/trip. Mandy will be working with Zach and Gaea to identify some new items as well as reordering some items. To date, over 46,000 pieces of promotional material have been procured.
 - Refilling stock of depleted bookstore promotional items and looking at some new potential items. I am open to ideas for items that anyone thinks would be a good fit for our county offices and general public clientele.
 - Lisa Heller is out of the office recovering from surgery. She is doing well and getting tired of daytime TV! Her laughter is missed. Thank you to everyone who is stepping up and helping fill in while she is out. It is great to be a part of a team where everyone pulls together!
 - The Ag Communicators of Tomorrow Club 2020 calendar is featured on the bookstore website (<https://www.bookstore.ksre.ksu.edu/Item.aspx?catId=841&pubId=22259>). Forty-eight calendars have been sold to date. Club leadership worked closely with Mandy and Kelly Ingalsbe to set up a system to track funds received from the sales and track sales per student. If you haven’t purchased one, check it out and order yours today for \$15.
 - We donated 2½ pallets of *Insects in Kansas* to the Insect Zoo. The Entomology club is going to use these to help bring more attention to their program.

- The co-location of the front-line staff of University Printing and the Bookstore is going well. They are finding it easier to work together on requests that come through for printing and promotional items. Since we are both here together, we can talk with the clients at the same time without needing to walk them back and forth across the hall multiple times. It has also made it less confusing for clients picking up materials because they are dropping them off and picking them up at the same place.
- Business Office
 - This semester, the department introduced Patty Karr to incoming students as our local Student Success Advocate. Patty is working with Gaea Hock and Katie Burke to develop this new level of student and program support. Patty has met with 45/47 new students and visited with them about available resources on campus, transitioning from high school, community colleges, or into our department here at K-State, and provided general academic tips on how to be a more successful student. The students have met with her at least once and several have scheduled follow up visits.
 - Kelly Ingalsbe serves as a University Support Staff Senator and Treasurer. If you have concerns you would like Senate to address, please share them with her. Minutes of USS meetings can be found at <https://www.k-state.edu/uss/communications/minutes.html>.
 - The department vehicle previously checked out through the business office was totaled in the early September parking lot flood. Due to budgetary constraints, the vehicle will not be replaced at this time. We have one sedan available for checkout through News Media Services. We also have a minivan with limited availability for short local trips. Please contact the business office (Patty Karr) if you need to reserve a vehicle from motor pool. We will be monitoring expenditures for motor pool and personal vehicle reimbursement to determine future need for an additional department vehicle.
 - Current business office contacts:
 - Patty Karr – all purchase receipts/invoices; out-of-state travel request forms; office supply orders; scheduling 301E and 313; Jason’s calendar; all things related to academic programs;
 - Deb Stryker – payments for goods and services; travel reimbursements; account balances
 - Kelly Ingalsbe – invoicing for goods and services; receipts for goods and services; customer account balances
 - Gina Nixon – construction and moves; Foundation requests; payroll; grant-related transactions; purchasing

Rob Nixon:

- University Printing
 - Rick Butler has been in contact with service providers to prepare our plate processor for the Phase 2 move. He also worked with Kodak on software licensing issues.
 - Greg LeValley has taken on more delivery duties. Thank you to the staff who produce, finish and write up delivery tickets. This is a big help to maximize his time.
 - Everyone is busy with the construction project and remodel.

Jason Hackett:

- Work continues on AgReport
- Planning for dedicated hemp web presence for KSRE
- Continued onboarding for Nathan Leatherman
- Team generated ideas for multipurpose/multi-audience holiday video/radio/print content
- Latest episode of Dig Deep podcast released

Cory Spicer:

- VPN switch did happen today, see the email that he sent out. It will use Duo Authentication. See him if you need any help setting up your school computer using this new system.
- FIS is being migrated to a Cloud environment.
- HRIS is being moved to a Cloud environment, see the email sent out today.