

Unit Leader Meeting
Wednesday, January 13, 2016

Those in attendance: Rob Nixon, Mark Stadtlander, Brad Beckman, Regina Nixon, Kris Boone, Larry Jackson

Architect meetings

The RFD Architectural Firm is scheduled for this week on Thursday, January 14. Dr. Boone will attend the 1:00 PM meeting regarding collaborative research space. Friday, January 15 the firm will discuss teaching areas, office space, extension, outreach, distance education and technology needs. The state efficiencies study and state health care report were released January 13, 2016.

Position updates

Audrey Mortimer is recruiting for three University Printing positions, two estimators and one digital operator. The Accounting Specialist position vacated by Tamie Staatz will begin recruitment at a later date. In the meantime, Deb Stryker has agreed to help with some accounting duties. Dr. Boone and Gina Nixon will discuss the publishing and news media manager positions before recruitment begins. The accounting office is working on implementing EPMS with a go live date of April 2016. There's not a decision regarding who will be the designee for approval of employment applications in the Page-Up system.

Renovations

Gina Nixon is working with Greg Ross and Interior Landscape design to reconfigure 301 Umberger Hall. Gina requested a redesign for an open office concept. Gina will meet with Rob Nixon, Mandy Wilson and Dr. Boone to discuss reconfiguring space in the basement. Kelly will work with Gina to help inventory the empty space and pod.

Once around the room

Rob Nixon: Rob was out the week of January 4 – 8, 2016. In his absence, Greg attended a Global Campus Program Development staff meeting. Melinda Sinn asked them to present information on the new large format capabilities. Information included: vinyl stickers on foam board for signage, banners, fabric printing, size limitations, small table top signage, window clings and the time frames needed for different types of print jobs. The information was well received and they have asked them to put together a sample package of materials for them.

Rob spoke with Megan Macy about doing tailgate signage for Forestry. They have 21 vehicles that they want to do this to. They discussed the installation process. Rob has offered to produce one as a test piece and see where it goes from there. On Monday he also met with Bob Davis, designer for Engineering, about the vinyl products and capabilities. Greg LeValley and Rob met with Steve Logback, Ashley Martin, Beth Bohn and Michael Oetken from Division of Communications and Marketing to discuss the fall 2015 commencement project. This was an after action meeting to discuss process and time frames. They also discussed the production schedule for the upcoming spring commencement. Mike Offerman is working with John Cooper at the Umberger digital center. Mike is filling in until the end of January while they pursue the hire of new employees. Brady Marstall is returning as a student employee after his internship last semester. Other students include Chad Fiser and Austin McCampbell. University Printing contacted REMI, our equipment insurance group, to schedule a preventative maintenance for the Fuji plate maker. This machine was purchased about 4 years ago and is new to the maintenance program. The Student Union remodeling project has made the Union difficult to navigate. The copy center is still in operation and has experienced some electrical challenges as circuits are re-routed. They have scheduled print shop tours for Mervi Pakaste's art class on March 3 and for Ag Communication 210 class on January 21.

Gina Nixon: The bookstore has a lot of publications available, such as, chemical weed, soybean, and legislative report. They will mail to counties next week. Mandy is working with the 4H office to finalize inventory and to shift inventory items. There is a new feeder on Mike's label machine to improve speed and process mail faster. The accounting office is currently short staffed, Kelly Ingaslbe is working part-time and the accounting specialist position is vacant.

Mark Stadtlander: Amanda Erichsen has started receiving Cattlemen's Day files. The KSRE legislative report has arrived. Gloria Holcombe and Megan Macy helped deliver them with an administrative team to Topeka. Linda Gilmore and Janie Dunstan are working on an aging series titled, "Keys to Aging". Erin Yelland is the K-State author. This series is adapted/improved from a series from Arkansas and Kentucky. Phylcia Mau turned around a Spanish version of a sorghum poster Bob Holcombe developed with Ignacio Ciampitti. Donna Sheffield is updating the Preserve it Fresh, Preserve it Safe series. There will be a limited distribution to counties at no charge to the county. The publishing unit is having minor technical issues with the KAES entry system. They are also having technical issues with the portfolio photo database. The unit celebrated the holidays with a luncheon.

Larry Jackson: News media services are meeting weekly with the DCM news staff. It's good progress toward better understanding what projects each shop is working on. There are also regular meetings regarding shared websites, style-guide, etc. Performance reviews are complete for his staff. Dan Donnert and Eric Atkinson are beginning Master Farmer interviews and will continue through January. The departmental "drone" is now registered with the FCC.

Brad Beckman: Dean Floros is reporting on the legislative report this afternoon. Still involved in the IC marketing and development, trying to get the twitter account going and electronic displays. Pat Melgares has shifted to research stories; Jeff reported success with radio initiative material. The last 4 months he dropped fifty stories and eleven stations picked up; updating creative cloud with Kevin's help and there is a spare computer for an intern available.

Kris Boone: There is a work order to remove the existing display in Waters and possibly replace with digital signage. The Ag research team is focusing on graduate research, international, and is moving forward. Pat Melgares is working on the impact database. Global Campus has multiple conferences coming up, please see their website. Dr. Boone attended a partnership meeting with Megan Macy on branding and campaign tagline ideas. If there are branding issues, or if anyone asks for a development of logos, refer them to Megan Macy.