

**Unit Leader meeting**  
**April 13, 2016**

Those in attendance: Kris Boone, Gina Nixon, Rob Nixon, Mark Stadtlander, Jeff Wichman, and Larry Jackson

**Position update**

- Publishing Director position is open for recruitment. The search committee is Pat Melgares (chair), Megan Macy, Linda Gilmore and Janie Dunstan. Application review will begin May 2, 2016.
- News Media Director position description has been forwarded to Human Capital Services for review and approval. Recruitment will begin as soon as approvals from the Dean and HCS have been given.
- Kris Hanson started April 11, as a new job intake/estimator in University Printing.
- Frank Gent will join University Printing as a digital operator on Monday, April 18.
- The Dean has placed a soft freeze on faculty recruitment.
- Donise Osbourne is retiring July 31, 2016. More information to come!
- Deb Stryker, Rob Nixon, and Greg LeValley have moved to Umberger 301 in preparation for renovations of the Umberger basement.

**Building update**

- Greg LeValley and Rob Nixon are temporarily located in Umberger Hall, room 301 due to moving inventory for 4H and renovation in basement.
- Gina is meeting with Barb Elliot to discuss moving furniture left in Rob Nixon and Greg LeValley's office; Barbs' group will move the furniture to the pod; storage for State 4H and 4H Foundation will move into 10C and 10D to prepare for basement renovation.
- Bookstore has cleared a space to move University Printing large format equipment into Umberger.
- Umberger Hall, room 301, will be reconfigured after fiscal year end; the conference room 301E will have the copier, a breakroom and mail room; there will be six people located in front office Kelly Gurik, Kelly Ingalsbe, Lori Buss, Deb Stryker, Deb Webb, and Gina Nixon; 301B will become the new conference room.
- Greg and Rob will move to room 211 when accounting moves up to the third floor. When renovation is complete in basement they will move back down to the basement with University Printing.
- Pat Melgares, Jeff Wichman, and Brad Beckman will move from the Institute for Commercialization to Dole Hall this summer. Additional moves in Dole Hall continue to take place.
- New faculty position locations are not confirmed yet.
- Megan Macy and Kimberly Bird are now located in the same office.

## **Budget**

- The initial call-backs were taken from salary savings resulting from vacant positions. Unit leaders will meet with Kris on April 28, at 1:30 p.m., to discuss purchases/expenditures for the rest of FY 16 and discuss budgets for FY 17.

## **Once-around**

### **Publishing:**

- Mark's staff appreciated Rob Nixon bringing around Kris Hanson to meet his staff.
- Publishing staff met with Megan Macy regarding updates to the branding guide.
- Cattleman's Day debrief meeting went great.
- Linda Gilmore has a lot of new development guides in the works.
- Requests for Spanish publications are increasing.
- Janie and Megan are working on Pride jobs.
- Things are flowing well and everyone was excited to hear that the publication director position is open for recruitment.

### **University Printing:**

- Jon Forshee, River Valley District, would like to bring new agents around to tour the KSRE Bookstore and University Printing on Tuesday, April 26.
- Jon Gamble, COA safety coordinator is bringing another Coordinator candidate through the shop as he conducts interviews.
- We will be moving large format equipment on April 20-21 from the Union Copy Center to the Umberger facility.
- On May 9 the union will take possession of the newly renovated 1<sup>st</sup> floor from Turner Construction and we can start moving the Copy Center into its new location.
- Ricoh was contacted with a possible May 11 date to move leased copiers in the union.
- Greg LeValley will attend a meeting with Global Campus to showcase new products, and we have been invited to the Flint Hills Technical College career fair next week. Kris Hanson started Monday and met department staff.
- Frank Gent will start Monday, April 18.
- Jon Cooper and Robert Nixon have been invited to attend a tradeshow in Kansas City on June 9.
- The Union Copy Center is busy with open house posters.

### **Bookstore and Business Office:**

- Bookstore has reduced price of the 4H Life's Little Questions and Join the Club promotional items in preparation for the new 4H Grows Here national campaign. Items are flying off the shelves!
- Mike is busy with mailings. He recently mailed the Ag Report, the Agriculturist, the campus TEA benefit flyer, postcards for Admissions, newsletters, and an inserted piece for Lafene.

- We were able to help the College out with a legislative funding swap. Earlier this year the legislature exchanged operating funds for technology funds. We were able to provide over \$120,000 in technology expenses.
- Bill Spiegel from recycling will clean out rooms 112, 113, 20, and 23 on April 14. He will return the week of April 18 to remove items from the storage pod and vault.
- The accounting staff has been completing out-of-state travel requests for ACE, NACTA, and AAAE – all coming up in May and June.
- Lori Buss is working on the department's asset inventory and will be walking around to confirm the location of items and affixing inventory numbers.
- The new vehicle registrations are in and will be placed in all department vehicles.
- Andrea Mattas, former business office student employee was recognized at the Student Employee of the Year Ceremony on April 13. She is also the Ag Education Outstanding Senior.
- Brooke Harshaw received the Ag Communications and Journalism Outstanding Senior award.
- A forum on proposed parking changes will be held April 21. Please take time to look at the Campus Parking and Transportation Study and give your feedback to the parking council. The link to the study is: <http://www.k-state.edu/parking/CampusTransportationStudy.pdf>.

**Kris Boone:**

- Dates for the radio tour have not been set but it will likely be in July.
  - o Megan Macy has put together a brochure/pocket card on radio the radio initiative that we will leave behind for stations.
- We have been asked to use Spanish 4H pubs from Texas.
- Gloria Holcombe will be receiving the Publishing/Learning Communicator Award of Excellence at ACE. Lauri Baker will receive the Academic Award of Excellence at ACE and the NACTA teaching award.
- Mandy and Lisa continue to work on reducing the paper publication inventory. Amy H. provided a list of publication downloads for 2015. Mandy and Gina are working on a report of 2015 publication sales and Deb McClain-Williams is preparing a list of publications that haven't moved in years.
- Screenshots of the Iowa State University branding guide have been shared with Megan Macy. Work on the KSRE branding guide continues.
- Angie Stump-Denton, a former ACJ student, has been hired as the communications coordinator for Animal Science and Industry. Kris has asked for a meeting to be scheduled with Angie and department staff to discuss available resources.
- We have four graduate students graduating this semester – Audrey Holderness, Katie Rohling, Cassie Wandersee and Danielle Holladay.
- GFS leadership team will meet April 14 for the Farm Credit check pass. Farm Credit donated \$100,000 for the secondary major.
- Ph. D. passed through faculty senate on April 13.
- The Human Capital Service presentation on the Total Rewards Open Forums was captured and are available at: <http://www.k-state.edu/hcs/tools/employees/total-rewards-video.html>.
- Farm 2 Fork 5k is April 16 at 8 AM and will start at the Large Animal unit.
- Gamma Sigma Delta undergraduate research poster session is April 15. Several students from our department will be presenting.
- Dr. Peter Dorhout, new Vice President for Research, has scheduled a meeting regarding a collaborative approach to disease management combining both social and behavioral science.

- The spring staff meeting with DCM is scheduled for April 25 at 3 pm in Leadership Studies Town Hall.
- Ag Alumni awards is April 30.
- Kris will be working with faculty on completing a post-tenure review.
- Work continues on the joint news website for KSRE and the University.
- Kris would like to follow up this summer on WorkZone and pursue a joint license with DCM. Kris, Jeff Morris and Steve Logback discussed training writers on capturing useable audio.

#### **News:**

- Preparing for Eric Atkinson absence at the end of June; there are several show slots that are regularly scheduled focusing on a specific matter and guest, but there are eight unique slots that need to be scheduled each week.
- Larry Jackson can use HATCH dollars for ACE travel.
- Randall Kowalik will work on Grain Science DVD project next week that will be duplicated and distributed by Rob.
- Matt and Dan did a soil judging piece that got great distribution, with more such collaborative news pieces in the future.
- Kansas Press association has a convention in April, though no one will attend this year since we are not a member and there are schedule conflicts; we have talked about a possible joint K-State News membership (\$200) with Cindy's shop in 2017.

#### **GFS:**

- Radio initiative update: Approximately 800 story/radio placements (2400-3200) between May and March; 72 stories release to 36 stations; good news is that we are covering the entire state; the wildfire story; severe weather for pets, severe weather season, and daylight savings stories worked very well and were picked up by many stations. Reviving good feedback from other radio stations and people throughout the state.
- **Pat Melgares** has made significant progress on the research (college and university) websites. They are on-track to launch May 1<sup>st</sup>. Pat is also planning to release several news stories from Cattleman's Day.
- **Brad Beckman** is working a few projects and recently purchased a new tripod to get low angle pictures.