

Unit Leaders Meeting – April 12, 2018

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

Jason Ellis:

- Academic Team Meeting Update
 - Still no word on the Provost search/offer
 - Gary Pierzynski, Agronomy department head, is going to The Ohio State to serve as the CFAES Associate Dean for Research and Graduate Education and Director of the Ohio Agricultural Experiment Station (OARDC) effective July 1.
 - Gregg Hadley will chair the interim search.
- The search for the Animal Science department head will start again in Summer 2018. The committee has not been announced.
- Budget – No news from the President yet. The new model should provide more transparency. The change will be gradual and deans/department heads will be more involved in budgeting and resource management.
- The Huron group has met with Deans and they are working on their recommendations. Helping to unify common sense with the data. The data will be pushed out to university and college administrative groups who will then work with departments to interpret, design and implement processes.
- Dean's Advisory Council meeting on April 13.
- Heading into conference travel season. We had had several undergraduate and graduate research projects accepted at various conferences.
- Jason will be meeting with the Culture of Health project team on April 16 to narrow down the project scope and messaging.
- Email system update: Jason visited with Amy Button-Renz, who thought she could provide the information we needed. Another meeting is being scheduled with Jeanine Lake, Gary Pratt, Jeff Morris, Jason Ellis and Megan Macy to discuss this initiative further.

Mark Stadtlander:

- Kansas Canopy, the newsletter of the Kansas Forest Service, is at press. I expect some irregularities in future editions with the departure of Jennifer Williams.
- Mark met with Gina, Mandy, Linda, and Deb to discuss the future of the 4-H CCS order form. An order form was produced this year; the group plans to meet with Wade Weber at a future date (May 23) to discuss how this order form could be used. Gina asked if Megan Macy could be invited to this meeting.
- AgReport has been delivered.
- Hays Roundup is printed and online.
- AES Manuscript Submittal system is currently being updated. The URL is going to change, Amanda and Mark were unaware that this was going to happen.

- Amy Hartman will be out of the office April 26 – 30.
- Mark, Deb and Janie met with representatives from Meadowlark District to discuss their newsletter. The publishing group is involved with this newsletter because of the quantity printed (14,000 ish) and the need for press ready files. District director, David Key, is interested in adding information and changing the internal layout. Also, he is interested in switching to full color and printing three times a year rather than two times.
- Jason Ellis met with Deb and Mark to assist with a data-merge project. This information will guide the publications review committee to find both older popular publications (candidates for review) and older unpopular publications (candidates for removal). Jason, Deb and Mark also discussed issues with data collection involved with grant publications and numbered publications delivered directly to authors. No easy answers are available.
- Linda Gilmore attended Family and Child Development PFT Tuesday and Wednesday in Salina.

Gina Nixon:

- Working to resolve audio issues in Umberger 313. The latest Trend Micro update seems to have broken some of the drivers. Cory has resolved the issue with a temporary fix and continues to work on a permanent resolution.
- Facilities staff are replacing actuators on the radiators in UM 310, 312, 313, 317, and other rooms in the building with heat stuck on.
- Justina Vanderlinde is out of the office until after April 18th. Expect invoicing will be slow
- Gearing up for fiscal year end. Please submit paper and electronic receipts to the business office or commacctg@ksu.edu as quickly as possible after making purchases or traveling.
- The Ag Report has been distributed.
- Mandy is receiving more requests for promotional items. Already in April she has worked with the University Support Staff Senate, the SW Research and Extension Center, State 4-H, Pottawatomie County, KARL, ACJ, English Counseling Services, PRIDE, and the Kansas Forrest Service to order promotional items. FY 18 promotional item sales to date exceed FY 17 sales by \$3,000. It is an area that continues to grow.
- Held first EPMS user meeting. The group identified objectives for the meetings and developed a schedule for current use demonstrations. The next meeting will be held on May 17.
- Mandy, Gina, Mark, Deb, and Linda met to discuss 4H curriculum order form. A meeting with 4-H and Megan Macy is scheduled for May 23 to discuss all 4H materials sold through the bookstore.

Megan Macy:

- Working with Wade and Amy on state 4-H marketing materials needed.

Jason Hackett:

- Pat went to Garden City to help with the eight-state Ogallala Aquifer meeting facilitation and came back with a story as well.
- Eric has been working with KBUF to carry Ag Today, and they have agreed to carry it live. Their station's signal reaches as far as the panhandle of Texas and into southeastern Colorado.

- Huck Boyd lecture was attended with some interesting information presented. It focused on the slow demise of community newspapers. The panel discussed the closing of one of these small-town newspapers, and how they view themselves in terms of larger communities near them geographically. Small town newspapers need to look more entrepreneurial and think outside the box...the question was "Who will help them do this? And how?"
- Tariff videos with Dan O'Brien had 747 views on FB as of late Wed., and 742 on YouTube (which is much higher than usual; likely due to AgManager.info sharing the link. Lots of interests on these videos. Women Managing the Farm video had 2,900 FB views.
- Ag Today had its biggest download day on Monday (622), including several different episodes. It could be because of Randall's work to promote the podcast more and more strategically on Twitter. Another reason the podcast numbers have increased quite a bit is because we stopped also uploading individual clips in addition to the podcast version. Download numbers for Ag Today: Jan – 3,312; Feb. - 3,667; March-6,338; April 1-10 – 2,445.
- Writers met with Katharine Gehl from Agronomy to talk news releases and other communication work: good introductory meeting.
- Last Friday, Jason helped gather info for DCM project, for University inventory.
- Brad's 2017 Tanzania video was shown at a House and Senate Ag Committee meetings in Washington, D.C., with North American Millers' Association as well as at the International Sorghum Conference.
- Jason is helping the SILL Lab with a press release to explain a cooperative arrangement with SILL, the Peace Corps and a Senegalese government ag agency.
- Jason was also involved in a focus group organized by HCS to help with that team's plan for developing training sessions for supervisors of unclassified professionals. They received a lot of good feedback and want to put it together in Summer 2018 and pilot it in the Fall.

Rob Nixon:

- They survived the busy season of Open House.
- They are printing lots of posters for the Developing Scholars conference, and Jason Ellis reminded him the Delta Sigma Ep conference is coming.
- Dumpster out back needs to be moved....it is too close to the building, smelly, messy, and he wants to find out who we need to contact to get it moved. Rob will try contacting the right person and have it placed in a different location. Suggestions for placement include placing it near recycling bin, or to the east near the motorcycle parking.
- They are retooling their Printing 101 content for orientation of new employees and classified staff. They will reach out to University Support Staff, so they too know the services that we provide and perhaps present this information quarterly. They will direct email these individuals and create a rack card to put in the orientation packet. Gina suggested they create a graphic and add web links for CSI.
- Megan Allen, an instructor from Flint Hills Technical College, will be coming for a two-week summer internship. She will bring a lot of new fresh ideas to the team. Jason Ellis will provide some input on how other internships are set up with some type of "Internship Agreement" to formalize the agreement. She might be looking at this as a Professional Development opportunity. This might also grow where she sends us students for internships.
- Rob passed around a University Printing ad for the *Agriculturist*, that he asked for input.