

Unit Leader Meeting, December 6, 2018

Present: Cory Spicer, Jason Hackett, Mark Stadtlander, Megan Macy, Gina Nixon, Rob Nixon

IT Update:

Cory Spicer is working to recover 2006 and newer audio files from a Seagate device that recently failed. At the time of the meeting he had not had any success. However, an updated report indicates that he has found some success using Disk Drill software. The file names are corrupted so it will take some time to identify each program. It was suggested that the library archives may have copies if they were sent prior to moving from McCain. Kevin Block has created a new folder on the video server to store current audio program files. Cory suggested we purchase two NAS boxes and set them up to be redundant.

IT staff met with Adobe on device licensing. Each computer will require a site license, but each user will have to use their own Adobe ID to sign in. Cory may be working to establish some single KSU sign-on id's to help facilitate this.

Cory will be out December 20-Jan 3.

Other items Cory is working on include:

- Meeting with Megan Macy about OneDrive.
- Working with Dan Donnert on email issues.
- Cleaning up computer lab machines before Spring 2019 semester begins.

Publishing:

Linda Gilmore has been working to shorten extension impact statements for the Extension Impact Report.

The Publishing staff went to Hu Hot on December 6 for their unit holiday gathering.

Mark attended the First Tuesday Roundtable for Jason Ellis. The group received a mental health update from Pawnee Mental Health. Some of the statistics presented included:

- Suicide is the 10th leading cause of death overall but is the 2nd leading cause of death in 18-24 year olds.
- Only 3/10 individuals who need services, seek services.

Part of the message was reminding administrators that by not helping our students get services they need, we are negatively impacting our retention and graduation rates.

There was also information presented on strategic enrollment management (SEM). There is a web site (<https://www.k-state.edu/2025/initiatives/sem/>) where you can see more [information](#).

Last year the Legislature restored \$4 million for Global Food Systems but the university will be using that money to cover the funding gap. The Governor Elect is expected to announce her budget in January.

News Media Services:

Richard Baker's retirement reception will be held on December 14, from 3-5, in Umberger 312. There was discussion about a gift, refreshments, and announcements. Jason H. recorded an interview with Richard where he gathered stories and recollections about Richard's time at K-State.

The Statewide e-newsletter went out the week of November 26. As of December 6, the Legislators click-rate is slightly higher than normal while other groups are down a little. Jason H. is experimenting with the day of the week the report is sent out to identify best times to distribute this type of information.

Master Farmer nominations are in. Only five were received. In years past, six awards have been given out.

Seek story assignments have been made. Pat and Mary Lou each have one. Pat is working on a story about the CattleTrace program. He has conducted interviews and Dan has taken photos. It was mentioned there is an upcoming meeting about the program and suggested that if it wasn't

on Pat's schedule yet, perhaps it should be added. Mary Lou will be working on a story about money management education offered through the university – especially extension

Brad Beckman is working on an annual report video.

After Jason H's annual conference presentation, Erin Yelland expressed interest in doing a podcast. Jason and Jeff Wichman helped brainstorm ideas for doing a miniseries about opioid issues, focusing on Erin's expertise on this issue. Interviews will be in January.

Global Agenda for Sustainable Livestock – the university will host a global conference for the FAO subgroup. Representatives from the UN organization were here at the end of November to begin planning the September conference. We sent a release out through K-State Today and Tuesday Letter by request from Susan Metzger and Nina Lilja.

University Printing:

Jason Scuilla, Art Department, will be announcing the 2 + 2 program between K-State and Flint Hills Technical College. Greg LeValley will attend the announcement. Greg has been integral in moving this program forward. Jason Scuilla is working with Mallory Wagner in the College of Arts and Sciences and with Anne Rubash to prepare a press release.

Fall Commencement programs have been delivered.

New University Printing calendars have been produced and are available for pick up in the basement of Umberger and at the Union. Greg has also been delivering to some of the departments on campus.

Rob is starting to work on employee evaluations.

The shop remains busy and many job tickets are being processed. There are many posters and last minute newsletters. There was discussion about the Meadowlark Newsletter (13,000 run) that typically mails the first week of January. It was suggested that we reach out to David Key to check on the status since the holiday season is arriving quickly and we will be closed.

Business Office/Bookstore and Mail Center:

Jason Ellis and Gina Nixon met with Emmy Chamberlain, Facilities project coordinator, and Jane Huseman, Clark|Huseman architect, regarding the proposed Umberger basement renovations. Discussion focused on chilled water and HVAC system project expenses and potential revision of the scope of the project to reduce costs. The next phase of the project will involve development of more detailed drawings and putting the project out on bid. It is anticipated demolition may begin toward the end of summer 2019.

Unit leaders were asked to remind staff to begin working on 2018 performance documents. The timeline will be sent out over the listserv and updated on the department website (<http://www.communications.k-state.edu/for-staff/appraisal-forms-and-procedures.ttyhtml>).

Marketing:

- Sent drafts of the COA and KSRE legislative one-pagers to Ernie, Gregg, Marty, Susan, Paula, Laurie and Wade.
 - Received preliminary feedback from Susan and Gregg that they thought the format was great.
 - Admin team will discuss at their Dec. 7 meeting
 - Legislative update will be sometime the last two weeks of January
- Working to schedule a Culture of Health meeting. Grants were awarded on Dec. 4
- Shared a sample of the new KSRE name badges.
 - Pfeifly Jewelers in Manhattan will be the new provider.
 - Each name badge will cost \$8.
 - The tags are 2"x3" metal with a white coating and a purple bar. Unit leaders discussed whether the department name or individual titles would be placed on the new tags.
 - It was decided that all new name tags would have the employee name and the department name. Patty has placed the department order with Sue Robinson.
- Met with Jeff Morris, Amy Button-Renz, Emily Lehning, Pat Bosco, Gregg Hadley, Susan Metzger and Wade Weber about K-State's presence at the Kansas State Fair. Megan will lead efforts for both short and long term goals:
 - Short term goal – to coordinate giveaways and information among all K-State booths at the fair.
 - Long term goal – coordinate one K-State presence at the fair with co-located booths. Susan Metzger and Megan will be working on a proposal to the State Fair Board for 2020 or 2021.

