

Unit Leader Meeting – February 1, 2018

Attending: Mark Stadtlander, Megan Macy, Jason Hackett, Jason Ellis, Gina Nixon, Rob Nixon, and Patty Karr

Jason Ellis:

- Mark Stadtlander and Jason Hackett met with Bob Atchison regarding Communications and Ag Education in-kind contribution towards the "Increasing the Value Kansans Place on Woodlands and Windbreaks P-67" grant.
- Ground Hog's Day Celebration to be held on February 2nd in Umberger 311. Grain Science donated 20 lbs of pancake mix. Sausage and bacon will be provided by HyVee. Orange juice and coffee will also be available. Serving time is 7:30 am-9 am.
- How do we recycle out-of-date technology? Fill out a Disposition Form and call Bill Spiegel, and then box it up. They will come and pick it up.

Mark:

- Will attend the Council Western State Foresters meeting the week of February 5.
- Jason and Mark met with the Kansas Forest Service to discuss how they will handle work coming in when Jennifer Gilmore leaves the Forest Service in March. There was discussion about departments hiring their own communication specialist, the effect the additional positions have on our workloads, and how our staff can better work with them.
- Summer 2016 issue of the Kansas Canopy was put in a time capsule at the Kansas State Fair and used as a talking point for Senator Pat Roberts.
- Working files do not exist for a handful of the pesticide applicator training manual. Quantities for these are being depleted, requiring the files and information be completely recreated. There was discussion about the IPM program and certification testing these materials support. Related discussion ensued about branding and the larger extension publication inventory.

Megan:

- Working to publish the annual report edition of *Statewide* (new KSRE newsletter).
- Next issue of *Statewide* will go out in April. Met with the News Team to plan for upcoming stories, video and radio that could be included in that issue.
- In the past month, two projects have resulted in needing a number in order to be distributed from the KSRE Bookstore. Megan, Mark and Gina will meet separately to discuss possible solutions for future numbering.
- Megan has had some requests for speaking engagements/social media training. Asked if the department had budget to fund travel expenses or if someone else should make these appearances.

Jason Hackett:

- Master Farmer Interviews are going on.
- Gregg Hadley coming over to shoot a little video, might be his Tuesday letter.
- We are cleaning out the CLOSET room and changing a room out to be a multi-purpose conference/extra studio space place.

- Finishing annual review letters.
- Discussing workload and potential efficiency gains with Eric, Randall, and Jeff.
- Five NMS staff are signed up for the CREE Social Media Boot Camp at the end of February.
- Paula Peters mentioned a Community of Health discussion event. We will send staff to cover the Olathe and Salina events.
- Continuing to look at effective ways to digitally track stories and deadlines using WorkZone and Trello.

Gina:

- Orders for promotional items continue to increase. To meet the increased demand, Mandy will be training up on KSRE and KSU branding guidelines and Illustrator. She will be attending the next DCM Marketing staff meeting to identify how the Bookstore can work more closely with them in making promotional purchases.
- Patty is doing a great job! She has completed training in KSIS, CollegeNet, and CMS. She is updating the department web pages.
- Accounting staff are catching their breath now that the area is fully staffed. Justina is initiating invoicing for University Printing, completing daily deposits, and managing BPC accounts for University Printing, the Bookstore, and our vehicles.
- Interviews for the building Human Capital Specialist position will take place February 1 and 2. Three individuals are scheduled to interview out of 27 applicants.

Rob:

- They are fostering a relationship with Flint Hills Technical College. Megan Allen, an instructor, and her class are touring February 23rd. She would like to do a two-week internship in University Printing this summer. There was discussion about paid internships and housing.
- Greg and Rob met with Dr. Ellis to brainstorm ideas on what they should provide for students at the Union to increase services and get the name "University Printing at the Union" out there. Unit leaders made several suggestions to include contact with student organizations and support offices, promoting services in K-State Today, running specials, setting up tables at O&E or Benefits Fair.
- New doors with a 60/40 split are being installed in Room 11. The magnetic opener will be tied into the emergency system allowing the doors to shut automatically in case of fire.
- Rob attended a workshop about the campus conceal carry policy. He would be happy to share that information and noted there is a difference between State of Kansas law and KSU policy.