

## Unit Leader Meeting – February 8, 2018

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

### Rob:

- Thinking about skipping the printers conference in July and instead having a retreat with the Entrepreneurial Center.
- Telecom came out and hooked up phones at individual desks.
- Study Abroad group will meet with them on Feb. 13<sup>th</sup> at 2pm to discuss signage and what new services we can offer to benefit them at their upcoming expo.
- Conference call with FedEx and Lori Buss today to discuss the services provided.
- He received a great report about the breakfast for Groundhog's Day. It was very much appreciated.
- Flint Hills Tech College will tour our facility Feb. 23<sup>rd</sup>. The visiting group is a graphic design class. They have a new instructor that wants to do an internship with us this summer. Greg did contact Housing and they will provide housing/food services during the summer, so it is possible to have internships with students, if we decide that is feasible.

### Jason Hackett:

- Greg helped with getting the CLOSET reset, and the room is now ready to be redesigned with different furnishings. Other offices are getting reorganized, including installing faster computers.
- Eric, Jeff, Jason, and Randall met to discuss changes to the Ag Today workflow using data from radio stations and to develop a staffing backup plan. Changes will probably happen after May to help with radio programming. We are looking at posting only podcasts to save time instead of also posting separate clips. Others are willing to help with programming segments.
- Shot the video with Gregg Hadley, and it has been edited and posted. So far it has had 122 views, with 78 people who finished watching it.
- Exploring options with CMS after learning that OmniUpdate has a blog module to help with updates but we might have to pay for these updates, so Jason will meet with Neil Erdwein to discuss options that also could include Wordpress.
- At the Web Editor Update, Neil said they thought a new calendar system might be available soon, but now there is no time table when it will be available. This would have helped with calendar items that currently have to be submitted the three different places.
- Still working on the Storyline List and assignments for the next 2 months. Also working on what merits a news release, what stories impact KSU, the value of stories to KSU, ways to brand KSU throughout the stories, and ways to building up our web presence.
- Unit Reviews are finishing up.
- Confirmed: We do not have President's Day off.

**Megan:**

- There was a branding issue with a district newsletter printed by University Printing. Rob will talk with his digital team and discuss branding guidelines and share who they can contact should they have a question. Questions can be directed to Megan, Ashley, Mark, Jason H. or any of Mark's team. Megan also offered to talk with the printing team as well. She will continue to push education on the agent's end so branding issues never make it to University Printing.

**Gina:**

- Diana LeBlanc will begin on February 19 as the new building HR person. She will have access to [agcomhr@ksu.edu](mailto:agcomhr@ksu.edu) and will be located in Umberger 112.
- Gratitude was expressed for having filled all three vacancies that support the business and academic operations of the department.
- Lori Buss is working with Rob Nixon and purchasing to rebid the print partner contract.
- The performance reports and chemical weed publications have been received and shipped out to customers.
- The KSRE Bookstore made over 5,800 impressions with their tweets in the past 30 days. The Chemical Weed tweet had 2,600 impressions and 89 interactions. Mandy is allocating more time to developing a social media presence for the KSRE Bookstore.
- The order form for the 4H and KSRE co-branded table clothes went out this week. After three days, enough orders have been received to push pricing down to a less expensive price.

**Jason Ellis:**

- Reviews and letters will be wrapped up by next Friday, Feb. 16<sup>th</sup>, with letters sent to the Dean.
- First Tuesday Meeting: talked about the KSU Food Pantry (Cat's Cupboard), the One-Family Initiative, and Intercultural development initiatives. The department will be developing a formal intercultural diversity plan. Jason suggested unit leaders look at IDI (Intercultural Development Inventory) materials as a starting point.
- Department Heads Meeting: John Floros reported there will be a permanent 5% university funding recall for FY 19. It is unknown at this time if the recall will be equally distributed among the colleges or if a new funding model will be used.
- Jason asked unit leaders to provide two-to-three names of individuals who could potentially serve on a departmental advisory committee by February 16.
- There is a Director's Roundtable Meeting next on February 15 beginning at 8:15, so unit leaders will not meet.
- We don't have a social committee, but it would be nice to do something every quarter. Each unit could oversee something every quarter?