

## Unit Leader Meeting – January 25, 2018

In Attendance: Gina Nixon, Jason Ellis, Mark Stadtlander, Rob Nixon, Patty Karr

### University Printing:

- Tour with AGCOM 210 today – Greg LeValley will lead, and Rob will assist. Approximately 26 students in attendance. Cancelled daily production meeting today, and everyone will email in their Thankful Thursday by noon today.
- HCS provided Printing 201 evaluation/comments to University Printing presenters. Rob gave a copy to Jason Ellis for review. Overall rating was four out of five.
- Met with DCM staff and Mainline Printing representatives to discuss future McCain projects. DCM no longer has enough design staff to accommodate these projects and is contracting Mainline to do the design. Rob is working with DCM and Mainline staff to facilitate the design process while keeping the printing in-house. There was discussion about availability of department design staff or the potential increased demand to fund an additional design position. Additional discussion about typical time frames for producing McCain projects.
- The request for proposals for new printing partner contracts is moving along...rewriting and rerouting the printing contracts.
- Rob worked with Jason Ellis and University legal counsel on some potential trademarking infringement issues on a county fair book. End result was that the image in question could not be used. Mark noted that Hale Library has an office well versed in copyright and trademark regulations (<http://www.k-state.edu/copyright/use/consultation.html>).
- Fences will be erected around the loading dock behind Umberger as new electrical conduit is run from the corner of Mid-Campus Dr. and Claflin to the basement of Umberger. Concrete work took place earlier this week and trenching is scheduled to begin January 31<sup>st</sup>. The dock will not be accessible during trenching. Most delivery vehicles have lift gates and the deliveries will be moved into the building with hand trucks or pallet jacks. Delivery vehicles that cannot fit in the parking lot or that do not have lift gates will need to deliver at Facilities and we will work with them to use a fork lift to transfer materials to Umberger. This project is expected to last the month of February.

### Mark:

- Erin Yelland met with Mark, Linda, Amy and Deb to share concerns about finding publications on our website and wording of some pages...especially some publications under the heading "mental health" titles vs cognitive health. It was a constructive meeting.
- Issues with Cattlemen's Day: need to confirm that there is a single point of contact and what style guide is being used.
- Gloria is out sick; Phylcia is out too.
- Reviews should be done this week.
- Working with Bob Atchison to account for \$300,000 in-kind work for a grant project. We need to verify the cost and what we did...research, content of work, radio time, news releases, publications, etc.
- Jason Ellis talked to Linda about reviving OnTrack, the department newsletter. There was also discussion about possible changes to the Communicator of the Year eligibility.
- Mark led a discussion about the Making a Difference report. It is hidden on the website, which seems to negate the reason for producing the report. More discussion is needed to develop uniformity.

### Gina:

- "Chemical Weed" has been fully distributed. An after-action review with authors, publishing staff, printing staff, and bookstore staff before July was suggested.
- The corn, soybean, and sorghum performance reports have been received from High Plains Journal and orders are being filled. The bookstore will keep only 15 copies of each report on the shelf. The rest will go to Agronomy for distribution. There are very limited numbers remaining after orders are fulfilled.
- The bookstore will begin distributing 4-H Achievement pins. Mandy is working with 4-H Foundation to create an order form that will go to counties and clubs. 4-H Foundation will pay for one pin for orders placed by the deadline. Quantities ordered will be based on orders received by the deadline. A limited number will be available in inventory. Mandy is working with University Printing and 4-H Foundation on Thank You cards that will be included with each early order.
- The 4-H Marketing group has been meeting. Counties, departments and 4-H clubs will have the opportunity to pre-order a new double-sided table cloth. The purple table cloth will have the KSRE word mark in white on one side and the KSRE and 4-H word marks on the other. This item will not be maintained in inventory. Groups will be encouraged to pre-order to reduce the cost.
- Specialized promotional purchases continue to rise.
  - Forestry is ordering more promotional items that include lanyards, wooden flash drives, and pens. They are also interested in some larger wind/sale flags.
  - Plant Pathology is ordering wind/sale flags.
  - Gaea Hock (Agricultural Education) is ordering notebooks, power bricks, and water bottles for this year's Corn Tour.
  - CREE is considering ordering items for the upcoming Social Media Bootcamp in February.
  - Agronomy ordered the purple wheat plot signs again. The files were received just before break, putting production a bit behind schedule. The signs should arrive in late March, similar to last year.
  - KSRE stainless steel coffee mugs have been reordered.
- A small poster display is now in the bookstore to showcase a new option for setting up table-top posters with cardboard kickstands.
- The Spring 2018 "Agriculturist" is in. They are being mailed out to ACJ alumni and Kansas Ag Teachers. Students are also distributing them to College of Agriculture departments.
- Gina is serving on the HR Specialist search committee with Teri Davis, College of Agriculture, and Kellie Wilson, Human Capital Services.
- We are working on re-keying the classroom and computer lab doors on the third floor of Umberger.
- Gina will be sending out Leave Accrual Reports to all Unit Leaders. Excessive balances (low and high) will be highlighted.

**Jason:**

- Performance review season is in full swing. Jason will be meeting with all faculty and unit leaders. Staff are also welcomed to schedule appointments with Jason as they see fit.
- We are beginning the search process for an Ag Com faculty position. Jon Ulmer will serve as chair. Other committee members include Lauri Baker, Gaea Hock, Audrey King, Pat Melgares, Taylor Bell Matheny, and Deanna Reid. Our goal is to interview late March, so we can have a hiring announcement at the first of May. Several other universities have upcoming ag com faculty positions coming up, so we need to get our posting out soon.

- We didn't have a Holiday Festive Party, and we don't have a Social Committee. Coming up next Friday is Ground Hog's Day, Feb. 2<sup>nd</sup>. Jason suggested having a departmental Ground Hog breakfast celebration with pancakes and sausage. There was discussion surrounding quarterly staff celebrations coordinated by different units.
- Jason passed out a document entitled "Framework for Indicators of Success" from the NCAC 24 meeting. The drafted document is focused on Ag Education programs but could be used as a guide for developing departmental success indicators. Jason asked unit leaders to review the document and prepare to discuss potential unit success indicators that measure innovativeness and how we are integral to the university and other departments. Jason also asked unit leaders to help staff recognize how we are a part of the bigger picture as a department and individually. How can we help others, outside the department, see us better? Unit leaders were challenged to create stretch goals for themselves and for their units.
- Leadership Team Meeting –
  - There should be an announcement about Steven Graham's replacement soon.
  - It was noted that the chart in back of the legislative packet could be interpreted that there has been a positive impact from budget cuts as we have increased expenditures and research activity with less state dollars.
  - The College of Agriculture has traditionally taken faculty members to Washington for a day on the hill to talk with lobbyists and legislative representatives. It has been suggested that there may be more benefit in sending staff to talk about Ag Issues with committees.