

Unit Leaders Meeting, September 6, 2018

Those in attendance: Jason Ellis, Gina Nixon, Mark Stadtlander, Cory Spicer, Megan Macy, Rob Nixon, Jason Hackett (on phone), and Patty Karr

Jason Ellis:

- One Voice has been dissolved.
- The budget modernization model was announced the week of August 27.
 - The positives/negatives of the model were discussed at the University Leadership Roundtable.
 - There are still lots of questions about how the budget model will affect research.
 - There is a lot of importance to the governing structure that is established.
 - This Friday we will have a full college-leadership meeting to discuss how these numbers will affect the COA. We will discuss how the model will work within our college.
 - We turned in priority requests for filling positions to the Dean's office. They are waiting on 20th day enrollment numbers to determine which positions may be filled.
- Jason E. met with Gary Pratt and Gregg Hadley to discuss potential changes to the website.
- Gloria said the Digital Asset Management conversations are starting.
- Academic Updates:
 - Gaea is on a \$3.5 million national grant for student engagement and teaching.
 - Jon's role with PHL has changed. He is the Ethiopian Team Leader.
 - Classes are going well.
 - Five new graduate students were admitted for Spring 2019.
 - Katie Burke is working on the ACT Professional Development Conference event coming up in November.
 - Applications for Jason's previous position have been received, and the search committee will begin reviewing them soon.
 - Food Science Institute director interviews will be announced soon.
- Jason is part of an Advisory Board for HCS. They are developing a focus on customer service.
 - In the Spring, HCS will be presenting a 3-tiered supervising training program.
 - All 8 sessions need to be completed for supervisors to earn a certificate.
- A departmental meeting is long overdue. One will be scheduled in late October.
- Discussion about day and time of unit leader meetings. It was decided to leave the day and time as it is.
- The second KSUnite, will be held on October 9, from 1:30 pm-3:30 pm. All classes will be canceled, and university offices will be closed. Watch for more details.

Cory Spicer:

- Everything is up and running for the school year in all the students' labs. The printer is not working in the ACJ lab.
- Richard Baker has a Mac Book for teaching his class.
- Worked with Lori to do some testing on the EPMS system, and she said it looks good.

- There is some trouble with the internal system with the General Ledger site within the Bookstore, but it seems to have been fixed. We might need to do some export migration of the information for historical reference purposes.
- James and Annette were encouraged to get in touch with Cory if they have any trouble with logging into their accounts at University Printing.
- Megan Macy asked about shortcuts to One Drive does not synch with what is on her laptops with what is on the web. Cory will investigate the problem.
- ITS Updates: Infrastructures is working, lots of meetings in next generation platforms to try to get away from most onsite storage. Gary Pratt had mentioned there might be some restructuring with ITS, but don't know much more than that. The library rebuilding is going slowly.
- Gina and Cory need to meet about the Bookstore platform for ecommerce solutions that would work best for the whole campus. First, they need to figure out who should be at the meeting and figure out what the University is doing.
- Need to do some EPMS updates
- They will be replacing the large monitor in UM 312 and sending it to Sharp for replacement under warranty. We are asking everyone that works in that room to power down all monitors before they leave. Gina and Cory might investigate timing them off.
- Mark asked if Cory could look at Publishing's black and white printer. It might need to be replaced. It needs to be shut on and off for it to work, could be an internal hard drive issue. Their color printer has died too.

Gina Nixon:

- Bookstore has been busy.
- Family Studies has a grant with the military. There have been three shipments of 105 various sized boxes to bases across the country. The client requested delivery tracking which required bookstore staff to enter all addresses into USPS software. This allowed us to see that packages were delivered quickly and did reach their intended destination.
- New Student Services will be sending out 3 – 300,000 plus piece mailings in the next two months. The postage alone for these mailings will be close to \$180,000.
- Gina is working with Lisa Heller to move University Printing invoicing from the business office staff.
- Gina is going with Mandy to the Vernon showcase to identify potential promotional items for clients.
- Next Friday, the Business Office staff will be out of the office for a retreat. We will be looking at what we do and how work might be shifted to be handled more efficiently.
- Next week the Department of Labor will be holding a listening session on new FLSA salary minimums in Kansas City.
- Mandy will be gone Sept. 17-24th and Gina will be attending a conference in Wichita.
- We are working on the financial reports in EPMS and have realized that we will need to develop some customized reports to meet our needs.
- Our department/state vehicle was flooded over the Labor Day weekend. We have taken it to Motor Pool, and we are awaiting the result of the repair or replacement costs.

Megan Macy:

- She is leaving for State Fair today to set up the booth. She will be there through Sunday, then Gloria will be there Sunday-Thursday, and then Susan will be there Thursday-Sunday.
- Susan Metzger has overseen state fair volunteer sign-ups. There were several time slots the PFTs did not fill and Susan, Megan and Gloria will be having to cover. Next year, there needs to be a stronger accountability plan led by Extension administration.
- Numerous design projects coming in, Megan gave Mark a heads up and will be following up with him and putting the jobs into Workzone.
- Megan is working with Cassie and Kansas 4-H to rethink their state fair social media plan with Cassie's departure. Cassie has done a great job scheduling posts and helping set Kansas 4-H up for success the best she can
- Megan is guest lecturing in New Media Studies today. The class will be working to create campaigns for National 4-H Week in October.

Rob Nixon:

- On Aug. 23rd Gregg went to Flint Hills Technical College and the class went well. He spoke to the admission folks about working with K-State's Art department. This continues to be a good relationship.
- Working with Dr. Burke in planning a class project where students will see their work through the print process (AGCOM 210).
- Spoke to Rollin and they took in 158 poster orders for McCain this week and table tents. Posters are a strong area for us.
- 52-jobs coming in daily and lots of estimates.
- We changed the plate size on the Ryobi, which has helped with the life cycle of our rollers and print quality.

Mark Stadtlander:

- The unit has moved their monthly Publishing meeting.
- Lots of people out sick in the unit.
- Ag Report is out.
- Gina, Deb and Mark will talk about the EPMS reports.
- Gina, Mark, Donna, Jeff Whitworth and Holly Davis met to discuss the pricing of the new Insect book.
- Gloria is taking Master Gardener classes, so will be out on Thursdays.
- Jason Ellis, Gloria, and Mark met to discuss Gloria's responsibilities and how to manage those expectations.
- Linda will follow up with Jason Ellis to discuss the follow up to the ACE diversity meeting she attended.
- Mark has been talking to John to discuss why the purple in two brochures, State Fair rack cards, look different when printed at different times.
- Kudos to everyone who has been doing State Fair things...everything is appreciated!

Jason Hackett:

- Cassie is wrapping up her work for us but will provide some metrics to show the growth that has happened with her social media strategies and tactics. She also has a document of best practices specific to our feeds that she's going to share.
- Because of how much success Cassie has had with ramping up our Twitter presence, I spoke with Randall yesterday about him picking up more of those duties. Cassie is going to meet with Randall and share as many of her best practices as possible.
- As a team, we're going to start forging ahead on some improvements in what we do. These are more tactics than strategy as we wait for DCM to share its university-wide strategy that will cascade to the College and then to us. But we can make changes in what we do and how we do it that will be valid and useful whatever is decided above us. We're going to be focusing on four key aspects: Rationale, processes, deadlines and accountability. The intent is to be more efficient and effective with the communication vehicles we produce.
- The whole team discussed some revisions to how we'll approach the Sept. 25 New Agent Training.
- Dan and Cassie have been working on new approaches to social media video, and one is scheduled to release either today or tomorrow, pending issues with uploading to Facebook.
- Brad is under some heavy pressure to put together videos for the Feed the Future labs.
- Pat, Mary Lou, Randall, Brad, Dan, Megan, Gloria and Jason planned out most of the content for the next Statewide (Nov.)
- Megan, Gloria and Jason will meet sometime after state fair to talk about some adjustments to Statewide.
- Jason is working on an op-ed from Ernie re: the Feed the Future labs' extension announcement.
- Randall will be helping Jay Weeks record his first Global Food Systems podcast interview.
- Randall is also working on a College of Ag research podcast concept and has made some initial interview contacts.
- With Eric's upcoming leave, Jeff, Sarah, Randall and Jason met with him to discuss coverage for Ag Today for the last two weeks of Sept.
- Kevin is continuing to work on soundproofing the remade studio in Dole 123.
- Someone from DARPA who is working on a project with Plant Path is coming to for a radio interview on Tuesday. Pat is also staffing it.
- Jason is going to state fair on the 14th.
- Mary Lou shared EDEN disaster resources with extension staff in areas affected by flooding.
- Megan helped with some super-timely booking of a couple of podcast interviews to get us back on track with The Extension Files podcast after a break (county fairs for agents; ACE conference for Jason).