

Unit Leaders Meeting, April 5, 2018

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

Jason Ellis:

- Jason will be out of the office on April 11th.
- Jason, Pat and Megan will meet to discuss piloting a different approach to projects using the Culture of Health FCS project. A cross-functional team approach will be used. Other discussion will focus on developing a more focused plan of action, benchmark dates, and metrics.
- Jason will be visiting with Amy Button-Renz concerning a different email system and constant contact.
- Dean Floros will give the State of the College address in April.
- Dean Floros has asked our faculty to consider Associate Dean Zelia Wiley for tenure. She does not currently have a tenure home and our department would make the most sense. Her educational background is in agricultural education.
- First Tuesday Update
 - Provost Update – an announcement and offer will be made soon
 - Budget modernization – still in Phase 1, the discovery phase. Phase 2 will be developing a budget model and implementation plan. The model will begin a phased implementation in fiscal year 2020.
 - The Huron group will be presenting their findings and recommendations regarding enrollment strategies to senior leadership at the university. The information will be shared with colleges and used to develop future strategic plans to increase enrollment.
 - President Meyers indicated he will be making some organizational changes to improve data and information sharing between administrative and college offices.
- Jason Ellis met with the publishing unit. Items discussed included:
 - The restructuring of project management and the pilot method that will be used for Culture of Health.
 - Megan Macy will begin attending publishing unit meetings in addition to the news media unit meetings.
 - Branding enforcement and consistency.

Rob Nixon:

- Open House on Saturday, Apr. 7th..... currently has 150 job tickets waiting in the queue, hundreds of posters printed, very busy!
- Rob, Rollin and Lori met with Cathy Oehm to talk about printer bids and follow up.
- Talking to Human Capital Services to get a place at the table to discuss printing services with new employees each month.
- Cory Spicer and Joel Knarr did a scan of IT services at the Union. They need to update several computers/printers.

Mark Stadtlander:

- Our unit is having continuing issues with printer and web connectivity. Cory is aware of the issue.
- Unit met two times this week: one regular meeting, one with Jason Ellis. One item of discussion from the meeting was charging 'mac' time. The group will be charging projects that are billed back to departments, generally, un-numbered projects. Charges are already built into publications sold from the bookstore. Question on fees, do we start charging administration the same fees as other clients? (Jason did not have an answer at this time). Over time we have wavered between it being the cost of doing business and charging them.
- Pricing of directly delivered publications can be charged at cost of printing. (Wheat ID book)
- The unit is planning a twice-a-week update meeting to coordinate incoming projects.
- CCS order form questions. Meeting with Mandy, Deb, Linda and Mark Thursday morning.
- Gloria had an Annual Conference meeting Wednesday afternoon.
- First Quarter Twitter Statistics: 81 tweets, 26,980 impressions, 954 engagements.

Jason Hackett:

- Kevin and others are moving things out of the student office and into the CLOSET room so the student space can be turned into an audio studio and the current, tiny studio at the back of that room can be turned into an actual storage closet.
- Launched the podcast, and 142 downloads already! Showed up on Morning Ag Clips, and haven't yet promoted it on Facebook.
- Yesterday, they had a media request about the China tariffs. Jason told the reporter about a KC conference with professionals in the field that will be there.
- Randall built a print news release from radio clips about the Chinese tariffs on pigs and will be putting together another one from today's interview with Dan O'Brien about soybean tariffs Eric is pulling in lots of people to interview about these hot topics.
- Pat will be in Garden City to help with the Ogallala Aquifer multi-state meeting and will be working on print stories about it.
- Sarah Hancock is putting together a news release for a research agreement with John Deere and asked if NMS has one-pager info sheets on relevant topics. This was a project a few years ago that is being resurrected this year but we do not yet have anything that she can use.
- Jason discovered that if he sends something to every listserv, it can be bounced back as SPAM, and he can't send anything out for 48 hours. He will use more discretion when sending out news releases.
- Jason met with DCM leaders about how to target certain geographical areas for interest in Ag, in order to build awareness of K-State, as DCM's primary focus in enrollment. They are talking about finding stories that would appeal to prospective Ag students, especially minorities. Jason Ellis suggested talking to Sandy Klein about these ideas and how to incorporate media in these initiatives. Jeff is specifically looking at NE, MO, IL, TX and CO Jason Ellis suggested looking at California schools as well.
- Kathy Gale will join the writing team meeting on Monday. She is from Agronomy.
- Susan Metzger is coming to their team meeting the following week.

- Kim from Kansas Forest Service reached out to set up a line of communication now that Jennifer Williams is gone from KFS.
- Opioid story release and Culture of Health release are ready to go out
- Women Managing the Farm video is going really well on Facebook.
- Statewide meeting lasted for 2 hours on what needs to go in the next edition.

Gina Nixon:

- Diana LeBlanc has starting scanning in our HR files.
- Gina visited briefly with Sarah Brooks in the College of Agriculture about getting our Academic Records into ImageNow. Faculty will have access to it via WebNow and will be able to make advising notations directly into electronic files.
- Cory Spicer and Gina will meet about technology waste and prepare for it to be recycled.
- Cory has provided quotes for computers for the graduate students and Ag Ed work room.
- We have 8 new grad students accepted for Summer/Fall 2018.
- ACT is hosting "Aggieland" for Open House. AGED is hosting the College of Agriculture scavenger hunt and distributing t-shirts to those who complete it.
- ACT is collecting beverage can tabs through the first week of May for the Ronald McDonald House. Tabs may be dropped off in the business office.
- First EPMS user group meeting will take place on April 5. The goal is to get users together to discuss how the system is being used throughout the department, share navigation tips and tricks, and identify ways to improve processes, gain efficiencies and more fully utilize the software.
- Gina is serving on the College and University Personnel Association annual meeting planning committee. This year's meeting will be November 1-2 in Wichita.
- Audrey King and Gina will be selecting student artwork from Audrey's Imagery class to hang in the student areas. The photos will be printed through University Printing and swapped out at least three times each year. The photos will also be uploaded to the department's Flickr account for use as stock photos.
- Faculty treated on-campus graduate students to lunch at JP's for graduate student appreciation week.
- The College of Agriculture business officers and accountants will be attending a financial software demonstration on April 9. Discussion continues regarding a centralized accounting system for the College. A centralized system would allow Geneva to run financial reports when necessary to provide consolidated information to the Dean upon request. Additionally, a common system would provide staff from other departments the ability to step in and help when vacancies or long-term absences occur.
- Gina will meet with Lauri Baker regarding funding for the Center for Rural Enterprise Engagement.
- Jason Ellis and Gina will be visiting with Terri Fayle about research expenditure and FTE tracking.

Megan Macy:

- Met with Janie, Linda and Shane Potter, new 4-H volunteer specialist, to discuss potential projects

- Working on College of Ag recruitment materials with Sandy Klein
- Sent the KSRE home page, cake layers site plan to unit leaders last week and is needing feedback
- Megan has had requests for some elevator speech, ie “What is....” statements on certain topics and will begin working on pulling a document together as a resource for agents.