

Unit Leaders Meeting, August 2, 2018

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

Jason Ellis:

- One Voice are meeting with Huron Group today at 10am. Jason Hackett and Mark S. will represent our department at this meeting.
- He had a meeting with Nikhil Moro, the new director for the Journalism school. Nikhil is interested in increasing our collaborations considering the new funding model by sharing what you have and working together. One question he asked, "Where are they printing their magazines, when they could use University Printing?" He invited Jason to attend their Journalism retreat.
- Greg LeValley and he met with Flint Hills Tech College with Megan, Kim, Jason Sculla, and one of their academic advisors to discuss creating a pathway for their students to come to KSU. They all felt it would be a very good arrangement, and their students might be interested in our Ag Com degree program. It will be a good pay off for students to come work, to get some production experience, and University Printing to benefit with a new pool of employees.

Gina Nixon:

- The mail center worked with Pitney Bowes to resolve an issue with meter funds.
- Mike has been super busy with mailings. He had a 71,000-piece mailing for Admissions in addition to seven or so others that varied between 2,500 and 7,000 pieces each. We are getting ready for the Manhattan Mercury's Back to School issue. This year it will be a glossy magazine which will make it less messy. However, it will still need to be hand labeled due to the glossy cover. The magazine is mailed out to the home of each new K-State student.
- Diana Leblanc sent an email to unit leaders asking for confirmation of students who will be on payroll this fall and to ask if there are recruitment needs for additional/new student employees. She also asked that unit leaders/supervisors let her know if there are student employees who should be removed from payroll.
- Diana is currently working on scheduling a search committee meeting for the ACJ faculty position.
- Patty and Gina are selecting photos from Audrey King's class, that will be framed and hung in the gathering spaces.
- Lori Buss will be out the week of August 13th.
- July month-end statements just came in, so the accounting staff are balancing accounts.
- Buddy McKendree was in the office August 1 to conduct research with a few high school Ag teachers as part of his Ph.D. program.

Rob Nixon:

- The number of estimates is way up, as departments are crunching numbers for their budgets. It would be good to figure out how much time is consumed in figuring out these estimates.
- Printing 101 for Administrative Professionals is on Friday, August 3rd, and it is currently full, with a waiting list. We will need to get this captured and recorded next time.

- He is working with Diana and potential student employees, those coming and those leaving.
- It has been decided we will have 2 people in the Union for the mid-part of day, but most of the time we will start out lean to staff the Union Printing office. If we need to add more employees, we will.
- Diana LeBlanc is a big Red Sox fan. He would like to point out that there have been 202 Royal wins vs 195 Red Sox wins. Jason Hackett's reaction, "Oh no!"

Jason Hackett:

- The windshield is getting replaced in the state car today.
- Sandra Hoffman is asking how to get some gear to shoot video in the fall. Ernie sent her to this department. She is needing extra equipment for a student who will shoot a safety demo video. She is wanting to build new courses. Jason is having his office go through their equipment to see what they can lend to her.
- Everyone is ready for Statewide.
- He will be out the rest of the week and will be at the ACE conference.
- Mary Lou will be out for a couple of weeks.
- Most of his one on one's are done, with a couple more to go. He will be updating goal sheets.
- Three Feed the Future Labs are likely to be renewed (nothing official has been announced). Announcements are expected Aug. 23 for PHL, SMIL, and Wheat Genomics at the Kansas Ag Summit. There may be some USAID officials there.
- Mary Lou had a meeting with Ron Wilson about workflow with his weekly column.
- Yesterday was the last day the KSRE calendar piece will be posted. We will be directing people to the main KSRE calendar rather than making a separate piece that is sent out through our news-release listserv.

Megan Macy:

- Meeting with Paula and Erin to continue moving the Culture of Health communications plan forward.
- Working on all things state fair – have received PFT questions and are beginning to build booth volunteer guide. Volunteer training is scheduled for 10 a.m. and 2 p.m. on August 21. Training will be recorded for those that cannot attend in person.
- Susan Metzger is coordinating state fair volunteer sign ups and will work with Gregg to make sure all the spots are filled.
- Jason Ellis, Jason Hackett, Cassie Wandersee, Lauri Baker, Katie Burke, Audrey King are going to ACE.
- Ag and Natural Resources Program Leader announcement was made. If you would like to apply, please see Megan for additional information.
- OME increased their video rates, and DCM is transitioning from being the first contact for those video projects. COA should still receive a discount.
- DCM will begin implementing a rush charge for design projects and will be charging for design services beyond 3 comps. For more information, follow up with Megan.

Mark Stadlander:

- They will have two ACE travelers next week, Donna and Linda.
- Amanda is out this week and will return Tuesday.
- Unit is trying to figure out a time for Publishing unit meetings. Conflicts for timing have arisen both with other meetings and space.
- His goal is to have people go to Tuesday Letter for information and publication order forms.
- Mark will be going to a seminar next Thursday and Friday.
- We are currently short a designer, so if you are needing work done, be sure to add in extra time.
- We had 6 new titles in this week's Tuesday's Letter. It would be good to track if we have an increase in activity with these publications.