

## Unit Leaders Meeting – February 14, 2018

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

### **Jason Ellis:**

- College Committee on Planning (CCOP) – need faculty and unclassified staff on this committee. Mark Stadtlander volunteered to be on the CCOP, since he has served on this committee in the past and on the Faculty Senate Committee on University Planning (FSCOUP).
- Unit Leaders will serve as Departmental Committee on Planning (DCOP).
- Jason asked each unit leader to provide him with potential department advisory board member names. Nominees should be from outside the university and represent the various functional areas of the department. The advisory board will provide strategic advice to inform the direction and organization of the department.

### **Gina:**

- Electronic time entry is now available to all non-exempt (hourly) employees. Employees are now able to login to HRIS to enter their hours worked or on leave directly into the payroll system rather than completing the paper time sheet. Once the employee submits their hours, the supervisor receives an email notification and will login to review and approve the hours. If a change in the hours is needed, the supervisor may reject the submission and ask the employee to make the correction. Only the employee and department time keeper may enter or make changes to employee time and leave. Time and leave submission deadlines will remain the same, 5 pm on the last Friday of each pay period. The bookstore and business office staff will be the test subjects for this process beginning with the current pay period. We will schedule employee and supervisor demonstrations for all eligible staff prior to rolling it out department wide. Paper time sheets may continue to be printed as necessary.
- The college business office is compiling a list of all vacant positions in the college. Gina provided a status update to Geneva.
- Looking at existing departmental Strengths Quest reports and seeing how we can utilize this information to build a better team. Gallup has lots of trainings on how to use this information. There is a free quiz that Megan found online and found it very helpful, using the language of Myers-Briggs and Strengths Quest.
- Lori Buss talked with Kathy Ohm in Purchasing regarding the upcoming RFP for University Printing print partners. There was discussion about how the university is handling off-campus printing by other departments.

### **Rob:**

- Met with Spencer LeHaye, who is the graphic designer for the football program. Greg gave him a tour of the shop and Spencer has since sent us several jobs.
- Met with DCM, Mainline Printing and Todd Holmberg from McCain to discuss printing and design of the McCain programs. We are pleased with the outcome and will continue to provide services.

- Met with the Joe Milostan, Elizabeth Williams and Lexi Pultz from the Education Abroad department. We talked about signage and display items and other services we could provide for them.
- Met with FedEx about the upcoming printing contracts. We talked about pricing, time frame, and informed them that there is no guarantee that they will get certain jobs. We will bid all print partners.

**Jason Hackett:**

- They were able to get rid of some of the stuff from the CLOSET, ie. file cabinets, desk pieces, etc. The room is getting cleaned out. This room will allow Dan the ability to have impromptu portrait taking sessions, and the space can easily be changed for different purposes.
- Editorial Board met to plan the special issue of "Good for K-State," it was a productive meeting, but the focus seemed to change. Project status uncertain.
- *Statewide* email is nearly ready to send.

**Mark:**

- He handled an unfortunate copyright issue, but it was cleared up by taking the document in question off the website and contacting the district director and the author.
- Suggested contacting Gregg Hadley to see if ongoing training for local offices could be adapted for training teams within on-campus groups.
- We are getting presentations proposal accepted for ACE. Information on travel grants was in today's K-State Today.
- Retirement citations coming back from Suzie and Dorothy
- Global Campus wants to join the shared instance of Work Zone, this may create some appearance differences in the interface.
- All Unit reviews and letters are turned in.
- He had an educational trip to Denver.

**Megan:**

- Branding issues presented for leadership feedback.