

Unit Leaders Meeting, July 26, 2018

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

Gina Nixon:

- We finished closing FY18 in EPMS, and Jason E. took the office staff out to lunch to celebrate!
- Lots of mailings coming through as school is about to begin.
 - The back-to-school Manhattan Mercury issue we mail to each incoming NEW student must be hand-labeled. UPDATE: This is a magazine this year. However, it was printed on gloss paper and must still be hand-labeled. There are approximately 3,200 pieces.
- Hearing positive things from the business office staff regarding the use of EPMS for AP/AR and discontinuing use of the General Ledger.
 - We are trying to reduce the number of accounts of which we keep track.
 - All department fees will be deposited into one of two accounts instead of one of six. This makes processing and recording deposits much easier.
 - We are also eliminating the sub-accounts for each unit and tracking expenditures in a different fashion. Again, this will save staff time, reduce the potential for errors, and improve the reconciliation process.
- Lots of computer issues this week
 - Microsoft pushed out a big update this week. A number of individuals have reported slow start-ups and overall network slow response.
 - Concerned the issues could be indicative of something else going wrong or will go wrong in the future.
 - Cory Spicer is out the week of July 30.
 - We are repurposing some unused printers.
- Cory is working on getting the student labs updated.
- Buddy McKendree will be in the office on August 1 to conduct a focus group as part of his Ph.D. research. He has Kansas Ag teachers who will be in town for the K-ACTE Conference earlier in the week.
- We posted Jason Ellis' ACJ faculty position on the KSU website on Wednesday, July 25. Application review will begin September 6th and we hope for a start date of January 7th. Jon Ulmer is chairing the committee with Katie Burke, Lauri Baker, Kelsie Tully, Pat Melgares, and Taylor Matheny as members.

Rob Nixon:

- We are busy with almost 42 jobs a day. Several projects include:
 - Sold 90 X-frame banners
 - McCain programs for their 2018-2019 season, and quarterly inserts, and they are upping the number ordered.
- Good example of a group project with the Forestry portfolio starting with Mandy, then Mark, and all went well working on it together.
- HCS contacted 2-3 employees asking if Rob is doing his job of mid-year reviews, etc. They received favorable reviews from his unit.

Jason Hackett:

- Cassie is posting good items online:
 - Tuesday's Ag Today posting got 495 downloads (433 on Thurs.) vs a previous standard high around 360
 - Extension Files podcast posting on FB got lots of engagement
 - She's adding multiple, targeted Tweets each day and improving our FB activity as well
 - Generating lots of ideas and enthusiasm
- Eric interviewed Art Barnaby regarding the tariff relief plan. We're working on making it a news release as well.
- The video crew has a shoot with Ernie Minton for the Statewide letter.
- We had a meeting to figure out where we need to be and the status of Statewide.
- Writers turned in everything for Ag Report and Seek
- Kevin is taking care of getting the state car's windshield replaced – and making sure we were using the state contract will save a lot of money over the original quote.
- We have a lot of people out this week.
- Working on one-on-ones with each person in the unit and checking in on their individual goals.

Mark Stadtlander:

- The July 24 Tuesday letter the first announcement of new material from the publishing unit.
- The July 31 Tuesday letter will have Abnormal Corn Ears, Canola Production, and Wheat Variety Disease and Insect Ratings. The Tuesday letter announcement is replacing the order form and free copies distributed to counties that has been used in the past.
- Forest Service has had staffing changes. Annie, who was a frequent contact has left. The search for a new communications person is in progress.
- Communicator of the year committee had many more submissions this year after allowing nominations from outside the department.