

Unit Leaders Meeting, June 28, 2018

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

Jason Ellis:

- Ernie Minton is the new interim Dean of the College of Ag and Director of KSRE beginning July 1st.
- John Floros' farewell party is today (June 28) 3pm-6pm at the Stanley Stout Center.
- Jason will be meeting with Gregg Hadley and Gary Pratt, CIO, to begin discussion on new information systems affecting website design.
- There was brief discussion on the Huron Report. Three task forces have been created to begin addressing information in the report. One will focus on enhancing data, technology and systems coordination and governance. Another will focus on financial sustainability through enrollment and financial aid strategies. A third will work on marketing and communication messages targeted to specific audiences.
- **No Unit Leader Meeting next week, July 5th**

Gina Nixon:

- Unit leaders identified staff needs for Adobe product licenses for fiscal year 2019.
- Patty, Katie, and Gina attended the "Art of Risk Taking" presented by Catie Whelan and sponsored by the Women of K-State. There were approximately 200 women in attendance.
- Cory is working with EPMS to resolve some issues with our database integrity.
- Business office staff are reconciling accounts in EPMS in preparation for the beginning of fiscal year 2019. Our previous general ledger shadow system is being retired.
- A quote has been requested for the purchasing module of EPMS. This will resolve some of the inventory tracking and management issues. As soon as it is up and running, we will begin entering publication and promotional item inventory.
- Employment contracts were distributed last week. All but one has been returned. Diana will forward the signed contracts to the Dean's office on Friday, June 29.
- Gina has been working with Wade Weber, Keli Yungenberg, and Mandy Wilson on signs for the Umberger Hall stairwells and elevator. The signs will identify each floor as well as the main entrance/office for each unit in Umberger Hall.
- The hard drive of the Bookstore copier crashed. It should be repaired by Monday, July 2.

Rob Nixon:

- He has started doing mid-year performance reviews.
- Cory is working with Rollin and Kris to resolve EPMS issues.
- They are working on a variable data project with Sandy Klein on a student/advisor piece.
- Outside projects include: Delivering the WSU pocket portfolios tomorrow, Ag Press is using us more frequently and some of their staff toured our facility to see what we can do, and Fort Hays State has asked us to do their Athletic posters.

Megan Macy:

- Working with publications team on sample Workzone projects to get the process figured out.

- Attended the PFT Leaders Retreat alongside Mark, Pat, Gloria and Donna. Overall good meeting with some really exciting potential process changes shared from North Dakota State Extension – a lot of great potential for marketing/communication.
- Sorting through Huron research and what that data/report means for recruiting efforts for the University and specifically the College of Agriculture.
 - Is being pulled into some of the planning and preparation marketing work based on that research
- Will work to schedule a meeting with Paula, Laurie Chandler, Jim Linquist, Trudy Rice and Mark Stadtlander to review and potentially update the Making a Difference Report to better serve their goals for the report.

Mark Stadtlander:

- Amanda met with Julie Fosberg, Website Coordinator, to discuss options for the publishing website. She gained some insight that will hopefully aid in formatting online publications (i.e. tables).
- Gloria, Mark, Donna, and Linda attended the PFT meeting at Farm Bureau Wednesday.
- Mark is assuming some deadfile responsibilities for authors who have left K-State or whose units no longer exist. In the past, we tried to find someone to sign off on these publications and people were generally hesitant since they were unfamiliar with the piece. If it causes problems, we can redo the publications and assign a new number.
- The discontinuation of samples notice went out in the Tuesday Letter. The new header name for new and revised publications in the Tuesday Letter will be called the "Publications Update."
- Mark and Linda will be watching a webinar entitled, "Am I Allowed to Say That?: Workplace Communication in a Changing World," today at 11:30 in UM 313.
- Gloria signed up for State Fair listserv to get us on the events calendars and know what is going on.