

## Unit Leaders Meeting – March 1, 2018

Attending: Jason Ellis, Gina Nixon, Patty Karr, Jason Hackett, Rob Nixon, and Mark Stadtlander

### Jason Ellis:

- Mark and Jason Hackett are no longer eligible to serve on College of Ag's CCOP planning committee. Representatives must be of instructor rank or higher and not on a term appointment. We are in the process of nominating and voting to identify who will serve on the committee.
- Communications and Marketing brought in BVK from Wisconsin to speak to us on their approach to branding and public relations, and perhaps contracting with them.
- Jason Hackett sent Jason a list of general project scopes within his unit.
- Academic News
  - We are in the middle of the semester and will be starting enrollment soon for Summer/Fall semesters.
  - Ag Ed keeps increasing enrollment each semester, and Ag Comm is slowly adding a few students each semester.
  - This week, Ag Ed is going on a Corn Tour, where they go through dairy, ethanol plants, and other corn industry-related businesses. They are seeing farming to processing, and this gives them better industry understanding.
  - The NEW Master Grad Deadline for Summer/Fall Applications is now Feb. 1<sup>st</sup>. Last week we admitted 4 applicants for the Summer Grad Program, and 9 were admitted for the PhD program for fall (but none of them will be advised through our department).
  - We are having a Graduation Reception here in the building for undergraduates in May, with a lunch right before the ceremony. The time will be staggered for Ag Ed and Ag Comm graduates.

### Mark:

- The publishing unit worked together to create a document to give to Jason about scope of work in his unit.

### Rob:

- Completed his first batch of unit evaluations, and just needs Jason's signature.
- Greg and Gina met with Kelly Farris in the Center for Student Involvement (CSI) about potential uses of Org Sync and K-State 360. The CSI sends a weekly newsletter to student organization leaders and advisors. University Printing will begin submitting monthly articles promoting University Printing at the Union. Messages may also be sent prior to events such as the student organization fairs in the Fall and Spring. University Printing services and forms may also be listed on the Org Sync Resource page. K-State 360 may provide an avenue for creating and delivering

printing presentations to students that will help them complete K-State 360 requirements and badges. Kelly was very happy to learn more about the printing services offered by University Printing and plans to find ways to help promote their services. The group briefly discussed billing accounts for student organizations and how Org Sync can be used to identify billing information.

- Another great group from Flint Hills Technical College toured the printing facility. This program grows stronger each year. Brian Crouch and Dr. Ellis talked about potential 2 plus 2 opportunities and we are pursuing our first internship this summer.
- Our digital group is finishing up a large number of posters for Cattlemen's Day.
- Rob and Greg will be meeting with Chad Jackson at the Entrepreneurial Center on how they can work together.
- Concrete on the east side of building has been busted up due to heavy equipment sitting on it. This has made the parking lot section broken up.
- Equipment inventory is now completed in his area.
- Equipment update: Plate Processor is down; Polar Cutter in Dole was down...trying to figure out pricing for fixing the equipment and scheduling maintenance on. Some pieces have insurance on the equipment, so that helps with costs.
- Van #5677 has been fixed and it is back.
- Kudos to Jason Hackett and his team for handling the "Deadly Dust" copyright issues. They we didn't own the rights to the video, so we couldn't share or use it.
- Thank you to Mark Stadlander and publishing for all the printing jobs sent down to him and his team.

#### **Jason Hackett:**

- Four from the News Media Services unit went to the Social Media Boot Camp, along with Megan Macy, and they received lots of useful information. At one point, they split the Extension people out, and the presenters, Megan and Jason were able to promote our dept and the print shop.
- Randall and Jason H. are meeting with Maureen Olewnik about Global Food Systems podcasts.
- Dan and Eric did their last Master Farmer interview this week, and the dinner is next week.
- We decided Eric should stop posting separate audio clips for each segment of his radio program and instead direct attention to the podcasts.
- Podcasts will be located at different .net urls, so they will be easier to find: agtoday.net perspectivepodcast.net; soundlivingpodcast.net and, coming soon, extensionfiles.net (Jason and Megan conducted two more interviews as they bank content for the launch).
- On Perspective content, we will be looking for more KSRE subject matter to feature, and a strong possibility is community vitality/rural development pieces about communities in Kansas.
- Cattleman's Day is tomorrow, March 2, and several from the team will be covering the event.

#### **Gina:**

- Gina attended a session with the Office of General Counsel titled "What do I Owe You?" The first half of the session covered FLSA – determining factors for classifying positions as exempt or non-

exempt for overtime payment. The second half covered differences between an employee and an intern. Big takeaways included the need for clearly defined and signed agreements between involved parties and determining the purpose for the arrangement and which party is receiving the greater benefit, the student or the employer.

- Flexible scheduling and alternative work schedules were discussed at the Business Office staff meeting and with the Bookstore staff. Deb Stryker will begin working from home on Wednesdays. We will try this for 90 days with evaluation of the impact and effectiveness for both parties at 30, 60 and 90 days. In order to try a flex schedule, employee must be in their position for 1 year and have better than a "meets expectation" rating. Gina also discussed short-term schedule changes to accommodate special circumstances.
- Unclassified performance appraisals have been distributed. The rating spreadsheet has been provided to the Dean's office.
- Initial reports indicate the Social Media Boot Camp was a big success, with lots of good content. They had attendees from as far away as New Hampshire, Montana, North Dakota and Michigan. About half of the 90+ participants were affiliated with K-State Research and Extension.
- Gina has introduced Diana LeBlanc to most of departmental staff. There are still a few folks to meet and areas to tour. Diana is located in 112 Umberger and can be reached at [dleblanc@ksu.edu](mailto:dleblanc@ksu.edu) or 785-532-3589.