

Unit Leaders Meeting – March 29, 2018

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

Jason Ellis:

- News Media Services has two - 21" iMac computers that are new in the box and not being used. If any unit has a business use for these, please contact Jason Hackett at jhackett@ksu.edu or 2-5806.
- Tasks that are ongoing:
 - Time to update the department promotion and tenure/reappointment/annual performance appraisal document. Reviewing university guidelines to proposing changes to outdated processes and terminology. Short discussion about changing the performance review document.
 - Received an inventory of tasks and responsibilities from Unit Leaders and is trying to synthesize those lists.
 - The SWOT analysis completed earlier in the year will be used to update the department 2025 plan and unit strategic goals. The inventory document will also inform department plans.
- Jason has gathered advisory board bylaws and guiding documents from other departments to begin defining a guiding document as we establish a department advisory board.
- No news on budgets, etc. since we there hasn't been a college or extension Leadership Meeting for the past month.
- Departments were recently asked to provide the College with the name of a representative for the College Committee on Planning (CCOP). University guidelines require that committee representatives be a tenure-track faculty member. Department faculty must nominate and then vote on a representative. Following this process, our faculty nominated and voted to have Jason Ellis serve as our representative on the CCOP.
- One Voice update
 - Dean Floros has asked President Meyer to present the College of Ag commencement speech. Jeff Morris has asked for our assistance in writing the speech.
 - There will be renewed efforts with Meltwater for tracking K-State news placement.
 - Jeff Morris requested that we look at the K-State items being released to the media to reduce the quantity, be more strategic and relevant with releases, and be more concise.
- There was discussion about University Printing reaching out to Olathe campus and also promoting University Printing services on the next One Voice call.

Megan Macy:

- Culture of Health meetings went very well, technology worked well, and participants seemed to enjoy. Communications team was well represented and did video interviews with some participants.
- Discussed that Extension needs to identify 2-3 target areas to concentrate and champion. This would help us coordinate our support

- Drafting out a new KSRE homepage using cake layers. We need to figure out what is the relevant information, what do we want to highlight, and are looking at other university's sites to see what they featured. Megan will send the Unit Leaders the prototype of the site, and she will discuss further at next week's meeting.

Jason Hackett:

- The NMS team and Megan are meeting this afternoon to discuss what we will be featuring and how to package print and video pieces after Brad, Dan, Mary Lou, Randall and Pat each attended one of the regional Culture of Health meetings.
- At One Voice, Jeff Morris said Dean Floros asked President Meyers to give College of Ag commencement speech. Morris would like some help crafting strategic, positive Ag talking points to include in the president's speech.
- Also at One Voice, Jeff Morris said we need to renew efforts with news-tracking services like Meltwater and make news items more strategic and new.
- Also from the One Voice meeting, In terms of being ADA compliant, Robert Nelson discussed captioning and transcripts, after having talked to the legal office. This could even affect Zoom meetings if a meeting is for the general public. Whatever is public facing needs to be accessible and 99% accurate in transcription. Jason H. is looking at other universities to how they approach ADA compliance.

Gina Nixon:

- Spring departmental meetings will be scheduled before the end of May. The Dean would like to attend either a faculty meeting or one of the departmental meetings.
- Fiscal year-end is approaching. The first deadlines have been issued for purchases over \$50,000 and capital improvements.
 - Overall, the department looks good. As of February 28, our teaching fund balance was 130,787, research fund balance was 33,393, extension fund balance was 41,823, fees total 1,059,609, and grants total 200,186. The fees include fees generated through department services, workshops, grant overhead, and tuition.
 - Some accounts are down from last year at this time.
 - The student tuition fees will be spent purchasing new laptops for graduate students, new computers for the Ag Ed student office, and new printers for the student labs/offices. The students would also like a water station to replace the current drinking fountain on the 3rd floor.
- Lori Buss and Deb Stryker are each working from home one day a week.
- Pawnee Mental Health staff are willing to come out and present their Mental Health First Aid program to interested faculty and staff. The program is eight hours and will be split into two days. We are planning to offer the program once this spring/summer and again in the fall when students return.
- ACT students are collecting beverage can tabs through the first week in May for the Ronald McDonald House. Please bring your tabs to the business office and we will make sure the students receive them.
- Enrollment for Fall 2018 has started. Faculty are busy advising students.

Mark Stadtlander:

- Question about unpaid internship. A technical communication student contacted Donna requesting an unpaid internship. Sarah Hancock had worked with a student from this program before. The problem is if we are paying someone to do a similar job, then we can't have an intern that we don't pay. If the student is receiving an educational benefit, but not actually producing something for us that we normally pay someone to do, then it is ok.
- The publishing unit has formed two committees, one charged with restarting extension publication review process, the other with creating a web page to serve as a one-stop source for KSRE information, including html version of publications. Megan Macy and Jason Hackett will need to coordinate with these committees to share information.
 - Web committee: Amanda (chair), Amy, Phylcia, Deb
 - Publication Review committee: Linda (chair), Donna, Janie, Deb
- Mark worked with Larry Biles and Stacey Warner to satisfy a USDA Forest Service notification about lack of civil rights notification on Kansas Forest Service website and printed information. In what must be record time, a plan was formulated on Friday and submitted and approved by the USDA Forest Service regional representative on Monday.
(<http://www.kansasforests.org/civilrights.html>)
- Ag Report is at press. Mandy knows about the mailing. Issues with duplicates (alum and advisory; ag teachers). Requested one per address.
- Various members of our unit are having continuing minor issues with calendars not syncing over various devices.

Rob Nixon:

- Kamel Mezouari from Platesetters came out to perform preventative maintenance on the Fuji plate maker. He was able to help them improve energy efficiency, decrease production times and pointed out maintenance features. Everyone learned some good new stuff.
- Rep from Fuji film will come out to discuss their plates, new technologies, and efficiency of their product.
- Bids are in from the printer contracts and there are 11 groups who want to work with us. Rob would like to work with them all, gives us strength and leverage. The committee will look at these bids and see if there are any foreseeable problems
- Printing of the Spring Commencement projects is starting. Files have been received for the cover and the custom cover stock and foil embossing die have been ordered. Also printing lots of posters.
- Justina has been talking with Greg to do a Printing 101 for Business Office group and anyone who is interested.
- Ashley Martin is bringing her class over for a Print Shop Tour on Tuesday, April 3rd.
- Sumner One is doing a Copier Day training at the Business School, so they will see what they will be promoting.