

Unit Leaders Meeting, November 29, 2018

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

Jason Ellis:

- Name Tags - what do we want on the tag besides the name?
 - We will include departmental name for those in “Communications and Agricultural Education”
 - Every Unit Leader will submit the names of those in their unit to Patty Karr who will submit them to KSRE.
- TV monitor has been switched out in UM 312 and has a surge protector plugged into the outlet.
- Evaluation deadline is near. More to come.
- Ag Com Faculty position has a signed contract, and background check passed, so Levy Randolph will be our new faculty member by August 1st!

Gina Nixon:

- College of Ag Holiday Party is December 12th at Houston Street Ballroom, 4pm-7pm.
 - We need a picture from Dan.
 - We need to put together a basket of items for the Raffle Table. If any of the Unit Leaders have things to donate, please give to Patty by Dec. 10th.
- Annual Inventory in the Bookstore has been completed in record time.
- Bread Baking Contest is December 10th, if interested in participating come see Patty to draw a number to see what you will be creating.
- Gina is serving on an HCS Initiative Team working on career development tools. Four initiative teams will be presenting research and preliminary recommendations to the HCS advisory committee on Dec. 7th.
- Anyone who would like to donate money to the Communications and Ag Education Social Fund at the KSU Foundation, please select account “D24215”.

Rob Nixon:

- Commencement programs are scheduled to be delivered December 3-5, as the state plant is worried about weather delays.
- 2019 calendars are in process.
- The Union has fewer student employees, so we are working on filling those spots. We also have some positions open in the Umberger Print Shop.
- Looking for input for the Employee of the Year...need nominations by December 18th.
- We also need a Safety Representative.

Jason Hackett:

- Sarah Moyer is not going to work on the radio next semester, she wants to work on items for the newspaper.
- Richard’s Retirement Party plans
 - Dec. 14th, 3pm-5pm
 - UM 312, 2pm-6pm (for setup and clean up)

- Need cake, punch, service ware, invite list, Tuesday Letter Announcement, K-State Today Announcement, radio announcement, pictures, gift, decorations...
- Eric and Jason attended a planning meeting regarding communications needs for the Global Agenda for Sustainable Livestock conference here in September. An initial press release will be prepared after the next planning meeting in February or March, after some of the topics of discussion are chosen.
- Cassie Wandersee and Shane Neel came over to speak about the Water Quality Advocates Network Grant, asking for help with media. They brought over a letter of support from two years ago saying we would provide \$104,000 in media support on this grant, and they would like most of that help to come in the production of videos. Jason Ellis suggested giving them parameters on time spent on the video and the dollar amount associated with the videos.
- Statewide is being sent out today.
- Dan and Brad are getting their Mac, Adobe, and Microsoft upgraded.
- The main radio server drive crashed (possibly not the swappable drive itself, but the housing that allows the drives to be read). Cory and Kevin are working to recover the data from this drive. We need to address redundancy needs for important drives like this.

Mark Stadtlander:

- We are working on the Annual Report with Megan, Jason and others and are currently waiting on some final numbers.
- Linda Gilmore sent out a message to ACE listserv and is making follow-up telephone calls.
- Our 20-year-old document review date is near. We are starting the phase where we will be getting rid of documents if they are not revised or reviewed. We are getting rid of a lot of stuff, but Mark is nervous some documents are not being reviewed at all.

Megan Macy:

- Legislative report is #1 priority. Team is creating two one-pagers: one for College of Ag and one for K-State Research and Extension. Gregg and his team provided extension information. Marty is continuing to provide research information. Megan is working with Susan to finalize college information.
 - Provided Brad video script draft for the “What is K-State Research and Extension” video. He is tweaking to match with B-roll.
- Gregg Hadley and I have identified a small team marketing and strategic communications advisory team. The team will begin meeting after the holidays.
- Working with Sandy Klein to redesign and update College of Ag Campus Guide.