

## Unit Leaders Meeting, September 27, 2018

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

### Jason Ellis:

- Deans Advisory Council starts today at 3pm through Friday
  - Provost will be speaking to the group.
  - The Director of Foundation will come to speak about the north corridor campus development plans and prospective Bill Snyder Museum.
  - Ernie will give a status update about the FASTER building.
  - Barry Bradford will discuss the need for an improved dairy building.
  - Jason will present plans for the Feed Tech Building to be converted to a new Ag Mechanics and Science facility.
- A reminder that University Printing is completely self-sustaining and is not the recipient of any allocated funds. Having an in-plant on campus allows us to turn around jobs quickly because university work is the priority and there is an understanding of the university mission.
- An all department staff meeting has been scheduled for October 26 from 2 – 4 pm in Leadership Studies Building. Ernie Minton and Gregg Hadley will be there at 3:30 to discuss how the new budget model may impact departmental services.

### Gina Nixon:

- Jason, Gina, and Rob discussed the scope of the next phase of Umberger basement renovations with Emmy Chamberlain, project coordinator with Facilities, Jane Huseman, architect, and Bill Bassett, engineer. The scope includes removing the large A/C units in room 27 and outside the back door; opening up the area in 26, 27, and 28 as a customer service area; open up room 11; build a controlled environment for the plate maker; move the ramp in room 11; replace the windows in both areas; and install central heating and air.
- Diana has set up interviews for the Asst. Professor position:
  - Monday, October 8<sup>th</sup> - Lori Costello, 10:00 a.m. (open seminar) 201 Leadership Studies; 4:30 p.m. (faculty) 313 Umberger Hall; and 5:30 p.m. (students), 313 Umberger Hall
  - Wednesday, October 10 - Tiffany Rogers-Randolph, 10:00 a.m. (open seminar) 137 Waters Hall; 4:30 p.m. (faculty) 313 Umberger Hall; and 5:30 p.m. (students), 313 Umberger Hall
  - Wednesday, October 17 - Laura Fischer, 10:00 a.m. (open seminar) 137 Waters Hall; 4:30 p.m. (faculty) 313 Umberger Hall; and 5:30 p.m. (students), 313 Umberger Hall
  - Friday, October 19 - Levy Randolph, 10:00 a.m. (open seminar) 247 Leadership Studies; 4:30 p.m. (faculty) 313 Umberger Hall; and 5:30 p.m. (students), 313 Umberger Hall
- Gina attended the KSSHRM Conference in Wichita. She reported attending sessions on engagement and culture. There were some recurring messages focusing on clear definition of mission, goals, and having an attitude of gratitude.
- Gina and Diana will be serving on HCS teams responsible for implementing a competency-based framework that will span the entire employment life-cycle from recruitment to retirement/resignation. The four theme areas include: competency modeling (job families and

position descriptions), career paths (horizontal and vertical), performance management, and career development.

- The business office staff retreated on September 14. We discussed each of the team members strengths and how we use them each day in completing our tasks. We also discussed how they complement each other and help us be a better team. We also listed each member's tasks/responsibilities. Overall, we discovered that folks like what they are doing. We discussed realigning workloads and how we can communicate better with each other. Staff have updated their position descriptions which will be submitted to HCS for review.

**Rob Nixon:**

- Zach Callahan from the Ag Mag class has asked us to advertise in the next *Agriculturist* magazine.
- Julie Wilburn from Financial Services asked if we wanted a table at University Suppliers and Safety on Campus on Thursday, Nov. 1<sup>st</sup>. This is an opportunity for the bookstore to participate with us, and we created a gift basket to give away at the end.
- EPMS update is happening on Friday at 3:30pm, so everyone needs to be out of the system.
- Dr. Burke's ACJ class is coming in on Friday at 12:30pm to see how a project moves through the shop.

**Jason Hackett:**

- Wednesday, we had a meeting with Megan and content developing team about holiday stories what we would have available. Megan suggested providing a speaker bureau's list, listing experts in various areas and then they could do their own pieces. We compiled other new ideas for social media.
- New Agent Training on Tuesday and it went well.
- We are all helping around while Eric is out.
- We have a variety of staff members taking some time off.

**Mark Stadtlander:**

- Amanda and Mark met about the web updates. If we are going to get a volume of publications up on the web in html format, then we will need another student worker to help with this project.
- Last week we sent a list to authors of publications that we want updated. We are getting many of these publications back, if we don't get a reply on 20+ year old publication, the publication will be removed.
- Mark and Mandy will be talking to one of the Ag Ed classes about education resources available through refined web searches, local resources and the bookstore.
- Mark is continuing to work with John about color variations on some publications printed on the color copier.

**Megan Macy:**

- Taking 10 4-H youth to capitol Monday morning for 4-H Week proclamation signing
- Working with Jason, Gloria, Phylcia and Brad on legislative report

- 4-H Licensing policy still an issue, and Megan continues to work with Jeff Morris and Tami Breymeyer to identify better solutions.