

Unit Leader Meeting, April 4, 2019

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

Jason Ellis:

- The Marketing Specialist Zoom interviews will be next week with 6 candidates.
- At next week's Unit Leaders meeting Jeff Hake will be visiting to discuss his proposal for a new KSRE Bookstore/Publishing program. Cory Spicer will be there as well.
- We need to elect a new Safety Officer. Rob Nixon volunteered to serve in that capacity.
- Lauri Baker has announced her acceptance of a position at the University of Florida. Her last day of teaching in our department will be June 22, 2019.
- On the Legislative website there is a budget update Power Point. They are hoping to establish funding back to 2017, however we are still short of funds.
 - There are still areas to be funded.
 - There might be tax law changes in the future.
- Library Discussion
 - Drastic increase of cost for publications.
 - They have cut over \$300,000 of their budget for serials.
 - Open access journals are being discussed.
 - Trying to figure out rising costs and giving access to materials for faculty.
- Professional Development proposal for Linda Gilmore discussed.
 - The classes could be open for others to join her online.
 - Her proposal was approved.
- John Deere proposal to build a facility for Agronomy, BAE – Small Cereals research.

Gina Nixon:

- Gina asked unit leaders to identify expense categories they would like to have tracked and reported. A spreadsheet will be set up in Microsoft Teams for unit leaders to populate with their suggestions and these will be discussed at the unit leader meeting on April 24.
- If you are attending ACE (June 24-27th), please send your travel plans to Deb Stryker.
 - This is the same week that Gina, Kelly, Lori, Rob and Cory will be in Boston at EPMS training and Patty will be in Ireland on vacation. Deb will be the only one in the office.
- There was brief discussion about office phone lines in vacant offices and use of voicemail and caller ID.
- Unit leaders and individuals with authority to influence large purchasing decisions for the department should have received a letter from the Governmental Ethics Commission at their home address. Individuals are reminded to complete and submit the requested information by April 30, 2019, to avoid potential fines.
- All unclassified employees who receive a contract are required to complete the Conflict of Interest and Time Commitment form through HRIS each year. Gina will send out a reminder with a link to those that have not completed the form.
- Interviews for the digital media specialist will be held on April 8 and 10. Please plan to attend the open session at 11 a.m. in Umberger 312 on each of those days.

- The marketing coordinator search committee met and narrowed down the pool to six candidates for Zoom interviews. On-campus interviews will be scheduled the first week of May.
- Mandy is working with Lori Bammerlin on fire research signs. It is a collaborative effort with Great Plains Fire Exchange, the US Forest Service, University of Wyoming, USDA, USGS, and the Joint Fire Science Program. She is also putting together a flyer with sail flag pricing. Mandy is starting to gather promotional give-away ideas for the State Fair.
- Updated the professional development request form. It can be found at W:\DOC or AGCM-Communications\DOC. The form is fillable and will auto-calculate costs.

Rob Nixon:

- We have contacted a printing/finishing equipment company from Maple Hill/Topeka and Kansas Technical Services to sell our collator, paper cutter and folder.
- Anthony Graves from Technical Services is scheduled to move the cutter from Global Campus to the Union Copy Center location. This may need to be rescheduled due to loading dock repairs at the Union.
- Developing Scholars Program has a 60 to 70 poster project for us this week.
- Lots of printing and poster projects for University Open House weekend.
- Printing 102 is scheduled for April 26th at 9:00 am in the Big 12 Room at the Union.

Jason Hackett:

- Jason met with Jeff Morris and Cindy Hollingsworth to talk about media collaboration. Jeff mentioned some ideas for potential Global Food Systems projects now that state funding for that program has been restored.
- We have interviews for the Digital Media Specialist next Monday and Wednesday.
- GASL release was approved and sent out.
- Posted a pair of videos, including the first one edited by Britayne.
- Ag Report work continues
- We finalized the story list for Statewide.
- During team meeting, we talked about the Deadly Dust videos and Brad did what no one else thought to do and searched for them on YouTube. He found the full video for DDII and one-third of DDIII. We also talked about how Grain Science originally pushed for the creation of those videos because they had a specialist focusing on that issue. They no longer have such expertise, so if they don't and there's no demand from them, there's may not be much reason for us to push to update this content.
- Kevin worked with DCM's tech team to put together a large pile of outdated gear to recycle; cleared out a lot of useless stuff.

Mark Stadtlander:

- Interviewed a student for summer. The intent is to keep two students in the fall semester.
- The transition after Deb's retirement is going as well as can be expected.
- Thanked Rob for helping with proofs.
- Jason Hackett and Mark talked about AP and the grammatical rule changes. As a department, we need to decide what style guide we will follow, and which rules we will ignore.

- Linda Gilmore put all the changes in a Word document.
- Linda is helping Sandy with a college safety document. It is currently a document, but formatting could change in the future.
- Ag Report is out to proof.

Megan Macy:

- College messaging workshops are ongoing. Each workshop is 4 hours with each college's leadership teams.
- Phone interviews with Digital Media Specialist candidates are done, and we have two candidates coming to campus next week. Open sessions will be posted.
- On April 24th we are hoping to bring Trudy to present an Art of Facilitation workshop. Megan will do a calendar invite and ask Unit Leaders to let her know who might be interested in the information. She would like to have 15-20 people there. She would be open to having graduate students attending the workshop. She will send unit leaders a tentative agenda.