

## **Unit Leader Meeting, April 25, 2019**

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

### **Jason Ellis:**

- Unit Leaders need to research and investigate what should we be developing as a service level agreement for communication services. Agreements may need to be developed for all service areas of the department.
- The Digital Media Specialist will be in Dole Hall, with Jason Hackett as the direct report. The Marketing Officer will co-locate with Megan Macy in Umberger 212, with Jason Ellis as the direct report.
  - The location of these employees should help us direct the SLA and where the service request should be directed. This will help us promote the new employees and the services they provide.
  - We need to create a timeline, who is doing what, our internal organization structure/function, and when these changes need to occur.

### **Gina Nixon:**

- Unit leaders and department supervisors are strongly encouraged to enroll in Pillar One Supervisory Training in June or in the fall. Topics are informational and cover unclassified and support staff policies and procedures.
- Gina is scheduled for an end-of-year status meeting with Geneva Jahnke, Tyler Clary and LuAnn Ward.
- Spring semester is winding down. The department will be hosting FFA CDE events, graduation receptions, and a pancake feed.
- Interviews for the Marketing Coordinator will be conducted on April 30 and May 1.
- Gina will be serving as the department HCS Liaison while Diana is on maternity leave. Diana will return the beginning of July.

### **Rob Nixon:**

- Flint Hills Technical College officially has signed a 2+2 Agreement with K-State.
- Printing 102 Friday in the Big 12 Room at the Union.
- Cutter move from Global Campus complete.

### **Jason Hackett:**

- Made an offer to Taylor Kennedy for the Digital Media Specialist and she accepted. She will begin first of June.
- Video has been completed with Ernie Minton, so Statewide is almost ready to go.
- SEEK has come out, and he will add all the links to it in Statewide for delivery on Monday, Apr. 29<sup>th</sup>. Also updating the Grand Challenges pages on the website to incorporate Statewide content.

### **Mark Stadtlander:**

- Ag Report proof is out.
- New student hired named Kirstin Vohs. She will start this semester and continue through the summer.

**Megan Macy:**

- May 1 – KSRE Marketing Task Force to begin redefining the system’s mission and vision
- Working with Publishing unit on research communications materials for specialists to take to D.C.
- Finishing up 13 college messaging workshops across the university. These have been extremely insightful to better understand what makes K-State and our programs, departments and colleges unique. Purpose of these workshops is to gather information to begin crafting messaging to increase undergraduate recruitment for identified target audiences.