

Unit Leader Meeting, January 17, 2019

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

Jason Ellis:

- In reviewing the new prospective positions, the Marketing Specialist will directly report to Jason Ellis.
- Architect meeting to discuss Ag space allocation this afternoon and tomorrow morning with department leadership and unit leaders. Unit leaders will share information with staff.
- At the NCAC meeting last week, the focus was about the farm bill initiatives, Cornerstone lobbyist group, ag ed discussion, product commodity prices, NIFA opportunities, stress and mental health initiatives, goal for extension to have a bigger role in SNAP-ED funding, differentiated between required dollars (permanent funds) and allocated dollars, and shifting to a responsibility center for budget.

Gina Nixon:

Bookstore:

- KSU Recycling ordered sail flags.
- The Kansas Forest Service ordered more chip clips and carabiners.
- Mike addressed and mailed the Spring issue of the Agriculturist.
- The 2018 Chemical Weed guide has been mailed out.
- Global Campus representatives, Harry Williamson, Tina Horocofsky, and Debbie Hagenmaier, came to Umberger for a tour of University Printing and the Mail Center. Global campus has closed their copy and mail center and they were interested in learning more about our capabilities and turn-around time for projects.
- Jason Ellis recently had a brief conversation with Jeff Morris. Jeff is supportive of maintaining an in-plant printer to help ensure university brand consistency and adherence to guidelines.
- Lisa Heller is caught up on University Printing invoices.

Business Office:

- Kelly Ingalsbe's daughter, Tera, gave birth to a baby boy, Braxton Todd. He was born on Sunday, January 13. He weighed in at 7 lbs. 8 oz. Mother and son are doing well.
- Gina and Patty will attend the seminar "Managing Difficult Conversations" today.
- The position descriptions for the digital media specialist and marketing specialist should be finalized this week.
- We are conducting an internal search for a tenure-track Assistant Professor. It will have a 70% teaching and 30% extension responsibility split.
- Gina attended a volunteer leadership academy January 10-11, in Manhattan. There were quality sessions on crucial conversations, civil discourse, and leading through change.
- On January 16, the local SHRM chapter, hosted a meeting on financial planning. The speakers offered tips on asset planning in the event of incapacitation or death. Highlights included

checking beneficiaries and/or individuals who can access all accounts such as life insurance, retirement investments, HSA investments, online bill payment, cellular telephone, and other digital and physical assets. Gina will work with Diana and HCS to potentially schedule a short presentation to department members. Handouts from the session will be distributed.

Rob Nixon:

- Global Campus – Toured facility and discussed printing and mailing services that we can provide.
- Global Campus has offered their equipment to us for free.
 - Might be interested in their paper cutter for the Union location
- Grad student resource fair was yesterday. Was set up next to Fort Riley recruiter and he may be a potential new customer. Might have design needs related to recruiting students to K-State and will connect him with DCM.
 - Interacted with several students, primarily Ag students
- Met with Autumn Prosser, DCM's new Marketing Manager (Ashley's old position)
- Commencement timeline is getting tighter and tighter. Give the state plant 2 weeks and 2 days.
 - Need cover file produced earlier because the foil printing must be ordered.

Mark Stadlander:

- Deb's last day will be March 29
- Gloria's last day will be February 28
- Gloria's retirement party will be March 1 from 3-5 p.m. in Waters 137
- Mark met with the Kansas Forest Service to help plan the revision to their USDA 5-year plan of action
- Repost student position after students return to campus. Haven't heard any responses.
- Information back from Lori on a printer for the publishing unit. Thanks to Lori and Deb for compiling this information.
- Popular publications for 2018 from Amy. Kansas Garden Guide was the winner (157K hits)
- Have received Master Farmer narrative from Sue and Susie for the program
- Douglas County has requested a notebook covering "Planting Native Flowers and Grasses in Kansas" - Mark hoping to pass along to freelancer or figure out with Gregg how these works fall into our scope of work.
- Went to annual conference planning meeting with Gloria
- Romulo called and they are going to do the wheat signs again. They are printed at Leavenworth.
- Cow/Calf book – the author wants a certain size that cannot be affordably produced with University Printing. The previous printer is now out of business and the book will be redesigned to be printed here.
- Work with Gina on some dead file slips in the Bookstore

Jason Hackett:

- Kevin has made a clone of the studio computer so if it goes down, we have a backup. He is also working on clean-up for the backup. Corey emailed this morning that everything is mapped and copied and ready to go.
- Mary Lou has been out for family and vacation. She and Pat are working on SEEK and Ag Report

- Jeff, Brad and Jason are meeting with Sandy Proctor for digital media training for the Food Safety and Nutrition PFT. Video, Radio and Podcasting training on Feb. 12.
- Brad got an invite for the SIIL trip April 8-11 in Senegal. Anticipating capturing their meeting and having additional days to capture B-roll.
- Dan has a calving school video that went live today.
- Dan, Eric and Brittne, our new student worker, went on Master Farmer interview Tuesday. Two down, three to go.
- Randall and Jason have been working to get GFS podcast wrapped up. GFS is rolling out the new website next week. Podcast will be titled "Something to Chew On."
- PAIR Center press release is going out today. Jennifer Tidball will be working with Wichita media.
- Food Science Institute director press release is out.
- Megan and Jason went to a meeting regarding how KSRE uses the new Localist calendar (replacing Pulse at the end of Jan.) and how KSRE keeps events separated from Campus events
 - Megan and Jason will be providing standard images to provide for key categories

Megan Macy

- Met with Jennifer Wilson on how to partner for internal communication and education for new agents
- Culture of Health marketing materials are with Paula, Erin and Trudy for review. Planning to have materials ready to by FCS Update
- Conference call with National 4-H, 4-H Foundation and 4-H State Staff to outline 2019 marketing goals. This year our investment in the national brand campaign is up for renewal so we will be really prioritizing proving ROI to KSRE administration
- Will be working with Janie Dunstan on a 4-H Program Curriculum template. 4-H wants to be able to create one-page program sheets on as they need them. They will not be a numbered publication and will not be expected to live on the Bookstore website.