

## Unit Leader Meeting, January 3, 2019

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

### Jason Ellis:

- There have been no nominations yet for Employee of the Year, so Kris will send out a reminder that we will need nominations within the next 2 weeks. We will work on more departmental awards throughout the year.
- We need a social committee to plan celebrations together as a department. The committee will need to keep a budget in mind and should have someone from each of the units be a part of the committee. Megan Macy would be happy to be in charge.
  - We will have a Groundhog's Party on Friday, February 1<sup>st</sup>.
  - Megan will organize the committee.
- Jason passed out an email draft to unit leaders asking for edits. The email will be asking for names of those to survey who have used our services.
- He is looking to fill two new positions: Social/Digital Media Specialist and Marketing Communications Coordinator. He will be putting together the official paperwork to submit to the Dean's office.
- We need to ask Cory to return PC in Richard's office back to student lab, and find the files needed by News Media.
- COA have had no leadership team meetings for a while, and the next one is January 18 and will be with the architect from the PRIDE project building (formerly known as the FASTER project). They will listen to the space needs from different departments, but mainly they will be there to explain why some departments get priority.

### Gina Nixon:

- Remember performance evaluations, yours and others, are due soon. University support staff reviews should be completed and submitted to Diana before January 31, 2019. All unclassified reviews are due to [agcomhr@ksu.edu](mailto:agcomhr@ksu.edu) and Jason Ellis by January 4<sup>th</sup>.
- You should have received new insurance and HSA cards. Also, check HRIS self-service to be sure your new insurance elections are in place. If you have questions or if something doesn't look right, contact Diana LeBlanc or HCS.

### Rob Nixon:

- Kris Hanson will ask for more nominations for Employee of the Year with a two-week deadline.
- Rob asked business office staff to review recent invoice for Frameworks.
- We are busy!

### Mark Stadtlander:

- Doniphan County prints their own newsletter on templates printed by University Printing. Should we enforce them to use the updated look, or should we just reprint their old newsletter format? Megan Macy will work with Doniphan on knowing the charges of setting up a new

newsletter. If we do this, we should make all counties make this template switch. (Issue resolved itself as Doniphan County is going to handle it themselves.)

- Received a call from the Unger building saying we had a Listserv from 2012 and wanted to know if we wanted to switch ownership to Mark or kill it. It seems that no one is using it therefore we should kill it.
- Received the first packet of review materials.

#### **Jason Hackett:**

- He saw that half the team has their annual review materials in.
- Ag Today will resume on Monday. Eric and Kevin are taking the rest of this week off, as is Randall. Dan and Jeff will be off on Friday.
- Pat and Mary Lou hit the ground running with some news releases already this week.
- Brad, Megan and Jason worked on the script for the video for the Dean's presentation to legislators; Brad will work on edits as soon as the script is approved.
- On Friday, Jason will be taking training with the web team on the new calendar system. He will work with them on how they will handle training for agents/office professionals around the state.
- Before the break, Megan and Jason conducted several podcast interviews that will cover the next couple months.
- Randall has been working on his research-based podcasts.
- The podcast version of Ag Today went from averaging about 106 downloads a day last January to more than 395 per day in November following Cassie's and Randall's efforts to promote it on Twitter. The single highest day for downloads was Dec. 5, with 945. For the year, the podcast had 99,089 downloads.
- The final *Perspective* podcast was uploaded in late December. We will keep an eye on the number of listener downloads and decide about retiring the feed eventually. We will explore archiving the podcasts at the library.

#### **Megan Macy:**

- Annual report print pieces are nearly finalized.
- Provided update from Extension State Ag Leaders Meeting (first meeting led by Robin Reid, the new leader)
  - Discussed changes to PFT structure
  - ASI has reactivated department head search – shooting for interviews in April.
  - Discussed making recommendations to New Agent Training to formally include specialists
- Meeting with Jennifer Wilson to discuss how we can work together to onboard new agents and share branding guidelines earlier in the training.
- Met with Paula about Culture of Health initiative right before break and our communications team is meeting next week to regroup.