

## Unit Leaders Meeting, January 31, 2019

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

### Jason Ellis

- He will get time on his calendar for reviews of Unit Leaders and faculty.
- Professional Development - what skills do our units need to do their work in the future?
  - Ex. Online editing class – how to work with statistics (more people can attend online classes together)
  - Ex. National Science Editors, Digital Media Summit, ACE (allows networking to find how other departments solved problems and see future advancements)
  - Need to take in budget and how many proposals are received from year to year
  - Jason Ellis will prepare an email announcement - Employee should: Type up what it is, when it is, where it is, how it advances them in their role within their position within their unit, and how much it costs, and include link to information/website. Spell out transportation, registration, and lodging– turn your proposal in to unit leader by Feb. 20<sup>th</sup> for the next three (Feb – April) month's proposals. There will be other times in the year when Unit Leaders will discuss additional proposals, but this helps us to budget the dollars throughout the year. (ie. Create date proposals in February, April, August, and October.)

### Gina Nixon

- Bookstore reprinted 4-H folders, but they noticed it still has former Dean John Flores name on the back. Megan Macy will fix this for future printings.
- Gina will report 2018 year-end and current fiscal year figures at the next unit leader meeting. She reported the department reduced overall carry forward balances by approximately \$100,000 We don't want the decrease to be a continuing trend, but there is no cause for alarm at this time.
- Bookstore website is not working properly. The searches are not consistent between users, and we are not sure why this is happening. The problem has been reported, and someone is looking into it. The way around it is to go to the keyword search on the right-hand column, and it will bring you to the correct publication.

### Rob Nixon

- Four tours in the next two weeks – within the AGCOM and Art Departments
- Flint Hills Technical College and the Art Department two-plus-two program announcement coming soon. Greg is scheduling time for a visit to Flint Hills Technical College including Jason Scuila and Rob Nixon.

### Mark Stadtlander

- Mark is working with extension program leaders and internally to clarify how to charge for unit services.

- Ex. A recent 54-page book for editing about safety information on campus. Publishing is charging our lower rate, but raises the question of what qualifies for this rate?
- We need to decide what is an “internal job” and what is considered not vital to department ... when should we charge more?
- We have some uncompleted jobs; do we charge people for the time we spent on the project? We are doing our part (layout) and then never hear from them again.
  - They would have been billed at some point when the project finished. We should bill out the design piece. Set an “inactive time”, and after that time then we bill out the work.
  - Do we need to have more “draft” watermarks, or make the document not editable, or don’t send it as “high res” to prevent them printing someplace else without paying us for our time?
  - We need an upfront range of what things will cost, but also include “rush fees”, “change fees”, etc.
  - This will be discussed at their Production Meeting in February.
- Attended the University Climate Survey Forum- discussed progress from the last survey in 2014
  - Supervisors need more training on what rules already are in place
- Lori sent an email about replacing the unit’s printers with a copier and the numbers. Gina will speak to her about the costs.
- Corey tightened the security on Deb’s printer...she was receiving student work. However, it no longer will allow her to print wirelessly because of the security.
- Reviews are done and will turn in paperwork next week.
- Mark’s epiphany of the week was realizing that when using the online calendar to reserve a room, the response isn’t automatic, Gina responds for the room. Who would have thought?

#### **Jason Hackett**

- Trip to the capitol went great and bringing the much-smaller portable speaker went well. We used Jason’s MacBook Pro to work with the speaker. Next year, we’ll need to build the presentation anticipating the state’s lack of technology support. We might need to consider bringing our own projector next year and build the presentation with the capitol’s small screens in mind. Ernie Minton did well. He was patient and calm in anticipating some of the questions.
- Spending the lion’s share of the week on annual reviews.
- Master Farmer layout needs photos. Dan will get them to Mark.
- Dan and Eric are going to Rexford and need to reserve an SUV to carry all the gear.

#### **Megan Macy**

- Mattson Steele, the new communications manager for Wildcat District, will be visiting campus Feb. 13 to meet and greet our communications teams. Megan is setting up meeting/training times with everyone – including University Printing/Bookstore tour.
- Holiday Party is tomorrow, Feb. 1<sup>st</sup>, 11:30am-1:00pm. The menu will include Mr. Goodcents sandwiches, mac & cheese, and beans. She was thinking of including some games during the party.
  - She will need help setting up the room around 11:00am.