

Unit Leaders Meeting, January 10, 2019

Those in attendance include: Gina Nixon, Jason Hackett, Mark Stadlander, Megan Macy, Cory Spicer, and Patty Karr

Jason Ellis:

- Discuss ideas and direction for department needs if we were invited to move out of Umberger and Dole Hall. This will give us some direction for a conversation with the architects Thursday, January 17 @ 4:00pm.
 - What kind of space would we need? How much?
 - Office space – flexible space is OK, but need the ability to close a door
 - We need natural light.
 - We need meeting space with technology functions (internet, audio, video conferencing, etc.)
 - We need studio space for News Unit, with sound-dampening. A multi-space for video or audio, that is large enough for lots of people for video (needs to look good on video) and then smaller private room(s) for radio interviews and voiceovers. We also need a photo studio for portraits.
 - We need space to print and make copies in Publishing.
 - Locate space where units aren't so separated, and siloed.
 - Cubicle size needs to accommodate 3 monitors.
 - Office space should be more than a countertop and open concept
 - A place for those employees who work from home, but still have space to come to work and be able to sit.
 - Cubicles should be tall enough to provide privacy.
 - Outside patio space for eating.
 - Comfortable, creative brainstorming/casual meeting spaces
 - Production and storage space.
 - Loading dock for Ag Ed programs and printing services.
 - Space for printing and mailing equipment.
 - Storage space for promotional items, fair equipment, camera equipment, banners, easels, etc.
 - News Studios need to be placed as far away as possible from loading dock.
 - Space for students to gather and lounge for club meetings.
 - Retail space for printing and promotional items.
 - What “things” would we need to be able to do?
 - We need to be able to plug our computers right in, and not have to worry about connectivity.
 - Look at services that can be centralized...printing, scanning, etc.
 - Have modular designs, to enable redesign if needed.
 - Studio space should have green screen, sound dampening, designed for filmed interviews, and sound-proof room for radio interviews.
 - Creative relaxed atmosphere...couches to sit and get away from desk to have meetings.
 - Break room to sit and eat.

- Expanded wireless, with no dead spots within building. We need high speed internet speed.
 - We need a building that doesn't have dead spots for your cell phone.
 - Heating/AC needs to be operational.
 - Computer lab space for undergraduate and graduate students.
 - Be able to print color cheaply.
 - Parking space for guests and customers.
- GFS work – since Maureen has moved to the VPR's office and it's now a university initiative, those projects need to be going through DCM if they aren't already. Things we had in the works should be wrapped up, but nothing new started.

Cory Spicer:

- Earlier in the week went over to Dole to look at storage servers, Kevin will get them online, they will be wiped, then we will get them online for people to use.
- Deb McClain-Williams is having issues with connecting to the internet. He will stop by soon to look at it.
- He will go through all student labs to do updates.
- ITS wide meeting on Strategic Plan and timing. They are planning on the Strategic Plan finish by the February time line, then there will be an Operational Plan. They are aware of the need and are working as fast as they can.
- Publishing's black and white printer is being temperamental. They are looking to see if they can just replace. Their color printer is not printing the correct colors, so they use the 3rd floor copier to print 11 x 17 prints.

Gina Nixon:

- The Business Office staff met to continue discussion about processes and responsibilities.
 - Patty Karr will now be the point person to give physical receipts, car logs, or any financial documents to and she will send them on to the right person.
- Continue working on performance reviews and be sure to submit them to Jason and agcomhr@ksu.edu. Gina suggested asking employees how they would like to grow or develop in the next year. She shared questions she asked her direct reports:
 - Where do you see yourself in the next 5 years, and what skills do you want to develop?
 - What in your current position brings you the most satisfaction?
 - What causes you the most frustration and what can you do to lessen that frustration?

She also suggested identifying any "skills gap". As a department we need to identify opportunities for employees and develop a succession management plan. We want people to want to learn new things and develop as individuals and employees. These types of goals may also be referred to as "stretch goals".

There was brief discussion about the need for a new/revised unclassified performance review form.

- Gina passed out two new position descriptions. A digital media specialist and a marketing specialist for CoA and research. Unit Leaders were asked to provide feedback to Jason Ellis.

- Reminder: You should be receiving new health insurance cards and information about the new HSA provider, NueSynergy. Employees with HSA's need to set up a new account with NueSynergy. Optum HSA accounts may remain with Optum or be moved to NueSynergy. Also, login to your HealthQuest account to start earning points for 2019!

Rob Nixon:

- Working with the Art Department for 3 class tours this semester.
- People from Global Campus are coming over to talk with University Printing about providing their printing services and working with FedEx to help with international printing. They are talking about timeline, prices, etc.
- Grad School Resource Fair is next Thursday, and they will be working over there.
- Scheduled quarterly meeting with Ricoh.
- Autumn the new director from DCM will be coming over next week to go through the Book Store and print shop.

Mark Stadtlander:

- People are out sick.
- Met with Lauri Chandler about the Extension Impact update. They are trying to figure out if their edits from the Making a Difference reports were helpful, and they are rounding pictures up for that.
- Legislative Report is now with Gregg and others for edits, and then it will be sent to print.

Jason Hackett:

- Huge thanks to Cory for finding a way to recover data from our raid array that had a controller go bad. Kevin, Jason E., Gina and Jason H. met Monday to discuss progress and future ideas (mentioned above).
- Brad is working on the legislative videos, and now choosing the music. The B-roll has been selected and the script has been approved.
- Dan and Eric went on their first Master Farmer interview, and Dan continued traveling to Russell to cover a calving school.
- Pat, Brad and Dan have gone on shoots for some CattleTrace stories for us and Seek magazine.
- Continuing to work on annual reviews. Jeff has already shared some ideas for things he wants to do this year.
- Mary Lou has a white-paper project tied to a conference taking place at the end of this month and is working on it with Steven Graham.
- Meeting with Jay Weeks to finalize Global Food Systems podcasts and get them launched before turning everything over to them now that GFS is not in the College of Ag.
- Working on news release about the Pair Center. The task force is meeting with Ernie to give final approval for that to release.
- Food Science Institute Director being announced, who works for NIFA.
- Doing some extra learning to be able to help put the next edition of the Ag Report together.
- On Friday, he met with Web Team about the new calendar system. Jason will help get the word out about the switch happening at the end of this month.

- Statewide will need a video with Ernie, provide a link to 2 of the two annual report pdfs, and Brad's videos. After that, we will have a more defined quarterly release schedule.

Megan Macy:

- Proposed that we purchase a small, external speaker to use for the legislative report and other presentations and trainings
- Working with Pat and Phylicia on Culture of Health marketing pieces to have ready to go by FCS update in February
- Continuing to work on COA building marketing materials