

Unit Leaders Meeting, March 28, 2019

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

Jason Ellis:

- Data from the survey...Unit Leaders are still processing.
- March 22nd had a meeting with JNT programmers about cost and timeline so they could tighten up the estimates.
 - It will be created to have a digital asset management system, probably using AWS for storage.
 - We will be able to pull out product usage. If things are not accessed, you can migrate information to an archive data storage system.
 - The system will give us accessibility for photos, articles, etc.
 - The system would have the capacity to have an auto numbering system, and auto-initiate project queues in workzone. This will save data entering time.
 - The timeline for them to build this into a usable system will be approximately 6 months from approval.
 - We also asked them to include in the estimate the expansion capacity to a broader web-based KSRE information system.
 - We want to keep KSU identity elements, ie. keeping the .edu web address.
 - We want it to be mobile friendly.

Gina Nixon:

- Update on meeting with facilities about the basement renovation. It will be done in two phases.
 - First phase involves emptying out rooms 26, 27, and 28, and temporarily relocating people. The hallway will be restricted to 48 inches, with temporary walls. Some equipment will need to be moved in room 11.
 - They will move electrical panels and build a new ramp in room 11.
 - The walls separating 26, 27 and 28 will be removed. The new larger area will serve as the pick-up and drop off point for both University Printing and the Bookstore and Mail Center. The entry doors for the area will be moved across from the elevator and some of the cinder block will be replaced with glass.
 - The new ramp will provide better delivery access for the print shop.
 - The front area of room 11 will also have walls removed and ceiling replaced.
 - The bookstore inventory will continue to deplete, allowing increased space for people, supplies and equipment.
 - Anticipate construction bids being requested in April/May with construction beginning in July.
- Continuing work on a career development HCS initiative. It is one of four HCS initiatives centered on competencies. More information will be coming out from HCS as work continues to develop a competency model for K-State.

- Graduation is coming up. Faculty are discussing receptions for graduates. Additionally, we have several graduate students presenting thesis this spring. Department members are encouraged to attend the presentations.
- KSU Open House will be April 6. The Ag Ed student club is hosting the College of Ag Scavenger Hunt.

Rob Nixon:

- Digital production: John is working on a variable data project for COA Advisors.
- Rollin is out today and everyone has stepped up to keep things moving along.
- Kris ordered the Commencement Program special cover stock paper.
- Rick has the cover files and is getting the custom die ordered.
- Greg has Printing 102 queued up and scheduled for April 26 in the Big 12 Room.

Jason Hackett:

- Kevin Block is retiring June 30, 2019.
- Pat went to Ashland to cover the Starbuck Fire two-years-later field day; got a story and audio for Ag Today.
- Several of us have been working on various aspects of the Ag Report and Statewide.
- Mary Lou put together a timely piece on emergency preparedness, and Eric had a feature on emergency livestock assistance for those affected by flooding.
- Dan and Pat covered the AusTrade delegation's visit.
- We worked with the Kansas Forest Service to push out an update from their mitigation project and both sides learned some lessons that we'll follow up on for the future.
- We pushed out a localized version of the Supporters of Ag Research Foundation press release about their annual Retaking the Field report, which features some K-State research; social media and a follow-up story and radio interview with the lead researcher are being worked on.
- Follow-up questions on *Deadly Dust DVDs*:
 - What file format are the video files in on Rob's machine?
 - Was this produced on a grant and by whom?

Mark Stadtlander:

- Storing files from Gloria's office. Need for boxes and ideas of what gets saved.
 - Who supervises the sorting and processing of the materials?
 - We need to order banker boxes. Jason Hackett and Mark will decide what else needs to be saved.
- Meeting Thursday, March 28, with Gina, Mandy and Deb to discuss what happens after Deb's retirement.
- Design request for visual abstract. Jason E. should expect contact from Brian McCornack. We couldn't finish what Brian needs done in the timeframe we were presented.
 - He needs a "visual abstract" for a journal, but the timeframe turn-around is too short.
 - Brian wants to speak to Jason Ellis to see if this is something, we could do more of in the future.
- Announcement: Deb McClain-Williams' last day is Friday, March 29.

Megan Macy:

- Digital Media Specialist application review is moving along nicely. Will plan to bring final candidates in the week of April 8-12
- COA SEM messaging workshop Friday afternoon, March 29. Goal of workshop is to identify key promise statement for the college that every department will use in recruitment messaging