

## September 16, 2021 – Unit Leaders Meeting

Present: Jason Ellis, Gina Nixon, Susan Schiff, Rob Nixon, Cory Spicer, and Monica Coverdale

### Discussion Items:

- Fall Department social? Ideas were tossed around.
- Annual Conference – dept presence at Innovation Expo
- AGCOM Alumni event on October 16 – 2021 is 100<sup>th</sup> anniversary of student publication. October 15<sup>th</sup> Advisory Board meeting.
- Tent for department - legitimate need discussed.
- Crisis communication needs to be updated.

### General Updates:

#### Academic

- Advising for spring enrollment will start in a couple of weeks
- 20-day enrollment numbers should come out next week
- Levy Randolph has resigned for the end of the fiscal year. Looking to recruit this fall.

#### Comm Solutions

##### ❖ Office moves are complete

- Several Comm Solutions team members have changed offices.
- Dan Donnert is now in 211D
- Pat Melgares is now in 212D
- Taylor Kennedy is now in the first cubicle on the left as you enter 211E
- Phylicia Mau is now in 211B
- Nathan Leatherman has moved over to Dole Hall
- Great job to everyone making these office shifts with minimal disruption and at no cost to the department! Great to see many chipping in to help each other.

##### ❖ Some important upcoming dates

- New agent communications training -- Sept. 28
- KSRE Annual Conference -- Oct. 19-21.
- Oct. 20 is the day of the Welcome and Keynote Speaker in Forum Hall as well as many of the activities we've come to associate with Annual Conference
- Oct. 21 includes the Innovation Expo. This could be a really valuable opportunity to see all the cool things happening throughout the organization. Our own Nathan Leatherman will be showing off a video kit on this day.
- You should register for Annual Conference by Oct. 1. Registration and the current schedule is available at [https://www.ksre.k-state.edu/employee\\_resources/annualconference/index.html](https://www.ksre.k-state.edu/employee_resources/annualconference/index.html)

##### ❖ Adobe Max

- This annual conference is online and FREE again this year! Some Comm Solutions members are already signed up and are planning to attend some sessions while working from home during this period. The conference is in late October. Could be a useful -- and did we say, FREE! -- way to build your knowledge: <https://www.adobe.com/max.html>

❖ **Miscellaneous**

- Publications staff members are reaching capacity for 'big' jobs for the calendar year. Linda has multiple large projects for Horticulture, including a garden guide for school gardens, a landscape guide, the traditional garden guide. Mark has meetings about the crop insect guide and the Kansas waterers handbook. Amanda is working on dairy and cattle reports while preparing to update the chemical weed guide and the next director's report.
- Publications is in the process of hiring a student to replace Emily. The student will be shared between Amanda and Mark and partially funded by AES funds available to Amanda.
- Dan Donnert and Susan Schiff have worked tirelessly to help arrange a visit by Farm Journal for its yearly College Road Show. Tyne Morgan and the Farm Journal crew were on campus Sept. 15-16 to produce the U.S. Farm Report, featuring stories that include K-State experts and students. More kudos to Dan for two videos he created (KC Olsen on burning during growing season and Chuck Rice on reducing greenhouse gas). Dean Minton complimented the videos and shared what he learned from them while featured in a separate video produced by the Office of Research Development.
- The news team has averaged 10 releases per week for the past five weeks. We've brought on three student writers – Emily Halstead, Taylor Jamison and Shelby Varner – in addition to Lisa Moser stepping up to pick up additional stories.
- Meg Drake and Taylor Kennedy would like your help encouraging people to send them information about activities to promote through Marketing Mashup.
- Phylcia Mau announced that Pride Review is at the printer a week ahead of schedule!
- Ag Communications student Noah Ochsner is doing a podcast series for the Kansas Farm Bureau. He is doing one with Dean Minton on research infrastructure. Susan Schiff said she is impressed with his skills and maturity. He's looking for more stories to tell, if you're interested.
- The marketing team created a new display for the Kansas State Fair. It offers the chance to participate in a scavenger hunt and is designed to promote social distancing and celebrate COA and KSRE strengths. Big kudos to the marketing team on this one – Meg for doing a great job managing the booth Monday – Friday, Phylcia for designing all of our beautiful new banners and t-shirt giveaway, and Taylor for creating the very attractive scavenger hunt game and constantly checking on the number of people who play each day.
- The Farm Journal Road Show is on campus taping Wednesday and Friday. Dean Minton, Dale Blasi, Chuck Rice, Michael Dowd (COA student and K-State Student Body President) are being interviewed. A roundtable of Ag Economics professors is being hosted, participants include Jennifer Ifft, Nathan Hendricks and Logan Britton. Big kudos to Dan Donnert for all his help in pulling this together.

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### Business Office

- ❑ Monica is working with faculty on Spring 22 and Fall 22 course revisions. Work on Spring 23 will begin soon.
- ❑ Open enrollment for health insurance is October 1 There is a new vision plan. Premiums for plans where carrying spouse or family are going down in price. Deductibles are going down on all the plans. If you want health insurance for 2022 you must log in and indicate continued coverage.

### Administration

- ◆ Two searches in progress for staff – Comm Solutions Director and Director/Producer for audio
- ◆ COA working on some cross-disciplinary planning to look at a different approach to faculty hires

### Technology

- ★ Testing is in progress for the new version of Dynamics, Gina has reported a few errors that still need to be resolved. Lisa and Mandy have dedicated VMs set up for testing the new version as well.
- ★ There are a few provisioned Lenovo laptops for full-time staff – Pat M, Kelly I, and Jeff W – that have not been logged into yet. Monica will update spreadsheet to reflect that Pat M. is currently utilizing a different computer and that Jeff W. did not desire a new laptop. Monica to ask Kelly to connect with Cory for final set-up of her laptop.
- ★ Adobe add-on services, Gina is scheduling a meeting and Cory hopes to join to discuss options.
- ★ Microsoft Bookings, Cory will explore if it is an option in Office 365.

### Printing / Bookstore

- ✓ New student hire at the Union Copy Center – Kate Herrera - Welcome Kate!
- ✓ Looked at signage equipment from facilities.
- ✓ Contacted Ricoh and new Xante' printer and Intec flat cutter should arrive on Monday, September 20<sup>th</sup>. New Roland wide format printer has not been scheduled.
- ✓ Completed Corn Reader project and customer was very pleased with the order fulfilment.
- ✓ Replenishing some Simply Produce items. So far, we have shipped out almost 23,000 pieces.
- ✓ Master Gardner notebooks have been printed and approximately 48 have been distributed.