

Unit Leaders Meeting, December 13, 2018

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

Jason Ellis:

- Evaluation and performance appraisal materials are out
 - HCS is hosting a walk-in clinic for USS supervisors on December 20 from 8 am – 4 pm in Edwards Hall. They are offering to answer questions about completing performance appraisal forms and setting goals for 2019.
- No Unit Leaders meeting next week.
 - They will meet at the south Early Edition at 8am to celebrate 2018.
- Received an email from Sarah Bowser in Sorghum. She is requesting communication support for the Sorghum Center. She is looking for someone with quality skills and flexible hours. She indicated her projects are not a steady flow. She is looking for help with web development, graphic design, and general communications support. There was discussion about setting limits on project revisions/edits between final and print. Discussion also about how the department supports blended private/university centers.

Gina Nixon:

- New funding changes for our research capacity grants.
 - We cannot spend any of our federal funds on administrative or overhead costs (office supplies, phones, rent, paper, etc.).
 - Expenditures must directly relate to an approved AES/NIFA project. The department currently has faculty on three separate projects.
 - We have been provided a spreadsheet from the College office identifying FY 19 expenditures that must be moved from federal funds to another funding source.
 - Gina will work with the College business office to find a solution on spending federal allocations.
 - We need to review our fee schedules, what we charge and when we should charge.
 - We can tie salary dollars to research project.
 - Our Hatch dollars have been switched out for fees, which has helped to pay for operating costs.
 - More information to come.
- We are ready for Richard Baker's Retirement Party tomorrow at 3pm in UM 312. Jason Ellis will speak at 3:30pm.
- Remember to turn in leave slips and time sheets early this week and again before you leave for the holiday break.

Rob Nixon:

- Working with Mark Stadtlander and Publishing to move the Rice County newsletter to the new preprint style.
- Busy with multiple poster runs for various departments.

Jason Hackett:

- Yesterday, met with Jeff and Cindy, to discuss a combined meeting with my team and his team in having a brainstorming session and how to collaborate on projects.
- Mary Lou received a request from Steven Graham for help with a white paper about an upcoming conference that is funded by a grant for the Heartland Plant Innovation Organic Conference. There are a lot of KSU staff and other institutions involved with this.
- Release being put together on the Pair Center's status.
- Jason Ellis, Gregg Hadley, and Jason H. met to discuss KSRE's digital future...Jason H. put together a simple chart showing technology and strategy approaches commonly used in the public sector (and at other institutions as well) -- not a road map; just a big-picture overview that shows we have a lot of missing pieces: CRM, content strategy, UX design, DAM and a CMS that will talk with the other solutions. Gregg asked for Jason H. to present this to the KSRE leadership team.
- Eric is losing his student worker next semester, so he is interviewing a student for next semester from Brad's class this semester. We will need to find out information about how to hire and fund the student worker's salary.
- Mary Lou is working on a new communication tool.
- Randall is close to finishing a research podcast, and ready to launch soon.
- We have pulled the link from the Wowza server and switched to the Broadcom server and Youtube will be our back up.

Megan Macy:

- Legislative Report is still moving forward slowly.
 - Waiting on Ernie Minton to review the print piece
 - Have reached out to Susan to identify how many printed copies they anticipate needing
 - Gloria has reached out to have Ernie and Susan provide information for the PowerPoint
 - Brad is working on the video.
- Working with Ernie and Susan on messaging and marketing materials for College of Ag building construction/renovation.
- Culture of Health meeting scheduled for next week. Grants were awarded at the beginning of December.

Mark Stadlander:

- Met with Tim Shaffer about facilitating a strategic planning retreat with the publishing unit.
- Meeting with Ernie, Don, Gregg, Gloria, Susan, Phylcia, Laurie C. and Jason H. about the next Ag Report and the various topics that will be covered.
- Spoke to Lori Chandler about State Impact articles.
- We are not having a Production Meeting next week.