

Unit Leaders Meeting, May 3, 2018

Those in attendance: Jason Ellis, Jason Hackett, Mark Stadtlander, Rob Nixon, Megan Macy, Patty Karr, and Gina Nixon (over the phone).

Jason Ellis:

- May 4, Jason Hackett and Jason Ellis will be visiting with Jeff Morris, Cindy Hollingsworth, and Ashley Martin regarding resources.
- Jason met with Paula Peters and the FCS Specialists to talk about our role/segment in the Culture of Health work and project management.
- Jason will meet with Gina, Mandy, Mark, Deb McClain-Williams, and Amy to discuss the work flow of publications and online postings. He wants to better understand the process of how the Bookstore and Publications work. A proposed date is May 25th, 11am-12pm, in UM 312
- AGED faculty will conduct their Student Intern Final Meeting on Friday, May 4th, at the KDA.
- AGCOM 610, Crisis Communication, students will be serving as the media and concerned individuals at the simulated crisis event for six Western states. They will be responsible for conducting interviews and writing media responses. This will serve as their final.
- Graduation is May 11th and 12th. We have 14 AGCOM students, 18 AGED students, and 2 Master's students graduating.
- Conference season is coming up with lots of travel, and research is being presented.
- AGED and AGCOM are both reporting increased numbers of students enrolling into their programs.
- State of College Address happening May 3 at 2 pm in the Leadership Studies Town Hall. It will also be streamed live.
- One Voice
 - Athletics is launching a new master plan.
 - Discussed the north campus corridor activities, street changes, and turn lane updates.
 - We need to work on the digital asset management system for central storing, digital archives, and the efficiencies that could come out of decentralized storage systems. DCM is leading a committee and we have individuals on it.
 - Global Campus is creating a new series of commercials and other methods of advertising.
 - DCM also is increasing focus on adults to finish undergraduate degrees.
 - Off-campus and main campus signed on a search engine optimization program to increase visibility and impact of websites.
 - Huron results should be wrapping up this week, and in late May they will share their results. Results will first be shared with administrators. A plan to disseminate the results and create action plans will be shared with colleges at a later date.

Mark Stadtlander:

- ACE travel question: There is a diversity and inclusion workshop offered Wednesday morning for \$50 that Linda Gilmore is interested in attending. This could alter the length of stay and return plans.
- Gloria attended state fair meeting and annual conference meeting.
- Someone brought up the question of Jason offering time to meet with individuals to discuss concerns with unit leaders and departmental issues that may not be easily brought up with unit leaders.
- Website committee — Amanda said they are meeting today with the programmers. We hope to make use of the database that currently serves pdf files to the website.
- Publication review committee — Linda reported the committee met April 20 and talked about parameters for review. Deb has been merging sales and website hit data and we will meet again in the next week or so.
- On Track — went out yesterday. Any feedback?
- Amy will be reviewing a search option for the bookstore. They have selected a different search tool, not Google. (Web editors' meeting.)
- Communicator of the Year committee is looking into revamping submissions. Committee members are discussing opening nominations to the system as a whole vs just getting the nominations from department members.
- Out of the office:
 - Mark -- 5/4
 - Linda -- 5/3, 5/4, 5/7
 - Amanda -- 5/4
 - Phylicia -- 5/4 (a.m.), 5/11
 - Deb -- 5/11
- Megan Kennelly wants to look at the Garden Guide book to see if they could create a website with similar content. Megan Macy reminded Mark to keep it within the CMS, or wait until the new site is created.

Jason Hackett:

- Thanks to Mark and Mary Lou Peter for the idea to use the data from most-downloaded publications to drive some news content and social media posts.
- State Fair planning is ongoing. Gloria, Megan, and Susan will work together on organizing the booth during the event.
- Jason Hackett, Brad Beckman, and Pat Melgares were judges at the Ag Communication FFA CDE on April 30. There were 96 participants.
- Kevin Block has the secondary studio operational. He is still working on sound issues. Randall Kowalik gave it its first couple test runs.
- Eric Atkinson is airing daily updates from Romulo Lollato on this year's wheat tour.
- We are ready to begin moving stuff back to closet area. Rob will help with providing shelves for the area.
- New Agent training will the week of May 7. The communication portion will take place the afternoon of May 8.

- Brad, Dan and Jason shot video of the Dean for the Statewide newsletter (to be sent May 8) and the 4-H Raise Your Hand campaign. Jeff Wichman is also doing a radio piece about the 4-H drive.

Rob Nixon:

- University Printing will host a brown bag luncheon highlighting their services on July 19 from 11:30am--1:30pm in UM 312.
- They are designing a rack card, with a coupon for a percentage off, to use with enrollment packets. These coupons could be used by students, faculty or staff.
- A group of 4th graders toured University Printing on May 3. They received a little art project to create and Mandy donated color changing pencils!
- Rob had water bottle stickers to show. We could wrap these self-designed stickers around water bottles and hand them out to our prospective students.

Megan Macy:

- Jason Hackett and Megan met with Gloria, Maria, Susan and Gregg to start State Fair planning.
 - Will be updating the display – Gloria looking into what Rock Springs uses
 - Gregg wants to include a game in the booth to make it more interactive for fair goers and booth workers. Hoping to have a fun "Grand Prize"
 - PFTs will most likely be assigned a day to work
 - Mandy will order promotional items as soon as the team identifies what they want.
- Met with the new 4-H Military Partnership director. This is the National office located at K-State. Megan will continue to work with Meredith to figure out how everything relates to Kansas 4-H and KSRE.

Gina Nixon:

- Using Work Zone and Trello to guide items featured on the bookstore site and KSRE Bookstore tweets. Cassie may be able to provide some additional support in this effort. This information is also being used to see some of the printing work in the pipeline. Long term, this could help with staff scheduling.
- Visioning and succession planning for the bookstore and mail center will become an area of focus beginning this summer.
- Fiscal year-end is approaching. Deadlines were released. Fiscal year 2018 payment documents must be finished processing through the department by June 15. If you have receipts or are planning purchases using current fiscal year funds, get them to the business office staff as quickly as possible. Reimbursement or payment requests received after June 15 will not be able to be processed until after July 6, 2018. If you are traveling between June 15 and July 1, please be aware that your reimbursement will be delayed.
- The business office is planning to reduce the number of systems being used to track expenditures with the start of the new fiscal year. Over the course of the next six weeks, staff will be learning new processes and reviewing new reporting formats. Work to move inventory control to EPMS will also ramp up.

- The EPMS user group will meet May 15 to learn how University Printing staff enter estimates and orders. There will be discussion about what information is important, where it is entered, and how that appears on job tickets and invoices.