

## **Unit Leader Meeting, November 1, 2018**

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

### **Jason Ellis**

- The ACJ Assistant Professor interviews and reference checks are completed. The search committee did a great job of identifying quality candidates. Jason will extend an offer and begin negotiations by the end of this week. The start date is flexible. There is a plan B for teaching in Spring 2019.
- Unit leaders shared unit comments about the recent department all staff meeting. There was a short discussion about next steps.

### **BO/BMC- Gina Nixon**

- The University has a new vehicle rental contract with National/Enterprise effective November 1, 2018. The new contract includes pick-up and delivery services and KSU employees are eligible for discounts on personal rentals. More information will be coming from the Division of Financial Services and our department business office as accounts are being created.
- Each year the bookstore and mail center disseminates agricultural tax guides to the county offices. This year they will distribute roughly 3,500 guides.
- Recent promotional item purchases include: lanyards with retractable badge holders and a table skirt for the KSU Police Department; personalized entry rugs/mats (3' x 5') for Agronomy; tote bags for the Agricultural Communicators of Tomorrow Professional Development Conference; and signs for Central Kansas District and Cottonwood District.
- Lisa Heller reports that invoicing for University Printing is running smoothly.
- The bookstore will be completing inventory November 19-21. They will continue to process mail and packages during that time but will be unable to fulfill publication or promotional material orders until inventory is complete.

### **News Media Services - Jason Hackett**

- Staff met to discuss status of the next issue of Statewide and the Legislative Report. They are on-track for meeting the November 9 copy deadline for Statewide.
- Jason H. reported that the last team meeting went well, and progress is being made on their strategic operation document.
- Landon Lecture with Sonny Perdue is today, November 1. Jeff Wichman is recording the lecture off the stream and will use it to produce some new pieces. Eric Atkinson is attending the lecture and will try to get some sound bites and interview material at the media session. The University photographer will be taking pictures that we can use.
- Dan Donnert traveled to Sedgwick County to get new photos of the Stay Strong – Stay Healthy program. The program is offered in Riley County at Pottorf Hall twice a week in case additional photos are needed. These photos will be used in multiple pieces,

including a new banner for Gayle Price. Phylcia Mau and Megan Macy are working with Gayle on this.

- Jeff is using audio from one of our Extension Files podcasts for his Sound Living radio show – a first for our team’s podcast efforts.
- Kyle Bauer from KFRM has requested archived Kansas Profile programs to air on KFRM at 4 p.m. daily. Ron Wilson has approved the sharing of the materials once he has verified the businesses, families, and individuals are still viable and present. There is ongoing discussion about how the archived material will be shared with KFRM.
- Brad Beckman will be out of the office November 6-7.
- Sarah Moyer, ACJ student and employee of NMS, created a video package about the Petfood R&D Showcase and Dr. Greg Aldrich. The piece will be used in the next issue of Statewide to highlight undergraduate involvement in research and the university.

### **Marketing - Megan Macy**

- Megan presented at the local unit director meeting in Salina Wednesday. Shared marketing/branding information and steps to begin developing local marketing plans. Mandy Marney from the Wildcat District immediately followed Megan to share real examples of successful local marketing.
- Wildcat District has hired a communications specialist for their district using local funds. Mattson is a recent communications graduate of Pittsburg State. Mandy will arrange for her to come to Manhattan for a couple of days after the first of the year to meet our communication teams and updated on all branding policies.

### **Publishing – Mark Stadtlander**

- Mark and staff have put together a position description for a web student.
- After visiting with Rick Butler in University Printing, the Publishing staff will upgrade their Adobe Cloud products.
- Mark reported he dropped approximately 20,000 pages of copy on University Printing on October 31.
- Eva, the new Forestry front desk person, used to work at Farm Bureau and has some new ideas for printing and mailing materials.
- A Canadian agronomist has asked to use images in some of our posters/publications in materials they are putting together. As long as credit is given when printing the images, approval will be granted.
- A few of the Publishing staff have been ill so they are keeping the area disinfected!
- Both the Web group and Review group are making forward progress. A few unforeseen issues have arisen as the review process gets underway and are being addressed.
- Doing Tuesday Letter update every week. Works great for revised publications and working through the process for new publications.

### **University Printing - Rob Nixon**

- The Supplier and Safety showcase is today at 1 p.m. in the Union. Rob, Mandy, and Greg will have tables set up and answering questions for attendees.

- Rob shared an email from Flint Hills Technical College (FHTC) and Jason Shula. The 2 + 2 program with KSU and FHTC has been approved. The official announcement should be coming soon. Greg LeValley did a great job of keeping this moving forward and getting the right people at the table. Greg and Jason Shula will attend the next presentation of available KSU opportunities at FHTC in the Spring.
- Rick Butler received a thank you for the expertise and care given by University Printing staff when working on a collectible book of Art that will be sold internationally.
- Mark expressed appreciation for the University Printing front desk staff for sharing ideas on how to make things work better.