

## Unit Leaders Meeting, February 22, 2018

Attending: Jason Ellis, Gina Nixon, Patty Karr, Mark Stadtlander, Rob Nixon, Jason Hackett, and Megan Macy

### Jason Ellis:

- Lori Buss and Jason Ellis received an email about validation of fixed assets (university inventory). Most of our assets are part of the print shop with some residing with NMS in Dole Hall. Lori will be reaching out to unit leaders to verify that we still have the assets listed.
- ACE Travel – if an employee is presenting, receiving an award, or serving as an officer, or learning community director, then the department will pay for travel. The department will continue to make effort to support targeted professional development, such as Adobe Max, Boot Camp, and other specific skill development.
- Travel Grant – Jason E. will forward the link for KSU travel grants to all Unit Leaders. Staff are encouraged to apply for travel grants to help pay for conferences and professional development. (<https://www.k-state.edu/today/announcement.php?id=39712>) Copies of the forms and award letters should be forwarded to [commacctg@ksu.edu](mailto:commacctg@ksu.edu) so that funds are accessed when paying for travel expenses.
- Advisory Board – Jason asked unit leaders to nominate industry professional to serve on a departmental advisory board by Friday, Feb. 23<sup>rd</sup>.
- Updates –
  - President announced budget process, but still unsure what it will look like when allocating those cuts to our department. We are looking at 5% as a permanent GU reallocation.
  - Progressing on the Provost search, Dean Floros is meeting with candidates soon.
  - In 2019, the National MANRRS Conference will be hosted in Overland Park. The COA will be helping to support this conference. Faculty are encouraged to participate. It will be a great recruitment opportunity.
  - One Voice meeting – Jason E. championed the newly purchased Alumni email system to replace the current system used by the University to help administration and communicators make better decisions about reach and impact of messages. There is going to be new communication leadership within the Alumni Association, and hopefully during the interview process we might be able to bring up new ideas to the candidates. In March, Jason will meet with Sarah Hancock to develop a proposal to change the current platform and find a system to give us data we can use. Digital Access Management System is being looked at to see if we can use this or can afford it. There seems to be a disjointed effort currently, and we are hoping to make this process better.

### Megan:

- Working on brochures and banners
- The Tuesday Newsletter might be a format to stress trademark and branding rules, the value and importance, and how to stay consistent in the message we are sending out to people.

### Mark:

- Amanda Tomlison set a personal record for monthly editing requests.
- New Records Research Retention rules – the question was raised as to how the USDA records disposal freeze affects our department. A message was sent on 2/21 stating: "*K-State has been notified by the United States Department of Agriculture that all non-federal partners and grant recipients are currently subject to a records disposal freeze. This means that all paper and electronic records associated with grant proposals, awards, contracts, and agreements must be preserved, including those from or with the Agricultural Research Service, the Economic Research Service, and the National Agricultural Statistics Service. can't delete or get rid of any emails, records, etc.*"
- Power supply alarm in Rob's office is still going off and we need to find a way to reset or turn it off.
- Ag Report – have stories from News and Gloria is working on filling a hole left by a story that is currently being held. She has some good ideas, including a good diversity story.
- Mark is serving on a search committee for the Kansas Forest Service.

#### **Jason Hackett:**

- Sent out *Statewide* to Constant Contact list and got a 42 percent open rate with 21 percent click-through rate. The version to be sent through the Alumni Association is scheduled to go out on Friday.
- Having had too many instances lately of people wanting our team to shoot photos and/or video of events without a defined end goal for that media. Jason H would like to ask clients to define the purpose of the request and how it will be used so the NMS team can decide if the project meets an objective of the KSRE mission/vision. Jason wants to be smarter with time and resources so when they shoot stories they have a purpose and value.
- They are editing Extension podcasts and will release them soon. By the end of next week, they will have enough material for six episodes recorded. The tentative plan is to release the first three all at once.
- Master Farmer material is progressing.
- Special thanks to Pat Melgares for going to Topeka to cover Citizenship in Action on Sunday night and having the story ready for release on Monday.
- The CLOSET is now cleaned out...except for an industrial-sized paper cutter.

#### **Rob:**

- Flint Hills Technical College will be touring on February 23, with 15 people expected.
- Next week, annual hearing tests for all printing employees. They will be going in groups of 6 at a time, so be aware that some members will be out of the office at certain points of the day.
- On Monday Greg will be meeting with Chad Jackson from the Entrepreneurial group to hopefully create a retreat for the printing group.
- Rob and Greg will meet with Kelly Farris to learn how to market to student organizations using Orgsync. Gina will also attend to refine a process that helps set up student organization billing accounts.
- At the Union, James and Frank are cross-training to provide coverage when needed. The Polycom teleconference system will also be used to establish good two-way communication.

They will focus on different projects, what is important for each shop and how make decisions on what should go where.

- Dole Hall's big paper cutter is giving us issues, but hopefully will be repaired soon.
- Print Vendor contracts are open to the public till March 22<sup>nd</sup>. There are options for vendors to be present when these contracts are awarded out.

**Gina:**

- If you need to send anything to **Accounting** (ie. Out of State travel forms, receipts, etc.), please send to [commacctg@ksu.edu](mailto:commacctg@ksu.edu). If you need to send anything to **Human Resources** within the department, please send to [agcomhr@ksu.edu](mailto:agcomhr@ksu.edu) .
- Performance appraisals will be printed out and signed soon. The unit leaders and faculty appraisals will be distributed next week.
- The first reminder from Human Capital services regarding outstanding University Support Staff appraisals has been received. Gina has contacted affected supervisors.
- Gina will be bringing Diana LeBlanc, new building/department HR specialist, to each unit...but she will stagger those visits over the next two weeks.
- With the ice and parking lot conditions, if employees have fallen outside on campus please direct them to Diana in HR, so that can complete and submit the required accident reports. These reports must be submitted within three days of the accident and are important to document in case there are residual injuries.
- Diana's office hours are 7:30 am - 4pm.
- Gina asked unit leaders to consider joining the Human Resource Management Network. The organization offers monthly professional development opportunities at a nominal fee. Upcoming topics include Mental Wellness at Work, Legislative Update from Natalie Bright from Bright and Carpenter Consulting, and World Religions. Another great program we should consider is [Mental Health First Aid](#), presented by Pawnee Mental Health. If we have more than 12 staff members interested, we can schedule our own session for approximately \$20 per person.