

Unit Leaders Meeting, June 14, 2018

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

Jason Ellis:

- Jason will be meeting with Gregg Hadley to discuss how the department fits into his vision of communication support for KSRE. Topics will include the publication update process, technology and systems recovery, and communication staff in county offices.
- Jason is serving on the Human Capital Services (HCS) Advisory Board. This is a big group representing diverse groups on campus. HCS has charged the advisory board with helping them identify ways to become more customer centric and going from a "no" to "yes" organization. The board will help HCS plan better, focus on executing their core values, and attaining their 2025 goals.
- Discussions are underway to update department practices on billing for development costs. The discussion will revolve around a process that specifies what customers can expect to pay for development of materials, which would be separate from production costs. This is being discussed as more of our work lives online and may not ever be printed. Traditionally we have recuperated development costs when materials are produced. Unit leaders were asked to bring ideas on what these charges may look like, how they will be used, and what clients should expect to receive for the charges to the June 21 meeting.
- Interim dean candidates for the College of Agriculture have been announced. Ernie Minton and Allen Featherstone will interview next week. Each candidate will have an open forum in the Leadership Studies Town Hall at 10:30 a.m. Ernie will present on June 18 and Allen will present on June 19. Application materials and links to open-forum streaming can be found at <http://www.k-state.edu/provost/about/searches/>.
- The Fiscal Year ends shortly, so please be nice to staff up front.
- Publishing staff are working with the State Fair committee to identify printed materials to have at the KSRE booth.
- Agricultural Education Orientation & Enrollment numbers are up and ACJ is level.

Gina Nixon:

- I received our department's term contracts and will distribute them before the end of the week. The regular contracts should be delivered next week.
- We are working on final invoices for Publishing and University Printing work. Focus is on customers who indicated they need an invoice this fiscal year.
- We walked through the Feed Tech Building with a Facilities project coordinator. It was good to hear and visualize the building remodel.
- We received a preliminary estimate for the Umberger building revisions. We will move forward on working with a designer/consultant to better define the project and better estimate total costs.
- Jenny Locanthi Dowell has been hired as the new Compensation and Organizational Effectiveness Manager. She is currently the Vice President for Human Resources at Community First National Bank, Manhattan. She will begin her new position July 9th.

- Attended a good session on World Religions. Highlights included:
 - Just because you know a person's religion, doesn't mean you know anything about them.
 - Midwest work and school breaks are centered around Christian holidays. Be respectful and supportive of individuals who practice their religion.
 - As we talk about diversity and inclusion, remember to simply treat everyone kindly and respectfully.
- 4-H activity pins will be distributed through the Bookstore rather than 4-H Foundation. Mandy and Deb continue work on creating an order form for the 4-H clubs and county offices.
- Mandy is providing ideas and samples of promotional items and prizes for the KSRE State Fair booth.
- Mike continues to move publications around and reduce the inventory footprint in the Bookstore.

Rob Nixon:

- The Union Executive Director, William Smirga, is retiring. There will be a luncheon on new candidates vying for the open position. Rob is wondering how this will affect our Union Copy Center costs, etc.
- Music and Band Camp are on campus this week, so lots of projects being created for these events.
- O&E is still going on, and New Student Services have ordered more transfer schedules.
- Our intern's, Megan Allen, last day will be tomorrow. We will be giving her a swag bag of KSU goodies. She is going to deliver the Lyon County Fair Books for us. We had a great experience with her, and she really enjoyed the press room. Rob encouraged her to grab any samples for her portfolio to help guide her path at Flint Hills Technical College.

Mark Stadtlander:

- Electricians came and rewired an outlet in the refrigerator and water cooler area to comply with fire code.
- Jason Hackett and Mark are going to look at the photo lights currently housed by Publications.
- At the Publication Review committee meeting they identified lots of publications that need to be updated or need to be totally rebuilt because artwork/photos need to be updated. Some publications need to be seriously considered for removal from inventory because of a lack of files to work with.
- Meadowlark District is looking for a metal sign and other signage for the relocated office in Oskaloosa, and he will forward that email to Megan Macy.

Jason Hackett:

- Brad, Dan, Pat, Mary Lou, and Randall are working on various projects for the Ag Report, Statewide and/or SEEK.
- Jeff and Randall did a nice job filling in for Eric while he was on vacation.
- After the Hale fire, Jeff used Dropbox to distribute radio network cuts and cue sheets because the website was down. He was able to track the number of downloads and did not hear from

radio stations having any problems using Dropbox. While Jeff did go back and post three weeks worth of cuts to the website, we're going to continue posting to the website as well as Dropbox for a few weeks and see if stations prefer one method. If most would be OK with Dropbox, perhaps we can save 50-80 hours a year by not posting everything to the website (this service is specific to radio stations, not every day website visitors, who can access the podcasts. We realized that there was no significant change in people going to Dropbox vs going to our website.

- Cassie will help us with a Social Media photo shoot.
- We had a couple cool multi-media stories about tents that help with capturing night time heat, what farmers should do about blue green algae.
- Kevin has the small studio operational and it is nearly ready to install sound panels.

Megan Macy:

- Met with Gregg Hadley, Gloria Holcombe, and Susan Metzger about the State Fair. Working on pricing a different display. We are working on a banner and looking at different models.
- They are creating an interactive game, a roulette wheel, to use at the State Fair. There will be a training document about working at the booth. There will also be training with Megan live-zoom meeting, that will be recorded, for training purposes.
- The current Legislative Report includes 5 grant videos, testimony videos, and the stories have become a lot of work. We want to propose:
 - Discussing the format of the report and the goal of what we hope to accomplish with this report.
 - Creating just 2 videos. One video would show who we are and what we do in Research and Extension. The other video would be specific on the Land Grant Mission, explaining the 3 tiers and can be shown all around campus. Testimonial videos would be more like "Man on the Street" interviews, with random people answering questions.
 - The purpose of the report would be highlighting what we have done and what we hope to do, using the 15-15-15-time line– what we have done, what we are doing, and obstacles.
 - Print piece – Susan likes the book we have been using, and we pointed out the stories are already found on the web. We want to only provide data/numbers in the book and keep the stories on the web.
 - Discussing more story ideas.
- Working with Amy, Cassie, and 4-H team about Social Media and Social Media training. We have decided to do an in-person training on July 16th, in Salina. They will show the participants how to plan out information on a calendar. We would like to have this wrapped up by August.
- Received a request for a metal sign for an office. Those requests should first start with Megan, and then she will direct them to Mandy in the Bookstore.