

## Unit Leaders Meeting, May 10, 2018

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

### Jason Ellis:

- Jason received the Fire Marshal's report for the recent Umberger Hall inspection. A total of four reported issues, two for the business office and two for the building/Facilities. The work room in 301 Umberger will be reorganized to better utilize existing wall plugs in place of power strips.
- Met with Jeff Morris, Jason Hackett, Ashley Martin and Cindy Hollingsworth to discuss university communication strategies and messaging to improve consistent branding and message delivery.
- Spoke to Mark Stadtlander about the design staff after Bob Holcombe retires.
- Next Thursday, Jason will be on his way back from the AAEE conference, so Unit Leaders will decide if they need to meet for next Thursday's Unit Leader's Meeting.

### Mark Stadtlander:

- Amanda, Amy, and Mark met with Jesus Roberti and Nitesh Verma to discuss the technology behind the system that serves up pdf from the KSRE bookstore. The meeting cleared the way to proceed with the next steps to creating the publishing website.
- Many members of the publishing unit visited the new dining hall adjacent to Wefald Hall and then had a tour of Wefald Hall. Thanks to Gloria for setting up this outing.
- Bob Holcombe has officially announced his last day with the university will be June 1.
- One Voice News:
  - Foundation is changing the way they are posting donations. The focus is now on what the donor is passionate about versus how much they gave. Listings of donors and the amount they gave should not be used.
  - Foundation hired a new video producer.

### Rob Nixon

- Johnny Kaw's 52<sup>nd</sup> birthday today!
- Printing 101 is August 3<sup>rd</sup> and will be targeted towards office professionals.
- Greg LeValley will be gathering input from selected office professionals to develop a presentation that includes information that will be beneficial to this group.
- There will be an after-action meeting regarding the Commencement program on May 23<sup>rd</sup>. An error in the program was discovered by one of the colleges when programs were delivered on May 3. A team of 16 people were able to disassemble, reprint materials and reassemble nearly 1,000 within a day. The team effort was very much appreciated.

- The University Printing staff will be meeting with Chad Jackson from the Entrepreneurial Center on May 24<sup>th</sup>.
- Megan Allen from the Flint Hills Technical College will begin her internship June 3<sup>rd</sup> for two weeks.
- Brown bag lunch will occur on July 19<sup>th</sup>, 11:00am-1:30pm, in UM 312. (The room has been reserved 😊).
- Research on water bottle labels found they do make paper that is more water proof, and would last longer. We are going to test the in-house method first with 50 bottles for O&E in June, and then decide if we need another method.
- Union Copy Center Student employee, Lauren McLinden, had her last day yesterday. Mattie Warner will be coming back to Umberger for the summer. Hannah Hosick and Chad Diedrich will also be here for the summer.

### **Gina Nixon:**

- Lori Buss sent out the year-end dates. Be sure to use year-end money and send in invoices by June 12<sup>th</sup> for fiscal year 2018. Any procurement card charges after July 1<sup>st</sup> and any invoices after June 12<sup>th</sup> will be posted for 2019. Lori is working with the Division of Financial Services to process reimbursements for individuals returning from travel on June 18.
- All invoices for departmental services that must be paid in FY 18 will be delivered to departments and state agencies by June 12<sup>th</sup>; however, invoices will continue to be generated through the rest of June for payments to be received in FY 19.
- Effective July 1, the accounting staff will only be using EPMS for departmental financial reporting. Staff tested EPMS alongside the former general ledger system during fiscal year 2018. Going to a single system will save staff time and improve reporting capabilities.
- Gina passed out the financial summary report for 2017/2018 Fiscal Year. To date the department has expended \$4.4 million (\$2.9 million has been in salaries) and deposited \$1.9 million.
- Patty finished posting photos on to the department Flickr account under “Stock Photography”.
- Frames have been purchased to highlight various student-shot photos that will be featured within our hallways, classrooms, and offices. They will be changed out periodically.
- Emmy Chamberlain will be the project manager for the basement remodel. It will be done in two phases.
- New computers for the grad students have been set up in the grad workroom. The students have commented that they are “lighter and faster”.
- EPMS update will happen on Friday at 3pm. Cory will let us know when that will be happening.
- Mandy Wilson is working with Gloria, Susan, and Gregg to identify give-away items for the State fair.

- Agents have been in town for the New Agent Training so lots of activity at the bookstore.
- Mike is working on condensing publications in the bookstore by placing sorting bins on shelves. This creates space for 12 publication titles per shelf vs. 3.

### **Megan Macy**

- The News Media Team hosted New Agent Training on Tuesday and all went well thanks to a great team! Initial feedback has been great.
- Statewide should go out as soon as Sue Peterson approves (update it was distributed Thursday afternoon)
  - Kansas County Commissioners received it directly for the first time
- Sarah Bowser via Ernie Minton requested banners and handouts for a congressional research presentation. Megan will be working with Mark's team on this project – tight deadline.