

Unit Leaders Meeting, May 24, 2018

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

Jason Ellis:

- Cassie Wandersee will be teaching AGCOM 590 and will be working with Megan with 4H marketing, social media, and other department social media efforts.
- Gaea Hock is in the Czech Republic and you can follow her through the class blog or on FB.
- One Voice was dominated by Strategic Enrollment Management discussion. Jeff has given us a directive to really think about the information presented. We want to have a more formalized One Voice group, which makes decisions and agrees upon direction, that we can take out and have more uniformity and coordination across campus.
- Educational Units, generally, will need to justify expenses that are not focused on bringing students to campus.
- We need to focus on brand value and proposition. Web content and navigation needs to be standardized. We need to establish a governance structure for Enrollment Management...an office not a committee.
- College Leadership Meeting: Floros might be here until late June, early July. The Provost would like to have an interim established before Floros leaves.
- A committee is looking at applications for Interim Agronomy Head, and hopefully will have someone established by early June.
- They are looking for permanent director of Food Science Institute.
- They are looking for permanent Department Head for Animal Science.
- The Parsons Center is looking for a leader for Research and Extension.
- Currently, the university is predicting enrollment to be down, but COA enrollment should be flat if not up. The university, from the budget perspective, is setting aside the 3 million from the state so they are working from a base budget. They should be giving a new budget to colleges by August to test for FY19.
- Budget is still short, so the President has given the academic units (including the COA) a 4.8% reduction, and KSRE has received a 7.3% reduction. We received our department reduction on Monday and we will notify the college how we will address the cut on Friday, May 25.
- Not releasing any faculty positions to fill. No faculty positions eliminated that are currently filled. There will be some staff positions that will be terminated, but those individuals will be given an option to go somewhere else within the university. College leadership has recognized what our department does for our college and KSRE, and the value of our positions.

Mark Stadtlander:

- Jason Hackett, Phylicia Mau, Gloria Holcombe, and Mark Stadtlander met with Gregg Hadley, Don Boggs, Ernie Minton, Susan Metzger, and John Floros to discuss the content of the Fall Ag Report. The printing contract runs through the next issue. The administrative members present heartily agreed to continue with a printed version of the report.
- Jason Ellis, Phylicia Mau, Bob Holcombe and Janie Dunstan and Mark met to discuss the soon to be open graphic designer position.

- Amanda Tomlinson, Gloria Holcombe, Jason Ellis, and Mark met to discuss staffing in the writer/editor positions in the publications unit supporting AES and the College of Agriculture.

Jason Hackett:

- Cassie Wandersee has now moved over to Dole Hall, and we introduced her to everyone.
- Eric is going on vacation for 2 weeks, so we will do our best to fill in while he is gone. Jeff will do most of the program. Randall and I will help too. Pat is providing audio for interviews.
- Brad and Kevin helped move two racks of shelves from the server room. We will be placing them in the small studio's closet area (formerly the tiny studio).
- Randall was able to get a cool corpse flower story. He captured images and info from when they were cutting into it for pollination and were taking air samples, chemical compositions, etc.
- Mary Lou put together the Top Ten List based on Mark Stadtlander's publications list.
- Dan, Gloria, and I went to a fire-shortened DAM meeting with other campus staff members in Hale Library on Tuesday afternoon. We discussed what we are doing, what our needs are, and how much data is out there. The archive staff at the library had previously put out a survey about the sharing file system to assess these needs in detail and we reviewed the collected responses. Athletics gave them a demo of their new DAM, Photoshelter from Libris. There was some discussion about the cost of a DAM system but the discussion was mainly about what a system would need to provide. We would need standardization, metadata and keywords for campus-wide use. We might need dedicated staff who control the information, and who are trained with the standards. They will continue this discussion under Ryan Leimkuehler, university records manager at the library
- Latest numbers from our Statewide e-newsletter (distribution was segmented into four recipient groups), open rate followed by click-through rate:
 - KSRE agents: 70 percent; 35 percent
 - County commissioners: 34 percent; 9 percent
 - KSRE campus staff and Dean's advisory council: 68 percent; 34 percent
 - Legislators: 37 percent; 3 percent
 - Note: Industry averages are: 16.7 percent; 9.7 percent

Megan Macy:

- Banners and handouts for DC Congressional trip is complete! Phylicia has files on USB to send to print and provided Megan with a backup disk of all of the files.
- Megan will be leaving early on Tuesdays and Fridays for summer baseball with kids.
- Megan will be out of the office in the mornings next week.
- Planning to meet with Jeff Morris, Tami Breymeyer and Learfield Licensing contacts regarding 4-H licensing.

Gina Nixon:

- The University Printing and Bookstore staffs attended an entrepreneurship workshop led by Dr. Chad Jackson in the College of Business on May 24. Gina and Justina covered the areas by answering telephones and assisting clients. Hannah Hosick covered the Union Copy Center.

- Employees are cautioned against using personal email accounts for university business as this makes those personal accounts subject to the open records act.
- Fiscal news: The department has performed well expending funds and generating revenue. As of May 10, the department had expended \$4.4 million. Salaries comprised \$2.9 million or 66% of department expenditures. We have generated \$1.8 million in revenue. As we approach fiscal year end, we will be moving some funds to cover the 1.5% salary increase given in mid-July and expend some student fee funds.
- Bookstore staff are continuing to consolidate the inventory to fewer shelves.