

Unit Leaders Meeting, September 13, 2018

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

Jason Ellis:

- KSUnite is October 9th, 1:00pm-3:30pm. Start encouraging your staff to attend. The format will be a bit different this year. If employees leave work and do not participate in the event, they should report leave.
- Marty Draper has been selected as the interim associate dean for research.
- Search has begun for food science institute, agronomy, horticulture, and entomology interim department heads.
- The Provost has indicated that the search for the Dean of Vet Med will be conducted before starting the search for the College of Ag Dean.
- Department heads were given a new budget model spreadsheet that included numbers. The amounts shown are university budget level. The budget modernization documents can be found at <https://www.k-state.edu/2025/initiatives/budget-mod/index.html>. If we look only at tuition revenue and state allocated funds, the documents indicate college will be \$23 million short. These numbers do not include federal fund allocation, grant or fee revenue. We do not know how the interim dean will pass money on to departments, whether he will follow the modernization model or use different metrics for distribution of funds.
- We will schedule a departmental staff meeting in late October 2018 with Interim Dean Minton.

Gina Nixon:

- Attended “Weathering the Storm” session with HRMN. The speaker spoke about “stormy” environments within the work place. Some highlights shared included:
 - Prepare for the unexpected
 - Hold people accountable
 - Keep meetings productive
 - 5 x 5 rule – if it is not going to affect you in 5 years, then don’t spend 5 minutes on it.
- Business Office staff will have a retreat on September 14. We will be discussing our strengths, how to increase/maintain positivity, and distribution of work load.
- Open enrollment for health insurance begins October 1st. All employees who wish to have coverage in 2019 will have to log in to the health portal and opt in. Diana and HCS will be sending out emails with portal links and more detailed information.
- If you haven’t earned all your HealthQuest points for your insurance, you have until December 1st. If you have Plan A, you need 40 points, and Plan C needs 50 points to receive credit.
- The Benefits Fair is October 4th.
- Gina will be attending the KS Society for Human Resource Management conference in Wichita, September 18-21.
- Mandy will be out September 16-23.
- The bookstore is busy filling orders for the wheat books and 4-H achievement pins.

- Mandy updated the display downstairs to show all the different things we have ordered for other people. We will be adding some signage and developing posters for display in the Union copy center.
- We have sent our excess food scales, jars, and rulers to the Kansas State Fair for giveaways.
- Still waiting to hear from Emmy Chamberlain, facilities project manager, about the Umberger basement renovation project.
- Ordered new Trend Desk for Mandy and Lisa, designed by KSU grad students. They are only 24 inches wide and sit nicely on desks. They seem to work better than Vari-desks.
- Lisa is almost ready to start invoicing for University Printing.

Rob Nixon:

- The small safe door at the Union Copy Center is broken.
- Megan Allen at Flint Hills Tech College has asked us to participate as industry advisory epartners. They will meet a couple times a year.
- Large number of projects in our shop, very busy: State Fair, Beach Museum, McCain, Career Fair, Homecoming Week, etc.
- Rob will be out tomorrow.

Mark Stadtlander:

- We have had many people out for various reasons this week.
- Gloria has been at the fair this week.
- Linda and Mark talked about the publication review process. Mark will send text to Jason E. for him to send to department heads.
- Worked with Jason Hackett to help straighten out issues with the image database library on the web. There is a problem with the page linking to the Portfolio system.
- Work continues on issues with digital printing and colors appearing dark.

Jason Hackett:

- At the Writers meeting, they met with Kelly Boswell from Grain Science and Industry. As their new communications coordinator, she will help us make better connections with researchers.
 - We're working on similar meetings with Cassie Wandersee at KFS, and Angie Denton in ASI
- Restarting regularly scheduled meetings with DCM Comms after Jason met with Cindy. These will be about what's coming up and the importance of having an agenda.
- Eric is on vacation for the next two weeks, and Jeff, Sarah, Randall and Jason will help fill in for him.
- Yesterday's episode of Agriculture Today had 676 downloads. We're now averaging double the download traffic from before Cassie took over the KSRE Twitter account. Randall is now handling Twitter, since Cassie is gone, so we have constant posts.
- Randall is helping with the new Global Food Systems podcast.
- Jason will be out at the fair tomorrow and out Monday afternoon. Brad will be out parts of the next two weeks.
- Brad finished four quick-turn Feed the Future videos.

Megan Macy:

- Received a question regarding how to handle brand identification in presentations for FCS topics. Mark provided what text they include on publications
- Had some printing issues/size issues with the College of Ag Diversity Programs rack card. Rob said the print size has been solved. Rob said he will reprint the rack cards for color correction.
- Working with Phylcia on several x-frame banners for annual conference.
- Next week she is leaving for DC on Monday for the 4-H Grows Here Brand Summit. Traveling with 4-H Foundation
- State Fair has gone well. She has received lots of feedback from volunteers. There will be a follow-up survey sent to all volunteers for them to provide feedback on what worked and didn't in order to improve for next year.