

Unit Leaders Meeting, October 31, 2019

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

Jason Ellis:

- Unit Leader meetings will begin to include Eric Atkinson and Pat Melgares after the first of December. Meetings will be biweekly. Invites will be set up on everyone's calendars.
- Departmental cars – we have one car in News Media and 3 vans in University Printing. COA will not be replacing every car but will purchase 4 Chevy Traverses (SUV). Umberger will create a shared mini-motor pool with Gregg's office, 4H, Field Operations Office, and Paula Peter's office. SUVs will be available to be checked out by other units and they will pay less than going through KSU Motor Pool. Our car was used less than 4000 miles a year, so our department decided it may be better to do a car share program. We will try this for a year to see if it works. If we decide to buy a car, it will be with department funds. The sign-out system for these cars has not yet been established. The proposal has been sent to Dr. Minton and should be decided by the first of the year. We will leave the News Media car parked near Dole.
- JNT shared the new design for Global Campus webpage to view, with 3 levels of navigation, as a preview for K-State's new website look. They also shared mock-ups of the new bookstore site based on the CMS design.
- Winning Aspiration Document – Jason Hackett would like to schedule a meeting with the Team Leads. What do we need to do to start implementing the final "Department Guiding Principles" document? How will our teams work together? What are the priorities? How will we introduce this to the whole Comm-Services?
 - Unit Leaders will look at this document again, refresh the wording and edit. Try to have this done by next Thursday, Nov. 7th.
- Looking on the horizon at future projects, who does the design services, fees, and look at customer's needs. Potential to the department? Potential to the university? How can we share design services between units?
- Next meeting is November 14th. We will decide at that time if we need to meet on November 21st.

Gina Nixon:

- Gina will begin reaching out to individuals changing locations to identify which items will be moved and how new work areas should be configured.
- Vending machines will be moved to the third-floor commons area, near the classrooms.
- University Printing and Bookstore staffs have co-located in Umberger 24. They also did an incredible job of clearing out space and consolidating inventory to clear out rooms 26, 27 and 28 and part of 11 in preparation for demolition and construction. These temporary moves are stressful and impact workflow and inventory management.
- Construction crews will arrive the week of November 4. It will be disruptive with added people walking around and with noise. Thank you in advance for everyone's patience and understanding.

- Updates to some of the offices on the second floor will begin the week of November 4 as well. Again, these shifts and changes in physical spaces are stressful. Gina will send out information regarding when painting will be taking place provided Facilities gives us notice.

Jason Hackett:

- We're getting ready for Nathan Leatherman to start on Monday as the department's new video production specialist. We'll be doing some onboarding tours with various staff members introducing him to different aspects of the college and KSRE. Until the move to Umberger, his office will be in Dole 121.

Susan Schiff:

- Cleaning up her new office. She has extra furniture and "stuff" that she does not need. She will store it in Linda Gilmore's old office. If it is too big, she will put post-it notes on it. If interested in seeing what she has to offer, please come by when she is there.

Mark Stadtlander:

- In the midst of moving and cleaning.

Rob Nixon:

- They will start remodeling the basement on Monday. Staff has done a fantastic job relocating and clearing out areas in preparation.
- Rick Butler and I attended the Printing United conference last week in Dallas.