

August 19, 2021 UL Meeting - Present: Jason E., Rob, Pat, Cory, Monica

General Updates:

Academic

- Classes start on Monday, August 23, 2021.

Comm Solutions

- Office juggling is planned in the next couple of weeks. Will see some different faces in different spaces before too long.
- The first search committee meeting for Jason Hackett's position is Monday, August 23rd.
- Going to fast-track search for E. Atkinson replacement with goal of having someone on board in October to train with him.
- Changing format of Agriculture Today to be a half-hour segment and no longer live. Program will be recorded and uploaded to site for stations. Change starts October 4, 2021.

University Printing / KSRE Bookstore

- Polar cutter is repaired and working well.
- New student hire for Umberger and possible for the Student Union to help cover lunch hours.
- Delivery of Xante flatbed and Intec cutting table should be scheduled soon – hope to have equipment in 2 weeks.

Business Office

- Recently, there have been issues with orders from Staples. The orders are no longer arriving the next day and, in many cases, have required additional follow-up and reordering items. We are looking at alternatives.
- Spark pc laptops have been distributed to students and staff who requested them. The remainder of the computers will be used to replace desktops that are failing.
- Plant Pathology and Horticulture have joined their business offices to create the first shared service unit in the College. The unit is housed in Throckmorton and will report to the Budget/Fiscal officer for the College.

Administration

- Interviewing three candidates for HR position this week and next week.
- Retool position description for Mary Lou's former role to get that through the hire request cycle.

- A meeting was held to look at installing a TV for displaying digitally in hallway outside 301 and in Bookstore. Computers and a new display will be ordered next week. Work for electrical and networking will need to be completed prior to sign installation.
- The Division of Facilities is looking to get out of the sign business so they have reached out to see if University Printing would be interested. We will be exploring if this is an option.
- Note will go out Monday, August 23, about remote work requests and how they will flow through the recently updated university policy. Jason will send a draft to unit leaders and Comm Solutions team leads so everyone has heads up and provides an opportunity for questions and discussion before it is sent to all department members. Internal deadlines will be included.
- Not going back to pre-COVID custodial services. Reduced trash pick-up schedule and such. Anything can do throughout units to help support the custodians, it is appreciated.

Technology

- Timeline on old Dynamics switch to EPMS keeps getting adjusted. Old Dynamics is no longer being supported by Microsoft so will be upgrading to newer version of Dynamics to get by longer.
- Account lockouts threshold has been adjusted by university and that change is being re-evaluated due to the amount of disruption change has caused. IF staff/faculty have trouble they can contact the HelpDesk.