

Unit Leader Meeting

May 20, 2021

Administration

- ❖ Faculty affairs
 - Morale and salaries
 - Most employees have been here more than 20 or less than 5.
- ❖ Leadership team meeting on May 21.
- ❖ Tuesday roundtable – centralizing (KSRE/Ag by Fall) for time and leave.
- ❖ Jason has two USS service pins for Mandy (10) and Annette (20).

Business Office

- ❖ Year-end focus
 - June 4 – Payroll transfers due
 - June 16 – All payment documents (travel, BPC, APV, IFV) must be to DFS
 - June 21 – Payment and budget transfers due
 - June 23 – KSU financial systems shut down
 - June 30 – final day to deposit funds
- ❖ Monica starts June 1
- ❖ BCOP taking summer/year-end hiatus
- ❖ Continuing meetings with UP/Bookstore (do we need to formally announce to group/department they are one unit now?)
- ❖ Waivers for hires
- ❖ Staffing changes
 - Mary Lou is retiring as of May 21, 2021.
 - Jason has started proposal to Gregg and Ernie for replacement.
 - Has been proposed to Gregg but that was when retirement was in February.
 - Need to relieve day-to-day pressures to allow for time for hot-topic work.
 - Donna will be retiring effective June 12. Out of the office 05/20-06/04.
 - Randall will be leaving effective June 12.
 - Approval to start position description and recruit for Eric's replacement.
- ❖ New eform/esign tool coming
- ❖ Updated credit card machines to internet.

Comm Solutions

- ❖ Meg and Jason have attended 3 meetings and a demo on Sales Force to capture data on users across the state. Depending on sales force level, they have an AI interface that could connect with our new library system.
 - Demo today – barely scratched surface (infinite amount of adding)
 - Get cost estimate and put together proposal
 - Out-of-the-box approximately (\$72 view only, \$840 admin licenses x 3 (Meg, Taylor and Jason H. (\$2,520)) - forms and database management, reports, some ability to export to emails.

- Could create dynamic email templates.
 - Marketing Cloud (\$35,000/yr) - really does what we are wanting to do.
 - We should also have our own staff person to help out – pay IT.
 - Does this get used for media releases as well? Would give us information on open and access.
 - Could be themed newsletters for areas and use Statewide newsletters.
 - Training on strategies
- Discussion about potential funding sources.

Technology

- ❖ Completed setups of Amanda’s SPARK laptop and Gaea’s warranty replacement this week. The secondary computer Mike uses downstairs has a hardware failure with the network connection – due to age I am planning to set up an on-hand Lenovo desktop as a replacement and then have the broken machine recycled.
- ❖ ITS is working on a plan to replace the ServiceNow ticketing system due to cost/usability. Sounds like we may end up renewing ServiceNow for one more year to allow time for transition.
- ❖ I’d like to proceed with the next EPMS upgrade so we don’t fall too far behind – previously we had discussed the idea of defining a post-upgrade testing checklist I can perform on the test DB, so we can help avoid some issues we’ve seen with previous upgrades. Maybe this is as simple as just making sure reports are pulling up correctly? In the past that is usually what has tripped us up if we did see issues.

University Printing & Bookstore

- ❖ Meeting with Ricoh – invited Mandy to – large format printer (one lease ready to expire) perhaps buying that piece and see if Ricoh will still provide service and supplies. Get into a smaller flat-bed printer to get into yard signage and marketing items. Small run customizations.
 - ROI – how much have we been selling/outsourcing
- ❖ Digital envelope press solution
 - Water-proof ink is Rob’s hang-up. Still limping along with offset machine
 - Staff has come up with digital envelopes to run on copiers (Global campus machine)
 - Found a window envelope that will run through copier.
 - Still looking for clasp runner
 - Greg and Rob are running – other experienced members?
 - Tony Cusic has experience
 - He continues to decline when asked to step up and try
 - Kris volunteered and tried
 - Mike Ryan – good crossover guy
 - John Cooper
 - Rollin Mensch
- ❖ New student hire
- ❖ Susie responded with suggesting UP for graduation banners on FB
- ❖ Scheduled return date is June 2 (FMLA)

