

**September 2, 2021 UL Meeting** - Present: Jason Ellis, Gina Nixon, Cory Spicer, Rob Nixon, and Monica Coverdale

**Discussion Items:**

- Leave accruals - some people hitting ceiling and losing time and some in the low balances in sick leave category. Remind staff of their benefit for vacation time and keep an eye on the low sick leave balances.

**General Updates:**

Academic

- ♣ September 8<sup>th</sup> faculty will review and make decisions regarding 10 graduate program applications for Spring 2022.

Comm Solutions

- Some staff office moves are underway.

Business Office

- ◆ Our new HR Analyst, Jami Clark, will begin on Monday, September 20. Jami is coming to us from the K-State Child Development Center where she serves as the HR Representative. She has been at the Child Development Center for about three years. Prior to that, she worked in various positions in the K-State Career Center for 16 years. Jami has a bachelor's degree in management, holds her Professional in Human Resource (PHR) certification, and is a Korn Ferry Architect.
- ◆ The search for a new Communication Solutions Director is underway. Application review will begin on September 7. Pat Melgares is chairing the committee. Other members of the committee include Susan Metzger, Meg Drake, and Cindy Hollingsworth. The current goal is to have in-person interviews in early to mid-October with someone starting at the first of the year.
- ◆ A search for a Producer/Director was launched this week. This position will take over Ag Today when Eric Atkinson retires at the end of the year. Jeff Wichman is chairing the committee. Other members include Taylor Kennedy and Joel DeRouche. Application review will begin on September 13. In-person interviews will tentatively take place in early October with someone beginning in early November.
- ◆ The search for a writer will be delayed until a new Comm Solutions Director is in place.
- ◆ Thank you to Monica Coverdale and Kelly Ingalsbe for cleaning and organizing the vault in 317. They also cleaned the graduate student office and set it up for our record nine graduate students in the office. Thank you!!
- ◆ Digital signs will be placed in University Printing and outside Umberger 301. These will provide campus information in addition to department specific information. We are looking forward to

the different ways to promote our services and events. This will also allow us to push some advertising out to other digital sign users across campus.

- ◆ The College business office is still closing out FY21. We should be ready to report on how we ended and current status by October.

#### Administration

- College Strategic Planning discussion was held on 09/01/2021. Theme being considered: Horizon 2030 – Better Together. Collaborative efforts faculty hiring. Four focus areas discussed: 1. Data Analytics, 2. Sustainability, 3. Health and 4. Climate. Also, how are we assessing our efforts to be collaborative?
- Jason Ellis and Jon Ulmer met with College of Education Dean, Debbie Mercer, and Assistant Dean, Todd Goodson, about a potential certificate in power structures and mechanical systems so graduates could teach industrial education courses.

#### Technology

- ❖ The Dynamics SL 2011 install is completed and we are ready for testing. I am setting up VMs for Dynamics users – Gina, Mandy, Lisa, anyone else? - to access remotely and test. Once we confirm everything is working we'll arrange for a cutover, which will probably require 1 day downtime.
- ❖ We have added a number of commonly used apps to the SCCM software center. This will allow Windows users to install the listed apps without having local admin rights on their computer. Software Center can be found by opening the Start menu and searching for "software".
- ❖ ITAC is finalizing testing on some changes to the Windows printer mapping settings – this will allow people to connect to the mapped printers with pre-installed drivers, so they don't get a driver install prompt (which requires admin rights to click) when they try to print.

#### Printing / Bookstore

- Increased number of projects
- Multiple staff members out for various reasons
- New student hire Gavin Cornelison
- Looking to fill noon time slots at the Union with another student hire.