

Unit Leaders Meeting, May 31, 2018

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

Jason Ellis:

- They are putting together the committee to work on the interim dean search.
- O and E starts next week, for those students who are starting in the fall. Not sure how this will work with the systems down, but they are working on that. O & E will continue for the next 2 weeks.
- 4H Discovery Days are going on right now. Katie worked on a project involving the environment and communications, so took a group out to the Konza Prairie. Brandie/Jon/Audrey have been helping with the Career Fair during the FFA Convention, with a departmental booth.
- The Agri Science Fair is going on around campus, that Gaea usually organizes, but she is returning from the Czech Republic. One of her undergraduate students has been helping with it, Eric Koehlmoos and Brandie are setting up Science fair posters. They are publicizing that Agri Science and general Science go together.
- CASE will be having a training workshop here to train ag educators on an area of agricultural science curriculum for use in schools. This will occur June 19-28th.
- Ag Ed will have their Advisory Board Meeting next Tuesday.
- Lauri and a student will be going to NACTA to present research at this national research conference.
- Some students will be going to ACT conference.
- One of our ACJ students is up for the Forrest Bassford award, presented by the Livestock Publications Council.
- Audrey King's last day will be June 15th. She will be starting her PhD program at OSU in the fall.
- No news on faculty positions, all hiring is frozen at this time.
- Animal Science's search for a department head is starting soon, and the Agronomy department is assembling an interim department head search.
- We do not know the last day for Dr. John Floros yet.

Mark Stadtlander:

- Amanda Tomlinson is out of the office this week and next.
- AES Manuscript Intake System is down.
- Publication Update committee met and will meet the second week of June. They are finding what publications are old and giving a deadline when it needs to be updated. If not updated, then it will be deadfiled.
- Jason Ellis, Gina Nixon, Deb McClain-Williams, Amy Hartman, Mandy Wilson and Mark talked about publication workflow.
- Linda Gilmore is out of the office most of next week.
- Gloria and Bob Holcombe are traveling much of next week, and Bob's last day is Friday, June 1.
- Kaci is working on a neat project for Amanda Tomlinson with AES System publications dated 1916 - 1960's.
- Mark emailed Lori about a possible fire code violation with various appliances plugged into a power strip. They will be correcting this soon.

- Web Committee meetings are on hold.
- The next few weeks will be quiet with many people out.

Jason Hackett:

- Due to the Hale fire and system outages, we can't live stream Agriculture Today. Kevin tried to set up a YouTube account, but that won't work because the URL would change with each stream. POST-MEETING UPDATE: Kevin has found a different option which he tested Thursday and will deploy Friday. We are hoping systems will be up soon.
- We are unable to get out news releases because we have no listservs. We are trying to build a new list and send it out as soon as possible. POST-MEETING UPDATE: We have built the media list and sent news releases and Kansas Profile late Thursday. We are posting stories online, but the RSS feed doesn't work, so we are manually updating the front page of the news site.
- Jeff and Kevin are doing a great job keeping Ag Today going while Eric is on leave. Jeff and Dan covered the Secretary of Ag's visit to Manhattan. Jeff and Randall have several interviews in the works for next week's shows.
- Pat, Brad and Dan are covering Discovery Days on campus, and capturing stories for print and video.
- The writers and videographers met with Gloria Holcombe to plan out Ag Report.

Gina Nixon:

- Met with Jason Ellis, Mark Stadtlander, Deb McClain-Williams, Amy Hartman and Mandy Wilson to walk through work flow of publication from inception to distribution. We discussed the process up to production. We will meet again June 5 to discuss the receipt and distribution process.
- Heard that a new generator was to be delivered to the library today to continue operation of the temporary air conditioners and dehumidifiers in the data center. It appears hopeful that the servers had minimal damage and may be able to begin being restarted soon.
- Gina and Cory Spicer are working with GSWS Cybersecurity on potential cloud hosting of EPMS at least until systems are restored. The group is located in San Diego, CA, and specializes in managing secure network services for government agencies and businesses.
- The University Printing website is up, but Bookstore site is still down. The Bookstore site provides access to all Extension publications for viewing and purchase. The ecommerce portion of the site links to tables in Microsoft Dynamics, which remains down. Requests have been placed to have these servers/sites brought up soon after all University systems are running. In the meantime, no one can access the more that 2,000 extension publications.
- The Division of Financial Services is still down. We are encouraged to pay vendors with BPC cards. If vendors do not accept credit cards, payments will be delayed. Emergency payments can be processed using paper documents/requests.
- There was discussion about Cory Spicer joining unit leader meetings once a month. We will begin this in June.
- Diana LeBlanc distributed time sheets for everyone. Employees are encouraged to enter time for this pay period in HRIS as well as complete a time sheet for backup. Salaried employees are requested to complete time sheets if any leave (other than the holiday) was used. If a time sheet is needed, please contact Diana.

- HCS is processing paper documents for new hires, terminations, pay rate changes, etc., for the May 20-June 2 pay period. All department staff will receive a paycheck on June 1.
- Gina and her staff are getting files cleaned out, storage places organized, and areas cleaned.
- Fiscal Year 2019 budget has not been loaded. Fiscal year end deadlines have not been modified to date. However, with systems down some dates may be modified. We are currently unable to review account balances.
- Gina suggested that perhaps K-State could host the land-grant National Resource Management Officers (NRMO) this year. The group has not met for three years. This group is made up of publishing, distribution, and printing staffs from land-grant institutions across the nation.

Rob Nixon:

- Last Thursday, University Printing and the Bookstore staff attended a workshop presented by Chad Jackson, Director of the Center for Advancement of Entrepreneurship. We learned new customer service tools and how to match those with our current skill sets. We discussed what works best and how. We asked the employees to come up with a bucket of ideas and we will continue to discuss in our Production Meetings.
- Megan Allen from Flint Hill Technical College will be here Monday. We have a couple different workstations set up for her to use during the next two weeks and have laid out an itinerary and list of processes we will work with her on. The first week will be working through our processes from job intake to project completion. The second week will focus on her areas of interests which include wide format and digital production. She will be introduced around the department, so everyone can meet her.
- We had a Commencement-After-Action meeting. New Boston, DCM, Rollin, Rick and Rob talked about solutions to problems that were identified.
- With the servers being down due to the Hale fire, we have been unable to transfer files and has affected our processes on how we send files to be printed on our 4 Color press. We can still print jobs, but we must manipulate the printer manually. We are being patient.
- Gina Nixon, Rollin Mensch, and Rob met to compose a letter about University Printing and what they currently can and cannot do. We cannot do any estimates or billing yet, but we can still print. Gina is going to write a letter to send to the counties about what the Bookstore can still do for them.
- Greg LeValley is working on assembling a focus group, comprised of our current customers, to discuss what they would like to see presented in Printing 101 to administrative professionals.
- University Printing was contacted by Fort Hays State to produce their athletic posters and 6 different books. WSU has asked us, as well, to produce their portfolio books.

Megan Macy

- Out in the mornings this week volunteering at VBS
- Out Monday morning for Wabuansee County Extension budget presentation to county commissioners
- Submitting annual conference proposal to cover next step in branding – building consistent voice and messaging

- Following up on Statewide story ideas with specialists
- Drafting first draft of Culture of Health communications plan