

## Unit Leaders Meeting, November 8, 2018

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

### Jason Ellis:

- The K-State Today article talked about budget shortage, but we are waiting for Spring enrollment before we know what will be expected of colleges and departments.
- Grad School is putting in a Parental Leave policy, where students can receive 6 weeks of paid leave for new births, adoption, or fostering of children.
- We do have an offer out for the AgCom position but are still in negotiations.
- College-level positions: We are interviewing the one candidate for Entomology and the one candidate for Plant Pathology.

### Cory Spicer:

- Adobe rep thinks February will be the time when devices will be updated.
- Drive maps have had some issues with Windows. The Drive maps are done via a login scrip. Cory will be testing and moving us over to a new system.
- ITS Strategic Plan is moving slowly. There is a website with additional notes on the KSU updates. After the strategic plan is the operational plan, where they will spell out how they will implement the plan.
- Downstairs Kris and Mandy have had trouble printing anything except PDF files. Cory is stumped as to why this is happening. It might be due to an anti-virus program preventing printing. He will continue to work on this.
- MAC OS Mohave has had more updates, and there are potential problems with printers. Any Mac books that are older than 2011 will not accept Mohave.
- Last time we had a ticket about EPMS database, we discussed needing to schedule regular updates to hopefully prevent future problems. Updates could be scheduled once a week. Be sure everyone knows that if they have trouble, they can contact Cory.
- He will check with EPMS training, on what they will cover, when it is, and how we can get signed up for it. Is the training per license or can anyone log in? Cory will facilitate a call with Unit Leaders and EPMS trainers to discuss specific problems.
- At semester break, Cory will run through all lab computers.
- The KSU Student Union will be closed between Christmas and New Year's, although the IT Help Desk will be available by phone. The Union will be open the first part of the week during Thanksgiving week.
- We are working with facilities and ITS to help solve the issues with our large monitors in UM 312.
- In the Union Print Shop, people are seeing "expiration notices" from Adobe. Contact Cory, and he can take care of this.

### Gina Nixon:

- Veteran's Day is on Monday, Nov. 12<sup>th</sup>. Diana is providing an example of a correctly completed time sheet to non-exempt employees to aide in reporting time off or time worked on Veteran's Day.
- During the Thanksgiving holiday week, campus offices will be open Monday – Wednesday and closed Thursday and Friday.
- Be sure to use your 2018 discretionary day before Dec. 29<sup>th</sup>. The 2019 discretionary day will be earned on Dec. 30<sup>th</sup> and may be used on Dec. 31<sup>st</sup>. The University will reduce operations Dec. 24 through January 1. Paid holidays include Dec. 24<sup>th</sup>, 25<sup>th</sup> and January 1<sup>st</sup>. Employees should plan to take leave Dec. 26<sup>th</sup> - Dec. 31<sup>st</sup>, or 4 days.
- We have asked the Division of Facilities for a more detailed expense break-out for mechanical, electrical and plumbing for the next phase of renovations in Umberger Hall.
- Rob and Gina will be out of the office Friday, Nov. 9 through Tuesday, Nov. 27<sup>th</sup>. Jason Ellis is taking a group of students on a study abroad trip to Ireland, Nov. 16 – 26. Diana LeBlanc will be out of the office Nov. 16 – 23. If anyone has HR questions/concerns the week of Thanksgiving, please see Lori Buss in the business office, 301 Umberger.

**Rob Nixon:**

- The Vendor and Safety Showcase last week was beneficial by making contacts with other vendors.
- Cory Williamson, Executive Director of the Union, came and visited the Union Printing shop. They had a nice visit with him and complimented him on the space that they own. He was impressed with what their shop can do.
- Greg LeValley is talking about the holiday party coming up. Our department will be bartending this year.
- Rob is looking for some student help, so is talking to Dr. Burke and Dr. Hock for possible names of candidates.

**Jason Hackett:**

- New SEEK version is out, and Mary Lou and Pat have bylines story and another story in it.
- Statewide story deadlines are this week.
- At the First Tuesday meeting, they spoke about the Strategic Enrollment plan and what they should do with transfer students. They spoke about risk management of these transfer students and how to ensure they are properly introduced to the university and able to transition well. Among the topics discussed in roundtable sessions were credit transfers, offering something different to transfer students than first-year students, and the wide disparities in advising all across the campus.
- Yesterday, he met with Cindy Hollingsworth, Nina Lilja and Susan Metzger to discuss the Global Agenda for Sustainable Livestock conference. They discussed how K-State's proposal to host the event was pulled together, the fact that this is the ninth year for this international conference, yet this will be the first time it will take place in North America. They will be hosting it at the Union. Much of the focus will be on sharing information on the sustainability of large-scale livestock operations for people from countries where this is not common. Date: Sept. 8 –13, 2019. The planning group will be here Nov. 6 - 28, 2018, to discuss the agenda and other details.

Other people supporting this conference include: Gates Foundation, Global Dairy Council, and FAO.

- Met with Jeff Morris and Cindy Hollingsworth to discuss having a joint meeting with DCM and NMS to talk about producing content to help with College of Ag recruiting efforts in states identified as critical to the SEM plans: California, Colorado, Texas (non-metro), Oklahoma, Illinois, Minnesota (Twin Cities). Looking at targeting the various ag sectors in those areas and building media contact lists.
- Communicators from different colleges met and Jeff discussed some SEM data gathering that he wants deans to do along with department heads and various unit leaders across campus. He wanted to know how you promote what you do, in terms of recruiting, and brag about their department and/or college. They will then analyze these ideas and coordinate how these messages can be used in university marketing messages.

**Megan Macy:**

- Working with Jason Hackett to address an issue regarding a press release distributed by an agent that was written as if it was from Kansas Department of Agriculture. Using it as a learning moment for the agent and will be making sure to cover in New Agent Training.
- Working with COA administration to revitalize new COA building projects. No immediate action items for communications and marketing.

**Mark Stadtlander:**

- Unit meeting was held, and a future retreat is in the planning stages.
- Took one of our old computers and got Adobe InDesign 5.5 running on it. This allows us to access old PageMaker files.
- Production meeting this afternoon.