

Unit Leaders Meeting, February 7, 2019

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

Jason Ellis:

- Wrapping up faculty and Unit Leader reviews.
- Received 30-35 responses with names of shareholders to receive a departmental survey that will identify communication services/support needs. A draft of the survey has been shared with unit leaders and feedback has been collected. Jason will share the revised survey with unit leaders for one final round of comments.
- Meeting with Jan Mittendorf to discuss communication support for her unit and get an idea of what they are looking for.
- Requests to recruit for two positions in the department were discussed with the College administration team. Discussion centered on funding and the new budget model. No definitive response for filling the positions was received.
- Geneva, Tyler and the Administration team are setting up meetings with all department heads and business managers to discuss the proposed fiscal model and impact on individual departments.
 - Concerns regarding personnel and space costs being charged by the University.
 - Will policy changes affect business in University Printing? Challenges with non-compete clauses.
 - A major component of our department is to provide service and support for the organization rather than administering programs. Academics are the exception.

Gina Nixon:

- Gina and Jason Hackett will be attending a pilot Supervisory Training through Human Capital Services. The program is being revamped to include material for all university supervisors, not just university support staff supervisors. The program will require participants to attend four-hour sessions, 3 times a week for four weeks.
- Met with HR Management Network will host a full-day workshop on Strategic Planning on March 27. Participants will discuss the value of strategic planning, walk through the strategic planning life cycle, discuss the fundamentals of strategic budgeting and more! The cost for the session will be \$35 per participant and includes breakfast and lunch.
- Payment transfers are being completed for both fiscal years 18 and 19 to move federal expenditures per request of the College of Ag business office. The changes are being made to aid in federal reporting and to ensure all expenditures are related to approved research projects.
- Business office staff continue to work to improve how information is entered in to EPMS to enhance reporting capabilities.
- In January 67% of department expenditures were for salaries and benefits; 75% of department revenue was for communication services through University Printing, Bookstore and Mail Center, and Publishing.
- Cory and Gina will be focusing on a new ecommerce system for the bookstore and printing.

- Requests for signage and promotional materials continue to grow. Recent requests are from the Kansas Forest Service, Recycling, and Ag Education.
- J & S Signs has been seized by the State. It has been suggested that we watch for an auction and consider purchasing some equipment.
- University Printing and the Bookstore met with Global Campus and will be picking up some finishing and mailing equipment they no longer have use for with the closure of their copy center.
- Jason, Rob, and Gina met with Facilities about Umberger basement renovations. We are hoping to go out to bid in March/April and start construction in September. There will be a partial restriction on basement hallways as walls, doorways, and electricity is moved. A plan for staff relocation during construction will be developed this Spring.

Cory Spicer:

- New storage devices in Dole are now online.
- The Magazine devices will be backed up in printing and on the second floor. He will also look at the need for updates.
- Adobe has released its shared device model, so we can use it here at K-State. They need to be tied to K-State ID. The timeline will be ready to go in April, and then he can set them up on computers in the summer, and this replaces the old device licenses.
- We need to start thinking about Windows 7, the support will end 2020. We want to be updated before that time. Cory will get a list of computers that have Windows 7 now, and then users can update on their own. He will communicate how to do this when it needs to happen. He is confident in Windows 10. This will be a 64-bit Windows 10 Enterprise.
- We discussed control over timing on Windows Updates, to avoid being forced to update at bad times. While we do have some control over Update time settings, it's advised that people leave their computers online overnight at least once per week or so, in order to avoid getting too far behind on updates.
- SCCM training last week so will update us later about the IT Strategic Planning. SCCM training was good and we are already using it here in this department, so that's good.
- Cory will work with Publishing Designers on how to save work with the new PC remote login workstation.
- We are going away from Trend Micro, and just using Windows Defender on Windows, but still discussing on what to use on Mac computers.
- Faculty Senate Meeting on technology (via Mark Stadlander who attended the meeting)
 - Find one clicker for students to use on campus
 - Update on Duo Authentication is to have it done by the end of the summer. For those who do not have a personal computer or cell phone, there is a device (token) that can be purchased to do the Duo Authentication. For those with a cell phone, you can use an app, you do not have to pay for text messaging charges.
 - The university is talking to a third party that would administer our Adobe licenses.
- Cory and Gina have scheduled a time to talk to EPMS about risks, pros/cons and third-party vendors. Cory is looking at trial offer of Page DNA...eCommerce and the direction we need to go in. We need to look at the hurdles we have had in the past, and what exists today.

Rob Nixon:

- Lot of tours going on and going well. One tour is today and one more next Tuesday.
- Global Campus property transfer will be happening soon.
- He is still completing staff evaluations.

Jason Hackett:

- Annual reviews are finishing up.
- Brad is working on setting up a meeting with SILL to talk about a trip to Senegal to shoot the meeting and get some other footage.
- Brad and Nat from SMIL are putting together some videos, and they are thinking of hiring a student to do the editing.
- Statewide was sent out yesterday.
- Dan and Eric made another Master Farmer interview trip.
- Next Tuesday, Brad, Jeff, and Jason will be giving a presentation to a PFT about media production, focusing on tools and tips for agents to use in their work.
- Dan is gathering content at the Women Managing the Farm conference today.
- Randall is almost done with Global Food System podcasts. He will also work on showing them what we do so they can do this on their own.
- Planning to meet with Mark and Gloria about Ag Report; Gloria provided a great deal of information at our Tuesday content meeting.
- Pat and Mary Lou are working on Ag Report and Seek stories
- Delivered archive of old Kansas Profiles to Ron Wilson so he can share them with KFRM (this was the project delayed by the server failure).
- Randall has access to the full version of Canva to build some consistency in our social media images. This is an account with shared access so Megan can use it, too. Together, we'll build a library of consistent colors, typography, logos, etc.

Mark Stadlander:

- FCS annual series publications are coming in. This is a busy season for Linda.
- Met with Gloria and Jason Ellis to discuss the transfer of responsibilities for the Ag Report and the production schedule. Jason H., Mark, Gloria, and Phylcia will meet to nail down dates for production of the current issue.
- We worked with Ag Ed to do edits on a "How to Teach in California" sheet, and we should have it ready for Dr. Bogg's meeting. Dr. Bogg's needed a sheet about how to get a degree at K-State, and then get a teaching license in CA. Gaea and Brandie worked on the document.
- Extension Impact Report is at print, 25½ x 11 print, and we like that size.

Megan Macy:

- Met with Celia Wiley who has a full semester including MANNRS conferences and national programs. There are some opportunities for press releases.

- March 4th - Compass Plus Minerals, Growing Mindset conference where we could do a news release.
- April 4th - MANNRS Conference to bring students from KC to KSU to tour Vet Med and COA and wants to get a press release out to the state to show that students are coming to learn about our research.
- Working on Culture of Health materials and Power Point
- Next week she will work on the Ag Leaders Meeting, podcast, and tour with new extension agent.