

Unit Leader Meeting
October 22, 2020

- Position discussion/update
 - Discussion about the need for a communication specialist to reside on 3rd floor and focus on department communication efforts
- Department Spotlight - Nov 6 – what should we spotlight?
 - 15 min presentation about our department's highlights
 - Unit Leaders need to brainstorm what we want to present to the KSRE program
 - Focus on services offered and ROI when used?
 - 5 min highlight of University Printing/Bookstore and Mail Center
 - 5 min highlight of Comm Solutions
 - How our expertise and collaboration support research in the college?
 - 5 min highlight of Academic Programs/Research
- JNT update
 - Bookstore site is in the beta testing process.
- Working managers – less working so more time for managing
 - It was noted that with shrinking staff in all the units, managers/leaders have taken on more day-to-day tasks and responsibilities. This leaves little or no time for developing strategic goals, planning/visioning, or performing management responsibilities effectively.
 - Unit leaders are asking for some consultation or training on transitioning from doing to leading during lean times.
 - Concerns about decreased staffing, disproportionate workloads, and morale.

Jason Ellis

- Department Head meeting update
 - EAP for more than just mental health
 - College of Ag graduation plans under way
 - College of Ag \$20/credit hour fee reauthorized by SGA for 3 years
 - Academic Programs in process of refilling vacant positions – event coordinator and assistant dean
- Chemical Weed Guide – discussions to build a dynamic website and app to increase access and user-friendliness are underway with Sarah Lancaster. Will need to involve Pubs team in the planning development.
 - With quarterly/more frequent updates on the system by Sarah Lancaster
 - Sarah's staff would update website, and we would do the copy editing for print versions
- Grain Science – interested in building out virtual training system for operations
- Working on course scheduling for summer and fall 2021
- Dean's Advisory Council tomorrow afternoon (Oct 23)

Jason Hackett

- Comm Solutions 1-year SWOT analysis under way
 - What is it that we do, and what should we stop doing?
- Computer replacement cycle update
 - We need to consider price comparison – PC vs. Macs
- Adobe Sign for pubs routing?
 - There is a limit of signatures you can have, or you will rack up costs
 - Also, there are potential legal issues using a personal version vs. an enterprise version.
 - Gina and Jason Hackett will talk about RightSign instead
- Adobe Premier can now auto caption
- Faculty Affairs subcommittee question re: Dean’s Council
 - K-State is the only university with a “Dean’s Council”, does the faculty find the Dean’s Council useful or would a committee of distinguished professors be better?
- Note about EAP counseling sessions
 - Please sign up for sessions if you are feeling stressed/depressed
 - Hopefully they will have more sessions available

Gina Nixon

- Patty departing
 - We are still reeling from the news.
 - There will be information sent out about celebrating Patty before she leaves.
- Furlough update
 - Making good progress on scheduling and taking days. Thank you to everyone for not waiting until 2021 to start knocking these out!
- BCOP update
 - The committee has finally finished brainstorming is beginning to set priorities for projects.
- RightSign (replaces Adobe Sign at the University). Each license is \$250/yr. Adobe sign is initially less expensive for a personal version but is limited to 300 free signatures and could present legal issues for the University if the enterprise version of Adobe Sign is not used/purchased. Currently the university is not supporting the purchase/use of Adobe Sign as an agreement with Adobe was not reached during negotiation of current licenses.
- Open Enrollment winding down, decisions need be made by October 31st!
 - Be sure you have made your Health Credit Points for insurance saving in 2021. These were cut in half in 2020 due to COVID. It is expected they will return to previous earning levels in 2021.

Rob Nixon

- Commencement order of approximately 6000 pieces using the Eggplant cover and silver foil has been submitted and headed to the State Printing facility for fulfillment. We had discussed keeping this in-house with a size and cover change.
- Rick had upgraded O.S. to Catalina and is now having issues with his font program – Suitcase Fusion. May have to purchase yearly subscription for < \$100/year.

Cory Spicer

- The next macOS version, Big Sur, will be released soon. Currently GlobalProtect VPN and probably other applications do not work with it, so people are advised to hold off for a bit on the upgrade (see K-State Today post from 10/12 for additional details).
- The new version of Creative Cloud apps has started rolling out. While there are no known issues with the new app versions, if possible it's a good idea to have an expert in each unit upgrade and test critical functions before having the rest of the unit upgrade. Rollback to the previous version is possible, if issues are identified with the new version.
- JNT is reporting issues with reaching the address for the EPMSConnect service, I have opened up a ticket with EST for assistance.
- Recurring EPMS slowdowns/hang-ups have improved significantly since the infrastructure work that was performed earlier this month. This mirrors results for other systems around campus.
- We are working on a plan to deploy the LanSweeper inventory tool to department-owned Mac computers. Client Services will assist as needed with in-office installs, and we will send out instructions to people who need to install it remotely and/or prefer to install themselves on their office computers.