

Unit Leaders Meeting

February 26, 2020

Those in attendance include Jason Ellis, Gina Nixon, Rob Nixon, Jason Hackett, Cory Spicer, and Patty Karr

Jason Ellis:

- Dean Minton wants us to update and file our Departmental Committee on Planning, for when we need to make decisions in times of financial scarcity (no evidence it will be needed, just kept current per university handbook).
- Friday's College Leadership Team Meeting was all about the budget.
 - The University has basically set the academic/teaching budget at current levels for the next 3 years to give time for changes in enrollment management, scholarships, etc, to take hold. The budget will tentatively remain at current levels until the enrollment increases by 1%.
 - Some areas will see some reductions beginning in FY 22. The Extension/Research programs (ESARP) and the 35XXX organizations (also Extension) will see a reduction in the amount of university subvention. The reduction is not on the total allocated budget for those areas, only the main campus subvention will be reduced.
 - The college budget was balanced, until the overhead costs such as facilities, telecommunication, library, and administration were passed along to the colleges. That put the college budget in the red. The university subvention is to support those costs. Long-term, the college and its units need to reduce costs and/or increase revenues so cover overhead costs which in turn will reduce the subvention.
 - At this time, it does not appear the department will see any significant reductions.
 - It is still a wait and see game before we know exactly what will be cut, but the college said they will work to absorb whatever cuts are made centrally rather than pass them along to the departments.
- Undergraduate employee positions have been released, so we should be receiving applicants soon.
- Enrollment advising is coming up for summer and fall semesters.

Gina Nixon:

- FLSA – Fair Labor Standards Act
 - The Department of Labor passed a new salary threshold for the Fair Labor Standards Act (FLSA) effective January 1, 2020. The new threshold is \$35,568. All other considerations for determining exempt (salary vs. hourly) status remain the same.
 - Human Capital Services has identified campus positions on or above the new salary threshold and provided the information to Colleges. Gina will be working with unit leaders on affected positions. Position descriptions must be updated and submitted through PageUp by March 16 in order to be evaluated and updated by June 14. Descriptions submitted after March 16 will be reviewed and updated in the order in which they are received but will not be guaranteed to be reviewed by the beginning of the fiscal year. Department leadership has the option to leave positions as non-exempt

(hourly) even if they are determined to qualify as exempt (salaried). We will need to decide if employees will be moved from hourly to salary, which would be an exempt status.

- Employees in affected positions may be given an option to move from University Support Staff to Unclassified during this time. We have information about the differences between the two types of appointments. Most of them regard to available benefits.
- Kelly and Deb are doing a remarkable job of handling all the accounting work with the departure of Lori. They have stepped up to handle the increased volume and to learn new/different tasks. Patty is supporting the accounting staff however she can.
- Patty is also working with students in the department, serving as an advocate and helping identify college, university and community resources. She is working with other college of agriculture student service coordinators and the Academic Achievement Center to identify potential tutoring services for Ag-related classes.
- Ag Ed faculty have been out conducting intern visits and the Corn Tour. Gaea is out on maternity leave.
- We are on Week 6 of the semester and graduation is going to be here soon! Plans for graduation reception(s) are underway.
- Performance review letters have been distributed and were due back to the business office, Feb. 27 at noon.
- We are working on a new lease contract for equipment in University Printing at the Union. We are awaiting approval from general counsel and purchasing.
- Babies, babies everywhere! Patty Karr became a first-time grandmother in October. Deb Stryker has two new grandbabies – one born in early January and one in late February. Gaea Hock gave birth to her son on February 5. Jason Hughes (graduate student) added a new grandbaby and is expecting another in just a week or so. Buddy McKendree (former graduate student) just announced the birth of his daughter on February 27.

Rob Nixon:

- In April, Rob and Greg will be doing a presentation at Geary County Extension Office and attending a career fair at Flint Hills Tech.
- Working with Olsburg, 3rd grade class, for a tour.
- Flint Hills Tech also wants to come up for a tour.
- Electrical work was done today.
- Copier has been moved.
- Still waiting on contracts on Union copiers.
- Ramp is being removed and replaced.
- Temporary printing position description is being written until we can get a full-time person in that job.
- We will be losing our student staff in the summer.

Jason Hackett:

- Mary Lou Peter shared with the group that she is beginning a phased retirement this month. She will work four days per week for two years and retire in 2022.
- Planning is well under way for the next AgReport, and the team is moving its planning and tracking to Workzone from Microsoft Teams.
- A group of six supported the dean's presentation at the capitol on Feb. 18 and captured a wealth of photos and video footage along with the dean's video for the next Statewide email.
- Several editors and designers viewed a webinar session to learn about a tool that could be used to make InDesign documents more accessible. They determined that more exploration of the tool would be necessary.
- Meg developed a marketing plan for 4-H and shared it with 4-H state leaders. She is also nearing completion of a KSRE marketing plan.
- The team that is working to help the College of Ag with recruiting continues to work on an internal brand guide for communicators and new-student recruiters.
- Nathan said that he and Dan rely on Lynda.com for training and education in video production techniques, and they are now unable to use the system because of changes in ownership and direction of the company. Now that access has been largely denied, they would like to explore the possibility of a paid subscription.
- The 2020 Cattlemen's Day Report is now online at <https://newprairiepress.org/kaesrr/vol6/iss2/>
- Nathan/Dan would like to explore the possibility of adding more videography gear that would allow them to add a wide range of dynamic shots to virtually everything they do, including AgReport, Master Farmer, news and feature videos, etc. One item of interest is a drone.
- Master Farmer videos are nearly finished, and Eric, Nathan and Jason are working on plans to support the technical aspect of showing them at the banquet in March, as this is the first year that Kevin will not be handling those duties.
- Janie and Phylcia submitted a proposal to attend a professional development conference in Austin, TX. One key topic that will be covered is accessibility.

Cory Spicer:

- EPMS issues - frequent locks recently for Rob and other reports of slow performance/app hangs. Timing suggests possibly related to current EPMS build. Working on new PC for Rob (ETA Tuesday) and testing deployment of next EPMS version.
- Dole Win7 Upgrades - Control Room PC is running Win10 with newest Adobe version, still need to figure out Drobo connection and Eric working on learning new Audition version. Will be upgrading Eric's office PC and the student PC next Monday PM, also still need to get to Jeff Wichman and Rex's computer over there.
- Network storage backups - Mark's backup to Dole is working with no errors now, need to work with Nathan/Dan/Taylor to come up with backup plan for their devices. Then need to figure out what (if any) of the other remaining NAS devices are needed and retire/configure backups as appropriate.
- Windows 10 upgrade testing went well, no failures in testing (41 total test computers around campus). Current plan is to deploy campus-wide on Friday March 6, will have announcement in K-State Today once we confirm the date.
- Mandy had issues with bizhub after windows 10 upgrade.

