

Present: Gina, Jason E., Rob, Jason H., Cory, Monica

Discussion Items:

- ♣ Move-back/Reawakening – August 5 & 6 - supplies, bottled water, sandwich trays. Cory to arrange a least one IT member to be present/on-call.
- ♣ August 24 is when KSU President and Provost will tour Bookstore and University Printing.

General Updates:

Academic

- ◆ Nellie Hill will be starting August 8 as a new ACJ faculty member to replace Tiffany Rogers-Randolph
- ◆ Anticipating a national search this fall to identify a replacement for Levy Randolph in the ACJ faculty
- ◆ Significant number (8? 10?) of new graduate students will be starting this fall on campus
- ◆ Gaea Hock is part of a USDA Higher Education Challenge Grant that was funded
- ◆ Jason Hughes is finishing his PhD and will be staying on as an instructor for at least a year. He will be officed in the (now) former conference room – 301E
- ◆ Working on an ACJ/K-State alumni function at the Ag Media Summit in August
- ◆ Planning an ACJ alumni function in conjunction with the ASI Friends and Family event in October to commemorate the 100th anniversary of student-produced media

Comm Solutions

- ◆ Working finalize and share a document divvying up director's responsibilities among team members in a way that, hopefully, doesn't put too much responsibility on any one person while a search for a new director takes place.
 - Dr. Ellis will oversee all budget and time-off approvals.
 - Pat Melgares will serve as interim director.
 - Mark Stadlander will coordinate office moves and computer swap-outs.
 - Susan Schiff will lead AgReport and Statewide efforts.
 - Meg Drake will be the main point of contact for KSRE's administration.
- ◆ Master Farmer video shoots are nearly done.
- ◆ AgReport is coming together.
- ◆ Eric Atkinson and Pat Melgares will be on leave in early-mid August.
- ◆ Salesforce and Workzone demos are being scheduled and attended by multiple staff members.

University Printing / KSRE Bookstore

- ◆ Working on bid application for ATA bus route maps with help of the Business Office.
- ◆ DCM has provided us with new COVID signage files but we are waiting on quantities.
- ◆ Kansas Corn meeting a couple weeks ago has resulted in additional projects!
- ◆ Ricoh Equipment lease for wide format.
- ◆ Union staff (Frank) has spent the last couple weeks in Umberger to shadow and cross train.

Business Office

- ◆ Working with purchasing and UP on procurement of wide format and a flatbed printer/cutter.
- ◆ Fiscal year 2021 has been officially closed at the University and in the Department. New allocations have not been entered into EPMS yet. Initial reviews indicate the department was down \$673K this year. Our budget cut plus additional furlough cut amounted to \$390K meaning that we actually are down \$283K.
- ◆ We will be having multiple recruitments going on in the next few months.
 - Director Comm Solutions
 - Assistant Professor
 - Instructor
 - Communication Specialist x 2
 - Producer/Director
 - HR Analyst

Administration

- ◆ COA/KSRE admin team did not meet in July, so nothing to report.
- ◆ College fiscal status is looking better than expected, so hopefully it will relieve some of the pressures of recent years.
- ◆ Working on a renewal of the communications contract with the Beef Cattle Institute
- ◆ Rehiring Comm Solutions Director – paperwork is with Comp and Class in HCS, then hopefully moving forward with recruiting.
- ◆ Vice Mary Lou position – working with Content team to revise position description, then sending through for approval to be prepared to start hiring process.

Technology

- ◆ We've been working this week to configure the remaining SPARK laptops, which are being assigned to grad students and to replace older staff machines. With Monica's and Gina's help we've completed 15 so far.
- ◆ Cory will be out of office next week, July 19-23. While I am out folks should contact the IT Help Desk (<https://www.k-state.edu/it/helpdesk/>) for any urgent issues.

- ◆ The Windows 20H2 update deployment has been proceeding nicely, without any widespread reports of issues.
- ◆ JNT still has a few questions regarding the exported data we sent them from the current bookstore site. I am working to schedule a Zoom to include both Nate with JNT and Japsh Abejero with K-State's internal web dev team, so they can discuss any remaining questions directly.