

Unit Leader Meeting

February 4, 2021

Administrative

- First Tuesday was this week – slight increase in enrollment numbers over last spring. Down 4% from last year on credit hours. We are graduating large classes so we need to have an increase of 10% to keep things level.
 - MHK campus credit hours down 8.5%
 - Fall 21 – admits 7% and applications are up 4%
 - Data analytics survey to administrators and then to faculty.
 - Cory can chase down some details on it.
 - Perhaps a data warehouse – capturing and collating data
 - Three carry over funds from last year the Governor is proposing sweeping in FY22.
 - Global Food Systems - these were reinstated in FY21
 - Midwest stem-cell
 - KSRE Fire Suppression
 - January taxes were above projection.
- Jeff Morris indicated there is an opportunity to bring Dr. Graham to speak on campus. He was one of the developers for one of the COVID vaccines.
- Will be meeting with JNT about bookstore site. Perhaps a test of the front-end soon.

Comm Solutions

- Mark is nearing completion of Impact Report. This was a project that we tried to change and move off of Mark's plate, but Jason H. failed at that and it ended up back on Mark's to-do list with even less prep time than before.
- We had a meeting and presentation with PFT leaders and PLC coordinators. Want to feature their programs in different ways throughout the year. These can be used for Impact Reports in January (what we tried to switch to for this year but determined there wasn't enough time). Our PFT communications liaisons will be developing a plan for how we'll help make this process a year-round improvement.
- Legislative Report went out today. Susan Schiff worked with Susan Metzger and Dean Minton to send personalized emails to members of specific committees. Will also be a personalized email from Ernie that accompanies a link to the PDF of the printed piece and a five-minute video highlighting what the college and KSRE did this year. Aliah Mestrovich Seay did voiceover, working with Jeff Wichman. All of this came together rapidly in January given that the dean's office did not receive details on what he would be able to do to interact with the Ag committees due to COVID restrictions. That meant we had little time to pivot and produce both a different print piece and a new kind of video.
- Between the legislative report pieces and the Impact Report, basically everyone in Comm Solutions was involved in a quick-turnaround, major-importance report project in January.

- Nathan has been having some computer challenges when editing videos.
- Statewide was distributed a week later than normal because we did not want it to come out the week of the inaugural, when there were reports of protests being planned all across the country at state capitols. We figured Statewide would get lost and ignored, so we held it for a week even though it was ready to go on our normal deadline.
- Amanda, Janie, Pat and Dan helped get a rush project complete for three High Plains Journal crop guides with large distribution. We provided advertorials in Corn, Sorghum, and Soybean issues. This provided an intro to the tables. There is a follow-up meeting with stakeholders next month to plan for our future contributions to this effort.
- SEEK magazine won some CASE awards. Pat and Mary Lou were involved in this.
- Master Farmer will be much different this year. The honorees will be feted at the State Fair in September rather than in March. This gives us time to put together better videos (with green in them instead of the dead of winter as a backdrop!). We are also changing some procedures about who does what and how.
- Reviews – working on them.

University Printing/Bookstore

- Planning discussion scheduled with Fed Ex regarding work being done with them. Has been rescheduled for February 9.
- Equipment sale – Ryobi and Heidleberg QuickMaster are on the internal list. Working with Randy Griffith in the Dean’s office to move through the process. These will be listed on the public site as soon as the disposition form is competed and approved. There is a potential buyer for the Ryobi. The Quickmaster may go to PurpleWave for auction.
 - Space is not presently costing the department or college so not inclined to leave Umberger Hall. Could be equipment to replace that. Could use the long bay as an Ag Ed lab space.
- Working on employee evaluations and my own. Employees have been asked to complete the forms themselves and rate so they can have points of discussion.

Technology

- Met yesterday with JNT devs and EPMS support. We determined that there is no way to get an item’s price via EPMSConnect. Our options are to get a quote from EPMS for a custom enhancement, or maintain pricing information directly in the website.
- Two SPARK laptop setups have been completed in the office. Additional machines can be pre-configured in the office like we did for the first two, and/or sent directly to recipients and set up remotely.
- Unit leaders will work together to identify roll out of remaining 25 windows and 2 mac laptop computers.
- Roll out of Big Sur has gone well. Some individuals are reluctant to upgrade. There are some issues to resolve during installation for the VPN and anti-virus.

Business Office

- Working on evaluations for submission to the Dean's office.
- Recruitment has started for the Office Specialist III. Search committee is Jon Ulmer, chair; Kelly Ingalsbe; and Tiffany Rogers-Randolph.
- Facilities invoices for the work completed in the basement totaled \$586,000. Some of this work was completed in 2017 while the rest was completed in 2020.