

Unit Leaders Meeting, June 7, 2018

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

Cory Spicer:

- Systems are back up. The network still lacks some of the redundancy, but nothing noticeable on a day to day basis.
- Production systems are up. This includes EPMS, Dynamics, and the department's shadow accounting system. If you have issues connecting or logging into programs you previously had access to, contact Cory via email (cspicer@ksu.edu).
- Cory has been copying database backups, and that is going well.
- At Umberger, Cory has spoken to Richard Baker and Richard will get one of the iMac computers from the ACJ workroom. He is also working on getting the printers swapped. We will be ordering one more computer for the Ag Ed workroom.
- We have a few folks in the department waiting patiently for programs to be installed, but for the most part everything is up to date.
 - Jason Hackett asked about updates with Adobe and named licenses, because we have some with device licenses that don't have all the updates that others in DCM have, leaving us with some incompatibilities. We might need to switch to named licenses. We have at least 2 computers that need updates in Jason's unit, and Cory will verify who has named licenses and work with those individuals to install updates. There are some individuals using older versions due to personal preferences.
 - There was discussion about the need for users to keep operating and software packages updated to reduce potential security breach or continued operating issues. There are instances where compatibility issues may prevent updates from being installed, however we should work to resolve those issues.
 - In 2019 version, Adobe is planning to drop the serial number products and go to a subscription only service. There are efforts underway to address the effect this change will have on computer labs or shared computers. Until that issue is resolved, shared computers will be maintained with the 2018 version.
 - Cory would like to keep everyone's operating system (OS) as updated as possible. Mark Stadlander shared a concern about users who use older programs because the next Mac OS update (after 'High Sierra') is rumored to not run 32-bit software. If you wonder if a program is 64-bit compliant, that information can be found in "About this Mac" -> "System Report" -> "Applications."
 - Cory will work with Kevin to develop an update plan for Dole Hall users.
 - Rob Nixon said there are areas in University Printing that also need updates.
- Discussions are beginning about the Next Generation Data Center. For example, what can/should be done to address having all our system servers in one location. If any migration or changes occur, there will be lots of testing and communication with affected users.
- The iTac group does not currently have office phones, so email is the best way to communicate with them. Cory is in the Student Union, on the 2nd floor, near the Cat's Pause Lounge.

Gina Nixon:

- Mandy gathered several samples of business card holders to brand with College of Agriculture and KSRE to sell through the Bookstore. Unit Leaders gave suggestions and feedback on all the samples.
- Erin Yelland is serving on the KSRE Annual Conference Committee. She has contacted Mandy about purchasing leather portfolios for all attendees.
- Athletics has contacted the Bookstore to order magnetic nametags.
- 4-H participation pins will be ordered and distributed through the Bookstore. Mandy is working with 4-H Foundation staff to transfer existing inventory. Deb McClain-Williams and Mandy are creating inventory items in Dynamics and an annual order form for counties to use.
- Forestry lapel pins came in, as did some 4-H Kansas trading pins.
- Entomology contacted the Bookstore about ordering promotional items.
- SafeZone ordered tablecloths, pens, and magnets. Mandy worked with DCM designers on branding.
- Accounting staff are processing documents and updating accounts as we approach fiscal year end. Effective July 1, EPMS will serve as the department's shadow system so additional work is taking place right now to make that transition.
- There was discussion about storing documents on One-Drive and backing up hard drives periodically to reduce potential data loss.
- Orientation and Enrollment (O&E) started June 6.
- Mandy, Mark, Deb, Amy, Jason Ellis, and Gina met to further discuss the publication production and distribution process. Areas for improvement were identified and work will continue to develop and implement updated processes.

Rob Nixon:

- DCM sent over a rush project yesterday morning with 40 banners for O&E. They were able to get these printed, laminated and grommeted in quick time to display around the library fence.
- We currently have over 30+ other poster jobs.
- We received good response about the Discovery Days sidewalk graphics, and they held up well. They found it is all about the prep of the sidewalk and placement.
- The staff said they are pretty much caught up on hand written documents involving invoicing, etc.
- Printing took in 56 new jobs on Tuesday and 65 new jobs Wednesday. Not sure if they need to be done by fiscal year end, but Rob's goal is to get all caught up. Gina said they are going to do their best to get as many invoices paid as they can due to the fire setback.
- With Parking Services, Jeff asked if we had our "client stalls" behind Umberger yet? It is on their radar to draw lines to have client stalls. The lot is being painted next week.
- Greg organized a focus group with 6 administrative professionals, and had our intern sit in and assist. The purpose was to gain input for a re-tooled Printing 101 program. There was great response and they were honored to be part of the focus group. There were lots of positive comments, and a few suggestions on improvements and changes.

Mark Stadtlander:

- Bob Goodband and Mariana Boscato Menegat met with Donna, Mark and Deb to discuss a fall update to the swine nutrition guides. They are also interested in an html version.
- Deb is working with the bookstore to enter new 4-H items into Solomon and create an order form for them.
- Web committee is currently looking at dates to meet with Neil and Julie.
- Publication review committee will meet next week to review the proposal to update, review, or remove older publications.
- Bob Holcombe's last day with the university was June 1. Bob contacted some of his frequent clients to let them know to contact Janie or Phylcia.
- Amanda returns next week, June 12. The AES system is up and running. She has been in contact via email.
- Gloria will be back June 11.

Megan Macy:

- Draft communications plan for Culture of Health initiative is with internal team for review.
- Working on identifying leads for statewide and legislative reports. Have received feedback from Paula Peters and Trudy Rice.

Jason Hackett:

- Talked about Adobe CC
- Brad has rechargeable 9-volt batteries and needs replacements and wants to order some reflectors. This was approved.
- Brad and Richard have their class AGCOM 435 fully planned out.
- Jeff and Randall are working hard to keep the radio show going. Generating an hour's worth of radio content five days a week is a major undertaking.
- Mary Lou was here for a SEEK interview with the Stone House Childcare with FCS.
- Kevin did a lot of work with our live streaming for Ag Today. There were Hale-related issues with the Wowza server that normally carries the live stream and Kevin is working toward moving away from that and using an alternative.
- Kevin is working on Megan's Time Machine.
- Kevin helped move the shelves into the studio, and the team is working to make both the studio and the CLOSET spaces look nicer.
- Pat is generating a lot of ideas for Statewide.
- Dan posted a video on FB about canola, and that has received 700+ views in the first two days.
- Team meetings are moving to Tuesdays starting in July.
- On news releases that we sent through Constant Contact because the listserv was down, we had a good click-rate and open-rate. Because of the ability to gather such data, we're looking at permanently switching to CC, but there may be some roadblocks.