Unit Leader Meeting, February 13, 2020

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

Jason Ellis:

- Reorg update
    - Things are going well with learning curves to be expected.
    - Team leads are gathering with their teams and discussing how they are being identified within the department.
    - Next step for Comm Solutions after the Strengths Quest would be "Active Inquiry" in March to help identify team roles, purpose.
- Personnel moves update
    - Everyone is moved into their new places on the 2nd floor.
    - The Office of Mediated Learning is needing space in Dole Hall. We still need to clean out all the old offices. We need to get this done as soon as possible.
- 2020 initiatives
    - Investigating project management systems - Susan and Meg are taking lead on arranging some demos
    - Comm Solutions are looking to have a shared calendar for leave purposes when people will be out for extended periods of time for conferences, etc. All teams can see when team members are traveling on certain dates, times, etc. Cory will help set this up.
    - SLAs with administrations, 6-month initiative, goes along with 2020 goal setting on what is going on in each unit, what needs to get done and when.
- Staffing plans, direction
    - With our changes in staffing and restructuring, what might be the future staffing needs in the department's units?
    - Changes within FLSA – Fair Labor Standards Act, salary cap has changed approximately to $35,500, with some positions moving from non-exempt to exempt (hourly to salary). We might have to update our position descriptions and list their job requirements. This will process through Page Up, which includes electronic signatures so less paperwork. This needs to be done by mid-June 2020.
- Eric Atkinson sent student worker description to Jason to be sent out soon to backfill for the current student graduating in May 2020, along with announcements for a student worker with the Marketing team and the Content team.

Rob Nixon:

- Great student hires, unfortunately they are all seniors and will be graduating soon.
- With our new area, we are trying to figure out the new signage for University Printing/Bookstore/Mail Center.
- We are working out issues with phone lines, as we cooperate with University Printing and the KSRE Bookstore and Mail Center in the same room.
- Room 11, Shop Area, should be ready to start phase 2 of renovations on the 19th.
- Phone lines have all been moved and computers set up.

- Been working with Ricoh and their lease on machines here and at the Union.
- They will have 2 new computers in the Union, and one new computer in Annette's area.
- The new model with this equipment, B&W versus Color machine, looking at the numbers and what is the pricing.
- University Printing has some new window clings if anyone is interested in ordering for their new office doors.

Jason Hackett:

- Each of the team leaders is working to pull together a spreadsheet of what each team does and what each individual on that team does. These grids will be pulled together for the entire Comm Solutions group so we can have a better understanding of the breadth and depth of work done. We will examine where we might need to adjust workloads and/or duties to make work more aligned, streamlined, shared better, and/or changed to fit our evolving strategic direction. We're not anticipating radical changes; just more thoughtful, efficient and better-fitting choices for our clients and our staff.
- Meg is putting together a marketing plan for KSRE, which will include criteria and work through the process on what they want done, who will tell the story, and from what perspective. They want to strategically filter the project.
- Comm Staff web page is being built by Taylor Kennedy; it replaces at least three staff pages.
- We would like to send a couple people to the KS Press Association in March, how does this qualify for professional development?
- AgReport planning for next issue is under way.
- Team of six is heading to Topeka on Feb. 18 to support Dean Minton's presentations, capture content.
- Team leaders are working on capturing what each team does/needs to do so we can continue forming the larger group's mission as well as set individual goals.
- Several team members are involved in helping develop new brand standards to support the College of Ag's recruitment efforts.
- Publications team is making progress on clearing out older publications and sending final-file PDFs to the library with a "stamp" saying they are "for historical and research uses only; for current information, contact KSRE."

Gina Nixon:

- Vehicles and parking
  - Department car should be parked in the Comm 2 parking spot in front of Dole as I will be requesting removal of the Comm 1 spot behind Dole.
  - Please be mindful of the car calendar, return car keys to the key hook in UM 301, keep gas tank filled, and keep the car cleaned. This is a big shift as we move to sharing this vehicle throughout the department. Thank you to all for your patience as we transition!
  - There are one or two University Printing client parking stalls behind Umberger if you have a guest that needs to visit for a short amount of time.
- New signage and business cards

- o Jason Hackett shared the new Communication Solutions team had discussed the new signage for the unit. Signage in Umberger and Dole will be updated.
    - New door signs should include the unit name, employee name and employee strengths.
    - New signage in the basement is continuing to be discussed. In the interim, previous signs for University Printing and KSRE Bookstore and Mail Center will be hung outside the new area.
- Student wages
  - o Starting rates for students were discussed as were appropriate increase amounts and frequency of increases.
- Outstanding items from moves (workstations, file cabinets, wall hangings, chairs, tables and excess)
  - o Gina is compiling a list of what we still need to do to finish people's workspaces.
  - o We will be looking for space to store excess materials.
  - o Individuals looking for shelves, chairs or bookcases can schedule time with Gina to go over to Dole Hall and view what is available. Please keep in mind you will be responsible for moving them to your area.

Cory Spicer:

- Dole - windows 7 upgrade
  - o Some computers might take extra time depending on what that computer does for special applications.
  - o There might be some computers used by University Printing that might need to be upgraded or replaced.
- Network storage backups
  - o Lots of backups all around the department. Cory would like to have the information be sent to the Cloud if not to a main storage unit in Dole. If computers are not being used, then we should get rid of them. If they are being used, then they should be upgraded and backed up.
- EPMS Upgrade
  - o The next upgrade will be in a week or two.
- Windows 10 upgrade testing
  - o K-State is getting ready for this upgrade in April. Some people will be upgraded early to be pre-testers to work out any glitches.