

## Unit Leader Meeting

September 24, 2020

### Jason Ellis

- Progress is being made on establishing the departmental diversity and inclusion committee and strategic plan. Working with Aliah to provide direction and purpose to specific development initiatives.
- Extension is considering the phasing out state leader positions.
  - We will need to work with Extension leadership to maintain a contact within the programs/departments to be a liaison.
- Jason H. and Jason E. spoke to Wade about Extension staff
- Dr. Katie Burke had a baby boy, Michael Louis. Mother and son are doing well.
- Classes are going well, spring enrollment advising is about to begin, and working on Spring schedule.
- Sandy Klein is leaving, Jordan has left, so lots of new positions open in Academic programs.
- They changed the date for graduation, November 20-22 (Grad School is Nov. 20<sup>th</sup> in 2 sections). College of Ag is Nov. 22<sup>nd</sup> at 8:30 a.m.

### Gina Nixon

- Need to meet with Jason Ellis and Jason Hackett to talk about budget for Comm Solutions and schedule of charges. Jason H. has a list of questions that need to be addressed related to this topic.
  - Domain renewals for ksre.xxx and other organizational domains. When IT was a part of the department, we maintained and paid for these. Does this need to be moved elsewhere? After discussion, it was agreed that we should remain the contact and then reach out to other units for funding as needed.
- Cat Cash and printing allocation through Library
  - Union accounting staff stated we are not required to accept Cat Cash by them. We lose 2% of every cat cash sale to cover the cost of them reimbursing us.

FY	Sales	2%
2016	1810.64	36.21
2017	902.48	18.05
2018	1513.45	30.27
2019	2180.95	43.62
2020	1052.41	21.05

Not a lot of money each year and unsure if would lose those sales if it weren't for cat cash.

- Could we/should we reach out to the library to get in on the \$20 per person printing money and see if or how we could utilize those funds?
- Working with Jason E. and Iganacio Ciampitti in Agronomy to bring our first short-term research scholar to the department in November/December.
- Making progress on updating accounts in EPMS. Reports to faculty, unit leaders and department heads, at least with balances, should be distributed each month beginning in October.
- Fiscal year 20 carry forward balances have been returned to departments as of September 18.
- Mandy and Gina worked together to identify what inventory information needs to be transferred from Dynamics. Cory continues to work with Kaisha on moving the Dynamics server. Due to decreased volume of printed material sales, wondering if it would be easier to keep track of publication inventory in JNT system and login to the web portal to enter phone and email orders. We discussed options of creating print workorders and shipping them to inventory. Still not sure if this process makes sense given the reduced volume of printed publications.
- Kelly Ingalsbe and Gina began looking at department schedule of charges. These are out of date of all units. Kelly will begin updating salaries on current forms and is reaching out to DFS to determine if only the fee portion of salaries should be included or if that is resolved by the effort/FTE we assign for each charge. I would still like to simplify our charges and inventory in EPMS.
- Open enrollment is quickly approaching, October 1<sup>st</sup> - October 31<sup>st</sup>. Remember to login to the MAP portal through KSU HRIS Self-service to select your health insurance plan for 2021. Elections made in October will not take effect until January 1, 2021. If you need to make changes to your plan for this calendar year and next, please work with Marina and HCS. Some changes for calendar year 2021 include:
  - The provider for additional insurances such as accident, hospital indemnity, and critical illness, is changing. These insurances will be provided by The Hartford in 2021. If you currently have any of these insurances through MetLife, coverage will cease on December 31.
  - Health insurance premiums will remain flat for employee only and employee/children.
  - Premiums for employee/spouse and employee/family are decreasing 2.5%.
  - Deductibles for Plan C will remain the same.
  - Deductibles for Plan A are changing. Employee/children and employee/family deductibles will go down to two tiers -- \$1,000/single and \$2,000/family. The maximum deductible for plans covering two or more people will be \$2,000.
  - Delta dental premiums will increase 3%.
  - Watch your home mailbox and email for more information. Remember to check your junk or spam folders for mail from SEHP.

- Thank you all for beginning to take furlough days. I appreciate your staying ahead of this and not waiting until the last minute. Exempt employees are required to fill out an Excel timesheet for each pay period when furlough days are taken. Marina should be sending the spreadsheet to you when you submit your leave request. The pay period is a drop-down box so you can select the appropriate time period. Both the employee and the supervisor need to 'sign' the document by typing in their name and date it was signed. We will use the time sheet and the approved leave slip as documentation in an audit.

#### Rob Nixon

- Visited State Printing facility to see a demo on the new iJet Color Pro digital envelope printer. John Cooper and Kris Hanson also attended.
- Scheduled a virtual demo on the Xante reduced format UV printer. Demo will be on Wednesday, 9/30 and Mandy will attend also. This was originally scheduled for 9/15 and we will be joined by representatives from the State Printing facility.
- Licensed Athletics banners are off to a great start with the help of the Business Office/Accounting group!
- Produced floor graphics for the Wamego Historical Society Museum thanks to Rick Butler. Some social distancing and directional arrow and a large floor graphic representing a historical entrance to the local butcher shop from the late 1800's - it will be placed in front of the original marble top counter that is on display. BIRK in round and square tiles.

#### Jason Hackett

- Tons of discussion and questions about schedule of charges; we'll discuss this some more as noted above.
- Working on an updated version of Statewide. Going monthly with it, per Sue Peterson's direction. Longer text, not short links – thinking about the audience of legislators who would be looking at the newsletter during committee meetings. Tailoring it for them.
- Website updates – met with DCM web staff to learn about many things we still need to update. We still have a chance of being the first college to make the switchover.
- The team wondered about possibility of seeing a memorial slideshow created for annual conference (Dave Dunn's passing prompted this)?
  - Jason will send this idea to Jennifer Wilson to consider
- Adobe MAX – free; encouraging EVERYONE to attend as many sessions as possible
  - Great FREE Professional Development opportunity
  - Oct. 20-22
- Lots of work being done for Swine Day.
- The 2020 Fertilizer Report is online. <https://newprairiepress.org/kaesrr/vol6/iss9/>
- Other newly released pubs: Focus on Feedlots, a pair of 4-H project pubs, Colorado Potato Beetle, and Cooking Basics: Getting Started.

- There was a big spike in podcast downloads for the episode on wheat planting (wheat is a big topic for podcast listeners!)
- 4-H asked for some coverage of their participation in the virtual State Fair, and we had a very timely news release among the many others that are sent out daily.
- New Agent Training on Monday
  - 15-20 min sessions with everyone from their group (audio, video, photography, writing, design/layout, digital media and marketing ... all virtual)

#### Cory Spicer

- EPMS Upgrade to version 20.1 was completed last Thursday. We encountered an issue with the Crystal Reports runtime, which needed to be updated as well. That update was deployed and I've updated the testing procedure notes to make sure we catch this in testing moving forward.
- Adobe accounts have all been moved over to Enterprise IDs. We identified a major issue with Spark, which is that Spark projects cannot be transferred to a new person when the owner changes their account or leaves K-State. If possible, I recommend using traditional Adobe desktop apps instead of online-only tools like Spark. We can schedule product expert sessions with Adobe support any time if faculty or staff members need advanced instruction on one or more products.
- There have been some reports around campus regarding slow performance in Catfiles, the EST team is planning a change for Sunday evening. I am wondering if the slow performance we've been seeing in EPMS is a symptom of the same issue, if so we may see an improvement next week.
- I finally received my VOIP phone for remote use, so I am accessible again at my office number, 532-3342. Anybody can feel free to email/chat/call me any time.