

Unit Leaders Meeting

August 27, 2020

Jason Ellis:

1. Department support for home office(s)
 - a. What types of items are the department purchasing for home office use?
 - b. We are getting requests for toner and printer cartridges. We don't want to pay for cartridges for home printers. Unit leaders can decide if they want to send home any laser jet printers for business use, and then we will buy cartridges for those printers. Cory wants people to use USB ports. There are several cords in the vault for use.
 - c. We will take an inventory of what printers are available and see how many we can lend out.
2. Work-at-home plan for the department
 - a. Campus is still at Phase 3.
 - b. Work from home if you can.
 - c. Stay with the current situation until the end of the calendar year.
3. Check-in on staff
 - a. Comm Solutions is feeling overwhelmed and some are loving the adrenalin rush. Many are wondering what the future holds. We are encouraging taking vacation time if needed. Jason Ellis will try to check in at one of the Team Lead meetings. People are starting to use their furlough days. It is important to communicate with your Unit and department when you are taking your furlough day (especially the Business Office) so we do not disturb you.
 - b. University Printing have similar feelings.
 - c. Business Office staff haven't really discussed our feelings about the ongoing crises. Some of us are down, depressed, emotional and it ebbs and flows. It is nice seeing more people in the building. Office is necessary for comradery.
 - d. EAWW kits for faculty and staff should be in by next week.
4. How do we promote the work of the units? Esp Comm Solutions?
5. JNT/bookstore update

Gina Nixon:

1. Budgeting and financial reporting needs
 - a. Please provide a list of budget categories you would like reported. Business Office is updating our account structures.
 - b. Please provide description of information desired on financial reports. How much detail is required? Do you need just vendor and amount...or what exactly was purchased?
 - c. We will be creating some new special reports. Our current reports do not provide the information we need to easily see.
2. Student employment for the Fall – would like to hear how it is working in your unit and if there are requests for changes. Have put out question to Katie regarding her grant project specifically.

- a. We have some students that are working in more than one Unit. We will be splitting their hours depending on what hours they work in certain Units.
 - b. Jason Ellis said there is one possible student position that might be split between BCI and Comm Solutions (under the guidance of Lisa Moser). This might be funded through the Vet School and us.
 - c. Comm Solutions could use help with filing and record keeping. Eric would appreciate a radio student, and Taylor would like a social media student.
 - d. We will have to ask permission to hire new students. If we use fee funds and not state funds, then there are no questions, and it is approved.
3. Business office staff had a mini retreat on August 17 and are having another on August 28. Discussing workloads and processes. Shifting some things around. We will continue these for a period of time as we update account structure, develop meaningful financial reports, and develop budgets.
 4. Mandy brought up a pennant ordered for University wide recruitment.
 5. Working with DFS and academic staff to create e-stores for the student clubs.
 6. Confusion with Ag Report invoicing – Susan forwarded invoice to Dorothy instead of us. I fear this may need to be a bigger discussion because there has been confusion in the past on work that Susan and her team have completed.
 7. Order form for placemats, sail flags (KSRE and 4H), maybe 4H sign(s).
 8. Have seen increase in sign enquiries – county extension offices (Agronomy stickers) - plot sign stickers.
 9. Working on an updated order form for COVID signage (Rick putting together, Gina will post on website)
 10. Gina will serve on the newly formed College of Ag BCOP.
 11. Have attended sessions on electronic signing, FFCRA, a college wide accounting system discussion.
 12. Moving Dynamics to a new server – update inventory for bookstore website and EPMS

Jason Hackett:

- We are scrambling as fast as possible to get photos taken all over the College of Ag for recruiting imagery and the new website.
- We have been asked to create a recruiting video for the College of Ag after DCM said it will not be able to fit that project into their schedule.
- A number of grant proposals are being written with the intent of including videos created by our team.
- The redesigned College of Ag website was submitted to DCM and they sent back a punch list of edits/corrections/modifications that need to be made, which we'll address in a meeting early next week. The assumption is that after those changes are made, it can go live.
- The Wichita Eagle last week ran a long story featuring a number of K-State ag researchers that was clearly sourced from several news releases from our crew.
- We are making plans for a virtual presentation of our portion of The Art of Extension on Sept. 28.

- Publications steaming ahead; Linda covering for Amanda
- The [2020 Kansas Performance Tests with Winter Wheat Varieties](#) report is online as of last week, as is [the 2020 Southwest Research-Extension Field Day](#) report.
- Marketing, social media and videography online courses for extension agents and specialists are being produced and will be released weekly.
- After a survey of users across KSRE, the Marketing Mashup e-newsletter has changed from weekly to bi-weekly, with some content changes as well. Already, feedback has come in expressing appreciation for feedback actually being used to make changes.
- Mid-year conversations about goal adjustments have taken place and continue to take place.
- KSRE leadership has indicated he would like our group to develop an outreach campaign to local and state leaders for as soon as the election is over.
- Some of us have begun to schedule and take furlough days.

Rob Nixon:

- Redesign on some Covid signage, 2000 signs for Facility
- Looking for a new large file transfer solution. Cory will look into this as well.
- Tridium Contractors have been working on the doors in the print shop.

Cory Spicer:

1. EPMS Connect setup is completed and sent information to JNT for testing. Currently it is connected to the E32-Test DB, we can switch it over to production any time.
2. Working with EST to test Dynamics using a migrated DB. The production environment includes two databases – KSUSystem2000 is the “System DB” and COMM2000 is the “Company DB”.
3. The transaction data is all stored in the Company DB, but there are many dozens of different tables in the database. For migrating to EPMS, we’ll probably need to start with a list of what data fields we care about migrating, then work with Coalition Computing as needed to figure out which individual tables in that DB contain the needed data. (Gina can help you with some of this. There are a number of tables but for the transfer to EPMS, all the fields we need are in the Inventory.inventory table)
4. Campus IT groups have all switched over to using Teams for chat, department faculty and staff are welcome to message me on Teams any time.