

Present: Jason Ellis, Rob Nixon, Jason Hackett, Cory Spicer, Gina Nixon, Monica Coverdale

Discussion Items:

- ★ Move-back/Reawakening Plan – JDE – Modeled after a public school start-up/dorm move-in. Thursday, August 5, only task for day is to focus on moving back-in to offices. Spend day cleaning/setting-up offices & technology, have lunch as group, then Friday, August 6, workday in office. We can schedule some technology support to be available those two days. Cory suggested we schedule time with IT support staff at least a week early. Reawakening starts Monday. August 2.

**General Updates:**

Academic

- ◆ Orientation and Enrollment is moving forward, not sure of numbers compared to previous years.
- ◆ Reviewed applications and admitted additional new graduate students to start this year.
- ◆ Dr. Rogers-Randolph is leaving June 25 to start a position as Executive Director of the Michigan FFA Association. Dr. Levy Randolph will remain in the department as of now.
- ◆ June 24 – Will be interviewing Nellie Hill for the Assistant Professor position in ACJ.
- ◆ CASE institutes are taking place.

Comm Solutions

- ◆ Day-to-day business continues
- ◆ Team leaders continue working on their strategies for moving forward by defining what each team does (and shouldn't) do.
- ◆ Lots of vacations taking place, and folks are covering for each other.
- ◆ Master Farmer interviews are taking place – Eric and Nathan report that being able to do these when crops are growing and farms are active is MUCH better than “normal” years when these are done in the dead of winter.
- ◆ Student workers are making significant contributions.
- ◆ AgReport is moving from the editing to the layout process.
- ◆ Statewide is taking a pause for July.

University Printing / KSRE Bookstore

- ◆ Ricoh contract on wide format is up for renewal.
- ◆ State of Kansas is seeking bids for their Kansas Administration Regulations and Sessions Law book and are asking about our capabilities.
- ◆ Met with Kansas Corn STEM program to discuss our services to print and distribute materials for them.
- ◆ Yard Sign project for Recruitment and Admissions should deliver to Umberger today, then we distribute.
- ◆ Starting to receive orders for the Simply Produce Kit.

- ◆ Park project signage (aluminum composite) for Sedgwick County Conservation District. After seeing wheat crop signs.
- ◆ Over 700 packages were mailed out last month!
- ◆ New student employee: Mani Quick.

#### Business Office

- ◆ Payable year-end deadline was June 16, 2021. Payments for the year have been processed. We will continue to make deposits for the remainder of the month. Invoices to customers are also being processed and not being held as in years past.
- ◆ Marina Daragan has announced her departure. Gina will serve as chair on the search committee. Other members of the committee include Tyler Clary, Susie Wilkinson, and Kellie Wilson. The position description is being updated and recruitment will begin in July.
- ◆ Monica Coverdale started on June 1. She has jumped right in with updating student records, learning about K-State systems, managing calendars and scanning into ImageNow. Business office staff are VERY excited to have her on board.
- ◆ Position descriptions are being updated for a variety of vacant positions in the department with intentions to start recruitment in late summer and early fall.
- ◆ Exploring the possibility of establishing some on-call communication and marketing partners to help with projects as needed. This would function similarly to the print partners utilized in University Printing.
- ◆ The fall semester will bring six new graduate student assistants to the department. This will be the largest co-hort of on-campus graduate assistants our department has experienced since launching our graduate program(s). Our graduate student office will be home for nine students total – filling all but one available workstation.
- ◆ Worked with EPMS staff to create a detailed transaction report. We now have a report that will show the amount paid with detail of item(s) purchased and amount of receipt with name of payee.

#### Administration

- ◆ Contracts were distributed this week.
- ◆ Provided significant, initial list of changes/feedback to JNT regarding the bookstore site.
- ◆ Working on an initial draft of a strategic planning document based on the two virtual sessions to turn it into an action plan. Identifying themes.
- ◆ Looking into some leadership development for department staff (including unit leaders) – either programs or coaching. Coffman Institute consideration (summer).
- ◆ Personnel
  - Vice Atkinson (will not be tenured position – recruit this fall to allow for training before retirement)
  - Vice Peter (need information from Pat to create updated position description and begin recruitment process)
  - Donna & Randall (Donna officially retired on June 12). Randall is moving to Texas at end of June.

#### Technology

- ◆ We are working with JNT to finalize export of bookstore data. (Website databases separate from the dynamics database) Physical items are on a separate “Items” DB, the OME group is helping me get an export of that to send to Nate.
- ◆ There was discussion about the publication url’s remaining the same when the new bookstore site is launched.
- ◆ The EPMS upgrade to version 20.2 was completed on May 27, no new issues have been reported on the new version. Starting testing on version 20.3, with goal of deploying this summer.
- ◆ Josh Simon on the Client Services team will be coming to Umberger Monday to wipe and re-install MacOS on the two AJC Macs that we are setting up for Lisa and Meg. Once that initial setup is done, Cory will contact Lisa and Meg to coordinate swapping those in for their current machines.
- ◆ Josh will also be bringing a couple Lenovo desktops with him – one to swap in for the failed “student” Kiosk PC down in the mail room, and the second to keep on hand as a spare for future needs. Computers from ACJ lab, need re-formatted and set back-up., and Josh can assist with this too.
- ◆ Discussion about replacement of computers in classrooms and meeting rooms.
- ◆ New computer needs throughout the department were discussed.