

Unit Leader Meeting

January 21, 2021

Unit updates:

Jason:

- Evaluation notes went to department today.
 - Individuals who only have the Acrobat reader should be able to complete the new form and then print it to PDF to save the completed form. Another way is to download the form, save it locally and then complete it and save it in order to continue to modify it if necessary.
 - All employees are expected to complete evaluations Do NNR's need to complete evaluation?
 - DH says it would be best for them to be completed since they have another six months.
- Strategic Planning efforts from College – Monday Feb 15 from 9-12 a.m.
 - Prioritized faculty positions (for refilling purposes)
 - DH's asked to have it content and expertise focused, not personnel.
 - Doing all COA and Ext departments
 - Faculty and those related to teaching, research, extension (lab managers in some other areas)
 - Faculty will be there as well as UL to represent the areas in the meetings. If a need to drill down to unit areas, we can look at replicating the process down the road.
 - Look through the facilitated discussion questions and gather input from staff in preparation of 02/15 meeting.
 - Core expertise
 - Stretch/growth areas
 - Things that go away
- Telecommuting/Return to work
 - Asked at admin meeting about college/university plans for ongoing remote work
 - Rules and expectations, what is provided – college hasn't thought about it
 - Provost has group working on it.
 - We should start talking with folks about what long-term plans/preferences are
 - Deb
 - Pat
 - Linda
 - Nathan – both
 - Eric – office
 - Jeff – both
 - Academics -
 - Spring/Summer covid protocols

- Fall covid protocols for scheduling but hoping to modified plans with more dense populations?
 - Perhaps a push to go back to closer to normal due to finances?
 - College numbers are looking up year-over-year analysis
- What do office spaces look like?

Business Office

- There were items discussed but since Gina was unable to type notes while speaking so the report was not recorded.

Communication Solutions

- Team members are working to identify ways to streamline efforts
 - Amanda has worked with Dr. Draper on limiting AES reports to 6 pages per author.
 - Swine Day is an exception.
- JNT project – where are we?
 - Having trouble finding things in the bookstore – the Google search within the site isn't finding new items
 - We are receiving comments from outside the department and organization.
 - These are 4-H items – being moved to the bookstore so folks can find them.
- Legislative report season - everyone is scrambling to get as much done as quickly as they can. Between these and Impact Report for KSRE, everyone is running a full capacity and beyond.
- Master Farmer will likely have different timing and media requirements from us. TBD.
- Meg and Jason met with Wade Weber to work on plans for how our group can help 4-H. Mid-term and long-term plans discussed.
- HPJ crop reports
 - They have asked for financial support – gave us some ad space so they are doing an advertorial (one or two pages); Janie, Meg, Pat, Amanda, and Jason scrambling on that.

Technology

- Central IT has sent out notifications to departments to pick up their replacement laptops, please let me (Cory) know if AGCM has not yet received word on this. Once each person receives their laptop, I will need approx. 30 minutes with them to finalize the setup remotely. Folks are free to contact me at their convenience once they have their new computers.
- GlobalProtect VPN client update for MacOS is being deployed today at 5 PM, once that is installed people can safely upgrade to Big Sur.
- I'm going to start preparations for migrating all of our Umberger office spaces over to private IP space. This will improve security, since the private space is not directly reachable over the internet like the existing 129.130.X.X space is. It will also give me more direct management of department network address reservations.

University Printing

- Ryobi Dave is here this week. He is pricing The Ryobi 754 at \$55,000. We are not the only print shop down and the buyer's market is narrow. There is \$20,000 in rigging charges for the buyer to move the equipment. Heidelberg QM 46-2 is only worth \$3500 to \$4500. Working with Randy Griffith to sell internal and then external/public
- Plates for the Ryobi have expired but currently still usable.
- Flint Hills Tech is not interested in the Ryobi – only small production machines
- Digital envelope machine – mainline is looking at purchasing a high-speed Halm Jet envelope press – do we need to be in the envelope business?
 - Starting to run some envelopes on the copy machines
 - Back-up for the Buskro – do one pass printing with digital machines
 - Do a hybrid approach
 - Test materials from digital machine should be arriving soon – will open while on call with Ricoh.

Union Copy Center re-opened on Tuesday, 1/19/2021