

Unit Leaders Meeting, June 25, 2020

Jason Ellis:

- College furlough update
 - Colleges were asked to submit a furlough proposal which was then passed to departments. Departments submitted their proposals on June 22. The Dean submitted the college proposal to HCS for review that same day.
 - We anticipate a university announcement of the administrative furloughs around July 10th.
 - Affected employees will receive an email from the Dean that provides details with the number of days, guidelines, and policies.
 - Furlough days will begin 30 days after the employees are notified. It is anticipated that furlough days may be taken between August 9 and June 12.
 - Supervisors and managers will meet with unit managers and supervisors to identify potential furlough dates that will least impact employees and units. They will also be trained on furlough policies, how furlough days will be requested and tracked.
 - A departmental meeting will be scheduled for July 13th to discuss the University reopening, budgets, furloughs, and anything else that others wish to discuss.
 - April and October are the two months where a third paycheck will be issued. Units need to make sure there are back-ups for each area.
 - As far as work getting done in shorter amount of time, units will have to adjust. You need to investigate work that might be cut.
- Fall class status - July 1st is when the University will have adjusted space allowance for departmental classrooms without ventilation systems, and July 15th is when the space allowance will be out for those with ventilation systems.
 - Faculty are identifying what type of capacity of room they will need to teach, and hopefully by first of August they will have rooms assigned.
 - The university is specifying 6 ft space allowance and face coverings.
 - A sterilization plan for departmental classrooms, common spaces is needed, and a document will be created.
- Comm Solutions needs to revisit the current list of PFT liaisons - Paula Peters asked about updating our PFT liaisons (below is current list):
 - Adult Development and Aging.... Megan Macy
 - Community Vitality.... Mary Lou Peter
 - Crop Production... Mark Stadlander
 - Family and Child Development... Linda Gilmore
 - Family Resource Management... Jason Hackett
 - Farm Management... Eric Atkinson
 - Horticulture....
 - Livestock Production.... Donna Sheffield
 - Natural Resources..... Brad Beckman
 - Nutrition, Food Safety and Health... Jeff Wichman
 - Youth Development... Pat Melgares

Jason Hackett:

- Could we find another solution for Workzone (with the possibility of a DAM and/or CRM). Our department pays for half of the licensing fees. We would have to investigate on cost comparisons. The contract has already been renewed to June 20, 2021.
- Using cell phones vs. using our desk phones. Lots to consider, but it might be something to consider.
- Disclaimer has been updated for the envelopes via Jennifer Wilson. Mark has also passed this on to Ashley Martin for the university brand guide.
- Can we get a generic KSRE email where multiple people can check it and answer? Yes, Cory will help with the paperwork.
- Time tracking via Qualtrics: Can categories be generated so we can have consistency when filling these out? And is it possible to add a function to auto-generate an email confirmation when we submit so we can track for ourselves when we've submitted time (necessary for those who fill in multiple days at once). Jason E. will look into these.
- Jeff is filling in for Eric while he is on vacation July 6-10.
- Several of us have been working on building the new COA website
- Ad campaign to recruit California students to the College of Ag has begun
- We're working on aligning the new COA brand guide with the updated university brand guide now that it's out. We had gotten the college's as complete as we could without the university version. Meeting next week to see what work is left.
- AgReport is being printed at Forum in N.D.
- We are working on submitting KSRE's COVID-19 related efforts to EDEN for national visibility.
- Homesteading 9-1-1 videos performing nicely on Facebook. Series run is about 50% complete, and the shooting is almost complete for the rest, leaving just the editing.
- Working on getting data collection organized to consistently report on the variety of content we create and push out: Radio, news releases, videos, podcast, publications, social media posts, web traffic, etc.
- Content calendars have been created for news releases, publications, radio, video, etc., so we can have better visibility into what everyone is doing.
- KSRE digital marketing staff will now have monthly meetings with new KSRE assistant director Rick Peterson.
- In the 6-24 PFT/TDT leaders meeting, which was attended by several comms reps, we heard about challenges and successes that extension staff are having across the state. One repeated challenge was reaching constituents who have limited or no access to digital content. During our team meetings we've been talking about what we can/should do to help with that – newspapers, radio and print publications are among the main ways we can help.
- "Chasing Excellence", authored by Pat Melgares is now out!

Gina Nixon:

- Fiscal year end has been relatively quiet and uneventful this year. Expenditures have been down the last few months. We have been working closely with the Dean's office to spend down specific funding types.
- The FY 21 drafted budget has been uploaded to the payroll system. It has not been balanced or finalized yet. Adjustments will continue to be made through June 30. Any necessary changes

after June 30 will be made outside the budget and made permanent, if necessary, in fiscal year 2022.

- The legislature is still in session determining fiscal year 2021 allocations. We have submitted our 10% permanent reduction to the College. If the legislature enacts cuts to higher education, we may see an additional call back or reduction.
- The department has purchased a cloth KSRE mask for each member of the department. If individuals would prefer to have a College of Agriculture branded mask instead, please contact Gina by June 28. Individuals may also purchase additional masks using the mask order form on the bookstore website. An initial order for masks is being placed by the end of next week. Depending on university guidelines and demand from departments and units, another mask order may be placed at the end of July to target arrival before classes begin. We would like to work with the university wellness committee to brand both disposable and cloth masks with the wellness logo and have them available for purchase.

Rob Nixon:

- Business Card discount ad in K-State Today 6/22 - Sale begins July 1st and runs through July 31st.
- Fourth of July Banners are more popular than anticipated – Father's Day banners also sold well.
- Expect to see signage designs from committee by end of week. - 10 areas of COVID-ready signs discussed. Health/wellness campaign reinforcement, face mask requirements, distance reminders, hand hygiene, elevator occupancy, restroom occupancy, classroom/learning space occupancy, door traffic flow, stairway traffic flow, cleaning classrooms/offices/labs. We are working with the Union for their signage. The Union is opening August 3rd.
- Upcoming Zoom meeting with Facilities to discuss signage materials. What to use where.
- Researching new materials for signage options.
- Greg is working with Tami Breymeyer and Athletics on the potential of an officially licensed mini banner product for tail gating parties and BBQs.

Cory Spicer:

- EST is working on setting up a new web server to host the EPMSConnect service. Having the SQL and IIS services separated will make future SQL migrations/upgrades easier. Server request was submitted 6/17, was quoted ETA of 1-2 weeks from that time for the new server.
- Resolved DB maintenance check issues yesterday, ready to schedule next EPMS upgrade
 - Created a Teams channel to facilitate communication
- Free Adobe CC licensing is ending on July 6