

## Unit Leader Meeting, April 9, 2020

### Rob Nixon

- DCM has called UP about commencement to discuss a reduced commencement program that could be sent out with a diploma in late May. The State plant usually prints the program and they are operating with a reduced staff, but they are willing to work with us.
- Majority of UP staff are on administrative leave and have not been into the office since the University announced reduced operations. A few people are coming in intermittently, part time, and try to not come in at the same time.
- Equipment and materials will not be moved into the renovated shop space until after a walk-through and inspection have been completed.
- Rob mentioned the excess furniture in the Dole Hall hallway. These items will be relocated or disposed of when we are able to return to campus.

### Gina Nixon

- Gina attended a focus group call with HCS liaisons regarding the FSLA review process and training.
  - HCS will begin review of submitted position descriptions on April 13. At the time of the call, HCS indicated they were awaiting department/unit notice of intent to submit descriptions for more than 300 positions.
  - Descriptions submitted by April 10 will be reviewed and have determinations made by May 4. There was discussion about when employees will be notified of determinations.
  - Participants discussed important topics for training supervisors and employees on what determinations mean and changes in time and leave reporting. HCS liaisons will work with affected employees and supervisors on department specific time and leave reporting practices.
- Deb announced that Financial Services is up-and-running with electronic processing. BPC statements and receipts will be distributed via Adobe Sign. When we return to campus, some individuals may need software upgrades to utilize the signature process or a new process may be forthcoming.
- Gina attended a session on the new Families First Coronavirus Response Act (FFCRA) on April 3. The leave will continue to be reported in HRIS as administrative leave but a separate leave slip (the long form sent out by HCS and attached to the time and leave reminder) must be submitted with documentation supporting the reason the FFCRA leave is being requested/used. This means a statement from a doctor indicating who has been confirmed with COVID-19, who is being monitored or in quarantine. If leave is being used for childcare related issues, a document from the school or childcare provider needs to accompany the request. The leave may be used intermittently. Questions should be directed to Marina Daragon or Gina Nixon at [agcomhr@ksu.edu](mailto:agcomhr@ksu.edu).
- Deb is working remotely and processing payments as normal right now. She is very excited about the electronic processing.

- Kelly continues to work in the office nearly each day. She is tending to plants and making sure there are no building emergencies. She reports that receipts continue to roll in! She also reconciled all departmental accounts this past week. So far, so good. We still have funds available.
- Patty is keeping busy with students and faculty. She is working remotely with students who may be struggling with the change to online courses and assisting with enrollment. She also is sending out a weekly email to students to help them maintain contact with the department.
- The faculty is discussing ideas to help seniors and their families celebrate their matriculation in May.
- Lisa has been coming into Umberger two days a week to fulfill orders for the bookstore, sort mail, and conduct inventory.
- Mike is coming in as needed to prepare and deliver bulk mailings.
- Mandy is working remotely most days. She is coming to campus to pick up and sort building mail on Wednesday's.

#### Jason Ellis

- Extension has announced that all face to face activities have been cancelled until July 4, 2020, including 4-H camps, etc.
- He has had a lot of questions about what Administrative Leave includes. Gina will send out more information later.
- Faculty have been dealing with A/Pass/Fail rules, list of Students of Concern to report on, advising, teaching online, etc.
- Instructional teaching facility – proposal from PGAV came back, this was discussed at President's cabinet, and project continues to move forward.
- Thank you to everyone for keeping groups and staff together. Many people are missing one another.

#### Cory Spicer

- Initial flurry of requests regarding remote work has started to calm down, things on the IT side are going well.
- Signature features of Acrobat are only available with the full CC suite license, they are not included with Acrobat-only licensing. We are looking into how we can give access to the Citrix RightSignature service to see if that will be a good/better alternative.

#### Jason Hackett

- Several team members offered key assistance in the preparation of the July 4 messaging.
- Along with working on several new COVID-19 publications as well as more of the standard work (now that so many sources are working from home and have more time to work on them), the publications team is working on ways to streamline the publication process with new/different tools since going remote; some tools are promising for permanent changes.
- Next week, the enrollment management project group led by the marketing team is doing a presentation for the new brand guide for college leaders; college communicators to follow soon after.

- The content team is doing a great job getting items out consistently and with great content, especially COVID-19 content.
- Content, marketing and publications are now fully using the Google Docs content calendar; team members are adjusting how social media content and accounts are handled, and the Comm Solution groups are working well together.
- The audio/video team is working hard to overcome the challenges of remote-guests only for radio programs; work is under way to help the Community Vitality PFT with videos; the Dig Deep podcast is now weekly and the Extension Files podcast has gone daily.
- The group has an early morning meeting, and that has really brought the team together.