

Unit Leaders Meeting, July 23, 2020

Jason Ellis:

- **Mid-year and annual performance appraisal process for unclassified staff**
 - The current form is used for both faculty and unclassified staff. The form is too lengthy and not as useful for appraisal purposes. The appraisal boils down to a narrative of accomplishments.
 - We would like to have a more streamlined approach and change the process. Jason reached out to Paul Volino in HCS, and he provided a form they have shared with other departments. He included a link to a list of competencies developed by Korn Ferry. These competencies align with those used in writing position descriptions and during recruitment. The competency list includes both observable and measurable skills and behaviors that can be used when establishing goals and objectives with staff. Jason is seeking feedback from Unit and Team Leads.
 - The Team Leads in Comm Solutions will have input on putting together the final form.
 - Gina commented that the form was similar to the form used for University Support Staff.
 - Jason E says it should include skill sets for the job and how behaviors match those.
 - Gina suggested including the two statements from the USS form regarding attendance and collegiality.
 - Jason H. felt one-year goals are sometimes hard to complete or plan, because the world can change so much. Perhaps having half-year or quarterly goals instead? At the end of the year, leaders could average the quarterly goals and that could be their end of the year report.
 - What are the employee's expectations and aspirations? Look at short term and long-term goals. We might need to break down those goals into parts in order to make them doable, SMART goals, and achievable.
 - Jason E will work more on the form for evaluation and send it out to Unit Leaders to discuss later.
- All courses have been adjusted; rooms reassigned for fall delivery
- The service-level agreement with BCI has been renewed for FY21
- Status of departmental reopening announced Friday, July 17
- Discussed with KDA in working with them in the future through “shared services”.

Gina Nixon:

- Worked with Mandy to identify information from Dynamics/Solomon and the current bookstore site that will need to be transferred or tracked in the bookstore site.
- Patty has been busy with academic faculty responding to student questions, communicating with university offices to reassign rooms, and prepare for student and faculty return to campus.
- Kelly has finished all year-end reports (inventory, cash reconciliation, outstanding a/r) and submitted to the university for filing.
- Mike has returned to work mid-week. Glad to have him back.
- Deb is checking in when she can but mostly still out. In the process of discussing her return to work date.

- Had conversation with Fran Willbrant, Asst VP for Finances, regarding COVID signage invoicing for printing. Will touch base after August 11.
 - Currently we will hold COVID related printing invoices for campus departments until after August 11.
 - Counties, Greek housing, independent student organizations and non-K-State entities will continue to be invoiced as normal.
 - We are proposing the large signage order for Facilities be invoiced to DFS for payment which will provide an easier audit trail should federal funds become available for this purpose.
 - There was discussion about Athletics and the Union also being invoiced through DFS.
 - We also proposed that departments who order signage for their department use will be billed as normal and will be responsible for marking it as a COVID related expense. Depending on the volume, this causes concern for auditing purposes.
- Visited with Jennyfer Owensby regarding service clearing vs. service center. Still not sure where we should head with this. This decision will tie in with other departmental budget discussions.
- Rob and Gina will be out August 3-7.

Rob Nixon:

- Working with Diana Hutchison in Facilities about 9,000 pieces of signage. It will be wrapped up in one big order process. It takes about 4 days for the material to get shipped in, so he will be ordering a large batch to get production started.
- He has lots of departments ask about where Facilities will be placing their signage. They are only placing their signs in main passageways.
- Some buildings are opening before others: Call Hall, Unger Complex, Rec Complex... their signage might come first.
- Kris, Rex, and Rick are working on positioning issues with templates for Halm Jet plates
- Working on selling the Ryobi soon
- Rex's last day in his current full-time position is tomorrow.

Jason Hackett:

- Instagram & Pinterest – We are working on strategies and staffing ability to expand our social media reach.
- Most of the team attended a civil rights compliance training session offered by Jennifer Wilson on Tuesday.
- We have been asked to pull together a KSRE social media policy draft for next Thursday's KSRE Executive Administration Team meeting.
- Team leaders are working on plans for prioritizing and making/proposing certain reductions in deliverables and projects due to furloughs. We have an early list of possibilities that we are working through.
- Meg and Phylcia have indicated they would like to return to campus when that option becomes available. They have plans for how their computer equipment will be used to maximize flexibility if circumstances change.

- We are making progress on pulling together all our daily and weekly content production in a content calendar. After a few weeks of experimenting with it in various ways, we met again to make adjustments and find ways to use it better so that we're all using it effectively as a tracking mechanism as well as a tool for feeding content to social media and cross-platform promotion.
- Marketing is wrapping up the first set of new recruitment postcards (using new K-State branding guidelines – but not the “painted letter” font).
 - We must be careful with black-and-white photos with purple text overlays (not true B&W) ... they could turn out muddy, blown out or sometimes bluish looking. From a designer's point of view (campus wide), we need to be aware of this color fluctuation when printing black and white photos.
- A couple of big reports are now online:
 - [The 2019 Forage Report](#)
 - [The 2020 Field Report](#)
- The [list of top publications](#) for FY2020 is complete. The top five (with online visitor numbers) were:
 - The Kansas Garden Guide (121,496)
 - Chemical Weed Control (43,093)
 - Planning Cattle Feedlots (37,272)
 - Market Goat Showmanship from Start to Finish (31,628)
 - Vegetable Garden Planting Guide (28,979)
- Radio network metrics tracked by Jeff:
 - October 4, 2019 and January 24, 2020 – when I began tracking weekly visits, views and downloads – Dropbox recorded 1,246 visits, 1,945 views and 3,777 downloads. As of July 17, 2020, there have been 2,496 visits, 2,790 views and 12,763 downloads. For the 42 weeks data have been collected, we average 59 visits, 66 views and 303 downloads per week. Compared to the 35-week report, weekly visits were down slightly, 62-59; views fell from 75-66, but downloads increased from 294-303. The July 4th holiday seems to have impacted the weekly numbers. For example, there were 605 downloads between July 3rd and July 10th – nearly double the normal weekly average – and there were only 36 visits and 8 views between June 26th and July 3rd.
 - We've started some discussions about approaches to take for future holiday weeks to capitalize on greater interest in these features.
- Work is continuing to rebuild the College of Ag website. All new copy is ready and is being placed on the new pages. There's a bit of a learning curve when it comes to the new tools and new ways the pages must be built, but we should be able to have a first draft of the site ready by Aug. 1 (it'll be a bit of a sprint at the end, though).
- Pat is out for the next six workdays, Mary Lou and Jason will take care of maintaining the news release schedule.
- JaymeLynn Farney has launched a podcast, “Dr. J's Beef”, that members of our team played minor but crucial roles in. The credit is all hers, as she handles all the production, but she did note that we provided some useful technical counsel, and she has exploded out of the gate.
- We'll soon be adding several COVID-19-related Making a Difference reports (these are usually prepared at the end of the calendar year) to the national archive maintained by Texas A&M.

- We provided KSRE admin with templated responses in case of a COVID-19 outbreak tied to a KSRE event. This copy was reviewed and approved by DCM and distributed to the system.
- We also provided KSRE with templated auto-reply responses for people to use in their email and voicemail when they are out for furlough days.

Cory Spicer:

- EPMSConnect web server is online and initial software setup has been completed. Sent request to JNT for datacenter IP information so we can make needed firewall allowances and get them connected.
- ITS finalizing pricing and announcements for new Adobe contract, including Sign service add-on options
- Backup options for Nathan/Dan - sent Nathan an email going over a couple options. Given the amount of data, backup to NAS might be a challenge. External HDD backup may work better.
- I will be taking some PTO directly before and after the move to Texas and will send Gina an update once I have those dates finalized.