

Unit Leaders Meeting, May 28, 2020

- Jason Ellis
 - Reawakening Plan
 - Timing
 - We have a timeline created on bringing people back on to campus.
 - PPE
 - Masks need to be worn when you might have an incidental people interaction (ie. Walking down the hall, speaking to the public/co-workers). You still need to be conscious of frequent hand washing, use of hand sanitizer, and wiping public surfaces. We will have disposable masks and sanitizer for public use.
 - When people are within their cubicle, they do not need to wear a mask.
 - Jason recommended opening one double door within the hallways, including back stairwell doors to help with air flow.
 - Accommodations otherwise
 - If there are employees with concerns, please have them work with their Team Leads or Unit Leaders.
 - Town Hall
 - Jason doesn't know the content at this time.
- Gina Nixon
 - Year End Training for Deb, Kelly, and Gina
 - All payments and invoices must be processed through the Division of Financial Services by 5 p.m. on June 15, 2020.
 - Gina asked that all outgoing invoices for work completed in fiscal year 20 be emailed to customers no later than June 12th to allow departments and area offices time to process payment.
 - Invoices should continue to be processed and mailed to customers as usual as work is completed. Please note that any invoices generated for KSU departments after June 12 will not be paid until after July 1. County and general public invoices should continue to be processed as normal.
 - Deb will be on vacation from June 5th-12th.
 - Budget
 - We have been asked to expend all allocated extension fund by June 30. We will do this by transferring payments off fee accounts.
 - The department has submitted a plan to the dean for our 10% reduction. We are waiting for the actual reduction percentage from the University. Presently the 10% reduction has been specified for state allocated funds. Our department reduction is roughly \$297,000 and the college has

specified return amounts for each type (teaching, research, extension) of funding. Ninety-six percent of our allocated funds is for salaries. We only receive \$154,000 in allocated operating funds, which equates to 4% of our total allocated budget.

- Academics
 - A virtual graduation celebration was held on May 15. Graduates received a small gift box from the department that included sparkling grape juice, party poppers, a business card holder, and a handwritten note from faculty. The students opened their boxes together.
 - June Orientation & Enrollment numbers (including those enrolled in April), we currently have 27 AGED (near the range of last year) and 24 for AGCOM (solid increase from last year).
- Rob Nixon
 - Staff are doing a great job producing and selling the floor graphics and have run out of materials! Next delivery is set for early July. They are working on using other products, with a non-slip laminate.
 - We have a few custom jobs set up for several districts, the Student Union, and Lafene.
 - Pat Hackenberg, in Grain Science asked for flour bag labels. They will be milling 20,000 lbs of donated wheat that will make roughly 1,500 10 lb bags of flour that will be donated to the public during a few hours on June 18 at the flour mill across from the stadium. Anything left over will be donated to public food banks and food kitchens. The labels will be donated by our department.
 - Rob is working with technicians for printing equipment maintenance.
 - The wide format equipment area is being moved and they will create a sign shop.
 - Thinking about running some “specials” for printed paper, business cards, envelopes, etc till September.
 - They created graphics for “If you feel ill...” signs
 - Jason Ellis asked about the 500 “car sharing” signs, broken out into units, to be sent out to various districts.
- Jason Hackett
 - Formerly “normal” work and COVID-19 work are combining to keep us all constantly busy and often putting out fires on a daily basis. The good news is that several KSRE and College of Ag folks from across the state and campus are reaching out for help at a pace not seen since I’ve been here.
 - About half the team has been involved in putting together a celebratory presentation for the May 15 Extension Update. This involved putting together a Qualtrics survey to obtain “what I’m proud of over the last two months.”
 - Several on the team are now working on messaging re: County fairs and 4-H

- A pretty constant stream of new publications requested are being requested from our group each week.
 - A group from Marketing and Audio/Video presented a plan for marketing/social media/video training to Gregg Hadley's Extension Administration Team. Their intent is to build a weekly series of online training modules that will be widely useful across KSRE and also lighten the load of repeated questions they receive on the same topics, freeing them up more for custom projects.
 - The PLC group asked us to make revisions to the KSRE COVID-19 page which has grown to the point that it needs far more organization. They noted that they're really appreciative of all the resources that are listed there, it's just that there has become so much of it that, much like the rest of us, the list needed a "haircut." Those changes have been made.
 - AgToday had its second-highest one-day download number with 1,349 on May 13. Overall, download numbers are markedly higher for all of our podcasts since the pandemic started. Extension Files has scaled back down to once a week after the initial daily output as crisis response.
 - Photography and videography for AgReport resumed a couple weeks ago, and we are putting the finishing touches on it, as it is due to the printers in a couple weeks.
 - Members of our team are helping with various online programs including the coverage of the virtual Discovery Days and anchoring the Virtual Wheat Field Days.
 - The news team continues to crank out valuable stories – including some that are starting to look at adjusting to the "new normal" and others that are refreshingly free of COVID-19 talk.
 - The audio shows have pivoted or are in the process of pivoting as well.
 - A handful of us are helping the Community Vitality PFT start up a #PandemicHomesteading series of webisodes for the Facebook.
 - Statewide should be going out early next week. The Dean's video will be shot on Friday.
 - Several on the team are working on a video for Susan Metzger and Dean Minton to use during a meeting with a potential corporate partner. The video is to highlight the College's activities. It's a bit difficult to pull stock video in the current environment, but we have some, plus an approved script and voiceover completed.
- Cory Spicer
 - Upgrade to EPMS v20.1 - testing new version now, hoping to deploy during week of June 8

- Sent request to EPMS to schedule call to discuss website integration with JNT hopefully by next week.
- Adobe is removing Sign service from K-State agreement on week of July 20.
- There is a Zoom update that will become required on May 30, see <http://blogs.k-state.edu/it-news/2020/05/22/zoom-update-available-2/> and please contact Cory or the IT Help Desk if you are having trouble updating or using Zoom