

Unit Leader Meeting

September 10, 2020

Jason Ellis:

- Furlough use plans
 - Comm Solutions created a Furlough Date calendar, to know when everyone is taking their furlough.
 - Gina is not as concerned about those needing to take 2 days of furlough, but everyone needs to have a plan. Be sure forms are filled out and time sheets are signed. You should fill out your time sheet before you take a furlough day, so you don't have to complete time sheets during your time off.
 - The Academic Spring calendar has not yet been set. They are thinking about starting January 25th with no Spring Break.
- "rate card" for comm solutions
 - Schedule of charges needs to be discussed with the business office, Jason Ellis, and Jason Hackett.
 - Discussed different filter rate structures for different charge categories.
 - We need to be aware of competition from outside groups and their rates.
 - Tiered structure needs to be consistent and must be sure the tiers are defined. Any grant work needs to be charged in the appropriate tier and tied to a signature program or disciplinary team.
 - Jason Hackett will look at the charge categories and then the group can discuss the specific dollar amounts for the tiers. We also need to be aware of supplies used.
- Cory – Adobe emails from Josh Simon
- Workload email
 - Saturday email stressed the need for everyone to look at workload, take vacation if needed, and be aware to not take more on
- NCBA grant – animated infographic
 - They received their grant, so this request might be coming towards Comm Solutions.

Gina Nixon:

- BCOP Update
 - The College of Ag has created the first Business Committee on Planning at K-State. The committee is chaired by Geneva Jahnke, business officer and has 14 members that represent various sized units and departments in the College of Agriculture and K-State Research and Extension.
 - The committee will meet weekly in an effort to gain momentum on analyzing the need for a college-wide accounting system.

- A survey was sent to department heads and business managers to gather basic information about the various financial shadow systems being used and their ability to meet department needs.
- The committee will begin discussing what a standard chart of accounts may look like for the College of Agriculture.
- All accounts have been reconciled, and still working on an account structure in order to set up new accounts.
- EWAW kits and appreciation gifts have been distributed to all members of the department!
- New e-stores have been set up for students to pay organizational dues using credit cards. Receipts are coming in!

Rob Nixon:

- Service technician doing preventative maintenance on the plate processor after we have moved it back into room 11.
- New student employee, Tom Torres (AGED) is working Monday and Friday afternoon. Shared duties between the Union Copy Center and Umberger depending on project and workload needs.
- Quarterly meeting with Ricoh has given us some new equipment ideas. Scheduling a Zoom conference on Tuesday, September 15 to learn more about a small flatbed printer and a future trip to the State printing facility to see demo on digital envelope machine.

Jason Hackett:

- Wrapping up the digital version of the Ag Report
- Team Leaders met for story ideas when working with RFD TV is here on campus. They want to do some student profiles, and longer feature stories. We are helping them coordinate paperwork and meet the right people and be aware of legal guidelines.
- The marketing team is scrambling to reset the artwork in the College of Ag skybox.
- Working with several people who have not taken any vacation time during this Covid time...need to take a break from work and relax.
- Every other month, we have had someone from KSRE wanting to start their own podcast. Is it worth talking to procurement people and the people hosting to get an enterprise licensing?
- Comm Solutions would like to set up an Office 365 Group in One Drive. You assign members, give ownership rights, and Cory can help with the set up. Space allocation and limitation not a worry right now.
- We appear to be at/beyond capacity for video project requests.
- Several of us are prepping for all-online delivery of the communications section of the Art of Extension on Sept. 28.
- The pubs team is working on Swine Day.

- A couple more people are using furlough time.
- The social media policy developed by our team was approved for KSRE.
- We are working with ASI livestock specialists to strategize ways to develop a more unified communications voice to promote their work.
- Top 10 pubs for August:
 - Kansas Garden Guide
 - Food Safety for Kansas Farmers Market Vendors
 - Planning Cattle Feedlots
 - Chemical Weed Control
 - Vegetable Garden Planting Guide
 - Designing a Bud Box for Cattle Handling
 - Buffalograss Lawns
 - Kansas Crop Planting Guide
 - Wheat Variety Date of First Hollow Stem, Fall Forage Yield, and Grain Yield for 2019-20

Cory Spicer:

- Working with JNT to pull needed data from publications database, looking for table that includes publication and topic IDs that are included with each publication URL.
- Continuing testing with connecting MS Dynamics client to database on new host. We've made some progress but are still not able to complete login.
- Adobe device license renewals have been processed. With "new" device licensing a full re-install is not needed, apps can be upgraded via the CC desktop app just like with named licensing.