

Unit Leader Meeting, July 9, 2020

Jason Ellis:

- Furlough planning, update – Nothing new, significant to report. Awaiting president's announcement and employees' receipt of letters from the dean
- Monday, July 13, department meeting - Agenda
 - Overall department updates – changes since last meeting (October 7) – *15 min*
 - Personnel - departures, retirements, new hires
 - Space
 - Programming - restructure of Comm Solutions
 - Key initiatives for FY21 (by unit?) – *15 min - bookstore going live, transition of the new spaces and remodeled spaces, morning meetings of Comm Solutions have brought them together as a team, and any other positive points to share*
 - Q&A (Furlough/budget/open) – *remainder of the time*
- Department reopening – The college/KSRE has received approval to start implementing reopening plans for both research and administrative functions. Currently updating, revising the departmental plan and establishing a scope and timeline for moving back to campus.
- Comm Solutions billing plan/SLA for administration – A draft is in the works. Will provide guidance to scope of work for department, primarily Comm Solutions
- Department diversity committee – have several volunteers to be on college committee, so will start with them and build a department committee to develop a departmental plan for faculty, staff and student recruitment and retention
- Academic programs
 - Developing new recruiting materials – brochures, curriculum guides, display banners
 - Program numbers are up for fall
 - Working on instructional plans for fall
 - Teaching and research facility preliminary study, proposal developed, waiting for KBOR space study and president's council approval before proceeding
 - October 2021 is 100th anniversary of *Agriculturist*, working on plan to promote in magazine and with alumni for development opportunity and create scholarship opportunities
 - All programs going through KBOR program continuation review
- KSRE Bookstore overhaul – saw first demo of new system by JNT. Need to have some internal conversations for input to JNT to prepare for “mass import” of current site content to the new site. Still working on the reporting backend system.

Gina Nixon:

- Moving of KSRE database server(s) to Lawrence (email from Jesus) - The site will be down for four hours the morning of July 16 and the entire day on July 21. Mandy will put a note on the bookstore website now to alert users of these interruptions. Cory will check with Jesus about user experience during actual outage. This outage will also affect our manuscript number submits
- Waiting on final statements from DFS to close out FY20

- FY21 budgets are being reviewed and will be uploaded in the next few weeks. Accounts will be changing as a result of where the university and college have funds available.
- Deb is out for an indefinite period.
- Training to come from HCS on furlough reporting and tracking for employees and supervisors.
- College business managers will be meeting next week to discuss budget changes, fund returns, furloughs, etc. Anything I need to take forward?
 - RU cash might not be available in August
- Updated classroom computers, including Zoom updates, Cory will check on these computers remotely.
- Need to update student computer labs?
 - It has not been determined if we can use these student work rooms yet. Maximum student capacity may be 2 students per room.
- Surplus property. Thoughts on extra panels in the basement? Furniture in Dole?
 - Let Gina know if you need any items for your office space
- Will set up Zoom in Umberger 312 for both the town hall on July 10 and the department meeting on July 13.
- Service clearing/schedule of charges - receipts need to be organized by accounts and Units and need to look at tiered charges in respect to grants. This will help us in case of an audit.

Rob Nixon:

- University Printing taking advance orders for health and wellness graphics, signage
- This will be marketed in K-State Today:

Kansas State University is in the process of finalizing graphics and signage to display across campuses. The signage will remind K-Staters to help stop the spread of COVID-19 by following health and wellness guidance in important areas, such as face coverings, physical distancing, hand hygiene, traffic flow and more.

The Division of Facilities will be coordinating the ordering and installation of many of the signage options, including:

- Indoor directional signage.
- Stairway traffic flow signage.
- Elevator signage.
- Restroom signage.
- General use area occupancy signage.

Additional graphics and signage will be available for department/unit order from University Printing in the coming weeks. By ordering from University Printing, departments and units can reinforce the K-State health and wellness policies and guidance with accurate and consistent messaging.

Signage available for department/unit order from University Printing will include:

- Floor signs for physical distancing.
- Face covering reminder signs.
- Handwashing signs.
- Other general wellness signage related to the “Every Wildcat a Wellcat” initiative.

To learn more or place advance graphic and signage orders, contact University Printing at 785-532-6308 or uprint@k-state.edu. University Printing is open 8 a.m. to 5 p.m. Monday through Friday.

Learn more about the “Every Wildcat A Wellcat” initiative to encourage health and safety among all K-Staters.

- We will ask permission to modify signage materials designed by DCM for the EWAW campaign to customize for KSRE and 4-H.
- Rick Butler designed a 4-H version of our floor Social Distancing Floor Graphic and we have sent it to Wade Weber for consideration. Discussed doing signage for State Fair.
- Meeting with representatives from Facilities on Monday to discuss Covid-19 signage materials.
- Rex Jones resignation from full-time position and to start working part time on July 27th.
- They might be selling the Ryobi. This would enable them to move other equipment around.
- Gordon was very impressed with the labels on the flour bags that UP donated. They will promote the label product more to other departments for purchase.

Jason Hackett:

- Several of us have worked in various ways to help with county fairs’ communications needs. Some a little trickier than others.
- Special State Fair board meeting on Monday.
<https://www.hutchnews.com/news/20200709/kansas-state-fair-board-will-reconsider-holding-event>
- Eric is on vacation, and Jeff is filling in for him.
- Susan and Phylcia are putting together the first set of recruitment postcards for COA with new brand guidelines.
- We have been asked to plan to do our portion of New Agent Training all online. We’re looking at different ways to pulling that together. Previously, we ran three or four “stations” on different topics and rotated the new agents through during the afternoon session. Now we’re looking at several different sessions, with each of our presenters only presenting once.
- In some ways the last couple of weeks have been the most “business-as-usual” that we’ve had since the beginning of the pandemic:
 - We’re pushing out publications, news releases, newsletters, social posts, radio shows, blogs, etc., like we’ve always done, but some of the emergency duties have settled down – but they haven’t fully gone away, either.
 - The “normalcy” has been good, as several people have felt like they could start taking some leave time.

Cory Spicer:

- Adobe sign update – Sign entitlement will be removed from our licenses on the week starting July 20. University is working on Adobe contract renewal now – once that is done, we will have the option to add sign entitlements on a per-user or per-document basis.
- EPMS Connect web server should be available within next few days
- EPMS upgrade still pending, will schedule next week