

Unit Leaders Meeting, March 12, 2020

Those in attendance include Jason Hackett, Marina Daragan, Pat Melgares, Eric Atkinson, Mark Stadtlander, Susan Schiff, Gina Nixon, and Patty Karr (Via Zoom: Cory Spicer and Rob Nixon)

Gina Nixon:

- Gina shared the University policy on off-campus use of university property
 - Leaders discussed the form would be used in situations where university property/equipment was going to be used off-campus for an extended period of time due to university recommendations. This will not be used during normal business operations. (Excerpt from PPM chapter 6510 and related form are at the end of these notes.)
- Pandemic Influenza – Continuity of Operations Plan
 - The continuity of operations plan is very generic. It identifies internal and external dependencies for the department to continue operations either on-campus or remotely. The updated plan is attached to the email that accompanied these notes.
- There was discussion about preparing employees to work remotely.
 - Types of work that can be completed remotely were identified.
 - Discussion about technology availability for staff.
 - Off Campus Use of University Property – Need to follow policy especially for desktops, printers, laptops, cameras, recorders, etc.
 - “Approving Authority” signature is Jason Ellis.
 - Supervisors should discuss expectations of work to be completed remotely.
 - How will employees and supervisors stay in communication?
 - If printing of proofs or documents is necessary, what does that look like?
 - The university (and others) are attempting to reduce the density of people in any one location to slow the spread.
 - Are student employees allowed to return to work or work remotely?
 - How do we address personal travel by employees? Can we ask them to not return to work if they have traveled to hot spots recently?
- Employees may contact Facilities minor repair directly if there are building issues, such as radiator’s stuck on, lights buzzing, water leaks in your work area. The phone number is 2-6389 or online requests for service can be made from the [Division of Facilities](#) home page by clicking on “Request”. You will receive email updates as Facilities assigns the work and completes it. Please forward the “assigned” and “completed” emails to commacctg@ksu.edu.
- If you have electronic recycling that needs picked up, please complete a disposition form, print it out and attach it to the equipment, and place it Umberger 317 in one of the first two cubicles. Please do not put equipment here that does not have the [proper paperwork](#) attached to it.
- Gina is working to update position descriptions for areas that have been reorganized and for positions that may be affected by the new [Fair Labor Standards Act](#) guidelines. Individuals in positions that will be reviewed under the new guidelines will be contacted by Gina by March 18.
- We are currently recruitment for a temporary staff assistant in University Printing. The individual will assist with deliveries and finishing.

- Recruitment will begin soon for two full-time employees in University Printing and one full-time person in the business office.

Rob Nixon:

- Upcoming tours will be cancelled.

Cory Spicer:

- He is troubleshooting EPMS record lock issues and preparing for upgrade to the next version.
- Rob and Annette's new computers are swapped in. Copy Center computer swaps will be soon.

Jason Hackett:

- The Communication Solutions team has identified computer and other resource needs and should be in good shape to handle work situations during the next few weeks.
- The enrollment management team is wrapping up its draft brand guide for the College of Ag.
- The Master Farm Family banquet is Friday night – and has not been canceled.
- Work is progressing on the next AgReport (stories, photos, videos all in process).
- Statewide was sent out this week.
- Meg, Susan and Jason met to discuss the KSRE marketing strategy for FY21.
- The content team will start putting together weekly “news budget” lists mapping out the following two weeks’ worth of content in print and on the radio.
- Mark is making good progress on his project to handle archived publications and turn them over to the library.

.030 Off Campus Use of University Property

Use of university property (regardless of the unit cost) away from campus or an officially designated work location by an employee must be approved by the approving authority of their office or department. The employee must complete the ["Agreement to Use KSU Property Off Campus"](#) form, and obtain the approval signature of the approving authority, prior to such use of property. The form may be obtained electronically, and the document must remain on file with the approving authority until the property is returned in satisfactory condition. This documentation must be available for review during an audit, and is to be reviewed for renewal at least annually by the approving authority. An employee using university property away from campus or an officially designated work location agrees to the following provisions, regardless of whether they sign a document specifying the provisions:

1. The property is to be used for university purposes only and not for the employee's own or another's personal use or gain.
2. Use of or taking property off campus shall not interfere with or inhibit the day-to-day office, instruction, laboratory or other functions being performed on campus.
3. The employee will use ordinary care in handling and safekeeping of the property; will not permit any other persons to possess, obtain, or maintain the property, and the property will be returned to the university in satisfactory condition, which means in as good a condition as it was when provided to the employee, less any reasonable wear and tear;
4. Any damage, loss, or liability resulting from the employee's failure to use such ordinary care is the sole responsibility of the employee, and to the extent due to such failure, the employee shall be responsible for repair and/or replacement costs of any property not returned in satisfactory condition;
5. The employee shall promptly report any damage or loss of the property to the university, and will not make any repairs, restorations, or otherwise alter the property, without the prior written consent of the university.
6. If the employee will not be using the property or otherwise will be or is absent or away from the property for an extended period of time, the employee shall make arrangements for the return of the property to campus prior to such time.
7. The university may recall the property immediately for any reason, and upon such recall the employee must immediately return the property.
8. Upon determination by the university of damage, loss, or liability to the university property, then upon notice and explanation, the university may withhold, deduct, or divert any portion of the employee's wages for the fair market value of or the cost of repair or replacement of the property, as determined by the university. This remedy is not exclusive, and the university may pursue any other remedies provided at law, equity, or otherwise.

AGREEMENT TO USE KSU PROPERTY OFF CAMPUS

Kansas State University (“University”) grants permission to _____ (“User”) to take and use the University property documented below away from the University campus premises or an officially designated work location, subject to the following terms:

- (1) The property is to be used for University purposes only and not for the employee's own or another's personal uses or gain.
- (2) Use of or taking property off campus shall not interfere with or inhibit the day-to-day office, instruction, laboratory or other functions being performed on campus.
- (3) User will use ordinary care in handling and safekeeping of the property, will not permit any other persons to possess, obtain or maintain the property, and the property will be returned to the University in satisfactory condition, which means in as good a condition as it was when provided to the User, less any reasonable wear and tear;
- (4) Any damage, loss, or liability resulting from User’s failure to use such ordinary care is the sole responsibility of User, and to the extent due to such failure, User will be responsible for repair and/or replacement costs of any property not returned in satisfactory condition;
- (5) User will promptly report any damage or loss of the property to the University, and will not make any repairs, restorations, or otherwise alter the property, without the prior, written consent of the University
- (6) If User will not be using the property or otherwise will be or is absent or away from the property for an extended period of time, User shall make arrangements for the return of the property to campus prior to such time
- (7) The University may recall the property immediately for any reason, and upon such recall User must immediately return the property
- (8) Upon determination by the University of damage, loss, or liability to the University property, then upon notice and explanation, the University may withhold, deduct, or divert any portion of the User’s wages for the fair market value of or the cost of repair or replacement of the property, as determined by the University.
- (9) The University’s remedies stated herein are not exclusive, and the University may pursue any other remedies provided at law, equity, or otherwise.

Date Removed	Date Returned	Description of Property	Model/Serial #	Property #

I have read and accept all the terms of this agreement.

User’s Signature: _____ Date: _____

Printed Name and Title: _____

Approved and agreed to by:

Approving Authority’s Signature: _____ Date: _____

Printed Name and Title: _____