

November 4, 2021 - Unit Leaders Meeting

Present: Jason Ellis, Gina Nixon, Pat Melgares, Rob Nixon, Cory Spicer, and Monica Coverdale

Discussion Items:

- Department's Celebrate Ag Day booth at the November 13 home football game vs West Virginia? The booths should be fun and educational and celebrate Kansas agriculture and our department's role in it. A six-eight-foot folding table will be available for booth displays. Jason E. needs to submit a paragraph to G. Hadley via email this Friday, November 4, regarding our booth idea.
- Parking Services has started ticketing vehicles (personal and state) parked in faculty and student lots for more than 24 hours. Jason Ellis sent an e-mail to the department regarding this issue. A copy of the e-mail is at the end of these notes.
- Shout-out from Pat Melgares to the members of both the Communication Solutions Director and Producer/Director search committees. Both committees identified and invited excellent candidates to interview.
- KWCH-TV is sending a crew to campus on November 15

General Updates:

Academic

- ❖ Enrollment for Spring and Summer is underway/completed.
- ❖ Updating the course catalogue.
- ❖ New online graduate students starting in January. No new on-campus students.

Comm Solutions

Marketing

- Planning and preparing content for annual report
- November's Statewide Planning/Story Writing/Design
- 3-Minute Feature with KWCH TV on need for ag research infrastructure/ag research great investment
- Kansas City Star opinion column in approval on need for ag research infrastructure/ag research great investment
- Celebrate Ag Day video posts
- Research Scholars Video complete – will be shown at Dean's Advisory Council meeting
- Student recruitment ads running in KS, CA, NE, TX & MO
- American Marketing Association Higher Education Marketing Symposium – Susan attending Wed – Friday
- KSRE Website – working on content for five new pages
- Scheduling time to present Salesforce proposal to leadership team
- Follow-up with signature program promotion
- Social media content plans created for Nov. & Dec.
- Beef Cattle Team social media posts complete
- Provide training on social media analytics

November 4, 2021 - Unit Leaders Meeting

- Develop new templates for promotional pieces for KSRE agents (flyers, newsletters, PowerPoint, publications)
- Dean's holiday card design approved and moving to print
- Forestry Wildlife Booklet in design
- Ford County 4-H Banner in design
- Wabaunsee Building sign designed awaiting printing

Publishing

- 4-H CHAT Program (Choosing Health Action Teams) materials are finished
- 4-H Policy Manual is updated
- Linda is working a slug of Spanish translation documents
- Due to resignations, there will be another delay in the update of the Kansas Garden Guide
- Chemical Weed Control and numerous other AES publications are in process

Content

- Student writers – Emily Halstead, Taylor Jamison, Shelby Varner – cranking out stories (routinely 2-3 per week)
- Dan Donnert – recent videos: Justin Waggoner (phosphorus)
- Lisa Moser – Busy month in academics; maintaining CattleChat series.
- Pat Melgares – Search committee work

Business Office

- Search updates:
 - Director (Communication Solutions) – interviews have finished, the committee met Wednesday afternoon and is finalizing their report to Jason.
 - Producer/Director (Communication Solutions) – two interviews have taken place and a third is scheduled for November 10.
 - Assistant/Associate Professor (Academic Programs) – paperwork is being submitted to gain approval to recruit. Once approved, the position will be posted.
 - Communication and Marketing Assistant(s) (University Printing) – two new position descriptions are being finalized. With all the new equipment, we are looking for individuals with an understanding of graphic design and how to manipulate files to print the best quality on a variety of substrates.
- Budget:
 - Will have a report on where we stand at our next meeting.
- Performance Reviews:
 - An updated schedule and reminders will be coming out by the end of the week.
 - Who is doing whose evaluations? Can we switch it up?
- Shred Day is coming on November 19. Get your boxes of stuff ready! They will not be accepting electronics this time, only paper. To see the full announcement in K-State Today or access the required shred form, please use the links below.
 - [Shred Day Announcement](#)
 - [Required shred form](#)

November 4, 2021 - Unit Leaders Meeting

- ❑ Upcoming departures:
 - Jason Hughes, Instructor, will be returning to West Virginia in January.
 - Lisa Heller, Bookstore Associate, will be retiring effective December 31, 2021.
 - Emma Miller, Communication Solutions student, will be leaving the end of November.
 - Cassie Smith, University Printing student, will be leaving in early December to prepare for student teaching in the Spring semester.
 - Thomas Torres, University Printing student, will be leaving in January to complete student teaching in the Spring semester.
- ❑ Travel has picked up and we are noticing an increase in expenditures.
- ❑ Continuing to learn grant tracking/reporting processes and developing standard department procedures.

Administration

- ◆ COVID vaccine requirement updates - Supervisor's cannot ask employees about vaccination status. Supervisors can inform personnel of the mandate and make them aware of the important associated dates.

Key dates to know (<https://www.k-state.edu/covid-19/vaccine/requirement/timeline.html>):

Monday, Nov. 15 - The deadline to submit a request for a religious/medical exemption.

Friday, Nov. 19 - Exemption requests will be approved or denied by Nov. 19. This timeline allows time to get a single-dose Johnson & Johnson vaccine and be considered fully vaccinated by the Dec. 8 date.

Wednesday, Nov. 24 - The last day that individuals can receive the single-dose Johnson & Johnson vaccine to be fully vaccinated by the Dec. 8 deadline.

Monday, Nov. 29 - The last date to upload your proof of vaccination. If you need assistance uploading your proof of vaccination, please contact Human Capital Services at 785-532-6277.

Wednesday, Dec. 1 - On Dec. 1 employees who have not submitted vaccine cards or requested exemptions will be notified that they have the option to resign or be terminated. Managers will also receive notification at this time.

Wednesday, Dec. 8 - Deadline to be fully vaccinated.

Technology

- ITS management has approved the purchase of the JAMF management platform for Mac computers, to be centrally funded. Currently the contract is being worked out but we should have much better tools for managing Macs available soon.

November 4, 2021 - Unit Leaders Meeting

Printing / Bookstore

- ✓ The second set of the Corn Readers project is underway and will be completed by 11/5. The quantity increased over the last mailing from 400 individual orders to 514 individual orders.
- ✓ Recruitment and Admission has reached out to us for an estimate on another yard sign project, this time with a larger quantity requested.
- ✓ Ag Econ tax guides have arrived from the IRS and will be distributed to the county extension offices. The bookstore also shipped out over 250 Priority Mail packages for Ag Econ for a training/conference they were having this week.
- ✓ The order process for the 4H Achievement Pin went smoothly this year and all backorders have been fulfilled. So far, we have shipped out over 2,000 pins.
- ✓ Our table at the 2021 KSRE Innovation Expo at Annual Conference was well received and generated a lot of good discussion and interest as we showcased signage, banners and new products.
- ✓ Final piece of wide format equipment (Roland Eco Solvent) is up and running.

November 4, 2021 - Unit Leaders Meeting

From: AG Communications <COMM-L@LISTSERV.KSU.EDU> on behalf of Jason Ellis <jdellis@ksu.edu>
Sent: Thursday, November 4, 2021 2:15 PM
To: COMM-L@LISTSERV.KSU.EDU <COMM-L@LISTSERV.KSU.EDU>
Subject: [COMM-L] Parking Department and Personal Car

Good afternoon,

Extension Director Gregg Hadley passed along the following information he received from the Parking Services director. The main point, if you will be parking your car on campus for more than 24 hours (in a row), you need to provide Parking Services at least 24 hours' notice that this will be happening. This isn't the only thing Gregg provided, but it's the most applicable for us all.

- State vehicles cannot be parked for more than 48 hours in O (green commuting student parking spots) and W (red faculty/staff parking spots).
- Private vehicles cannot be stored in the parking lots (even with the proper parking permits) for more than 24 hours without Parking Services receiving prior notification. This goes for faculty, staff, and students who park with permits on campus (not the dorm lots, but in commuter-oriented lots). This is a big deal coming into winter – creates issues with snow removal, lot maintenance for safety.
- Parking Services does not have a problem with personal vehicles being in a lot for more than 24 hours when we are on official business. They just ask that we give them 24-hour notice by either telephone or email (785-532-1984; jbarnes@ksu.edu).

You should not go through 301 (main office) for this – you need to report directly to Parking Services (via number or email above) to provide accurate information for your travel and parking situation. You are responsible for your own reporting, regardless of who helps coordinate your travel or book a vehicle for you.

Thanks!

Jason

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