

Unit Leader Meeting

March 4, 2021

Those in attendance were Jason Ellis, Jason Hackett, Gina Nixon, Rob Nixon and Cory Spicer.

Academics

- Graduation will be held in May. Plans for holding graduation ceremonies outside in Snyder Family Stadium on May 14, 15, and 16.
- Fall classes will be held in-person and all classrooms are being scheduled as they were pre-pandemic.
- Prospective student visits have been on the rise.
- Fall and Summer 21 enrollment will begin soon. Work is still being done to finalize the Fall 21 schedule with the recent announcement of in-person classes.
- Ag Education faculty are busy with student teacher visits and teaching.
- Faculty continue to submit grant proposals.

Comm Solutions

- Began planning for the next AgReport: Agreed to a production schedule and made story assignments.
- Production of the next Statewide is underway.
- Several of us are helping with promotion efforts for a KSRE webinar featuring a Kansas-raised doctor who was instrumental in the development of the COVID vaccines. Event is March 18.
- PFT comm liaisons met to continue fleshing out plans for how we support each of our teams with consistency and provide coverage throughout the year for signature programs so we can have a bank of content to report out at legislative report time.
- Meetings are continuing on the subject of the college's involvement in HPJ crop report booklets and what that needs to look like in the future.
- Reviews are complete and delivered.
- We're getting ready to launch the KSRE Instagram account – already have 200 followers without having launched.
- Project timelines have been mapped out for AES reporting.
- Teams have met to ID priorities, and team leaders have begun trying to filter those and determine what are the top priorities, next-level-down priorities and those that can be reduced/eliminated/made more efficient.
- Photographers have expressed a need to develop some sort of identification badge they can wear when they're out in the field. Too many people give them the side-eye and wonder what they're doing. As people emerge from social distancing and are around other people again, we assume this will only become more of an uncomfortable situation, so having an ID on lanyard is one step we want to try.
- A couple of us were asked to assemble a suggested equipment list for county offices to be able to easily, inexpensively and consistently deliver meetings in a hybrid context: They needed us to suggest microphones, webcams, and other gear that could be adaptable and durable for lots of uses. Waiting to hear their feedback.

- Per Dan Devlin, western Kansas researchers will combine their reports, starting in 2022, as the Western Kansas Research Report.
- Top pubs for January (since we didn't report that last time):
 - **Downloads:**
 - Kansas Garden Guide
 - Planning Cattle Feedlots
 - Chemical Weed Control
 - Designing a Bud Box for Cattle Handling
 - Recommended Vegetable Varieties
 - **Sales:**
 - 2021 Chemical Weed Control
 - Private Pesticide Applicator Manual
 - Kansas Garden Guide
 - Kansas 4-H Dog Show Rules
 - Cow/Calf Record Book
- We've added a student worker to help with social media.

University Printing and Bookstore/Mail Center

- St. Patrick's Day mini banners! Find the hidden 4-leaf clover and have your name entered into our gift bag drawing. Gift bag is made up of marketing items from the KSRE Bookstore and a free mini banner coupon. Polytechnic/Salina interested in a give-away too!
- Negotiated an equipment extension lease with Ricoh with the help of Gina
- Renewal of the postal meter lease for the Bookstore with the help of Gina too!
- Rob attended IPMA webinar "Learning from Print Providers"
- Supervisory Foundations "Mindful Communications for Supervisors" scheduled for 3/9
- Mandy attended a two-session training from K-State Supervisory Foundations, "Understanding Your Role as Supervisor" and is also enrolled in the upcoming "Mindful Communications for Supervisors"
- KSRE Bookstore is busy with Forestry marketing items, Wildcat District signage, wheat plot signs and the large yard sign order for Recruiting & Admissions to name a few...

Technology

- We have the next version of EPMS ready to deploy, just need to determine a good day/time to push out the upgrade.
- Working with K-State webdevs to get information on website Category and Publication IDs to send over to JNT.
- Mike at EPMS support said our request for getting item pricing through EPMSConnect is "not that simple". I'm going to ask for another call with JNT and EPMS so we can discuss options.

Business Office

- Recruitment for the Office Specialist III in the business office is progressing.
- Virtual interviews will be held on March 9 and 10.
- The SPARK computers received in the department are beginning to be deployed. Work on this will increase in April.
- Reminders about remaining furlough days will be sent to employees and supervisors.

Leadership

- Evaluations are completed and have been submitted to the Dean's office.
- There has not been any word on when the university will develop and announce plans for returning employees to campus offices.